



MONTGOMERY
FOUNDED 1789

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REGULAR MEETING OF THE
SELECTBOARD & WATER COMMISSION
Temporary Town Office (86 Mountain Road)
Monday, March 19th 2018 6:30pm
Unapproved

Selectboard members: Charlie Hancock-chair, Darren Drevik-chair, Mark Brouillette, Leanne Barnard, Jacob Racusin (absent)

Visitors: Brent Godin, Kathryn Venable
Clerk: Elizabeth Reighley

Charlie called the meeting to order 6:42

1. **Review and make any changes to the agenda.** Add to 8e, employee compensation.
2. **Board Organization**
 - a) **Election of Officers.** Mark nominated Charlie Hancock to serve as chair of the board, no other nominations made, Charlie was elected by a vote of 4-0. Leanne nominated Darren Drevik to serve as vice chair, no other nominations made, Darren was elected by a vote of 4-0.
 - b) **Designation of Regular Meetings Schedule/Newspaper of Record/Posting Locations.** Mark motioned to hold the monthly meetings on the first and third Monday of every month to take place at the PSB conference room and convene at 6:30pm, seconded by Leanne, and passed 4-0. Darren motioned to designate the St Albans Messenger as the official newspaper of record seconded by Leanne and passed 4-0. Mark motioned to post the meeting agendas and other important town notices at the PSB and the two post office locations in town, Leanne seconded and motion passed 4-0.
 - c) **Review Internal Board Procedures & Vermont Open Meeting Laws.** Charlie reviewed with board members open meeting law rules and best practices for conduct outside of meetings including electronic conduct via email.

- d) **Review other Principle Duties: Water Commission; Board of Abatement; Board of Civil Authority.** Charlie reviewed the other duties covered by the selectboard and their role as a quasi-judicial board in the town.
- e) **Review/Establish Areas of Responsibility.** Charlie brought up the idea of establishing areas of interest/responsibility for each member to take on and act as a point person on certain topics, priorities, or town projects.
- f) **Review/Sign Conflict of Interest Policy.** The conflict of interest policy was created and adopted back in 2010 and although it is not a legal requirement, every year the board reviews and adopts the policy to actively acknowledge transparency and hold selectboard members to ethical standards. Mark motioned to adopt and sign the conflict of interest policy, seconded by Darren, and the motion passed 4-0.

3. **Officer Appointments **see appointments below****

2. **Review/approve minutes of the Monday March 5th 2018 meeting. Address correction for February 19th meeting minutes.** Darren motioned to approve the minutes of March 5th as written, seconded by Leanne, and motion passed unanimously. Darren motioned to amend the min from February 19th to reflect that Jacob was indeed present at the meeting, seconded by Mark, and passed unanimously.

4. **Public Works**

a) **Roads and Bridges**

- a. **Grants: Status Updates:** Carry over
 - 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
- b. **Brady Road.** Carry over until spring
- c. **Road Crew Training.** Carry over until spring
- d. **Bridge Inspection Report.** Michael will attend a subsequent meeting to discuss.

b) **Buildings and Grounds**

- a. **Generators: Training.** Carry over.

5. **Visitors @ 7:00pm.**

Brent, in working with VSP, has discovered the current owners of the abandoned vehicle in the municipal lot between the Grange and Snowshoe and has been in contact. There are plans to have it towed but because of the snow/ice the wrecker can't get in to remove the vehicle, Mark will talk to Michael about clearing the snow so the vehicle can be taken away. The owners will

be paying for the towing so there will be no cost to the town.

Kat Venable came before the board to request that a portion of Town Highway 13 (Dreamers Road) be discontinued. Board members looked at the current town highway map showing the route of the road as it stands now, currently a Class 4, which turns into a designated impassable trail. Charlie explained how the discontinuance request process works. They will need to set up a date and time to conduct a road inspection, contact all abutting landowners, post notices, then hold a hearing to make a determination.

6. **Water Commission Issues.** Carry over.

7. **Old Business**

- a. **Town Office Needs.** Board members discussed beginning the process of looking into what the PSB building would need for a retrofit, to address the permanent needs of town office space, in an effort to have facts and figures to bring to the VCRD discussions. Town office space does need to be addressed and although the board does not want to get ahead of the process with VCRD all agreed that starting out with a feasibility analysis would allow for further background into the current standings of this building for a remodel of this building in lieu of the space that will be no longer be used by the Rescue department. Darren motioned to have the Charlie draft an RFP for the next meeting for review, seconded by Leanne 4-0. Discussion took place regarding new office space as well as the old town office needs. Discussion on the old town office/postal space will carry over until next meeting when Jacob is present to discuss.
- b. **Stanion Court Case Status.** Charlie reached out to Elle Stanion and has not had any luck getting a response back. The DRB hearing has been warned for Thursday March 29th 6:30pm.
- c. **Proposed Amendments to Zoning Bylaws & Enhanced Energy Plan.** Planning Commission has been scheduled for the April 16th board meeting.
- d. **Amendments to Covered Bridge Ordinance.** Charlie will have the amended ordinance ready for the next meeting.
- e. **Dreamers Road (TH.13) request for partial discontinuance (visitors) *see above***

8. **New Business**

- a. **Board Work Plan for 2018.** Board members reviewed the suggested working plan for topics for the board. Board members will take home for further review of

the draft that Charlie created with the intent to add/edit priorities and projects as necessary for the next meeting.

- b. **Selectboard Assistant Job Description / Posting and Hiring timeline.** Charlie handed out a draft of the job description for members to review and make changes before posting for the position. Discussion ensued. The mechanism for job performance/review can surface from the creation and finalization of the job description. Charlie will draft an ad that will be posted in town, on the website, and in the paper. The board established the timeline for this job posting will be open until 5pm on April 13th, with expectation of doing interviews the following week, and hopefully hire an assistant by the end of April.
- c. **ZA Performance Review policy (from Planning Commission).** Board members reviewed the performance policy outline created by the Planning Commission. Mark motioned to adopt the annual performance review for the Zoning Administrator, seconded by Leanne and passed 4-0.
- d. **Conservation Fund Policy adoption.** Charlie reviewed the policy paperwork on the conservation fund that was approved at town meeting. He explained how the policy outlines the fund, town plan goals that form the criteria and purposes of acceptable funding activities. Discussion ensued. Mark motioned to adopt the Conservation Fund Policy, seconded by Leanne and passed 4-0.
- e. **Public Works Director Employment Policy discussion** (*executive session*). Mark motioned to enter into executive session to discuss personnel matters, Darren seconded. Entered 8:24pm. Mark motioned to exit executive session seconded by Darren, board came out of session at 8:44. Mark motioned to increase Michaels salary by 2% and increase the assistant clerk/treasurer hourly rate to 15.80 per hour, this was seconded by Leanne. Charlie amended the motion to include that this increase to be effective as of town meeting. Motion passed 4-0.
- f. **Overweight Truck Permits.** Mark motioned to approve all of the following truck permits, seconded by Leanne, and passed 4-0.
 - i. Jack F Corse Inc
 - ii. Vaillancourt Transport
 - iii. Onsite Septic Solutions LLC
 - iv. Structural Wood Corp
 - v. John G French & Sons
 - vi. SD Ireland Concrete & SD Ireland Brothers Corp
 - vii. New England Quality Service Inc
 - viii. Kings Hill Excavation & Trucking

- ix. N.A. Manosh Inc
- x. Kennedy Excavation

- g. **Liquor/Tobacco Licenses.** Mark motioned to approve the liquor licenses for Bernies and Big Jay Tavern, seconded by Leanne and passed 3-0-1 abstention.

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

Darren motioned to end the meeting seconded by Leanne and the board adjourned at 9:03 pm.

Respectfully submitted,

Elizabeth Reighley

Expired Appointments Requiring Action of the Selectboard:

Water Commission: Darren nominated new members Mark and Leanne. They were appointed by a vote of 4-0 to serve in the two open Water Commission seats. Mark will serve a three year term, with Leanne serving a two year term.

Development Review Board: Darren nominated Roberta Baker to serve as an alternate and she was appointed by a vote of 4-0 to a four year term.

Agent to Convey Real Estate: Barry Kade was nominated by Mark and re- appointed by a vote of 4-0 to a one year term.

Budget Committee: Mark nominated all incumbent for a one year term to expire 2019 and all were re-appointed 4-0

Charlie Hancock
Mark Brouillette
Sue Wilson
Deanna Dee Robitaille
Scott Perry

Director of Disaster Prep/Emergency Management: Greg Lucas was nominated by Mark and re-appointed for a one year term by a vote of 4-0.

Deputy Director of Disaster Prep/Emergency Management: Brent Godin was nominated by

Darren and re-appointed to a one year term by a vote of 4-0.

Fence Viewers: Town Listers were nominated by Darren and appointed for a one year term by a vote of 4-0.

Inspector of Lumber, Shingles, & Wood: Wendy Howard was nominated by Leanne and re-appointed to a one year term by a vote of 4-0.

NW Regional Planning Reps: Alissa Hardy, filling the remainder of a 3 year term which will expire in 2020, was nominated by Charlie and appointed by a vote of 4-0.

Animal Control Officer (Dogs): Keith Sampietro was nominated by Darren and re-appointed to serve a one year term.

Transportation Advisory Comm Rep 1: Mark Brouillette was nominated by Darren and appointed to a one year term by a vote of 4-0.

Transportation Advisory Comm Alt.Rep: Michael Snider was nominated by Darren and appointed to a one year term by a vote of 4-0.

Tree Warden: Charlie Hancock was nominated by Mark and re-appointed to a one year term by a vote of 4-0.

Clean Water Advisory Comm Rep 1: Michael Snider was nominated by Leanne and re-appointed to serve a one year term by a vote of 4-0.

Clean Water Advisory Comm Rep 2: Mark Brouillette was nominated by Leanne and re-appointed to serve a one year term by a vote of 4-0.

Recreation Dept Board: Darren nominated Peg Doheny, Nelson Mayhew, and Lisa Perry to serve each a three year term, all were re-appointed by a vote of 4-0.

Weigher Of Coal: Jacob Racusin was nominated by Mark and re-appointed for a one year term by a vote of 4-0.

Representative to MRBA Wild & Scenic: Misty McCartney and Leanne Barnard were nominated by Darren and appointed to serve one year terms by a vote of 4-0

Community Garden Board: Darren nominated all incumbent to a one year term to expire in 2019 and all were re-appointed by a vote of 4-0.

Parma Jewett

Melissa Haberman
Remi Gratton
Wendy Howard
Mary Temple
Leanne Barnard
George Hambleton

Conservation Commission: Misty McCartney was nominated by Leanne and re-appointed by a vote of 4-0 to serve a four year term.

Town Newsletter Editor: Darren nominated Suzanne Dollois and she was re-appointed by a vote of 4-0 to serve a one year term

“All terms expire the last day of March unless indicated otherwise or until new appointment is made.” To view the full list of other officers, both elected and appointed, for the Town of Montgomery please visit: <http://www.montgomeryvt.us/directory/other-officers>.