



**MONTGOMERY**  
FOUNDED 1780

**Town of Montgomery - P.O. Box 356**  
**Montgomery Center, VT 05471**  
**802-326-4719**  
[www.montgomeryvt.us](http://www.montgomeryvt.us)

REGULAR MEETING OF THE  
SELECTBOARD & WATER COMMISSION  
Temporary Town Office (86 Mountain Road)  
Monday, March 20<sup>th</sup> 2017, 6:30pm  
UNAPPROVED

Selectboard members present: Charlie Hancock, Darren Drevik, Mark Brouillette, Colin Sorenson, Jacob Racusin

Visitors: Merle VanGiesen, Parma Jewett, Sue Wilson, Scott Perry, Pat & Carol Farmer, Deanna Robitaille

Clerk: Elizabeth Reighley

Charlie called the meeting to order at 6:40pm

**1. Review and make any changes to the agenda.** Add under new business item 12c Australian Ballot/Instant-runoff Voting (IRV).

**2. Board Organization**

- a) **Election of Officers.** Mark nominated Charlie Hancock to serve as Chair and he was re-elected unanimously. Mark nominated Darren Drevik to serve as Vice-chair, he was elected unanimously.
- b) **Designation of Regular Meetings Schedule/Newspaper of Record/Posting Locations.** Darren motioned to hold regular selectboard meetings on the 1<sup>st</sup> & 3<sup>rd</sup> Monday of every month at 6:30p.m., seconded by Colin, and passed 5-0. Mark motioned to appoint the St Albans Messenger as the official Town Newspaper of Record seconded by Darren, and passed unanimously. Board members reviewed posting requirements and locations. Darren motioned to approve the existing Town Clerk, Center Post Office/Village, and website locations for the posting of meeting minutes seconded by Jacob and passed unanimously. Darren motioned to adopt an additional posting location up at the school pending the establishment of an outdoor bulletin board, seconded by Colin and passed unanimously.
- c) **Review Internal Board Procedures & Vermont Open Meeting Laws.** Charlie reviewed open meeting law basics for new board members. Board members discussed the posting procedures for the agenda and discussed deadlines. The deadline for requesting additions to the agenda should be submitted by 7am the

Thursday before the meeting. Darren brought to question the usage of time regarding minute preparation and whether the minutes should be sent to the chair for review for basic editing before being submitted to the board for approval at the following meeting. Colin suggested the idea of becoming an on the record town, which would require all meetings to be recorded and thereafter transcribed with the recordings retained. Darren made a motion to have the selectboard clerk send the rough draft minutes to the Chairman for review prior to submitting minutes to the webmaster seconded by Mark. Discussion took place. Colin suggested an amendment to the motion in which the clerk shall retain original minutes to review at selectman's request. The amendment to the motion passed 5-0. The motion to have the selectboard clerk send the rough draft minutes to the chairman for review prior to submitting minutes to the webmaster with the retention of the original minutes by selectman's request passed unanimously.

- d) **Review other Principle Duties: Water Commission; Board of Abatement; Board of Civil Authority.** Board reviewed. Colin brought up the idea of soliciting interest from townspeople who may wish to serve on the board. In the interim the selectboard will continue to serve as water commission.
- e) **Review/Establish Areas of Responsibility.** Charlie discussed the roles and responsibilities of board members and balancing the workload of both informal and formal projects within the town. Charlie will work with members and webmaster to sync email addresses with the selectboard inbox for general correspondence.
- f) **Review/Sign Conflict of Interest Policy.** In 2010 the town adopted the Conflict of Interest Policy based off of the suggested template from Vermont League of Cities and Towns. Charlie asked that each board member review the policy. Darren motioned to approve and sign the Conflict of Interest policy rev 3/20/17, seconded by Mark. Jacob requested waiting until the end of the meeting to sign and approve as he had not yet read the policy. Board agreed to carry forward with the vote in the interest of keeping to the agenda, but with the understanding that Jacob can opt to sign the policy by the end of the meeting once he has read it. Motion to adopt and sign the Conflict of Interest Policy was approved 3-0-2 abstentions.

### **3. Officer Appointments. \*See List Below\***

**4. Review/approve minutes of the March 6<sup>th</sup> meeting.** Mark motioned to approve the minutes as written seconded by Charlie. Motion passed 3-0-2 abstentions.

### **5. Public Works**

- a) **Roads and Bridges**
  - a. **Grants: Status Updates:\*Carry over**
    - i. **Amended Paving Grant\***
    - ii. **Structures Grant for Route 58\***

**iii. Better Back Roads Bridge and Culvert Grant\***

**iv. USFS Culvert Grant for AOP design\***

- b. Longley Bridge Update/Easement.** Mark has spoken with Longley's about the easement and they have no issue with the plans. Mark motioned to authorize the chair to work with the town attorney to draft an easement. Darren seconded and the motion passed unanimously.
- c. Fuller Bridge Repairs.** Carry over
- d. Brady Road.** Carry over
- e. Insurance for Covered Bridges.** Carry over

**b) Buildings and Grounds**

- a. Generators.** Charlie noted that the generators have been serviced and the board now has to schedule a time for testing preferably when school is out for April vacation.
- c) Costs for Fuel.** Board members reviewed the quotes from companies and discussed the pros and cons with regard to consumption, cost, and service. Mark motioned to consolidate and enter into negotiations with Blouin Brothers for a one year service contract and authorize Charlie to setup meeting with Blouins to finalize, seconded by Colin and passed unanimously.

**6. Visitors (7:00pm)**

- a) Keith Sampietro—Dog Officer.** Colin stated that he had been contacted by NMC regarding a dog bite that occurred on Black Falls Rd, he has been in touch with Keith. Keith also reported a case of a dog being left outside in subzero temperatures and has since spoken with the landowner to resolve the issue.
- b) Sue Wilson-** Sue stated that the wreath rack is now complete and setup.
- c) Scott Perry-** Scott requested that the board look into delegating someone to take over the website functions that he was taking care of when on the board. While Hike takes care of the web building and technical aspects Scott took care of the functionality of the site and worked closely with Zach Scheffler, owner of Hike, to keep the website maintained and up to date and offer guidance as needed. Scott offered his services if appointed to continue in this way short term until the board is able to find an adept replacement.
- d) Merle VanGiesen-** Merle brought up the possibility of the Hectorville Bridge Committee coming to an end once projects wrap up and offered his services to the town to continue fundraising even after the committee disbands.

**7. Water Commission Issues**

- a) Rt. 242 Level Sensor quote.** The quote for the level sensor came back. Mark motioned to authorize the water operators to purchase and install the level sensor at a cost not to exceed \$800.00, seconded by Darren, passed by 5-0.

- b) **Water Plan Automation quote.** Board members discussed the plan to remove the current monitoring system that does not work and allow Ross and Kirk to install cellular based applications for remote location monitoring.

**8. Board of Abatement/Board of Civil Authority Hearing (set dates).** Deanna stated that she has set the next BOA meeting for 5:00pm and the BCA hearing for 5:30 on April 3<sup>rd</sup>.

**9. Changes in Workman's Compensation—designation of individuals (Independent Contractors vs. Employees).** Deanna discussed the changes made by the state regarding Workman's Comp. Discussion was had at length. Darren suggested gathering information regarding what the cost of the penalties are versus the cost of putting contractors that work for the town on payroll.

**10. Grand List Certificate No Appeal or Suit Pending.** Parma Jewett, town lister, explained to the board that the state requires the listers to present the board the certificate stating that there are no lawsuits pending against the town grandlist. The board must review and sign the attestation which is then lodged with the grandlist. Deanna discussed the tax due date and the issues surrounding the state downloads the town receives for homesteads, current use, and income sensitivity which fall on November 1<sup>st</sup>, two weeks after our tax deadline. Darren motioned to sign the certificate of no appeal, seconded by Jacob and passed unanimously.

## **11. Old Business**

### **a. Town Office Needs; Main Street Office Repairs; Next Steps**

- i. **Action on Feasibility Assessment Quotes.** Charlie recapped the status of the next steps in town office needs and the recent quotes acquired from Cross Engineering and Freeman French Freeman for building feasibility studies. Discussion took place. Charlie stated he has heard from Chris Madden, RE Coordinator for USPS, who had advanced the town's proposal to the appropriate departments, and that the proposal was returned, stating briefly they are not interested in consolidating and expanding operations at the Main Street location at this time. Charlie has been in touch with Senator Sanders' offices to gain support for advancing negotiation with the US Postal Services. The roof at the post office is still in need of repairs and the board must revisit the roofing quotes at this point. Colin suggested investigating just shingle roofing and will get back to the board with updated quotes. Board members talked at length about public outreach and revisiting the boards approach to making steps towards town office needs being achieved.

- b. **Emergency Management: Hazard Mitigation Plan progress report.** Charlie recapped the status of the plan for new members. The public comment period for the plan is over. The Mitigation Plan is currently undergoing the FEMA approval process, following which the town will formally adopt.

- c. **Stanion Court Case Status.** Carry over.

## **12. New Business**

- a. **Overweight Truck Permits.** Mark motioned to approve the following overweight truck permits seconded by Colin and approved unanimously.
  - i. Barrett Trucking Co.
  - ii. United Natural Foods Inc
  - iii. New England Quality Service Inc DBA Earth Waste & Metal
  - iv. Onsite Septic Solutions LLC
  - v. Amerigas DBA Liberty Propane
  - vi. SD Ireland Concrete & SD Ireland Brothers Corp
  - vii. Pike Industries Inc
  - viii. John G French & Sons Trucking Inc
- b. **Liquor/Tobacco Licenses.** Mark motioned to approve the liquor licenses for Sylvesters and the outdoor permit for The Belfry, seconded by Colin and passed by 4-0-1 recusal
- c. **Australian Ballot/Instant-runoff Voting (IRV).** Colin suggested the board look into different voting methods and whether the town could benefit from changing to Australian ballot and in turn using the instant runoff voting method. Charlie noted that it may be a good idea to form a subcommittee to research these voting models and bring some information for further discussion. Board agreed to carry this discussion over to the next meeting.

Mark motioned to sign the annual dispatch contract between the town and St Albans, seconded by Darren and passed unanimously.

**13. Open Mail / Sign Orders / Administrative Matters.** All orders signed at this time and administrative matters completed.

**14. Review Action Items for Board Members.** Charlie cited that this placeholder is meant for board members to take a moment to review and exchange notes or create reminders for follow up items that they have agreed to bring back to the board for the next meeting.

Darren motioned to end the meeting, seconded by Jacob, and the board adjourned at 9:30p.m.

Respectfully submitted,

Elizabeth Reighley

### **Expired Appointments Requiring Action of the Selectboard:**

**Water Commission:** Mark nominated new members Darren Drevik and Jacob Racusin. They were appointed by a vote of 5-0 to serve as Water Commission. Darren will serve a three year term, with Jacob serving a two year term.

**Development Review Board:** Merle VanGiesen was nominated by Mark and was re-appointed by a vote of 5-0 to a four year term. Lynda Cluba was nominated by Mark and appointed by a vote of 5-0 to a four year term. Barry Kade was nominated by Mark to serve as an alternate and appointed by a vote of 5-0 to a four year term. Sue Wilson was nominated by Charlie to serve as an alternate and appointed by a vote of 5-0 to a four year term.

**Agent to Convey Real Estate:** Barry Kade was nominated by Mark and re-appointed by a vote of 5-0 to a one year term.

**Budget Committee:** Mark nominated all incumbent for a one year term. Scott stated on behalf of Sharon Perry that she has declined consideration. Jacob nominated Scott Perry to fill the vacancy. The following were appointed by vote of 4-1 to serve one year terms.

- 1 1 year Charlie Hancock 2018
- 2 1 year Mark Brouillette 2018
- 3 1 year Sue Wilson 2018
- 4 1 year Deanna Dee Robitaille 2018
- 5 1 year Scott Perry 2018

**Director of Disaster Prep/Emergency Management:** Greg Lucas was nominated by Mark and re-appointed for a one year term by a vote of 5-0.

**Deputy Director of Disaster Prep/Emergency Management:** Colin declined nomination. Brent Godin was nominated by Darren and appointed to a one year term unanimously.

**Fence Viewers:** Town Listers were nominated by Darren and appointed for a one year term by a vote of 5-0.

**Fire Warden:** Board elected to wait until expiration occurs in June.

**Inspector of Lumber, Shingles, & Wood:** Wendy Howard was nominated by Mark and appointed to a one year term by a vote of 5-0.

**NW Regional Planning Reps:** Charlie Hancock and Mark Brouillette were nominated by Darren. Discussion was had and board felt a planning commission member should serve as one of the reps. Carry over.

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

**Road Commissioner:** Mark Brouillette was nominated by Darren and re-appointed to a two year term by a vote of 5-0.

**NW Solid Waste Dist. Rep:** Carry over.

**Financial Controls Officer:** Sue Wilson was nominated by Mark and appointed to a three year term by a vote of 5-0

**Town Service Officer:** Position has been eliminated.

**Transportation Advisory Comm Rep 1:** Mark Brouillette was nominated by Colin and appointed to a one year term by a vote of 5-0.

**Transportation Advisory Comm Alt.Rep:** Michael Snider was nominated by Colin and appointed to a one year term by a vote of 5-0.

**Tree Warden:** Charlie Hancock was nominated by Colin and appointed to a one year term by a vote of 5-0.

**Clean Water Advisory Comm Rep 1:** Michael Snider was nominated by Jacob and re-appointed to serve a one year term by a vote of 5-0.

**Clean Water Advisory Comm Rep 2:** Mark Brouillette was nominated by Jacob and re-appointed to serve a one year term by a vote of 5-0.

**Recreation Dept Board:** Marsha Philips was nominated by Mark and was re-appointed to serve a three year term by a vote of 5-0. Steph Machia has declined consideration. Carry over vacant seat.

**Weigher Of Coal:** Jacob Racusin was nominated by Charlie and appointed for a one year term by a vote of 5-0.

**Planning Commission:** Carry over.

**Representative to MRBA Wild & Scenic:** Keith Sampietro and Darren Drevik were nominated by Darren and appointed to serve one year terms by a vote of 5-0.

**Community Garden Board:** Mark nominated to appoint all incumbent and all were re-appointed to one year terms by a vote of 5-0.

**Conservation Commission:** Sue Wilson was nominated by Mark and re-appointed to serve a four year term by a vote of 5-0.

**Hectorville Covered Bridge Committee:** Jacob resigned as Chair of the committee. Pat Farmer requested that the board reduce the member number from 9 to 7 leaving only one vacancy. Darren nominated all incumbent, with the exception of Jacob, and to reduce the committee to

seven members all serving one year terms all were appointed by a vote of 5-0. Carry over vacant seat.

Charlie motioned to create volunteer position of Web Administrator, seconded by Darren, passed unanimously.

**Town Website Administrator:** Scott Perry was nominated by Mark and appointed to serve a one year term

“All terms expire the last day of March unless indicated otherwise or until new appointment is made.” Mark motioned to accept this definition of all appointed terms as written, he was seconded by Colin. Motion carried 5-0. 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>