



MONTGOMERY
FOUNDED 1789

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SPECIAL & REGULAR MEETING OF THE
SELECTBOARD & WATER COMMISSION
Temporary Town Office (86 Mountain Road)
Monday, June 4th 2018
Special Meeting scheduled 6:00pm
Regular Meeting 6:30pm
Unapproved

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

Visitors: Suzanne Dollois, Deanna Robitaille-Town Clerk/Treasurer, Erin Kopacz, Brent Godin, Carol & Pat Farmer, Michael Snider, Larry Letourneau, Anita Woodward, Sue Wilson, Bethany Remmers, Kat Venable, Dan Shepard, John & Kathryn Kuryloski
Clerk: Elizabeth Reighley

Charlie called the special meeting to order at 6:00pm

1. Scheduled Executive Session to discuss town personnel matters—Section B “*appointment or employment or evaluation of a public officer or employee*” (6:00pm). Darren motioned to enter into executive session at 6:05pm and was seconded. Darren motioned to come out of executive session at 6:33pm seconded by Mark.

Charlie called the regular meeting to order at 6:35pm

2. Review and make any changes to the agenda (scheduled 6:30pm). Under Public Works: Town Road/Bridge standards. Under New Business: Enhanced Energy Plan/Town Plan, potential fine structure for violations of burn bans.

3. Review/approve minutes of the May 21st meeting. Mark motioned to approve the minutes seconded by Leanne, motion passed as amended 4-0.

4. Public Works

a) Roads and Bridges

- a. Grants: Status Updates: Discussion with Bethany Remmers: see under visitors****

- i. Structures Grant for Route 58 (*approved for culvert #5, formerly requested under Better Back Roads*).
 - ii. USFS Culvert Grant for AOP design.
 - iii. Municipal Grants in Aid Pilot Project.
 - iv. SFY Transportation Alternatives.
 - v. Municipal Roads Grants-in-aid program.
- b. **Brady Road.** Waiting until St Onges have an opening in their schedule to get the bridge in.
- c. **Bridge Inspection Report (follow-up re: Creamery Bridge).** Carry over.
- d. **Town Road/Bridge Standards.** Mark noted that every year the town must approve the guidelines and standards for roads set by the state specifications, by adopting these standards this allow for towns to be eligible for state grants and aid. Mark motioned to adopt and sign the Road & Bridge Standards seconded by Darren and passed unanimously.

b) Buildings and Grounds

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

5. Visitors @ 7:00pm

Bethany Remmers, Northwest Regional Planning. Bethany stated that Amidon, Hannah Clark Brook, and Route 58 still need culvert replacement with Fish & Wildlife engineering designs, if they can secure more grant funding which one would the town want done next? Board agreed the Hazens Notch culvert would make the most sense. Michael has the paperwork for North Hill for the Grants-in-Aid Pilot project, the town can get reimbursed for road crew time/equipment for this project. There is a deadline of June 22nd for submitting the letter of intent for year 2 of participation. Bethany handed out topographical photos for Longley Bridge river encroachment, this falls under the SFY Transport Alternatives program, she advised that VTrans is also now offering a bank stabilization program with a 20% match, includes full engineering designs and a competitive bid process. Mark will speak with Abe and they will reach out to the Farm Service Agency to see what help is available to them as farmers. Bethany handed out a preliminary report of the results for the culvert/road erosion inventory required by the state that was done recently by one of the AOT techs; this report showed what currently meets standards, only 27% of the segments currently meets the state requirements, however Bethany noted that some segments are already being worked on by the road crew, some have been discontinued, or even removed, so these percentages can fluctuate a bit once they have a chance to sit down with Mark and Michael and go over the report. Bethany noted that legislature has revised the state DEC fees paid by the town based on population/highway miles instead of just flat fees. Bethany noted that due to recent changes in a large state project that was meant to take place with removal of one of the causeways near Lake Champlain that is no longer taking place this year that the state will potentially have around two million that they can reallocate towards town transportation projects. She suggested planning a time to sit down with Michael and Mark to discuss town priorities for future transportation projects in light of the increase in grant

funding

Rushford valley is in serious need of reconstruction to the ditch and replacement of a culvert because of damage from heavy rains and washouts from winter thaws. Mark stated until we can get the road crew up there to do the work it may not make sense to bring gravel up there as a temporary fix just to have it wash away. As the road crew is in the midst of finishing up the North Hill project which has a June deadline in order to get the grant money and the regular grading schedule this project will be next on the list as soon as the road crew is done with North Hill within the next week.

Charlie recapped the request for discontinuance and subsequent decision following the hearing and site visit for Dreamers Road for those present. Discussion took place with abutting landowners. Charlie stated that the board will look again at the process and the organizations that need to be contacted for downgrading a road from a class four to a trail status to ensure they did not miss anything outside of what state statute requires.

Pat Farmer- in lieu of the recent fire in Rushford Valley that occurred due to a homeowner violating a town wide burn ban, Pat asked the board to look into whether the town has any authority for assessing fines when people violate fire bans. Board members agreed they would need to research what legal grounds the town has in conjunction with the state and fire warden authority.

Larry asked whether it was possible to put zoning permits online for review. Charlie noted they will look into what this would entail and touch base with the clerk's office to discuss logistics.

6. Water Commission Issues

- a. **Hydrant Repairs.** Two hydrants need to be repaired, one at the old town clerk's office and one on Route 242.
- b. **Consumer Confidence Report.** This annual report needs to be reviewed, signed, & adopted by the selectboard, Charlie has updated the necessary contact information on this years report. Mark motioned to sign and adopt the amended consumer confidence report, Darren seconded the motion and this passed unanimously.
- c. **Solar Panel** is causing some issues at one of the pump stations Kirk is looking into fixing this.

7. Old Business

- a. **Town Office/Post Office (main street location)—further discussion on next steps.** Carry over
- b. **Stanion Settlement update.** Carry over

- c. **Dog Census update.** Need to know what Keith charges for the impoundment fees before the letters get sent out to folks that do not respond to the door hangers. Darren motioned to approve the letter, pending the establishment of Keiths fees, seconded by Leanne and passed 4-0
- d. **Village Cemetery, Clapp Cemetery repairs / Cemetery Commission Consolidation.** Carry over consolidation discussion.

8. New Business

- a. **Blouin Bros consolidated fuel delivery contract (review and possible vote).** Charlie noted that in the proposed contract there is an option to insure the rates at a locked in price should there be an overage in fuel usage, for each type of fuel collectively it would cost around \$6000 in insurance, this would be a one time fee that cannot be recouped. Board members all agreed the insurance portion of the contract did not make sense to pursue as the price of fuel, even if the town goes over the allotted usage, would still be less costly than purchasing the insurance. The contract has the total cost divided into 12 payments, however this does not allow us to capture and track fuel usage. For reconciliation purposes we need to be able to determine where fuel is being delivered so the amounts can be assigned to the correct ledger accounts. Charlie will send Blouins a revised contract addressing these concerns.
- b. **Zoning Admin resignation.** Christina Bilodeau has officially resigned, but is willing to stay on to train a replacement administrator. Charlie will prepare an ad and post this position.
- c. **Managed System Contract/Implementation for Town Office (*Open Approach and additional quotes*).** The town needs to obtain additional quotes. Carry over.
- d. **ATM lease agreement.** The board reviewed the draft of the new lease agreement for the ATM, it is essentially the same, however the bank included the requested language stating this will be a year to year agreement with auto renewal, excepting that, with 60 days notice the town can terminate this agreement. There was additional language regarding an annual 2% increase on rent. Darren motioned to adopt the ATM lease agreement, seconded by Leanne, and passed 4-0.
- e. **Special Event Permit request & policy adoption re: Liquor Licenses.** Occasionally the town receives requests for special events permits that involve the

sale of alcohol. Discussion took place. Charlie motioned to authorize the Town Clerk to approve Special Event Permits for any event held at an establishment that has already received a liquor license approval from the selectboard and is applied for by a business that holds its own licensure from the Dept of Liquor Control. All requests outside of these specifications must be approved by the selectboard at a duly warned regularly scheduled meeting. Leanne seconded the motion and this passed 3-0-1 abstention.

- f. **Grange Hall Building Use Policy/Fee Schedule updates.** Fee schedule and use policy has not been updated since 2005, it is time to reevaluate. Board members discussed the current fee schedule and operations for events and subsequent cleanup inspections. Darren motioned to amend the rental fee for the Grange Hall, both floors, to be a flat \$100.00 charge to residents, a flat \$200.00 charge to non-residents, and a \$150.00 deposit for all which will be refunded upon finding the hall in good condition after an inspection conducted by the Public Works Director to occur no later than 48 hours after the event. Leanne seconded the motion and this was approved unanimously. Charlie mentioned to Michael that it may be time to do an assessment of what is currently in the Grange Hall to see if there are old items that could be purged that are no longer in use or are in disrepair.
- g. **Planning Commission, Enhanced Energy Plan/Town Plan.** The selectboard needs to hold a hearing after the Planning Commission has finished with their additions to the Energy and Town Plans; a hearing needs to be held within 30 but not more than 120 days. Carry over
- h. **USDA Community Development Grant.** Carry over
- i. **PSB Office-** Town Clerk has requested, in lieu of the town office space needs and the EMS office no longer being used due to the Rescue Department ending, that they allow for a door be cut into the wall of the town office through to the old EMS office. There is one estimate that has been obtained, for a door installation and appropriate electrical work, that came in around \$900.00; this is not a major renovation and would allow for more usable space for the town offices and restructuring of the current layout to help with increased office productivity. Darren motioned to authorize clerk to have the requested work done by a contractor selected by the town clerk at a cost not to exceed \$1000.00, Mark seconded and the motion passed 4-0

- j. **Overweight Truck Permits.** Mark motioned to approve the truck permit for A&D Excavating LLC seconded by Leanne and passed unanimously.

- k. **Liquor/Tobacco Licenses.** Mark motioned to approve the outside consumption permit for the Big Jay Tavern, Leanne seconded and the motion passed 3-0-1 abstention.

9. Open Mail / Sign Orders / Administrative Matters. All orders signed at this time. Mark motioned to pursue hiring Suzanne Dollois to the position of Selectboard Assistant at \$15.00 per hour for 8-10 hours per week, pending an official contract drawn up by the board and effective by the date signed by the both parties. Leanne seconded this motion and it passed 4-0.

Mark motioned to end the meeting, seconded by Darren, and the board adjourned at 8:50pm

Respectfully submitted,
Elizabeth Reighley