

BARRE TOWN SELECTBOARD MEETING AGENDA
January 8, 2019

1. Call to order 6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving minutes from meeting of January 2, 2019.
5. Announcements
6. Receive guests for non-agenda items.
7. Meet and converse with two Budget Committee applicants.
8. Consider appointing two Budget Committee members.
9. Department head visits: **a)** police chief; **b)** fire chief and planning and zoning director; and **c)** public works superintendent.
10. Consider accepting deed for Carpenter Lane.
11. Consider approving plan for loader financing.
12. Consider adopting 2019 renewal of the Sewage Allocation Policy.
13. Introduce 5-year road paving plan.
14. Review personnel policy.
15. Consider approving weekly accounts payable warrants for January 8, 2019.
16. Miscellaneous, including licenses or permits if any.
17. Executive session, if needed.
18. Adjourn.

BARRE TOWN SELECTBOARD MINUTES
January 8, 2019

The duly warned meeting of January 8, 2019 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 6:00 p.m.

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

Attendance for the regular meeting: Town Manager Carl Rogers, Assistant Manager Elaine Wang, Assistant Town Clerk Wendy Moore, Chief William Dodge, DPW Superintendent Richard Tetreault, Andrew McAvoy, Philip Cecchini, Alan Garceau, William Douglas, and Emily Willems.

CALL TO ORDER - The meeting was called to order at 6:00 p.m.

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 approve the meeting agenda as amended: Item 9 Chris Violette will not be attending, add item 16B- Round Table, 17 - Executive session for personnel, and 17A - Executive session without staff for personnel. Paul White was not present for the vote.

MINUTES

On a motion by Bob Nelson, seconded by Jack Mitchell, the Selectboard voted to approve the Selectboard meeting minutes of January 2, 2019 with minor spelling and grammatical corrections. Paul White was not present for the vote. Norma Malone will email the changes to the Town Clerk-Treasurer.

ANNOUNCEMENTS

- ✓ Barre Town's Department of Public Works collects Christmas trees to be chipped into mulch. To make use of this free service, first remove ALL decorations from the tree, and then place it by the road. Weather and associated plowing permitting, trees will be picked up from roadsides that are south of Rt 302 between January 14th and

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18th. If you missed the north of Rt 302 pickup week, which was this week, give us a call at 479-9331 with the roadside location of your tree.

- ✓ Winter sand is available free to Barre Town residents outside of the Public Works fence at 129 Websterville Road. This service is for residential use only. Please follow instructions posted at the sand pile. Be sure to plan ahead because when you need it, most everyone else will too!

GUESTS

Emily Willems and William Douglas were in attendance. Mr. Douglas is a student at Oxbow High School and was attending the meeting to fulfill a requirement in his American Government Class.

INTERVIEW BUDGET COMMITTEE APPLICANTS

Present were Andrew McAvoy, Philip Cecchini and Alan Garceau.

Background: Mr. McAvoy and Mr. Cecchini were asked to attend for an interview. The other 4 applicants were advised that the Board is interviewing just 2 applicants whom are not known, however they are invited to attend the meeting.

Mr. McAvoy has been a Graniteville resident for about two years. Andrew works for the State Agency of Education as an IT Specialist and has volunteered at the library in Montpelier.

Mr. Cecchini has been a Barre Town resident since 1983. Philip has experience in finance and accounting and is currently the Weatherization Business Manager at Capstone. Mr. Cecchini has volunteered on the Energy Committee in Barre City.

Alan Garceau has lived in Barre Town since 1970, has worked at the Barre Town Police Department as a reserve officer, served on the Fire Department for 10 years, worked on bulk trash, is currently the Chair of the Cemetery Commission, and other various committees.

Tom White explained the Budget Committee process and what is required for this position.

Norma Malone received notification that Justin Bolduc wanted to attend tonight's meeting but had a work commitment and will not be present. Norma also stated that the other applicants are Cedric Sanborn and Dwayne Tucker.

Jack Mitchell asked the applicants to consider volunteering at bulk trash. The Selectboard members thanked all the applicants for their interest in serving the community.

APPOINTING TWO BUDGET COMMITTEE MEMBERS

Background: The Selectboard appoints 2 committee members. The Town Clerk-Treasurer appoints one member. The 3 appointees select the final 2 members. All members must be registered Barre Town voters. Selection of Committee members is not limited to the pool of applicants who responded to the Selectboard's ads, but the Selectboard should appoint from this pool.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted to appoint Justin Bolduc and Cedric Sanborn to the Budget Committee. Paul White was not present for the vote.

DEPARTMENT HEAD VISITS

Chief William Dodge presented the Board with the Quarterly Report for October 1 through December 31, 2018. Topics discussed included training (30 hours required for all officers), upcoming training, employment and staffing changes, budgets (30% of the

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overtime budget, 5% of the mileage budget and 55% of the training budget has been spent), highway safety grants and call reports.

Further conversation was regarding next year's budget and the need to spend approximately \$8,000 to upgrade 8 body cameras and docking stations. Two tasers were purchased this year which were unbudgeted. There will be a replacement schedule of one taser per year at a cost of \$1300 each.

Chief Dodge discussed the School Resource Officer position. The plan is to apply for a COP Grant which will cover 75% of the salary for the first three years at the end of the third year the Town would be responsible for the entire salary. There is someone currently on staff that is interested in this position, so the department would be looking to hire another officer.

Jack Mitchell suggested that the School and Town officials should meet to discuss the Resource Officer position before any decision is made. Norma Malone stated that Barre City has agreements with the School Districts and we may want to obtain a copy of that agreement to review.

Mitchell brought up the parking ticket situation previously discussed. Tom White stated that the amount of the ticket is too low to send to collections and the Police Department cannot use their resources to enforce the tickets thus being sent to the Board of Abatement. Norma Malone wanted the officers to make sure the information on the ticket is complete and accurate.

Richard Tetreault, DPW Superintendent stated the new mechanic started Monday. The Department has plowed, sanded or salted 32 times since November. DPW has used 1431 tons of salt and spent \$140,771. There is 461 tons left to buy at a cost of \$36,828 which is about 40% of the budget left. This week and next week DPW will be picking up Christmas trees. DPW now has a 5-year contract with Cintas to provide uniforms. The men are receiving 11 sets instead of 7 provided by the previous company. The first two years of the contract amount remains about the same as the previous contract and will increase by 10% for the next three years.

Norma Malone mentioned she has received complaints about the stones in the sand and gravel being spread on the road. Richard Tetreault understands but it is no different than grading the roads, there will still be stones in it. Drivers are advised to keep the speed down and keep a safe distance between cars.

CARPENTER LANE

Background: Before the Selectboard voted to accept the deed (final acceptance) the Town was waiting for: **1)** road and drainage improvements; **2)** signs to be paid for; **3)** as-builts to be submitted; **4)** property pin placement to be confirmed; and **5)** the deed.

The extra paving for the turnaround was done last fall and the Town Engineer said it was acceptable. Drainage work was done (extra catch basins) to get water from the road side ditch to original drainage system. Mr. Carpenter paid for the signs and post, although DPW hasn't installed them yet. As-built drawings were submitted. The Town's Engineer said he would like the two original drainage structures to be shown which the developers engineer said he would get revised. The property pin placement has been confirmed. Per the enclosed email, Mike Monte reviewed the deed which was signed by the Carpenters on January 4th.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted to accept the Carpenter Living Trust Deed for Carpenter Lane including road and all utilities, thereby granting final acceptance of the road. Paul White was not present for the vote.

LOADER FINANCING

Background: The plan presented for the January 2nd meeting was: 5-year term with payments to start 12/31/19; principal amount was \$26,538.40; interest amount based on a 3.75% rate was \$2,985.57. The loader was paid for using the proper Equipment Fund budget account. The plan would have the General Fund “loan” the purchase amount (\$132,692) because the Equipment Fund doesn’t have that amount of money to pay for the loader. The Equipment Fund would re-pay the General Fund. The question is should there be interest and if so, how much?

The current hourly rate for use of a loader is \$71.55. For perspective, in the current Equipment budget rental income is \$1,303.145. The suggested interest expense (see above) is .229% of total income. The .229% of the \$71.55 hourly rate is \$.16 per hour. A loader would be used (billed for) about 725 hours per year – by all funds and for all departments.

In the Equipment Fund expenses of vehicles (e.g. police cars) and equipment (e.g. loaders) are added together to get a single hourly or annual rate for the group. Not including interest in the loader payment will have a negligible change on the loader hourly rate (used for both loaders).

Norma Malone suggested not charging interest in the annual payment but charging the Cemetery, Sewer and Water Funds a surcharge on the hourly rate. The equipment use spreadsheet can be adjusted to have two rates for this loader.

Jack Mitchell is in favor of not charging interest and not adding a surcharge. Manager Rogers explained the interfund transfer procedure.

On a motion by Bob Nelson, seconded by Jack Mitchell, the Selectboard voted that the General Fund loan the Equipment Fund \$132,692 at 0% interest for the initial 5-year term with payments to start December 31, 2019. Paul White was not present for the vote.

SEWAGE ALLOCATION POLICY

Background: This policy, which was first adopted in the late 1980’s and states it will be updated annually. The purpose of updating annually is to re-tally our wastewater flow, update the reserve list (number of gallons of wastewater designated for approved subdivision), and re-calculate the reserve allocation – what is available for future development. At one time these numbers were critical because the Town was at or near the 0-gallon reserve allocation.

Over the years situations arose prompting the Selectboard, usually after hearing from developers, to add policy language. For some years now and again this year, no policy changes are proposed. During 2018 there were no issues or questions because of the S.A.P.

Town staff work on the flow numbers, billing units, sewer customers by property type, Grand List information and the Reserve List.

Barre Town’s allocation (# gallons to be treated at Barre City’s WWFT) is 1,555,000 GPD. That number was established around 1998 when the City and Town agreed to a treatment plant upgrade.

All the changes from the 2018 Sewage Allocation Policy (S.A.P.) can be found on pages 1,2,3,6 and the Reserve List. The 24-month daily average flow increased by 74,719 gallons.

The number of billed units rose by 15.5 from 2997.5 to 3013. The number of gallons on the Reserve List increased 4,500. The bottom line is the surplus or undesignated or reserve allocation is down from 581,681 gpd to 502,462 gpd or 79,219 gpd. Estimating

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300 gpd per unit the Town has reserve allocation for 1,674 equivalent unit (a typical house).

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to approve the 2019 update to the Sewage Allocation Policy. Paul White was not present for the vote.

5- YEAR PAVED ROAD PLAN

Every other year town staff go out and score the roads based on 4 criteria (surface, foundation, x-section and paving condition). The 4 scores are then tallied to get a priority score (P.S.) from highest to the lowest. The highest P.S. is around 100 and the lowest possible P.S. is 22. Town Manager Rogers distributed handouts showing the P.S. Ratings, when the roads were last paved and what year the roads are scheduled to be paved. Also distributed were paving prices and a 5-year plan showing the roads to be paved and the total cost budgeted per year.

This item will be on the agenda for next week so Department Heads can have the paving schedule for next year's highway fund budget.

PERSONNEL POLICY

Background: More of Part III (of five): Employee Benefits time-off sections. Next week the Board will discuss the rest of the Employee Benefits section (vacation, workers comp, federally-mandated withholdings, and longevity pay).

Assistant Town Manager Wang stated the significant changes this week are the fitness to return to work and floaters cannot be carried over.

The Selectboard discussed the sick leave policy and the conditions in which a physician's note is required.

Norma Malone inquired about section #4 and, more specifically, the first phrase of the second sentence. There is no stated time frame within which verification of the employee's eligibility for sick leave could be obtained and, as written, implies verification may only be possible after a return to work. After discussion, a majority of the Board agreed the phrase should read, "After any sick time is used...." Mitchell was opposed.

Change under sick leave item #2 that employees unable to report to work because of sickness shall notify their supervisor at least 30 minutes in advance.

Tom White had a question regarding the 480 hours of comp time for emergency services employees. Where did this figure come from? Assistant Town Manager Wang will research and get back to the Selectboard.

WEEKLY ACCOUNTS PAYABLE WARRANT

On a motion by Bob Nelson, seconded by Jack Mitchell, the Selectboard voted to approve an accounts payable warrant dated January 8, 2019. Paul White was not present for the vote.

MISCELLANEOUS - NONE

ROUND TABLE

The results of the election are in. 952 voted in favor of the merger and 534 voted against. 715 early ballots were cast. There are 5751 voters on the checklist and 1501 voters participated which is 26.94%.

Tom White stated that the January 2, 2019 agenda was not posted on the website. He also wanted to know the status on the water line and bridge crossing project. Town Manager Rogers stated that Rte 302 to Bianchi Street is scheduled for this summer. There are still bridge and sidewalk design issues that need to be addressed with AOT.

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Tom White would like a follow up of the accounting software added to next week's agenda.

EXECUTIVE SESSION

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to find the need to go into executive session citing premature general knowledge would put the Selectboard at a substantial disadvantage. Paul White was not present for the vote.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to go into executive session at 8:50 p.m. for a personnel item with the manager and staff only and that the Selectboard will hold an executive session after that discussion without staff for personnel issues.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to come out of executive session at 9:57 p.m. Paul White was not present for the vote.

ADJOURN

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted to adjourn at 9:57 p.m. Paul White was not present for the vote.

Wendy Moore – Assistant Town Clerk

Selectboard Chair

Barre Town Selectboard