

BARRE TOWN SELECTBOARD MEETING AGENDA

June 11, 2019

1. Site visit: Town's rented building at 22 Wilson Street 6:00 p.m.
2. Call to order 6:30 p.m.
3. Pledge of Allegiance
4. Consider approving agenda.
5. Consider approving June 4, 2019 meeting minutes.
6. Announcements
7. Receive guests for non-agenda items.
8. Consider appointment to Recreation Board.
9. Consider approving water and sewer billing rates for fiscal year 2019-2020.
10. Consider delegating authority to approve consumption of alcohol at the Recreation Area and picnic shelter.
11. Discuss possible revisions to the Purchasing Policy.
12. Consider accepting the Town Clerk-Treasurer's annual Financial Management Questionnaire.
13. Consider approving keeping one used pick-up truck.
14. Consider first reading (introduction) of an ordinance amendment prohibiting parking on a certain section of Casanova Street.
15. Consider approving closing Municipal Building offices on Friday, July 5, 2019.
16. Consider approving weekly accounts payable warrants for June 11, 2019.
17. Miscellaneous: including licenses and permits, if any.
18. 'Round the table.
19. Executive Session: (personnel and labor contracts).
20. Adjourn.

BARRE TOWN SELECTBOARD MINUTES

June 11, 2019

The duly warned meeting of June 11, 2019 began with a site visit at 22 Wilson Street, South Barre and the regular meeting, held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville was held at 6:30 p.m.

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

Attendance for the regular meeting: Town Manager Carl Rogers, Assistant Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kelty, Recreation Board Members Terry Smith and Amanda Gray, and Times Argus Reporter Eric Blaisdell.

CALL TO ORDER – The regular meeting was called to order at 6:40 p.m.

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

APPROVE THE AGENDA

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to approve the meeting agenda as presented.

MINUTES

On a motion by Paul White, seconded by Norma Malone, the Selectboard voted unanimously to approve the Selectboard meeting minutes of June 4, 2019 with minor corrections to spelling and grammar. Tom White and Bob Nelson abstained as they were not present.

ANNOUNCEMENTS

- ✓ Are you planning fireworks? Please be aware that Class B or Class C fireworks displays require a permit from the Town. And, your completed permit application

Selectboard Minutes of June 11, 2019 Continued:

must be submitted to the Town Clerk's office at least 15 days prior to the display date. You can get a fireworks display permit application from the website (www.barretown.org) or by calling the Town Clerk's office at 802-479-9391. The 61st Annual Barre Town Fire Department Father's Day Chicken Bar-B-Q will be held Sunday, June 16th from Noon to 2:00 p.m. at the East Barre Fire Station. Cost is \$12.00 for adults and \$7.00 for children. Plenty of sides, you can eat in or take out.

- ✓ Are you interested in the safety of the Town's roads? Consider applying to serve on the Transportation Safety Advisory Committee, which has a vacancy. This Committee makes recommendations to the Selectboard about all matters related to town highway and parking area safety. If you are interested contact the Town Manager's Office at 802-479-9391 or offices@barretown.org.
- ✓ You are invited to the Annual Barre Town Fire Department Father's Day Chicken Bar-B-Q on Sunday, June 16th from Noon to 2:00 p.m. at the East Barre Fire Station. Admission is \$12.00 for adults and \$7.00 for children.
- ✓ The annual Learn to Skateboard event will be held on Saturday, June 22nd at the Barre Town Recreation Area Travis Mercy Memorial Skateboard Park from 1:00 p.m. to 3:00 p.m. All ages welcome. You will need your own skateboard and other protective gear, but you will receive a new helmet courtesy of the Vermont Bicycle Shop. Contact Linda Mercy for more info and to register at 802-479-3405.
- ✓ Also on Saturday, June 22nd, at the Barre Town Recreation Area, will be the second annual Snap Fitness Beach Volleyball Tournament from 9:00 a.m. to 4:00 p.m. Funds raised by teams and spectators go to Dragonheart VT. For more information visit www.barretown.org.
- ✓ Reserve your spot for tennis lessons this summer. More information at www.barretown.org.

GUESTS

Recreation Board members Terry Smith and Amanda Gray were present to give an overview of the recent Summer Festival. They informed the Selectboard there was a record turnout and thanked the various Town Staff and Departments for all their help. This year the attendance was 305, a far cry from the first year which was 150. Attendees also seemed to arrive much earlier this year so participation in all events was wonderful.

Future events are the Tuesday night Ice Cream Socials held throughout the summer at the various Town playgrounds. Visit the website (www.barretown.org) for more information on locations. Work has also begun on the Fall Festival which will be held on September 28th.

RECREATION BOARD APPOINTMENT

Background: In April the Selectboard interviewed Moriah Fraga and Amanda Gray for a Recreation Board vacancy. Amanda was appointed. There is once again a vacancy as Mike Gilbar was appointed to the Planning Commission. The Assistant Manager contacted Ms. Fraga and she is still interested in serving on the Recreation Board.

On a motion by Paul White, seconded by Bob Nelson, the Selectboard voted to appoint Moriah Fraga to the remainder of a 3-year term to the Recreation Board, said term to expire May 31, 2022.

WATER AND SEWER RATES FOR NEXT FISCAL YEAR

Background: The Manager's proposed Fiscal Year 2019-2020 Sewer Fund budget would keep rates at \$316.00 per household or equivalent unit. The Budget Committee did not make any recommended changes. However, the Budget Committee did make recommendations to the Manager's Water Fund proposed rates (same of FY 2018-2019).

Selectboard Minutes of June 11, 2019 Continued:

The recommendation was to raise the quarterly base charge from \$56.00 to \$60.00, the consumption rate from \$6.70 to \$6.90 per 100 cubic feet, and the Websterville Special Assessment would stay at \$156.00 per year.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to set the Fiscal Year 2019 -2020 sewer rate at \$316.00 per equivalent unit and to bill the B.O.D. at \$.38 per pound for H.P. Hood, Village Cannery, and Vermont Creamery.

On a motion by Norma Malone, seconded by Paul White, the Selectboard voted to set the Fiscal Year 2019-2020 water rates at \$6.90 per 100 cubic fee consumed, the quarterly base charge at \$60.00 per quarter, and the former Websterville Fire District customers special assessment at \$156.00 (to be billed quarterly).

DELGATE AUTHORITY FOR CONSUMPTION OF ALCOHOL

Background: On May 28, 2019 an ordinance amendment was adopted allowing the consumption of alcohol in the Recreation Area with prior approval from the Town. There are three (3) primary uses of the recreation area: 1) planned, pre-approved affairs at the picnic shelter; 2) impromptu, personal or small group use of the facilities (tennis players, picnic lunch, someone shooting baskets); and 3) planned and approved league, team or association use of the athletic fields/courts.

The approval to consume alcohol would apply to the picnic shelter affairs and the leagues', teams', and associations use of the athletic fields. Picnic shelter reservations are made through the Manager's Office. From early June into September, a group or family is using the shelter almost every Saturday and Sunday (sometimes two parties use it in one day).

Field and bike path use is reserved through the Recreation Board. The Board acts on requests at its monthly meeting. The April meeting the Board acts on the major uses (softball leagues, soccer associations, baseball teams) for the summer.

The Manager is recommending the Manager's Office be delegated the authority to approval alcohol consumption for the Picnic Shelter as it handles the reservations. The Town Attorney has been asked to write a disclaimer and approval statement to be used for all approval with alcohol. The reservation form will be amended to include a question asking if the group wants to have alcohol. The Recreation Board should be delegated the authority to approve consumption with the Field Use reservations.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted, under Barre Town Ordinance, Chapter 3.5 to delegate to the Recreation Board and the Town Manager's Office the authority to approve consumption of alcohol in the Barre Town Recreation Area and at the Picnic Shelter(s), respectively.

During the Board discussion it was noted that perhaps the rules of conduct could be placed on the backside of the application. For informational purposes only they would also like to see a copy of the form when it is completed.

REVIEW PROPOSED PURCHASE POLICY AMENDMENTS

Background: On May 28th the Selectboard reviewed the Purchasing Policy. Consensus was to redraft the Policy and reduce the number of purchasing practices to three (3) categories, increase the threshold for competitive bidding to \$10,000 (matching Charter), and delete the Local Vendor Allowance section (no longer relevant). There were also a few other minor revisions.

Discussions focused on budgeted versus unbudgeted items and various levels. Malone stated she downloaded the VLCT model policy and will review/compare it with the Town's to see if additions/deletions might be needed.

ANNUAL FINANCIAL MANAGEMENT QUESTIONNAIRE

Background: By State Law (Title 32, Section 133(11)) and Title 24, Sections 872(b) and 1571(d) the Town Treasurer is required annually to complete a Financial Management Questionnaire as provided by the State Auditor. This document is to be presented and accepted by the Selectboard by June 30th each year. A copy of the completed document was provided to the Board for review prior to the meeting.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted to accept the Town Clerk-Treasurer's Annual Financial Management Questionnaire dated June 14, 2019 as amended and to authorize the Chair to sign said document.

During discussion it was noted Malone has received financial training, two questions were unanswered (one was missing the answer and the second was N/A and the reason noted in the comments). A clean copy with the revisions will be prepared for the Chair to sign at the next meeting.

REQUEST TO KEEP ONE PICK-UP TRUCK

Background: The DPW has taken delivery of a new RAM pick-up (to be driven by Shop Foreman Mike Martel). The DPW is asking the Board to consider keeping the old pick-up (2011 Ford F-150, 4wd, 8ft. bed, 5.0l engine and has 56,699 miles on it). It is in good condition mechanically with a fair body (some rust and a dent in the roof). Blue Book list the selling price as \$7,800 to \$10,500.

The primary reason for keeping the truck is to use it for sign work. When Jay was doing the sign work, he used the sewer-water van. Now a different person (Pete) must use the one-ton, when available, or a large dump truck. During the summer a one-ton usually is not available. Putting sign, post, hardware, and tools in a pick-up would be easier than in a small/large dump truck and would save on fuel consumption. The old pick-up could also be used for other tasks (transporting a crew to a job site when not everyone needs a dump truck, use by the gravel pit operator, when inspecting culverts, etc.).

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted to keep the 2011 Ford F-150, 4wd, pick-up truck as an additional vehicle to the Barre Town fleet of DPW vehicles.

Motion discussion is to keep the life cycle of this vehicle around 8 years, as for rotation it would always be the pick-up going out of service, the Equipment Plan should be updated, and Jack Mitchell would like to see the little bit of rust (around wheel well) taken care of if we are going to use it a few more years. Malone stated she would like to have a list of vehicles going out of rotation in 2019-2020.

FIRST READING

AMEND TO PROHIBIT PARKING ON SECTION OF CASANOVA STREET

Background: The Traffic Safety Advisory Committee (TSAC) recommended a no parking zone on Casanova Street. The Selectboard is being asked to begin the ordinance amendment process with a first reading tonight.

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted to read 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.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted to advance "An Ordinance of the Town of Barre, Vermont Amending Chapter 7, Section 7-22, Parking Prohibited of the Barre Town Code of Ordinances to a second reading (public hearing) on June 25, 2019.

REQUEST TO CLOSE MUNICIPAL BUILDING ON JULY 5, 2019

Background: The Town Clerk-Treasurer, on behalf of the Municipal Building staff, is asking the Selectboard to consider closing the offices on Friday, July 5, 2019. Staff are willing to use a floater or vacation day. The only staff to be impacted is the Engineer's Intern who will not lose any time as they will be working with the DPW on that day. The Selectboard was provided with a memo outlining the various reasons for the request which include limited staff in all offices due to scheduled time off, no Selectboard meeting the following week, and the Town Clerk-Treasurer will be using all the hardware (printer and 2 copiers) printing the new fiscal year property tax bills.

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted to close the Barre Town Municipal Building on Friday, July 5, 2019 provided all staff not working use a vacation day, floater holiday or comp time.

ACCOUNTS PAYABLE WARRANT

On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted to approve the accounts payable warrant dated June 11, 2019. Bob Nelson abstained.

MISCELLANEOUS

Town Clerk Kelty reminded the Board the downstairs vault shelving renovation project will begin tomorrow and continue through next week.

Asst. Manager Wang informed the Board Members that she, Norma Malone, and Paul White are continuing their review of the proposed draft Personnel Policy while also determining if there are any existing policies which can be revoked as they would be included in the draft Personnel Policy. Their next meeting is June 24th.

Manager Rogers gave the Selectboard a brief update on the Route 110/Mill Street waterline project. JP Sicard is the contractor for the State project and work is expected to begin in late July with a completion date in November this year. Between now and late July the Town must do the necessary "under the road" work to install a sleeve for the replacement water line from Old Route 302 to Bianchi Street. The Town's work will include saw cutting across 110 during the day. Once the work is complete this section will be paved. The Town can then come back later to open the ends, lay the pipe, and connect the water line. During construction there will be a need to close Old Route 302 and Bianchi Street. The big work of trenching to lay the sleeve will be done in one night (6:00 p.m. – 6:00 a.m.). This will require the Town to have special lighting and clothing for the flaggers which we may need to purchase.

'ROUND TABLE

Norma Malone:

- She congratulated Paula Russell on her recent graduation from the Police Academy.
- When will the website and printed ordinances be updated with all the recent changes? Rogers stated periodically Charter and Ordinance revisions are sent to the codifier who will update the website edition as well as provide printed pages to update the books.
- She stated H 514, the Miscellaneous Tax Bill, had passed. It changes the CLA mandated reappraisal level from 80% to 85%. Rogers stated the Town is close and a reappraisal is being planned soon.

Bob Nelson sent out a Happy Father's Day to all those individuals that do such a hard job.

Paul White inquired about the East Barre Sidewalk line painting. Asst. Manager Wang explained what the contract covered for line painting and what amount the Town would be reimbursed through the sidewalk grant.

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 Paul White, the Selectboard voted unanimously to go into executive session at 7:53 p.m. to discuss personnel, labor contracts, and contract.

Town Clerk-Treasurer Donna Kelty was excused at 8:58 p.m.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to come out of executive session at 10:00 p.m.

ADJOURN

On a motion by Norma Malone, seconded by Paul White, the Selectboard voted unanimously to adjourn at 10:01 p.m.

Donna J. Kelty, Town Clerk-Treasurer

Selectboard Chair

Barre Town Selectboard