

BARRE TOWN SELECTBOARD MEETING AGENDA

April 24, 2018

Call to order

6:30 p.m.

1. Pledge of Allegiance
2. Consider approving agenda.
3. Consider approving minutes from meeting of April 17, 2018.
4. Announcements
5. Receive guest (for non-agenda items).
6. Presentation of 2016-2017 independent audit report.
7. Consider proposal for performing 2017-2018 audit.
8. Board of Health Meeting: Hearing for prohibiting habitation of 33 Washington Road.
9. Consider issuing a health order for 33 Washington Road.
10. Public hearing of proposed Hazard Mitigation Plan.
11. Consider adopting Resolution No. 5-18 adopting a Hazard Mitigation Plan.
12. Consider approving the 2018 Local Emergency Operations Plan.
13. Consider approving cover letter/report for the 2018-2019 budget booklet.
14. Consider awarding contracts: a) grease and oil; b) roadside mowing; and c) roll-off service.
15. Consider approving Barre City residents use of the lawn waste site for 3 weeks in May.
16. Discuss proposed legislation.
17. Consider selecting 2018 Wendell F. Pelkey Award winner.
18. Consider approving weekly accounts payable warrant for April 24, 2018.
19. Miscellaneous: 1) second class liquor license for Quarry Hill Quick Stop; 2) fireworks permit for S. Simpson, Sunset Road on May 5, 2018; and 3) any other licenses and permits, if needed.
20. Round the table.
21. Executive session: (if needed).
22. Adjourn.

BARRE TOWN SELECTBOARD MINUTES

April 24, 2018

The duly warned meeting of April 24, 2018 was held at the Barre Town Municipal Building, Selectboard Room, Lower Websterville at 6:30 p.m.

The following members were in attendance: Tom White, W. John "Jack" Mitchell, Bob Nelson, and Paul White. Rolland Tessier was not present.

Attendance for the regular meeting included: Town Manager Carl Rogers, Assistant Town Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kelty, Fred Duplessis (Sullivan Powers & Company), Health Officer Bill Kirby, Stephanie Newland, Paul Malone and Norma Malone.

CALL TO ORDER - The meeting was called to order at 6:32 p.m.

PLEDGE OF ALLEGIANCE - Those present recited the Pledge of Allegiance.

APPROVE THE AGENDA

On a motion by Paul White, seconded by Nelson, the Selectboard voted to amend (delete Item 17-2) the meeting agenda. Tessier was not present for the vote.

MINUTES

On a motion by Nelson, seconded by Paul White, the Selectboard voted to approve the Selectboard meeting minutes of April 17, 2018 with minor spelling and grammatical changes. Tessier was not present for the vote.

ANNOUNCEMENTS

- The Barre Town annual budget vote and election of officers by Australian ballot will be on Tuesday, May 8, 2018, 7:00 a.m. - 7:00 p.m. at the Barre Town School gym. You can register to vote now and vote early; contact the Town Clerk's office at 802-479-9391.
- To inform your vote, the April newsletter is in the mail and online now at www.barretown.org. It contains information on the proposed town budget and the proposed charter amendment. Also in the newsletter is information on the activities for which you need a town permit, what to do when high winds cause dangerous conditions, and more. For all your spring cleaning disposal needs, see the Solid Waste and Recycling services insert.
- Speaking of spring cleaning, Green Up Day is coming Saturday, May 5, 2018. As we noted last week during the Town Volunteer Appreciation ceremony, many town residents participate every year. You can too! Pick up your bags and gloves at the Town Manager's office, 149 Websterville Road, and sign up for the roads you will be picking up to avoid duplicating efforts.
- The Town lawn waste site will be open the same days and hours as last year. It will be open this Saturday, April 28, 2018.
- The Spring Bulk Trash collection at the public works yard will be on Saturday, May 12, 2018 from 8:00 a.m. - 2:00 p.m. Mitchell reminded residents to pack their vehicles correctly for easy unloading and be safety conscious. Keep children in the vehicle at all times.
- For you tennis players, the nets are up on the courts at the Barre Town recreation area by the school.
- Please note, the Thunder Road annual pre-season race car parade scheduled for Saturday, April 28, 2018 has been canceled. The new date will be Saturday, May 5, 2018, there will be no parade, but cars will be on display at the Thunder Road race track.
- The next property tax payment is due on Tuesday, May 15, 2018.

GUESTS - None

2016-2017 AUDIT PRESENTATION

Background: As part of the process for completing and reporting on the fiscal year audit (fiscal year 2016-2017) Fred Duplessis of Sullivan Powers & Company will present the findings to the Selectboard. A copy of the audit is available at the Town Offices.

Mr. Duplessis gave highlights of the General, Highway, and Enterprise funds. Overall the Town is doing well with no major issues. Some Enterprise funds (ambulance, equipment, water) have deficits. Given the nature of the Enterprise funds it can be difficult in the best of economies to "break even" due to the volume of year to year variables for which there is no control (weather, unscheduled repairs/replacements, number of ambulance calls/reimbursement by Medicare/Medicaid). He noted the unassigned funds which he states should be at minimum around \$780,000 on June 30th (to avoid having to obtain a tax anticipation note). It is good planning to set aside a few additional dollars for those unexpected items as well.

The major points of discussion centered on how the Equipment Fund is being used and possible changes (dividing it into three different funds), whether some of the

Selectboard Minutes of April 24, 2018 continued:

unassigned funds should be diverted to pay the deficits, perhaps in the Equipment and Ambulance Funds.

2017-2018 AUDIT PROPOSAL

Background: Sullivan Powers & Company have submitted a proposal to complete the 2017-2018 audit at a cost of \$29,000. This is the same price for the 2016-2017 audit.

On a motion by Nelson, seconded by Paul White, the Selectboard voted to approve and sign a Letter of Understanding with Sullivan Powers & Company to perform the 2017-2018 Barre Town annual audit at the price of \$29,000. Tessier was not present for the vote.

BOARD OF HEALTH HEARING - 33 WASHINGTON ROAD

Background: The property owner of 33 Washington Road (located across Route 110 from the Websterville Road intersection) rents the property. A Notice of Intent (history of the Health Officers activity) and draft order have been served to the owner by the Town Constable (per state law). The Selectboard and Health Officer, by state law, are the Board of Health. Statute outlines a two-step process to issue a health order. Prior to the meeting the Selectboard was provided copies of the notice and draft order for review.

On a motion by Mitchell, seconded by Paul White, the Selectboard voted to recess the Selectboard meeting and to convene the meeting of the Board of Health at 7:30 p.m. p.m.

Health Officer Kirby provided a brief overview of events that led to this hearing. He noted the town water and power to the property has been shut off. Property Owner Stephanie Newland informed the Board she bought the home in 2008, was renting it for a few years, and it has been trashed. However due to changes in her personal life, she is unable to do the extensive repairs needed and is returning ownership to the bank.

On a motion by Mitchell, seconded by Nelson, the Board of Health voted to recommend to the Selectboard they adopt a Health Order for 33 Washington Road.

On a motion by Mitchell, seconded by Nelson, the Board voted to adjourn the Board of Health meeting and to reconvene the Selectboard meeting at 7:42 p.m.

HEALTH ORDER - 33 WASHINGTON ROAD

On a motion by Mitchell, seconded by Paul White, the Selectboard voted, on the recommendation of the Board of Health, to issue and authorize the signing of a Public Health Order on 33 Washington Road, known as Tax Map 025 Lot 175-00 owned by Stephanie Horton Newland.

PUBLIC HEARING - HAZARD MITIGATION PLAN

Background: FEMA requires adoption of a hazard mitigation plan every 5 years. The CV Regional Planning Commissions' emergency planner has been assisting with the re-write. Our plan was re-written and submitted to the Vermont Emergency Management (VEM) for review. Their review resulted in changes and it was resubmitted to VEM who then forwarded the Plan to FEMA in the Fall of 2017 for review. FEMA noted some clarifications and additional details were needed. The revisions were made and sent back up ladder. On March 19, 2018 FEMA stated the Plan was "approvable." As part of the approval process the Town is holding a public hearing to take comment on the Plan.

The Hazard Mitigation Plan is 80+ pages, includes a lot of history of past natural disasters in and around Barre Town. This history has helped Town staff prioritize the

Selectboard Minutes of April 24, 2018 continued:

hazards and includes some mitigation steps. The Selectboard is also required to review certain sections of the Plan at every annual re-organizational meeting.

On a motion by Nelson, seconded by Paul White, the Selectboard voted to open the Public Hearing to take comment on the Barre Town Hazard Mitigation Plan at 7:44 p.m. Tessier was not present for the vote.

There was no public comment. Mitchell thanked the Town staff and CVRPC for their assistance.

On a motion by Nelson, seconded by Paul White, the Selectboard voted to close the Public Hearing for the Barre Town Hazard Mitigation Plan at 7:46 p.m. Tessier was not present for the vote.

RESOLUTION NO. 5-18 ADOPT HAZARD MITIGATION PLAN

On a motion by Nelson, seconded by Paul White the Selectboard voted to adopt Resolution No. 5-18, A Resolution of the Town of Barre, VT Adopting the 2017 Hazard Mitigation Plan Deemed Approvable by FEMA on March 19, 2018. Tessier was not present for the vote.

2018 LOCAL EMERGENCY OPERATION PLAN

Background: The State mandates each community have a Local Emergency Operation Plan which is due by May 1st each year. A template is provided by the State and staff have reviewed the 2017 Plan and made some corrections (names, phone number, equipment, etc.). An addition this year is a list of local pet care possibilities to go along with pet care information supplied by the State. The Selectboard is being asked to approve the 2018 Plan.

On a motion by Nelson, seconded by Paul White, the Selectboard voted to approve the Barre Town 2018 Local Emergency Operations Plan as presented. Tessier was not present for the vote.

COVER LETTER/REPORT FOR 2018-2019 BUDGET BOOKLET

Background: Town Charter requires a budget booklet be available to the public (5 places) no less than 10 days before the Annual Election which this year is May 8, 2018. The booklet includes a cover letter signed by the Selectboard. A draft letter was provided to the Board yesterday for review.

On a motion by Mitchell, seconded by Paul White, the Selectboard voted to approve and sign the 2018-2019 Budget Booklet letter. Tessier was not present for the vote.

During discussion Nelson noted that as a new member it would be beneficial, if possible, to have more time to review the letter before approving.

AWARD VARIOUS CONTRACTS

Background: Annually the Town goes out to bid for several types of service. Contracts being awarded tonight include: Grease and Oil; Roadside mowing; and roll-off container services.

Grease and Oil: The contract this year is for a 17 month term to get the renewal out of the spring, when there are so many other contracts to handle. After this 17 month term the new one will be October 1st through September 30th. Two bids were received on all items. The low bid was from Dennison Lubricants at \$10,493.50. The other bid is from BWE, LLC at \$11,833.15. Our current contract is with Dennison Lubricants and there are

Selectboard Minutes of April 24, 2018 continued:

no problems to report. The bid price is more than last years as quantities and pricing has increased.

On a motion by Nelson, seconded by Paul White, the Selectboard voted to award the May 1, 2018 - September 30, 2019 grease and oil contract to Dennison Lubricants based on their per unit bid pricing. Tessier was not present for the vote.

Roadside mowing: This contract term is for two years. Bid specifications were mailed to five (5) potential bidders. One bid was received - Donnel Dexter of Williamstown. Mr. Dexter mowed for the Town last year and the DPW Superintendent is satisfied with his work.

On a motion by Paul White, seconded by Nelson, the Selectboard voted to award the 2018 and 2019 roadside mowing contract to Donnel Dexter for the price of \$7,400 per year. Tessier was not present for the vote.

Roll-off container service: The contract will provide the roll-off containers needed for Green Up Day and bulk trash collection. Bid specifications were mailed to Casella Waste Management, Myers, and Earth Waste. Casella is the only bidder at \$195 per ton. The fee is \$25 per ton more than the Town paid to Earth Waste last year and is \$15 per ton more than Casella's bid a year ago. As always Casella provides good service.

On a motion by Paul White, seconded by Nelson, the Selectboard voted to award the spring 2018 roll-off container service to Casella Waste Management at the price of \$195.00 per ton. Tessier was not present for the vote.

Mitchell, during discussion, stated he was disappointed that Earth Waste did not bid given their effort to be included on the bidder list.

BARRE CITY'S USE OF TOWN LAWN WASTE SITE

Background: Barre City has requested permission for its residents to use the lawn waste site in the Spring and Fall. The City in the past has paid for one-half the labor and equipment expenses for the 3 weeks permission is granted. There would be no special hours of operation and there have been no problems with City users.

On a motion by Nelson, seconded by Paul White, the Selectboard voted to approve Barre City residents' use of the lawn waste site for 3 weeks, per the schedule provided, and to charge Barre City 50% of the overtime and equipment charges during that time. Tessier was not present for the vote.

PROPOSED LEGISLATION

Background: During the Selectboard meeting last week Selectman Mitchell mentioned 4 bills reported in the VLCT Weekly Legislative Report and inquired if the Selectboard was interested in taking a position. Copies of the Report were provided for members to discuss.

Mitchell asked that the item be passed over/withdrawn as he did not feel there was adequate interest on any of the bills.

SELECT 2018 WENDELL F. PELKEY AWARD WINNER

Background: Annually the Selectboard will award the Wendell F. Pelkey Citizenship Award to a resident who has demonstrated an on-going commitment to the Town of Barre. Board members were provided a list of past recipients. Standard practice is for the Board to vote by paper ballots, counted immediately and a winner declared. However, the award recipient is not announced until the Open Town Meeting (May 2, 2018, 7:30 p.m.).

WEEKLY ACCOUNTS PAYABLE WARRANT

On a motion by Paul White, seconded by Nelson, the Selectboard voted to approve the weekly accounts payable warrant for April 24, 2018. Tessier was not present for the vote.

MISCELLANEOUS

On a motion by Mitchell, seconded by Paul White, the Selectboard voted to approve and authorize the signing of a 2018 Second Class Liquor License for Quarry Hill Quick Stop. Tessier was not present for the vote.

On a motion by Paul White, seconded by Nelson, the Selectboard voted to approve and authorize the Town Clerk to sign the fireworks permit, with the standard conditions, for Steven & Tara Simpson, 149 Sunset Road for an event to be held on May 5, 2018. Tessier was not present for the vote.

EXECUTIVE SESSION - None

'ROUND THE TABLE

Paul White asked if there was a timeline for deciding what to do, if anything, on the unassigned cash balance in the General Fund. Rogers stated sometime in June, but before June 30th (end of fiscal year) the Board should decide if they want to use some of the unassigned cash balance.

Nelson reminded the viewing audience the Thunder Road race car parade scheduled for this Saturday is canceled and has been rescheduled for May 5, 2018 at the race track (no parade).

Tom White inquired when the taped budget presentation will air on CVTV. The Manager stated it will be the week of April 30th. The video will also be available by link on the Town website.

ADJOURN

On a motion by Paul White, seconded by Nelson, the Selectboard voted to adjourn at 8:27 p.m. Tessier was not present for the vote.

Donna J. Kelty, Town Clerk-Treasurer

Selectboard Chair

Barre Town Selectboard