

# BARRE TOWN SELECTBOARD MEETING AGENDA

May 15, 2018

1. Call to order 6:30 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving minutes from meeting of May 1, 2018.
5. Announcements
6. Receive guests: (for non-agenda items).
7. Consider annual reorganization motions.
8. Consider approving Phoenix House memorandum of Understanding.
9. Consider MHG Solar's request for preferred solar site designation.
10. Consider recommending Deputy Health Officer.
11. Consider adopting Resolution No. 8-18 congratulating Barre Area Senior Center on their 50<sup>th</sup> Anniversary.
12. Consider awarding contracts: a) South Barre Sewer Pump Station Roofing project; b) Electrical supplies for Millstone Tank.
13. Consider Vermont Center for Ecostudies' request to monitor a vernal pool in the Town Forest.
14. Consider appointing town representative and alternate to Central Vermont Regional Planning Commission.
15. Consider approving weekly accounts payable warrants for May 8 and May 15.
16. Miscellaneous: a) Thunder Road fireworks permit for July 3, 2018, including licenses and permits, if any.
17. 'Round the Table
18. Executive Session: if needed.
19. Adjourn

## BARRE TOWN SELECTBOARD MINUTES

May 15, 2018

The duly warned meeting of the Barre Town Selectboard of May 15, 2018 was held at the Barre Town Municipal Building, Selectboard Room, Lower Websterville at 6:30 p.m.

The following members were in attendance: Paul White, Bob Nelson, W. John "Jack" Mitchell, Norma Malone, and Tom White.

Attendance for the regular meeting included: Town Manager Carl Rogers, Assistant Town Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kelty, William Kirby, Pete Gese, Doreen Phillips, Heidi Vihinen, and Eric Blaisdell (Times Argus Reporter).

**CALL TO ORDER** -Chair Tom White called to order at 6:30 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 unanimously to approve and amend the agenda as follows:*

- *Add item 6A for Barre Town Community Dog Park Information Kiosk request; and*
- *Add Item 18 for contracts and personnel in Executive Session (no action expected).*

### MINUTES

*On a motion by Nelson, seconded by Malone, the Selectboard voted unanimously to approve the Selectboard Meeting Minutes of May 1, 2018 with the minor grammatical and spelling corrections.*

Selectboard Minutes of May 15, 2018 continued:

**ANNOUNCEMENTS**

- Capital Soccer club's Soccer Camp will be held June 24<sup>th</sup> through 29<sup>th</sup>, 9:00 a.m. to Noon daily at the Barre Town Recreation facility. For youth aged 6 - 15 years the tuition is \$160 for the week.
- Vermont Voltage will also have a week-long soccer camp, July 9 - 13, 2018, 9:00 a.m. - Noon daily at the Barre Town Recreation Facility. Tuition varies.
- Tennis lessons will be offered at the Barre Town Recreational area tennis courts July 10 - 13, and July 17 - 20, 2018. Register for one week for \$45 or for two weeks for \$65. Lessons are for beginner and intermediate, youth and adult players.

For more information on any of these summer organized sports or to register visit our website [www.barretown.org](http://www.barretown.org).

- Would you like to be more engaged in our community, contribute to policy and make decisions that make Barre Town a better place for all to live, work and play? Then consider applying to serve on one of the Barre Town Boards, Commissions, and Committees! Positions are up on the Cemetery Commission, Development Review Board, Planning Commission, Recreation Board, Traffic Safety Advisory Committee, and Housing Advisory Committee. If you would like to be considered, visit [www.barretown.org](http://www.barretown.org) to find out how to apply. Letters of interest are due by Noon on Friday, May 25, 2018.
- Please note that the Recreation Area will be very busy on June 9<sup>th</sup> and busy on the 8<sup>th</sup> and 10<sup>th</sup>. On the 9<sup>th</sup> we expect a big crowd to attend Caws 4 Paws between 9:00 a.m. - 4:00 p.m. and associated with that will be the Dock Dog trials and competition from the 8<sup>th</sup> - 10<sup>th</sup>.
- Mitchell thanked all those that helped with the Barre Town Spring Bulk Trash event this past Saturday. This year was the second highest number of trips ever recorded and SUHS Project Graduation raised \$1,344.00 in donations.

**ANNUAL REORGANIZATIONAL MEETING**

The first regular meeting following Town Meeting the Selectboard conducts its annual reorganizational 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, Vice Chair, 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.

*On a motion by Nelson, seconded by Mitchell, the Selectboard voted unanimously to appoint Tom White as Chair of the Selectboard for one year.*

*On a motion by Nelson, seconded by Paul White, the Selectboard voted unanimously to appoint W. John "Jack" Mitchell as Vice Chair of the Selectboard for one year.*

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

A motion was made by Nelson, seconded by Mitchell, for the Selectboard to fix the time and place of their regular weekly meetings at 6:00 p.m. on Tuesdays in the Selectboard room at the Municipal Building. After discussion on the summer meeting schedule (every other week for a couple of months), holidays, and budget process the motion was withdrawn.

**Selectboard Minutes of May 15, 2018 continued:**

On a motion by Nelson, seconded by Mitchell, the Selectboard voted to fix the time of their regular weekly meetings at 6:00 p.m. on Tuesdays in the Selectboard room at the Municipal Building, and to meet on the following dates:

- Every other week for the month of July (3, 17, and 31) and August (14 and 28);
- For the months of September, October, and November they will meet every week except the first Tuesday of each month;
- For the month of December 2018 meet on the 4<sup>th</sup>, 11<sup>th</sup> and 18<sup>th</sup> (no meeting on 25<sup>th</sup> Christmas);
- Beginning January 2019 meet on Wednesday the 3<sup>rd</sup>, and thereafter resume the weekly Tuesday night regular meetings for the remainder of the fiscal year.

On a motion by Mitchell, seconded by Paul White, 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 Nelson, seconded by Mitchell, the Selectboard voted unanimously to continue the Purchasing Policy and authorizations as adopted on December 20, 1994, as amended.

On a motion by Nelson, seconded by Mitchell, the Selectboard voted unanimously to continue the Water Customer Complaint Procedure authorizations as adopted on July 28, 2015.

On a motion by Mitchell, seconded by Paul White, the Selectboard voted unanimously to set the compensation for the Board of Civil Authority and Board of Abatement members at minimum wage. The standard mileage reimbursement will be the official I.R.S. rate.

On a motion by Mitchell, seconded by Nelson, 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 Paul White, seconded by Nelson, the Selectboard voted unanimously to set the compensation for the First Constable at the minimum wage.

On a motion by Paul White, seconded by Nelson, the Selectboard voted unanimously to appoint Harry Hinrichsen, Town Engineer, as Environmental Officer for one year.

On a motion by Paul White, seconded by Nelson, the Selectboard voted unanimously to appoint Michael D. Monte as Town Attorney for one year.

On a motion by Mitchell, seconded by Nelson, 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 Paul White, seconded by Nelson, 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.

On a motion by Nelson, seconded by Paul White, the Selectboard voted to appoint Tom White as a member to the Aldrich Library Trustees Board for a term of one year. Malone abstained due to what may be considered a conflict of interest. Balancing the Town allocation and the functions of a Library Trustee were noted.

**Selectboard Minutes of May 15, 2018 continued:**

During the motion discussion it was noted the Town does not have a Conflict of Interest Policy although prior Boards have discussed and determined a policy was not necessary. The item will be placed on a future agenda for further discussion.

**PHOENIX HOUSE MEMORANDUM OF UNDERSTANDING**

Background: At the May 1, 2018 Selectboard meeting consensus of the Board was to amend language in the Memorandum of Understanding (MOU) with Phoenix House. The revised MOU (with the recommended changes) was given to the Board for review prior to the meeting.

James Henzel was present. The Board was not provided copies of the attachment so one was given to the Chair. Copies will be made and distributed to members.

*On a motion by Mitchell, seconded by Paul White, the Selectboard voted to adopt the revised Memorandum of Understanding with the Phoenix House, effective May 15, 2018.*

During the motion discussion Malone stated she would be willing to serve as the Selectboard representative on the Phoenix House Work Group Committee as she would like to learn more. This item will be placed on the next meeting agenda for action.

**GUESTS**

Heidi Vihinen was present representing the Town of Barre Community Dog Park. They have recently been before the Recreation Board requesting permission to install an information kiosk at the newly created dog park. A photo and information regarding the size and construction (6' H x 4' W, wood, topped with cedar shingles, double sided with acrylic covering on message board) was provided to the Board. The committee has spoken with the Recreation Department Supervisor regarding placement, possibly moving the mitt-mutt station. The sign will be parallel to the entrance pathway (about 3' from the fence).

Information to be posted will include rules, education/trainings, and the goal is to have it installed by the June 9<sup>th</sup> event.

Consensus of the Board is to give their blessing for this project. However, it was not warned for action, so it will be on the next meeting agenda.

**MHG SOLAR'S REQUEST FOR PREFERRED SITE DESIGNATION**

Background: MHG Solar LLC (Manchester, VT) will make a presentation about their proposed project in Barre Town. They intend to file an application with the Vermont Public Utilities Commission at the end of the month for this solar project on land formerly used by Pike Industries on Websterville Road. It would be next to the one developed by Novus Energy from which the Town and School are off takers. A map was provided for the Board to review. The Barre Town Planning Commission will be hearing this presentation at their May 23<sup>rd</sup> meeting. The Selectboard is being asked to write a letter of support for this solar project which is to be submitted with their application to the Vermont Public Utilities Commission.

Pete Giese was present and gave background on his company, why they have selected the site they did, and was provided information on an existing bike path. Since MHG Solar has an option to purchase, the Town would like to have an easement to continue utilizing this section of bike path.

Board consensus is this is a good site. However, they would like to hear input from the Barre Town Planning Commission prior to making the decision this land should be assigned the preferred site status designation.

**Selectboard Minutes of May 15, 2018 continued:**

The Manager informed the Board two (2) additional notices have been received regarding Washington County Mental Health proposing two solar sites (Beckley Hill and Gran View Drive). More information will be forthcoming.

**DEPUTY HEALTH OFFICER**

Background: The Deputy Health Officer is appointed by the VT Department of Health on a recommendation from the Selectboard. The term would be for three (3) years. The Deputy will serve when the Town Health Officer (William Kirby) is unavailable. The Town has not had a deputy for about three years. Our current Health Officer started in January and it would be good to have a Deputy.

Ms. Phillips was present and provided background on her experience and how it might relate to the Deputy Health Officer position. It was noted training is available.

*On a motion by Mitchell, seconded by Malone, the Selectboard voted to recommend to the Vermont Department of Health that Doreen Phillips be appointed as the Barre Town Deputy Health Officer.*

**RESOLUTION #8-18 BARRE SENIOR CENTER 50<sup>TH</sup> ANNIVERSARY**

Background: The Barre Area Senior Center is 50 years old and will hold a Gala Celebration on May 19, 2018 at 6:30 p.m. A quick look at their website indicated they serve about 300 members, most of whom live in Barre City and Barre Town. Anyone over the age of 50 can participate in their programs for a requested annual donation of \$25.00. They are open four (4) days a week, six (6) hours a day, have a staff of four and currently a board of 6. The Town has voted annually to contribute \$7,500 per year.

*On a motion by Mitchell, seconded by Paul White, the Selectboard voted to adopt Resolution #8-18, A Resolution of the Town of Barre Recognizing the Barre Senior Center on Their 50<sup>th</sup> Anniversary.*

**AWARD CONTRACTS**

Background: The South Barre Sewer Pump station roof needs to be completed this fiscal year (ends June 30, 2018). Bid requests were sent to 14 companies and two were received (Burrell Roofing - \$12,000 and 'Til Dark Roofing for \$6,850). Due the large difference in pricing they were asked if they bid to spec. Burrell Roofing did. 'Til Dark Roofing told the Town verbally that they had one substantive deviation which will not affect the performance of the roof. If they had bid to spec the price would have been \$1,200 higher. The deviation was regarding the metal facing to the roof edge.

References were checked for 'Til Dark Roofing on membrane jobs and all were very positive about all aspects of their operations. They repaired our salt shed roof this winter and the DPW Superintendent was very happy with their work. The Town has also worked with Burrell, many times, and has been satisfied with their work.

Board options are: 1) award to 'Til Dark Roofing with the TPO-coated hook strip option at \$6,850; b) award to 'Til Dark Roofing, increase the award to \$8,050 and keep the project to specification; or c) award to Burrell Roofing at \$12,000.

*On a motion by Paul White, seconded by Nelson, the Selectboard voted to award the South Barre Sewer Pump station roofing project to 'Til Dark Roofing for their bid price of \$6,850.00.*

Background: This contract is for electrical supplies related to the Millstone Tank electric conduit projects. Bids were sent to three (3) companies and all responded. Barre Electric's was slightly off spec (they quoted 2Ct. for a low-cost item which we needed.

**Selectboard Minutes of May 15, 2018 continued:**

There were no math errors in the bids. Results were: Barre Electric \$3,694.34, CED Twin State \$3,476.35, and Needham Electric Supply \$2,505.46.

*On a motion by Nelson, seconded by Malone, the Selectboard voted to award the electrical supplies bid (related to the Millstone Tank electric conduit project) to Needham Electric Supply based on their bid price of \$2,505.46.*

**VERNAL POOL IN THE TOWN FOREST**

Background: The Vermont Center for Ecosystem Studies (VCES), a nonprofit, has a Vernal Pool Monitoring Program. Vernal pools are seasonal bodies of water that provide important habitat for amphibians. Two Department of Environmental Conservation staff (aquatic biologist and watershed coordinator) will be moving to Barre Town soon and have volunteered to monitor one of the confirmed vernal pools in the Barre Town Forest. The equipment used in the field are: a) a PVC pipe, 5' x 1.5" or smaller diameter would be installed in the deepest part of the pool to measure the depth and anchor; b) a temperature logger (size of a dollar coin), and c) an acoustic recorder that would be hung up in a tree next to the pool. The recorder size is 4" x 1.5". Staff volunteers would visit the pool three times over the course of the spring and once in the fall. An AmeriCorps Vernal Pools Program Coordinator manages the volunteers and VCES conservation biologist Steve Faccio oversees the AmeriCorps member. The Recreation Board approved the request at their May 7<sup>th</sup> meeting. Vermont Land Trust is supportive of this type of activity and it does not require their approval. The VCES is seeking Selectboard approval to install the equipment and monitor the vernal pool.

A motion was made by Paul White, seconded by Mitchell, to approve the Vermont Center for Ecosystem Studies request to installment equipment required to monitor vernal pool number NEW318 in the Barre Town Forest and to recommend the Vermont Center for Ecosystem Studies provide some outreach education at least once a year to the public. The motion was withdrawn after much discussion.

Some of the concerns/questions raised included: 1) long term ramification to residents - could the findings somehow restrict future access to the area; 2) accidental damage to the area and town liability; and 3) the need for a written agreement with VCES to ensure all parties know what is expected (which will be reviewed by the Town Attorney). The item will be placed on a future agenda.

**CVRPC - APPOINTMENTS**

Background: Annually the Town must appoint a representative and alternate to the Central Vermont Regional Planning Commission (CVRPC). Byron Atwood is our current representative and Mark Nicholson is the alternate; both are willing to serve again.

*On a motion by Mitchell, seconded by Paul White, the Selectboard voted to appoint Byron Atwood as the Barre Town representative and Mark Nicholson as the alternate to the Central Vermont Regional Planning Commission.*

**WEEKLY ACCOUNTS PAYABLE WARRANT**

*On a motion by Nelson, seconded by Paul White, the Selectboard approved the accounts payable warrant for May 8, 2018.*

*On a motion by Paul White, seconded by Mitchell, the Selectboard approved the accounts payable warrant for May 15, 2018. Nelson recused himself due to an employer conflict.*

**MISCELLANEOUS**

*On a motion by Mitchell, seconded by Paul White, the Selectboard voted unanimously to approve and authorize the Town Clerk to sign a fireworks permit for Thunder Road Raceway for a display to be held on July 3, 2018 with a rain date of July 8, 2018.*

**'ROUND THE TABLE**

Manager Rogers and the Board welcomed Norma Malone. She thanked the voters for supporting her.

Nelson: He inquired on the status of the Personnel Policy worked on last fall? Rogers stated the final draft is being reviewed.

Paul White:

- He noted there has been a lot of inquiries as to why the Town does not move their Town Meeting day back to March. With such low voter turnout perhaps there should be discussion.
- Why are there ads for Boards where the incumbent wants to be reappointed. Rogers stated it is by Charter.
- He would like to see a Selectboard retreat. This was very helpful for him and it assisted the Board with staying on task. He would like to see the priority/task list updated once again.

Mitchell: Bulk Trash Report - the event this past Saturday was an extraordinarily busy day. He feels there should be a wrap-up meeting to address some of the issues of the day (traffic control, user education - packing the loads/knowing what we accept, etc.). A big thank you to those who volunteered and those who waited patiently in line. It was noted for the viewing audience that all the volunteers who worked had their names placed in a basket for a raffle. Due to the event being so busy the drawing never took place. Mitchell drew the winning name from the basket - Jeff Blow who received a gift certificate to the Ladder 1 Grill.

Tom White thanked the voters for re-election and the Board for re-electing him as Chair.

**EXECUTIVE SESSION**

*On a motion by Mitchell, seconded by Paul White, the Selectboard voted unanimously to find the need to go into executive session citing premature general knowledge of contracts and personnel would put the Town at a substantial disadvantage.*

*On a motion by Mitchell, seconded by Paul White, the Selectboard voted unanimously to go into executive session at 8:35 p.m. to discuss contracts and personnel.*

*On a motion by Mitchell, seconded by Nelson, the Selectboard voted unanimously to come out of executive session at 9:23 p.m.*

**ADJOURN**

*On a motion by Mitchell, seconded by Nelson, the Selectboard voted unanimously to adjourn at 9:24 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**