

## Selectboard Meeting

### Unapproved Minutes

March 13, 2017

Present: Doon Hinderyckx, Jim Bowen, Tom Schnabel, Joan Allen, Joanne McDonnell

Guests: Martha Slater, Dan Gendron, Terry Severy, Nancy Woolley, Tim & Kelly Bowen, Jodie Lathrop, Justin Lathrop, Jason Lathrop, Vic Ribaldo, Muffie & Randy Andrews

Call to order: Doon called the meeting to order at 6:15 pm and welcomed Tom Schnabel, new Selectboard member.

Agenda Amendments: None

Prior Meeting Minutes: Doon made motion to approve the minutes from the Feb 27, 2017 meeting, seconded by Jim. So voted. Doon made motion to approve the minutes from the March 3, 2017 Special Selectboard meeting, seconded by Jim, so voted.

Guests: Jodie, Justin and Jason Lathrop of Lathrop Forest Products spoke to the board about the mishap with the log truck on Quarry Hill Road. Jodie noted that over the years they have been in business, she has found that it is easier to meet directly with the people involved instead of going through lawyers and insurance companies. She spoke with Robert Meagher who was Road Commissioner and was concerned at the potential cost to them for the road repairs which she felt was excessive. Justin took down the damaged tree already, and Jodie has not seen any estimates on the damages. Doon noted that the road had been repaved recently, and the estimate we received from D&F Paving recommended that the 75'X11' of road be cut out and paved to a depth of 1 ½ inches for a cost of \$3900. They do not advise just cutting that small section because it will fail. Discussion ensued. Justin noted that there are deep potholes on the upper section of that road, and there is no sign of repaving those, and Jodie thought we might be able to split the difference. Jason has owned the land for about 17 years now. Robert noted that we need to cold patch it now, regardless and Lathrop agreed that they would pay for that. Short discussion ensued. The board agreed to table this until all board members have a chance to go up and look at the section of road as well. The board thanked the Lothrop's for coming in and discussing the situation and will be in contact.

New Business: Reorganization of Board and Appointments: As follows:

**Constables** – Mark Belisle moved to 1<sup>st</sup> Constable, Randy Brouillard becomes 2<sup>nd</sup> Constable until March 20, 2019 and Tom Simpson becomes Special Officer. Doon made motion, Jim seconded. So voted.

**Selectboard:** Tom nominated Doon Hinderyckx as Board Chair, seconded by Jim. So voted.

The following appointments/reappointments were made: All Planning and Zoning Committee members EXCEPT John Allen, Doon as Zoning Administrator and ex officio; Water/Sewer Commissioners will be Selectboard; Doon Hinderyckx as Road Commissioner; Terry Severy as Water/Sewer Operator; Doon Hinderyckx as Onsite Wastewater Officer; Joan Allen as Clean Water Advisory Committee member; John

White as Health Officer, Paula Dougherty as Service Officer; Vic Ribauda as Emergency Management Director and Doon H as Alternate; Rob Gardner as Emergency Management Coordinator; Marvin Harvey as Community Advisory Board, Energy Coordinator and Bethel Royalton Solid Waste rep; Jim Bowen as Recycle Coordinator; Martha Slater and Joanne McDonnell as Park Committee; all Rec Committee members as they were; Mark Belisle as Animal Control' Tim Crowley as Stagecoach rep; Vic Ribauda as WRVA Rep with Jim Bowen alternate; Norm Smith as Tree Warden; Angus McCusker as E-911 Coordinator; Sarah Chase as Green Up Coordinator; Budget & Finance will continue with Selectboard members, Nancy Woolley, Lois Bond, Barb DeHart, Greg White, Vic Ribauda; Norm Christiansen as Website Management; Larry Plesent as Scenic Byway Rep; and John White as EC Fiber representative. The Herald of Randolph will be the Official Newspaper. **All motions were made and seconded.** Both Kelly Bowen and Robert Meagher expressed interest in the Budget and Finance committee work as well.

The following will need appointments as someone is found: a Planning and Zoning member; TRORC Transportation and Planning Rep; Kirkpatrick Scholarship award;

Departmental Reports: Joan told the board that the last day for questions from anyone interested in submitting an SOQ (statement of qualifications) for engineering firms for the Site 3 fix. The SOQ's are due by 2pm on Friday, March 17<sup>th</sup>. She would like the board to meet Friday afternoon to review them. There have been 9 firms inquiring about the project. The board will have a special meeting on Friday 3/17/17 at 4:30 pm to review. Joan also spoke with Tom Brown from the state regarding the potential of completing some work that is needed on Site 1 as well, and Tom agreed that it could be included. The board can choose to interview the top 3 candidates and the contract should be signed no later than April 10, 2017. Once the contract is signed, the planning phase can begin immediately. Then the preliminary engineering report can happen. Once the planning phase is complete, the final design and final cost estimate happens which will allow us to begin the bonding process. Joan noted that the hope is to begin work in May or June. In order to meet the fiscal year revolving fund we need to have all in place by June 30. Joan also told the board that she met with Mary Russ of White River Partnership regarding our needs for stormwater runoff in the village. The 2015 DEC master plan is not clear as to what our next steps should be, other than to coordinate with the sidewalk improvements. WRP is just beginning to work with stormwater projects at this point. Short discussion ensued. There will be a tour of problem areas in the spring while the ground is still wet to get a good sense of priority. Some grants may be available. Joan asked if the Park House drainage problem could be included in this, but their need is too great to wait that long. The board will need to look into that problem soon. Short discussion ensued, and possibly the Town and Park House could share the cost of the sidewalk definition at the north side of the building. Joan also told the board that the Road Surface management System data is in, and she would like someone to help her interpret the data. Discussion ensued. Doon will help, and Tom would like to see the format of the data. The annual meeting of Chris Bump (District 4) and the Selectboard needs to be scheduled, and Chris has asked if the board could meet on March 23<sup>rd</sup> at 2:00 pm. Doon will get back to Joan on the date. Robert also updated the board that he has not heard back from Kevin Brown, attorney at Langrock, Sperry about the Oak Lodge Road project. Joanne will email Kevin tomorrow to see what the status is.

Highway: none

Utility: none

Joanne explained that we now have to have a CAT 1 test on the elevator in the office. It will cost us \$350 per year. Unfortunately this year we need to have a CAT 5 test as well which will be another \$585. This has to be done before April 27<sup>th</sup> this year. Each year we will need to add the \$350 into the budget, and every 5<sup>th</sup> year we will have to add in the additional cost for the CAT 5 test. Short discussion ensued.

Joanne also asked the board members to review and update any information needed in the LEOP so it can be submitted to TRORC.

Tom Schnabel, who is the new Selectboard member told the board that he has read the Personnel policy which has not been updated since 2008. He would like to see the policy updated in order to clarify specific areas. He also asked about time sheets being reviewed after checks have been cut. Discussion ensued. Joanne noted that she can get timesheets on Monday so the board members can review before the weekly payroll is done on Tuesdays. Robert noted that he will make modifications to the existing time sheets and will forward on when complete. Nancy noted that last year, VLCT had reviewed our policy and forwarded their template for using to update ours, or to use as a template that we can adapt. Tom explained that overtime is one section that needs updating, and he and Nancy will work on this project together. Robert asked for a copy of the VLCT policy template as it is a public document. Tom also would like to do a time study on the job code list that is used, and would like Dan and the road crew to teach him the time involved in those tasks.

Bills were reviewed and warrants signed. Robert was thanked for his work as Selectboard member.

Meeting adjourned at 7:50 pm.

Respectfully submitted,

Joanne McDonnell