

**Mount Holly Select Board Meeting**  
**March 9, 2021**  
**Minutes**

**In-Person with Zoom Meeting: 898 6126 5487**

**Present: Select Board:** Jeff Chase, Jennifer Matthews, Mark Turco

**Town Officials:** Jim Corven, Sue Covalla, Phil Crane, Dennis Devereux, Francis DeVine, Diana Garrow, David Johnson, Annette Lynch, Jon McCann, Stephen Michel, Christine Pratt, Don Richardson, Renee Sarmiento, James Seward, Brigid Sullivan, Carol Woolley, Clinton Woolley

**Members of the Public:** Morgan Collins, Roger Garrow, Zena Gates, Steve & Barbara Hazelton, Jim Heald, Craig Hutt Vater (Mount Holly School Principal), Mount Holly School Students Jameson and Thomas, Robin Nelson, Paul Orzechowski, Rhonda Rivers, Donna Seward, Mary Surething, Ray Tarbell, Amy Turco, The Ummels, Ron Unterman

1. **Call to Order** by Mark Turco at 6:30 pm.

2. All recited the **Pledge of Allegiance**.

At this point in the meeting, Mr. Turco announced Sue Covalla's retirement after serving as town clerk for 38 years. He read the attached resolution and presented Ms. Covalla with a plaque.

3. **Changes and/or additions to the agenda** - Paul Orzechowski asked to add an update on the Mount Holly School/Town Garage well water system. Mr. Turco stated that all the documents were now in the hands of the attorney and under review. Jennifer Matthews noted that there was no new information to add, and that as soon as the Select Board heard from the attorney, we would contact the school.

4. **Approval of February 9<sup>th</sup> Meeting Minutes** - Jeff Chase made a motion to approve the minutes, seconded by Mr. Turco, unanimously approved.

5. **Reorganization**

a. **Select Board Chair** - Mr. Chase made a motion to appoint Mr. Turco as Chair, seconded by Ms. Matthews, unanimously approved.

b. **Tree Warden** - Raymond Tarbell has decided he longer wants to serve in the position, so the position is open. Postings about the position can be found on the bulletin boards around town and on the town website.

c. **E911 Coordinator** - Mr. Turco made a motion to appoint Carol Garrow-Woolley, seconded by Mr. Chase, unanimously approved.

d. **911 Measuring Responsibilities** - Mr. Chase made a motion to appoint the Listers to do the 911 measuring, seconded by Mr. Turco, unanimously approved.

e. **Rutland County Solid Waste District Representative & Alternate** - Ms. Matthews made a motion to appoint Clinton Woolley as the Town of Mount Holly's Representative and Jeff Chase as our Alternate, seconded by Mr. Turco, unanimously approved.

f. **Designated Employer Representative (DER)** - Ms. Matthews would like to step down from the position and asked if Mr. Chase might be interested. Mr. Turco made a motion to appoint Mr. Chase the DER with Ms. Matthews as the alternate, seconded by Ms. Matthews, unanimously approved.

g. **Newspaper of Record** - Mr. Turco made a motion to name the *Vermont Journal* the newspaper of record, seconded by Mr. Chase, unanimously approved.

h. **Assistant Town Clerk(s)** - Ms. Garrow-Woolley stated she would like to appoint Diana Garrow, Nancy Connor and Sue Covalla as Assistant Town Clerks. Mr. Chase made a motion to appoint Sue Covalla, Diana Garrow and Nancy Connor Assistant Town Clerks, seconded by Mr. Turco, unanimously approved.

i. **Assistant Town Treasurer** – David Johnson said he would like to designate Diana Garrow as the Assistant Town Treasurer. Mr. Turco made a motion to appoint Ms. Garrow Assistant Town Treasurer, seconded by Mr. Chase, unanimously approved.

j. **Set Day & Time of Regular Meeting** – Mr. Turco made a motion to set the second Tuesday of the month at 6:30 pm as the day and time for regular Select Board meetings, seconded by Mr. Chase, unanimously approved.

k. **Name Two (2) Public Posting Places for Agendas** – Mr. Chase made a motion to name the Mount Holly post office and the Belmont post office as the two public places for posting of the agenda, seconded by Mr. Turco, unanimously passed.

l. **Signer for SB Orders & Authorization for Orders** – Ms. Matthews made a motion to name Mr. Turco as the weekly signer of the orders and to authorize Mr. Johnson to sign checks for orders, payroll, payroll taxes, postage, delinquent tax collector fees, and property tax refunds as needed and per the past policy, seconded by Mr. Chase, unanimously passed.

m. **Conflict of Interest Policy – sign** – Mr. Turco made a motion to adopt and sign the Conflict of Interest Policy, seconded by Ms. Matthews, unanimously approved.

## 6. Reports

a. **Highways & Transfer Station Update – Clinton Woolley** stated March 28<sup>th</sup> will be the last Sunday and March 31<sup>st</sup> will be the first Wednesday the transfer station is open as we transition to Spring & Summer hours. He is working with Rutland County Solid Waste District on the recertification for the transfer station. The roads are now posted. A grant for FY22 will be applied for to pave Belmont Road from the village down to Frost Hill. Estimated cost of the project is \$250,000. Of that amount, the grant could cover \$175,000 with a 20% match by the Town.

i) **RFQ – Healdville Road Paving** – Mr. Chase has prepared a RFQ for paving parts of Healdville Road, Station Road, and Alpine and Chalet Drives. The RFQ will go to Wilk, Pike and Fuller. Mr. Chase will post it on a State of VT site, and Ms. Matthews will post it on the website. Discussion ensued about applying for a Structures grant to cover the costs associated with either the Summit Road or Sawyer Hill Road projects.

### b. Treasurer – David Johnson

i) **Monthly Income & Expense Report** – Mr. Johnson reported the Culvert Repair Fund at \$50,721, the Bridge Repair Fund at \$55,978, and the Asset/Equipment Replacement Fund at \$46,517 are fully funded for the year; another \$20,000 has been collected in delinquent taxes; first payment for on-line land records access has been received in the amount of \$11; Solid Waste Labels Sold are about \$1,400 more this year than last; an additional \$242 has been received for electronics recycling, so more funds have been received so far this year than for all of last year; the Officers' Salaries are all within budget; Lister and Computer Expense items will cover the \$650 new computer and MS Office 365 program needed for the Listers to work with the new State Grand List program; nothing out of line in the General Fund expenses; the County Tax bill has been received and it is \$6,500 less than what budgeted, so there will be a good savings there; the Zero Sort Disposal Expense is less than last year with the overall Solid Waste Expense running about \$3,000 over budget.

ii) **Lister Computer & MS Office 365 Purchases** – see above.

iii) **Credit Card Resolution** – Mr. Chase made a motion to approve a resolution to authorize Credit Card Services through Community Bank to issue a credit card for town use with the names of Carol Garrow-Woolley and Clinton Woolley listed and with a \$2,500 credit limit, seconded by Mr. Turco, unanimously approved.

c. **Mount Holly Planning Commission Update – Jon McCann** reported all minutes, agendas, and previous Town Plans are now available on-line; the Select Board correction made in 2008 to the Flood Hazard Area Regulations has now been incorporated in to the document and corrected versions are available on-line and at the Rutland Regional Planning Commission; the 2018 Town Plan meetings are available on-line; the various maps inaccurately showing the Village of Russellville within Mount Holly have now been corrected; town boundary corrections are in the works; a draft of the proposed Town Plan is on the website and feedback is welcome; work on the Town Plan continues with a review of previous Town Plans underway to identify important elements.

d. **Mount Holly Conservation Commission Update – Phil Crane** reported that Mount Holly has been selected as one of ten towns to work with the VT Urban & Community Forestry Agency to develop a Municipal Shade Tree Preservation Plan; a Tree Warden is needed to help with this work; the drafting of a community survey continues in conjunction with Castleton University; to address issues with Star Lake, a VT Watershed grant has been submitted; an inventory of natural, cultural and recreational resources in Mount Holly is moving forward; the Commission continues to connect with residents via the iNaturalist program.

## 7. New Business

a. **Improvements to Nature Trail Network** – Mount Holly School Students Jameson and Thomas reported on a project they and other students have been working on to make a 1.5 mile bike trail around the school. They would like a crosswalk across School Street to complete the trail. They will send a map of the proposed trail to the Select Board. Principal Craig Hutt Vater commended Jameson and Thomas for their work on the project and said many kids at the school are excited about the program. Mr. Turco thanked Jameson and Thomas for their presentation. He said the Select Board will review the proposal and address it at a future Select Board meeting.

b. **Annual Financial Plan – Sign** – Ms. Matthews made a motion to certify and sign the Annual Financial Plan for Town Highways, seconded by Mr. Turco, passed unanimously.

c. **Certificate of Compliance – Sign** – Mr. Chase made a motion to certify and sign the Certification of Compliance for Town Road & Bridge Standards and Network Inventory, seconded by Mr. Turco, unanimously approved.

d. **Public Works Mutual Aid Agreement & Contacts** – Mr. Chase made a motion to adopt the Rutland Regional Planning Commission Emergency Mutual Aid Agreement with Mr. Woolley as the primary contact and Mr. Turco as the alternate contact, seconded by Ms. Matthews, unanimously approved.

e. **Mowing Bids** – A request for bids to mow at the beach, the Church & Lake Streets triangle, Green Cemetery and Carlton Cemetery along with some raking in the spring and leaf removal in the fall will be posted soon with bids due by the April 13<sup>th</sup> Select Board meeting.

f. **Set Start Date for Spring & Summer Transfer Station Hours** – The last Sunday will be March 28<sup>th</sup>. The first Wednesday will be March 31<sup>st</sup>. Thereafter, the transfer station will be open Wednesdays from 4:00 pm to 7:00 pm and Saturdays from 8:00 am to 2:00 pm.

g. **Other** – Dennis Devereux mentioned the speed limit in the Village and removal of the grassy triangle at Lake Street & Belmont Road as items to be considered. He also let people know of a program discussing the Mount Holly woolly mammoth with Dartmouth Professor Nathan Kitchel to air on VPR on March 10<sup>th</sup> @ noon.

## 8. Ongoing & Old Business

a. **Audit Firm Decision** – Ms. Matthews recapped that six RFP packets were mailed out: five to firms in VT, and one to a firm in Maine which performs audits for a number of municipalities here in VT. Three of the VT firms and the ME firm submitted proposals. After an initial review of the proposals, the Select Board decided to consider the three firms with similar bids. Ms. Matthews and Fra DeVine each called a VT municipality listed as a reference, so as to discuss their audit experience with the firm. The six municipalities contacted were all pleased with the work done by the firms. Discussion ensued about the three audit firms under consideration. Ms. Matthews made a motion to accept RHR Smith's cost proposal of \$9,000 per year for audits for the fiscal years ending June 30, 2019, 2020, 2021, 2022, and 2023, seconded by Mr. Turco, unanimously approved.

b. **Select Board Admin. Assistant Position** – Ms. Matthews reported that the position was advertised twice more in the *Vermont Journal* and in the *Chit Chat*. She will contact a temp agency next.

c. **Other – Mount Holly School/Town Garage Well Water System** – Mr. Hutt Vater asked for an update. Ms. Matthews explained that all documents were with the attorney and under review. As soon as that process was complete, the Select Board will contact the school to set a date to sign the necessary papers.

9. **Citizen Comments** – None this evening.

10. **Announcements/Other Business** - Ms. Matthews again noted the need for a Tree Warden and urged anyone interested to apply for the position. Ms. Matthews also wanted to welcome Carol Garrow-Woolley as the new Town Clerk and to wish her every success in the position; we look forward to working with her.
11. **Review & Sign Orders** - To be signed one Select Board member at a time at the town office.
12. **Executive Session: Title 1 V.S.A. S 313(a)(3) - personnel** - Not needed this evening.
13. **Adjourn** - Mr. Turco adjourned the meeting at 7:54 pm.

Respectfully Submitted: Jennifer Matthews

Approved: 4.13.2021