



MONTGOMERY
FOUNDED 1788

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REGULAR MEETING OF THE
SELECTBOARD & WATER COMMISSION
Temporary Town Office (86 Mountain Road)
Monday, February 17th 2020
6:30pm

Select Board Member present: Charlie Hancock, Darren Drevik, Leanne Barnard, Mark Brouillette, Jacob Racusin (arriving 6:40PM)

Clerk: Suzanne Dollois

Visitors: Larry Letourneau, Marijke Dollois, Marlene Hambleton

Charlie calls meeting to order at 6:35PM

1. Review and make any changes to the agenda
 - Add “Fire Tanker Loan Documents” to New Business
 - Add “Chris Cox Contract” to Public Works
2. Review/approve minutes of the February 3rd meeting
 - Mark moved to approve the minutes from February 3rd; seconded by Leanne. Unanimous, 4-0.
3. Public Works
 - a. Roads and Bridges → Carry over all items
 - i. Grants (*status updates*)
 - ii. Fixed radar speed signs—speed study; request for installation to Vtrans (*update*)
 - b. Buildings and Grounds
 - i. Generator Service Agreement (*potential board action*)
 - Charlie suggests to work with Michael on this matter; will drop off a copy of contract to garage.
 - ii. →Chris Cox’s contract (decision to hire reflected in 02/03/20 mins) reviewed, pay rate, insurance status, and vacation/sick time set. Mark moved to to adopt the contract with Chris Cox as written; seconded by Jacob. Unanimous, 5-0.
 - c. Transportation Alternatives Program (TAP) update re: Longley Bridge Road project (*update—additional discussion re: budget/match reqs*)
 - Charlie met with Linda Blash (NWRP project manager for this endeavor). Realistically, construction could exceed two years due to federal planning/funding requirements. Total award amount \$375,000 with Montgomery responsible for \$75,000

match. \$60,000 estimated expenditure during the upcoming 18-month budget cycle—\$48,000 reimbursable, \$12,000 match. Discussion ensued.

→ Mark moved to adopt the Municipal Project Management Services Agreement with Northwest Regional Planning for the Longley Bridge Stabilization Project; seconded by Darren. Unanimous, 5-0.

→ Need to designate a Working Group/Project Subcommittee to serve on behalf of the Select Board: Darren nominated Mark, Charlie, Erin Kopatz, and Michael Snider to serve on the sub-committee. Nominations closed. Unanimous, 5-0.

→ Traditional RFP versus “At-the-Ready” bid process. Discussion ensued. Jacob moved to adopt the “At-the-Ready” process for contractor firm selection; seconded by Leanne. Unanimous, 5-0.

d. FEMA/USDA EWP (*update*)

→ Montgomery included in disaster, update pending with call likely first week of March.

4. Visitors (7pm)

→ Marijke and Marlene are present to discuss Library Budget, particularly relative to the Cleaning Contract discussion (presently \$2,500 in FY21 library budget per budget committee recommendation). Marijke suggests that given square footage, the Library requests a 30/70 split rather than a 50/50. Charlie questioned split based on shared spaces, building expenses. Contract to require a weekly cleaning throughout the building. Discussion ensued. Mark moved to amend the Library budget for cleaning from \$2,500 to \$1,500; seconded by Jacob. Discussion: Jacob suggested a more deliberate method of tracking the cleaning responsibilities of the building for future reference. Unanimous, 5-0.

5. Water Commission Issues

a. FY21 Budget review (*board action*)

→ Main expense items: pumping the outwash tank and testing fee increases. Discussion ensued. Darren moved to adopt the Water Budget; seconded by Leanne. Unanimous, 5-0.

6. Old Business

a. Grant Updates → Carry over.

- i. Electric Vehicle Charging Station Grant (VEC)
- ii. USDA Community Facilities Direct Loan and Grant Program
- iii. *Other*

b. Montgomery Thrives Committees (*update*)

- i. Hoyle Tanner 60% deliverable; Meeting Thursday March 5th at 6PM at the PSB.
→ Will have cost alternatives to different waste systems, as well as drawings for streetscape project.

c. Sale of Ambulance (*sale pending, board action*)

→ Buyer lined up. \$5,000 offer accepted (asking \$5,995). Final sale pending. Darren moved to authorize the sale of the ambulance for \$5,000; seconded by Leanne. Unanimous, 5-0.

- d. Vacant Building Complaint (*update*)
→ Carry over (pending response).
- e. Town Meeting—final preparations (*discussion*)
→ Town Report printing pending, due to delayed letter from the auditor.

7. New Business

- a. Public Safety Building/Library Custodial (*discussion*)
→ Refer to visitors discussion, item 4.
- b. Shared Health Officer with Enosburgh (*discussion*)
→ Carry over.
- c. Tax Due Dates and FY21 transitional budget (*continued discussion, potential action required at Town Meeting/Special Town Meeting*)
→ Board recommendation for two due date for municipal taxes, November and May. Change the tax due dates requires voter approval. Because recommendation was adopted following posting of Town Meeting Warning this will require a special town meeting. Target special meeting to coincide with discussion/decision on Phase 2 of Wastewater and Streetscape initiatives.
- d. Procurement Policy (*review and adoption*)
→ Required to have an internal policy re: federal funds (FEMA). Review of policy and discussion ensued. Darren suggested amending item V.g. to read: Construction projects of any value must follow a sealed bid process “or at-the-ready” as outlined below. Jacob suggested amending V. d. to be \$5,000 and \$150,000. Darren makes a motion to adopt the policy as amended; seconded by Jacob. Unanimous, 5-0.
- e. 98 Main Street—update on discussions with USPS (*update*)
→ Charlie sent out an email regarding the prospective options that the Town encourages the USPS to consider. Sanders, Leahy, and Welch offices all offered support.
- f. Mark made a motion to authorize Charlie Hancock to sign the loan documents for the new tanker when they come in; seconded by Darren. Unanimous, 5-0.
- g. Overweight Truck Permits
 - i. Barrett Trucking Co., Inc.
→ Mark moved to approve the Overweight Truck Permit for Barrett Trucking Co., Inc.; seconded by Jacob. Unanimous, 5-0.
- h. Liquor/Tobacco Licenses

8. Open Mail / Sign Orders / Administrative Matters

- a. Correspondence with Lt. Jerry Partin, VSP St. Albans Barracks
→Charlie met with Lt. Partin when he took over last year. Lt. Partin sent a letter February 4th re: communication between municipalities and the VSP, requesting that board set up regular meetings. Discussion ensued. Charlie will respond for clarification, scheduling.

9. Review Action Items for Board Members

10. Adjourn

→Jacob moved to adjourn the meeting at 8:15; seconded by Darren. Unanimous, 5-0.

Meeting adjourned at 8:15PM.