

BARRE TOWN SELECTBOARD MEETING AGENDA

June 25, 2019

1. Call to order 6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving June 11 and 18, 2019 meeting minutes.
5. Announcements
6. Receive guests for non-agenda items.
7. Consider approving final plan for stormwater treatment at DPW Yard, 129 Websterville Road.
8. Update on installation of AccuFund (finance and accounting software).
9. Consider second reading (public hearing) of an ordinance amendment prohibiting parking on a certain section of Casanova Street.
10. Consider sign installation recommendations from TSAC – Hill Street and Graniteville Road.
11. Consider Department of Public Works request to allow all staff to use time-off on Friday, July 5, 2019.
12. Discuss placing “Dogs Must Be on Leash” signs in section of Wilson Industrial Park and designating areas dogs may be off the leash.
13. Consider designating certain June 30, 2019 cash balance for Fiscal Year 2019-2020 budgeted purposes.
14. Discuss use of cash balance for certain Fiscal Year 2019-2020 budgeted purposes.
15. Consider approving weekly accounts payable warrants for June 18 and 25, 2019.
16. Miscellaneous: a) catering permit for Gusto’s at 663 South Barre Road on June 22, 2019; b) Second Class Liquor License for Gunner Brook Store and Deli; c) fireworks permits for 1) Patrick York, Lisa Drive, August 3rd; 2) Cedric Sanborn, Lyman Road, July 5th; 3) Thunder Road, Fisher Road, July 4th/5th; and 4) Brad Lawson, Church Hill Road on July 4th. including licenses and permits, if any.
17. ‘Round the table.
18. Executive Session: (personnel and labor contracts).
19. Adjourn.

BARRE TOWN SELECTBOARD MINUTES

June 25, 2019

The duly warned meeting of June 25, 2019 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville was held at 6:00 p.m.

The following members were in attendance: Paul White, Norma Malone, and W. John “Jack” Mitchell, and Bob Nelson. Tom White was not present for the meeting.

Attendance for the regular meeting: Town Manager Carl Rogers, Assistant Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kelty, Michele Braun, Bonnie Batchelder, and Times Argus reporter Eric Blaisdell.

CALL TO ORDER – The regular 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 Jack Mitchell, seconded by Norma Malone, the Selectboard voted to approve the meeting agenda as presented. Tom White was not present for the vote.

MINUTES

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted to approve the Selectboard meeting minutes of June 11, 2019 with minor corrections to spelling and grammar. Tom White was not present for the vote.

Selectboard Minutes of June 25, 2019 Continued:

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted to approve the Selectboard meeting minutes of June 18, 2019 as presented. Tom White was not present for the vote.

ANNOUNCEMENTS

- ✓ The Selectboard is still looking to fill two vacancies on the 5-member Traffic Safety Advisory Committee. If you are interested, please contact the Town Manager's Office at 802-479-9331.
- ✓ The Grand List was lodged yesterday, Monday, June 24, 2019 in the Town Clerk's office. If a property owner wants to grieve their assessed value you must file a grievance in writing prior to 8:00 a.m. on Monday, July 8, 2019. EMAILS DO NOT COUNT! For more information visit www.barretown.org.
- ✓ Littlejohn Road will be closed to traffic from Sabetto Street to Donahue Road between 6:00 p.m. and Midnight, Friday, June 28th and Saturday, June 29th for Rockfire. Town Forest users, please note the 44 Brook Street parking lot will also be closed on Saturday, June 29th from 6:00 p.m. to Midnight for Rockfire performer parking.
- ✓ Summer Road work season has begun. The pavement milling contractor is scheduled to start work on Thursday, July 25th, weather permitting. For the milling and paving schedule and whether your road will be affected, visit www.barretown.org or look at your copy of the April 2019 newsletter (page 5). Also, keep in mind the northbound lane of Exit 6 (South Barre) is closed through July 30, 2019.
- ✓ The Recreation Board's "Summer Ice Cream Social" series in the playgrounds is returning. The first one will be on Tuesday, July 9th, 6:30 p.m. to 7:30 p.m. at the Trow Hill Playground. For the remaining schedule see the Town website or your April newsletter Recreation insert.
- ✓ The Selectboard will meet every other week in July and August starting July 2, 2019. The regular weekly meeting schedule will resume September 3, 2019.
- ✓ The Barre Town Municipal Offices will be closed on Thursday and Friday, July 4th and 5th.

GUESTS - None

DPW YARD STORMWATER TREATMENT PLAN

Background: The Friends of the Winooski River (FWR) and Watershed Consulting have been working with the Town and School on several stormwater treatment plans. The three projects are located at the Town Recreation Field, Department of Public Works yard, and the School parking area which the school is working on.

Michele Braun was present to discuss the Recreation Field and DPW yard plans. In the April presentation the Selectboard had comments/changes for the DPW yard plans and more information was needed on the Recreation Field project.

The Recreation Field project is complex in that it involves land owned by St. Sylvester Cemetery. FWR has been meeting with the St. Sylvester Cemetery Commission but it has been realized if there were to be a land transfer/swap with the Town, the Burlington Diocese would need to be involved. The overall new plan involves about 7 acres of land. The gully is very deep (40 – 50') and the erosion process is quite active. The Town is interested in accepting operation and maintenance of the proposed system. Cost estimates are \$146,000 which does not include the acquisition cost of land from the Cemetery.

Board discussion focused on maintenance of the media filter, owning the land versus having an easement, usability of the wetland in question by the Cemetery, the selling price of said land, and possible in-kind services the Town could provide to reduce the project cost (such as the work at the swale at the DPW Yard).

The DPW Yard swale project (to the right of the drive) was redrawn and overall the plan is acceptable. Construction cost for this project is estimated at \$160,000 and will have an underground system.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted to approve the Friends of the Winooski proceeding with the stormwater grant applications for: 1) the Department of Public Works Yard and to confirm the Town is willing to take responsibility for the maintenance and operation of the system, and 2) the Recreation Field plan with the understanding that conversations will continue with the St. Sylvester Cemetery Commission, Friends of the Winooski and Town Manager. Tom White was not present for the vote.

UPDATE ON ACCUFUND SOFTWARE INSTALLATION

Background: Bonnie Batchelder (Batchelder Associates and our bookkeeping firm) will attend to give the Board an update on the progress for the installation of the AccuFund Software packages.

Ms. Batchelder provided a brief update on the progress to date. The general ledger chart of accounts (foundation for all reporting) has been cleaned, sorted, in order and ready for use. A grant section has been added which will be extremely efficient when it comes to monitoring and reporting, now and in the future.

The goal, which should be met, is to have the Accounts Payable warrant for July 2, 2019 prepared, issued, and checks printed from the AccuFund software. The Payroll, which is the most complex component given the various unions, types of sliding pay, time off, and going to an on-line system has a tentative go date of August 1st. The firm is being very careful and taking time on this to ensure all the “rules” for the pay variables are entered correctly during setup. She thanked the Assistant Town Manager for her extensive help during this payroll setup.

Ms. Batchelder also stated the outside auditing firm (Sullivan & Powers) has contacted her regarding dates for the FY 18-19 year. The first week in November 2019 is preferable as she hopes to have the audited year being integrated and reports run from the AccuFund software. With this being an off election year the November 4th week will work well for the Town Clerk-Treasurer. The Selectboard is okay with the selected date.

PUBLIC HEARING – SECOND READING AMEND TO PROHIBIT PARKING ON SECTION OF CASANOVA STREET

Background: This reading/hearing will be to take public comment on the proposed amendment to the Barre Town Ordinance which will prohibit parking on a section of Casanova Street located in Websterville.

On a motion by Jack Mitchell, seconded by Norma Malone , 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. Tom White was not present for the vote.

On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted to open the public hearing for “An Ordinance of the Town of Barre, Vermont Amending Chapter 7, Section 7-22, Parking Prohibited of the Barre Town Code of Ordinances at 7:14 p.m. Tom White was not present for the vote.

There were no public comments.

On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted to close the public hearing for “An Ordinance of the Town of Barre, Vermont Amending Chapter 7, Section 7-22, Parking Prohibited of the Barre Town Code of Ordinances at 7:17 p.m. and to

Selectboard Minutes of June 25, 2019 Continued:

advance the amendment to a final hearing on July 2, 2019. Tom White was not present for the vote.

SIGN INSTALLATION – HILL STREET AND GRANITEVILLE ROAD

Background: There has been a lot of discussion lately regarding pedestrian traffic using Hill Street to access the Trow Hill playground. The Selectboard passed the discussion over to the Traffic Safety Advisory Committee (TSAC) for comment. TSAC made a site visit this past Wednesday and identified a few options and requested more information for their next meeting. They did vote to recommend gate posting (signs on both sides of the road) of “Pedestrian Activity” signs on Hill Street; between Osborne Road and Balsam Drive for west bound traffic and at the Hill Street/West Cobble Hill Road/Windy Wood Road intersection for east bound traffic.

TSAC also received a request to install a crosswalk from Websterville Road to Sterling Hill Road across Graniteville Road. TSAC made a site visit. As there are no pedestrian facilities on either side of Graniteville Road now and because there is a project (Semprebike bike path) in the works that would create pedestrian facilities, TSAC opted not to recommend a crosswalk now but did vote to recommend “ Pedestrian Activity” signs on Quarry Hill Road and Graniteville Road.

Board discussion was primarily on what constitutes sign clutter. Paul White stated finding the balance between liability versus aesthetics is difficult due to all the variables and too hard to define.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted to approve the Traffic Safety Advisory Committee recommendation and authorize the gate posting of “Pedestrian Activity” signs on Hill Street: between Osborne Road and Balsam Drive for west bound traffic and at the Hill Street/West Cobble Hill Road/Windy Wood Road intersection for east bound traffic. Tom White was not present for the vote.

On a motion by Bob Nelson, seconded by Jack Mitchell, the Selectboard voted to approve the Traffic Safety Advisory Committee recommendation to post “Pedestrian Activity” signs on Quarry Hill Road and on Graniteville Road approaching Sterling Hill Road. Tom White was not present for the vote.

DPW REQUEST TO CLOSE ON JULY 5, 2019

Background: During the last meeting the Selectboard approved closing the Municipal Building offices on Friday, July 5th, provided staff/management used a vacation or floater holiday. The Department of Public Works (DPW) is now making the same request. However, because of their operations and staffing it is a little more complex.

The Water Operator must service the systems that day. Normally, he would receive overtime for coming in on a holiday. If closing DPW on the 5th is approved this would not be a holiday. So, he will work the hours needed to service the system at regular time and take vacation/floater time for the remaining hours not worked. The shop (mechanics and Mike Martel) are included. Superintendent Anderson stated he is okay with taking the day off. However, if the summer help wanted to work, he would come in to work with them.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to approve the Department of Public Works request to close on Friday, July 5, 2019 provided the staff use floater or vacation time and to ask the water operator for time worked on the 5th to take straight time and fewer vacation/floater hours. Tom White was not present for the vote.

DOGS ON LEASH IN WILSON INDUSTRIAL PARK AREAS

Background: The Animal Nuisance Control Ordinance (Article 4 of Chapter 4 of the Code of Ordinances) states that dogs cannot be off-leash except on their owner’s property (Section 4.92(1)i).

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A Bolster Road resident often walks the gravel road base between Bolster Road and S.B. Electronics. Many times people are walking their dog(s) off-leash on this road. As a result, the Manager is asking the Selectboard if dogs can be allowed off-leash in an area like this undeveloped part of the Industrial Park or some other area.

Discussion focused on Town liability if signs are not posted everywhere, this is publicly owned land, not every person is a dog owner, some people have health related issues, and notifying residents the Town has a leash law (perhaps on the dog license renewal form).

Jack Mitchell made a motion to authorize that a “Dogs Must Be Leashed” sign be erected on the gravel section of Parker and Bolster Roads. The motion died for lack of a second.

After further discussion, Board consensus is to ask the Recreation Board to discuss the necessity of leash law signage on Town properties such as the neighborhood playgrounds, Recreation Field, Town Forest, or other Town property and to make recommendations, if any, and to obtain a legal opinion on the Town’s liability for posting/not posting signage.

DESIGNATING JUNE 30, 2019 CASH BLANCE FOR FY 2019-2020 USE

Background: The Manager has prepared a list of current year budgeted items which will not or may not have been purchased and/or paid for by June 30, 2019. The three items are for the Fire Department and include the monies to put into reserve for the rescue tools and turnout gear which total \$10,000 and the plumbing and electrical work for the new gear washer (\$1,000) which cannot be done as the washer will not arrive by June 30th. The Selectboard is being asked to formally take action to approve carrying over the \$11,000 to Fiscal Year 2019-2020.

On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted to assign/reserve/carry over to Fiscal Year 2019 – 2020 the following Fiscal Year 2018 budgeted monies from the General Fund totaling \$11,000 and include:

<i>Account #</i>	<i>Description</i>	<i>Amount</i>
<i>011-422-280-000</i>	<i>Reserve for Fire Dept rescue tools</i>	<i>1,500.00</i>
<i>011-422-870-600</i>	<i>Reserve for fire Dept turnout gear</i>	<i>8,500.00</i>
<i>011-422-470-000</i>	<i>Plumbing/electric work for new gear washer</i>	<i>1,000.00</i>

Tom White was not present for the vote.

USE OF CASH BLANCE FOR FY 2019-2020 USES

Background: Thinking ahead, Selectboard member Nelson prepared a list of Fiscal Year 2019-2020 purchases that might be paid for with undesignated fund balance. The undesignated balance is from the General and Highway Funds and should not be used for the Equipment or Water Fund purchases. The Selectboard will set a tax rate only for the General and Highway Funds. Using the undesignated balance for budgeted expenses in these two budgets will hold down the property tax rate. Some undesignated funds have already been obligated such as the unbudgeted purchase of the AccuFund software and associated services. Other undesignated funds were used for loader financing (General Fund loan to Equipment Fund).

The Manager prepared a list of budgeted items totaling \$88,950. After discussion the Selectboard, by consensus, agreed to add the last 2 sets of bleachers (Recreation) for \$9,000, the purchase of Fire Department boots (\$2,500) and the gas meter (\$2,900) for a grand total of \$103,500. The following is a list

Account #	Description	Amount
011.416.390	Domain name registration	320.00
011.419.283	Emergency buzzers and alarms	1,600.00
011.419.470	Painting outside Municipal Bldg.	2,600.00

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011.419.480	Selectboard room chairs	715.00
011.421.280	Patrol rifle (year 4 of 4)	900.00
011.421.280	8 body cameras	8,300.00
011.422.280	F.D. traffic warning signs (last year)	1,800.00
011.422.470	Paint S. B. Fire Station	3,400.00
011.422.470	Repair E. B. Fire Station concrete floor	4,300.00
011.422.000	Firefighter boots (in addition to budgeted amount)	2,500.00
011.422.000	Fire Dept. Gas meter	2,900.00
011.462.280	Rec small equip purchases (except string trimmer)	1,615.00
011.462.000	Additional 2 set Rec Dept bleachers	9,000.00
011.462.450	Lower Graniteville playground	23,000.00
011.462.680	Tennis court reserve	26,000.00
012.431.690	Road erosion inventory (REI)	12,000.00
012.438.270	Rent track excavator	2,400.00

Manager Rogers noted large undesignated fund balance relates to years of many road paving grants received and funds received through the reconciliation of the State Tax rates (Homestead versus Non-residential). He also reminded the Board the current fiscal year had quite a bit of undesignated monies used to pay for one-time budgeted items and to reduce the tax rate.

ACCOUNTS PAYABLE WARRANT

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to approve the accounts payable warrant dated June 18, 2019 and June 25, 2019. Bob Nelson abstained and Tom White was not present for the vote.

MISCELLANEOUS

For the record the Town Clerk is informing the Selectboard that on June 17, 2019 a Request to Cater Malt, Vinous and/or Spirituous Liquors was approved for JWD Corporation, DBA as Gusto’s for an event held at Wilkins Harley Davidson on June 22, 2019 by the Town Clerk This report is entered into the record as a requirement of the Barre Town Request to Cater Malt, Vinous, and/or Spirituous Liquors Policy adopted by the Selectboard on June 19, 2018.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted to approve a 2019 Second Class Liquor License for Bevins’ Family 5 Enterprise LLC, dba Gunner Brook Store and Deli. Tom White was not present for the vote.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to approve the following fireworks display permits with the standard conditions:

- 1. Patrick York, Lisa Drive, to hold a display on July 27, 2019 with a rain date of August 3, 2019;*
- 2. Cedric Sanborn, Lyman Road, to hold a display on July 4, 2019 with a rain date of July 5, 2019;*
- 3. Thunder Road International Speedbowl, Fisher Road, to hold a display on July 4, 2019 with a rain date of July 5, 2019;*
- 4. Bradley Lawson, Church Hill Road, to hold a display on July 4, 2019;*
- 5. Andrew Woodhams, Breer Road, to hold a display on July 6, 2019;*
- 6. Shannon & Jonathan Sanborn, Apple Blossom Road, to hold a display on July 5, 2019 with a rain date of July 20th.*

Assistant Manager Wang informed those present that she, Norma and Paul met to continue the review of the proposed draft Personnel Policy. The goal is to have a clean draft to the Board by July 16th.

‘ROUND TABLE

Norma Malone:

- Update on the Recreation Field restroom repairs. Rogers stated the restroom at the lower field had been fixed Monday and the toilets were being reset today. The upper field restroom has been cleaned today.
- The Municipal Building also had some sewer issues which to hopefully be resolved in a couple of days.

Bob Nelson read the EMS Report and still has issue with the number of mutual aid and cancellation calls the Town received. This is expensive but is not sure how it can be solved.

Jack Mitchell stated once the draft Personnel Policy is complete the Board will need to celebrate as this has been a very long process. He also noted EMS ambulance #4 is having issues. Rogers stated there is a very loud noise which is eluding any of the many fixes. Mitchell would like to have it fixed prior to putting the “for sale” sign on it.

EXECUTIVE SESSION

On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted to find the need to go into executive session citing premature general knowledge would put the Selectboard at a substantial disadvantage. Tom 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 8:58 p.m. to discuss real estate, labor contracts, and contracts with action possible. Tom White was not present for the vote.

On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted to come out of executive session at 10:05 p.m. Tom White was not present for the vote.

ADJOURN

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to adjourn at 10:06 p.m. Tom White was not present for the vote.

Donna J. Kelty, Town Clerk-Treasurer

Selectboard Chair

Barre Town Selectboard