

BARRE TOWN SELECTBOARD MEETING AGENDA

January 14, 2020

1. Call to order 6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving minutes of January 7, 2020.
5. Announcements
6. Receive guests for non-agenda items.
7. VT AOT Local Concerns Meeting for Route 110 bridge project.
8. Quarterly department head visits: **a)** Police Chief; **b)** Fire Chief and Planning & Zoning Director.
9. Discussion about buying an emergency power generator for the Barre Town School/emergency shelter.
10. Consider awarding contracts: **a)** tire chains; **b)** snowplow blades and shoes.
11. Consider approving 5-year plans: **a)** Road Paving; **b)** Gravel Road Projects; **c)** Building
12. Consider approving Highway Mileage Certificate.
13. Consider approving weekly accounts payable warrants for January 14, 2020.
14. Miscellaneous: **a)** motion to appoint Cedric Sanborn and Justin Bolduc to the 2020 Budget Committee; **b)** licenses or permits, if any.
15. 'Round the table.
16. Executive session: labor contract, real estate, contract and personnel (action possible).
17. Adjourn.

BARRE TOWN SELECTBOARD MINUTES

January 14, 2020

The duly warned meeting of January 14, 2020 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, W. John "Jack" Mitchell, Bob Nelson and Tom White.

Attendance for the regular meeting: Town Manager Carl Rogers, Assistant Town Manager Elaine Wang, Assistant Town Clerk Wendy Moore, Police Chief William Dodge, Fire Chief/Planning & Zoning Director Chris Violette, Ryan Pierson, Laura Stone from VTRANS, Mahendra Thilliyar from VTRANS, and Maureen Hastings.

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 Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to accept the amended agenda as follows: add to Miscellaneous-closing the Town Clerk's and Town Manager's office on Friday, January 17th from 10:30 a.m. to 12:30 p.m. and deleting item #4-approving January 7th meeting minutes.

ANNOUNCEMENTS

- ✓ If you put a Christmas tree out that has not been collected yet, call DPW at 476-3522 with your address. They will pick it up when winter maintenance allows. Make sure all decorations are removed from your tree first, as it will be chipped and used as mulch.
- ✓ Did you know that you can sign up for one service that will notify you of flooding, winter storms, boil water notices, road closures, missing person alerts, and scam alerts, whether they relate to Barre Town, another Town you work in or often visit, or are statewide concerns? This service is called VT-Alert and is used by the State and many Vermont towns. See www.barretown.org for instructions on how to sign up for VT-Alert.
- ✓ On a related note, would you need help in a disaster? For elders, or people with certain disabilities, events such as a prolonged ice storm, flood, or power outage may become life-threatening if no one is available to help. The Citizens Assistance Registry for Emergencies, or CARE, was created by state agencies and United Way of Vermont for this reason. If you or someone you know might need special help in a disaster, please register with CARE. For more information, visit www.barretown.org.

GUESTS - None

ROUTE 110 BRIDGE PROJECT

Laura Stone and Mahendra Thilliyar from VTRANS gave an interactive presentation on the Barre Town Route 110 Bridge project which is located approximately .1 mile south of the junction with US Route

Selectboard Minutes of January 14, 2020 Continued:

302 near the roundabout. The existing structure is a 44-foot long single span concrete T-beam bridge which is owned by the State of Vermont so no Town funding is involved. The bridge currently has a deck rating of 5 (fair), a superstructure rating of 5 (fair), and a substructure rating of 6 (satisfactory). The bridge was originally built in 1930 and was widened in 1959.

VTRANS evaluated alternatives for rehabilitation or replacement of the bridge in an engineering study completed in December 2019. The study assessed the proposed design criteria for the structure, right-of way, utilities, hydraulics, and community consideration. Several alternatives were considered, including: no action, minor rehabilitation, superstructure replacement and full bridge replacement on-alignment. The report evaluated an offsite detour, phased construction or a temporary bridge for maintenance of traffic. Given the age of the structure, site constraints, need of the Town, and current conditions, the engineering study recommended a full bridge replacement with traffic maintained on an offsite detour for 60 days. The new bridge will match the existing section, the corridor, and meet minimum standards set forth in the Vermont State Standards. This will include 8' wide shoulders and 12' wide travel lanes with sidewalk on the south side of the bridge.

The proposed detour route is VT Route 110 to Websterville Road (class 2 - paved), Quarry Hill Road (class 2 - paved), Quarry Street (class 2-paved), South Main Street (VT Route 14), and US Route 302, back to VT Route 110. At least one lane of old Route 302 would always be open for emergency services.

It is anticipated the bridge will be constructed during the summer of 2023. Cost estimate is 2.6 million dollars.

Visit <https://outside.vermont.gov/agency/vtrans/external/Projects/Structures/12C576> to access the presentation.

Ryan Pierson, Crossway Auto Center, whose business is located adjacent to the bridge expressed his concerns about the wing wall, drainage pipe and the traffic flow. Laura stated they would work with Ryan regarding his concerns.

The next touchpoint would be after conceptual plans are drafted and then VTRANS will request a meeting with the town. The plans should be done within the next 6 months.

Unrelated to the bridge project, Ryan said that when the new sidewalk was done on the side of his business, there is a recessed section that's 2" to 3" above the pavement. Town Manager Rogers said he would contact the contractor.

QUARTERLY DEPARTMENT HEAD VISITS

Police Chief William Dodge, Fire Chief and Planning & Zoning Director Chris Violette were present to give the Selectboard their quarterly reports.

Police Chief Dodge discussed the following:

- There have been no significant incidents since the last visit.
- All the 2019 training requirements have been completed with everyone well above the minimum 30 hours per year. Upcoming training will include taser, use of force and mandatory first aid and CPR.
- Staffing Changes: Jim Wells came to the Department from the Sheriff's Office and is full-time certified. He will be the Field Training Officer and Use of Force instructor. Officer Hook is back from paternity leave. Corporal. Hammond is scheduled for deployment for 6 weeks from February 7th to March 26th. There are two part-time and one full-time applications for review. Loretta Wilson has resigned as the ACO. This has been a difficult position to keep filled. Instead of advertising for this position Chief Dodge and Manager Rogers will review the applications they received prior.
- Body cameras are working well. A camera was passed around for the Selectboard to see.
- Highway Safety Grants: participated in the Holiday DUI Enforcement Campaign. There was 74.5 hours of patrol during this campaign with 3 arrests and 29 tickets issued. Occupant Protection Grant - 15 hrs worked and \$983.73 was billed, DUI Grant - 34.5 hrs worked and \$1,837.86 was billed.
- School Resource Officer (SRO) Contract was signed and put in place December 4, 2019. This contract allows for up to 10 hours per week of SRO duties. Total billed in December was \$1,026.48. The SRO was asked to increase the presence in the parking lot, which is considered a public highway, due to a fair amount of cell phone usage which could result in a \$200 fine and points on your license. Chief Dodge also has noticed a lot of safety seats being unbuckled before cars come to a complete stop.
- Vehicles are in good shape. The new vehicle for this fiscal year should be in service by the end of January.

Selectboard Minutes of January 14, 2020 Continued:

- Stats: Up over the last quarter due to the number of traffic stops and the increase in property damage.

Jack Mitchell asked if there were any other school related issues other than the parking lot to take action or make reports on. Chief Dodge stated there have been some minor behavioral problems, nothing significant.

Jack Mitchell asked during the quarterly visit if Chief Dodge could include in his reports a section on the SRO.

Paul White inquired if the Officers working at the school were during normal working hours or overtime. Chief Dodge stated both.

Paul White stated that years ago the Town had an arrangement with Williamstown and Berlin for an Animal Control Officer (ACO), could this arrangement happen again, and does he know what those Towns are doing? Chief Dodge said that Ms. Wilson is the Williamstown ACO. The other two agencies he was asked to reach out to have contracts for stray hold only. Random Rescue is now in Chelsea and does not want to take on any enforcement action. He has a sample contract with the Humane Society and will review it with the Town Manager. However they also do stray hold only. Paul White inquired about having a level 2, part-time or per diem Officer designated as the long-term ACO. Chief Dodge would not be opposed. However hours are not guaranteed, and they would be on call a majority of the time with no compensation. Paul stated perhaps the individual could fill in some per diem hours. Bob Nelson suggested that perhaps other Towns could get together with Barre Town and offer a guaranteed number of hours.

Planning and Zoning Administrator Chris Violette reported the following:

- 28 Permits were processed between October and December 2019. The approximate value added to the grand list was \$475,000.
- Year end numbers: a total of 243 permits issued of which 128 were building. The approximate value to the grand list was \$5,500,000.
- Total fees collected for the year were \$62,503 of which approximately \$50,000 were sewer connection fees.
- Planning Commission has been working on finalizing the Town Plan; working on the regulatory language. The Selectboard should see the Town Plan shortly after the budget is complete.

Norma Malone inquired about the Junk Ordinance. Many properties have junk cars and wondered what the process is to have them removed. She would also like to see this included in the quarterly report. Chris stated he tries to handle them in conversation, but some will get letters. He did attend a workshop put on by the VLCT last month. A municipal ticket can be issued, or Superior Court action can be taken. Paul White inquired about the Taplin Hill property. Chris stated he has had many conversations with the homeowner, and they are receiving \$100 per day fines. The next step would be for the Selectboard to decide if they want to proceed with court action. Jack Mitchell read in the VLCT Legislative Report about S237, a bill dealing with the housing crisis and changing some zoning regulations in some communities.

Fire Chief Chris Violette reported the following:

- Responded to 57 calls compared to 54 last year.
- There was 1 minor structure fire on Osborne Road, an oven control panel caught fire resulting in damage to the exterior wall. Responded to three mutual aid structure fires. Already have responded to three mutual structure fires this year.
- Responded to 14 motor vehicle accidents, 12 mutual aid calls, and 8 alarm activations (7 commercial, 1 residential). Chris was asked to keep track of the alarm activation cost. The 7 alarm activation calls cost the Town of Barre approximately \$2,900.00. The 7 commercial alarms were the VT Creamery, Phoenix House, HP Hood, BTMES twice, Washington County Mental Health and the former Northern Power building.
- On November 1st there was a wind event which caused several trees down on power lines and blocked roads.
- Responded to 2 carbon monoxide calls. One resulted in the resident being transported to CVH and the other was a suicide.
- Training consisted of chimney fire prep, recertification for firefighter 1 and 2 which consists of CPR and hazmat training, vehicle extrication, and pump training.
- Handed out Halloween candy at the East Barre Fire Station.
- Chris attended the BTMES safety meeting on October 28, 2019.
- The gear washer in South Barre has been very beneficial.

Selectboard Minutes of January 14, 2020 Continued:

- Chris has seen the draft of the radio study and has made some basic edits on it.
- Ambulance has been delivered and the police cruiser is back on the auction site for another week.
- The Barre Town Firefighters Association has donated a \$7,000 battery operated ram which is used to push up on the dash in a vehicle rollover, a new set of airbags, 9 SCBA masks and 2 I-Pads (one for each of the front line trucks) along with the first two years of service.
- Chris will be speaking January 15th at the VT Association of Insurance Professionals.

Norma Malone wanted to thank the Barre Town Firefighters Association for their donations.

Paul White asked if the Fire Department would, if requested, change batteries in smoke detectors. Chris said that he would change the batteries but would not install the detectors due to liability issues. Paul White asked if he could have the unabridged version of the radio study.

GENERATOR

Background: The Barre Town School gymnasium is the Town's emergency shelter. The School does not have an emergency power generator for the basic school building (only the heat plant). There has been some talk and work regarding installation of an emergency power generator. Jack Mitchell has obtained a new, updated generator cost. The price is between \$135,000 and \$140,000. The school Facilities Committee does not think the school could split the cost. The generator purchase could be financed. Because a generator would last decades, a 7-year finance term is not unreasonable. An annual lease-finance payment would be roughly \$20,000 plus interest. Jack Mitchell has suggested Town and School staff could work together for on-site preparation. The School would monitor weekly testing. The Town would add the shelter generator to its annual generator service contract. The generator would be used by the School and by the Town.

Manager Rogers said the School has had some wiring done, the site has been identified as to where the generator would be located, and the Red Cross has been consulted. If the Red Cross has an approved shelter they will come and operate it which takes a big burden off the municipality. Before any more work is done on this, Rogers wanted to get the Selectboard's input.

Jack Mitchell stated he has been working on this since 2012 and feels that it very important for the Town to have a shelter for Town residents and the school is the ideal location. Grant Flemming had done a lot of work using the extra construction money that was left over to get the site ready. All that remains is a path to the generator and dig a conduit. The only decision is who is going to pay for this generator.

The consensus of the Selectboard is to move forward and support the purchase of the generator. However, they would like the School to have some ownership, whether it be in the cost of the fuel or the maintenance contract.

Norma Malone would like more information on the specifications such as the size, fuel source, fuel cost, etc. and how this cost would be shared. Jack Mitchell stated the fuel source is diesel and is a 1000-gallon tank. Norma asked if there would be grant money available. Jack Mitchell stated no.

Bob Nelson wanted to know if there was anything in writing stating the gym is the emergency shelter. Jack Mitchell stated there will be.

Jack will get together with the Superintendent and Jamie Evans to go over the preliminary plan.

CONTRACTS

Background: This contract is for the annual purchase of tire chain parts. The crew repairs and assembles its own chains, which are used on the plow trucks. Bidding specs were mailed to 8 possible bidders. Three bids were submitted. The '19-'20 budget has \$16,000 for tire chains. The low bid is from BB Chain for a total of \$17,010. Mike Martel says the chain companies' BB would use are acceptable.

On a motion by Norma Malone, seconded by Paul White, the Selectboard voted unanimously to approve awarding the 2020 tire chain purchase contract to BB Chain in the amount of \$17,010.

Bob Nelson stated the next highest bid was from McLeod's which is a difference of approximately \$1600 and the Selectboard should consider awarding the contract to a local business and who's family are residents of Barre Town. Town Manager Rogers stated their bid is incomplete.

Background: Money for the annual purchase of plow blades and shoes is included in the Equipment Fund parts account. This year the contract is for 9 different items. Quantity to purchase ranges from 3 to 18. Biddings specs were mailed to 8 possible bidders. Three bids were received. The low bidder and close second bidder would supply the same products (from the same manufacturer).

Selectboard Minutes of January 14, 2020 Continued:

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve awarding the 2020 plow blades and shoes contract to Jordan Equipment in the amount of \$7,899.65.

5- YEAR PAVED ROAD PLAN

Background: The Selectboard received a copy of the proposed 5-Year Paved Road Plan. Changes include updating the cost spreadsheet (\$72.50 price per ton cost estimate was used for hot-mix asphalt paving). The length of roads to be paved in 2020 was field checked and corrected as needed. No changes were made to the list of roads to be paved in 2020. The New Year 5 was put together after referring to the priority score list and paving history.

Manager Rogers handed out a sheet with the road length, cost per year and priority score ranges for review. Changes for year 1 were reviewed. He said these changes resulted in a \$23,000 reduction from what was listed last year. Years 2-4 note changes made except for changing the name of Green Street to Emerald Lane.

Discussion was had on the Graniteville Road (the Forest Road) which is the truck route for Rock of Ages and the amount of overlay to be used.

Jack Mitchell brought up runoff/water issues near the Quarry Hill Quick Stop. Before paving he would like to see what can be done with drainage in that area. He also noted Church Hill Road may not last until year 3. The Websterville Road, from the Town Offices to the intersection, is showing signs of wheel wells already. Manager Rogers said he has been in contact with the Company that did the paving and they would investigate it and get back to him.

Bob Nelson brought up the idea of a 6-year Road Plan which could reduce the cost per year and keep the budget down. If this was to be done Manager Rogers suggested keeping the main road schedule as is and delay paving some of the smaller roads.

Norma Malone is opposed to cutting any funding.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to approve the FY '21- '25 Road Paving Plan.

5 YEAR GRAVEL ROAD PLAN

Background: There are no changes from the current 5 Year Gravel Road Plan for years 1-4. The top-dressing area in Year 1 of the current Plan was moved to the New Year 5. Town Manager Rogers looked back 10 years for gravel road projects then picked several roads (sections) that have not been worked on (except top dressing maintenance). This is a very different procedure from past years because Tate isn't here to offer suggestions on projects or report on the year-round condition of gravel roads. If the suggestions for work in 2024-2025 are off the mark, there are 4 years to change the work plan for 2024-2025. Manager Rogers added a note about gravel road projects complying with the Road and Bridge Standards and MRGP (storm water) permit requirements.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to approve the FY '21- '25 Gravel Road Plan.

5 YEAR BUILDING PLAN

Background: Assistant Town Manager Wang prepared the plan. She sought Department Head's input and spoke with many contractors and an engineer. The Town strives to keep the yearly cost near the present Building Fund revenue amount of \$59,500. An increase in the department's Building Fund Transfer amount is not needed.

Wang reviewed the 5-Year Plan and noted the changes made to each of the years. For the current year, several items came in under budget, so some items were moved from year 1 into the current year.

Norma Malone suggested the roof in the front section of the EMS building be replaced (which is scheduled in year 2) before the insulation in year 1. Assistant Manager Wang stated an assessment was done last year and there is quite a bit of heat loss and therefore it was placed in year 1. Bob Nelson also had the same concern as Norma.

Norma asked about the gutters in the Town Offices and EMS building. This is not included in the Plan due to the minimal cost.

Tom White inquired about the DPW window replacement in year 1 and if there is still plastic on the windows. Assistant Manager Wang said plexiglass has been installed.

Paul White suggested moving an item from year 1 into the current budget seeing that it is about \$14,000 under budget and getting it done prior to July 1st. Discussion from other Selectboard members resulted in keeping the Plan as is.

Jack Mitchell has concerns about deferred maintenance within the Plan.

Selectboard Minutes of January 14, 2020 Continued:

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to approve the FY '21 - '25 Building Plan.

HIGHWAY MILEAGE CERTIFICATE

Background: During 2019 there were no changes to the highway mileage. The Selectboard did not discontinue any roads, nor accept any roads. No road classification changes were made. The State uses this filing to determine the amount of our State Aid to Town Highways grant.

On a motion by Paul White, seconded by Bob Nelson, the Selectboard voted unanimously to approve the Certificate of Highway Mileage for year ending February 10, 2020.

ACCOUNTS PAYABLE WARRANTS

On a motion by Norma Malone, seconded by Paul White, the Selectboard voted to approve the accounts payable warrant dated January 14, 2020. Bob Nelson recused himself from the vote.

MISCELLANEOUS

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to appoint Cedric Sanborn and Justin Bolduc to the 2020 Budget Committee.

On a motion by Bob Nelson, seconded by Jack Mitchell, the Selectboard voted unanimously to close the Town Manager's and Town Clerk's offices on Friday, January 17, 2020 from 10:30 a.m. to 12:30 p.m. to attend a Memorial Service.

The Assessor and Planning & Zoning offices will remain open during this time to answer phones.

'ROUND THE TABLE

Tom White inquired about the chairs that were ordered. Assistant Town Manager Wang reported that they should be delivered this Friday.

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 9:29 p.m. to discuss labor contract, real estate, contract and personnel.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to come out of executive session at 11:00 p.m.

PERSONNEL ACTION

On a motion by Norma Malone, Seconded by Bob Nelson, the Selectboard voted unanimously to approve the Clerical Union 5-Year Contract for July 1, 2019 through June 30, 2024.

ADJOURN

On a motion by Norma Malone, seconded by Paul White, the Selectboard voted unanimously to adjourn at 11:02 p.m.

Wendy Moore, Assistant Town Clerk

Selectboard Chair

Barre Town Selectboard