

Selectboard Meeting

Unapproved Minutes

March 23, 2015

Present: Doon Hinderyckx, Robert Meagher, Jim Bowen, Joanne McDonnell

Guests: Terry Severy, Tom Simpson, Larry Straus, Nancy Woolley, Martha Slater, Robert Gardner, Jola Labejsza, Duane Martin

Meeting called to order at 6:15 pm. Robert made motion to add discussion about water meters to the agenda, seconded by Jim. So voted. Doon made motion to add recycling bids to the agenda, seconded by Robert. So voted.

Doon made motion to add discussion about the administrative assistant position to the agenda, seconded by Robert. So voted. Jim made motion to add Firehouse parking to the agenda, seconded by Doon. So voted.

Doon made motion to approve the March 9, 2015 minutes, seconded by Robert. So voted.

Guests: Jola Labejsza told the board that she had an accident with one of the road crew on Brook Street in January. She submitted the accident report to VLCT and Foster Motors did an estimate (approximately \$1200) of the damages which she submitted to Mike Ortega at VLCT. He did not respond to Foster Motors, Jola or Joanne, so she has had to move her repair appointment to May. Short discussion ensued, and Joanne will contact VLCT regarding this situation. She will keep the board informed.

Duane Martin told the board that his family owns land on Maple Hill at the end of Marine Hill. Apparently someone (he believes it is a property owner right in the area) has dug a trench and filled it with rock so they cannot access their land. There is a logging operation in process, and he needs for the trucks to be able to have access. The trench is located beyond the Oppenheimer's driveway, and Larry reiterated that this is a town right of way to the stone wall property line. It should not be blocked. Short discussion ensued. Larry asked Duane if he could wait until the snow melts and then he will look at the trench, and Duane agreed. Robert asked to be kept in the loop as he is trying to learn the road commissioner issues from Larry.

Library: Jola brought concerns from the Library Trustees regarding the big puddle that freezes right in front of the Library walkway. They realize that Rt 100 is a state highway, but would like to see if the Town crew could remove the two large snowbanks on either side of the walkway. Larry noted that when the handicap sign is installed, it will need to be kept clear regardless. He has discussed this with Dan for future clearing. This will not solve the drainage problem in front of the walkway, but it will help visibility. Short discussion ensued. Several options were discussed, including tying this in with the upcoming sidewalk study, but nothing decided. Larry will ask the road crew to move the snow at the walkway.

Constables: Tom Simpson noted that the board had only appointed him to a 1 year term, and it was voted at town meeting years ago that he would be appointed to a 2 year term. He does not believe that the board can change that term without a special vote. Short discussion ensued. Robert made motion to extend the term from March 15, 2016 to March 15, 2017, seconded by Jim. So voted. Tom also noted that several years ago, the Selectboard told him not to take the cruiser over to Little Hollow. He feels that since they are taxpayers, they should see the cruiser there occasionally. Short discussion ensued,

Robert invited Tom to the next meeting for a general review of the constable's duties on a daily/weekly basis, and this is one issue that can be discussed. Joanne will look for constable's duties in the office, and Tom was asked to bring an outline of his weekly duties. Mark should also be invited, and Tom noted that the two of them follow different schedules of activities during their time on duty. There are approximately 4 or 5 full time residents on Little Hollow Rd, and some camps.

Rob Gardner introduced himself as a new resident in town and would like to be involved in whatever area he can to be helpful. The board welcomed his interest and energy.

New Business: Phelps submitted a proposal for the annual spring review. They proposed to help with the review for a cost of no more than \$2500. Robert made motion to execute the Phelps proposal, seconded by Jim. So voted. Robert made motion to approve the liquor licenses from School St Bistro, Sandy's Bakery and the Huntington House Inn. It was noted that Scott Holtz needs to sign one more form, so Joanne will let him know.

Doon made motion to approve the contract from Homeward Bound Animal Shelter for \$550, seconded by Robert. So voted. The board also signed the Service Officer Appointment-Paula Dougherty graciously accepted the appointment again.

The board reviewed the application that John Kiernan had forwarded to get on the Clean Water State Revolving Loan Fund (CWSRF) priority list for grant funding to create a plan to renovate Site 3. Larry noted that we have been working with Phelps on Site 3 which is working fine now, but may fail at any time. This funding would be to create the plan to renovate and have it on file. If the board approves this, we will be on the list of priority projects for funding. Short discussion ensued. Robert made motion to approve the application submission, seconded by Jim. So voted.

Larry had sent the board contracts for the Beans Bridge CDBG-DR project. There are two contracts included between the Town and Engineering Ventures. Two pieces of this project will be performed, one is program management and the other is the engineering services for planning. The TRORC contract is for their work as administrator of the project. Robert made motion to execute the two contracts with Engineering Ventures, seconded by Jim. So voted. Robert made motion to authorize Doon Hinderyckx as chair to execute the TRORC contract as well, seconded by Jim. So voted.

The town's LEOP (Local Emergency Operations Plan) needs to be updated. Discussion ensued regarding the differences between the Emergency Management Director and Coordinator ensued. Larry looked into the 2007 Emergency management ordinance to try to get clarification. The director should be the chair of the selectboard, or their designated person. The director has the authority to take action such as to open the shelter, evacuate homes, spend money, etc. The coordinator deals with more of the day to day duties, and would hopefully keep the plans updated, etc. Short discussion ensued. Nothing has been updated since TS Irene. Doon noted that in the director and coordinator are two separate positions. Larry has updated the LEOP, and asked the board to review all phone numbers and addresses so this can be adopted next meeting. It is due by May 1, 2015. Robert made motion to nominate Doon as emergency management director, seconded by Jim. So voted. Doon made motion to nominate Robert as alternate, seconded by Jim. So voted. Robert made motion to appoint Rob Gardner as Emergency Management Coordinator, seconded by Doon. So voted. Short discussion regarding NIMS and ICS 402 training ensued. Rob will look to see if he can attend.

Short discussion ensued regarding the humane officer. It was decided that that title will be added to the Animal Control title as well, seeing as they are closely related.

Also, Planning and Zoning board needs to re-appoint Julie Martin and Sandy Haas.

Utilities: Terry told the board that he would like to order the new water meters now. He has most of the sizes written down and will finish the rest of them this week. He'd like to have the board's permission to get a firm price from his contact and place the order so we are on the list. Discussion ensued regarding possible funding of the project. Terry also noted that there will be some estimation for this quarter's billing due to frozen pipes and running water. Terry will call and get a firm price on meters.

Doon noted that he received a call from Roger Vespers who does the town recycling. He is being charged for taking recycling to the landfill, and this will affect the price he charges. Short discussion. Unfortunately our budget is set at this time, which could be a problem. The contract needs to be set to expire in the fall so it can be incorporated into the budget annually.

Rita Seto of TRORC would like to have a kick off meeting for the Sidewalk Scoping Study. The board would like to have the meeting on one of the April selectboard meeting days, either April 13<sup>th</sup> or April 27<sup>th</sup>.

The board reviewed a notice from the state regarding line painting on class 1&2 highways. Lengthy discussion of Bethel Mtn Rd paving needs as well as town roads that need paving ensued. Larry and Dan will let AOT know what roads may be worked on.

A brief discussion ensued about the administrative assistant position ensued. Robert felt that the 2007 description was a good outline, and Jim asked that the board incorporate some kind of wording stating that the assistant does not have the authority to speak on behalf of the Selectboard unless specifically voted.

Bills were reviewed, warrants signed.

Meeting adjourned at 8:35 pm.

Respectfully submitted,

Joanne McDonnell