

**Select Board Meeting
@ Town Office
January 10, 2022
6:30 pm**

MEETING MINUTES

Present:

Select Board: Jeff Chase, Diana Garrow, Mark Turco (Chair)

Town Officials: In Person: Caitlin Boyle, Dennis Devereux, Chad Farrar, Carol Garrow-Woolley, David Johnson, Jon McCann, Steven Michel, Christine Pratt, James Seward, Barry Sleath, Clinton Woolley.

Members of the Public: In Person: Paul Barton, Zena Gates, Steven Hazelton, Barbara Hazelton, Andy Shulz, Dorothy Stanley.

- 1. Call to Order at 6:30 pm**
- 2. Pledge of Allegiance**
- 3. Consideration of any changes and/or additions to the agenda.** Mark Turco noted a request to add two old-business items: an update on the Cott Systems security breach, and an update on ARPA funding requests from the Colfax Lodge and for Town Office A/V equipment.
- 4. Approval of December 13, 2022 minutes.** Diana Garrow made a motion to approve the minutes as written, seconded by Mark Turco, unanimously approved.
- 5. Reports**
 - a. Highways & Transfer Station Update - Clinton Woolley:** Mr. Woolley noted that most Town roads have been repaired since the December storm to bring them into shape. No transfer station updates.
 - i. 2023 Mileage Certificate Update: Certificate has been updated (no changes), and will be signed tonight by the Select Board and Town Clerk.
 - ii. Open Bids for Branch Brook Slope Failure Repair: Select Board member Jeff Chase recused himself from this portion of the meeting. The Select Board opened eleven bids received in response to its request for proposals for slope repair work on Branch Brook Road. Bids were opened in the following order:
 1. Daniels: \$139,225.
 2. Casella \$117,145.
 3. Belden: \$159,400.
 4. Crown Point Excavation: \$228,500
 5. Bazin Brothers: \$134,975
 6. Blue Mountain Trucking: \$147,077
 7. Markowski Excavating: \$205,745
 8. Birdseye Sitework: \$72,145
 9. JP Sicard: \$236,856
 10. Northwoods: \$436,000
 11. Weaver: \$131,025

- iii. The Select Board elected to choose a winning bid on Thursday, January 12 at 5:30 pm, after verifying that the bidding contractors were pre-qualified for slope repair by VTrans.
- iv. Branch Brook Road resident Dorothy Stanley inquired about the access road required to be built on her property to facilitate site repair. The Select Board and Road Foreman Clinton Woolley assured her that whatever contractor is selected will return the access road to the condition it was prior to the road damage. Jeff Chase noted that the Town will keep her apprised of the project progress once a contractor is selected. Resident John Perry asked whether the bid request had included a performance bond; Jeff Chase indicated that they had not, as is typical. Chad Farrar asked whether bids included a contractors' description of the approach to repair; Jeff Chase indicated that the bid form requires itemization by material and includes all labor, equipment and material costs.

b. Town Treasurer Update

- i. Monthly Income and Expenses Report: Mr. Johnson noted that about half of the delinquent taxes have been collected, which is very good for this time of year. Interest income is \$6,400. Solid Waste Label sales are down by \$2,400 as compared to this time last year. In employee expenses, Mr. Johnson expects to be over budget on worker's comp but under budget on property and liability insurance. Health insurance will also go over-budget. Additional funds from the Opioid Settlement have been received and can be dedicated to the year's additional speed enforcement costs. The Summit Road culvert repair materials costs are an additional expense, some of which will come from ARPA funds. Mr. Johnson noted that if the repairs were not complete until after the fiscal year, the invoice would become due before the reimbursement was received by the state. Mr. Chase noted that he would inquire with the contractor and request completion before the fiscal year end, if possible.
 - ii. Finalize and Approve FY24 Budget: The Selectboard discussed several items proposed on the FY24 Budget, including the amounts proposed for the Treasurer's Office, the Animal Control Office, and the Interest Income. Resident Christine Pratt asked what revenues were brought in from the Cott System, which is used to provide public access to land records online, and Mr. Johnson noted that last year it was \$399 in revenues. The Select Board decided to make a final adoption of the budget at its special meeting on Thursday, January 12 at 5:30 pm. Jeff Chase made a motion to combine three line items into one line for the Town Treasurer Compensation and Office, for a total amount of \$35,700. The Select Board will separately adopt a payscale to outline compensation for the Treasurer depending on experience and qualifications.
 - iii. HRA Funding Update: Mr. Johnson noted that the HRA spending account needs to be replenished; he recommends the Select Board add \$1,300 to the account to fund the account through the rest of the year. Diana Garrow made a motion to add \$1,300 to the account; Jeff Chase seconded; unanimously approved.
- c. Lister's Report:** Mr. Johnson noted that a NEMRC representative has visited the office to begin installing and updating the software and computer system for the Listers to support their appraisal and assessor services. The state also sent the results from its Equalization Study; the town's Common Level of Appraisal went down to 88.79, and the coefficient of dispersion went up to 20.84, which means the Town will be getting a notice to do a reappraisal; there are 123 towns in Vermont that will need to do the same. Mr. Johnson noted that the town should begin to solicit estimates from appraisal firms who can do the work.
- d. Town Health Officer Update:** Town Health Officer Chad Farrar indicated that he had attempted to reach out to Will Hunter, the owner of the former Blue Spruce House, several times

since September, including by email on Sept 12, Nov 28, Dec 29, and Jan 4, and via text three times between Sept 12 and Nov 28, to conduct a rental housing inspection. He also attempted to inspect the property in November, but was not let inside by the tenant. The Select Board advised that the Town Health Officer should ask the state for guidance regarding next steps at this property. Mr. Farrar also noted that he had visited a property on Route 103 in November that had concerned the Select Board due to an improper wastewater system; the Select Board advised Mr. Farrar to stay in touch with the property owner and to revisit the issue in the Spring, when wastewater issues can be more easily addressed..

e. Mount Holly Planning Commission Update - Jon McCann:

- i. Review and Adopt Additions to Fee Schedule: The Select Board reviewed the proposed fee schedule approved by the Planning Commission and agreed to table the adoption for next month, pending Board of Adjustment review.
- ii. Review and Adopt AO and Clerk Duties: Mr. McCann shared the proposed job descriptions for both roles; the Select Board agreed to review and to table adoption or revision for a future meeting.

f. Mount Holly Conservation Commission Update

- i. Caitlin Boyle noted that the “bottom barrier” for aquatic nuisance control in Star Lake will be removed in May and can be replaced in July, per an update from the Department of Environmental Conservation.

6. New Business

- a. Set Date to Sign Warning for Town Meeting Day and Election: The Select Board has set the date as January 24 at 6 pm.
- b. Set Date for Flood Hazard and River Corridor Bylaw Hearing: The Select Board will set the date of the hearing for February 21 at 6 pm.
- c. Vote Re: Ballot Item to Eliminate Office of Constable: Jeff Chase made a motion to add an item to the Town Meeting Ballot to eliminate the role of Constable; Diana Garrow seconded; unanimously approved.
- d. Identify Custodial Official, Issuing Officials and Appearing Officials for Judicial Bureau: The Selectboard asked qualified individuals to submit interest in serving the Town as custodial, issuing and appearing officials for the enforcement of municipal ordinances.
- e. Designate new Designated Employer Representative (DER): Jeff Chase made a motion to designate Caitlin Boyle as the DER for employee drug testing scheduling; Diana Garrow seconded; unanimously approved.
- f. Authorize David Johnson to Communicate with Attorney: Mark Turco made a motion to authorize David Johnson to communicate with the Town attorney; Diana Garrow seconded; unanimously approved.

7. Ongoing & Old Business

- a. **Consideration of AED Purchase and Training** Stephen Michel has sought a more comprehensive quote for AED units to be installed in Town buildings, including training and servicing. The Select Board will consider the quote.
- b. **Openings: Board of Listers, Constable and Treasurer:** These positions remain open (Listers, Constable) or will soon be open as an elected office (Treasurer).
- c. **ARPA Funds Request from Colfax Lodge #21.** Dennis Devereux and John Perry submitted a letter of request for ARPA funding; the Select Board will consider the request.
- d. **Updated Quote for A/V Upgrades for Town Office:** The Select Board received an updated quote from Unique Media Systems, for the upgraded Town Office A/V system. Mark Turco

made a motion to approve up to \$10,500 in ARPA funding for A/V upgrades, using Unique Media Systems; Caitlin Boyle will follow up with the vendor to confirm ordering and delivery.

8. Citizen Comments: None.

9. Announcements/Other Business

- a. Dog License Registration Deadline is April 1
- b. Town Office Closed on January 16 for MLK Jr. Day
- c. Town Officers' Consent Form due in Town Office by 4 pm on January 30.

10. Review & Sign Orders

11. Executive Session: Title 1 V.S.A. S 313(a)(3) – personnel (if needed)

- a. Not needed.

12. Adjourn: The meeting was adjourned at 8:38 pm.