

# BARRE TOWN SELECTBOARD MEETING AGENDA

May 18, 2010

P.I.L.O.T. Discuss web site improvements

6:30 p.m.

1. Call to order

7:00 p.m.

2. Pledge of Allegiance

3. Consider approving minutes from meeting of May 4 and May 10

4. Announcements

5. Receive guests (for non-agenda items).

6. Consider annual Selectboard organizational items.

7. Consider approving Washington Electric Cooperative's pole location request for Upper Usle Road.

8. Consider authorization to buy a sewer pump for Orchard Terrace pump station.

9. Consider authorization to join VT WARN.

10. Consider approving VTrans form: Annual Financial Plan for Town Highways.

11. Consider authorizing quit-claim deed relinquishing turnaround easement over parcel Tax Map 34 Lot 76.

12. Discuss status of 22 Wilson Street.

13. Review draft agreement for shared ownership of water meter reader.

14. Consider approving weekly accounts payable warrants.

15. Miscellaneous: fireworks permit

16. 'Round the Table

17. Executive Session: (labor contract and contract for services)

18. Adjourn

## BARRE TOWN SELECTBOARD MINUTES

May 18, 2010

The duly warned meeting of the Barre Town Selectboard of May 18, 2010 was held at the Barre Town Municipal Building, Selectboard Room, Lower Websterville at 7:06 p.m.

The following members were in attendance: Jeffrey Gagne, Jeff Blow, Jeff Newton, William Wolfe, and W. John "Jack" Mitchell.

Attendance for the regular meeting included: Town Manager Carl Rogers, Town Clerk-Treasurer Donna J. Kelty, Town Management Intern Kelly Houston, and Jeanne Daniele.

**CALL TO ORDER**

The meeting was called to order at 7:06 p.m.

**PLEDGE OF ALLEGIANCE**

Those present recited the Pledge of Allegiance.

**MINUTES**

*On a motion by Gagne, seconded by Wolfe, the Selectboard voted unanimously to approve the Selectboard Meeting Minutes of May 4, 2010 and May 10, 2010.*

**ANNOUNCEMENTS**

- To be considered for appointment to one of Barre Town's boards, commissions, or committees you must submit a Letter of Interest no later than the close of business on Friday, May 21, 2010. A form Letter of Interest is available on the Town's web site under Permits and Forms (left side), Town Manager's Office. This is an excellent opportunity to serve the community in which you live.
- Central Vermont Runners will be hosting their spring 5K race on Saturday, May 22, 2010 beginning on the Barre Town Elementary School entrance of the Barre Town bike path at 9:00 a.m. Runners can register the morning of the race. Nonparticipants and frequent users of the bike path are encouraged to be courteous to runners giving them the right-of-way during the race.
- Central Vermont Solid Waste Management District is offering a hazardous waste collection on Saturday, May 22, 2010 from 9:00 a.m. to 1:00 p.m. at the Barre Town Highway Garage on Websterville Road. The cost is \$15.00 per load.

**GUESTS**

Jeanne Daniele noted there is a banner at the Barre Town School stating the YMCA is sponsoring an after-school program. She inquired if the Board was aware of this and if the Town YMCA funds raised several years ago being used to fund the program? Blow stated the Board was not aware of the school program and the Town YMCA funds are not being used for this purpose.

Ms. Daniele inquired if the Town has a Barre Town Fun Days which has been part of the Heritage Days the past couple of years. Blow stated there is no committee for that event this year. Ms. Daniele stated she would be interested in offering to be a part of a committee if there are enough interested individuals.

**ANNUAL REORGANIZATIONAL MEETING**

Following Town Meeting the Selectboard conducts its annual organizational meeting. To accommodate summer schedules the Board's meeting schedule (June - September) is reviewed to determine if bi-weekly meetings will be adequate to conduct business. Other business includes appointment of Selectboard Chair and Vice Chair and other Town staff and officers, the time and place of the regularly scheduled meetings, policy review, and use of Roberts Rules of Order to conduct meetings.

**Selectboard Minutes of May 18, 2010 continued:**

*On a motion by Wolfe, seconded by Gagne, the Selectboard voted unanimously to appoint Jeffrey Blow as Chair of the Selectboard for one year.*

*On a motion by Newton, seconded by Wolfe, the Selectboard voted unanimously to appoint Jeffrey Gagne as Vice Chair of the Selectboard for one year.*

*On a motion by Mitchell, seconded by Gagne, the Selectboard voted unanimously to appoint Donna J. Kelty as Clerk of the Board for one year.*

*On a motion by Mitchell, seconded by Gagne, the Selectboard voted to fix the time and place of their regular meetings at 7:00 p.m., every other Tuesday from July 6, 2010 through August 31, 2010 (no meetings on July 6, July 20, August 3, August 17, and August 31) and every Tuesday from September 1, 2010 to the Annual Town meeting in May 2011 at the Selectboard's room at the Municipal Building, with informal P.I.L.O.T. sessions preceding at 6:30 p.m.*

*On a motion by Wolfe, seconded by Gagne, the Selectboard voted unanimously to adopt Robert's Rules of Order, as amended, as procedures to be followed at the weekly meetings as a general guide, with the Chair authorized to make motions, enter debates, and to vote.*

*On a motion by Wolfe, seconded by Newton, the Selectboard voted unanimously to amend the Purchasing Policy, section Exemptions (page 2 of the policy) to read: The Town Manager may authorize purchases or exemptions exceeding the authority laid out in this policy when immediate action is necessary because of an emergency, declared or undeclared. If during an emergency (declared or undeclared) immediate action is not necessary, the Town Manager may authorize any purchase up to \$7,500; and before making purchases over \$7,500 shall confer with the Selectboard chairperson, and to continue the Purchasing Policy and authorizations as adopted on December 20, 1994 with amendments.*

*On a motion by Wolfe, seconded by Newton, the Selectboard voted unanimously to set the compensation for the Board of Civil Authority and Board of Abatement members at \$4.00 per session when updating the checklists and requests for abatement. An hourly wage equal to the minimum wage was set for those people hearing tax grievances and working at the polls and to set the standard mileage reimbursement at the I.R.S. per mile rate.*

*On a motion by Wolfe, seconded by Newton, the Selectboard voted unanimously to set the compensation for the tax collector at 0% of the delinquent installment amounts collected. If collected by the town attorney, the compensation for the attorney will be 5% of the delinquent installment amounts collected and 0% for the collector.*

*On a motion by Gagne, seconded by Wolfe, the Selectboard voted unanimously to set the compensation for the First Constable at the minimum wage.*

*On a motion by Wolfe, seconded by Newton, the Selectboard voted unanimously to appoint Harry Hinrichsen, Town Engineer, as Environmental Officer for one year.*

*On a motion by Newton, seconded by Wolfe, the Selectboard voted unanimously to appoint Daniel T. Monte as Town Attorney for one year and Michael T. Monte to be appointed as Assistant Town Attorney.*

Selectboard Minutes of May 18, 2010 continued:

*On a motion by Wolfe, seconded by Newton, the Selectboard voted unanimously to appoint Carl Rogers, Town Manager, as tax collector of delinquent real and personal property taxes for one year.*

*On a motion by Gagne, seconded by Newton, the Selectboard voted unanimously to appoint Carl Rogers, Town Manager, as tax collector of delinquent sewer assessments and all other town levies for one year.*

**WEC POLE LOCATION REQUEST**

Background: Washington Electric Cooperative (WEC) is requesting Selectboard approval to erect a 7200 volt electric distribution station on Upper Usle Road. Work will include cutting and trimming trees, chipping brush, installing utility poles, anchors, guy wires and conductors. The poles will be located near the Dustin and Nancy Williams' property line.

*On a motion by Wolfe, seconded by Newton, the Selectboard voted unanimously to approve Washington Electric Cooperative's request to erect an electric distribution system (including the addition of utility poles, anchors, etc.) on Upper Usle Road.*

**ORCHARD TERRACE SEWER PUMP STATION**

Background: The generator at the Orchard Terrace Sewer Pump Station is not functioning at operational capacity, meaning that in the event of a power outage the generator cannot start the pumps. The Town Engineer and Champlin Associates have discussed solutions. The most promising seems to be the installation of a non-clog submersible pump and soft-start with integral bypass and motor protection. This change will decrease the amps needed to start the pumps allowing the generator to meet the lower electrical demand and increasing the generator capacity through the introduction of amp saving measures. This will effectively keep the Orchard Terrace Pump Station in operation during a power outage. The cost of this improvement is \$4,155. The pumps at this station are original (1980's) and have outlived their expected life. They will consider whether or not this solution is acceptable and if in this instance the benefit outweighs the cost.

The Manager stated there are two pumps at this station, both purchased at the same time. He would like the Selectboard to consider authorizing making the same improvement on the second pump provided there is a cost advantage to doing both at the same time.

*On a motion by Gagne, seconded by Wolfe, the Selectboard voted to authorize Champlin Associates to replace the pump at the Orchard Terrace Pump Station and install soft-start for motor protection for a cost of \$4,155.00 and if there is a cost advantage to doing both meters then do both meters.*

**VT WARN**

Background: On May 4, 2010 a representative from VT WARN discussed with the Selectboard the benefits of joining VT WARN. The Board has had an opportunity to review the membership agreement which lays out the rules and guidelines for the administration of intrastate mutual aid. Ratifying this Agreement will mean lending communities assistance in the form of personnel, equipment, and supplies for water and waste water utilities.

**Selectboard Minutes of May 18, 2010 continued:**

*On a motion by Newton, seconded by Gagne, the Selectboard voted unanimously to adopt the Vermont Intrastate Mutual Aid and Assistance Agreement for Water and Waste Water Utilities.*

**VTRANS FINANCIAL PLAN FOR TOWN HIGHWAYS**

Background: Annually (19 V.S.A. Section 306 (j)) the Town must send an Annual Financial Plan to VTrans regarding major projects for fiscal year 2011. Major road projects are included for expenditure identification. The Highway Fund budget is \$42,517,020 for next fiscal year.

*On a motion by Wolfe, seconded by Newton, the Selectboard voted unanimously to adopt the Annual Financial Plan - Town Highways for submission to the State of Vermont.*

**QUIT CLAIM DEED - RELINQUISH PARCEL EASEMENT**

Background: In the 1950's when Philbrook Street was laid out a turnaround was planned for on the last lot on the right. The lot is now owned by Gary and Rena Lavin. Several years ago, Philbrook Street was extended and a turnaround was made at the end of the extension. The original turnaround on Lavin's lot is no longer needed and this has been confirmed by the DPW Superintendent. The Lavins have requested the Town give up the easement over their lot. The deed to relinquish the easement is being prepared.

*On a motion by Wolfe, seconded by Gagne, the Selectboard voted unanimously to authorize and sign a deed relinquishing the turnaround easement on the Gary and Rena Lavin lot on Philbrook Street, more particularly described as Tax Map 034 Lot 076-00.*

**STATUS OF 22 WILSON STREET PROPERTY**

Background: Barre Town acquired the day care building as part of the South Barre Fire District dissolution. The Fire District rented the building for day care use for many years. The Town also has rented the building (August 2008 - April 2009). At first the operator paid \$700 per month rent. Later that was reduced when the operator lost low-income family clients due to State subsidy cutbacks. The building has been empty since April 2009. During the winter three day care operators expressed an interest in renting the building. The Board requested proposals. One of the day care operators responded within the stated time. Subsequently, the board worked out a rent agreement with that day care which has not yet been signed.

The day care operator has asked about: 1) replacing the doors and windows; 2) water marks on the ceiling and possible roof leak; 3) ramp the concrete pad in front of the door; 4) lead paint issues, particularly at the windows; and 5) a water leak in one bath room.

As the building owner, the Town is responsible to have a certified Essential Maintenance Practices (EMP) Inspector check the building and sign-off on lead paint criteria. We must also have a certified asbestos inspector check the building.

The plumber fixed the water leak in the bathroom. Replacing the doors and windows is in the 5-Year Building Plan for fiscal year 2011-2012. Near the center of the building there is one water spot about 8" x 4" (not solid). In other areas there are some spots - just spots. The concrete pad at the front door may not be required; it could be done easily at a cost of several hundred dollars.

**Selectboard Minutes of May 18, 2010 continued:**

Margaret Hutchins is an EMP and inspected the building. She stated painting is needed. Since the building was constructed prior to 1978, the painting work must be done by a lead-certified contractor or be supervised by an EMP. The selected day care operator has done some work inside the building.

The Manager stated the priority would be to replace the windows and doors. The Town Engineer is to look into the possibility of tying into the municipal sewer line (include easement information, length of sewer line extension, and cost guesstimate). Taxpayers do not pay for plowing or grass cutting inside the fenced area. We are responsible for septic, electrical, and plumbing issues. Using the building for cold storage was briefly discussed.

The consensus of the Board is if the tenant is willing to sign a three-year lease then the doors and windows are to be replaced now. The Manager will speak with the day care.

**WATER METER READER AGREEMENT - DRAFT**

Background: A hand-held computer is used to read water meters. The reader is touched against the meter remote to collect a reading. Back at the office, the hand-held reader is connected to the office PC and the meter readings are downloaded into each account, the bill calculated, and the invoice printed -no manual entry. Barre Town, Williamstown, Graniteville Fire District, and Websterville Fire District jointly own a new reader. The Agreement is intended to describe the terms and conditions for using, owning, and paying for the meter reader. Tonight's meeting is to discuss the draft agreement,

Items noted were "short spacing agreement" which is not complete and is to address the replacement cost should an entity not stay the entire four years; an official notification section (list of who within the Fire District will be the point of contact); insurance clarification; and the firming of the scheduled use.

**WEEKLY ACCOUNTS PAYABLE WARRANT**

*A motion was made by Gagne, seconded by Newton, to approve the accounts payable warrant.*

**MISCELLANEOUS**

*On a motion by Gagne, seconded by Newton, the Selectboard voted unanimously to authorize the Town Clerk to sign the fireworks permits for:*

- 1. Robert Lepage, Lepage Gravel Pit, July 17, 2010 (raindate July 24, 2010); and*
- 2. Joe & Vicki Abraham, 740 East Barre Road, May 29, 2010.*
- 3. Bill Yacavoni, 390 Beckley Hill Road, July 3, 2010.*

**'ROUND THE TABLE**

Newton, Wolfe, Gagne, and Blow thanked Marion Fish for the great job she has done over the years and welcomed new member W. John "Jack" Mitchell.

Mitchell noted the letter from a South Barre resident citing concern of "inappropriate, illegal, and often disturbing things" happening on a neighbor's property. The Manager will forward the letter to the Police Department for follow-up.

**EXECUTIVE SESSION**

*On a motion by Mitchell, seconded by Gagne, the Selectboard voted unanimously to go into executive session at 7:54 p.m. to discuss labor contract(s) and contracts for service.*

*On a motion by Mitchell, seconded by Wolfe, the Selectboard voted unanimously to come out of executive session at 8:30 p.m.*

**ADJOURN**

*On a motion by Gagne, seconded by Mitchell, the Selectboard voted unanimously to adjourn at 8:30 p.m.*

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*Donna J. Kelty, Town Clerk-Treasurer*

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*Selectboard Chair*

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***Barre Town Selectboard***