1. Call to order 6:30 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
5. Announcements
6. Receive guests: (for non-agenda items).
7. Presentation by Jay Southgate.
10. Review sections of draft personnel policy.
12. Miscellaneous a) fireworks permit for Brad Lawson, 40 Church Hill Road, July 4th b) Adrianne Scuccess, 40 Phelps Road, July 4th.
13. ‘Round the table.
14. Executive session (legal).
15. Adjourn.

BARRE TOWN SELECTBOARD MINUTES June 20, 2017

The duly warned meeting of the Barre Town Selectboard of June 20, 2017 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, John “Jack” Mitchell, Paul White and Bob Nelson. Rolland Tessier was not present.

Attendance for the regular meeting included: Town Manager Carl Rogers, Assistant Town Manager Elaine Wang, Assistant Town Clerk Wendy Moore, and Jay Southgate.

CALL TO ORDER – The meeting was 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 Bob Nelson the Selectboard voted to approve the amended agenda as follows:

Miscellaneous – Selectboard meetings in the Wilson Industrial Park

Tessier was not present for the vote.

MINUTES

On a motion by Paul White, seconded by Bob Nelson, the Selectboard voted to approve the Selectboard Meeting Minutes of June 13, 2017 with the minor grammatical and spelling changes as follows: Page 1 - attendance should read Fred Duplessis from Sullivan, Powers & Co.: Page 3- last paragraph per 100 cubic feet the rate should read $6.70: Page 4- Personnel Policy correct VTCT to VLCT: Page 5 - Nicom is the name of company. Tessier was not present for the vote.

ANNOUNCEMENTS

- The Selectboard seeks to fill a vacancy on the Recreation Board to finish a term ending in 2018. The Board meets the first Monday of the month at 6:00pm. If you are interested in serving, contact the town manager's office at offices@barretown.org or 479-9331.
Selectboard Minutes of June 20, 2017 continued:

- Everyone who lives or works in Barre Town is invited to the municipal building on Tuesday June 27th between 6 and 7 pm to acknowledge Chief Stevens' nearly 31 years of service to Barre Town on his upcoming retirement on June 30th.

- The annual Rockfire event will be taking place in the Barre Town Forest on Saturday, June 24th, 2017, so if you see fires around the Town Forest that day, don't worry. Please note that Littlejohn Road will be closed from 6:00pm - 12:00am, the parking area at the 44 Brook Street Town Forest Parking area will be closed from 6:00pm - 12:00am and the traffic on Church Hill Road will be interrupted intermittently between 9:00pm and 11:30pm.

- There will be a special Selectboard Meeting on Wednesday, July 5th 2017 at 5:30pm to set the property tax rate for fiscal year 2017-2018. The public is welcome to attend.

- The regular Selectboard meeting schedule in July and August will be every other week beginning July 11th. The every Tuesday schedule will resume in September.

- Tom White stated that the Father's Day Bar-b-que was a success. He thanked the volunteers and community members for their support. He also thanked Mr. Mitchell for overseeing the cooking.

GUESTS - NONE

JAY SOUTHGATE

Background: Jay Southgate, owner of Southgate Steeplejack and old granite shed by former Wells-Lamson Quarry called asking for a meeting to talk about his property. Later it was learned that Jay has been crossing the town's land to get to the lower part of his property. The Town Manager agreed, on a good neighbor basis, that he could continue doing so, but on June 20th he should ask the Selectboard. He is unlocking our gate, when necessary, driving down the road to the storage area, driving along the upper edge (bottom of granite pile) to his property on the east. He was asked to lock the gate behind him. This is supposed to be a temporary activity while he is doing some work in his woods.

Jay stated that this is the only way to get to his property. He is trimming trees and has replaced a broken culvert and hopefully at some point would like to put a cabin down there at which time he would create a new route to get to the property.

On a motion by Paul White and seconded by Bob Nelson, the Selectboard voted to approve permission to Jay Southgate, for a period of two years, to cross lot 50.05 of the town property to access his lot and to lock the gate behind him. Tessier was not present for the vote.

BETTER ROADS GRANTS

Background: In early spring, we applied for 4 Better Roads Grants, each application was for a single project. The Town was awarded grants for the Maplecrest Road project and the Cummings Road Project. The grants are awarded on an 80/20 basis. Local match can be provided through town labor and equipment. Project completion date is December 31, 2018.

Maplecrest- Near the end of Maplecrest, a large roadside ditch will be stone-lined for erosion control and to protect the road from wash out. The grant award is $8,538 and the local match is $2,134.50.

Cummings- Just pass Sunset Road is a brook that runs under Cummings Road. When work was done on Cummings Road in 2015, a headwall was built on the inlet side of the culvert. This grand will help pay for a headwall on the outlet end. The grant award is $12,820. The local match is $3,205.
Selectboard Minutes of June 20, 2017 continued:

The Town has been working with a Better Roads grant almost every year.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted to authorize the town manager to sign Better Roads grant agreements: BR0309 for Maplecrest and BR0355 for Cummings Road. Tessier was not present for the vote.

**CASH RESERVES**

Background: Around 12 years ago the Budget Committee started budgeting money to be saved and used for purchasing major items. This practice started with purchasing firefighters’ turnout gear and is now being used for expensive fire department equipment and the clerk’s vault shelving. During the last audit, Sullivan, Powers inquired about the designated money. This caused the Town Manager to think how this designation or savings of money could be recorded. The idea is:

- Ask the Selectboard to designate the appropriate sum in each account for the specified use. (This first year the amount from the previous years will be included.)
- Ask the accountant to make a non-monetary note in each account so something will show up in the account history.
- Ask Donna to keep a spreadsheet of these designated reserves.

The three accounts are:

- 011.415.970 - $5,000 was budgeted for shelves in the downstairs vault; ‘16 – ‘17 was the first year.
- 011.422.280.600 - $5,000 was budgeted for SCBA or new rescue equipment. This is the 6th year and with this year’s $5,000 the total is $20,000.
- 011.422.870.600 - $8,000 was budgeted for turn-out gear. This is the 5th year since the last turn-out gear was purchased and with this year’s $8,000 the total is $40,000.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted to adopt a motion designating $5,000 from fiscal year (FY) ‘16 – ‘17 account 011.415.970 for the specific purpose of installing new shelving in the clerk’s downstairs vault; $5,000 from FY ‘16 – ‘17 account 011.422.280.600 and $15,000 from prior years for a total of $20,000 for the specific purpose of buying new SCBA or new rescue equipment; and $8,000 for FY ‘16 – ‘17 account 011.422.870.600 and $32,000 from prior years for a total of $40,000 for the specific purpose of purchasing new turnout gear for the firefighters. Tessier was not present for the vote.

**PERSONNEL POLICY**

Background: This week’s review starts with Section 23 – Appeal Procedures and stops at the end of page 26. The topics cover appeals procedures, conduct of employees, records and reports, and grievance and arbitration procedures. Conduct of employees incorporates the currently standalone smoking policy. There were enough changes to that that we decided to include the current policy for reference. All sections in this week’s review are either standard or at the town’s discretion, so there is no separate VLCT guidance this week.

A question from a previous week was answered by VLCT regarding comp time payout rate. Their model stated, “Upon termination from employment, an employee will be paid for unused comp time at a rate not less than the average regular rate of pay received by the employee during the last three years of employment or the employee’s final regular rate of pay, whichever is higher.” They confirmed this is a legal requirement under 29 C.F.R. 207(o).

Topics discussed were (B) Breaks – Change wording of “coffee break” to just break. Can be taken in two 15 minute intervals, morning and afternoon. (K) Pets – May want to post what constitutes a service animal. (L) Weapons – Clarification what constitutes prohibited weapons (M) Dependent Care-age restriction for what constitutes dependent care.
Selectboard Minutes of June 20, 2017 continued:

**WEEKLY ACCOUNTS PAYABLE WARRANT**

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted to approve the weekly accounts payable warrant for June 20, 2017. Tessier was not present for the vote.

**MISCELLANEOUS**

On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted to approve and authorize the Town Clerk to sign the fireworks permits with the standard conditions for the following:
1. Brad Lawson, 40 Church Hill Road - July 4th
2. Adrianne Scuccess, 40 Phelps Road - July 4th
Tessier was not present for the vote.

Selectboard Meetings in the Wilson Industrial Park

All but three businesses have been contacted. Six businesses have offered to present and three to host. Question presented was would you prefer a fewer number of meetings or lower number of presentations? The consensus is to have two presentations of 15 minutes each per meeting. Elaine to start scheduling for August Selectboard meetings.

**'ROUND THE TABLE**

Jack Mitchell -
- VLCT Rules & Regulation Book is missing.
- Wanted to thank Carl Rodgers for getting grass cut on Bridge Street.
- Question regarding Quarry Street and a third lane. Carl stated this year’s contract was to remove the bank so that the utility poles could be set back and to clear the area for the reconstruction of the intersection and the third lane.
- He has been reading the legislative updates from the league and there are several changes. Suggested that perhaps a representative could come in and discuss these changes.

Paul White - Confirm next week’s meeting starting at 6:00 p.m.

**EXECUTIVE SESSION**

On a motion by Paul White seconded by Jack Mitchell the Selectboard found that premature general knowledge would put the Town at a substantial disadvantage

On a motion by Paul White, seconded by Jack Mitchell, the Selectboard voted to go into executive session at 8:20 p.m. to discuss legal matters.

On a motion by Jack Mitchell, seconded by Bob Nelson Selectboard voted to come out of executive session at 8:39 p.m.

**ADJOURN**

On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted to adjourn at 8:40 p.m.

_________________________________  ______________________________________
Wendy C. Moore, Assistant Town Clerk  Selectboard Chair

_________________________________
_________________________________
Barre Town Selectboard