



MONTGOMERY
FOUNDED 1788

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Unapproved Minutes of the REGULAR MEETING OF THE
SELECTBOARD & WATER COMMISSION
Monday, May 17th 2021
6:30pm
Montgomery Town Hall, 57 Main Street, Montgomery Center

Attendees: Charlie Hancock, Leanne Barnard, Mark Brouillette, Emily Kimball, Suzanne Dollois
Clerk: Genevieve Lodal-Guild
Visitors: Sue Wilson, Erin Kopacz, NWATV (recording meeting)

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

1. Review and make any changes to the agenda
2. Review/approve minutes of the May 3rd meetings (*board action*)

Mark made a motion to approve the minutes of May 3rd as written, Leanne seconded. Vote: 4-0, Aye. Motion passed.

3. Public Works

- a. Roads and Bridges

- i. Budget Discussion

Charlie explained the intention of walking through a current FY21 budget status (which runs until June 30) to see where we stand going into FY22 as well as to give some context to a new staffing hire. Erin explained the differences of YTD budget numbers and actuals: on Revenue, we have collected more than budgeted (mostly due to the influx of FEMA money) and are expecting more. We have also taken in more in delinquent taxes. On the Expenses side, Erin highlighted outstanding figures, noting the paving on W. Hill and Hill West, and office software hitting the budget twice, a delayed bill for contracted 2019 road/bridge work, and the high overages for the 2021 mud season. Charlie mentioned that we will be implementing a purchasing policy as a check to avoid going over budget in the future. The Town still has money left in the FY20 budget, and if looks like even with overages we'll come out either on budget or ahead.

Charlie reminded the Board that in February 2020, the Town adopted a policy for grant funding, and he cross-referenced these policies for consistency. The new purchasing policy splits purchases into price points, and there are a few checks to

ensure that purchases line up with budgeting. Erin explained that up to \$500 is pretty generalized, and anything between \$500-2500 would need to come through the Treasurer and Board, barring an emergency situation. With new employees starting, the timing is right to implement a new system. Discussion ensued. This will be brought back to the Board at the next meeting for adoption.

ii. Road Crew Hiring Updates/Department Structuring; Compensation discussion (*potential Executive Session followed by Board Action*)

Charlie said that Connor Pratt will be starting on May 18th, and Mark Guilmette is full-time, with Billy Sr. helping to train/grading for the time being. Regarding another potential new hire, Erin put together a spreadsheet showing the budgeting for the Road positions and changing structure of the Crew. The changes to new hires will affect the budget.

Mark made a motion to go into Executive Session for the purpose of discussion of employee contracts and compensation, Emily seconded. 5-0, Aye. Motion passed.

Mark made a motion to come out of Executive Session, Emily seconded. Vote: 5-0, Aye. Motion passed.

b. Buildings and Grounds

i. 98 Main Street (*update*) - no update at this time

ii. PSB/Town Office Renovation/RFP (*continued discussion/updates*)

Charlie said he is still trying to get the committee formed and round it out with a few more individuals.

iii. Town Hall/Grange

1. Lift Assist/Elevator (*update*)

Charlie said that Access Mobility came and started work and will be finishing the work after they receive one more part.

c. FEMA (*update*)

Charlie explained that we are waiting on the Cat Z (internal expenses) information to be sent in. Erin said we received another payment of \$30,628.59, so we have \$26,248.76 left coming in, not including the Cat Z. The last step is for the State to receive it then sign off.

d. Longley Bridge TAP (*update*)

Following up on one of the points raised during the hearing, Charlie investigated whether any temporary work the Town might do would be covered under or impact the grant.

Charlie will clarify the reimbursement aspect with Linda at NWRPC as to whether we can do some temporary work with specific materials so that the grant covers it.

Discussion ensued.

4. Visitors

Sue said that she bought the American flag for the Village Green.

5. Water Commission Issues

a. Review of SOS Contract (*discussion/potential action*)

This issue was discussed in Executive Session, and the Board will formally make motions at the next meeting.

- b. CCR review and approval
This item will be discussed at the next Board meeting.

6. Old Business

- a. COVID-19 and Municipal/Local Response (*updates/discussion*)

- i. ARPA Appropriations, Planning (*update*)

Charlie said that guidance was released last week about how these funds can be used. There are some webinars to explain the guidance, and Erin will be attending one. There are broad categories, and we will likely be looking at negative public impacts caused by the public health emergency. Charlie made a motion to allow Erin to create a special checking account to hold the ARPA funds, Mark seconded. Vote: 5-0, Aye. Motion passed.

- b. Wastewater and Streetscape Projects (*updates*)

- i. Status updates

Charlie said that work was done last week to look at digging test pits and disposal sites, and it came out favorably. We are also looking at a Mountain Road property for sale to see if that could be a potential site. Later this summer, survey work will be lined up to look at spacing and ROWs.

There is a Zoom info meeting this Thursday about the Reconsideration Vote, and that Election is next Monday, the 24th.

- c. Driveway Permit: Al Gratton, Hazen's Notch Road (*board action*)

Mark has approved this permit; it needs a culvert, and Paul Sylvester will be installing it. Charlie made a motion to approve the Driveway Permit for Alphonse and Angela Gratton on Hazen's Notch Road, Suzanne seconded. Vote: 5-0, Aye. Motion passed.

- d. St. Albans Dispatch Contract (*board action*)

Charlie explained that this is the annual contract, and the annual fee is on track with the budget. Mark made a motion to accept the St. Albans Dispatch Contract for \$14,364, Leanne seconded. Vote: 5-0, Aye. Motion passed.

- e. "Welcome to Montgomery" Flags (*ratification of expenditure*)

Erin received the invoice of \$2,414.25 from JD Designs for the flags. Emily made a motion to authorize the expenditure of \$2,414.25 for the "Welcome to Montgomery" flags, Suzanne seconded. Vote: 5-0, Aye. Motion passed.

7. New Business

- a. Local Emergency Operations Plan (LEOP) approval (*board action*)

Charlie said this is a plan that we adopt annually, and for this year, it is basically a straight reoption. Mark made a motion to adopt the 2021 Local Emergency Operations Plan, Leanne seconded. Vote: 5-0, Aye. Motion passed.

- b. Driveway Application Template updates (*review/board action*)
Charlie explained that Liz put together this Application to make the process simpler and clearer. Suzanne made a motion to approve the new Driveway Permit Application, Leanne seconded. Vote: 5-0, Aye. Motion passed.
 - c. Purchasing Policy (*review/board action*)
This item will be discussed at the next regular meeting.
 - d. Overweight Truck Permits (*board action*)
 - i. A&D Excavating
 - ii. Blue Collar SepticMark made a motion to approve the overweight truck permits for A&D Excavating and Blue Collar Septic, Leanne seconded. Vote: 5-0, Aye. Motion passed.
 - e. Liquor/Tobacco Licenses (*board action*)
8. Open Mail / Sign Orders / Administrative Matters
9. Review Action Items for Board Members
10. Adjourn
- Mark made a motion to adjourn, Emily seconded. Vote: 5-0, Aye. Motion passed.
- Meeting adjourned at 8:05pm.