

BARRE TOWN SELECTBOARD MEETING AGENDA
December 15, 2009

PILOT: Executive Session: ROA tax assessment

6:00 p.m.

1. Call to order 7:00 p.m.
2. Pledge of Allegiance
3. Consider approving minutes from meeting of December 8 meeting
4. Announcements
5. Receive guests (for non-agenda items).
6. Report on dispatch options
7. Consider authorizing signing two year dispatch contract with Barre City.
8. Board of Sewer Commissioners: consider refund of two sewer hookup fees.
9. Consider awarding contract to purchase new 1-ton dump truck.
10. Discuss budget process.
11. Consider VCDP Municipal Policy and Code form.
12. Consider authorizing administrative services/program contract with CVRPC.
13. Consider supporting installation of travel information signs on I-89.
14. Consider approving weekly accounts payable warrants.
15. Miscellaneous
16. 'Round the Table
17. Executive Session (if needed)
18. Adjourn

PILOT: *On a motion by Gagne, seconded by Fish, the Selectboard voted unanimously to go into executive session at 6:05 p.m. to discuss ROA tax assessment. The Town Attorney Mike Monte and Town Assessor Joe Levesque were invited to attend.*

On a motion by Gagne, seconded by Fish, the Selectboard voted unanimously to come out of executive session at 7:00 p.m.

BARRE TOWN SELECTBOARD MINUTES
December 15, 2009

The duly warned meeting of the Barre Town Selectboard of December 15, 2009 was held at the Barre Town Municipal Building, Selectboard Room, Lower Websterville at 7:00 p.m.

Selectboard Minutes of December 15, 2009 continued:

The following members were in attendance: Jeffrey Gagne, Jeff Blow, Jeff Newton, Marion Fish, and William Wolfe.

REGULAR MEETING

Attendance for the regular meeting included: Town Manager Carl Rogers, Town Management Intern Kelly Houston, Police Chief Mike Stevens, EMS Director Dave Jennings, Chris Violette Planning & Zoning Administrator/ Fire Chief, Steve Blondin DPW Superintendent (7:30 p.m.), Paul McGinley, and Leighanne Menard.

CALL TO ORDER

The meeting was called to order at 7:05 p.m.

PLEDGE OF ALLEGIANCE

Those present recited the Pledge of Allegiance.

MINUTES

On a motion by Fish, seconded by Gagne, the Selectboard voted unanimously to approve the Selectboard Meeting Minutes of December 8, 2009.

ANNOUNCEMENTS

1. The Barre Town Fire Department is selling calendars to benefit the Fire Department's auxiliary. The calendars are fifteen dollars and can be purchased at the Municipal Building.
2. Budget season is right around the corner. The Town Manager's office is now taking names of residents who would like to be on the Budget Committee. If you or someone you know is interested, contact the Town Manager's office (479-9332) or crogers@barretown.org.
3. Barre Town provides residents with access to winter sand. Sand for public use is located just outside the DPW yard gate on Websterville Road. Stock up before winter conditions arrive.
4. Petitions are now available for the March School Board of Directors election. There is one seat on the Spaulding Union High School Board and two on the Barre Town Elementary & Middle School Board. For a petition, contact the Town Clerk's Office.
5. Reminder: as the calendar year comes to a close, it is time to start thinking about filing your HS-122 Homestead Declaration form.
6. Christmas tree collection will begin on Monday, January 4, 2010 (north side of town).

REPORT ON DISPATCH OPTIONS

Background: The purpose of this report is to identify and discuss public safety dispatching options for Barre Town, more specifically the feasibility of setting up and operating our own service. Department Heads -- Police Chief Stevens, Fire Chief Chris

Selectboard Minutes of December 15, 2009 continued:

Violette, and EMS Director Dave Jennings -- will be presenting their findings and will take questions from the Selectboard.

Town Manager Carl Rogers was asked to give a brief report describing the scope and purpose of assignment (report on dispatch options). He stated that Public Service Department Heads were asked to provide information about the cost of setting up and operating a dispatch center, identifying the practicality of a Town owned service.

Following a brief introduction Fire Chief Chris Violette mentioned that as of late this report seems to be somewhat of an annual tradition. He noted that this was the first time the report had been presented to the Selectboard for consideration. With this he went to a more in-depth explanation of an in house dispatch option. He began by stating that Barre City currently supplies dispatching services for all three public safety services (Police, Fire, and EMS).

Selectperson Bill Wolfe asked if Violette thought a Barre Town dispatching service was a viable option. Violette responded Barre Town could, however it's a matter of cost.

Violette presented the Board with a cost analysis summary for emergency service dispatching.

Cost analysis summary statement:

"This report is intended to reflect the necessary personnel and equipment to provide 24 hour a day dispatching for Barre Town Police, Barre Town EMS, and Barre Town Fire. While a call volume study was not done, all three Chief's are comfortable that the numbers used in this analysis would be sufficient to cover Barre Town's emergency service dispatching needs. This analysis is based on the fact that you need 4.2 dispatchers in order to accommodate sick time, vacation, holiday leave etc., dispatch centers use 5 as the number to provide full-time coverage. Two part-time dispatchers are proposed to cover busy shifts and extra coverage when full-time dispatchers are out. Most dispatch centers have their part-time people work regular shifts. When doing this analysis it is important to remember that we already have one of the 5 full-time people that are needed for this operation. As a result, the chart below and the attached spreadsheet make it clear what we currently paying overall (dispatching and existing clerk) vs. what it would cost us to add personnel to do out own dispatching.

	Current	Cost of BT Dispatching	Additional Cost
FY 2010	\$250,258	\$283,508	\$33,250
FY 2011	\$261,298	\$294,703	\$33,405
FY 2012	\$272,824	\$306,346	\$33,522

While we feel the space currently being used by the clerk/dispatcher in the Police Department is sufficient for our needs, we would have to add additional equipment. This equipment would be a one time expense. The Police Department already uses or has the necessary access to data bases that would be required. We anticipate needing 1 dispatch radio, 1 encoder, 3 instant call recorders, plus installation/ programming/ and miscellaneous items at a cost projected to be \$20,393. It is important to note that the dispatch radio will be replaced at some point soon whether we proceed with dispatching service or not. With regard to E911, all we need to do is let them know when to start forwarding Barre Town calls to our dispatch center. Finally this analysis does not include anticipated one-time start-up cost associated with training new dispatchers."

Wolfe followed up by asking if the current dispatching station has enough phone lines. Stevens noted that there are three phone lines and that they would be enough for intended use.

Selectperson Gagne asked if there were grant funds available. Violette responded that most grants available are for updating noncompliant dispatching units. Gagne asked about grants for training. Violette responded that there were none based on his knowledge of the matter.

Selectboard Minutes of December 15, 2009 continued:

Next, personnel costs were reviewed based on current annual projections. Items of mentioned included 6.3% additional benefit cost for part-time with a total benefits package for 5 full-time and 2 part-time amounting to \$283,508.

Violette stated that over the course of three years the projected additional cost for Barre Town to operate a dispatching service holds steady at an additional \$33,000.

Chairman Blow asked, of the \$20,000 for equipment how much would go toward updating the radio to narrow band. Violette answered that it would be roughly \$1,400.

Wolfe mentioned that dispatching would also need to get an encoder, and wondered if it could be taken from another department in the short-term.

Rogers asked if there were any additional operation expenses, to which Violette replied that there would not be in the short-term.

Wolfe asked if there would be any maintenance contracts or fees. Violette answered that there would be some every so often.

Rogers asked if the Police Department could house this operation as proposed, to which Police Chief Stevens replied that the Police Department could. He also mentioned that the dispatchers would need to go through a 40 hr training course to be certified.

Blow asked who would be in charge of the operation. Stevens replied that he would since it would be housed within his department.

Blow followed up by asking how busy the dispatch center would be and if there would be room for growth. EMS Chief Dave Jennings remarked that it would depend on the service volume. Violette remarked that it would depend on the entity or origin (i.e Police, Fire, EMS).

Gagne asked the Department Heads if they were happy with service, if there were issues, and if they have been resolved properly. Each of the three Department Heads took the opportunity to respond. Stevens noted that there is room for improvement, things don't work as they should, and that there must be a more efficient way that the Town could secure services. Violette commented that the Fire Department doesn't really depend on Barre City dispatch and that he has seen some different arrangements in his 23 years of service. He recalled that at one point Karl Rinker used to provide the Town with dispatching. "It seems that the same nagging issues are brought up at the quarterly meeting but the problem situations do not improve." Jennings reflected on the aforementioned comments affirming that they were also observations he has made and agrees with. He also cited the lack of consistency with procedures and deficiencies in attention to systems status as chronic problems. "You just don't know who's doing what." Sergeant Dodge went further still, identifying areas for improvement which included: "1120 checks", lack of information sharing between departments, problematic situations going unchecked or resolved.

Selectperson Newton asked what the timeline was for Barre Town dispatch to become operational. Jennings replied 3-6 months. Violette mentioned that it would take some time to gather equipment and hire staff. Newton followed up by asking if there would need to be modifications made to the building to accommodate new operational capacities.

Selectboard Minutes of December 15, 2009 continued:

Violette mentioned that the new dispatching unit would perhaps be better served with the addition of a second work station.

Wolfe noted that there would be less of a training curve since one dispatcher is already employed by Barre Town.

Blow asked for the Board's feeling on the matter, to which Gagne responded, "let's do it." Selectperson Fish elaborated further in stating that, "it's now time for Barre Town to take the bull by the horns." Her reasoning behind supporting such a measure was that the service has been unsatisfactory for some time.

Rogers asked the Department Heads if they had researched any other options. Violette noted that within the region there are two other choices: Montpelier Dispatch and Lamoille County Dispatch. Based on service components and provision standards Lamoille County Dispatch seems to be the more viable of the two.

Blow acknowledged Lamoille County Dispatch as providing a superior service. He shared that he had visited the dispatch station and was impressed by what he saw. He was able to observe them in action and get a feel for what the service would cost. He noted that quoted figures were well below Barre City's fees. The station is staffed by 10 people and there are 2 people on every shift. From what he was told they would be capable of taking on Barre Town's dispatching services.

Jennings was asked how many calls EMS generates. He responded that there are approximately 9500 events in a given year.

Dodge questioned if Lamoille County could handle the work load, to which Blow remarked, "they are in the process of stepping it up." Blow went on to state that he is disappointed with Barre City's service. "In going to the quarterly dispatch meetings the same complaints are always left on the table. If one of your best customers told you they were dissatisfied, you would try to resolve it so that you could improve your business and keep your customer happy. In a recent conversation the Mayor told me that if we want something we should ask for it." He asked for: transparency, communication, a detailed explanation of expenditures, % Volume, and items should be available next week. Blow followed this statement with an example about a woman wielding a tire iron and how Barre Town got there before Barre City which indicates a lack of communication; they should have both arrived at the same time. He then reiterated that there are still things that the City and the Town need to do together; however, in order for current arrangements to continue price and service will need to improve significantly. He also noted that he would like to see a demonstration of Barre City's dispatch service. "If the service situation does not improve within a reasonable amount of time then the Town will have to look elsewhere for dispatching service."

Steve Blondin Superintendent of Public Works commented that during the last snow storm he was told by Barre City dispatch that he could no longer use his radio to communicate with them. He then mentioned the incident in question, a tractor trailer truck off the road. He asked if it was true that the radio frequencies could no longer be used for communication, to which the Public Service Department Heads answered that it was not. In a final statement made by Blondin he identified this incident as an example of poor communication and dissemination of information by Barre City dispatch.

Selectboard Minutes of December 15, 2009 continued:

Paul McGinley commented that he has seen a lot come and go, and that it's important to work with the City. He cautioned that starting a Town run dispatching service could have hidden fees (i.e. union contracts). He commended Lamoille County dispatch for their level of service provision. He questioned why the Town had taken so long in signing the contract and asked the Board to consider if the shoe were on the other foot. In a closing statement he urged the Selectboard to work with the City, putting a system together that works for both municipalities.

Blow stated for the record that he had informed the City that the Town would take up the dispatching contract once the water lawsuit was taken care of and the dispatching contract would be front and center. He also mentioned that the Town did not receive the first invoice until within the last couple of weeks.

Blow made a closing statement pronouncing the Town intention, reiterating that the both service and cost issues need to be addressed by the City.

DISPATCH CONTRACT WITH BARRE CITY

Background: During the last meeting the Selectboard voted to sign Barre City's original three-year dispatch contract. At the same time the City council authorized a two-year service contract to be offered. The new contract is essentially the same as the three-year contract with a few minor changes. The most notable being the term and an amendment to the cancelation clause (removing the 90 day notice to 6 month notice). The cost for the next two years remains unchanged.

On a motion by Blow, seconded by Fish, the Selectboard voted to reconsider authorizing the Town Manager to sign the two-year dispatch contract with Barre City.

On a motion by Gagne, seconded by Fish, the Selectboard voted to table consideration of the dispatch contract with Barre City until the next meeting.

BOARD OF COMMISSIONERS - REFUND SEWER HOOKUP FEES

Background: Leighanne Menard obtained a building permit for a new house and paid the required \$1,500 sewer connection fee. Before construction, she applied to the Zoning Board of Adjustment (ZBA) for a permit to build a duplex instead. The ZBA approved the request in October 2006. She took out a building permit for the duplex and paid the second \$1,500 sewer connection fee. Ms. Menard has not built the duplex and received at least one building permit extension which expired in August 2009. Under the Sewer Allocation Policy (SAP) her right to a sewer connection fee refund terminated with the permit.

Ms. Menard contacted Town staff about a \$3,000 refund and she was instructed to write a letter to the Board of Sewer Commissioners (Selectboard). While Ms. Menard's permit has expired, the SAP has a "Waivers and Exemptions" section which will allow the Selectboard to waive the requirement for requesting a refund before the commitment expires, but adds the Selectboard is to consult with the Planning Commission and Town Attorney. The Manager is recommending the Selectboard utilize the waiver provision.

Rogers gave a brief explanation mirroring the agenda notes, filling audience members in on the case and the procedures to be followed.

Selectboard Minutes of December 15, 2009 continued:

Blow asked Ms. Menard if she would like to make a statement adding to her letter requesting the waiver. She stated that she did not.

On a motion by Gagne, seconded by Wolfe, the Selectboard voted unanimously to utilize the waiver provision in the Barre Town Sewer Allocation Policy, and to ask the Planning Commission and Town Attorney to review and provide a recommendation on the Leighanne Menard request for a refund of the \$3,000 sewer connection fee permit.

PURCHASE OF ONE-TON DUMP TRUCK

Background: On Thursday, December 10th, there was a bid opening for the purchase of a new one-ton dump truck. Two bids were received (Gateway Motors and Heritage Ford). Gateway's bid was a total price of \$43,082 with an extended warranty (\$1,000 deductible). Heritage bid a total price of \$41,472 with an extended warranty (\$1,000 deductible). Aside from the \$1,610 difference in price Gateway's model is a 2010 while Heritage's model is a 2009. Gateway has a heavier GVW. In purchasing the newer truck the Town might benefit in resale. For an additional \$1,610 the Town would get a new truck with heavier GVW. Both trucks meet the specifications.

Rogers described the two bids for the Board and audience members stating the two companies, model year and cost of the truck (i.e Gateway Motors 2010 \$43,082 and Heritage Ford 2009 \$41,472).

Steve Blondin noted that the 2010 truck had a heavier GVW.

Wolfe asked why Ford trucks are hard to come by and why not consider purchasing a 2011, to which Blondin replied EPA standards, Ford's not using International motors anymore, and 2011 will be a lot more expensive.

On a motion by Newton, seconded by Wolfe, the Selectboard voted to authorize the purchase of a 2010 one-ton dump truck from Gateway Motors for \$43,082 with extended warranty included in the cost.

DISCUSS BUDGET PROCESS

Background: The purpose of this discussion is to inform the viewers and solidify the Board's intention regarding the Barre Town budget process. Last year, members of the Budget Committee raised concerns of injustice when the Selectboard went against the final Budget Committee recommendations.

Rogers began by stating that the Board asked to have this item on the agenda and recapped that over the past couple of years the Selectboard has made changes to the Budget Committee's recommendations. He mentioned that it goes against the intent stated in the Charter and it's not good practice to devalue a couple month's of hard work put forth by Committee Volunteers. He went on to suggest topics for discussion: statement of intention, recruiting Budget Committee members, revisions held over since the Bus Fund was dissolved, and discussing decreasing Sewer Fund revenues.

Gagne elicited a brief discussion on Sewer Fund revenues requesting that much like requests of the City regarding dispatch services the Town should request similar documentation. He also noted that it's time to review BOD numbers.

Selectboard Minutes of December 15, 2009 continued:

Rogers recommended that the Town consult with specialists (i.e. Forcier & Aldrich) on sewer related matters.

Blow focused the discussion stating that, "in the last two years, Budget Committee members have advanced the budget process."

On a motion by Gagne, seconded by Wolfe, the Selectboard voted to accept and approve Budget Committee recommendations barring Selectboard amendments.

VCDP MUNICIPAL POLICY AND CODE FORM

Background: In 2004 Barre Town adopted a similar policy and codes resolution presented for discussion. Approval of the blanket Vermont Community Development Program (VCDP) Municipal Policy and Code Form fulfills the Community Development Block Grant (CDBG) award requirements. The document incorporates the Equal Employment Opportunity Policy, Fair Housing Policy, and Use of Excessive Force. The Manager is recommending the Board approve the resolution, making the necessary policies and codes official and inclusive.

On a motion by Fish, seconded by Wolfe, the Selectboard voted to repeal the 2004 resolution regarding Vermont Community Development Program policies and to adopt the 2009 Form MP-1 as the Barre Town Policy.

ADMIN SERVICES/PROGRAM CONTRACT WITH CVRPC

Background: Central Vermont Regional Planning Commission (CVRPC) has been selected to administer the SB Electronic CDBG grant. As such, a contract needs to be signed between CVRPC and the Town of Barre. This contract states the CVRPC will be responsible for: financial management, documenting benefits, monitoring records, preparing progress reports, and preparing close-out documents. Barre Town will be accountable for helping to facilitate the grant-required 80 jobs with 51% of new jobs benefiting lower to moderate income employees, and will also provide assistance as needed. The contract is not to exceed \$8,000 (funding provided as part of the CDBG grant) and will end in December 2011.

Rogers provided synopsis of contract and funding.

Blow asked where administrative funding was coming from, to which Rogers replied, from the initial \$1 Million CDBG award.

On a motion by Gagne, seconded by Fish, the Selectboard voted unanimously to authorize the Town Manager to sign the Administrative Services/Program Contract once the Community Development Block Grant agreement has been signed with the State of Vermont (VCDP).

INSTALLATION OF TRAVEL INFO SIGNS ON I-89

Background: Chair Blow, at the last meeting, asked the Selectboard to consider endorsing the additional of "supplemental travel information signs" on I-89. The sign of particular interest to Barre Town is to be located at Exit 6 notifying northbound motorists of Barre Town granite quarries. Signs would attract local Vermont residents and out of state tourists, perhaps generating revenue for Town businesses.

Selectboard Minutes of December 15, 2009 continued:

On a motion by Wolfe, seconded by Fish, the Selectboard voted unanimously to support the proposed signs and authorize the signing of the Signage Endorsement Form.

WEEKLY ACCOUNTS PAYABLE WARRANT

A motion was made by Newton, seconded by Wolfe, to approve the accounts payable warrant as presented.

MISCELLANEOUS

Rogers asked the Board how they would like to see in the upcoming delinquent tax report, to which the response was: trend of delinquency over time, number 4 consecutive quarterly delinquencies, and the status of delinquencies reported to the Town's Attorney.

'ROUND THE TABLE

Fish asked that Elevator light repair be considered in this budget cycle. She also asked about the development of Bond Auto youth sports field. She encouraged Board of Recreation involvement, helping to facilitate the process.

Blow asked the Management Intern to review pricing the Town's propane distributors. He noted that one of the two seems to be a little high.

Wolfe commended long-term EMS employee Jacob Frey for his many years of service with the Barre Town EMS.

Newton echoed Wolfe's sentiments suggesting that a resolution honoring Mr. Frey would be in order.

EXECUTIVE SESSION

No Executive Session

ADJOURN

On a motion by Fish, seconded by Wolfe, the Selectboard voted unanimously to adjourn at 8:50 p.m.

Kelly Houston, Management Intern

Selectboard Chair

Barre Town Selectboard