



MONTGOMERY
FOUNDED 1789

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**SPECIAL & REGULAR MEETING OF THE
SELECTBOARD & WATER COMMISSION**

Temporary Town Office (86 Mountain Road)

Monday, May 7th 2018

Special Meeting Site Visit 5:30 pm

Regular Meeting 6:00 pm (*note early start time for Executive session*)

Unapproved

Selectboard members present: Charlie Hancock-chair, Darren Drevik-vice chair, Mark Brouillette, Jacob Racusin, Leanne Barnard

Visitors: Sue Wilson, Michael Snider, Larry Kneen Barry Kade, Merle VanGiesen, Sarita Khan
Clerk: Elizabeth Reighley

Special Meeting site visit (*scheduled 5:30pm at intersection Dreamers Road and Rt. 118*)
---Adjourn to Temporary Town Office Conference Room for discussion---

Charlie called the meeting to order at 6:00pm

1. Dreamers Road (TH.13) request for partial discontinuance. The site visit was conducted at a special meeting of the selectboard on May 7th at 5:30 p.m. There has only been one concern raised by a landowner to the discontinuance of a portion of the class 4 road. Discussion took place with board members and public works director reviewing the official town highway map and the particular section that is in question. Michael will go up and obtain exact measurements of the distance from the centerline of Route 118 to the secondary culvert on the class 4 portion of Dreamers Rd and report back with his recommended discontinuance, with reasonable required footage before the culvert to ensure town right of way, to the selectboard.

2. Review and make any changes to the agenda. Add to new business the adoption of the Local Emergency Operations Plan update and Northwest Solid Waste District Green up day.

3. Road Crew Personnel discussion—Larry Kneen, Michael Snider invited (*Executive Session scheduled 6:00pm*). Mark motioned to enter into executive session at 6:03pm seconded

by Darren to discuss road crew employment and personnel. Mark motioned to exit executive session at 6:17 seconded by Darren. Mark motioned to terminate the employment of Larry Kneen for cause, effective immediately, seconded by Darren and passed unanimously. Mark and Michael will connect to work on a letter of reference for Larry. The board will put together a job application for the now vacant road crew position and post the job.

4. Review/approve minutes of the April 16th regular meeting the emergency meetings of April 24th and April 27th. Mark motioned to approve the April 16th minutes, seconded by Jacob, and passed 5-0. Darren motioned to approve the minutes of the April 24th emergency meeting, Mark seconded; Darren offered an amendment to replace the word “termination” with “status” the amended motion passed 3-0-2. Mark motioned to approve the minutes of the Apr 27th emergency meeting seconded by Leanne and passed 3-0-2.

5. Public Works

a) Roads and Bridges

- a. **Grants: Status Updates:** Bethany offered to come meet with the board regarding grant paperwork deadlines, upcoming grant opportunities, and town project needs. Longley Bridge road currently needs attention in regards to bank stabilization, Mark has talked with one of the homeowners on the road about reaching out to NRCS, as they may provide financial help with bank stabilization in addition to any help the town will get through grants with NRPC. Charlie will invite Bethany to an upcoming meeting..
 - i. **Structures Grant for Route 58.** Carry over
 - ii. **Better [Back] Roads Bridge and Culvert Grant.** Carry over
 - iii. **USFS Culvert Grant for AOP design.** Carry over
 - iv. **Municipal Grants in Aid Pilot Project.** Carry over
 - v. **SFY Transportation Alternatives.** Carry over
 - vi. **Brady Road.** Michael has been in touch with St Onges and they need to arrange the installation of the temporary bridge, however they must first reach out to the homeowners to find out if/when they are planning to come up during the summer so they can coordinate putting the bridge in while they are gone so as to not hinder the coming and goings from their property.
 - vii. **Bridge Inspection Report (follow-up re: Creamery Bridge).** Charlie has been in touch with Jeff Cota with AOT. Discussion took place. Charlie will look at previous selectboard minutes to see if the Bridge inspection was approved and accepted by the board at the time of the original work.

b) Buildings and Grounds

- i. **Generators:** Training will be scheduled when school lets out. Jacob suggested creating a written procedure for operation to be laminated and kept with the generator.

6. Visitors @ 7:00pm.

- a. **Barry Kade—town office copy fees for public documents.** Board members reviewed statute governing public records and copy fee schedules as requested by Barry. Discussion took place regarding the current copy fees for items, such as tax bills or lister cards, and the actual cost to provide copies as well as time associated. Darren motioned to amend the current fee schedule, as governed in state statute, to charge copy fees at actual cost for only copies of office documents that are not recorded in the land records, but still considered public record within the town office; said documents to be charged at a rate of .06 cents for 8 ½ by 11 black and white one-sided copies and .11 cents for a two sided copy. Jacob seconded the motion and this passed 5-0.
- b. **Mountain Roots.** Sue mentioned she will be in touch to ensure that they correctly bill for the two areas for the Town for spring cleanup and will make sure they have the correct billing information for the Garden Club services which had been billed accidentally to the Community Gardens last year. It is too late this season to put out for new contracts to consolidate town wide mowing, however Sue will work with Charlie to draft a letter that can go out this fall to bid out for next spring and summer for town-wide cleanup/mowing services to different local contractors to consolidate town needs into one contract.
- c. **Sarita Khan-** Sarita is looking to have signs put up for the Salt Cave on the main roads for signage leading to the salt cave, the board advised that she will need to contact VTrans to get this particular signage up on one of the main state highways that indicates the direction visitors need to take when looking for her establishment.
- d. **Merle VanGiesen-** expressed concerns about a previous meeting and the conduct of board members with regards to commentary from visitors and also asked for clarification on the decision of the board to seek a part time assistant to the board.

7. Water Commission Issues. Carry over

8. Old Business

- a. **Town Office Needs.** Jacob has reached out to several professional contacts he has worked with that deal with environmental remediation. Prior to sending any proposals they will need to see the mold reports and will want to schedule a walk through of the building. Jacob has not scheduled anything yet as he wanted to make sure first what we would need to be done with RFP process. He will put together a draft for the board to look at. The board may need to look into pursuing

the process as far as cleaning out the EMS office space, to allow for the town offices to utilize that space to increase their ability to organize town documents more effectively within the limited office space until such a time when the town office future needs can be addressed.

- b. **Stanion Settlement update.** As per the written settlement agreement the fence is down, posts are still in as they will likely require a more rigorous removal process, but they are in the process of moving the fence out of the right of way.
- c. **Vacant Building Ordinance—discussion and likely vote.** A clean copy for additional commentary has been put out to the website and posted in town for public feedback and comments. Charlie will reach out to Zach to discuss having a link to the documents page setup with email blasts.
- d. **Assistant to Selectboard position.** Repost the position again for consideration.

9. New Business

- a. **Town Office virus software and service agreement: *Open Approach* formerly known as RCIS).** The board has been given two quotes for review, one for antivirus software and the second for a service agreement which would include ongoing monitoring and pc/server management for maintenance. This would provide tech support for when the office computers have problems or server issues the service agreement does not need to be approved right away, the board can take time to review and touch base with Deanna with further questions. The antivirus/malware software that is needed for the server and computers will need immediate action as the company that installed the original free antivirus software advised that we utilize a more comprehensive antivirus program in lieu of the increased cybersecurity breaches such as what happened with entities like Experian or Equifax. Mark motioned to approve the purchase of antivirus/malware software protection in an amount not to exceed \$350 from Open Approach, seconded by Jacob, and passed unanimously.
- b. **Zoning Enforcement Policy.** Carry over.
- c. **Dog Census.** Keith requested formal permission from the board to hire Lori to help with the dog census this year. Lynda Cluba has also volunteered to help in the past. The board discussed the request and agreed to follow up with Lynda to see if the offer to volunteer still stands and also follow up last years conclusion of the census.

- d. **LEOP Plan.** Charlie reviewed the updates to the Leap which consisted of changes in contact information and updating the change with the removal of the gas tanks from Lutz's Automotive. Mark motioned to adopt the 2018 Local Emergency Operations Plan as amended, seconded by Leanne, passed unanimously.
- e. **Green Up.** NSWDC has refused the towns' Green Up Day waste, despite the fact that Deanna confirmed with Northwest Solid Waste official Rich Backer prior to the Green Up weekend, that Montgomery could use a town truck with the dump bed capabilities at the Georgia site; Michael was told Monday morning, after the trash has already been picked up by the road crew and put into the town truck, that they will have to unload and sort by hand into the NSWDC bucket loader due to another towns' misconduct at the Georgia dump site. Both Michael and Deanna have spoken with NSWDC in lieu of the last minute changes in the Green Up waste plan and were told if we did not want to hand sort we could go to the Highgate facility and pay. In the past the town has been allowed to use the dump site located at the PSB however, when the district changed their rules the town followed all protocol to bring the waste to the Georgia site and has never had issues until this last Green Up day. The district does not currently pay the town to have their site at the PSB nor does the town get any compensation for the wear and tear of the trucks delivering the dumpsters on the driveway. The board will be reaching out to the NSWDC director to rectify this situation. Barry, as the town representative to NSWDC will also put in a call to the director.
- f. **Overweight Truck Permits.** Mark motioned to approve the following Overweight Truck Permits seconded by Jacob and passed unanimously.
 - i. Paul Sylvester Sr
 - ii. Structures RBR Inc
 - iii. Leach Family Inc
- g. **Liquor/Tobacco Licenses.** None.

10. Open Mail / Sign Orders / Administrative Matters . All orders signed at this time.

Jacob motioned to end the meeting seconded by Darren and the board adjourned at 8:35 p.m.

Respectfully submitted,

Elizabeth Reighley