

BARRE TOWN SELECTBOARD MEETING AGENDA

May 22, 2018

1. Call to order 6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving minutes from meeting of May 15, 2018.
5. Announcements
6. Receive guest (for non-agenda items).
7. Consider request to occupy sewer easement.
8. Consider approving installing kiosk at dog park.
9. Consider awarding contract for East Barre sidewalk construction inspection services.
10. Consider appointing Selectboard member to Phoenix House Working Group.
11. Review Water Customer Complaint Policy.
12. Discuss intersection of Airport Road/Miller Road-Upper Prospect Street.
13. Discuss conflict of interest policy.
14. Discuss bulk trash collection on May 12, 2018.
15. Consider adopting VT-Alert public safety notification system.
16. Consider approving weekly accounts payable warrant for May 22, 2018.
17. Miscellaneous: including licenses and permits, if needed.
18. Round the table.
19. Executive session: (personnel).
20. Adjourn.

BARRE TOWN SELECTBOARD MINUTES

May 22, 2018

The duly warned meeting of May 22, 2018 was held at the Barre Town Municipal Building, Selectboard Room, Lower Websterville at 6:00 p.m.

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

Attendance for the regular meeting included: Town Manager Carl Rogers, Assistant Town Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kelty, DPW Superintendent Richard Tetreault, Town Engineer Harry Hinrichsen, Zoning/Planning Director Christopher Violette, Jerry Dunbar, and Times Argus Reporter Eric Blaisdell.

CALL TO ORDER - The meeting was called to order at 6:00 p.m.

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

APPROVE THE AGENDA

On a motion by Paul White, seconded by Mitchell, the Selectboard voted to accept the meeting agenda as amended: Item 19, Executive Session, add contracts (no action expected).

MINUTES

On a motion by Nelson, seconded by Paul White, the Selectboard voted to approve the Selectboard meeting minutes of May 15, 2018 with minor spelling and grammatical changes.

ANNOUNCEMENTS

- Registration is open for summer organized sports, including two soccer camps and tennis lessons! For more details visit www.barretown.org or call the Town Manager's office at 802-479-9331.

Selectboard Minutes of May 22, 2018 continued:

- The Barre Town Forest Friends will again offer Nature Walks through the Barre Town Forest beginning in June. The schedule is every Tuesday starting June 5th and every other Sunday starting June 10th. The walks are easy to moderate and last about an hour and a half. Meet at 9:00 a.m. at the 44 Brook Street parking area. Dogs on leashes are welcome. If it is raining enough for an umbrella, the walk will be canceled. For more details contact Marianne Koch at 802-476-4185.
- Please note the Recreation Area will be very busy the weekend of June 8 - 10, 2018. On the 9th, we expect a big crowd to attend Caws 4 Paws between 9:00 a.m. and 4:00 p.m. and associated with that will be the Dock Dog trials competition being held the 8th - 10th.
- The Barre Town Offices will be closed Monday, May 28, 2018 in recognition of Memorial Day. As reminder be sure to fly your American Flag at half-mast, dusk to dawn, on Wednesday, May 30, 2018 - traditional Memorial Day.
- Fireworks season is upon us. Please note that by state law you must have a valid permit to operate a public firework display at your residence or place of business, prior to purchasing the fireworks. The application permit must be submitted at least 15 days in advance of the date of display to allow enough time for the public safety departments to review and you to notice your neighbors. If the fireworks display will be operated in Barre Town, you can download the application from our website (www.barretown.org). In the search box, type in "fireworks permit." If you have questions contact the Town Clerk's office at 802-479-9391.
- The Selectboard regular meetings will start at 6:00 p.m. from now on, except for next Tuesday, May 29th. On the 29th, the Selectboard will hold a site visit and public hearing on the layout for the proposed East Barre sidewalk along Mill Street and a small part of Websterville Road. The Selectboard will meet at the East Barre Fire Station at 6:15 p.m. for the site visit. The public is welcome to attend. The public hearing will be back at the Municipal Building as part of the regular Selectboard meeting, which will start at 6:45 p.m. For more information contact Elaine Wang at 802-477-1356.
- Please consider applying to serve on one of Barre Town's Boards, Commissions, and Committees! To find out what positions re up and how to apply, visit the website (www.barretown.org).

GUESTS - None

The TV Camera arrived and there was brief a pause to allow for the equipment setup.

REQUEST TO OCCUPY SEWER EASEMENT

Background: A Richardson Road property owner (Dunbar) has had a 30' wide sewer easement across the property since the 1960's. Current owners, Jerry and Yvette Dunbar bought the lot in 1977. Selectboard members were provided a copy of the Dunbar's permit (included a sketch where the sewer line is located). The Town Engineer stated Mr. Dunbar has placed fill over the sewer line making the line deeper. According to other staff work has been done in the right-of-way (a wall). Earlier this Spring Mr. Dunbar was building his garage/shelter in the road right-of-way over the sewer line without a permit. The Zoning Administrator stopped him from completing the project.

Mr. Dunbar proposes to place a moveable wood shelter outside the road right-of-way but in the sewer right-of-way. A moveable shelter might not always be easy to move - considering the items stored inside. The shelter itself may not have the structural integrity to drag away or pick-up with front forks. Moving all these items can also add to the time needed for line repair/replacement.

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Adding additional fill on top of an existing sewer right-of-way is not a good idea because it makes the line deeper in the ground. The deeper the line the wider the excavation needs to be (for safety reasons) and will require more time to excavate.

Mr. Dunbar was present and provided additional photos and drawings of the proposed project. There was discussion regarding age of the sewer line, the existing line is constructed with clay tile, accessibility for maintaining the line, the Dunbar property sewer is connected directly to the manhole, there are currently no other homes connected to the line in question, the estimated cost to slip-line the sewer line, efforts the Town goes through to ensure their easements are easily accessible, temporary versus permanent structures (including setbacks) for zoning purposes, and the Boards appreciation to Mr. Dunbar for doing so much in trying to fix his situation.

On a motion by Nelson, seconded by Mitchell, the Selectboard voted to deny the request of Jerry & Yvette Dunbar, Richardson Road to use the sewer right-of-way to erect a building/shelter as presented.

KIOSK AT THE DOG PARK

Background: During the Selectboard meeting of May 15, 2018 the Barre Town Community Dog Park Committee members were present. They were requesting permission to erect an informational kiosk near the dog park entrance. Construction and use details were provided to the Selectboard. The Recreation Board has given their blessing for the project.

On a motion by Nelson, seconded by Malone, the Selectboard voted to approve the Town of Barre Community Dog Park organizers request to install a kiosk at the dog park front gate with the understanding the kiosk will be the size and appearance shown in photos provided to the Selectboard at the May 15, 2018 meeting and the location of the kiosk is to be approved by the DPW and Recreation Maintenance Supervisor.

EAST BARRE SIDEWALK - CONSTRUCTION INSPECTION SERVICES

Background: Per VTrans Transportation Alternative grant guides the Town is required to have a construction inspector for the East Barre Sidewalk project to ensure that it is constructed as designed or if any changes are required by on the ground conditions they are reviewed by an engineer. One bid is from John Turner Consulting. A selection committee independently reviewed the proposal, met, and agreed John Turner Consulting should be awarded the contract. However, the cost proposal is \$25,430.

Conversation on the possible reasons for only one bid included project size and time of year (bidder already have summer work in place).

On a motion by Malone, seconded by Paul White, the Selectboard voted to select John Turner Consulting to provide construction inspection services for the East Barre Sidewalk Project, grant number STP EH06(19).

APPOINT MEMBER TO PHOENIX HOUSE WORKING GROUP

Background: As noted during last week's Selectboard meeting there is a vacancy (Selectboard seat) on the Phoenix House Working Group. Board member Norma Malone has agreed to fill the seat as she would like to learn more about the service.

On a motion by Nelson, seconded by Paul White, the Selectboard voted to appoint Norma Malone to the Phoenix House Working Group for a term to expire with the 2019 Annual Reorganization meeting.

WATER CUSTOMER COMPLAINT POLICY

Background: The Water Customer Complaint Policy states it will be distributed to several officials including the Selectboard. This item is on the agenda to document the policy has been given to the Selectboard and reviewed. Manager Rogers, the Town Engineer and DPW Superintendent reviewed this item at the weekly DPW/Construction meeting which was documented in the Manager's notes the policy has been received/reviewed. A copy has also been distributed to the Water System Operator.

No action is required by the Board and is included for the "record."

AIRPORT ROAD/MILLER ROAD-UPPER PROSPECT STREET INTERSECTION

Background: This summer Airport Road will be paved. In the past requests have been received to do something about people making a right turn lane at the intersection. Drivers who are turning left are concerned because they are in the only marked lane and the cars turning right block their view looking right. The Traffic Safety Advisory Committee (TSAC) has received these requests and made no recommendation for change.

An aerial photo was provided to the Board showing the wide intersection. Even if cars turning left stay in their lane (don't shift over to the left) the right side is wide enough for a right turn lane. Airport Road is very busy in the afternoon and evening with people returning home from work in Berlin and Montpelier.

This paving project presents an opportunity to make a structural change in the intersection. Even after the road is paved/re-paved as it is now, there is an opportunity to mark (with paint) the road different than it is now. One option is for the Selectboard to ask the TSAC to re-examine Airport Road and make a recommendation before paving.

Consensus of the Selectboard is to forward the item to TSAC and ask to them revisit the intersection and to make recommendations for improvement.

CONFLICT OF INTEREST POLICY

Background: The Selectboard was provided a model conflict of interest policy and guidance from Vermont League of Cities and Towns (VLCT) to review prior to the meeting. The Board will be discussing whether or not to proceed with the development of a Policy.

Malone noted that effective July 1, 2019 all municipalities will be required to have a Conflict of Interest Policy which will apply to all elected/appointed officials to include Boards and Committees. (See VSA 24, §1984.) Consensus of the Selectboard is to form a "working committee" to prepare the document. Said committee would include a Selectboard member, Town Attorney, staff, and a representative from the various Boards and Commissions. Rogers will provide information to the boards/commissions and ask for volunteers. Malone volunteered to take point and work with the Manager to keep things moving forward.

BULK TRASH (MAY 2018) WRAP UP

Background: The May 2018 Bulk Trash Collection was very busy (second busiest since 2003) but seemed much busier. No additional service was offered; advertising was done the same way as in the past; there were three (3) stations with adequate help which is the same as in the past; everyone worked steady except when roll-offs were exchanged; and the roll-offs were the same size as usual.

The past 5 years, the number of roll-offs filled or partially filled were: 2017 = 13, 2016 - 14, 2015 = 13, 2014 = 14 and 2013 - 15. This year there were 7 roll-off containers on the ground to start the day. At least 13 or 14 roll-offs were filled. The exact number

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will be known when the bill is received from Casella in early June. According to the tally the Town did not break the record number of trips (but close) so why was the line so long?

Possibilities are: 1) most loads were large, and 2) many, many loads were loose. Loose loads mean many small pieces of things in a truck to be picked out by hand. Some recommendations/suggestions to make the day go more smoothly are:

1. Emphasize in the advertising that the service is for town residents' home use; not for rental property clean up; not for clean up of businesses; not for debris from out of town.
2. Emphasize debris must be in containers, bundled, cut to easily handled lengths for quick off-loading.
3. Tell residents they must bring their newsletter with mailing label and a driver license to verify residency.
4. Charge higher rates, especially for larger vehicles.
5. Extend the rule about loose loads of shingles being parked to the side to all loose loads.
6. Have check-in fill out a slip for what is to be off-loaded and what will not be accepted. Tell Customers to give the slip to their station.
7. Tell Barre City not to advertise our lawn waste site availability until after bulk trash day.
8. Ask CVSWMD not to mention our collection its website or elsewhere (not sure if they did).
9. Ask the CVSWMD to change the date for the Household Hazardous Waste collection at our DPW.

Conversation or concerns and solutions included:

- the loose debris (better education/reinforcement of putting things in containers),
- increase number of new event users,
- possibility of having more containers on site,
- items which take up a lot of roll-off space such as mattresses and furniture,
- safety of volunteers accessing the front fence to transport salvageable items,
- a better check in system (paper ticket) informing individuals what is and is not accepted in their load,
- reinforcing this event is for residential not commercial/business use,
- increase the fees (last increase was in 2008),
- additional signage at the entrance on what is/is not accepted, and
- sending the rules/guidelines to the volunteer group(s) prior to the "orientation" received on bulk trash day.

VT-ALERT PUBLIC SAFETY NOTIFICATION SYSTEM

Background: During the April 10, 2018 Selectboard meeting the Town Manager (due to Vermont Emergency Management unexpected unavailability) gave an overview of the VT-Alert Public Safety Notification System. Randy Bronson (Vermont Emergency Management) stated this presentation is adequate to start the implementation process. Town Department Heads discussed who should be listed as primary and alternate administrators. The primary was Chris Violette. However, the Manager feels it should be the Town Manager/Emergency Management Director based on the job description. The Board was provided with a draft letter of notification to Vermont Emergency Management as based on the State's suggestion.

On a motion by Nelson, seconded by Paul White, the Selectboard voted to adopt the VT-Alert Emergency Notification System and to authorize the Selectboard Chair to sign the notification document.

WEEKLY ACCOUNTS PAYABLE WARRANT

On a motion by Paul White, seconded by Mitchell, the Selectboard voted to approve the weekly accounts payable warrant for May 22, 2018. Nelson recused/abstained from voting due to an employer conflict.

MISCELLANEOUS

Elaine Wang:

- Since the camera was not rolling when announcements were made at the beginning of the meeting she read for the viewing audience Announcement, 4th bullet pertaining to fireworks permit being required by law.
- If Selectboard members have questions regarding Vernal Pools please provide them to her as she is assembling the request for more information.
- At a recent meeting, MHG Solar presented a proposed solar project off Websterville Road (next to ours). The application is being withdrawn due to wetland issues.
- She will not be attending the next two (2) Board meetings. However, the Project Engineer will be present for the East Barre sidewalk site visit and public hearing.

Manager Rogers asked the Board to sign the Annual Report to the Agency of Transportation regarding monies spent on roads. No action is needed.

'ROUND THE TABLE

Malone:

- She inquired when the Board can expect to hear the request from Washington County Mental Health regarding their two solar projects (Beckley Hill and Granview Drive) asking for the designation of "preferred site." Rogers stated the Planning Commission will be receiving a presentation at their May 24th meeting and when questions are answered it will be forwarded to the Selectboard - possible early June.

Nelson noted the Barre City Memorial Day parade will held on Wednesday, May 30th and inquired if any Board members will be attending. Tom White and Nelson will attend. Reminder - please fly the American flag at half-mast on Wednesday, May 30th the traditional Memorial Day, dawn to dusk.

Paul White:

- He will not be attending meetings on May 29, June 5, June 19, and June 26th.
- When will the Town be discussing the use of fund balance. Rogers stated it will be on June 19 or 26th but it must be before end of fiscal year (June 30). If Board members have any particular use they would like to see money set aside for contact the Manager.

Mitchell:

- He inquired what the Town is doing with regards to the road pavement imperfections due to the Websterville Fire District line repairs last fall. Rogers stated the Town does not own the Fire District yet and the contractor is responsible for the repairs. Areas have been marked by the Town and the contractor has been notified.
- On October 24, 2017 the Selectboard provisionally accepted Carpenter Lane for one-year during which the owner had several requirements to satisfy. He would like to know the status of this project.
- He would like to have a list of dates the Selectboard will be meeting this year.

Tom White would like, if possible, to have the Selectboard projects list at the next meeting to begin discussion.

Selectboard Minutes of May 22, 2018 continued:

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 personnel and contracts could 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 9:06 p.m. to discuss personnel and contracts.

On a motion by Nelson, seconded by Mitchell, the Selectboard voted unanimously to come out of executive session at 9:45 p.m.

ADJOURN

On a motion by Mitchell, seconded by Nelson, the Selectboard voted to adjourn at 9:45 p.m.

Donna J. Kelty, Town Clerk-Treasurer

Selectboard Chair

Barre Town Selectboard