

Selectboard Meeting Minutes -Approved  
April 19, 2016

Attendees:

Joan Goodrich	Susan Elder	Michael Kuban	Ruben Hook
Karen Lathrop	Dan Richardson	Dave Farnham	Bill Smith
Tim McCormick	Taylor Katz		

Joan Goodrich, Vice-Chair brought the meeting to order at 6:01 PM

1. Adjustments to Agenda

- TAC Position under Town Administrator
- Walking Bridge for Townspeople under Town Administrator
- Foyer Refurbishment under Town Administrator
- Approve Orders

2. Approval of Minutes

Susan Elder moved approval of April 5, 2016 meeting minutes as written, seconded by Mike Kuban. All in favor, so moved.

3. Zoning – Executive Session

Susan Elder moved to enter into executive session 6:33 pm with legal representation for the Town, with Ruben Hook seconding the motion. All in favor, so moved.

Susan Elder moved to exit executive session at 7:03pm with Ruben Hook seconding the motion. All in favor so moved.

4. Bid Opening for Lawn Maintenance

The following bids were opened.

- |  |             |
|--|-------------|
| • 40 Acre Tree Service                 | \$540/wk    |
| • Farnham's Lawn Care                  | \$210/wk    |
| • Orange Cty Property Management       | \$465/wk    |
| • Gadway's Luxury Property Maintenance | \$221.50/wk |

Mike Kuban moved it would be prejudicial to the Town to conduct contractual business in open meeting with Susan Elder seconding the motion. All were in favor, so moved. Michael Kuban moved to enter executive session at 7:13 pm to discuss lawn maintenance contract with Susan Elder seconding the motion. All were in favor, so moved.

Susan Elder moved to exit executive session at 7:16 pm with Ruben Hook seconding the motion.

Michael Kuban recused himself from voting on the lawn maintenance contract as he disclosed one of the bidders is related to him. Susan Elder move to accept the Property Maintenance Bid from Farnham's Lawn Care. Ruben Hooked seconded the motion. On a roll call vote, Susan Elder – aye, Ruben Hook –aye and Joan Goodrich – aye. The motion passed.

5. Transfer Station

a. Hauling Fees

Susan Elder read Casella's e-mail stating they would not divulge hauling fee's unless a formal RFP was sent. Karen L. stated Board wanted a letter sent requesting fees but not an RFP. Board tasked

Town Administrator to create RFP and tabled to a future meeting.

6. Water/Sewer

a. R2J LLC/ New Creation Ministries – Letter to State for Wastewater Increased Capacity  
Susan Elder read the letter from Bill Smith and Rick Ackerman asking for a letter of approval from the Board for increased capacity for a Water/Wastewater permit from the State. Board stated they would like to speak with Nolan LaFrancis, Chief Operator for said system before giving approval. Board were willing to have a special meeting on Friday, April 22, 2016, after speaking with Nolan, to approve a letter if there was enough capacity. Tabled until special meeting.

7. Farmer's Market

Taylor Katz, requested use of the North Common for the Annual Farmer's Market running from May 20-September 30, 2016. She also noted there would be a Spring and Fall Festival, June 3<sup>rd</sup>, and September 23<sup>rd</sup> respectively for which she will need to have permission to close the road between VT Rte 110 and the road directly behind the Town Hall so they may have the Arts Bus in and the Fire Truck from the Fire Department for the children to see. Mike Kuban moved to approve use of the North Common for the annual Farmer's Market from May 20<sup>th</sup> to September 23<sup>rd</sup>, with the road closure for the Spring and Fall Festival falling on June 3<sup>rd</sup> and September 23<sup>rd</sup>. Susan Elder seconded the motion. All were in favor, so moved.

8. Town Clerk

a. Liquor Licenses

Board reviewed the Flanders Market and Chelsea Pizza House & Deli liquor license applications and found both to be incomplete. Tasked Town Clerk to call them and add to special meeting agenda. Board reviewed Limit Assets liquor license application and outside consumption application and found them to be complete. Clerk reported no incidents from DLC. Mike Kuban moved to approve Limit Assets liquor license application and outside consumption application with Ruben Hook seconding the motion. All were in favor, so moved.

b. Hall Maintenance.

Town Administrator provided the Board with revised cleaning list and job description for the custodial position. Board reviewed and thought the job description needed to be renamed Maintenance/Custodial as it involved maintenance as well as cleaning. Discussion on having Town Admin to contact Amy Shalvoy to come in and price a spring cleaning top to bottom of Hall, Foyer, & Office. Town Admin to research how many hours a month the position used. Board in favor of placing an advertisement for the position as soon as research is completed. Tabled to future meeting.

9. Local Emergency Operations Plan

Dave Farnham, Emergency Coordinator gave a review of the plan and the items changed in the plan. Discussion about a future budget item of a generator. Board wanted to know if there were grants available. Dave F. to look into it when he goes to the LEPC meeting. He also noted the Town has no sand bags anymore. Board requested he look into that as well. Mike Kuban moved to approve the LEOP with Susan Elder seconding the motion. All were in favor, so moved.

10. Bond Bank Application

Board noted page 15 of the Bond Bank application was an item that needed Jane's input as Treasurer. Town Administrator, noted the last page of the application was a narrative that would underscore what made our Town a great place to live and asked the Board to put some ideas

together and submit them so the application could be finished. She noted there are a few areas that still needed to be completed but it was almost done. No action taken.

11. Town Administrator

a. ADA Compliancy – Town Hall Lavatory.

Karen reported she had spoken with David Bradshaw, and there was no way to make the current lavatory ADA compliant. She suggested in the future to change our Election areas to a place that was already ADA compliant such as the small bay of the Town Garage. Susan Elder suggested the School. Discussion on both places. Tabled to a future meeting.

b. Karen reported she sent the draft of the compilation to everyone and requested they read it so they may discuss it at the next meeting. Tabled to a future meeting.

c. North Common Walkway.

Karen reported Rick Ackerman estimated about \$500 for ripping up the pavement, putting top soil, down and reseeding it. Also take about a day with two people. Board in favor of doing so. Susan Elder moved to fix the North Common Walkway, taking out the pavement, putting top soil down and re-seed, and mulch, not to cost more than \$1000.00 with Mike Kuban seconding the motion. All were in favor so moved.

d. TAC Position

Karen reported Kent Gilman interested in this position. Board so noted and table to a future Meeting.

e. Walking bridge for Pedestrians –Bridge 9-11

Karen reported she had spoken to a person from the State who was inquiring if the Town had thought about a walking bridge for pedestrians when the State came in to do the ABC bridge closures next year. Board discussed a few different options and tabled it until a future meeting.

f. Foyer Reburishment

Karen reported the Library was refinishing their floors and she had asked for a quote for the Foyer. She noted the Town Hall would have to be shut down for a week. Board discussion on doing the entire hall floor. More research needed for that. Tabled until next meeting.

12. Approve Orders

Board discussion about overtime on Highway. Karen noted Rick Ackerman had called to say they were on summer hours which now which are 4 ten hour days and off on Friday. Mike Kuban moved to approve orders with Susan Elder seconding the motion. All were in favor, so moved

13. Susan Elder moved to adjourn at 9:36 pm with Mike Kuban seconding the motion. All were in favor, so moved.

Respectfully submitted,  
Karen Lathrop  
Town Administrator