

Selectboard Meeting Minutes

April 7, 2015

Attendees:

Michael Button	Joan Goodrich	Michael Kuban	Rueben Hook
Frank Keene	David Button	David Bradshaw	John Upham
Karen Lathrop			

Meeting brought to order at 6: 30 p.m. by Michael Button Vice Chair

Additions & Deletions

Karen Lathrop requested additions of tree trimming around commons under Parks, Liquor Licenses under Town Clerk and re-appointment of alternate rep to the CVSWMD Board under Transfer Station. Frank Keene requested to speak about the Floor Drain, which would come under Town Garage. Ruben would like to add employee compensation to Personnel.

Approval of Minutes

Mike Kuban moved and Joan Goodrich seconded approval of March 31, 2015 meeting minutes. All were in favor, so moved.

Bridge 9 & 11 Update

Karen Lathrop stated Carol, Ruben and Karen met with the Josh Olund (Tylin) Jennifer Fitch (VTrans) and other State representatives on April 3, 2015 to hear a project review of the Superstructure Replacement, Underground Utility Impacts and Temporary road closures for construction. There are several coordination items that the Town and the State need to address. Karen reported Tylin discussed the need for a decision on bridge railing, and lighting design to move forward in the design. Major changes in the bridge design would be moving the sidewalk on Bridge 11 from the East side to the West side of the bridge so as not to impact the Town's underground utilities, which are considered non-participating costs the Town would have to fund. There would be a cross walk from where the sidewalk ends on the East side across to beyond the Brookhaven driveway all the way through to the far side of bridge 11. which would result in a safer crossing for students going to the Brookhaven Recreation Field. Essentially no changes to bridge 9. The State would like the Town to relocate the Creamery Road to come into VT RT 110 with a T joining instead of the angle it now joins VT RT 110 as the State would consider it a safer intersection for a crosswalk. The Board discussed the pros and cons of moving the sidewalk on Bridge 11 and is in favor of it. The Board discussed the pros and cons of the historical bridge railing and the lighting for both bridges and the general consensus was favorable to both but they would like to hear from the Townspeople. The Board felt it did not have enough information on the costs of relocation of the Creamery Road were not in favor of relocation at this time. Karen reported she would like to coordinate the special meeting for May 7, 2015 and the Board was in consensus on the date and Karen will coordinate with the State. **No action taken.**

Highway Department

- a. Equipment Status.** Karen brought loan documents for Michael Button to sign. Joan Goodrich asked if the Board was allowed to buy equipment as at Town Meeting there was no provision given to the Board to borrow money in excess of the budget. Michael Button stated section 4.01 of the loan papers (non-appropriation of funds) spells out that lease to purchase allows the Board to borrow money. **No action required.**
- b. Dry Hydrants** - Karen gave an update on the Water Supply aspect of the conditions section of our Permit to Construct. A dry hydrant to address this condition is necessary. Dave Bradshaw added there are a total of 8 dry hydrants in Town and the Fire Department as long needed one in the Southeast quadrant of Town and this would serve many needs not just the Town Garage. The grant is ready to be

submitted upon the Boards approval. Dave Bradshaw stated we would not need the entire \$4000.00 grant to build this. There is a good site that would be behind the Town Garage. He discussed the advantages to the adjacent land holders. The Board discussed with John Upham whether he would write a letter to the Division of Fire Safety. John is willing but has no way of knowing how much water the river can provide. He doesn't know if it will fulfill the need. Mike Kuban to contact Mr. Baranowski to speak about the conditions. Mike Button asked if John was willing to contact Mr. Baranowski and draw up a letter. Joan Goodrich felt Mike Kuban should have a conversation first with Mr. Baranowski and get back to the Board. Dave Bradshaw stated that seeing as the Garage would have an alarm system the Fire Dept would like to put an oxbox on the Town Garage in case of a faulty alarm going off. They could access the building this way. **Mike Kuban moved and Ruben Hook seconded to apply for a dry hydrant grant located at the future home of the Town Garage. All were in favor and so moved.**

- c. **Town Garage Update.** The Town asked Dubois and King to address issues brought up at the March 31, 2015 meeting. Dubois & King sent a Memorandum to the Board in April 6, 2015 giving options to each issue and requesting the Board's input on several items discussed at the March 31, 2015 meeting. Item #1 – Floor Drain System and Holding Tank. The issue is pumping tank constantly and the cost associated with it. Dubois and King sent the current tank description, alternative 1- Direct Discharge from a Floor Drain and Alternative 2 being an Indirect Discharge of a Floor Drain. After lengthy debate over the different alternatives and hearing from Mr. Keene on his talks with a State person, considering costs involved and what the Town may do with pumped material the Board's position is to go with Alternative 2 . Item #2 – Septic Tank Location and Rating. The Board discussed where the Town truck would be driving, how deep the tanks and pipes were buried, the tank ratings and the risers, the Boards position was to keep the Septic tank where it is located and not place 2 inch rigid foam over the piping and keep the current tank rating. Item #3 – Clerk of the Works/Professional Engineer Requirements. The Board discussed, pursuing an rfp for a Clerk of the Works, to have a person with the Town's interests, working on the Town's behalf keeping an eye on the Construction and coordinating the special inspections. The Board discussed the costs associated with hiring a Clerk at this point. The Board does not feel it is a full time position. A 25-30 hour/week position. Most of the Board would like to go with the Clerk of the Works position. It was brought up that the Special Inspections should be paid for by the engineering firm. The Supplemental section states either the owner or engineer pays for the Special Inspections. **Mike Kuban moved and Joan Goodrich seconded proceeding with a request for proposal for a Clerk of the Works for the Town Garage Project. All were in favor and so moved.** Item #4 -Town Concurrence Required for Cost Saving Measures. On Submittal # 14 Tank Rating the Boards position was not to look for cost savings on the Tanks. On Submittal 8, the Board discussed the three areas of cost saving on Submittal 8, replacing Copper with Aluminum, replacing Low Voltage Switches with Line Voltage Switches, and Alternative Fixtures. The Board discussed each one and the Board's position is to go with the cost-saving measures for each one. The Board tasked Karen Lathrop to send Dubois & King the answers requested in the memorandum.

Water/Wastewater

- a. **Water Ordinance – Tabled**
- b. Karen reported Generator at Wastewater Plant was tested and meets specs. **No action taken.**

Transfer Station

- a. **CVSWMD alternate Representative** – Karen reported she was sent a letter with the ordinance stating the Town cannot have representative that is on our payroll. **Tabled.**

Town Clerk

- a. **Liquor Licenses for Wagon Wheel and Will's Store.** Karen reported the Wagon Wheel and Will's Store submitted their liquor applications for signatures. There is an annual outside consumption permit and a 1st class liquor and restaurant license for the Wagon Wheel. One liquor license for Will's Store. Joan feels the Board would like them published on an agenda rather than added to the agenda. The Board was in agreement as it has been a contentious issue in the past. Joan Goodrich asked Karen to contact the Orange County Sherriff's Department and the Liquor Control Board for any reports. **No action taken.**

Parks

- a. **Green Mountain Power –Tree Trimming.** Karen reported Green Mountain Power would be tree trimming around the commons to clear phase 1 and phase 3 lines. Town Liability is high with branches touching phase 3 line. **No action taken.**

Town Administrator

- a. **Laptop Quotes-** Karen Lathrop shared quotes for laptops, tablets, external keyboards and extended warranties. Karen reported she originally chose laptops for their skype capability so the Board would be utilizing the computer also when needed. The Board felt it would enhance efficiency. Video conference would be nicer than telephone conference. Michael Button suggested a docking station to go with it. Karen stated this would come out of the Board's operating budget. The Board members feel our technical needs are woefully behind. **Joan Goodrich moved and Mike Kuban seconded to authorize Karen Lathrop to purchase a laptop with a docking station.**
- b. **Selectboard Rules of Procedure –Tabled**
- c. **Authorized Representative Status –** Karen wanted clarification on whether the Board wanted a legal opinion as it was costly. The Board has differing opinions but the concensus is the Board is working towards a Town Administrator but has homework to do to set paramters for the position.
 - y. Mike Kuban, stated the Board wants the position to develop into a Town Administrator as sometimes members were unavailable to make decisions Mike Button stated the Town Administrator would follow policy the Board has set, budgets the Board has set and the Board's vision for the Town. The Board overall feels the timing is terrible with so many projects going on. The Board will discuss this further. **No action taken.**

Personnel

- a. **Personnel Compensation.** Mike Kuban moved and Joan Goodrich seconded going into executive session to discuss compensation of Town employees. All were in favor and the Board went into executive session at 9:05pm Joan Goodrich moved and Mike Kuban seconded coming out of executive session. All were in favor and the Board came out of executive session at 9:23pm. **No action taken.**

Adjournment

Mike Kuban moved and Joan Goodrich moved to adjourn the meeting at 9:25 pm. All were in favor, so moved.