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Unapproved Minutes of the
SPECIAL MEETING OF THE
SELECTBOARD & WATER COMMISSION
Monday, January 8th 2024
6:30pm
Town Office Conference Room (86 Mountain Road)

Meeting called to order at 6:34.
In attendance: Charlie Hancock, Suzanne Dollois, Mark Brouillette, Leanne Barnard, Emily Kimball
Merle VanGieson, Barry Kade, Michael and Mary Deuso, Dean Hewitt, Louis Danderand
On Zoom: Dean Pierce, Sue Wilson, Larry Letourneau, Jesse Wyman, Josh Howard

1. Review and make any changes to the agenda
    a. Add 'personnel' to Public works
    b. Change the date on the meeting warning to 2024
    c. Add 'budget committee vacancy' under new business

2. Review/approve minutes of the 12/4 meeting minutes (*12/18 meeting canceled*)
    a. Motion to approve made by Suzanne, seconded by Leanne, motion passed 5-0-0

3. Public Works - Updates *(discussion)*
    a. Personnel updates/discussion (*held in executive session at end of meeting*)
        i. Executive session entered into at 8:25 pm following a motion from Mark, a second from Suzanne; approved 5-0-0 vote.
        ii. Executive session was exited at 8:29 pm following a motion from Mark, second from Suzanne; approved 5-0-0 vote.
        iii. Charlie motioned to extend a temporary offer of employment to cover paternity leave for Shane Lumbra to Luke Desautles, at a rate of $30/hour with a maximum of 40 hours per week; seconded by Suzanne; approved 5-0-0
    b. Update from Mark: Things are going well despite the weather, more gravel needed to be hauled in due to the early thaw and associated repairs. Pile for the spring has been restored, product was acquired from Wright's in Berkshire.

4. Visitors (scheduled for 7pm)
    a. Dean Hewitt driveway permit—Dean provided drawings of a property and background on ROW he is looking for. Working with VTrans to try to get a curb cut (driveway access to the property). VTrans is likely to deny the permit. The Rec Department is not in favor of another driveway access off of the Rec driveway.

        i. The town would support Dean in an appeal to VTrans. The Board will support Dean in pursuing 'Option B' as designated on his map, but cannot support other options involving a new ROW from Rec Driveway. Dean will contact Charlie for a letter of support.

b. Merle had questions for Mark with regard condition of West Hill. Merle also asked about the future of 98 Main Street and what will be the best use of that space. Discussion ensued. Merle asked questioned impact of raised curb sidewalks on pedestrian safety, as well as status of parking in the Center. Discussion ensued, including a request from Merle that an article re: raised curbs be placed on the TMD warning.
c. Louis Danderand re: Hazen's Notch Road condition and safety concerns. Mark reports that there is a need to discuss status of State aid for maintenance as there has been such an increase in traffic since figures last addressed (note HN is a state hwy maintained by the Town, it is not a Town Hwy).
d. Larry suggeted that we are still paying the price for work that was done to Hazen's Notch Rd as a result of repairs following the '97 flood event. Larry also asking about a website posting for an E-Court. The recorded document in question is available on the town website, as well as via hardcopy.
e. Jesse Wyman was looking for an update about the issue that Dean Hewitt brought before the board for driveway permitting.

5. Old Business
    a. Longley Bridge/Trout River Project
        i. JTC Contract Amendment (*board action*)
            1. There are still close-out and reporting actions that need to occur in the spring in order to finalize this project, which will require JTC. NRPC has worked to draft a contract amendment to cover this work.
            2. Discussion ensured re: questions about the scope of the work that JTC is completing/has completed, as well as the status of daily reports.
            3. Motion to approve the amendment by Mark; Leanne seconded; approved 4-0-1 with Emily abstaining.
            4. Signatures are needed on a certificate of interim completion, Dean will forward this and it will be signed and returned.
    b. Streetscape Project update (*discussion)*
        i. No update, continuing to work with regional planning to find additional monies to support the project with capacity/support funding through state MTAP.
    c. Wastewater Project update *(discussion)*
        i. Property Purchase – P&S Agreement for Center Parcel
            1. Review of P&S, specifically purchase price and contingencies part E.
            2. Edit made to the signature of "Charlie Hancock" (written as Charles Montgomery).
            3. Mark motioned to approve the P&S and appoint with authority to conduct business, sign contracts, and otherwise represent the town with regard to this transaction. Emily seconded the motion. Further discussion from Suzanne with regard to additional permit needs (State and potential local). Friendly amendment to motion offered by Suzanne (and accepted) to approve P&S as amended to include securing all relevant and subject permits as required. Motion passed 5-0-0.

ii. Engagement Letter with Robert Fletcher, Stitzel, Page & Fletcher, P.C.
1. Previous bond attorney passed away. New counsel is required to issue bond opinion letter. Mark motioned to enter into the agreement, Leanne seconded. Motion passed 5-0-0.

d. 98 Main St. / USPS (*update*)
i. Still working to engage the post office to find new locations in the Center. Call planned for mid-December had to be rescheduled.

e. TD Bank ATM (*update*)
i. Working to find a stand alone solution; Charlie has been in contact with TD; further discussion with TD pending.

f. PSB Renovation (*update*)
i. Only about $75k is available through energy efficiency sources, which is much less than anticipated; Charlie will follow-up as e-mail update from TO did not reach the board; topic will be back on Board agenda next meeting.

g. Grange/Town Hall Committee, Charter (*discussion/ board action*)
i. Tabled until next meeting

h. Deep Gibou Road Maintenance Agreement/Bridge Status *(discussion)*
i. Work plan proposal from landowner: Mid-late May (once road conditions are operable) the temporary panels will be placed back on the bridge; Once panels are replaced, landowner will install a gate at the end of the class4 ROW (current location of blocks); With panels and gate installed landowner will continue road work where we left off this summer; Depending on weather and a few other factors, may conduct a timber harvest late summer; panels will remain in place until it is completed; when is complete temporary panels from the bridge will be removed and replaced them with alternate permanent decking- to be approved by the town road commissioner before removal of the panels.
ii. Discussion and Board consensus on this course of action; to be rewritten into a new road maintenance agreement.

6. New Business

a. Health Officer Appointment (*discussion/potential board action*)
i. Tim Snider has said he is willing to take on this role. Emily motioned to appoint Tim, Suzanne seconded. Appointment passed 5-0-0.

b. Town Plan Revisions via Planning Commission *(discussion)*
i. Barry is here to represent the Planning Commission.
ii. The plan was sent to the SB on 1/4/24.
1. Charlie has some suggested language changes, but nothing substantial.
2. The hearing will be warned for 2/5/24.

c. Conservation Commission Member Resignation
i. Both Sue Wilson and John Kuryloski have submitted resignations to the Board from the Conservation Commission.
ii. Leanne motioned to accept the resignations of both Sue and John. Suzanne seconded the motion. Motion passed 5-0-0.
iii. There is now one vacancy on the Conservation Commission as previously they had one member more than statutes allow. Carissa is seeking confirmation for a new member's interest.

d. Budget Committee Vacancy
    i. There is a vacancy on the Budget Committee. Currently no one has expressed interest in filling the vacancy, this will be tabled to discuss further at the 1/22/24 meeting.
e. Delegation of Selectboard Members to participate in Planning Commission and DRB conversation re: current STR process, with report back
    i. Charlie and Mark will work with the Planning Commission and DRB regarding the current STR process and will report back to the SB.
f. Rescheduling January meetings re: Holidays (*scheduling update*)
    i. Next meeting of the SB will be on January 22^{nd}, 2024.
g. Liquor/Tobacco Licenses (*board action)*
    i. Café Oma, third class license
    ii. Darlyn, Inc (Phineas Swann), First Class License and Outdoor Consumption Permit
        1. Taken as a slate, Emily motioned to approve the third class license for Café Oma and the First Class License and Outdoor Consumption Permit for Darlyn, Inc. Suzanne seconded the motion. Motion passed, 5-0-0.
h. Fleet Permits (*board action*)

7. Open Mail / Sign Orders / Administrative Matters

8. Review Action Items for Board Members

9. Adjourn

    a. A Motion to Adjourn was made by Suzanne, seconded by Leanne. Motion passed 5-0-0 and the meeting was adjourned at 8:31pm.