

Selectboard Meeting  
March 31, 2015

Attendees:

Hope Crifo,	Chuck Goodling	Joan Goodrich	Michael Kuban	Carol Olsen
Michael Button	Ruben Hook	Karen Lathrop	Jane Cushman	Rick Ackerman
Phillip Mulligan	Susan Morse	Tim Courts	Dave Button	Carl Hubbell
Frank Keene				

Meeting started at 6:30PM

**Additions & Deletions**

Carl Hubbell added monthly update under Transfer Station, Karen Lathrop added website/open meeting under Town Administrator, Karen Lathrop added Road and Bridge Standards recertification under Highways.

**Approval of Minutes**

Michael Button moved and Michael Kuban seconded to approve the March 17 minutes with one edit. All were in favor, so moved.

**Bond Anticipation Note**

Hope Crifo from Merchants Bank brought paperwork for the Board, Treasurer and Clerk to sign off on for the Bond Anticipation Note for the Town Garage. She gave a brief overview of procedures for disbursement of funds. She also stated their bank does offer long term funding. Michael Button moved and Michael Kuban seconded to accept the Bond Anticipation Note Proposal and sign it. All were in favor, so moved.

**Highway Department**

a. Chuck Goodling from Dubois & King was in to give an update to the two new members of the Board. He gave a brief overview of the project, discussed submittals with the Board, mentioned the utility relocation was in progress but was unsure of a completion date, though he assured the Board the Contractor would not be delayed in his work. Target date to start would be May 1, 2015. There was a discussion about the addition of a motor oil tank the Board was interested in buying. The Board decided to drop the motor oil tank option as it could become an overall a costly problem. Chuck Goodling went over the Permit to Construct conditions with the Board. He spoke to the Special Inspections budget proposal with the Board. The special inspections proposal budget being \$5000 to \$8000 for testing , oversight by Dubois & King at \$10,000.00. He stated in Phase 4/5 it was stated special inspections were not included in that proposal as Dubois & King was not sure if they were going to be required until the permit came back. He explained how the special inspections are completed. No action taken by the Board at this meeting on the Special Inspections budget proposal as submitted. Board concerns were costs of changed window design to Town, design and depth of septic, cost of floor drain pumping, Board approval of changes, cost savings to the project, clerk of the works vs Dubois & King for special inspections. The Board asked Chuck to e-mail a list of answers for clarification of their concerns before the next meeting.

Chuck Goodling submitted the fire alarm application to the Board to sign. He stated there would not be a fee as it was paid in the application. Carol Olsen signed the fire alarm permit.

b. Equipment Status

1. Rick Ackerman submitted quotes on the small truck. Quotes are for F350 Diesel and Gas Options. The truck will have a 9 foot plow and there is a need for a heavier suspension to hold a sander, if and when the Town purchases one. Diesel trucks run \$7000 to \$10,000 more than gas options. The Board reviewed the options and decided a diesel truck would suit the highway needs better. The offer from Ted Green Ford gives a trade in allowance of \$4000.00. The other dealerships will not take a trade-in. The Board tasked Rick Ackerman to work with Karen Lathrop on the financing options. Ruben Hook moved and Mike Kuban seconded to buy the Ford F350 4x4 truck at \$46,575.00 minus a \$4000.00 trade in allowance for a total of \$42,575.00 from Ted Green Ford. All were in favor, so moved.
2. KS State Bank formal proposal and application for the 2015 International was reviewed by the Board and signed by Carol Olsen, Chair.

c. Oil Tank- Board chose not to purchase.

d. Annual 2016 Class 2 Roadway & Structures Grants were available for the Board to review. Karen Lathrop reported the Town was submitting a total of three grant applications, one structure and two class 2 Road way grants. The structure being Moxley Bridge and the Class 2 Roadways being the East Randolph Road and the Upper Village Road. Karen also reported the Town share is usually 80/20 or 70/30 and as the town does not have an up to date highway inventory it will be 70/30. Karen stated a roads inventory needs to be to be completed for the 80/20 match and she has been in contact with Rita Seto, on it and will be attending a better back roads workshop April 8, 2015 to increase her knowledge of the grant process.

e. The Board reviewed and signed the Annual Financial Plan for Highways. Karen gave a brief report on the process. Mr. Christopher Bump and Mr. Michael Blakslee from AOT District 4 came up to work on the plan. Rick Ackerman reported he met with Chris Bump the same day with on the Box Culvert the Town is concerned would cause flooding. Rick hasn't heard back from them yet.

f. Carol Olsen re-signed the Phase 4/5 contract that was voted on at the Special Selectboard Meeting on 2/9/2015. Original contract could not be found.

### **Water/Wastewater Department**

a. Water Ordinance was tabled.

### **Transfer Station**

a. Carl Hubbell gave his monthly report on the income statement of the transfer station. He also reported he had read the draft CVSMD Ordinance. There was discussion by the Board on the draft and Joan Goodrich reported she went to the hearing on solid waste and decided not to write the letter. She gave a brief report on the hearing, stating clear bags will not be part of the ordinance and there will be changes to the document and more hearings in April on the document. There was discussion on all aspects of the Transfer Station in relation to the new statutes and how they apply to our Transfer Station. There was brief discussion on Green Up day and the Hazardous Household Waste day.

### **Appointments**

a. The Board was in question as to whether Stan Brinkman had been appointed and Karen assured them he had been at the March organizational meeting. Karen reported on her conversation about terms with Stan Brinkman. Joan Goodrich moved and Mike Kuban seconded Dickson Corbett and Tim Courts are appointed for three year terms and Marianne McCann is appointed to the two year term. All were in favor and so moved.

- b. Development Review Board. The asked if Nyra Whipple was still interested in being on the Board. Karen reported she made contact with Larry Allen who was still interested and had to leave messages with Anne Carroll and Nyra Whipple but had not heard back from them. Michael Kuban moved and Ruben Hook seconded to have Karen Lathrop send letters to Larry Allen, Ann Carroll and Nyra Whipple asking if they were interested in serving on the Board, with Larry Allen and Anne Carroll to the three year terms and Nyra Whipple to the alternate position. All were not in favor. Four yeas and 1 nay, the motion carried.

### **Town Administrator**

- a.b. Combined Fema- Karen reported she signed off on FEMA DR 4702 VT grant and the Debris Removal Pilot Program and she would like the Boards authorization for it as she is not sure what the Town Administrator is allowed to sign on behalf of the Board. She stated the highway department might not be able to get all the debris chipped by June 7, 2015 which is the cutoff date for funding, and the Town might be better off not signing up for that program. Michael Button moved and Michael Kuban seconded to authorize the Town Administrator sign on behalf of the Selectboard various grant applications and paperwork. Joan Goodrich brought up for discussion on whether the Town Administrator should come before the Board when grants involved matching funds. The Town Administrator stated all State grants are available annually and they all state their match. The Administrator should make a list of all of the grants available and their match and have that information to the Board at budget time so the Board may choose which grants they would like to apply for and budget for them accordingly. Karen offered to speak to other Towns to see what their Town Administrators were authorized to sign for. The Board discussed setting goals for their employees so the Selectboard's time would be better utilized. The Board should discuss the parameters of the Town Administrator's authority. Joan Goodrich stated VLCT has policy information with clear wording. She stated the Board should obtain a legal opinion on what a Town Administrator may legally sign. The Board will revisit this discussion at the next meeting. The motion was restated. The vote was Ruben Hook, Michael Kuban and Michael Button voting yea and Joan Goodrich nay. Carol did not vote in case of a tie.
- c. Karen had the Board review laptop quotes and the Board instructed her to gather quotes on tablets. No action taken.
- d. Selectboard Rules of Procedures. Karen offered to make digital copies of this and send it to the Board. The Board will revisit at another meetings. No action taken.
- e. Website was discussed along with Open Meeting Law compliance. No action taken.

### **Adjournment**

Mike Kuban moved and Joan Goodrich seconded to adjourn the meeting at 10:13 PM. All were in favor and so moved.