

**BARRE TOWN SELECTBOARD MEETING AGENDA**  
**May 25, 2021**

P.I.L.O.T – EMS Billing Process

6:00 p.m.

1. Call to order
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving May 18, 2021 meeting minutes.
5. Announcements.
6. Receive guests (by phone) for non-agenda items.
7. Consider appointments to boards, commissions, and committees.
8. Consider extending Cheney Trucking’s two snowplowing contracts.
9. Consider approving FY 21-22 Annual Financial Plan for town highways.
10. Consider rescinding the Town Clerk Salary and Benefit Policy.
11. Report on COVID-19, if needed.
12. Consider approving weekly accounts payable warrants for May 25, 2021.
13. Miscellaneous a) Fireworks permit for B. Edelschick, LeMay Dr. on June 5; other licenses and permits as needed.
14. ‘Round table.
15. Executive session: contract and personnel.
16. Adjourn.

6:30 p.m.

**BARRE TOWN SELECTBOARD MINUTES**  
**May 25, 2021**

The duly warned meeting of May 25, 2021 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 6:30 p.m.

The following members were in attendance: Norma Malone, W. John “Jack” Mitchell, Bob Nelson, Paul White and Justin Bolduc.

Attendance for the regular meeting: Town Manager Carl Rogers, Assistant Manager Elaine Wang, Town Clerk Tina Lunt, EMS Director Chris LaMonda and Finance Director Katelyn Kran. Those attending by phone: Jeff Blow, Carol Hebert, Sue Paxman and Charles Woodhams.

**CALL TO ORDER** - The meeting was called to order at 6:52 pm.

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

**APPROVE THE AGENDA**

*On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted to unanimously approve the amended meeting agenda as follows:*

Selectboard Minutes of May 25, 2021 Continued:

1. *Add to item #13: Filing of the Vermont State Revolving Loan Program application for the Wilson Industrial Park water line completion project.*

## MINUTES

*On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the Selectboard meeting minutes of May 18, 2021 with minor spelling and grammatical correction.*

## ANNOUNCEMENTS

- ✓ For those of you interested in the discussion about how winter logging was conducted in the Town Forest, the Town will host a workshop at the logging site on Saturday, June 19<sup>th</sup>. At 9am, meet on the Capital Quarry Road. This is the dirt road off of Violette Street in Websterville, there will be signs on Violette Street that morning directing you. Presenters will be Vermont Land Trust's steward of the Barre Town Forest, Forester Caitlin Cusack; the Town's consulting Forester on the logging operation Jeff Smith; and the State's County Forester for Washington County, Robert Nelson. Selectboard members and town staff will be in attendance.
- ✓ The Town is in need of a deputy health officer. The deputy health officer typically serves when the town health officer is unavailable, perhaps for 2 or 3 calls a year. Calls involve Vermont's rental housing code, dog bites, and disposal or storage of trash. Training is available. Contact the Town Manager's office for more information or if you are interested in the position at 479-9331.
- ✓ Help emergency services get to you by having a house number at your driveway or mailbox post. The Town makes it easy by selling house number signs for just \$10. To order yours, contact Tina in the Manager's office at 479-9331.
- ✓ The Selectboard has hired a Town Treasurer. Her name is Jennifer Allard. She has a bachelor's degree in accounting and close to 30 years' experience in accounting. She also is Williamstown's part-time Treasurer, so she starts work for Barre Town with five years of town treasurer experience.
- ✓ Fireworks displays require a Town permit. If you are thinking about holding a fireworks display, contact the Town Clerk's Office for information and a permit application. Information about approved fireworks permits is posted on [barretown.org](http://barretown.org), near the bottom of the homepage.
- ✓ After our May 18 executive session, the Selectboard approved the pay and benefit agreement with the Town Clerk and authorized the Chair to sign it.

Selectboard Minutes of May 25, 2021 Continued:

- ✓ The Barre Unified Union School District Budget Revote will be held on Wednesday, June 9. Please note the day of voting is on a Wednesday, not a Tuesday as typical. It is important to know that if you received a ballot by mail for the last election you will this time as well. If you need to register to vote you can do so anytime, including now. Visit or call the Town Clerk's office or go online to [www.olvr.vermont.gov](http://www.olvr.vermont.gov)

## GUESTS

Mr. Jeff Blow was in attendance by phone. Mr. Blow is one of the Town Auditors. He noted that the town auditors have met, and he was inquiring on the status of the Barre Town Report. He also shared the newly elected Town Auditor is eager to get to work.

## APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES

Annually the Selectboard makes various appointments to the Boards, Commissions, and Committees as terms expire on May 31<sup>st</sup>.

*On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to reappoint Alan Garceau to the Cemetery Commission for a 5-year term to expire on May 31, 2026.*

*On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to reappoint Angela Valentinetti and Chris Neddo to the Development Review Board for a 3-year term to expire on May 31, 2024.*

*On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to appoint Mike Gilbar to the Development Review Board for a 1-year term to expire on May 31, 2022.*

*On a motion by Justin Bolduc, seconded by Bob Nelson, the Selectboard voted unanimously to reappoint David Oles to the Housing Advisory Committee for a 3-year term to expire on May 31, 2024.*

*On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to appoint Craig Chase to the Planning Commission for a 4-year term to expire on May 31, 2025.*

*On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to reappoint Stacy Lynds to the Recreation Board for a 3-year term to expire on May 31, 2024.*

Selectboard Minutes of May 25, 2021 Continued:

*On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to appoint Carol Hebert to the Recreation Board for a 3-year term to expire on May 31, 2024.*

*On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to reappoint Bill Kirby and Shaun Corbett to the Traffic Safety Advisory Committee for a 3-year term to expire on May 31, 2024.*

During the motion discussion it was noted that there are still vacancies on the Housing Advisory Committee, Planning Commission and Recreation Board. The Board will interview the new applicants who have inquired about the Planning Commission and Recreation Board. The Housing Advisory Committee vacancy will be readvertised.

The Board agreed to contact an applicant regarding filling a spot on the CVRPC Transportation Advisory Committee. They all agreed that this applicant had an impressive resume and would serve the Town well. It was noted that the Selectboard members are pledged by doing what is best for the Barre Town residents. It is recognized that this is volunteer time and there are no certain qualifications to serve on Boards. The Chair added that many different backgrounds serve the committees well. Norma Malone encouraged the applicants who were not selected to participate in meetings.

Carol Hebert, who was a guest by telephone, was able to speak to the Board regarding her interest to serve on the Recreation Board. Carol shared her history and commitment to Barre Town. She is looking to be more active within the community. Carol noted that she appreciates the Recreation Board's work and wants to support recreational activities within the Town. After speaking with Carol, the Board unanimously appointed Carol to the Recreation Board for a 3-year term.

## **CHENEY PLOWING**

Background: David Cheney is the contractor the Town has hired to plow short streets and village streets. Cheney Trucking offers a 3-year extension with no price change. They have offered to extend the contract with no increase in price several times. Cheney's prices have stayed the same since 2013. The Superintendent of Public Works is satisfied with the plowing, salting and response time of Cheney's work.

Justin Bolduc raised some concerns around the process. He shared that it has been 8 years since the last rebid and that this was a longtime not to give anyone else a look at it. He noted that the system is not working as a whole with a private contractor. He suggested multiple trucks for a quicker turnover and looking at other potential contractors to better serve the residents. He added that private streets are not getting the same treatment as if it was Town plowing. The Town Manager confirmed that Cheney's has one truck for short streets and one

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truck for village streets and that the plowing time is comparable to our plowing truck times. There were multiple discussions around contract options regarding process and performance review.

After much conversation, by consensus the Board decided to table this item for future discussion with the Superintendent of Public Works and Cheney's Trucking.

## **FY 2021-2022 TOWN HIGHWAY FINANCIAL PLAN**

Background: After the Town's budget is approved, the Town must annually report its planned spending on town highways. Although the Town's tax support of the Highway Fund budget is well over the state's minimum, the report/plan must be filed every year, as required by the state.

*On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the fiscal year 21-22 Annual Financial Plan for Town Highways.*

## **TOWN CLERK SALARY AND BENEFIT POLICY**

Background: The Town Clerk-Treasurer position has been repealed. At the last meeting, the Selectboard approved a Pay and Benefit Agreement with the new Town Clerk-Treasurer. The former Town Clerk Salary Policy no longer is needed.

*On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to rescind the Town Clerk Salary and Benefit Plan Policy adopted May 23, 2000.*

## **REPORT ON COVID-19**

Background: Last week Carl shared that the Town would need to appoint an authorized representative to handle the ARP funds. Katelyn confirmed that the State has not yet finalized details about the authorized representative.

Town Manager Carl Rogers shared:

- Department Heads noted all is going well.
- Town Clerk Tina Lunt shared that use of the vault is by appointment only still. Individuals must call the Town Clerk's office to schedule an appointment, as due to social distancing only one person can be in the vault at a time.
- The picnic shelter tables will no longer be stacked. Reservations for events are limited to 1 per day with cleaning in between events.
- The Town is looking to make decisions on other outdoor requirements.
- Nothing new on ARP funds.

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Jack Mitchell inquired about the picnic shelter and if we permit alcohol. Town Manager Carl Rogers shared that this is possible but certain times may not be allowed. Elaine added they can request this on the form. There was also confirmation that all playgrounds are now open.

### **ACCOUNTS PAYABLE WARRANT**

*On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to approve the accounts payable warrants dated May 25, 2021.*

Chair White made note of the large payment for the LGER grant. Elaine shared that this was based on calculation with the error in it.

Norma Malone asked if invoices could be scanned into the system so the Selectboard could have access to them. Elaine confirmed that she had emailed Batchelder's regarding this request. She added that Katelyn can do this when it is in-house.

Bob Nelson inquired about a note on the warrant that read "added by import". Carl shared this was most likely terminology that the data entry folks picked up from an invoice.

### **MISCELLANEOUS**

*On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to approve a fireworks display with the standard conditions for Brenda Edelschick, 24 LeMay Drive on June 5, 2021.*

*On a motion by Paul White, seconded by Bob Nelson, the Selectboard voted unanimously to authorize filing of the Vermont State Revolving Loan Program application for the Wilson Industrial Park water line completion project, also designating the Town Manager as the project authorized representative for the purpose of furnishing information, data and documents pertaining to the project.*

### **'ROUND TABLE**

Norma Malone inquired about the paving on Quarry Hill Road. She wanted to know when it would be completed. She noted her concerns on why it was taking so long when it was only supposed to take an hour. Town Manager Carl Rogers spoke that the Town Engineer shared with him that they were having some trouble. Mrs. Malone was curious why the Selectboard did not approve the road closure and Carl confirmed that they only approve road closures for special events.

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Norma Malone added that she would like a printed board packet for future meetings. All other Board members are currently fine with the e-version.

Norma Malone inquired about up-to-date financials now that Katelyn is on board. Carl confirmed that these will be shared at the end of the year and quarterly going forward.

Bob Nelson shared that there is a big hole next to the catch basin, as you walk into the Town building.

Justin Bolduc shared his curiosity regarding items going out to bid. He asked if we could have a tab on our website for potential bidders to access that may not be aware of upcoming bids. Elaine noted that this information is shared on our homepage under announcements, but we could add a bid tab if we wanted.

Jack Mitchell followed up regarding Justin's bidding question. He noted that there are requirements behind bidding, per the notices in the paper.

Jack Mitchell inquired about that AccuFund update and Brisbane Consulting Group replacing Blum Shapiro for support. Town Manager Carl Rogers noted that Finance Director Katelyn's impression is that the service is much better. He added that turnaround time is good, and they have been helpful in providing support. Carl noted that there seems to be a positive development.

Paul White shared that the Selectboard has been invited to attend the Barre Area Veteran's Council Memorial Day Ceremony on Sunday, May 30<sup>th</sup>. Those planning to attend should arrive by 10:15 a.m. with the ceremony to start at 11:00 a.m.

Paul White asked the Selectboard who was planning on attending the logging workshop on June 19. VLCT Municipal Assistance Center suggests we warn a special Selectboard meeting if 3 or more plan to attend and it was confirmed that at least 3 members will be present.

Paul White added that he will be in touch with Representatives Topper McFaun and Rob LaClair regarding a future P.I.L.O.T. or agenda item.

Paul White spoke on the cannabis bill that passed last year. He noted that it is required that every town needs to have a vote on this bill. Carl suggested having Planning Commission look into this. Paul will follow up with the Planning Commission Chair.

Paul shared that the Recreation Board Chair expressed interest in seeing if we would be interested in hearing from him quarterly. With the Recreation Board being the most active, the Board agrees this would be beneficial and we could give it a try. There was some

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discussion around this, and Norma Malone shared that a year ago we heard from the Recreation Board Chair and Vice Chair pertaining to governing documents. She noted that we must work on sorting that piece out. Carl added getting legal advice from Mr. Monte would be beneficial.

**EXECUTIVE SESSION**

*On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted unanimously to find the need to go into executive session citing premature general knowledge would clearly place the Selectboard at a substantial disadvantage.*

*On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to go into executive session at 8:37 p.m. for contract and personnel.*

*On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted unanimously to come out of executive session at 9:26 p.m.*

**ADJOURN**

*On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to adjourn at 9:26 p.m.*

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Tina Lunt, Town Clerk

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Selectboard Chair

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*Barre Town Selectboard*