

BARRE TOWN SELECTBOARD MEETING AGENDA
November 5, 2019

1. Call to order 6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Executive session (personnel)
5. Consider approving October 29, 2019 meeting minutes.
6. Announcements.
7. Receive guests for non-agenda items.
8. Consider Thunder Chickens' request to cross Town land.
9. Consider third reading and adoption of an ordinance repealing the existing Personnel Policy and adopting a new Personnel Policy.
10. Consider authorizing a contract for repairs to guardrail along Plainfield Brook Road.
11. Consider authorizing submitting a pre-proposal (pre-application) for implementation grants for the DPW Yard stormwater facility and the Town Recreation Area.
12. Consider selecting firm to provide lease-financing for the one-ton dump truck.
13. Consider GMP's pole location request for Tanglewood Drive.
14. Consider authorizing closing gravel, one-way section of Sterling Hill Road for winter.
15. Consider approving weekly accounts payable warrants for November 5, 2019.
16. Miscellaneous, including licenses and permits, if any.
17. 'Round the table.
18. Executive session, contracts.
19. Adjourn.

BARRE TOWN SELECTBOARD MINUTES
November 5, 2019

The duly warned meeting of November 5, 2019 was held at 6:00 p.m. in the Barre Town Municipal Building, Selectboard Room, in Lower Websterville.

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

Attendance for the regular meeting: Town Manager Carl Rogers, Assistant Manager Elaine Wang, Assistant Town Clerk Wendy Moore, Cara & Bob Brown, Jeff Blow, Bonnie Batchelder, Sean Powell, Jim Fecteau and Dave Rouleau.

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 Paul White, seconded by Bob Nelson, the Selectboard voted unanimously to approve the agenda as amended:

1. Add personnel and legal to the 2nd executive session
2. Delete item 5 – no October 29th minutes to review
3. Interview Jim Fecteau for the Development Review Board vacancy
4. Bonnie Batchelder - Accufund

EXECUTIVE SESSION

On a motion by Jack Mitchell, seconded by Norma Malone, 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 6:04 p.m. to discuss personnel.

On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted unanimously to come out of executive session at 6:33 p.m.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to reconvene at 6:36 pm

ANNOUNCEMENTS

- ✓ The Town Offices will be closed Monday, November 11th in observance of Veteran's Day.
- ✓ The next quarterly property tax installment is due Friday, November 15th. Remember you can pay in person, online, from your mobile device via app, or sign up for automatic debit. Instructions are on the Town website. There is also an after-hours drop-box located at the front of the Municipal Building.

- ✓ The Lawn Waste Site is back to the normal 4-day a week schedule until weather makes us close it down. Stay tuned to barretown.org for the closure date or call 479-9331 before you load up.
- ✓ If you do not have health insurance, now is the time to consider Vermont Health Connect. Their Open Enrollment period runs now through December 15th. Depending on your income, you may qualify for a health insurance premium subsidy. There are many ways to enroll. Use their website healthconnect.vermont.gov, call 855-899-9600, or visit one of their in-person assisters. The closest ones are Central Vermont Medical Center and the People's Health and Wellness Clinic.
- ✓ The winter, overnight on-street parking ban is in effect. From November 1st to April 1st, parking on Town streets and roads from 11:00 p.m. to 7:00 a.m. is prohibited.

GUESTS

Bob Brown has worked for the Town of Barre since around 1991-1992 as an EMT and works out of the South Barre Fire Station. A while ago he brought in from home a spare couch and chair in order to make it more comfortable for the crew. About a month ago the Firemen decided they did not want it anymore and threw it out without being asked if he wanted it back. Chris Lamonda informed the Fire Chief of the situation. He was asked to get an estimate for replacing it as new as he has no idea what it was worth in the present condition. This estimate was rejected by the Town Manager. Mr. Brown feels that it is a lack of respect and the EMT's feel they are not welcome there.

Bob Nelson also spoke to Chris Lamonda about the situation and he would like to see the staff work together in harmony and share the space.

Sean Powell - lives on Green Street in Barre Town which consists of two properties. There is also a Green Street in the City. He is here to present to the Selectboard a petition to change the name of the street. His concerns are about emergency services going to the wrong section of Town and not receiving packages delivered to the right address or not being delivered at all. The property owners got together and came up with the idea of renaming the street Rainbow Boulevard.

Town Manager Rogers stated the process has been started by Mr. Powell presenting the petition and the next step would be to have Town staff check the name to make sure it is not a duplicate or too close to another name already being used. Finally, the Selectboard would have to approve the change. The staff would notify E911 of the name change and then have the road sign changed. Town Manager Rogers has a concern the sign would need to be replaced on an ongoing basis if the proposed name is approved.

THUNDER CHICKENS SNOWMOBILE REQUEST TO CROSS TOWN PROPERTY

Background: The Thunder Chickens' trails cross Town property in several locations. Snowmobile Clubs must have landowner's permission to cross their property. A Club also needs the Town's permission for a trail to cross a road at less than 90° angle.

David Rouleau (representing the Snowmobile Club) was present to answer any questions from the Selectboard. One improvement this year is on Upper Prospect Street - it is now a 90° angle due to substation work done by VELCO which improved the line of site. The no fueling sign has been installed on the parcel of land on Waterman Street.

On a motion by Paul White, seconded by Norma Malone, the Selectboard voted unanimously to approve the Barre Town Thunder Chickens' request to cross Town property for the 2019-2020 snowmobile season at the locations and conditions listed:

- *Trail to the former Hilltop Restaurant. This is a section of land from the Wilson Industrial Park on Pitman Road that parallels the railroad tracks toward the former Hilltop Restaurant -dead end feed, still used as a trailer parking, access to VAST trails.*
- *Pitman Road/DPW Building. This property within the Wilson Industrial Park where the trail parallels the tracks and Northern Power near the former Maine Drilling and Blasting building. Includes the Industrial Park property.*
- *Land below the Pike crushing operation in Websterville.*
- *Violette Street in Websterville near the former Websterville Water District building off Church Hill Road. This is a feeder trail access to Lawson's Store that uses a right-of-way for about 200 feet parallel to Violette Street.*
- *Land near Wilson Cemetery-new in 2009 to create safer access to Quarry Hill Quick Stop.*
- *Existing corridors within the Barre Town Forest.*
- *Parcel of land on Waterman Street. Club will use orange fence or rope to identify well cover hazard just off the trail and post "No Fueling" signs.*
- *Land across from Route 14 (Williamstown Pit).*
- *Approximately a 50-yard stretch of Cheney Road to circumvent Helen and Brian Berini driveway - is clear line of sight here.*

Selectboard Minutes of November 5, 2019 Continued:

- *Groom through the Lower Graniteville picnic area.*

Mr. Rouleau announced the Thunder Chickens will be holding the 20th Annual Travis Mercy Ride-In event coming up the 2nd weekend in February 2020.

INTERVIEW FOR DEVELOPMENT REVIEW BOARD

Jim Fecteau is here to interview for the vacant position on the Development Review Board. Jim has served as the alternate for 11 years this spring. During that time, he has had to fill in approximately 3 to 4 times a year. He has worked for Fecteau Homes since 1998 and has done several developments in Barre Town, Berlin and Montpelier.

Jack Mitchell asked if he had any conflicts of interest and how he would handle it. Jim stated because of the business he is in, people often talk to him about development even before they go to Chris so in certain circumstances, he would recuse himself.

Paul White informed Mr. Fecteau that because there is a vacancy, the Town is required to advertise so there may be other applicants.

The Selectboard members thanked Mr. Fecteau for coming in this evening.

ACCUFUND

Bonnie Batchelder is here to give an update and answer questions the Selectboard may have on the Accufund Accounting System. The core, which consists of the main accounting program and the property tax/sewer billing, is basically complete except for payroll which is still being tested. They will be testing the payroll side by side with Paydata through the end of December and be ready to go January 1, 2020. She is working on getting the time clocks in place and the Town staff trained. The audit is underway, and all the audit materials were uploaded a week in advance.

Bonnie presented the Selectboard with the General Fund balance sheet report, the prior year General and Highway Fund expense reports, Ambulance Fund (in the excel format) report, and the Fixed Asset report. The revenue reports are not complete. By the end of November, the Selectboard should receive the October financial statements.

Jack Mitchell inquired about bi-weekly paychecks. Town Manager Rogers said all the unions have agreed to bi-weekly payroll. DPW has a transition plan so the last week they receive a weekly paycheck they will also get an advance. The following week they will get a short paycheck and then go into the bi-weekly paycheck. Mitchell stated there should be a lot of public relations with the staff to implement the bi-weekly payroll.

Town Manager Rogers asked about the electronic time clocks. Bonnie stated the employees will be responsible to punch in and out and the Department Head or Supervisor will approve the times. Training will be provided by her staff by the end of November early December.

Assistant Town Manager Wang has concerns about the changes to Accufund and going with a bi-weekly payroll happening at the same time.

Tom White feels that meetings will be helpful for staff. He would like these to be set up by tomorrow. Tom wants this scheduled and on the books by the next Selectboard meeting.

Norma Malone has concerns about the budget process and how different it will look which is why these meetings are important as well. It's a big transition and will be difficult for everyone.

THIRD READING (ADOPTION) OF AN ORDINANCE REPEALING THE EXISTING PERSONNEL POLICY AND ADOPTING A NEW PERSONNEL POLICY

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to read the ordinance by title only, "An Ordinance of the Town of Barre Repealing and Replacing the Personnel Policy in the Town Code." Jack Mitchell read the title.

On a motion by Paul White, seconded by Norma Malone, the Selectboard voted unanimously to adopt an ordinance "An Ordinance of the Town of Barre Repealing Sections 2-41 through 2-61 of Chapter 2, Article III of the Town Code and adding the new Sections 2-41 through 2-78.

Tom White thanked everyone involved in this process.

Norma Malone thanked Assistant Town Manager Wang for all the work she did keeping track of the changes electronically. This was quite the task and consumed much time, energy and tenacity in seeing this through.

Jack Mitchell did not think it would be three years in the making and thanked Assistant Manager Wang for all her hard work.

Paul White asked what the plan is to rescind the 21 policies that need to be repealed once this ordinance is in effect. Assistant Manager Wang said it would be on an agenda. Norma stated she would be happy to review the changes with Elaine so they could be rescinded as soon as possible.

GUARDRAIL REPAIRS

Background: The FY 2019-2020 Highway Fund budget includes \$18,954 for replacing, repairing 1,458 feet of guardrail along Plainfield Brook Road. The Town had small guardrail work associated with this summer's road paving at five locations. Last January, bids were sought for guardrail improvements along Quarry Hill Road. Lafayette was the low bidder and received the contract. Lafayette will do the Plainfield Brook Road guardrail for the same price (\$12.25 per linear foot using 8 foot posts and \$825 per end anchor).

The Plainfield Brook Road contract is for a section twice as long as the Quarry Hill Road project. Work would include replacing damaged rails, replacing wooden posts and straightening or replacing leaning posts. There are no treated timber curbs in the Plainfield Brook Road project, unlike QHR. The 1,458 feet of rail at \$12.25 per foot would cost \$17,860. The budget of \$18,954 would cover this plus an end anchor.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to authorize a purchase order to Lafayette Highway Specialties to complete the Plainfield Brook Road guardrail work based on Lafayette's bid dated February 14, 2019.

STORMWATER PROJECT GRANT

Background: The Friends of the Winooski River (FWR) continue to work on two projects for the Town. The Public Works Yards eventually will need a permitted stormwater treatment facility. The Recreation Area will need a permit as well. The proposed facility for that property is located on St. Sylvester Cemetery Land.

Michele Braun from FWR advises there are two construction grant opportunities. The first is managed by Watersheds United Vermont (WUV). The pre-proposal is due November 12th. WUV has \$500,000 for this round of grants. One half of that money must go to projects that would cost less than \$20,000. The DPW yard project has a \$170,000 estimate. No local match is required but local match or in-kind contribution would help. The Selectboard agreed to the Town contributing excavation work for the project. The second grant opportunity would come up in January 2020. That construction grant program is administered by the Southern Windsor Regional Planning Commission.

Norma Malone asked if these were the grant programs that Michele had spoken about previously. Town Manager Rogers also did not recall hearing about the Watershed United Vermont, but he has heard of the Southern Windsor Regional Planning Commission. They are administering some of these grant programs for the Agency of Natural Resources.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to authorize the Friends of the Winooski River to submit pre-proposals for the DPW Yard and Recreation Area stormwater treatment facilities grants.

The Recreation Area project is included in the motion to give the FWR a chance to get a grant for that project. If the details with the St. Sylvester Cemetery cannot be worked out in time, the pre-proposal application could be withdrawn.

FINANCE PROPOSAL

Background: The 2019-2020 Equipment Fund budget plans to use 3-year municipal lease financing to pay for the one-ton dump truck. The annual payments were estimated at \$39,485. The cost of the truck came to \$104,630. Request for proposals were sent to four companies. We received proposals from three. The interest rates are from 2.99%, 2.97%, and 2.87%. The lowest rate is from Municipal Leasing Consultants. The Town has done the most lease financing with them.

Tom White asked if Carl was able to verify there are no fees attached. There is a \$695 cancellation fee and a 1% fee for paying the loan off early.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to select Municipal Leasing Consultants to provide the financing for the one-ton dump truck for a 3 year term and interest rate of 2.87%.

GMP POLE LOCATION REQUEST

Background: State law requires the utilities (Green Mountain Power) to seek municipal approval before adding new or relocating power poles. This request is due to Jay Carr's new home. The Selectboard approved his use of a 50' wide strip the Town owns off Tanglewood. Green Mountain Power is requesting permission to replace a pole on Tanglewood just before the cul-de-sac and to install one new pole in the Town's 50' wide strip. The Town Engineer has checked the plans in the field and recommends approval.

Bob Nelson asked if the Town would have to give notice to the abutting property owners of the work being done. Town Manager Rogers stated because Green Mountain Power is installing in the Town right-of-way it would be up to them to notify customers.

On a motion by Norma Malone, seconded by Paul White, the Selectboard voted unanimously to approve Green Mountain Power's Petition and Order of Work request for a pole replacement on Tanglewood Drive (just before the cul-de-sac) and install a new pole in the Town's land off Tanglewood Drive.

STERLING HILL ROAD CLOSURE

On a motion by Paul White, seconded by Norma Malone, the Selectboard voted unanimously to authorize the Public Works Department Leader to close the gravel, one-way section of Sterling Hill Road, when he deemed needed, and once closed to remain closed until the Department Leader deems it safe to open in the spring.

ACCOUNTS PAYABLE WARRANT

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the accounts payable warrant dated November 5, 2019.

MISCELLANEOUS – NONE

'ROUND TABLE

- Norma Malone inquired about the town reappraisal progress. Carl said the Assessor was not in today and he has not seen him to ask questions.
- Norma Malone announced the Secretary of State will be holding his biennial Transparency Tour tomorrow, November 6, 2019 from 6:00 p.m. to 8:00 pm in the Selectboard Room at the Barre Town offices. Topics of discussion will be Vermont's Transparency Laws; Open Meeting Law and Public Records Act as well as an overview of Vermont's election procedures and the steps the Secretary of State's office is taking to ensure the integrity and security of our elections. Tom White said he would not be able to attend as he has a prior commitment.
- Bob Nelson will also not be able to attend. He will be attending the Downtown Barre Employee Appreciation dinner with his staff.
- Paul White - next week there will be someone here from the Central Vermont Solid Waste District to talk about their proposed budget and the potential household hazardous waste facility. The following week on the 19th someone from the VT League of Cities and Towns will be here to talk about marijuana legislation.
- Paul White asked what the next step is to change the Green Street name. The Selectboard members are not in favor of Rainbow Boulevard. Tom White has concerns about the residents picking out the name instead of the Town.
- Jack Mitchell stated the information and some of the comments tonight regarding the EMS furniture which took him aback. He did not realize this was going on. He feels the Town should reimburse Mr. Brown for the furniture, pick a number and do it.
- Jack Mitchell stated he will be going to the Solid Waste District meeting tomorrow night. The Municipal Grants Committee has recommended the full Board approve the Town's request for the grant for the mattresses. The grant is for \$3900.
- Tom White thanked everyone for their kind words over the past week.

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 8:34 p.m. to discuss contracts, personnel and legal.

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

PERSONNEL ACTION

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the management and non-union employee wages as discussed and will be provided in writing to the Town Manager on 11/06/19.

ADJOURN

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to adjourn at 10:02 p.m.

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Barre Town Selectboard