

BARRE TOWN SELECTBOARD MEETING AGENDA
May 21, 2019

1. Call to order 6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving May 8, 2019 meeting minutes.
5. Announcements
6. Receive guests for non-agenda items.
7. Consider annual reorganization motions.
8. Public hearing for a proposed ordinance revising the conduct standards for Town recreation areas.
9. Recognize Good Samaritan action by two public works employees.
10. Consider first reading (introduction) of an ordinance amending Section 7-22, Parking Prohibited, of the Barre Town Code of Ordinances.
11. Consider T.S.A.C. recommendation for a crosswalk with warning light on Pitman Road.
12. Review proposed Personnel Policy.
13. Consider accepting engagement letter for F.Y. '18-'19 audit.
14. Consider approving weekly accounts payable warrants for May 14 and 21, 2019.
15. Miscellaneous, including licenses and permits, if any.
16. 'Round the table.
17. Executive session – contract, labor contract.
18. Adjourn.

BARRE TOWN SELECTBOARD MINUTES
May 21, 2019

The duly warned meeting of May 21, 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, Norma Malone, W. John "Jack" Mitchell, Bob Nelson, and Paul White.

Attendance for the regular meeting: Town Manager Carl Rogers, Assistant Manager Elaine Wang, Assistant Town Clerk Wendy Moore, Brad Bass, Alicia Feiler, Terry Smith, Doug Farnham, Jamie Stewart and Chris Dayton.

CALL TO ORDER - The meeting was called to order at 6:00 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 approve the meeting agenda as amended: #17 Executive Session add personnel.

MINUTES

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the Selectboard meeting minutes of May 8, 2019 with minor spelling and grammatical correction and the following: approve the Selectboard meeting minutes of April 30 and page 4- the CV Regional Planning Commission's Transportation Advisory Committee one-year term expires May 31, 2020.

ANNOUNCEMENTS

- ✓ The Lawn Waste Site is now open Mondays 3:00 p.m. to 6:00 p.m., Wednesdays 4:00 p.m. to 6:00 p.m., and Thursdays 9:00 a.m. to Noon and Saturdays 8:00 a.m. to Noon.

Selectboard Minutes of May 21, 2019 Continued:

- ✓ Would you like to help shape our community? Consider serving on the Cemetery Commission, Development Review Board, Housing Advisory Committee, Planning Commission, Recreation Board, or Traffic Safety Advisory Committee. Each of these contributes to the smooth and/or improved functioning of the Town. For more information on each, you can visit barretown.org or call the Town Manager's office at 479-9331. If you would like to be considered for appointment to one of the Town's Boards, Commissions, and Committees, please prepare a brief letter of interest, or fill out the application in your April Barre Town Newsletter, and mail or email to the Town Manager's Office. The deadline is Friday May 24th by Noon.
- ✓ You're invited to a Vernal Pool Workshop led by the Vermont Center for Ecosystem Studied in Barre Town. The presentation starts at 10:00 a.m. at the Municipal Building at 149 Websterville Road. We will also have the opportunity to visit one of these temporary wetlands in the Town Forest. Those who would like to do this site visit should meet up at 11:00 a.m. at the Barclay Quarry Road parking lot for the town forest. Feel free to come to one or the other or both. No reservation necessary.
- ✓ The Barre Town Recreation Board's annual Spring into Summer Fest is coming Saturday, June 1st, 10:00 a.m. to 2:00 p.m. at the Barre Town Recreation Area behind the school. Bounce house, face painting, B-Recs Sports Challenge, Hands on Big Rigs, games, activities, crafts, and more! Admission is free.
- ✓ With spring and summer festivities around the corner, are you planning to shoot fireworks? If so, please note that Class B or Class C fireworks displays require a permit from the town. Also, your completed permit application must be submitted to the Town Clerk's office at least 15 days prior to the display date. If you have any questions, contact the Town Clerk's office at 479-9391. A link to the permit application will be up at barretown.org by this broadcast.

Jack Mitchell is still looking for volunteers for the spring and fall Bulk Trash. If interested, please contact him or the Town Manager. Mitchell also thanked Bob Nelson for donating 24 gift certificates from Nelson's Hardware. Tom White stated there were 254 loads which is the 6th busiest recorded since 2003. Project Graduation raised \$1,031.19 in donations.

The Vernal Pool Workshop is Saturday, May 25th.

Town Manager Rogers received a concurrent House Resolution which was offered by Representative LeClair and McFaun both of Barre Town. The resolution is in recognition of National Public Works Week which is May 19th through May 25th.

GUESTS – None

ANNUAL REORGANIZATION

The first regular meeting following Town Meeting the Selectboard conducts its annual reorganizational meeting. To accommodate summer schedules the Board's meeting schedule (June – September) is reviewed to determine if bi-weekly meetings will be adequate to conduct business. Other business included appointment of Selectboard Chair, Vice Chair, other Town staff and officers, the time and place of the regularly scheduled meetings, policy review, and use of Roberts Rules of Order to conduct meetings.

On a motion by Paul White, seconded by Bob Nelson, the Selectboard voted unanimously to appoint Tom White as Chair of the Selectboard for one year.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to appoint Paul White as Vice-Chair of the Selectboard for one year.

Selectboard Minutes of May 21, 2019 Continued:

On a motion by Norma Malone, seconded by Paul White, the Selectboard voted unanimously to appoint Donna Kelty as Clerk of the Board for one year.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to fix the time of their regular weekly meetings at 6:00 p.m. on Tuesdays in the Selectboard room at the Municipal Building, and to meet on the following dates:

- *Every other week for the month of July (2,16,30) and August (13 and 27) and to resume regular meeting schedule on September 3rd.*
- *For the month of December 2019 meet every Tuesday except for the 24th (Christmas Eve) and will meet on the 30th instead of the 31st (New Year's Eve).*

On a motion by Paul White, seconded by Norma Malone, the Selectboard voted unanimously to adopt Robert's Rules of Order, as amended, as procedures to be followed at the weekly meetings as a general guide, with the Chair authorized to make motions, enter debates, and to vote.

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted to continue the Purchasing Policy and authorizations as adopted on December 20, 1994, and amended. Malone would like this policy to be revised and revisited later.

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted unanimously to continue the Water Customer Complaint Procedure authorizations as adopted on July 28, 2015.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to set the compensation for the Board of Civil Authority and Board of Abatement members at the minimum wage. The standard mileage reimbursement will be the official IRS approved rate.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to set the compensation for the Tax Collector at 0% of the delinquent installment amounts collected. If collected by the town attorney, the compensation for the attorney will be 5% of the delinquent installment amounts collected and 0% for the collector.

On a motion by Paul White, seconded by Bob Nelson, the Selectboard voted unanimously to set the compensation for the First Constable at \$17.00 per hour.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to appoint the Town Engineer as Environmental Officer for one year.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to appoint Michael D. Monte as Town Attorney for one year.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to appoint Carl Rogers, Town Manager, as Tax Collector of Delinquent Real and Personal Property Taxes for one year.

Motion discussion was had on hiring a Tax Collector or using a collection agency for delinquencies. The Selectboard would like to revisit this in the coming year.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to appoint Carl Rogers, Town Manager, as Tax Collector of Delinquent Sewer Assessments and all other Town Levies for one year.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted to appoint Tom White, as a member to the Aldrich Library Trustee Board for a term of one year. Norma Malone voted no as she does not believe the Town should have a Selectboard member on the Board of a non-profit that seeks/receives funding from the Town.

On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted unanimously to appoint Norma Malone, as a member to the Phoenix House Working Group.

PUBLIC HEARING
PROPOSED ORDINANCE REVISING THE CONDUCT OF STANDARDS FOR
THE TOWN RECREATION AREAS.

Background: This ordinance was introduced at the May 8th Selectboard meeting and a notice of this hearing was given as required in the Town Charter.

On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted unanimously to open the public hearing to take comment on the proposed ordinance amendment.

On a motion by Jack Mitchell, seconded by Norma Malone the Selectboard voted unanimously to read the ordinance by title only, "An Ordinance of the Town of Barre Amending Conduct Provisions Relating to Town Recreation Properties, Chapter 3.5, Section 3.5 – 28, (b), Parks, (27)."

Chris Dayton, Vice President for the Over 30 Men League feels this ordinance would have a negative impact on the number of teams participating. Doug Farnham, Chair of the Recreation Board explained to Mr. Dayton this ordinance does not change the consumption of alcohol at the recreation areas; it just allows the police to take action if someone becomes unruly. Tom White proceeded to explain the ordinance in more detail.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to close the public hearing.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to advance "An Ordinance of the Town of Barre Amending Conduct Provisions Relating to Town Recreation Properties, Chapter 3.5, Section 3.5 – 28, (b), Parks, (27)" to final action on May 28, 2019.

EMPLOYEE RECOGNITION

Background: On May 6, 2019, full-time DPW employee Zach LaPerle and summer helper Dominic Bilodeau were on Green Up trash detail. While on a residential street they noticed a bag which contained cash and several checks. Zach and Dom gave the bag to the person to whom the checks were made out. Later in the week Zach talked to the rightful owner who confirmed she received the bag with the money in it. He was told the owner the bag was set on the roof of the car and then drove away, later realizing she had lost the bag.

On a motion by Norma Malone, seconded by Paul White, the Selectboard voted unanimously to recognize and thank Zach LaPerle and Dominic Bilodeau for their good deed.

The Selectboard members signed letters which will be put in their employee files.

FIRST READING (INTRODUCTION)
ORDINANCE AMENDING PARKING ORDINANCE

Background: This spring Dig Safe was contacted to mark utilities along Pitman Road where Pedestrian Activity signs are to be erected. Because of underground utilities in the Industrial Park there are many flags at one location. The Town Manager suggested putting the Pedestrian sign on the post holding the No Parking sign. The no parking zone on Pitman Road was created in the late 1990s when Bombardier was at a peak (approx. 800) employees. Before a temporary parking lot was established where VT Granite Wholesalers is now, Bombardier employees were parking everywhere, including on the street. The Town Managers thought is the no parking zone may no longer be needed. The Traffic Safety Advisory Committee (TSAC) voted to recommend repealing the Pitman Road no parking zone.

TSAC received a request for No Parking signs on Casanova Street. They made a site visit and met with the resident who made the request. The problem being addressed is visitor

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usage of the Grand Lookout Trail and quarry hole swimmers and jumpers. They tend to park on Casanova Street which is narrow (might be 16'-18' wide). TSAC voted to recommend a "No Parking" zone from the GMP pole with the streetlight and the gate on a road leading into the Town Forest. TSAC also suggested posting a sign to direct individuals to the 44 Brook Street parking area.

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted unanimously to read the ordinance by title only "An Ordinance of the Town of Barre, Vermont Amending Chapter 7, Section 7-22, Parking Prohibited of the Barre Town Code of Ordinances".

Paul White would like a better description on the section of Casanova Street other than GMP pole to the gate. Further discussion by the Selectboard was regarding no outlet and no parking signs, ticketing, and possibly towing vehicles in this area. Town Manager Rogers will look into the towing.

The ordinance did not advance to public hearing.

TRAFFIC SAFETY ADVISORY COMMITTEE RECOMMENDATION WILSON INDUSTRIAL PARK PEDESTRIAN CROSSWALK

Background: The Pedestrian Activity signs for Pitman Road were approved last fall. VT Creamery has begun Phase 1 of its improvements, is renting space, and renting 50 employee parking spaces at the former Bombardier building. For employee safety VT Creamery is asking (through Malone Properties) to create a formal and legal crosswalk connecting the two VT Creamery buildings to the auxiliary parking area at Bombardier. The request is for a painted crosswalk and two solar powered beacons (warning lights). The lights would flash only when someone pushed the button.

The Creamery currently has 107 employees (62 on the day shift, 35 on the second shift and 10 on the third shift). The Creamery has a 7-year lease with Malone Properties.

TSAC voted to recommend the pedestrian crosswalk plan with the conditions that VT Creamery pay the initial cost for painting the crosswalk, installing the signs and the warning lights (with controls), and VT Creamery and/or Malone Properties will be responsible for the walkways leading to the street crosswalk.

One TSAC member (only 3 were present) made a motion to approve the request but without the warning lights. The motion died for lack of a second motion. There was concern for the precedent of attaching warning lights to the crosswalk signs.

Alicia Feiler from Malone Properties and Brad Bass from VT Creamery discussed the plans for the crosswalk, installing warning beacons, signage, the walkway up to the parking area, and safety of the employees.

Jamie Stewart from Central VT Economic Development said he has seen the demand lights used very effectively. The cost is less than \$10,000 and the life span is 5 to 7 years.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted to approve the VT Creamery/Malone Properties crosswalk plan as presented. Jack Mitchell voted no.

Tom White stated the Town is very safety conscious and VT Creamery has brought a lot to this area, but the Town also has been very supportive of their expansion project.

Norma Malone stated there is significant value to having the beacon lights. However, she does not want this to set precedent of everyone wanting one in their neighborhood. Future decisions for these lights should be done on a case by case basis.

Jack Mitchell stated he is in favor of the crosswalk, not the lights.

PERSONNEL POLICY

Background: The Selectboard was given a memo about pro-rating health care for per-diem employees that become eligible per ACA and was given a clean complete draft of the revised personnel policy. There is new language in Section 18, clarification on the summer employment bonuses, and Appendix C: Employee Involuntary Termination process.

Norma Malone proposed that she and Paul White meet with Assistant Manager Wang to have a comprehensive review of the policy to ensure all the changes and revisions are incorporated into the final draft. The remaining members were in favor of this proposal.

No action is required at this time regarding Health Insurance for per-diem employees.

AUDIT ENGAGEMENT LETTER

Background: The engagement letter or proposal and contract is for auditing the financial statements for the year ending June 30, 2019. The proposed fee is \$29,800. The Town paid Sullivan, Powers & Co. \$29,000 for the 2018 audit. Our audit budget amount for the Fiscal Year 2019-2010 is \$29,000. There is no substantive change from last year, just a few minor word changes.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to approve the May 8, 2019 engagement letter from Sullivan, Powers & Co. P.C. for the Fiscal Year 2018 -2019 audit and to authorize the Chair to sign said letter.

Bob Nelson would like the salutation on the letter be change from Board of Selectmen to Selectboard.

ACCOUNTS PAYABLE WARRANT

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted to approve the accounts payable warrants dated May 14, 2019 and May 21, 2019. Bob Nelson abstained.

MISCELLANEOUS – None

‘ROUND TABLE

Norma Malone:

Update on the status of the Westerville Fire District Audit. Town Manager Rogers noted the auditors are in need of values placed for the capital assets acquired by the merger and the password to the NEMRC system.

She inquired if the Selectboard priority list would be revisited within the next few weeks. Tom White passed out the list and would like to propose that each member choose one item and the one item will be placed on the weekly meeting agenda and remain there until it has been completed/resolved.

Bob Nelson:

A resident approached him while working at the polls with a question about the roadway connecting to his driveway. Nelson reached out to Harry and Tate asking them to visit with the resident which they did. He wanted to thank the staff for resolving this quickly.

He suggested having a retreat, to include the Selectboard and Town Manager, for the purpose of discussing Board priorities and ways to support the Town Manager and staff. Possibly place it on next week’s agenda for discussion and to set a retreat date.

Congratulated Town Manager Rogers on placing 23rd in the Barre Town 5K.

Paul White:

He discussed the way the Board receives Department Head reports/visits. White proposes that no more than two Department Heads visit at the same time and the Selectboard receives the written reports in their packets ahead of time for review prior to their visit. If the

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rest of the Board agrees, he would like to see quarterly reports instead of monthly. Jack Mitchell and the Town Manager are in support of monthly reports. Norma Malone brought up the fact there have been no reports from the Assessor’s office and Tax Collector’s office.

Thanked the people of Barre Town for their support in the election.

Jack Mitchell:

He is in favor of a retreat.

Mitchell commented on the letter from Claire Duke stating she would be retiring from the Barre Town Planning Commission at the end of May. He thanked her for the many years of service to the Town. She will be missed.

He inquired about the damaged generators that were reported in the Public Works monthly report - are they going to be fixed?

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 clearly place the Selectboard at a substantial disadvantage.

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted unanimously to go into executive session at 8:21 p.m. for personnel, contracts and labor contract.

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 Bob Nelson, seconded by Jack Mitchell, the Selectboard voted unanimously to adjourn at 9:27 p.m.

Wendy Moore Assistant Town Clerk

Selectboard Chair

Barre Town Selectboard

Selectboard Minutes of May 21, 2019 Continued: