

Selectboard Meeting Minutes

June 8, 2015

Approved Minutes

Present: Selectboard members Scott Bassage, Denise Wheeler, Toby Talbot, Rose Pelchuck, John Brabant absent; Roads Committee members Stephanie Kaplan, Peter Harvey, Richard Kehne, Barbara Weedon; Woodbury Fire Department Stephen Morse, Paul Cerutti, Tim Neil; Doug Lilley, Peter and Jan Brough, Rachael Bliss, Stephanie Smith, Avery Cochran and Chris Cochran; Road Commissioner Alfred Larrabee; Will Walters (Hardwick Gazette); Lynn McNamara and Lyndon DeSalvo, The Nature Conservancy; Donna Fitch (Clerk).

The meeting was called to order at 7pm by Denise Wheeler, Chair.

Public Comment on Non-agenda Items

Delinquent Tax Collector Nedene Martin, via email to the town clerk and selectboard chair, asked for permission to hire Attorney Gloria Rice for a current tax sale and, since it is expected there will be other tax sales later this summer, requested the Selectboard's approval to hire Attorney Rice for six months. The Selectboard agreed to authorize the request for the immediate tax sale and, since it was not on the agenda, to put the request on the Board's June 22nd agenda for the six-month approval request.

Scott Bassage said he would be attending the Governmental Accounting & Auditing Symposium sponsored by the VT League of Cities and Towns (VLCT). Scott asked for approval of an expense from Allen Lumber for \$235.39 related to work on the Town Hall. The request was moved, seconded and passed 4-0.

Jan and Peter Brough urged a member of the Selectboard to attend an Environmental Court hearing on June 16th and to support two Development Review Board (DRB) decisions regarding the McCullough gravel pit. They handed out copies of those DRB decisions, stating that Balentine and Rathburn Roads are not appropriate areas for a gravel pit. Denise said the town attorney plans to attend. She will verify that the latest McCullough changes conform to the DRB decisions. Jan said they do not. Jan said they need to know about Selectboard attendance by Friday, June 12.

Doug Lilley complained about the noise of unregistered "mudheads" going by his house. Denise said she would ask the sheriff to patrol. Doug expressed concern about the clerk and assistant clerk's pay and office hours. The office is open 8 to 4, Monday through Thursday. Peter Harvey said when he was on Planning Commission, the Commission fully expected there would be two people in the town office when the previous town clerk retired. Stephanie Kaplan said access to the town office is a legitimate concern. Barbara Weedon and Rachael Bliss agreed the office

should be open on Saturdays. Denise explained the hiring of an assistant and the office hours are set by the town clerk by statute. Donna Fitch, clerk and treasurer, said she had been open on Saturdays when she first became clerk but it was rare that anyone came in. She is often in the office on Friday and weekends and will gladly let someone in the office if she is there. She also works past 4:00 pm most days. The office is also open by appointment. Donna said she was willing to work with people to possibly change the hours, and she would make it clear that anyone can make an appointment to come to the office on Saturday or any time when the office is usually closed.

Maintenance Coordinator for Town Office

Starting July 1, money is budgeted for a maintenance coordinator for the town office for an amount not to exceed \$100/month. Donna read the list of duties. Denise suggested putting it on Front Porch Forum. Donna said she thought that was unnecessary since she already had a well-qualified person in mind. The Selectboard agreed that the clerk could hire someone for this task.

CAMA Cost Tables

Scott moved to approve the annual contract and cost (\$238.81) of the Computer Assisted Mass Appraisal Cost Tables payable to the VT Dept of Taxes. Toby seconded the motion. Motion passed 4-0.

Committee Members Needed

The following positions are available: Town Health Officer, Conservation Commission member, Development Review Board member. The positions will be posted to Front Porch Forum by the assistant clerk.

Minutes Approval

Toby moved to approve the minutes of May 18, 2015. The motion was seconded. Rose abstained as she was not at the meeting. Motion passed 3-0.

Road Commissioner Report

Alfred Larrabee reported the road crew is cutting brush along County Road in preparation for paving. Paving will take place as soon as can be scheduled in the new fiscal year beginning July 1, 2015. Bruce Campbell is filling in as needed on the road crew. He worked this past week while Alfred was on vacation so there would be a full crew working. When Alfred is on vacation, he comes to the town garage to read emails and make sure the work schedule is set for the day.

Operations Manager Report

Toby Talbot is working with the engineer to gather information on the Center Road culvert in preparation for a public meeting. The Calais Roads Advisory Committee considered changes to

the intersection in Adamant that might be made when the culvert was installed, but decided the intersection should remain as is. Therefore, the Selectboard is not pursuing any changes. Scott requested that residents be given at least two weeks' notice of a public meeting. Toby agreed. Toby said the Information Report from Newton Technical Services is available in the town office, on the town web site and in the Adamant Co-op. Drawings were requested and Toby said he would provide those.

Cochran/Smith Right-of-Way (ROW)

Chris Cochran and Stephanie Smith requested a ROW permit to dig up an existing pipe that goes under Upper Road. The ROW permit was issued with the following conditions: do the work all in one day, close the road, dig up and replace and insulate pipe, add gravel and compact, provide proper notification of road closure, consult with road commissioner and have him on-site when backfilling. Alfred stated a specific type of gravel must be used and it must be compacted. He does not need to meet with the contractor, but wants to be on site when it is back-filled. Since this is a repair of pipes to a septic system, a State permit is not required, Toby said. A motion was made and seconded to approve the ROW with conditions. The motion passed 4-0.

Nunn Curb Cut

Landowner Juanita Nunn requested a curb cut permit on behalf of The Nature Conservancy for a parking area to accommodate visitors to the Chickering Bog on Lightning Ridge Road. Denise said the curb cut request form should be changed from "residential" to "other." Alfred suggested signage, for example, "Pedestrian Crossing." Peter Harvey expressed concern about visibility at the intersection and a dead tree. Juanita said The Nature Conservancy could do whatever they need to in order to make this work. Alfred said he thinks it is a great idea to get cars off the road. Toby made a motion to approve the curb cut with the following conditions: consult with road commissioner regarding whether a culvert is needed, consult with the town's zoning administrator regarding other permits, install a pedestrian crossing sign. Scott seconded the motion. Motion passed 4 – 0.

Grout Curb Cut

A motion was made and seconded to approve a curb cut permit on Max Gray Road for Doug and Deborah Grout. Motion passed, 4-0. Alfred stated site distance was good and there is no need for a culvert.

Woodbury Fire Department Contract

Scott made a motion to approve the Woodbury Fire Department fire services contract for fiscal year 2016 in the amount of \$22,627 (plus a truck payment of \$13,500). Toby seconded the motion. Motion passed 4-0.

Roads Advisory Committee Report

The Calais Roads Advisory Committee (CRAC) submitted a "Recommendations for Lightening Ridge Road." The report contains current conditions, recommended changes and specific notes about each intersection on the road. A signage official from VTRANS inspected the road. A speed study shows that 90% of the traffic is within 5 miles of the speed limit and traffic slows down passing the Lilley farm. It was agreed that members of CRAC will meet with Alfred and Toby at the town garage to review the report and will then visit the road.

Loss Control Report

The Board reviewed the action plan from VLCT's loss control consultant's visit to the town office, town garage and town hall. Recommendations for the town office have all been fixed. Toby reviewed the list of hazards at the town hall, including a step at the back door and nonfunctional emergency lighting. Most recommendations for the town garage were advisory regarding procedures and documentation, and Toby and Alfred are following up.

Dog Crate

The Second Animal Control Officer has requested a dog crate for use in his car when he picks up a dog. Toby will donate one.

Fellows Road Property

The person who submitted the highest bid for the town-owned property on Fellows Road has backed out of the sale. It appears the property is landlocked with no deeded access. Donna will ask Attorney Gloria Rice if there is a ROW based on the years of access through the neighboring property.

Wifi and Purchasing Policy

The Selectboard signed the Wifi and Purchasing Policies that were approved at a previous meeting.

Curtis Pond Dam

Denise reported that Jeff Tucker from Dubois and King was supposed to deliver paperwork over a year ago regarding Curtis Pond dam repair. John Brabant will follow up. It is expected that the cost will be approximately \$400,000 and the town may have to bond. When information is known, the town will hold meetings regarding the process and possible financing options.

Miscellaneous

The public is invited to the Conservation Commission's meeting on Thursday, June 11, at the town office for an update and discussion on the Natural Resource Inventory.

The town's mitigation plan has been approved by FEMA. The Board will sign at next meeting.

Road crew evaluations need to be done.

Alfred requested authorization for the road crew to work four 10-hour days in the summer citing the time it takes to set up and take down on a job site as well as the amount of time they work in the winter. Scott, Denise and Rose said they wanted to keep the schedule to five days. Rose mentioned that working five days a week allows the crew to better work around bad weather. Toby said that four 10-hour days are efficient and this had been the schedule when he came to town. "It's important that they have personal time," he said. "Giving them a schedule that makes them happy is important."

The new 6-wheeler truck has arrived from the factory and will be taken to the body builder and will arrive in Calais ready-to-go in two months. The new $\frac{3}{4}$ ton truck will follow about two weeks later.

The meeting ended at 9:10 pm and was continued to the June 11th Conservation Commission meeting.

Respectfully submitted,

Donna Fitch, Clerk

Next meeting: loan in anticipation of taxes, review budget with notes from treasurer, dog ordinance, attorney for tax sale.