

BARRE TOWN SELECTBOARD MEETING AGENDA

December 19, 2017

1. Call to order 6:30 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving minutes from meeting of December 12, 2017.
5. Announcements
6. Receive guest (for non-agenda items).
7. Consider approving Assessor's Errors and Omissions List #2
8. Presentation by Barre Partnership.
9. Early budget presentation: DPW shop mechanic position.
10. Consider authorizing salt building roof repair work.
11. Report on new EMS work schedule.
12. Consider authorization to purchase power stretcher for new ambulance.
13. Consider Fecteau Residential's request to grant an easement for section of proposed street.
14. Consider approving 5-Year Equipment Purchase Plan for FY 2019 - 2023.
15. Consider approving 5-Year Building Plan for FY 2019 - 2023.
16. Consider authorizing letter of support for CVSWMD's grant application.
17. Consider approving weekly accounts payable warrant for December 19, 2017.
18. Miscellaneous: a) 2018 Liquor License Renewal application for Maplewood Conv. Store.
19. Round the table.
20. Executive session (real estate).
21. Adjourn.

BARRE TOWN SELECTBOARD MINUTES

December 19, 2017

The duly warned meeting of December 19, 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, Paul White, W. John "Jack" Mitchell, Rolland Tessier, and Bob Nelson.

Attendance for the regular meeting included: Town Clerk-Treasurer Donna Kelty, Assistant Town Manager Elaine Wang, DPW Superintendent Richard Tetreault, EMS Director Christopher Lamonda, Barre Partnership Executive Director Josh Jerome, and Jim Fecteau.

CALL TO ORDER - The meeting was called to order at 6:31 p.m.

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

APPROVE THE AGENDA

On a motion by Nelson, seconded by Tessier, the Selectboard voted to amend and accept the meeting agenda as follows:

- Add Item #18 b) authorization to work in the town road right-of-way (emergency).

MINUTES

On a motion by Tessier, seconded by Paul White, the Selectboard voted to table action on the Selectboard meeting minutes of December 12, 2017 with the minor spelling and grammatical changes made by the Clerk.

ANNOUNCEMENTS

- Town offices will be closed on December 25th but otherwise open this holiday season.
- There will be no Selectboard meeting next Tuesday, December 26th. The next Selectboard meeting will be on Tuesday, January 2, 2018.
- There is still time to send in your letter of interest to service on the Barre Town Budget Committee. Serving on this short-term committee is a great way to learn about town operations. See barretown.org or contact the Town Manager or a Selectboard member for more information. Letters are due by 4:00 p.m., Friday, December 29th.
- Barre Town Department of Public Works collects Christmas trees after the holidays to be chipped into mulch at the Town's lawn Waste Site. For more information see your November 2017 newsletter, visit www.barretown.org or call the Town Manager's office at 802-479-9391.
- The winter overnight parking ban took effect on November 1st. However, if you are having a holiday party that will run late, with guests needing to park on the street into the winter parking ban hours after 11:00 p.m., just call the Police Department in advance at 802-479-0508 to let them know when you guest will be leaving and to ensure they will not be ticketed. Be sure to leave your contact information in case we need to reach you. Parking overnight is still prohibited. Please also note weather conditions. If there is a bad snowstorm, do make sure your guests are parked off the street so that our crews can plow the roads. This will only be effective through New Years.
- Save the date for sledding parties!!! Saturday, January 13th and Sunday, February 11th, 2018, 1:00 to 3:00 p.m. the Barre Town Recreation Board will host these free parties (just behind the Town of Barre Municipal Building). Bring you own sleds, and have hot chocolate and marshmallows courtesy of the Recreation Board.

GUESTS - None

ERRORS & OMISSIONS LIST #2

Background: Annually the Assessor will provide a list of properties whose property (including personal) valuation needs to be corrected after the lodging of the Grand List for the fiscal year. The deadline to correct these valuations is December 31st but they must be approved by the legislative body.

Due to a family obligation the Assessor did not attend the meeting. His list of 15 changes (5 of which there was no dollar amount change) was presented by the Manager. The changes if approved would result in a \$158,500 increase to the Grand List.

The Board discussed that another E&O list will be coming; the list is titled #3 when in fact it is #2, and the Selectboard would like to have the list prior to meeting to allow time for a proper review.

On a motion by Mitchell, seconded by Nelson, the Selectboard voted approve the Assessor's Errors & Omissions list of 15 changes which were presented at this meeting and titled E&O #3, 2017 year.

BARRE PARTNERSHIP PRESENTATION

Background: Barre Partnership Executive Director Josh Jerome is present to provide an update to the Board.

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Mr. Jerome stated 2017 had been a good year citing the Heritage Festival (2nd year of management), Granite City 5K for Veterans (raised \$4500 which Capstone oversees), Farmers Market, summer concert series, and the recent application being submitted for historical markers to be placed around the Town and City.

Next year a Granite City Classic adult soap box race is planned for September, the BBQ festival will happen around May, and they will continue sponsoring the Heritage Festival and summer concern series. They are also working with Millstone Trails to craft some new events.

DPW SHOP MECHANIC POSITION

Background: In May 2017 a long-time mechanic retired, and the position was not filled because the DPW shop stopped maintaining and repairing school buses on July 1st. The retiring mechanic was the designated bus repair person. It was recognized the DPW would have to assign a staff person to the shop on occasion to help make up time the retired individual worked on town equipment. It was also recognized that the Shop Foreman or someone else would have to leave the shop to help move firetrucks and ambulances to and from those stations.

During the time since July 1st the equipment maintenance and repair work that needs to be done exceeds the amount of time the DPW Superintendent can "lend" a person to help in the shop. As a result, the DPW Superintendent is going to request the second mechanic position be filled in fiscal year 2018-2019. The cost is estimated to be \$63,500 to \$73,500, depending on the level of health insurance chosen. Other department heads concur the need for the second mechanic.

Superintendent Tetreault informed the Board the Town has over 77 pieces of equipment (town-wide) covering all departments which must be maintained and serviced. Discussion focused on the lack of coverage during vacation, illness, injury, possible job duties, and the history of DPW staffing. Additional detailed budget information to include a job description will be forthcoming.

SALT BUILDING ROOF REPAIR WORK

Background: The October 30th windstorm blew some shingles off the southside of the salt building roof, as well as a few others, and the northside is fine. VLCT PACIF was informed of the damage. This building roof has three (3) surfaces or areas: the highest is a gentle slope; the short (steep) gambrel style mid-section; and the flatter section over the lean-to addition. Proposals were received and the Selectboard received copies during this meeting. Manager Rogers will be reviewing the various repairs. The Selectboard will be asked to consider authorized work based on said "proposals" and if the use of metal roofing is acceptable.

The two bids received were briefly reviewed. DPW Superintendent Tetreault will be getting a clarification on one of the bids and reporting back to the Board. It was noted the work could not commence before January 2018 so waiting until the next meeting to make a decision is acceptable.

EMS - NEW WORK SCHEDULE REPORT

Background: EMS Director Christopher Lamonda will be discussing the new work schedule. Prior to the meeting Board members received an information sheet comparing former and current work schedules and the EMS wages budget report.

During discussion it was noted the number of personnel increased from about 25 to 34. There has been little turnover in the per diem ranks since the Town started adding

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staff last winter. To better use the new schedule and per diems the Selectboard approved a bonus policy pay for per diems reaching certain hours worked. Since May 2017 the Town has paid out \$2,399 in bonuses. No one has been terminated for not working enough or even received a warning letter.

The budget for this fiscal year was based on the new EMS schedule. To date there is approximately 55.46% of wages left which means the Department is right on track and the schedule is working to our benefit. Last FY the wage account was \$1,175,800 and the current fiscal year is \$1,165,090. While it does not appear to be much of reduction keep in mind the current year budget includes wage increases and additional staff.

Other discussion focused on what would happen should the number of per diem and part timers not be maintained, the flexibility within the union contract to abandon this new schedule, and the need to advise the union of the intent to continue this new EMS work schedule.

EMS Director Lamonda was congratulated for his recent accomplishment of receiving his Masters in Public Health from the University of Vermont.

POWER STRECHER - PURCHASE

Background: Our new ambulance with the power load system will arrive mid to end of January 2018. A power lift cot is needed. JJJ Stretchers sells refurbished cots. The Town purchased two in the Fall of 2016. A quote for the cot cost is \$13,950. Due to an oversight the cot was not budgeted so this will be an extra expense in the Ambulance Fund.

The EMS Director and Selectboard discussed the budget oversight, projected year end revenue versus expense (Fund will be in the black), this is the only dealer to provide this type of stretcher in the area, why the cot (considered medical supplies) is not in the Equipment Fund budget with the purchase of the vehicle, and the goal is for the EMS Director and Manager to create a three to five year plan for the purchase of the larger, more expensive medical supplies not covered in the Equipment Fund.

On a motion by Nelson, seconded by Paul White, the Selectboard voted to authorize the purchase of a Stryker Power Pro refurbished stretcher from JJJ Stretchers at the price of \$13,950.

FECTEAU RESIDENTIAL REQUEST FOR EASEMENT OF PROPOSED STREET

Background: Fecteau Residential has a Planned Unit Development (PUD) that would have connected to Beckley Hill Road and to Daniels Drive. The minimum lot size for a PUD is 5 acres. However, the connection to Daniels Drive is through part of a lot (which is just over 5 acres) which extends below Rudd Farm Drive. If the Developer gave the Town a deed in fee simple for the road connecting Daniels Drive to the current project, their other lot would be smaller than 5 acres.

Fecteau Residential is asking if the Town would accept an easement for the road instead of a deed in fee simple. Attorney Monte reviewed the town ordinances and advises we do not require a deed in fee simple. However, he does advise the deed should be clear the Town could use the right-of-way easement for utilities (underground and above ground). The Manager would also like to add the Town should have the right to allow bicycle and pedestrian travel. Jim Fecteau was present and had no issue with those criteria being added to an easement.

On a motion by Mitchell, seconded by Tessier, the Selectboard voted to inform the Barre Town Development Review Board that an easement deed for the Daniel's Drive

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connector in the Fecteau Residential Development is acceptable with the inclusion of underground and above ground utilities and the Town's right to use said easement for bicycle and pedestrian travel.

Paul White left the meeting at 8:30 p.m. due to a family obligation.

5-YEAR EQUIPMENT PURCHASE PLAN

Background: This Plan is one of the annually reviewed documents which assist management with budgeting and keep us proactive with our repairs/maintenance/operation. Manager Rogers outlined some of the changes in the 5-Year Equipment Plan. It covers rolling stock (cars, trucks, maintenance equipment such as graders), computer/IT equipment and large non-rolling stock (air compressors and generators). Every fund/department that uses equipment pays into the Equipment Fund to make the purchases.

On a motion by Tessier, seconded by Nelson, the Selectboard voted to approve the Barre Town 5-Year Equipment Plan for Fiscal Year 2019 - 2013. Paul White was not present for the vote.

5-YEAR BUILDING PLAN

Background: The 5-Year Building Plan is another annual plan. Changes include updating pricing and preparing the new year five. This plan is for major building repairs, maintenance, and improvements. The dollar amount that is eligible varies by fund. The smaller a fund budget the lower the threshold. It was noted that the downstairs vault shelving project (\$22,000) is not included in the Building Plan. The Budget Committee approved putting aside \$5,000 per year for five years to finance the renovation. If approved again this year it will be year three of five.

On a motion by Tessier, seconded by Nelson, the Selectboard voted to approve the Barre Town 5-Year Building Plan for Fiscal Year 2019 - 2013. Paul White was not present for the vote.

CVSWMD GRANT APPLICATION LETTER OF SUPPORT

Background: The Central Vermont Solid Waste Management District (CVSWMD) plans to apply for a US Department of Agriculture, Rural Utilities Grant. Funding would be used to expand recycling and composting efforts. They would also advise municipalities and schools on safe disposal of hazardous and toxic materials. This grant would not require any payment from the Town.

On a motion by Nelson, seconded by Mitchell, the Selectboard voted to authorize the Town Manager to submit a letter supporting the Central Vermont Solid Waste Management District's grant application for a U.S.D.A. Rural Utilities Services - Solid Waste Management Grant. Paul White was not present for the vote.

WEEKLY ACCOUNTS PAYABLE WARRANT

On a motion by Tessier, seconded by Mitchell, the Selectboard voted to approve the weekly accounts payable warrant for December 19, 2017. Paul White was not present for the vote and Nelson abstained due to an employer conflict.

MISCELLANEOUS

On a motion by Nelson, seconded by Mitchell, The Selectboard voted to approve the 2018 Second Class Liquor License for Maplewood Convenience Stores, Inc. Paul White was not present for the vote and Tessier abstained due to an employer conflict.

Selectboard Minutes of December 19, 2017 continued:
EMERGENCY LEAK REPAIR

On a motion by Nelson, seconded by Tessier, the Selectboard voted to approve an emergency road opening and authorize the Town Engineer to issue a permit to work in the Town right-of-way as soon as possible for 9 Daniels Drive, Tax Map 038 Lot 136.00. Paul White was not present for the vote.

'ROUND THE TABLE

From the Selectboard and town staff all were wished a safe and happy holiday season.

Asst. Manager Wang noted that the Police Department Facebook page is receiving a lot of positive comments regarding the winter parking ban protocol when having a holiday party.

Mitchell stated that as of December 31, 2017 he will be retiring from the Court.

Tessier stated he will not be attending the January 2, 2018 Selectboard meeting as he has taken a new Manager's position at the Shelburne Hannaford Store.

EXECUTIVE SESSION

On a motion by Mitchell, seconded by Tessier, the Selectboard found that premature general knowledge would put the Town at a substantial disadvantage. Paul White was not present for the vote.

On a motion by Mitchell, seconded by Tessier, the Selectboard voted to go into executive session at 9:13 p.m. to discuss real estate and personnel. Paul White was not present for the vote.

On a motion by Mitchell, seconded by Nelson, the Selectboard voted to come out of executive session at 9:28 p.m. Paul White was not present for the vote.

ADJOURN

On a motion by Mitchell, seconded by Tessier, the Selectboard voted to adjourn at 9:28 p.m. Paul White was not present for the vote.

Donna Kelty, Town Clerk-Treasurer

Selectboard Chair

Barre Town Selectboard