



MONTGOMERY
FOUNDED 1780

**Town of Montgomery - P.O. Box 356
Montgomery Center, VT 05471
802-326-4719
www.montgomeryvt.us**

MINUTES of the SPECIAL MEETING OF THE
SELECTBOARD & WATER COMMISSION

Thursday, June 23rd 2022

6:30pm

Town Office Conference Room (86 Mountain Road)

View Recording:

https://us02web.zoom.us/rec/share/oS0XhwWNcvIn7-1PIUDbNXa4m1YTWNYUGZpcHpYZfO0sF1_GrYN107Ag_O_Qwn1h.jjmBf4o6jxeQNAPR

Passcode: tiTeg=C7

In attendance: Charlie, Mark, Suzanne, Emily; Visitors: Sue Wilson (via zoom)

1. Review and make any changes to the agenda—no changes to be made
2. Review/approve minutes of the 6/6 board meeting (*board action*)
 - a. Motion to approve as written by Suzanne; seconded by Mark; 4-0
3. Public Works
 - a. Roads and Bridges (*updates*)
 - i. SY23 Letter of Intent, Municipal Grants in Aid Program (*Board Action*)
 1. Mark explained process and need for submission, reviewed form.
 2. Motion to sign and submit the Letter of Intent for Grants in Aid program by Suzanne; seconded by Emily; 4-0
 - ii. Other updates from Mark: sweeping is done, mower is getting onto tractor; grading is wrapping up, all roads in good shape, finished 58 today. Hauling stone for PSB (work is pending to start prep for re-paving July 5th). Phased: black top removal, add stone, add surepack, pave. Charlie will reach out to NWSWD to coordinate.
 - iii. Emily had question re: signs for School Road “share the road” for bikes. Emily will follow up with Mark.
 - b. Buildings and Grounds
 - i. 98 Main Street—commercial appraisal quote (*potential board action*)
 1. Quote is in at \$4,500. Charlie will follow up to try and determine validity of quote comparison; more research needed, will follow-up. Will bring back for July meeting.

- ii. USPS was on site 6/23 for inspection per Post Master Request re: Environmental Health concerns (which the Town has been trying to make clear to USPS for over 5 years). Board waiting for report out, but not hopefully given USPS apathy and dismal track record for caring about the health and well being of their employee(s).
 - c. Water Commission (*update*)—nothing at this time. Meter reading scheduled for end of month (bills with CCR)
 - d. Longley Bridge TAP (*update*)
 - i. DEC and ACOE have signed off on extending permits until we can secure more funding; no need for any additional work at this time.
- 4. Visitors
 - a. Sue Wilson – Sue got three responses on picnic tables; only one estimate \$400 from Tim Murphy. Sue will keep digging.
- 5. Old Business
 - a. Municipal Wastewater and Streetscape Projects (*update*)
 - i. Final PER for Wastewater project has been received with supplements 2 and 3. These detail the final preliminary changes to the proposed system before moving into final engineering. Some substantial modifications have been made since the preliminary PER, as such we’re looking to have Hoyle Tanner present sometime in Mid/Late July in advance of executing an engineering service agreement (ESA) to proceed with Final Engineering. With that step we’d also circle back to CWSRF for funding to advance the work (as previously planned). Target date for ESA receipt is July 18th.
 - ii. On Streetscape front, we are in receipt of amended response to RFP narrowing engineering work to just the Center (funded by the previously received TAP grant from VTrans). Comments going back to HT and VTrans next week to finalize and get rolling on work. Response from NBRC on funding for construction of Phase 1 “gateway” project pending August.
 - iii. ARPA Conversation pending July meeting
 - b. Building Use Policy (*discussion, potential board action*)
 - i. Board reviewed Liz’s proposal (attached to these minutes). Discussion ensued.
 - ii. Motion to adopt fee schedule as presented, and eliminate the prior appendix listing organizations with allowed usage, by Emily; Seconded by Suzanne; 4-0
 - c. Revisions to Dog Ordinance Complaint process/Formalized form (*potential board action*)—table and bring hardcopy back in July
- 6. New Business
 - a. Town Office Copier Lease Renewal (*potential board action*)

- i. Our lease is up with Canon for our current copier machine; in an effort to see what other options were out there that might be more cost effective/provide better service Erin reached out to Office Systems of Vermont and we obtained a quote from their company to compare with Canon. After looking over the options Erin and Liz both agree we would like to switch companies for the next copier lease to save on per page fees, get more contract monthly prints than what Canon offers, and better machine maintenance since it is a Vermont based company
 - ii. Total current costs with Canon: \$182.60 - prints covered: 2,000 B/W \200 color
 - iii. Total quoted cost from OSV: \$177.50 - prints covered: 2,500 B/W \300 color
 - iv. Feedback from Emily re: machine quality—Emily will follow up with Liz and Erin with experience and potential concerns.
 - v. Motion to authorize Liz and Erin to execute agreement, not to exceed \$182.60/mo. under the terms of selected contract, made by Suzanne; seconded by Emily; 4-0
 - b. Employee Personnel Handbook – Holiday update (board action)
 - i. Section 19: Holiday Leave needs to have a new Federal Holiday added to the list (Erin and Liz did not catch this change last year when it went into effect) but realized it just now for Juneteenth (this falls on Sunday June 19th this year) which means the public holiday is acknowledged on Monday June 20th. The board would need to vote to add it into the handbook as a clerical update and also to vote to approve retroactive payment for Erin to add it into the next payroll cycle (just for this Monday obviously not for 2021).
 - ii. Motion to add holiday to employee handbook and authorize retroactive accounting made by Emily; seconded by Suzanne; 3-0-1 (Mark abstained)
 - c. Personnel Contract Renewals (*discussion will likely be held in executive session 1 VSA 313 1(A)—contracts*)
 - i. Motion to executive session by Emily; seconded by Suzanne; 4-0 (7:18pm)
 - ii. Mark exited at 8:01pm
 - iii. Mark re-entered at 8:16pm
 - iv. Motion to Exit Suzanne; Emily Second; 4-0 (8:17pm)
 - d. Overweight Truck Permits (*board action*)
 - i. Spaulding Construction—motion to approve by Mark; seconded by Suzanne; 4-0
 - e. Liquor/Tobacco Licenses (*board action*)
- 7. Open Mail / Sign Orders / Administrative Matters
- 8. Review Action Items for Board Members
- 9. Adjourn
 - a. Motion to adjourn Suzanne; seconded by Emily; 4-0; 8:18pm



PROPOSED RATES

Appendix A: Fee Schedule

PSB Conference Room	Year Round
Public Event (open to all- no charge)	Free
Private Business Meeting (not Town related)	\$25.00
Private Event (not open to general public)	\$30.00

Town Hall	March 15th thru October 31st
Public Event (open to all - no charge)	Free
Private Event (not open to general public)	\$100.00
Classes or Events w/ admission	
Day Rate (per day)	\$40.00
3 Week schedule (1x week 3wks)	\$60.00
6 Week schedule (1x week 6wks)	\$80.00

1. A Rental/Usage Agreement is required in all event cases and must be filled out upon collection of fees. Fees are due in total upon signing.
2. Key pickup should be arranged with the Town Clerk during business hours and is subject to the General Standards of Operation: Key Policy. Keys must be returned within 24-48 hours or if an event falls on a weekend the following business day or returned via the Town Office Dropbox. Our Dropbox is located at the Public Safety Building mounted on the left-hand side of the front of the building at 86 Mountain Road Montgomery Ctr VT 05471.