



REGULAR MEETING OF THE  
SELECTBOARD & WATER COMMISSION  
Temporary Town Office (86 Mountain Road)  
Monday, November 21<sup>st</sup> 2016, 6:30pm  
UNAPPROVED

Selectboard members present: Charlie Hancock-chairman, Scott Perry-vice chair, Sarah Silva, Colin Sorenson

Visitors: Anita Woodward, Sue Wilson, Carol Farmer, Pat Farmer, Sarita Khan, Karie Quintin

Clerk: Elizabeth Reighley

**1. Review and make any changes to the agenda.** Add to 4a 'Plowing'

**2. Review/approve minutes of the November 7<sup>th</sup> meeting.** Board members reviewed previous minutes. Scott motioned to approved the meeting minutes of November 7<sup>th</sup> as amended, seconded by Sarah; approved 3-0- 1 abstention.

**3. Delinquent Taxes.** The 2016 delinquent tax letters were mailed out on November 7<sup>th</sup> which resulted in the letters reaching residents later than in previous years. The next scheduled interest charge would leave residents' who have already made payment in full left with another interest charge, or with not enough time to respond to the first letter before receiving the next charge; due to this circumstance Anita Woodward, delinquent tax collector, requested that the town waive the interest charge for one time only and then resume with the letters and interest next month as scheduled. Charlie stated that he felt this did not need prior approval from the board and it would suffice to have the delinquent tax collector and Town Treasurer, Deanna Robitaille, make the decision. Further discussion of this topic brought into question the need to change the tax due date as there are some issues with not receiving downloads from the State of Vermont until November 1<sup>st</sup> and having the due date fall on October 14<sup>th</sup>; those that are waiting on state payments or revised tax bills due to homestead declarations may fall into delinquency should they wait until after the town receives the last report from the state. The board agreed to revisit this topic with both Anita and Deanna as these changes would have to be voted on at town meeting. The board also needs to schedule a Board of Abatement hearing for the Gary Rich/McAllister property that was seized by the U.S. Marshalls to determine what has been paid to the town by the Government and how much the town will need to abate. Scott indicated that he would touch base with Deanna to setup a hearing.

**4. Public Works**

**a. Roads and Bridges**

**Grants: Status Updates**

**Amended Paving Grant.** Complete.

**Structures Grant for Route 58.** Carry over

**Better Back Roads Bridge and Culvert Grant.** Submit next year.

**USFS Culvert Grant for AOP design.** Charlie noted that they will need to reach out to Regional Planning for a status update.

**Longley Bridge Update.** Carry over.

**Plowing.** The board agreed to carry over item until Mark and Michael were present to discuss.

**On Command Connection (new truck).** Carry over

**b. Buildings and Grounds**

**PSB Alarm System; additional needs.** Carry over

**Generator at Elementary School.** Colin will touch base with Greg Lucas to setup generator testing for the school, water plant, and garage; he will also begin planning a mock disaster which would give town officials a chance to go over emergency planning and work out a schedule/chain of command in response to a “disaster situation” for all those involved (i.e. fire, rescue, road crew, constable etc...)

**5. Visitors (7:00pm)** Sue Wilson inquired about what the conflict of interest was regarding the budget committee as she is one of the volunteers that serves on this advisory committee. Colin stated that he had concerns about the current make-up of the committee as it stands in regards to personal relationships. Discussion took place about the current committee members and their roles as an advisory group to the selectboard. Charlie suggested if board members were interested in changing or creating a policy that would preclude certain pairings on a board they could look into this further if necessary. However, if that is not the case, and there is someone suspect to a conflict of interest that they follow the guidelines outlined in the policy that was signed earlier this spring and bring their concerns to the selectboard chair. Further discussion ensued.

Residents queried the board about the next steps for the town office. There were concerns about the general public not having enough access to information and suggestions were made about providing outlets for residents to give feedback to the town or provide other means of communication such as more bulletin boards, online surveys, or robo calls (likened to what the school provides parents with for snow days). Discussion was had regarding road accesses, it was suggested that the road crew give extra consideration to roads on which EMS volunteers live on in order to ensure that should an emergency happen they would have an easier time responding to accidents. Further ideas and suggestions were talked about and taken into consideration.

**6. Water Commission Issues**

**Material and equipment needs.** There is an issue with one of the transducers that monitors tank levels at the water plant which has resulted in allowing extra water to be pumped into the tanks and causing overflow, this will need to be fixed as soon as possible. Kirk Patch, SOS operator, gave an estimate of roughly \$650.00 to replace this however this does not include labor or the cost of diagnostics. Scott made a motion to authorize Kirk to buy a replacement transducer, with labor, at a cost not to exceed \$1000.00 seconded by Sarah. Motion passed unanimously. Charlie noted that Kirk has requested authorization to purchases tools, materials, and other such items on the town account at Green’s Ace Hardware in Enosburg however, the board felt that it would make more sense to have only town employee’s, as Kirk works for SOS but contracts with the town, be authorized account users. If need be Michael Snider (Director of Public Works) or Mark Brouillette (Road Commissioner) could pick up any materials that Kirk requests in regards to the water operations. Colin mentioned there could be a way for Kirk to purchase items if he were to fill out a specific tax exemption form, Charlie agreed that if this is a viable option they could pursue that avenue as well, otherwise Mark will be authorized to make purchases under \$1000.00. Colin indicated he would email the form to Charlie and the board will reach out to Kirk.

**7. Emergency Management: Hazard Mitigation Plan progress report.** Colin will reach out to Greg Lucas and Shaun Coleman to follow up on the status of the Hazard Mitigation Plan.

**8. Town Office Needs; Main Street Office Repairs; Next Steps.** As of now the board has agreed that they will need to rework their plans in order to find a resolution to the need for increased vault and office space for town operations. They have stated that they will not present the same bond article, the last article that was presented on November 15<sup>th</sup> 2016, to the voters in March of 2017. However, this will not negate the need for new vault space as well as a healthy work environment. Due to the condition of the old town office site on main street the office will remain at the temporary location, 86 Mountain Road at the Public Safety Building, until such a time that the board is able to put together a cohesive cost effective plan that both employees and residents can approve of. Sarah stated that she felt the two options on the table should consist of rehabilitation to the old site on main street or exploring the option of expansion at the public safety building. Colin indicated that he felt we should look into digitizing and storage offsite and work to rearrange the current space we have by installing a new vault in the area currently inhabited

by the TD Bank ATM and allowing the post office to remain. There were suggestions about obtaining quotes on the cost of the vault needed to fulfill future needs of the office. Sarah also noted that they should hold more informational meetings to try and get the public more involved in the decision making process. Members also agreed that it would be a good idea to retest the currently facility with VOSHA to ascertain the current mold levels in the building in comparison to the levels that were taken earlier in the summer, as Servepro only cleaned the basement area and not the upstairs level, given that the bond vote had not occurred yet and the future of the building was uncertain. The board agreed to reach out to EMS to discuss taking over a vehicle bay in order to potentially store a fire proof pod to safeguard the towns' records in the meantime. The board continued with discussion at length. Charlie stated that they will set a date for public meetings to occur in January 2017 at their December 5<sup>th</sup> regular meeting. The board will gather the necessary quotes for fireproof temporary storage, in addition to engineering quotes/costs from different firms which will be up to Sarah and Charlie to bring back to the board.

## **9. Old Business**

**a. Stanion Court Case Status.** Carry over.

**b. Town Land Lease Agreement Renewal.** The Hurtubise lease is up in May of 2017 and the board agreed that they will need to make a decision sooner rather than later to ensure that the Hurtubise have time to process and prepare based on the outcome of their future lease. The decision will take place at the second regular meeting in January.

## **10. New Business**

**a. Jay Peak Forum attendance.** Charlie stated that if three or more board members are planning on attending the Jay Peak event that they let Charlie know ahead of time just in case, as it would have to be warned before the town.

**b. Overweight Truck Permits:** None

**c. Liquor/Tobacco Licenses:** None

**11. Open Mail / Sign Orders / Administrative Matters.** All orders were signed at this time.

Scott motioned to end the meeting, seconded by Sarah. The board adjourned at 8:50 p.m.

Respectfully submitted,

Elizabeth Reighley