

BARRE TOWN SELECTBOARD MEETING AGENDA

October 9, 2018

1. Call to order 6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving minutes from meeting of September 25 and October 2, 2018.
5. Announcements
6. Receive guests for non-agenda items.
7. Consider Barre Congregational Church's request to use the Municipal Building, the parking lots and roadways for Thanksgiving 5K.
8. Consider Lafaille request for cost-sharing of water line extension.
9. Consider authorizing easement for a driveway across town property.
10. Department heads quarterly visits: a) Fire Chief and Planning & Zoning; b) DPW Superintendent; c) Town Engineer.
11. Consider awarding contract for purchase of snow plow blades and shoes.
12. Consider authorizing sale of equipment: a) 2001 radar wagon; b) 2010 dump truck; c) 2009 Ford Explorer.
13. Consider approving Interim Assessor agreement.
14. Consider naming three Town officials to Assessor proposal review committee.
15. Consider authorizing signing a Recreation Facilities grant agreement.
16. Review and discuss personnel policy
17. Consider approving weekly accounts payable warrants for October 2 and October 9, 2018.
18. Miscellaneous: including licenses and permits, if any.
19. 'Round Table.
20. Executive session: contracts
21. Adjourn.

BARRE TOWN SELECTBOARD MINUTES

October 9, 2018

The duly warned meeting of October 9, 2018 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 6:00 p.m.

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

Attendance for the regular meeting included: Town Manager Carl Rogers, Asst. Town Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kelty, DPW Superintendent Richard Tetreault, Fire Chief/Zoning & Planning Administrator Christopher Violette, Town Engineer Harry Hinrichsen, Jay Tosi, and Michael Lafaille.

CALL TO ORDER - The meeting was called to order at 6:03 p.m.

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

APPROVE THE AGENDA

On a motion by Paul White, seconded by Norma Malone, the Selectboard voted unanimously to approve the meeting agenda as amended -under Item 18 Miscellaneous add the approval of two (2) DLC Special Event permits, one for Neddo Family Vineyards and Fresh Tracks Farm LLC.

MINUTES

Selectboard Minutes of October 9, 2018 continued:

On a motion by Norma Malone, seconded by Paul White, the Selectboard voted unanimously to approve the meeting minutes of September 25, 2018 with minor grammatical and spelling corrections. Bob Nelson abstained as he did not attend the meeting.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to approve the meeting minutes of October 2, 2018.

ANNOUNCEMENTS

- On Tuesday, November 6, 2018 **TWO** elections will be held at the Barre Town Middle & Elementary School Gymnasium. The first is the General Election where voters will elect representatives to the federal governing and statewide offices. The second is a **SPECIAL** school vote on the proposed merger of the Barre City and Barre Town school districts as well as electing school directors for such new district. Early/absentee ballots are available now for the General Election. However, the Special School ballot will not be available until mid-October due to statutory deadlines. To request an early ballot call the Town Clerk's office at 802-479-9391 or email wmoore@barretown.org. AS A REMINDER: If you have already requested/received an early ballot for the General Election you will need to make a separate request for the Special School Election. Postcard reminders have been mailed to those who requested ballots prior to October 1st. For more information visit the town website (www.barretown.org).
- There are extra hours for the lawn waste site on Holden Road this month so you have a place to dispose of your leaves and other lawn waste. For the rest of the month, it will be open 5 days during every week: Mondays 3:00 - 6:00 p.m., Wednesdays 3:00 p.m. - 6:00 p.m., Thursdays 9:00 a.m. - Noon, Saturdays 8:00 a.m. 0- 4:00 p.m., and Sundays Noon - 4:00 p.m. The regular 4-day a week schedule will resume in November until weather dictates closure of the site for the year.

GUESTS - None

THANKSGIVING 5K RACE

Background: The Barre Congregational Church is once again seeking permission to use the Municipal Building, DPW yard and Municipal Building parking lots, and town roads for its annual 5K run/walk on Thanksgiving morning. The group uses the Selectboard meeting room for registration. We also open the office hallway and downstairs hallway for access to additional restrooms. The downstairs hallway and conference room also serve as a warming area.

There are two race courses depending on how much snow (or ice) is on the bike path. For either course the race starts on Bolster Road by the parking lot driveway. Participants turn right onto Websterville Road and follow it to Graniteville Road. Runners/walkers head out Graniteville road toward Middle Road. If there is too much snow or ice on the bike path the participants turn around about two-thirds the way out Graniteville Road and head back to Websterville Road. At Pitman Road they turn left into the Wilson Industrial Park and turn around at the 4-way back to Websterville Road. When back on Websterville Road they turn down Bolster Road and finish near the starting line.

If the bike path can be used the participants go to the Graniteville Road traffic island, turn in Rock of Ages driveway, circle around the visitors' center and then head back to the school on the bike path. The race finishes in front of the school.

The church puts out road signs advising of the race. The Town places road signs at seven locations. Our Police help with traffic control at: Bolster/Websterville roads

Selectboard Minutes of October 9, 2018 continued:

intersection, Quarry Hill/Websterville Road intersection, and on Graniteville Road. Public Works does not work on the race.

Approximately 175 - 225 people participate depending on weather. Proceeds are used for the Church's mission and outreach work. The Manager stated the Church has been a respectful and careful guest in the building and on our properties. During the past 5 - 6 years there have been no problems.

Jay Tosi was present and reaffirmed the route and participation facts with the Board. Some of the mission and outreach programs include a monthly laundromat for homeless, small scholarships, youth and breakfast programs.

On a motion by Nelson, seconded by Paul White, the Selectboard voted unanimously to permit the Barre Congregational Church to use the Municipal building and parking lot, the DPW yard parking lot and sections of the following roads: Bolster, Websterville, Graniteville, and Pitman (depending on the course), on Thursday, Thanksgiving Day morning conditioned upon receipt of certificate of insurance.

COST-SHARING OF WATER LINE EXTENSION

Background: Michael and Nicole Lafaille live on East Cobble Hill Road (a short distance from Taplin Road). Until recently their house was connected to the Barre City water main which is behind their house. Because their service line was prone to freezing they connected to the Town water system. The Towns' system has a 2" pipe/line which comes to Taplin Road and then runs up Taplin Road.

The Lafaille's had the 2" water line extended across Taplin Road and along East Cobble Hill Road about 80 feet. At that point they had a 1" service laid across East Cobble Hill Road to their house. The Lafaille's are asking the Town to share the cost of extending the 2" pipe because it should become an extension of the Town system and brings the Town system a little closer to 5 or 6 homes or lots that may want or need to connect to this line in the future.

Barre Town has no policy for cost-sharing a water line extension. Staff cannot remember a situation such as this before. It was noted that if the Lafaille's had been a developer the full cost of extending the water system would be their responsibility. The Sewage Allocation Policy has a provision for returning money to a developer if someone outside of the developer's project connects to the sewer line he/she built. During the 7 years after the line building the town would return one-half (\$750) of the sewer connection permit fee to the developer.

Several weeks ago it was estimated what the line extension would cost had the Town built it - \$4,645.00. The Manager received a copy of the Lafaille's invoice on Friday, October 5th and needs to speak with contractor who can provide more detailed information on the 2" extension.

Mr. Lafaille was present. During the dialogue Manager Rogers detailed the portion of the invoice pertaining to the extension of the 2" water line. While he is the owner the water line, should he turn it over to the Town, a benefit of the extension for the Town is the potential for 5-6 additional customers and having a 2" line. History was given as to why the 2" line as opposed to a direct connect, the possibility of having policy similar to the sewage policy (when a future new connect to the 2" happens Mr. Lafaille would receive a partial refund), confusion as to the actual length of 2" pipe purchased, the Town donated approximately 12 yards of sand (\$6 - \$7 a yard) to ensure a good base for the line, there would be additional costs (legal) to transfer ownership of the line, and during the August 28, 2018 Selectboard meeting the Board was agreeable to paying no more than \$100.00 toward the project without additional information.

Selectboard Minutes of October 9, 2018 continued:

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to follow the August 28, 2018 Board consensus and reimburse \$100.00 toward the extension of the 2" water line on East Cobble Hill and to further direct, following the request of Mike Lafaille, to make the check payable to the Barre Congregational Church listing Mike and Nicole Lafaille as the donors.

DRIVEWAY EASEMENT REQUEST ACROSS TOWN PROPERTY

Background: Rene and Susan Houle recently purchased a lot (#28) in the Countryside Circle subdivision. This subdivision plan states the Town owns a 50' strip of land in front of lots 28 and 29. The Houles applied for a permit to build their new house. However to reach their lot from Countryside Circle it is necessary to drive over the Town's land. In similar situations the Town has given the abutting landowners an easement. The easement does not imply the Town is assuming any maintenance responsibilities, nor does it limit the Town's discretion to develop a road that connects to another strip of land which would be an extension of Wildwood Lane.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to authorize the Town Manager to sign an easement deed allowing the owners of Lot 28 in the Countryside Circle subdivision to use a driveway across the Town's 50' wide strip of land.

DEPARTMENT HEAD QUARTERLY VISIT

Town Engineer (Harry Hinrichsen):

- Road paving is completed for the season. With the cooperation of the weather it is hoped the line striping will be done soon.
- A lot of time has been spent on the new Fecteau Subdivision. Concrete curbing material is preferred by the Selectboard, due to the expense of granite.
- Traffic Safety Advisory Committee has been working on the issue of large trucks on Middle Road. There will be a public hearing soon on the Airport Road/Miller Road for discussion of a 3-way stop intersection. In the Industrial Park, VT Creamery will be doing a major expansion soon and there has been a request for a marked pedestrian crosswalk to Tenco. The Pavement Markings Policy is in draft form but needs more review before coming to this Board.

DPW Superintendent (Richard Tetreault):

- The excavator is down and it will probably take another week before it is returned.
- The Night Crew this year will be Mike Woodard and Tom Bailey.
- The shoulder work for all the road paving is complete.
- The Engineer's truck (new) is now up and running.
- The rolling jack arrived today (a budgeted item)
- WFD#3 water system takeover is coming together.
- The additional mechanic position has not been recruited/filled.
- The Hydroseeder, after a little experimenting, is working.

Fire Chief (Chris Violette):

- Have had an opportunity to use the new extraction equipment this quarter.
- There were 10 mutual aid calls (1 on the interstate and 1 quarry rescue).
- Lots of training with the new SCBA and the Department has completed the annual school walk-thru (familiarize firefighters with the building layout).
- Participated in Rock Fire and the Fall Festival, and Annual School Open House.
- Barre Town Firefighters Association is now a legal entity.

Selectboard Minutes of October 9, 2018 continued:

- Four firefighters are enrolled in Fire 1 and 2 classes. Education will continue through June or July. Once completed the firefighters will have obtained the status of "Fire 2."
- At some point soon the Town is going to have to invest in the radio system. Currently the base (UHF) units are not working at the Municipal Building and DPW Garage. More information will be forthcoming.

Zoning & Planning (Chris Violette):

- There were 7 new house permits (mostly Windy Wood Housing). Based on applications the total construction value is \$1.6 million.
- The DRB handled 2 small subdivisions, a new sign for Hannaford Market, site plan reviews, and boundary adjustment.
- The Planning Commission has sent a letter to the Public Utilities Commission regarding the Grandview & Beckley Hill solar projects raising concerns for drainage and decommission. Work is slowly continuing on the Energy Plan.
- Recently there was an appeal on the Zoning Administrators decision regarding a private firing range. The appeal hearing has been scheduled for November 14th.
- A request was made to include a trending permit report in the quarterly presentation.
- There was an update to the BMSI MGMS module (permit tracking software).
- A new office person has been hired.

PURCHASE OF SNOW PLOW BLADES AND SHOES

Background: Annually the Town sends RFPs for wearable parts on the snow plows. The quantities purchased year-to-year depend on the prior winter's experience.

Three bids were received for the purchase of snow plow blades and shoes. The low bid is from H.P. Fairfield. DPW Superintendent Tetreault stated their product (Kennametal) is recognized as a good manufacturer of these products. The monies for this purchase are in the Equipment fund parts account.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to award the 2018-2019 plow blades and shoes contract to H.P. Fairfield in the amount of their bid price, \$4,489.00.

AUTHORIZE SALE OF EQUIPMENT

The Town is selling a radar wagon, 2010 dump truck, and 2009 Explorer.

Radar Wagon: The Selectboard set the reserve price at \$200 and a bid was received. The bidder has paid GovDeals and came for the wagon today.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to sell the 2001 radar wagon for \$200 to Eric Spath of Pulaski, New York.

2010 Dump Truck: Staff has been corresponding with an out-of-state company that appears very interested. The company has requested an inspection (at their expense) before making an offer.

2009 Explorer: This vehicle was the animal control officer vehicle. Bidding on GovDeals.com ended at 8:00 p.m. on October 8th.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to sell the 2009 Explorer to Michael Doenges for the price of \$4,050.00.

The Selectboard thanked Mike Martel for finding the website GOVDEALS.com as this has proven to be a great asset for the Town when selling equipment.

INTERIM ASSESSOR AGREEMENT

Manager Rogers provided the Board with a copy of the agreement. Russ Beaudin reviewed the document today and is okay with the terms. The contract would be retroactive to September 25, 2018.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to put the item on the next regular meeting agenda to allow time for additional review.

COMMITTEE TO REVIEW ASSESSOR RFP

Background: The Town is to name three (3) officials to serve on the committee/working group that will read the assessing services proposals, meet and discuss proposals, interview applicants as needed and make a recommendation to the Selectboard. The RFP (joint with Barre City) is to be released on Monday, October 8th. To prepare for the upcoming review the Board is to decide who from the Town will review proposals with Barre City officials.

By consensus the Selectboard agreed to appoint Paul White, Christopher Violette, and Asst. Manager Wang as Barre Town representatives to review the assessing services proposal.

RECREATION FACILITIES GRANT AGREEMENT

Background: To accept the \$8,000 from the State Recreational Facilities Grant Program (to be used to rehab the Lower Graniteville Playground) requires an authorized signature.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to authorize the Town Manager to sign the Recreational Facilities Grant Agreement (01181-07-REC-078) for \$8,000 to be used for the Lower Graniteville Playground renovation.

CONTINUED REVIEW OF PROPOSED PERSONNEL POLICY

Background: During the last meeting the Selectboard requested a re-organization of the Policy. Like subjects are to be grouped together. The Table of Contents consists of four parts: 1) Scope of Personnel Policy; 2) Employee Code of Conduct; 3) Employee Benefits; and 4) Employment Practices and Rights. The Board will also be reviewing pages 1 - 15 of the draft policy.

The Board discussed procedure for the review. Elaine Wang will not be present next week. She has requested the Board review pages 16 - 30 and get their comments and/or questions to here by October 19th. Further review will continue during the meeting on October 23rd.

WEEKLY ACCOUNTS PAYABLE WARRANT

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to approve the weekly accounts payable warrants for October 2, 2018 and October 9, 2018. Bob Nelson recused himself from the vote due to an employer conflict.

MISCELLANEOUS

Selectboard Minutes of October 9, 2018 continued:

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted unanimously to approve and authorize the Town Clerk to sign an Application for a DLC Special Event Permit for Neddo Family Vineyards, LLC as a fundraiser for a cancer patient, 219 Sunset Road, to be held this Saturday, October 20th from 4:00 p.m. - 7:00 p.m.

On a motion by Paul White, seconded by Bob Nelson, the Selectboard voted to approve and authorize the Town Clerk to sign a DLC Special Event Permit for Fresh Tracks Farm LLC, to host the Central VT Chamber mixer, at One Credit Union, 560 South Barre Road, on Wednesday, October 24, 2018, 5:00 p.m. - 9:00 p.m. Jack Mitchell recused himself from the vote due to his position with the One Credit Union.

'ROUND THE TABLE

Norma Malone read an email from an East Barre resident expressing kind words for the installation of the village sidewalk. Thank you, David Baker.

Norma Malone request the first quarter budget report for some time in October.

Tom White stated another software vendor would like to come before the Selectboard to make a presentation. He thought perhaps a special meeting could be held on November 6, 2018. Nelson was not sure if he could attend and expressed concerns that the Clerk-Treasurer would not be available due to elections.

Tom White attended a Leadership Summit in Castleton recently. He noted there were over 500 individuals present. Good conference, but he wished more attention could have been focused on problem solving in the real world.

EXECUTIVE SESSION

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted unanimously to find the need to go into executive session citing premature general knowledge would put the Selectboard at a substantial disadvantage.

On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted unanimously to go into executive session at 9:02 p.m. to discuss contracts.

Jack Mitchell left the meeting at 9:03 p.m.

On a motion by Paul White, seconded by Norma Malone, the Selectboard voted to come out of executive session at 9:22 p.m. Jack Mitchell was not present for the vote.

ADJOURN

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted to adjourn at 9:22 p.m. Jack Mitchell was not present for the vote.

Donna J. Kelty, Town Clerk-Treasurer

Selectboard Chair

Barre Town Selectboard