



REGULAR MEETING OF THE
SELECTBOARD & WATER COMMISSION
PSB Conference Room
Monday, October 17th 2016 6:30 p.m.
UNAPPROVED

Selectboard members present: Charlie Hancock-Chair, Scott Perry-Vice chair, Mark Brouillette, Sarah Silva, Colin Sorenson

Visitors: Sue Wilson, Marlene Stewart-Library Director, Jane Presler-Library Trustee, Deanna Robitaille- Town Clerk & Treasurer

Clerk: Elizabeth Reighley

Charlie called the meeting to order at 6:33pm

- 1. Review and make any changes to the agenda.** Add to the agenda under new business: Fairpoint Petition & Order Requests.
- 2. Review/approve minutes of September 19th and October 3rd meetings.** Scott motioned to approve the minutes of September 19th as written, seconded by Mark, and this passed unanimously. Discussion took place about the minutes of the 3rd, Charlie noted that the board had intended to meet with the Hurtubise in November and not the current meeting; he also added Sue Bennett to the visitors list from that evening. Mark motioned to approve the minutes as amended, seconded by Scott, and the motion passed by 4-0- 1 abstention.
- 3. Delinquent Tax Penalties due to Homestead Files received from the Vermont Dept of Taxes after Tax Due Date.** Deanna, town clerk and treasurer, brought to the board's attention that, even though the Property Tax due date has passed, there are downloads that have not been received from the Vt Dept of Taxes. These downloads contain Income Sensitivity payments and Homestead Declarations. Homesteads are downloaded weekly on Mondays and may continue to be received through the end of the year, though it is unlikely to be a regular occurrence. The payment files are only transmitted three times each year, with the final download being November 1st. Deanna requested the board approve not assessing delinquent penalties and interest for any amounts generated in the

downloads of either file type so long as the applications were filed on time with the VT Dept of Taxes. The board felt that this matter could be decided between the Town Clerk & Treasurer and the Delinquent Tax Collector but they did agree that assessing penalties due to downloads outside of the taxpayer's control seemed unfair and that the fees should be waived. No motion was made. Deanna will follow up with the Delinquent Tax Collector.

4. Public Works

a. Roads and Bridges

- i. **Grants: Status Updates Amended Paving Grant (submitted)**
Structures Grant for Route 58 (hydraulic study request submitted)
Better Back Roads Bridge and Culvert Grant USFS Culvert Grant for AOP design. Mark indicated that the Paving Grant and Hydraulic studies have been submitted and will follow up with the Better Back Road and Culvert Grants for upcoming deadlines.
- ii. **Creager Road.** Carry over.
- iii. **Longley Bridge Update.** Carry over
- iv. **Brady Road update.** Carry over
- v. **Gravel Removal West Hill Brook.** Carry over
- vi. **On Command Connection (new truck).** Carry over.

b. Buildings and Grounds

- i. **PSB Alarm System.** Alarm system is up and running. According to Doug Kopacz the Moose security panel is still not working but he will be following up with this. Doug also pointed out there were some inconsistencies in J&S Electricals' reporting on the buildings' security/alarm systems. Doug has voiced his interest in bidding on the town security contracts, which would put all the buildings on one monitoring contract with Summer Electric, versus using Sunray Fire & Security and J&S Electrical.
- ii. **Main Street Office Repairs.** Repairs to the steps and ramp at the main street office have been completed and Tim Murphy has submitted his invoice to the clerks' office; the final cost for the project was \$9,960.00
- iii. **Grange Hall.** No update yet from Michael on whether the window pane has been replaced. Carry over.

5. Visitors (7:00pm) Representative Larry Fiske, Franklin-7.

- a. Marlene Stewart, library director, requested to have security cameras put up at the PSB to help monitor foot traffic in and out of the building; there has been a patron behaving inappropriately recently not only during library hours but outside these hours as well. Jane Presler, a library trustee, noted that the library board supports Marlene's request and that this is also not the first time dealing with this particular issue. Marlene has researched a potential security system that would live stream footage to an internet based cloud service from which they could access stored footage for review at any time. Due to the fact that the library is a public space people cannot be permanently prevented from using the library

however, a temporary no trespass order could be a possibility based on the conversation Marlene had with the State Police. Sarah suggested keeping a log and documenting the incidents as they happen in addition to calling the State Police to ensure the problems are kept on record. Charlie suggested the library board put together a protocol for staff and volunteers to follow when dealing with uncomfortable situations/unruly patrons. Trustees will come back to the board with a proposal for a security product and estimated costs.

- b.** Larry Fiske introduced himself to the board and offered his help should the town have any questions, concerns, or needs from the state level. He outlined that he is very focused on human services, budgetary issues, and better programming for DCF/child care involvement throughout the state. Discussion took place.
- c.** Sue Wilson was curious about what was happening with the generator at the school. There was not a current update, this will be carried over. Sue will also be putting together the committee to get the Christmas lights, ribbons and wreaths ready for the holidays. The decorations will go up sometime after thanksgiving. She estimated they would need roughly a \$50.00 budget.

- 6. Hazard Mitigation Plan (NRPC Draft, ongoing) / Local Emergency Operations Plan Update (SB approval).** Board members reviewed the local emergency plan. Scott motioned to adopt and certify the 2016 Local Emergency Operations Plan, this was seconded by Sarah and passed unanimously. It was also suggested that the board sit down with local fire, rescue, and other pertinent emergency management and conduct a mock scenario of a town wide emergency to go over the details of protocol and efficient chain of command. Colin will follow up with putting together a time for emergency management to meet with the necessary groups. Carry over Mitigation Plan.
- 7. Water Commission Issues.** There was an issue with the online URL provided with the initial Consumer Confidence Report that must be made available to all residents; new state protocols mandate that the file access must be through a direct URL, it cannot be facilitated through a link via the town website. Scott will be in touch with Zach to correct this problem.

- 8. Old Business**
 - a. Stanion Court Case Status.** Carry Over
 - b. New Town Office information outreach (FAQ).** Postcards to be mailed to all registered voters are ready. The board reviewed the FAQ sheet and made edits for further clarification to best explain answers to questions regarding the bond vote. Sarah suggested some rewording to indicate that the board does have a 3-2 view on some of the issues at hand and that it is not all unanimous. Colin brought to question whether they should include on the FAQ's the operating costs of running two buildings. If a new building is constructed the town would continue to lease the old office space and Colin expressed his concern about what the associated costs of this would be and whether the board could provide this information to the public. Members agreed that this question can and should be answered however,

Charlie felt adding more to the questions sheet at this point would further delay the release of the FAQ for voters; he suggested compiling this information, by obtaining financial reports from the town treasurer, and having this available at the public informational meetings. Discussion took place about which route to take with these questions based on what information was at hand and how quickly they wanted to get the FAQ sheets out to the public for viewing; Charlie again indicated that this information would have to be sought out after this meeting and suggested they keep the FAQ's, with the verbiage changes made by Sarah, the way they are. Scott motioned to accept the edited FAQ Sheet and post it to the website, seconded by Mark, and the motion was approved unanimously.

- c. **Town Lands/Lease Agreement Status(s)** Carry over to next meeting, they will reach out to the Hurtubise to see if they can attend to discuss the lease agreement.

9. New Business

- a. **Overweight Truck Permit.** None
- b. **Liquor/Tobacco Licenses.** None
- c. **Fairpoint Petition & Order Request.** The board reviewed the petition and request for work from Fairpoint Communication; Scott motioned to sign and grant permission for the submitted orders, seconded by Mark, the motion was approved unanimously.

10. Open Mail / Sign Orders / Administrative Matters / Review Action Items for Board Members. All orders signed at this time.

Scott motioned to end the meeting, seconded by Mark, and the board adjourned at 8:25pm

Respectfully submitted,

Elizabeth Reighley