

Selectboard Meeting Minutes

April 11, 2022

Present: Doon Hinderyckx, Frank Severy, Pat Harvey

Guests Present: Kristen LaPell, Julie Smith, Terry Severy, Nancy Woolley, Robert Meagher, Tony Goupee, Orca Media, Susie Smolen, Norm Christiansen, Angus McCusker, Dean Mendell, Mickaela & Chad Richardson,

Guests Present on Zoom: Orca, Martha Slater, Joan Allen, Jeff Gephart, Troy LaPell, Barb Dehart, Kathryn Schenkman, Rob Gardner, Sue Ribauda, Lolly Lindsey, Midge Scanlan

Doon called the meeting at 6:15 p.m.

Doon confirmed the open meeting law conformity

Prior Meeting Minutes: Doon moved to approve March 14, 2022, selectboard meeting minutes. Pat seconded. All in favor. So, approved

Prior Meeting Minutes: Doon moved to approve the March 21, 2022, Pre-Town meeting minutes. Pat seconded. All in favor. So, approved.

Dog Pooper Scooper Stations and moving the Dog ordinance Sign: Susie Smolen presented the board with well researched information. She was concerned about the sign with the dog ordinance written on it stating there is a fine for not picking up after your dog down by the tennis courts. She stated it is hidden and should be located to where it can be read. Susie researched the small medal structures on a pole with a receptacle that holds a liner bag. Above it is a sign with the ordinance. She explained that the matter is considered a pollutant. There are approximately 150 registered dogs in town. The walking paths in town are all around water. She said there are serious health concerns. She feels the ordinance needs to be clarified. She indicated five locations for the stations to be installed, outside the town clerk, one by new park, one or two on the park in town, one by Skatespace and one down by the tennis courts. She said they come in bundles of 5. She told the board the project would cost about \$1600 for the five stations, 20,000 bags, 250 liners and all the hardware to install. She feels since Rochester is a destination location, a lot of people will come with their dogs and having stations can be included in the brochure about the town. She shared possible sources of income through donations, fines, and fundraisers. Nancy was concerned about who would be the one to empty the stations. Discussion ensued. Norm spoke of the success Great Hawk was having with the stations. They had someone to pick up monthly. The board liked the idea of the stations. There will need to be more research on how they will be managed. Frank thought the lawn maintenance would be able to include it in his job since he is at every area in the summer. The board will review.

Skatespace Discussion: Dean advised the board that Skatespace needs some work. It has had piece work done in previous years. The space is out of level. Dean went out to get a quote to resurface and grade the space. Dean is asking the selectboard for funding on this project. The amount of \$2800 is in the budget every year for skatespace. \$1800 is for the maintenance in the winter. John has offered half of his maintenance to go towards the resurfacing of the space, next year. Doon explained this would be a part of the costs to go towards it. Doon said in order to

rebuild the whole space it would cost between \$35,000 to \$40,000. The estimated cost to resurface as it is would be \$14,000-\$16,000. In doing so we would lose the space to fill with water by a couple inches. Dean explained the space gets a lot of use. Dean asked the board if we could set up a reserve fund for Skatespace for capital improvement down the road. There needs to be a contingency for all the upkeep and maintenance for the surface much like the tennis courts. Dean also asked if the budget allowance could be increased. Doon explained this upcoming budget has been determined and the next budget would be proposed this next fall. Dean asked what about ARPA funds to help with the funds. Doon noted we are listing potential uses for the ARPA funds with an eye towards affecting most of the towns people. Doon said we are intending to have more conversation regarding ARPA spending. Doon thought it would be more appropriate to have it be a match. After a long-ensued discussion, the board felt it would better serve the project if it was engineered and built proper. Dean volunteered to do the research it needed to be built properly and return to the board with the information.

Approve the Huntington House Liquor Licenses: Doon moved to approve the liquor licenses for Huntington House. Pat seconded. All in favor. So, voted.

Consideration and possible approval of Form PM-1-Grant Agreement Resolution for the Rochester High School Repurposing Study: Doon moved to approve the resolution. Pat seconded it. All in favor. So, approved.

Consideration and possible approval of VCDP Subgrant and Administrative Services/Program Management Agreement for the Rochester High School Repurposing Study: Doon moved to approve the subgrant agreement is a legal, valid, and binding instrument in accordance with its terms. Doon shared this is assigning Two Rivers Ottaquechee the rolls of managing this grant. Doon moved to approve. Pat seconded. All in favor. So, approved.

Application for Park Use-White River Valley Players 05-20-2022: Doon announced the White River Valley Players are requesting the Park use for an outdoor event of Fresh Air History. A theatrical tour around the Rochester Park with five stations and the audience and small groups rotate around the stations to view short historical plays. This will be on Friday and Saturday late afternoon. Doon moved to approve. Pat seconded. All in favor, so approved.

Application for Park Use-Green Up Day 05-07-2022: Doon moved to approve the annual Green Up day. Pat seconded. All in favor. So, approved.

4th of July Parade: Doon shared this has been put off for several years due to the pandemic. Martha is anxious to get plans started. Pat felt if she is ready let's do it. The board supports Martha to begin the plans to have the Fourth of July parade this year. She will need some volunteers to help her with this planning.

Letter of Support for Ridgeline Outdoor Collective: Doon turned the decision over to Pat and Frank because of his common interest in this project. Angus shared the first grant applied for they did not receive a couple months ago. He said this is another attempt at a state grant for a recreational trail grant for existing trail. Pat moved to approve the letter of support for Ridgeline Outdoor Collective. Pat and Frank both signed.

Adopt Municipal Policies and Codes (Form MP-1): Doon shared the Town will need to adopt these policies in order to be in compliance with submission of the grant for repurposing the high school and ARPA funds as well. Doon shared the policy consists of adopting Equal and Employment Opportunity Policy, Fair Housing Policy, Use of Excessive Force Policy, Use of VCDC fund for Federal Lobbying Policy, Code of Ethics for Vermont Community Program, Drug Free Workplace Act of 1988 and The Subrecipient Oversight Monitoring Policy and the Whistleblower Protection, and No Texting while Driving. Doon moved to adopt. Pat seconded. All in favor, So, voted.

Review Town of Rochester Master Financial Policy and the Grant Accounting Policy: The grant policy will be included in the Master Financial Policy. This policy will need to be reviewed and edited. Julie wanted to have this as a visual that we are working on the policy to prepare for future adoption. She noted these policies are holding up federal monies owed to the town from various grants. Julie said she would keep it as old business until its ready for adoption. The policy will also need to be reviewed by the town attorney as well as the auditor. Kristen said the policy is missing a few pieces that are currently being drafted. She will send the board a copy of the current revision for review. Barb Dehart said the Trustees are scheduling a meeting in early May to look over the drafted policies and she would like a copy of the drafted financial policy to review.

Delinquent Dog Licenses: Kristen sent out letters initially in December to renew with the due date in April. Since the due date there are some who still have not licensed their dogs. She has a list of those who have not ever licensed their dogs. Frank proposed to send out a certified letter. Board advised Kristen sent an ordinance with the fine up to \$500 and see how that goes. She said she will ask Jeff to get involved as Animal Control. Doon suggested making a phone call as well.

ARPA discussion: Doon said this is money that should fund the greater population. Frank put together a list of thoughts. Doon said we will have a town meeting soon to make plans. Frank shared his list. He said there are monies that were already spent. Frank asked if anyone knows of some projects out there that are worthy of helping the town to bring their ideas forward. Frank also added the library with the work on the outside walls. Pat said the government lifted the requirements for the way the money is spent. She said we are really looking to do infrastructure, things that will last for the town. She said the money will go fast. She said we want to wait as long as we can to spend because other monies may come in for funding and we don't want to spend ARPA funds on things with other funding sources. Robert Meagher asked if the proposed list for ARPA spending could be put on the town website. All agreed.

Capital Plan Committee and Planning: Doon shared a Capital Plan was developed in 2015. He said every time we do the budget the plan gets shoved farther and farther back. He said the new policies will need to have the capital plan in place. He said the members consist of the selectboard by default working with Budget and Finance. Greg White is willing to get involved. Nancy Woolley and Barb Dehart are also willing to be on the committee. Frank was willing to start this committee and its planning.

Joan Updates: Joan shared what she has been working on. The standby generator is under contract and ready to go when everything is lined up. The VTrans financial plan has been submitted. The application for the structure's grants for the construction of the new culvert on

Town Line Road-Howe Brook will be submitted this week to VTrans. After speaking with Kricket, they felt the best timing after receiving the grant would be to put it out to bid next winter for work in Spring of 2023. They had funded the design work, so it looked promising to receive this grant. The stormwater project at the town garage is under contract with Kingsbury Construction. The start date is sometime in July. The FEMA reimbursement is on fast track from the state. We are just looking at receiving \$189,915 for the completed projects for work done up until December 2019. We are getting 75% of 75% of incomplete roads which is all the work done in 2020 and 2021. Doon did sign a draw down for the feds to approve and sent to the state for disbursement in amount of \$88,574 for a total of \$270,005. Pat asked a couple questions about Bicycle and Pedestrian Grant. She was wondering if Joan has seen this. She said she sees this every year. She said we would want to look into this. She said we need preparation and some engineering and input from the selectboard. Doon said we have engineering proposals for the sidewalk project. He wondered if we could modify and work from and whether it would be good for the planning study. He said the monies get sucked up for all these studies. He said the bicycle/pedestrian grant has a lot of money this year. Joan said the engineering would need to be addressed with stormwater for the sidewalks. Pat asked if she has a meeting with Chris Bump for the annual meeting. Joan said she didn't think it would happen.

Library Updates: Tony shared the trustees would be meeting tomorrow afternoon at 5:30 at the library. He shared Jeannette has a lot of programs going on in the upcoming months and to read on the bulletin boards, the Herald and Front Porch Forum.

Utility Updates: Terry shared he is trying to find the rubber seals for the dosing tanks. He is speaking with DuBois and King for help.

Energy Coordinator: Jeff shared the 20th of April; Megan Chambers with Efficiency Vermont is going to come down to do a walk through the town buildings. She will be meeting at 9:30 at the Town Office. He would be happy if a member of the board could join them. Frank agreed to attend.

Proposed grant application for the high school renovation: Vic Ribaudo asked the board for approval for the town to be an applicant for a 2.5-million-dollar grant application to Senator Sander's office. This grant would provide capital improvements to the high school building. He provided background information. There are two dilemmas to be solved. There would have to be enough paying tenants in the building to pay for the ongoing operation and there has to be enough capital to do the several million dollars' worth of work that needs to be done to make the building last a long time. The committee is working on both simultaneously. He spoke about the capital component. They are working with their consulting architect and identified what needs to be done to get tenants in the building and to get all the codes for life safety codes fixed and to provide a building envelope that is going to reduce the energy load and get on the path towards a carbon free energy generation. The cost to do this primarily on the Black River study is \$1.8 million in hard construction costs. He shared then there is 25% on top for general conditions in soft costs. He said inflation has risen 35% from 2019 until today. This all adds up to \$3.1 million. This will attract paying tenants to come into the building. Staff with Senator Sanders office contacted Kathryn and said you should apply for this grant; we have been following your story. There is a deadline for the first phase of this application on April 22. The town would

really need to be the applicant. The dilemma is the town doesn't own the building just yet. Doon asked if the town can still apply. Vic thought so. He said it doesn't make sense for the school board to apply, because they do not want the building. This is all conditional. This is conditional if the town does acquire the building. Doon said it would be information when the town does decide what to do with the building as a pledge of funds. Doon said the town would spend a dollar to get 2.5 million dollars. Vic shared they are looking for additional sources of grant funds. Vic felt a symbolic amount of funding from the ARPA funds would show good faith in the community. Pat suggested with the feasibility study grant there was a letter of support from the Supervisory Union and suggested the same for this grant since they do own the building. Doon said this would be a speculative since the town doesn't own the building. Doon said we don't want this to be perceived to go forward with this decision to purchase without going to the voters. The reason it has taken so long to make this decision and support for the grant for the feasibility study was to gather as much information to give to the town. He said this would be another reason for good information to share with the community. Pat said we can't go before the voters without doing our due diligence first. Doon motioned to move forward with the grant in the name of the town. Pat seconded the motion. All in favor. So, voted.

Approve new Fast Trash contract- ABLE WASTE bought out by NORTHSTAR

RUBBISH REMOVAL- Doon said the company was sold and bought by NorthStar and will sign a new contract with them. The contract will stay the same beginning 7-01-2022 through 6-30-2023. Doon moved to approve. Pat seconded. All in favor. So, voted.

Appointments including Emergency Management Director: Doon read through each appointment, and they were nominated and confirmed by the board. There were a couple vacancies, and they will be on the old business for discussion. The new appointed positions are attached to the minutes of this meeting. Frank said Jan McCann would like to start a committee helping elders with chores around their homes. Kathryn spoke on behalf of the Council of Aging, stating they have a well-established department for volunteers with background checks. She suggested Jan work with the head of their department for the Tri Town as a partnership with the Council. Kathryn will be reaching out to Jan to discuss this partnership.

Public Comment: Robert asked the new road commissioner if a sign at the end of Park Row the dead-end road sign could have moved out from behind the new installed power pole.

The fire station has put up parking signs for the new park because its state law not to be parked within 75' from the firehouse.

Meeting adjourned at 8:30pm

Respectfully submitted,

Julie Smith

Town of Rochester Elected Officials

<u>Position</u>	<u>Name</u>	<u>Term Expires</u>
Moderator	Dan McKinley	2023
Selectboard:	Frank Severy	2023
	Patricia Harvey	2024
	Doon Hinderyckx, Chair	2025
Town Clerk	Julie Smith	2025
Town Treasurer	Julie Smith	2025
Listers:	Louis Donnet	2023
	Jessica Arsenault	2024
	Caroline Meagher	2025
Collector of Delinquent Taxes	Rebecca Klein	2023
Library Trustees:	Doreen Jones	2023
	Kelly Kelly	2024
	Anthony Goupee	2025
	Sandy Lincoln	2026
	Barbara Shenton	2027
Trustees of Public Funds:	Michael Harvey	2023
	Barbara Dehart	2024
	Ann Pierce	2025
Cemetery Commissioners:	Thomas Paquette	2023
	Nancy Woolley	2024
	Marvin Harvey	2025
	Joe Schenkman	2026
	Michele Schnabel	2027
Justices of the Peace	Kevin Dougherty	Feb. 1, 2023
	Brenda Goupee	Feb. 1, 2023
	Michael Harvey	Feb. 1, 2023
	Rebecca Klein	Feb. 1, 2023
	Annette West	Feb. 1, 2023
Board of Civil Authority	Town Clerk, Selectboard, Justices of the Peace	Term Expiration
Windsor-Rutland Rep. Windsor County Senators	Kirk White Alison Clarkson Richard McCormack Alice Nitka	

Appointments

<u>Position</u>	<u>Name</u>	<u>Term Expires</u>
Asst. Town Clerk/Treasurer	Kristen LaPell	2023
Selectboard Clerk	Julie Smith	2023
Administrative Asst. to Selectboard	Joan Allen	

<u>Position</u>	<u>Name</u>	<u>Term Expires</u>
Road Commissioner	Frank Severy	2023
Road Department:	John Champion, Foreman	
	Dana Spalding	
	Ted Smith	
Water Commissioners	Selectboard	2023
Sewer Commissioners	Selectboard	2023
Sewer Plant Operator	Terry Severy	
Assistant	Cody Bowen	
Water Plant Operator	Terry Severy	
Assistant	Cody Bowen	
On-Site Wastewater Officer	Doon Hinderyckx	2023
On-Site Wastewater Officer	Frank Severy	2023
Planning Board & Board of Adjustment	Dan McKinley	2023
	Sandy Haas	2024
	Julie Martin	2024
	Christine Meagher	2025
	Greg White	2025
	David Curtis	2026
	Steven Coggi	2026
	Doon Hinderyckx	ex officio
Zoning Administrator	Doon Hinderyckx	2023
Fire Chief (elected by Fire Dept)	Terry Severy	2022/12
First (elected by Fire Dept)	Raymond Harvey	2022/12
Second (elected by Fire Dept)	Kevin Dougherty	2022/12
Fire Warden	Ray Harvey	2022/6/30
	Cody Bowen	
Health Officer	John White	2024/10/31
Emergency Management Director	Mickaela Richardson	2023
Emergency Management Alternate	Doon Hinderyckx	2023
Regional Emerg. Management Coord.	Mickaela Richardson	2023
Regional Emerg. Management – 2 nd	Terry Severy	2023
White River Valley Amb. (WRVA) Rep	Vic Ribaud	2023
WRVA Alternate	James Bowen	2023
Tree Warden	Vacant	2022
Law Enforcement	Windsor County Sheriff's Dept.	Contract
Constable	Dillon Dudley	2023
2nd Constable	Vacant	2022
TRORC Transportation/Planning Rep.	Pat Harvey	2023
TRORC Transportation Adv. Comm.	Doon Hinderyckx	2023
TRORC Energy Representative	Jeff Gephart	2023
TRORC Energy Rep. Alternate	Frank Severy	2023
Energy Coordinator	Jeff Gephart	2023
Tri-Town Energy Committee	Jeff Gephart	2022
Bethel/Royalton Solid Waste Advisory Comm.	James Bowen	2023
Recycling Coordinator	James Bowen	2023
Park Committee:	Martha Slater	2023
Recreation Committee:	Norm Christiansen	Carrie McDonnell
	Dean Mendell	Joe Schenkman
	Martha Slater	Walter Pruiksmas, Tennis
Animal Control Officer/ Poundkeeper/Humane Officer	Jeff Brown	2023
Tri-Valley Transit	Timothy Crowley	2023
E-911 Maintenance	Angus McCusker	2023
Budget & Finance Comm.	Lois Bond	Barb Dehart
	Robert Meagher	Greg White
	Nancy Woolley	Selectboard Members
Website Administrator	Norm Christiansen	2023

<u>Position</u>	<u>Name</u>	<u>Term Expires</u>
Capital Planning Committee	Greg White Barb Dehart Nancy Woolley Lois Bond Julie Smith Kristen LaPell Selectboard Members	
Community Volunteer Coordinator		
ECFiber Representative	John White	2023
Green-Up Day Coordinators	Nick Piccicuto	2023
Librarian	Jeannette Bair	
Assistant Librarian	Mark Alexander	
Children's Librarian	Maya Newroot	
Auditors	Pace & Hawley, LLC	
Official Newspaper	<i>The Herald of Randolph</i>	2023
Videography - Meetings	Orca Media	

Dates to Remember

Selectboard Meeting	Second & Fourth Monday of month at Town Office. Other meetings at Town Office as warned.	6:15 PM
Planning Commission	First Tuesday of month at Town Office.	6:00 PM
Trustees of Public Funds	Meetings when needed – Will be posted	
Valley Energy/Climate Action (VECAC)	2 nd Thursday of the month meets	7:00 - 8:30 PM

Dog Licenses (State Mandated)

On or before April 1: Rabies shots good for 3 years.

Male & Female: \$13.00; altered: \$9.00

After April 1, the fee is increased 50%:

Male & Female \$19.50; altered \$13.50

Dogs over 6 months of age can receive Rabies certificates.

***After April 1 there is a \$5.00 fine for all unlicensed dogs.**

****No Exceptions****

A leash and fouling law is in effect for the entire Town, not just the village area. See Ordinance at Town Office.

Property Taxes

1/4 due on/before **Monday, August 15, 2022**; 1/4 due on/before **Tuesday, November 15, 2022**; 1/4 due on/before **Wednesday, February 15, 2023**; 1/4 due on/before **Monday, May 15, 2023**.

Interest at rate of 1% per month for 3 months, and 1 ½% per month thereafter added. **8% collection fee added Tuesday, May 16, 2023. Postmarks not accepted!**

Water & Sewer User Fees: ¼ due **January 31**; ¼ due **April 30**; ¼ due **July 31**; ¼ due **October 30**. Due no later than the above effective dates. Interest at rate of 1% per month for 3 months and 1 ½% per month thereafter added for delinquent water/sewer fees.

Recycling & Trash

Each Saturday of the month at Town Office parking lot – 8:00 – 11:00.

Winter Parking Ordinance: No person shall park a motor vehicle on any street or in any public parking area within the Town of Rochester between the hours of 12:00 AM and 6:00 AM from November 1 to April 1 inclusive.