

**Select Board Meeting  
@ Town Office  
February 14, 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, Clinton Woolley.

Members of the Public In Person: Paul Barton, Zena Gates, Julie McKenzie, Brigid Sullivan, Andy Tanger, Faruk Terpis. Via Zoom: Pamela Cropley, Steven Hazelton, Barbara Hazelton.

- 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 an item regarding renewal of Harry's liquor license.
- 4. Approval of January 10, 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 he's seeking paving and crack sealing quotes; that Casella Construction has finished its Branch Brook Road Slope Repair project; and that he is working on the Transfer Station budget. Diana Garrow noted that resident Mike Blais has reported a missing 30 mph speed limit sign on Old Turnpike Road. She added that the flashing yellow light he installed near his property may pose a danger to drivers on the road. Mr. Woolley and Mr. Turco agreed about the danger of the light; Mr. Woolley noted that he would order a new sign.
    - i. Town Grants Deadline - April 15: Jeff Chase shared a construction grant estimate for repaving both Hortonville Road and Belmont Road; the state will grant up to \$200,000 per project. Mr. Turco and Mrs. Garrow agreed the Town should prepare grants for both projects and review them at the next Select Board meeting. A separate structures grant can be prepared for Station Road as well.
    - ii. Update on Branch Brook Road Slope Repair and Approve Casella Invoice: The bill came in under-budget at \$88,527.50 (76% of bid). Diana Garrow made a motion to accept the bill as presented by Casella Construction; Mark Turco seconded; Jeff Chase recused himself; unanimously approved.
  - b. Town Treasurer Update**
    - i. Monthly Income and Expenses Report: Town Treasurer David Johnson noted that there is \$74,000 outstanding on town property taxes; 37 properties remain overdue; this is typical for this time of year. Additional notes include that the Town is \$6,000 over budget on interest income; the Town received the third quarterly state aid payment; solid waste labels income is on track with the budget; there is nothing new to report in general fund

expenses; solid waste disposal and hauling is also on track with the budget; Winter Road expenses are projected to be under budget by the end of the season; and the Summit Road box culvert materials will be paid for first out of the Bridge Fund and the ARPA grant for highway expenses.

- c. **Lister's Report:** Lister Mr. Johnson asked for a signature on the Listers Certificate of No Appeal or Suit Pending, which confirms that there are no appeals or suits pending regarding the Grand List. The Select Board will sign and file the report. The Listers are also on track to receive software training from NEMRC.
- d. **Town Health Officer Report:** Town Health Officer Chad Farrar indicated that tenants had moved out of the former Blue Spruce House; he confirmed the vacancy with owner Will Hunter. The back door was left ajar, and Mr. Farrar noted that the property does appear to have some violations per the state rental housing guidelines. Mr. Farrar also coordinated with the Animal Control Officer to remove four abandoned chickens from the property. Mr. Farrar confirmed that tenants had also moved out of a property with rental housing violations on Route 103.
- e. **Mount Holly Planning Commission Update - Jon McCann:** Mr. McCann reported that the Planning Commission has posted an opening for Administrative Officer (AO) and reshared the job description for the position. In reviewing the job description, Ms. Garrow asked a number of small clarifying questions regarding the job description. Mr. McCann also noted that Belmont's designation as a historic village expires in April 2024 ; the designation offers a number of tax benefits to the Town and to taxpayers, including priority for grants. In order to qualify for renewal, however, the Town needs to have a renewed Town Plan approved by the regional planning commission, which is a several-month process. Mr. McCann noted that the commission will seek to revise the Town Plan in order to meet the deadline for renewing Belmont's historic village designation.
  - i. **Adopt Additions to Fee Schedule:** The Select Board agreed to the revised fee schedule as proposed. Mr. Turco noted the need for a small edit from "Driveway/Highway Access Permit" to "Town Driveway/Highway Access Permit; the Select Board Clerk will revise. Jeff Chase made a motion to adopt the fee schedule as prepared; Diana Garrow seconded; unanimously adopted.
  - ii. **Adopt AO and Clerk Duties:** The Select Board agreed that the AO and Clerk duties are acceptable as presented; the time commitment in the description is supported by the FY24 budget.
- f. **Mount Holly Conservation Commission Update**
  - i. Philippe Crane shared that the Town's Canopy Grant was denied, but that the Commission received a helpful debriefing regarding further applications. He also asked whether the Town had any liability for hikers participating in voluntary Commission activities; the Select Board clerk noted that volunteers are covered under the Town's accident policy. Mr. Crane also shared preliminary information regarding an insecticide that can mitigate damage from the emerald ash borer; the Commission may host a meeting with further information about the insecticide for residents.

## 6. New Business

- a. **CAI Technologies, Inc, Tax Map Contract.** Diana Garrow made a motion to accept the contract as presented; Jeff Chase seconded; unanimously approved.
- b. **Town Meeting: Robert's Rules of Order - Andy Tanger:** Mr. Tanger asked the Town to inquire with VLCT regarding reconciling Robert's Rules of Order with interactive Zoom participation at

the Town Meeting. The Select Board Clerk will inquire with VLCT for guidance.

- c. **Vermont Emergency Management SHSP Grant - Town Office Generator:** Mr. Chase noted that he will seek quotes for a possible generator purchase for the Town Office, whose costs could be covered at a 100% reimbursement rate via the grant.
- d. **Sign Town Acceptance Form for Proposed Bowlsville Bridge Replacement:** Mr. Chase made a motion to approve VTrans' proposed Alternative 4c: Full Bridge Replacement Off-Alignment with Traffic Maintained on the Existing Structure; Diana Garrow seconded; unanimously approved.
- e. **Consideration of Geese Depredation Permit:** Ron Unterman recommended that the Town apply for a Geese Depredation Permit; after some discussion, the Select Board agreed to table the decision until the next regular meeting.

## 7. Ongoing & Old Business

- a. **Confirm Custodial Official; Issuing Officials and Appearing Officials for Judicial Bureau.** The Select Board confirmed that the Select Board Clerk could be designated as the town's custodial official for judicial purposes; the Town Health Officer and the Animal Control Officer could be designated as issuing officials for the purpose of writing tickets for violations of municipal ordinances; and that a member of the Select Board could be designated as the Appearing Official in the case of a need for a court appearance. Mr. Chase made a motion to designate Mr. Turco as the Appearing Official with the Judicial Office; Diana Garrow seconded; unanimously approved.
- b. **Consideration of AED Purchase and Training:** The Select Board continued to discuss the purchase of AED units for town buildings and decided to reach out to two additional vendors to meet the criteria of the purchasing policy, before making a decision regarding the purchase. Jeff Chase noted that the AED costs could also be covered under the SHSP Grant program.
- c. **Consideration of Odd Fellows Hall ARPA Request:** Upon consideration, Mr. Turco made a motion to approve the Odd Fellow's request for funding, to be paid for with federal ARPA grants, and not to exceed \$11,000. Diana Garrow seconded; unanimously approved.
- d. **Consideration of Update to Junk Ordinance to Include Fee Schedule:** The Select Board Clerk will inquire with VLCT regarding a template ordinance that will revise the current ordinance and include a clear fee structure for enforcement.
- e. **Openings: Board of Listers:** Ann Hanson has added her name to the ballot to fill the remaining year of the term of the open Lister position.
- f. **Approve Liquor License for Harry's Restaurant.** Mark Turco made a motion to approve the liquor license as prepared; Diana Garrow seconded; unanimously approved.

## 8. Citizen Comments:

- a. Julie McKenzie introduced herself as a candidate for the Board of Education for the Ludlow-Mount Holly Unified School District.

## 9. Announcements/Other Business

- a. Dog License Registration Deadline is April 1

- b. Town Office Closed February 20 for President's Day
- c. Dog and Cat Rabies Clinic is March 25 at the Town Office
- d. The Community Survey is complete and results will be published in the Chit Chat

**10. Review & Sign Orders**

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

- a. Mark Turco made a motion to go into executive session; Jeff Chase seconded; unanimously agreed.

**12. Adjourn: The meeting was adjourned at 8:28 pm.**