

Selectboard Minutes
4/19/2021

Members Present by Zoom: Christine Werneke, David Sander, Bard Hill, Cody Quattrocci, June Heston

Absent: none

Others Present by Zoom: Josh Arneson, Town Manager; Kathy Daub-Stearns, Admin. Assist.; Laurie Brisbin, Delinquent Tax Collector; Pete Gosselin, Highway; Kendall Chamberlin, Water & Sewer; the meeting was recorded for MMCTV Channel 15, also present: Cara La Bounty, Martha Nye, David Sunshine, Padriac Monks, Laura King, Allen Knowles, Susanne Parent, Kristin Motley

Called to Order: 7:03 PM

Welcome by Christine who provided information on the meetings procedures

Comments from the public: None

I. Additions or Deletions to the agenda: None

II. Executive Session: Personnel Issue

David moved to find that premature general public knowledge about a personnel issue would clearly place the Town at a substantial disadvantage; Cody seconded. Roll call vote: Bard, Cody, June, David, and Christine voted affirmatively. Motion passed.

David moved to enter into executive session to discuss a personnel issue under the provisions of 1 VSA 313(a)(3) of the Vermont State Statutes and to invite the Town Manager, Josh Arneson, and Laurie Brisbin, the Delinquent Tax Collector into the executive session; June seconded. Roll call vote: Bard, Cody, June, and Christine voted affirmatively. Motion passed.

Christine noted that Executive Session was scheduled until 7:25 PM when the meeting would resume.

Executive session began at 7:09pm

June moved to exit executive session; Cody seconded. Roll call vote: Bard, Cody, David, June, and Christine voted affirmatively. Motion passed.

Executive session ended at 7:25pm and the meeting resumed.

III. Items for Presentation or Discussion with those present

a) Consideration of appointments to the Development Review Board

Christine reported:

- that the Padriac Monks has been on the board previously
- that David Sunshine, Chair of the DRB and the candidate were present

Discussion included:

- that David Sunshine said Padriac Monks is always prepared and has great insight into things like stormwater since he works for the state related to stormwater and did not know of anyone more qualified
- that Padriac Monks said he has enjoyed working on the DRB board and would happily continue
- that Christine thanked Padriac for his commitment

David moved to appoint Padraic Monks to a four-year term on the Development Review Board; Bard seconded. Roll call vote: Bard, Cody, June, David, and Christine voted affirmatively. Motion passed.

b) Consideration of approval of temporary road closure of Cochran Rd. for Rooted Vermont bicycle event

Josh reported:

- that this event started in 2019 and begins at Cochran Ski Area
- that the Selectboard needs to approve the use and closure of the road for the event to take place

Laura King, from Rooted Vermont, reported:

- that she codirects the event with Kristin Motley
- that they have consulted with Kyle Kapitansky on the details
- that in 2019 the road was closed for less than an hour but with the field that is signing up she anticipated it would be longer

Discussion included:

- that Bard asked how many riders were in 2019 and how many are anticipated this year, Laura King responded that there were 460 riders in 2019 and about 850 riders have signed up this year coming from 46 states and 6 countries
- that Kristin Motely said emergency services have been contacted and discussions with Kyle Kapitansky have been ongoing
- that June thanked them for the information and for bringing so many people to our town, Laura King responded that they live in Richmond and are excited to bring this about
- that Pete asked if the state is doing the Route 2 project since there were talks of Cochran Rd being the detour route, Josh said that project is slated for 2022 so it should be no problem.

June moved to close Cochran Rd. on August 1, 2021 from 7:30am to 8:30am to allow for the start of the Rooted in Vermont bicycle event; Bard seconded. Roll call vote: Bard, Cody, June, David, and Christine voted affirmatively. Motion passed.

c) Consideration of accepting a temporary easement at 375 Old Field Rd. with frontage on Dugway Rd. and rejecting the offer of dedication for a trail easement on the same property

Josh reported:

- that this has been a topic of conversation for some time
- that there was a stormwater project on Pleasant St. where Pete Gosselin worked with the Savoie's on getting the work done even though there was no recorded easement

- that at the time the Savoie's asked to have the easement removed from 375 Old Field Rd. and to use the trail as his driveway
- that there are no public trails or plan for trails in the area
- that an easement was needed for the Dugway Rd repair and Mr. Savoie agreed to add 8.5 feet to the town's easement, but the wording of the easement had sticking points and the engineer said the easement was not needed except for construction, a temporary easement was agreed upon, now it is before the Selectboard for approval with the rejection of the offer of the easement for a trail.

Discussion included:

- that Pete thought it was a fair request from a landowner that has been easy to work with on two major projects

June moved to accept the temporary easement at 375 Old Field Rd from the Wendy W. Savoie Revocable Trust on Dugway Rd; David seconded. Roll call vote: Bard, Cody, June, David, and Christine voted affirmatively. Motion passed.

David moved to reject the offer of dedication made on May 29, 2003 for a public easement on 375 Old Field Rd. because the offered easement leads only to private property and not to any publicly accessible lands or other trails; Cody seconded. Roll call vote: Bard, David, Cody, June, and Christine voted affirmatively. Motion passed.

d) Consideration of approval of DWSRF Loan Application for the Bridge St. Waterline Replacement Project, Church St. to Volunteers' Green

Josh reported:

- that this is the approval of a loan that will be repaid by the water users but needs the backing of the town is required so the Selectboard needs sign it
- that there was a bond vote that was approved
- that the loan is for \$400,000 with 75% forgiveness
- that earlier the Water & Sewer Commission voted to recommend the Selectboard approve the application
- that Josh needs to be made an authorized person so he can sign documents

June moved to approve the loan application for Drinking Water State Revolving Funds for the Bridge St. Water Main Replacement Project – Church St. to Volunteers' Green; Cody seconded.

Discussion:

- a friendly amendment was made and accepted to make Josh the authorized person to sign paperwork

June moved to approve the loan application for Drinking Water State Revolving Funds for the Bridge St. Water Main Replacement Project – Church St. to Volunteers' Green with Josh Arneson, Town Manager the authorized person to sign any necessary paperwork; Cody seconded. Roll call vote: Bard, Cody, David, June, and Christine voted affirmatively. Motion passed.

Discussion included:

- Christine asked how payments were made and reimbursement achieved, Josh responded that expenses would be paid from the Water & Sewer fund then are reimbursed afterwards Josh went on to explain that the first \$100,000 is paid by the town and the rest is reimbursed in full adding there is a final true up should we not spend the anticipated \$400,000.
- that a line of credit is available if needed.
- that Kendall said it was a great deal.

e) Review of the Highway Dept. summer work plan

Pete reported:

- on the plans for the highway department month by month highlighting line restriping, paving, recreational parking construction, mowing, grading, chlorine application on dirt roads, sidewalk replacement on Bridge Street, stormwater replacement from Pleasant St. to Papa McKees, gravel replacement on some roads, roadside mowing, patching of potholes, preparation of equipment for winter, stockpiling of sand and salt for winter
- that if we get a paving or structures grant there may be more contracted paving
- that another crosswalk has been approved but the location has not been determined

Discussion included:

- that Christine asked about the paving of Bridge Street saying that she was excited to have the work done with businesses open – she asked about when the work will happen, evenings and weekends or midweek, Pete said it will go out to bid next month because that is when we find out about class 2 grants that have been applied for adding there may be more money than has been available in the past. Pete said that the road will need to be closed because they have to remove 2” of blacktop, he asked the Board for direction saying at night it would be noisy, during the day parking will be impacted, he suggested reaching out to the Business Association.
- that Christine said the Business Association was being reached out to for the location of the lighted cross walk and with the great email list that Josh generated from the Bridge Street Construction we could get input from business owners on this as well, Pete thought the project would be two (2) days, maybe three (3).
- that Christine thanked Pete and the highway department for their work, Pete said he was looking forward to a nice summer

f) Review of Selectboard calendar

Christine reported:

- that this idea was brought up when discussing agendas and what needs to be done by the Selectboard on an annual basis to make certain nothing is being forgotten
- that Josh has presented an outline of a calendar that can be built upon
- that the calendar could be posted on the town website

Discussion included:

- that Bard said there was another version of this in the past, Josh said that the information on the past calendar informed this calendar adding that there was a “works in process” spreadsheet that could be utilized also

- that Bard thought appointments to Boards and Commissions should be expanded to show what those are
- that August and September are slower months
- that June thought there are groups that want to come provide a presentation and August and September could be used for those, Christine agreed.
- that Bard said that having an ongoing annualized list, then having things that are one-time things on the same list could be handy, Christine said that there are important subjects that people want to let the Selectboard know about and finding a balance is important, if it is something that can wait, we would probably do that
- that Bard said building in the solid waste district, and charitable contributions are things that could be called out in September, Christine said that the calendar would evolve as needed
- that Christine asked Cody, who is new to the Selectboard whether this was helpful, he thought so.
- that Bard said that collective bargaining which is every other year could also be listed
- that Cara La Bounty asked if there is not a reason why the audit report could not be made sooner, saying the auditors should not push it out and if they do new auditors should be looked at, Josh said this is earlier than it used to be, and we have preliminary numbers sooner but would go back to the auditors and ask if it could be prepared sooner.
- that June said, Cara La Bounty makes a good point that we could the audit it the attention it deserves by having auditors come in in August, it should be something we should be looking at
- that Pete would like to move the capital plan discussions to September, prior to working on the budget, that way the Selectboard would know what each department was looking for
- that Bard said he did not see the asset management plan
- that Cara La Bounty said that having Connie do a review of her financials outside of the audit could provide necessary information
- that this is a work in progress and will be ongoing

g) FY21 Budget status report

Josh reported:

- a quick overview of the documents available online
- that the information provided was through the end of March
- that overall, there was nothing off by significant amount
- that 78% of taxes have been collected to date
- that delinquent taxes are in good shape
- that bank account balances were reviewed
- that fund balances were reviewed

Discussion included:

- that June asked if our financials should tell us where we are vs where we should be related to tax payments paid by the town. Josh said that with the current chart he could not answer the question, June said that it should be recorded in our chart of accounts somewhere and asked that the information be provided at the next meeting.
- that June asked if there was a “best practices” for the amount of money towns should have in accounts, assigned, unassigned as well as restricted funds. Josh

said that the auditors have said that 20-25 % of the budget should be kept in unrestricted funds and that Connie has been working on a policy that would address this.

- that June asked about the restricted funds, Josh said any money raised for highway must stay with highway, that unrestricted money is money not used by other departments. June wanted to make certain that the money was being invested and earning money saying otherwise we are wasting our resident's money. She said hypothetically, that if we are sitting on a million dollars why are we raising taxes? Bard said that this topic has come up before and time has been spent on it. Christine said that putting town money at risk has not been anything anyone has wanted to do, and interest is so low we may want to look at other opportunities.
- that the Selectboard did use \$91,000 to reduce the budget this last budget
- that Cara La Bounty said that she wished they would take their non-profit hats off and reduce the taxes rather than invest the taxpayer's money. She thought the cash balances were 6x what they should be.
- that Cara La Bounty said that the board should stop banking money for a rainy day, there is already a Rainy Day fund.

Christine said this was a good discussion that will be ongoing.

June asked if we could assign who was going to do the follow up. Christine asked June if she would follow up with Josh and Connie then come back to the Selectboard. June agreed.

h) Update on Rt. 2 paving project

Bard reported:

- that this has been on the radar for six (6) years and is looking like construction will start the of fall of 2022
- that discussions have been that the town wants curbs, lights, sidewalks, like Waterbury was provided
- that the project is now classified as repaving even though the roadbed needs to be redone and as such the sidewalks and curbs would not be covered so conversations with CPWP about how to get that accomplished have begun
- that the left turn signal may be addressed
- that parking on Route 2 and signage is in discussion
- that shoulder widths between the village center and the park & ride are in discussion since without a car you cannot access public transportation
- that getting better access between the mobile home park and the park & ride seems difficult because of all the infrastructure involved
- that it will be a major project and will be disruptive for well over a year
- that the sewer expansion along the corridor should be coordinated with the repaving project

Discussion included:

- that David said this has been a frustrating process for the last 5 years with no confirmed date
- that the state rebuilt the park & ride with no way to access it without a vehicle
- that Christine asked if the Selectboard should be working with state representatives and have business owners be included in escalating our desires

Bard replied that the complaint is that at the last hour things are being changed, sidewalks, etc. have discussed all along and now are being taken off the table. He suggested taking this topic offline and then come back. Josh and Bard will follow up with each other. Pete asked to be part of the conversation.

IV. Approval of Minutes, Warrants and Purchase Orders

Minutes:

David moved to approve the Minutes of 4/5/2021; Bard seconded. Roll call vote: Bard, Cody, David, June, and Christine voted affirmatively. Motion passed.

David moved to approve the Minutes of 4/12/2021; June seconded. Roll call vote: David, Bard, Cody, June, and Christine voted affirmatively. Motion passed.

Warrants:

June moved to approve the warrants and invoices as presented; David seconded. Roll call vote: Bard, David, Cody, June, and Christine voted affirmatively. Motion passed.

Josh will send the warrant out for signatures using DocuSign.

Purchase Orders:

Discussion:

- that this approval will be only for the general fund portion of the PO's

David moved to approve PO 4106 to US Bank for various interest payments for the portion attributable to the general fund in the amount of \$10,974.12, with the total amount of the PO \$21,645.62; June seconded. Roll call vote: David, Bard, Cody, June, and Christine voted affirmatively. Motion passed.

June moved to approve PO 4103 to Peoples United Bank for the Millet Street project, for \$5555.93 which is a portion of the total the amount of the PO which is \$16,667.80; Bard seconded. Roll call vote: David, Bard, Cody, June, and Christine voted affirmatively. Motion passed.

IV. Discuss Items for Next Agenda

May 3rd next meeting

update of financials

next steps or status of route 2

appointment of delinquent tax collector

DRB vacant seat

reappraisal contract, could it be postponed?

parking situation, parklets,

identify where to place the lighted crossing – Cara La Bounty thought that if the lighted crosswalk were at the creamery the developer should pay for it

VI. Adjourn

David moved to adjourn; June seconded. Roll call vote: David, Bard, Cody, June, and Christine voted affirmatively. Motion passed.

The meeting adjourned at 9:27 pm.