

BARRE TOWN SELECTBOARD MEETING AGENDA

July 3, 2018

1. Call to order 6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving minutes from meeting of June 26, 2018.
5. Announcements
6. Receive guest (for non-agenda items).
7. Board of Health meeting to consider possible Health Order regarding 33 Washington Road.
8. Department head visit: EMS Director
9. Consider authorization to purchase power lift stretcher.
10. Consider designating use of certain Fiscal year 17-18 funds.
11. Consider authorizing audit of Websterville Fire District financial statements.
12. Consider setting Fiscal Year 2018-2019 tax rates.
13. Consider approving Finance and Maintenance Agreement for Middle Road sign work.
14. Consider approving weekly accounts payable warrant for July 3, 2018.
15. Miscellaneous: fireworks permits: a) 298 Partridge Road on August 4; b) 740 East Barre Road on August 11; and any other liquor licenses, if any.
16. 'Round the table.
17. Executive session: (labor contract negotiations and personnel).
18. Adjourn.

BARRE TOWN SELECTBOARD MINUTES

July 3, 2018

The duly warned meeting of July 3, 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, Bob Nelson, Norma Malone, and Paul White. W. John "Jack" Mitchell was absent.

Attendance for the regular meeting included: Town Manager Carl Rogers, Town Clerk-Treasurer Donna J. Kelty, EMS Director Chris Lamonda, Health Officer Bill Kirby, and Evan Hughes.

CALL TO ORDER - The meeting was called to order at 6:02 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 to accept the meeting agenda as amended: Add item 15A - report on Request to Cater Permits issued. W. John "Jack" Mitchell was not present for the vote.

MINUTES

On a motion by Nelson, seconded by Malone, the Selectboard voted to approve the Selectboard meeting minutes of June 26, 2018 with minor spelling and grammatical changes. W. John "Jack" Mitchell was not present for the vote.

ANNOUNCEMENTS

- Would you like to help shape community-owned internet service that Barre Town residents would be able to purchase? Barre Town needs two representatives to the

Selectboard Minutes of July 3, 2018 continued:

newly formed Central Vermont Internet Board. It has already met twice without Barre Town representation. If you would like more information, including how to apply to serve, please contact the Town Manager's office at 802-479-9331 for more information or visit www.barretown.org.

- If you are a volleyball fan, Snap Fitness is sponsoring a 4-on-4 co-ed beach volleyball tournament at the Barre Town Recreation Area sand volleyball court on Saturday, July 7th, 9:00 a.m. - 4:00 p.m. Funds raised go to Dragonheart VT and Integrative Therapies at UVM Cancer Center, helping breast cancer survivors and currently diagnosed patients. Integrative Therapies provide acupuncture, yoga, massage, and other therapy to cancer patients free of charge.
- The first two FREE Ice Cream Socials hosted by the Recreation Board at the town's playgrounds will be Tuesday, July 10th, 6:30 p.m. at the Trow Hill Playground on Hill Street and Tuesday July 17th at the Lower Graniteville Playground on Baptist Street. For the full schedule see the Town website.
- Property tax AND sewer bills will be mailed out in the same envelope on July 13, 2018. The first installments of the property tax and sewer use charge are due on August 15th.

GUESTS - None

DEPARTMENT HEAD VISIT - EMS

EMS Director Chris Lamonda: The Director spoke to current staffing (nationwide issue), estimated end-of-year call volume compared to prior years (steady growth the past 5 years), the need to look at mutual aid calls and determine if some should be billable calls to a community, and scheduling (absences due to medical leave, vacancies, and military deployment).

POWER LIFT STRETCHER PURCHASE

Background: The Town's new ambulance is to be delivered, Thursday, July 5th. It is equipped with a power load system which requires the power cot (stretcher). The FY 18-19 budget includes \$13,500 for the stretcher purchase. Our first three stretchers were purchased from JJJ Stretchers, Inc. However, the quote received for this purchase came in at \$14,100.

On a motion by Paul White, seconded by Malone, the Selectboard voted to approve the purchase of a Stryker Power Pro XT cot from JJJ Stretchers, Inc. in the amount of \$14,100.00. W. John "Jack" Mitchell was not present for the vote.

BOARD OF HEALTH - 33 WASHINGTON ROAD

Background: Notice was served on (delivered to) Stephanie Newland, owner of 33 Washington Road. The reason for the proposed second health order is the household trash outside on the ground and in an open box. The lawn also is littered with other items such as wood and lawn mower; the house is unsecured - open front door and windows.

On a motion by Malone, seconded by Nelson, the Selectboard voted to recess the Selectboard meeting at 6:54 p.m. W. John "Jack" Mitchell was not present for the vote.

On a motion by Nelson, seconded by Malone, the Board of Health was convened at 6:54 p.m. W. John "Jack" Mitchell was not present for the vote.

Health Officer Bill Kirby provided information on this second health order violation. He recommended the Board proceed with the Health Order and if the violation has not been remedied in two weeks that the Town do the clean up and place a lien on the property.

Selectboard Minutes of July 3, 2018 continued:

On a motion by Nelson, seconded by Paul White, the Board of Health voted to approve and amend the Health Order for 33 Washington Road; said amendment is to clarify the owner has 10 calendar days from date of issuance to comply; W. John "Jack" Mitchell was not present for the vote.

On a motion by Paul White, seconded by Malone, the Board of Health was closed and the Selectboard meeting reconvened at 7:20 p.m. W. John "Jack" Mitchell was not present for the vote.

On a motion by Nelson, seconded by Paul White, the Selectboard recessed and reconvened the Board of Health meeting at 7:21 p.m. W. John "Jack" Mitchell was not present for the vote.

On a motion by Paul White, seconded by Nelson, the Board of Health voted to reconsider and approve an amended Health Order for 33 Washington Road which is as follows: The Board of Health approved and amended the Health Order for 33 Washington Road; said amendment is to clarify the owner has 10 calendar days from date of issuance to comply with the Order; if the owner has not remedied the violation at the end of the 10 calendar days the Town staff is directed to clean up the property and to file the necessary paperwork to place a lien on the property for the clean-up cost. W. John "Jack" Mitchell was not present for the vote.

On a motion by Nelson, seconded by Paul White, the Board of Health meeting recessed and the Selectboard meeting reconvened at 7:22 p.m. W. John "Jack" Mitchell was not present for the vote.

On a motion by Malone, seconded by Nelson, the Selectboard voted to reaffirm the action of the Board of Health and place/issue a Health Order on 33 Washington Road, dated July 3, 2018 for the violations described by the Board of Health (above).

DESIGNATING USE OF FY 17-18 FUNDS

Background: The Selectboard is considering the designation of unused FY 17-18 funds. Manager Rogers provided the Board with a list of items that are either planned set-asides, items that could not be completed, or items that were not needed.

On a motion by Malone, seconded by Paul White, the Selectboard voted to establish "designated reserves" for

1. items the Manager identified as planned set-asides or carry-overs from the FY 17-18 budget;

Fund	Amount	Purpose
General	\$5,000	Vault shelves, set aside
General	\$3,000	Fire Department equipment, set aside
General	\$8,000	Fire Department turn out gear, set aside
General	\$3,000	Softball field lights, carry over
Equipment	\$6,000	Mechanics' pit covers, carry over
Ambulance	\$3,010	Conference registration, carry over (medical billing)
Ambulance	\$2,026	Conference travel expenses (medical billing)

2. Use \$56,000 of the assigned fund balance (designated reserve funds from prior years) for the one-time purchase of Fire Department turnout gear,
3. Use \$93,825 of the unassigned fund balance for the one-time purchases in the FY 18-19 budget for General Fund Expenses as listed in the table below,
4. Use \$64,205 of the unassigned fund balance for the one-time purchases in the FY 18-19 budget for Highway Fund Expenses as listed in the table below, and

Selectboard Minutes of July 3, 2018 continued:

5. Use \$150,000 of unassigned Fund Balance to reduce tax rate:

Fund	Amount	Purpose
General	\$9,000	Park bleacher railings
General	\$5,000	Vault Shelving
General	\$5,000	Fire Department gear washer
General	\$1,950	Police Department cell camera
General	\$4,975	Police evidence locker
General	\$1,600	Recreation basketball pole, board
General	\$15,000	Lower Graniteville playground
General	\$4,700	Municipal building security cameras
General	\$3,000	Softball field lights
General	\$3,000	Skatepark improvement
General	\$1,100	Town Forest garage electrical service added
General	\$26,000	Tennis court improvement reserve
General	\$5,000	Fire Department (East Barre) concrete floor
General	\$8,500	Fire Department gear reserve
General Total	\$93,825	

Fund	Amount	Purpose
Highway	\$21,645	Wages to help with succession planning
Highway	\$20,700	Lease payment on vactor
Highway	\$21,860	East Barre sidewalk local share
Highway Total	\$64,205	

W. John "Jack" Mitchell was not present for the vote.

AUDIT OF WEBSTERVILLE FIRE DISTRICT

Background: July 1, 2018 the Town owns the Websterville Fire District. It was learned there have no "full audits" since 2005. However, there have been financial reviews with the last one being completed about 2 - 3 years ago. The Manager and Town Treasurer believe it would be wise to have an audit done to help us learn what we do not know but should and to protect the Town from things which may have happened under the Fire District control. A quote of \$7,000 to \$8,000 has been obtained from Sullivan & Powers to perform the work.

On a motion by Nelson, seconded by Malone, the Selectboard voted unanimously to engage Sullivan & Powers to do an audit of the Websterville Fire District #3 for the estimated cost of \$7,000 - \$8,000 with the understanding that if additional monies are needed it will require Selectboard approval. W. John "Jack" Mitchell was not present for the vote.

SETTING THE FY 18-19 TAX RATES

Background: Last Friday the Town received the State Education Tax Rate worksheet from the State. The Manager has prepared the tax rate worksheet for the Board to review.

During discussion Malone made a recommendation to use an additional \$64,200 from the unassigned fund balance to reduce the Highway Fund tax rate by an additional penny. The Board agreed by consensus.

Selectboard Minutes of July 3, 2018 continued:

On a motion by Malone, seconded by Paul White, the Selectboard voted to set the Fiscal Year 2018-2019 tax rates as follows:

- | | |
|-----------------------------------|----------|
| 1. Education Homestead rate | \$1.4396 |
| 2. Education Non-residential rate | \$1.8041 |
| 3. Highway Fund rate | \$.4164 |
| 4. General Fund rate | \$.4926 |
| 5. Local Agreement rate | \$.0033 |

W. John "Jack" Mitchell was not present for the vote

FINANCE & MAINTENANCE AGREEMENT FOR MIDDLE ROAD SIGN WORK

The item was passed over as it is not ready.

WEEKLY ACCOUNTS PAYABLE WARRANT

On a motion by Nelson, seconded by Paul White, the Selectboard voted to approve the weekly accounts payable warrant for July 3, 2018. W. John "Jack" Mitchell was not present for the vote.

MISCELLANEOUS

On a motion by Nelson, seconded by, Paul White, the Selectboard voted to approve and authorize the Town Clerk to sign a fireworks permit for:

- 1) Christina & Craig Barr, 298 Partridge Road, August 4, 2018; and*
- 2) Vicki Maurais, 740 East Barre Road, August 11, 2018.*

W. John "Jack" Mitchell was not present for the vote.

The Town Clerk provided the Selectboard with a list of "Request to Cater Malt, Vinous and/or Spirituous Liquors" permits which have been approved:

1. Cornerstone Burger Co., a wedding on July 21, 2018, 59 Littlejohn Road, 11:00 a.m. - 10:00 p.m.;
2. Cornerstone Burger Co., a wedding on August 11, 2018, 663 South Barre Road, 11:00 a.m. - 5:00 p.m.;
3. Cornerstone Burger Co., a class reunion on August 25, 2018, 59 Littlejohn Road, 11:00 a.m. - 10:00 p.m.

'ROUND THE TABLE

Malone inquired on the status of Richardson Road private shooting range. Chair White stated the Town Zoning Ordinance material has been passed on to the Zoning Attorney for review and a tentative date of July 15th has been scheduled for the two Board members visit.

Paul White reminded viewers that the Selectboard is on their summer schedule of meeting every other week. Therefore, there will be no meeting next week (July 10th). The next regular meeting will be July 17, 2018.

Chair White reminded members to review their priority list and be ready to pick their top three.

EXECUTIVE SESSION

On a motion by Paul White, seconded by Malone, the Selectboard voted unanimously to find the need to go into executive session citing premature general knowledge of labor contract negotiations and personnel would put the Town at a substantial disadvantage. W. John "Jack" Mitchell was not present for the vote.

On a motion by Paul White, seconded by Nelson, the Selectboard voted unanimously to go into executive session at 8:12 p.m. to discuss labor contract negotiations and personnel. W. John "Jack" Mitchell was not present for the vote.

Selectboard Minutes of July 3, 2018 continued:

On a motion by Nelson, seconded by Paul White, the Selectboard voted unanimously to come out of executive session at 9:42 p.m. W. John "Jack" Mitchell was not present for the vote.

PERSONNEL ACTION

On a motion by Malone, seconded by Paul White, the Selectboard voted to approve the Manager's proposed wage increase for the part-time and seasonal employees as presented, effective July 1, 2018. Nelson voted no and W. John "Jack" Mitchell was not present for the vote.

ADJOURN

On a motion by Paul White, seconded by Malone, the Selectboard voted to adjourn at 9:43 p.m. W. John "Jack" Mitchell was not present for the vote.

Donna J. Kelty, Town Clerk-Treasurer

Selectboard Chair

Barre Town Selectboard