

Selectboard Meeting Minutes

June 6, 2017

Selectboard Members Present: Joan Goodrich (Chair), Michael Kuban (Vice Chair), Greg Kotyk, Susan Elder, Ruben Hook

Other Town Officials Present: Maggie Kerrin (Town Administrator), Tim McCormick (Zoning Administrator), Rick Ackerman (Road Foreman) Snook Downing (Transfer Station Attendant), Frank Keene (Cemetery Commission, Chair), John Parker (Rec Committee), Judy Reed (Rec Committee), Brian Sanborn (Rec Committee), Dickson Corbett (Planning Commission), Tim Cortz (Planning Commission)

Others Present: Tim Ward (The Wagon Wheel), Zebulon Jenks (Superintendent/Estimator, Northwoods Excavating)

The meeting was brought to order by Joan Goodrich at 6:30 pm.

There were no disclosures of conflicts of interest.

Changes, Additions, or Deletions

Add: Trash Removal from the Commons
CPM Request
Northwoods Excavating Request
Town Constable Discussion
E Randolph Road/McCullough
Cancel Bridge 9 Detour Route
Town Common/Cars

Public Comment

There were no public comments.

Approve May 23, 2017 Selectboard Meeting Minutes

Susan Elder moved to approve the Selectboard Meeting Minutes for May 23, 2017 as written. Mike Kuban seconded the motion. All were in favor, so moved.

Transfer Station - Cassandra Hemenway-CVSWMD Representative – June 6 Public Informational Meeting – Food Scraps/Mandatory Recycling for Businesses that Generate Food Waste

Cassandra was unable to attend due to unavoidable circumstances. This discussion was tabled.

Susan spoke to the Board about the need to pull out the building at the Transfer Station so Mr. Avery can complete putting the batten on it. Mike said that we needed to get this finished and asked Rick to assist with moving the building so that Mr. Avery can get this done.

Authority for the Custody and Expenditures of Town Funds

Joan shared an email from Sarah Jarvis, Staff Attorney for Vermont League of Cities and Towns. This email outlined the appropriate way of handling Town funds, to include those funds that are taken in through donations and/or fund raising activities and pertains to all Town Committees, Commissions, and Boards. In essence, Sarah's email states that, "all revenue that comes to any town official, department, board, committee, or commission, etc., must be given to the Treasurer and treated as general fund revenue." She concludes that, "if a department, board, committee, commission of the town (other than

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the library trustees or cemetery commission) wants to have a check disbursed, they must get specific approval from the Selectboard.” Joan also explained that any Board, Committee, or Commission, etc. that hires an outside vendor needs to gather the appropriate documents (a contract, a business card, a non-workers employee agreement, a certificate of insurance, and a hold harmless form) for the annual PACIF audit; without these documents, the Town incurs a fine for each incomplete vendor file. These forms should be submitted to the Town Administrator for addition to PACIF files.

Tim Cortz – Planning Commission/Selectboard Compare and Review

Tim Cortz attended the meeting in hopes of promoting better collaborative efforts between the Planning Commission and the Selectboard; primarily regarding matters pertaining to economic development and potential incentive packets to bring in new businesses. Tim stated concerns about the fact that there is no gas or grocery stores in Town. Susan mentioned that she and the Town Administrator have recently attended a Vermont League of Cities and Towns Economic Development training. All agreed that more communication between the Selectboard and Planning Commission would be good.

Highway Department

Trash Removal from the Commons

Maggie explained that Phyllis Hayward had presented concerns about the trash that accumulated in the trash/recycle bins on the Commons. Joan asked the Highway Foreman/Crew to be sure to check the trash in the Commons on Mondays and Thursdays to ensure that the bins can accommodate the needs of the community and events.

CPM Request

Maggie explained that Jeff, a representative from CPM, came into her office requesting use of the Old Town Garage parking lot for storage of two large pre-cast sections of the bridge that would need to be stored there for about 10 days. The Selectboard expressed concern that there is a residence that gains access to their home through the Town Parking area, and also that many local residents park in that area to carpool to work, and also that some people park there who work at the bank. The Board tabled this discussion until they had more information such as the width and length of the bridge sections. Maggie will follow up with Jeff.

Northwoods Excavating Request

Zebulon Jenks from Northwoods Excavating asked the Board if he could use the old Town sand pit for a location to stockpile soil and/or a staging place for some pipe and fabrics needed for the Bridge project. The Board discussed other possible location options. Zeb will do some research regarding other potential locations and will come back to the Board for further discussion if needed.

East Randolph Road/Fred McCullough Crushing

Joan expressed concern regarding safety issues at Fred McCullough’s Crushing on E. Randolph Road. She had been traveling in that area recently and told the Board that the road was like a whiteout. She had stopped and spoken to Fred and the concerns were resolved by the next day. Joan reminded Fred of the need to keep the area free of safety hazards, as stated in his Act 250 permit.

Cancel Bridge 9 Detour Route

Maggie told the Board that she had traveled the two detour/shuttle routes with Stagecoach, the shuttle service that will be providing service to Town residents during the Bridge 9 and 11 projects. The detour/shuttle route for Bridge 11 worked out fine, but there were concerns regarding the

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detour/shuttle route for Bridge 9. Farm Town Hill Road was determined to be too narrow to accommodate the shuttle and/or additional traffic on that road. State reps, shuttle reps, and the Selectboard determined to use the Bridge 11 detour/shuttle route for both Bridge projects and to discontinue consideration of the Bridge 9 detour/shuttle route.

Safeline Gift to the Town

Maggie gave an update regarding the tax exempt organization, Safeline, wanting to give a monetary gift to the Town. She explained that Safeline preferred not to enter into an extended contract, but would rather gift an undetermined amount of monies to the Town each year based on their budgetary ability. Maggie shared information from Carl Andeer, Staff Attorney for Vermont League of Cities and Towns. Carl advised the Town that without an agreement the Town should not expect a gift payment each year; this would be solely at the discretion of Safeline.

Water/Wastewater

Maggie and Joan spoke with the Board about a recent Electronic Discharge Monitoring Reports workshop they had attended. This workshop gave clarification to who best would be determined to enter and submit/confirm the information included in the wastewater monthly reports. Maggie and Joan both felt that Nolan and Kent would be the most appropriate staff to enter the data into the system and to confirm its accuracy. Maggie will work with Nolan, Kent, and the State to set up the program appropriately to be ready to enter data by August 15, 2017.

The Board reviewed delinquency reports for water/sewer bills. The next billing for water and sewer will be sent out on or about July 1, 2017. Shortly following, the Board has asked Maggie to work with Jane to initiate payment agreements and/or disconnection notices for accounts that are still delinquent.

Animal Control/Dog Ordinance – Draft

This was tabled until next meeting.

Trees in the Common

Mike brought to the Board's attention some concerns regarding some of the trees in the Commons. Some of these concerns are that many dead limbs need to be taken down, and some low hanging branches need to be cut to 8 feet off the ground. In addition, some stumps need to be taken out, and some growth at the basketball court needs to be trimmed back from the sidewalk. Mike feels these should be taken care of prior to the annual Flea Market in July.

Mike made a motion to approve Pete Amber to do the tree work around the Commons, trim branches to 8 feet height, and to remove dead limbs from two trees identified, prior to the Flea Market. Susan seconded the motion. All were in favor, so moved.

Town Common/Cars

Maggie gave an update to the Board regarding the abundance of cars that are parked at a residence on the North Common. Maggie will be sending a letter, on behalf of the Board, regarding this situation and referencing violations of the Town's Outdoor Storage and Junk/Junk Vehicles Ordinance.

Town Constable Discussion

Greg informed the Board of the training and enforcement abilities that would pertain to the Town having a Town Constable. There are two options the Board could determine; the difference based on the authority given to each type of Constable. Brian Sanborn asked the Board how committed they

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were to ordinance enforcement were a Constable to be established in Town. Mike told Brian that the Board showed their commitment to enforcement when they asked the community for additional funds for legal fees.

Executive Session – Legal

Susan Elder moved to go into executive session at 8:36PM after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage. Mike Kuban seconded the motion. All were in favor so moved. The Town Administrator was invited to stay.

Susan Elder moved to come out of executive session 8:51PM. Ruben Hook seconded the motion. All were in favor, so moved. No action taken.

Executive Session - Personnel

Susan Elder moved to go into executive session at 8:52PM after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage. Mike Kuban seconded the motion. All were in favor so moved. The Town Administrator was invited to stay.

Susan Elder moved to come out of executive session 9:04PM. Ruben Hook seconded the motion. All were in favor, so moved. No action was taken.

Town Administrator Report

Maggie told the Board that she had requested quarterly reports from the Orange County Sheriff's Department and the Vermont State Police. This will help the Town be more aware of the policing activities occurring in the Town. Maggie told the Board she will be meeting with VELCO next week to discuss some of the difficulties that the Town has been experiencing such as large stones and rocks on the road being dropped by loaded vehicles and damaged guardrails caused by trucks leaving the substation. Maggie also told the Board that Calkins Network is moving forward with plans to update the Town office technology.

Approve Orders

Maggie gave a copy of the financials for review and discussion at the next meeting. The Board reviewed the orders.

Susan Elder moved to approve the orders. Mike Kuban seconded the motion. All were in favor, so moved.

Adjourn

Susan Elder moved to adjourn the meeting at 9:17PM. Joan Goodrich seconded the motion. All were in favor, so moved.