

BARRE TOWN SELECTBOARD MEETING AGENDA

April 14, 2020

1. Call to order 6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving: April 7, 2020 Selectboard meeting minutes.
5. Announcements
6. Receive guests for non-agenda items.
7. Department Head visits: a) DPW & Town Engineer; b) Fire Department; and c) Planning & Zoning.
8. Consider adopting Sewage Allocation Policy for 2020.
9. Consider approving Class 2 Road Paving Grant applications.
10. Consider adopting Town Road and Bridge Standards.
11. Public Hearing for proposed Town Charter amendments.
12. Consider approving Special Event Permit for Thunder Road.
13. Report on Coronavirus-19 plans, impacts, and actions.
14. Consider approving weekly accounts payable warrants for April 14, 2020.
15. Miscellaneous - Second Class Liquor Licenses for: a) Lawson's Store; b) Quarry Hill Quick Stop; and c) Bevins 5 Family Enterprises, d/b/a Gunner brook Store and Deli.
16. 'Round the table.
17. Executive Session, if needed.
18. Adjourn.

BARRE TOWN SELECTBOARD MINUTES

April 14, 2020

The duly warned meeting of April 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: W. John "Jack" Mitchell in person and others by Zoom/telephone are: Bob Nelson, Norma Malone, Paul White, and Tom White.

Attendance in person for the regular meeting: Town Manager Carl Rogers, Assistant Town Manager Elaine Wang, DPW Shop Foreman Mike Martell, and by Zoom/Teleconference are Town Clerk-Treasurer Donna J. Kelty, Town Engineer Josh Martineau, and Fire Chief/Zoning & Planning Administrator Chris Violette.

CALL TO ORDER – The 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 Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the meeting agenda as amended:

1. *Add item 12A – Selectboard approval of the Thunder Road Police Service Agreement.*

MINUTE APPROVAL

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to approve the April 7, 2020 Selectboard meeting minutes with the minor grammatical and spelling corrections presented.

ANNOUNCEMENTS

- For a list of COVID-19 resources, and the latest information on changes to Barre Town operations, services, and events due to COVID-19, visit www.barretown.org and click on the first Announcement link.
- Please be aware that Town playgrounds and other recreational facilities are not being disinfected. The three Town Bike Paths, the Town Forest trails and the School Forest trails are good options if you need exercise. When exercising, it is a good idea to keep farther distance between you and people you do not live with. The more strenuous the exercise, the further the distance (from 10 to 20 yards) you should maintain. This is 5 to 10 times further away than the 6 feet social distancing rule for walking past someone in the grocery store.
- If you own the Vermont home that you live in, remember to file a Homestead Declaration Form (HS-122). Although the State changed the filing due date from April 15 to July 15, 2020 (without penalty), please file as soon as you are able so that your first tax bill is more likely to be accurate. If you have questions about the Homestead Declaration, contact the Barre Town Assessor's Office at 802-479-2595.

GUESTS - None

DEPARTMENT HEAD VISITS

DPW and Town Engineer - Shop Foreman Mike Martel noted the following:

- The past quarter included plowing, sanding, and salting for 87 events. Board members will be happy that the Department has stayed within the salt budget spending just over \$199,000. Current estimates put 700 tons in the shed and around 300 tons are mixed with sand.
- Ash trees were marked for cutting and Christmas trees were collected for mulching.
- The mechanics pit in the Maintenance Building has been filled. Shop offices have also been painted.
- Water meter MXU project is underway – approximately 30 left with more scheduled for purchase and installation next fiscal year. Project had stalled as the handheld needed to be used to take quarterly readings.
- The grader has been out working ruts and potholes. As weather permits some of the gravel road work has commenced.
- Equipment is being prepped for the upcoming construction season. The two items for sale (Dump Truck and 1-ton) will wait for the economy to improve before being placed on GovDeals.com.
- Staffing – the Department has not been at full staff all winter.
- It was noted the emergency exit light in the Municipal Building has been fixed.
- Norma Malone noted a street sign had been replaced twice in the Lower Phelps/Anderson Road area. Martel stated once was due to an auto accident and the party at fault will be billed. He will check into the missing Sunset Road street sign.
- Paul White inquired on the Mill Street spill. It was noted a sheen had been reported and it appeared as though something was leaked around a block area. The State was contacted and sent a spill response team. As of this report, the culprit is unknown.

Town Engineer, Josh Marineau, having started just two months ago, stated he did not have a lot to report at this time:

- Organized and familiarized himself with the files/maps.
- Assisted with finalizing the Highway and Sewer proposed FY 20-21 budgets.
- Dealt with a Mill Street resident over a sewer line issue. Sicard (the party doing the work in the area last summer) is responsible for the homeowner fix and patch to the road.
- The road construction schedule was put into place. Bid specifications were changed to do milling and paving all at once and the pavement type will be superpave. Bids are due next week.
- The bonded wearing course bids will be sent.
- Language on the driveway permit has been modified.
- He has spoken with VTrans regarding the Windy Wood culvert grant to obtain an extension. There have been a few modifications and working with VTrans on this.
- Activity has started on the Fecteau subdivision off Rudd Farm. Work included laying of sewer line and creating the infrastructure for the retention pond.
- Public Works now has a Facebook page. He intends to post notices, road paving schedules, etc.
- Staff protection due to COVID-19 is ongoing. This includes social distancing, cleaning of trucks and facility, hand washing, staggering shifts, and is in the process of obtaining face shields for the Vactor and Trucks which need them.
- Paul White inquired if the drainage work scheduled for Sierra Lavin Road will be done by the Town. Mr. Marineau stated yes – currently to begin sometime in early June.

Fire Chief Chris Violette reported on the following:

- He cited the number of incidents noting March was very busy.
- Training for Flaggers was completed in January 2020. Other types of training were using the new air bags, SCBA training at Barre City Auditorium, UTV, and fire hydrant.
- The Fire Department Auxiliary provided a meal at the Annual Association Meeting.
- The rabies clinic has been postponed and will most likely be canceled this year.
- COVID-19: He is trying to keep station personnel separate, there have been no staff issues, kits (mask, glasses, gloves) have been provided if/when needed, they have been working with EMS on lift assists, and have a “dispatch plan” in place should Lamoille County go down.
- He is compiling his remarks on the Radio Study and will have them to the Selectboard soon. There was a brief discussion on changing the PD antennae this next fiscal year.

Planning & Zoning Administrator Chris Violette reported:

- Quiet the first quarter as expected. However, he did anticipate an increase in permits by now. His plan is to start getting the word out that now is the time to apply for permits.
- The DRB met twice the last quarter. The last meeting was done via video conferencing and went extremely well.
- The Planning Commission has completed their work on the Town Plan. Final touches are being put on the report and it will be coming to the Selectboard soon.

Selectboard Minutes of April 14, 2020 Continued:

- COVID-19: Zoning & Planning, Assessing, and Town Engineer offices are working together for staffing, noting staggered shifts which include work-from-home .
- Upon questions he noted no work has really been done on enforcement. He has a list together and noted there are a lot moving pieces in the process. Things should begin to move along once COVID conditions are eased.

Board members thanked all the Barre Town Departments for their efforts and flexibility adapting to these uncertain times. Residents were also thanked for practicing the guidelines set out by CDC (social distancing, staying home, and hand washing).

2020 SEWAGE ALLOCATION POLICY APPROVAL

Background: Annually the Selectboard reviews and updates the Sewage Allocation Policy. The Town Engineer had a lot of catching up to do to complete the updates. Because of the Wastewater Treatment Plant project around 1999 – 2000 and the additional treatment plant capacity allocation the Town received capacity at the Plant and permitting sewer connections is no longer a pressing issue. The Policy renewal has become a matter of updating numbers. Last September (2019) the final average daily flow shows a decrease from the year before. The Manager is requesting the Selectboard renew the Policy with the updates as presented.

Conversation focused on billing and flume reading inaccurately due to solids adhering to the meter, and work that has been planned for the City Wastewater treatment plant.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to approve the 2020 Sewage Allocation Policy renewal.

CLASS 2 ROAD PAVING GRANT APPLICATION

Background: Every year VTrans offers the Class 2 Road Paving and Structures (bridges and large culverts) grants. Applications are due soon. This year the staff has selected Graniteville Road and Quarry Hill Road because: 1) it is in the worst condition of the three Class 2 roads to be paved; 2) it is a major truck route; 3) it has a very high (in Barre Town terms) traffic volume; and 4) due to the length it has the highest cost for milling and paving. Since the amount is very high the Manager is suggesting the application be submitted with a cover letter stating the Town would accept a partial grant.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to approve submitting a VTrans Class 2 Road Paving Grant application for Graniteville and Quarry Hill Roads and cover letter addressing the willingness to accept a partial grant.

REQUEST TO ADOPT TOWN ROAD AND BRIDGE STANDARDS

Background: For approximately 10 years, the State has been requiring Towns to adopt road and bridge standards. The minimum requirements would change every few years and now the State has started to provide a template. The latest template is dated June 5, 2019. The Selectboard adopted the new 2019 standards on July 16, 2019. This year the State is saying, “If your Town has already adopted the 2019 template, you do NOT need to adopt standards again. However, the Certification of Compliance does need to be signed and submitted back to the District – this is an annual requirement regardless of which standards a Town has adopted.”

Adopting the standards makes the Town eligible for a higher percentage reimbursement of emergency relief expenses and for the 10% incentive in the Class 2 Paving and Town Highway Structures grants.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to approve the “Certification of Compliance for Town Road and Bridge Standards and Network Inventory.”

PUBLIC HEARING – TOWN CHARTER AMENDMENTS

Background: There are four (4) proposed Charter amendments that will appear on the ballot for the Annual Election scheduled for June 2, 2020 (rescheduled from May 12, 2020 due to COVID-19). This Public Hearing is being held to take questions, comments, or input on those changes. (The amendments can be found on the Town website – use the quick links to the left on the Homepage – “Charters, Ordinances, Policies.”)

On a motion by Paul White, seconded by Norma Malone, the Selectboard voted unanimously to open the Public Hearing for the four (4) proposed Barre Town Charter Changes (to appear on the June 2, 2020 Australian ballot) at 7:09 p.m.

There were no guests. Manager Rogers gave a brief overview for the viewing audience on the four changes: 1) Removing the Justice of the Peace as backup Presiding Officer at Elections and to have the Assistant Clerk (if a registered voter) as backup but if not qualified then the BCA will appoint a registered

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voter; 2) Eliminate a Lister Reference as on June 1, 1976 the voters eliminated the Listers and allowed the appointment of an Assessor; 3) Remove the Personnel Policy from the Code of Ordinance to make it a stand-alone Policy for easier amendments; and 4) Divide the position of Clerk-Treasurer to elected Clerk and appointed Treasurer.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to close the Public Hearing at 7:12 p.m.

SPECIAL EVENT PERMIT FOR THUNDER ROAD 2020 RACING SEASON

Background: The Police Chief and Town Manager met with Thunder Road personnel in early March. Thunder Road is planning 18 events to begin Sunday, May 3, 2020 and end October 4, 2020. No other special events are planned. Northstar Fireworks will apply early, on their behalf, for the annual summer display. There will be no downtown car show/parade this year. Thunder Road is aware they cannot race until the Governor's Executive Order is lifted and plans to begin racing as soon as it is.

Thunder Road has paid their permit fee (\$800), provided the certificate of insurance, a race schedule, a copy of its contract with Speedway Safety Services; and we have a signed Police Services Agreement.

The Town Clerk, by ordinance, issues the Permit. Because of COVID-19 and the Governor's Executive Order a special note has been added that Thunder Road cannot race or host a gathering that is not in compliance with the Executive Order and its Addendums. Thunder Road will also need a State racing permit. Once the Town issues its permit then Thunder Road can apply to the State.

Discussion focused on the Police Service Agreement stating there are 18 race events and the Special Events Permit stating the 2020 racing season, as well as the starting dates are different in each document. It was noted the starting date is irrelevant at this point as neither is correct due to COVID. The 18 race event could have delays that would push racing beyond the last listed date on the schedule – the beginning of October. Thus the permit states an ending date of October 31, 2020.

Jack Mitchell is concerned Thunder Road could add additional races if it is not stated as 18 events. He feels that given COVID-19, even if things are lifted, approving the permit at this time is sending a bad message. He is voting no.

On a motion by Norma Malone, seconded by Paul White, the Selectboard voted to authorize the Town Clerk-Treasurer to issue a Special Event permit to Thunder Road for their 2020, race season (18 events). The motion passed with Tom White, Paul White, Norma Malone, and Bob Nelson voting yes and Jack Mitchell voting no.

POLICE SERVICE AGREEMENT FOR 2020 THUNDER ROAD RACE SEASON

The Police Chief, Town Manager, and Thunder Road representative met to prepare the document. A change this year was to reduce the number of Police Department staff to three (3). The Police Chief is good with this.

Jack Mitchell stated as a former Officer that worked Thunder Road, he feels three (3) officers is not enough given the number attending. While he understands it is the Chief's decision, he cannot support this agreement.

On a motion by Norma Malone, seconded by Paul White, the Selectboard voted to approve and authorize the Town Manager to sign the Town of Barre Police Services Agreement with Thunder Road Enterprises, Inc. The motion passed with Tom White, Paul White, Norma Malone, and Bob Nelson voting yes and Jack Mitchell voting no.

CORNAVIRUS SITUATION REPORT

Manager Rogers provided the Board with the following information:

- The workforce is good. Administration is on staggered shifts and some working from home.
- Overall, supplies for the Town look good. The EMS Director and Fire Chief have found venues who sell/provide hand sanitizer (former distilleries). Town Engineer Martineau's mother-in-law has sewn face masks for DPW and is working on more. How to properly clean cloth masks will be provided to staff.
- The May 16, 2020 5K Run has been postponed.
- EMS has been asked to do transports between facilities. Documentation was provided and research is still being done.
- In the stimulus package #3 there is a provision where EMS services will receive funding. The amount is based on the prior year Medicare revenue. It is projected to be \$35,000 - \$40,000 for Barre Town.

Selectboard Minutes of April 14, 2020 Continued:

- Late this afternoon new guidelines came down regarding DPW and what they can/cannot do. This means the Town can do sewer flushing/maintenance, exercising gate valves on the water system, pothole type road repair, equipment repairs. The work plan will need more review.
- The new guidelines do not permit grass mowing. This could delay the start of our Cemetery and Recreation crew’s ability to do a good part of their job. The expected start date was April 27th.
- The Manager will sit in on FEMA webinar Thursday.
- Expenses related to COVID-19 are minimal.
- Forecasting revenue is different. Eighty percent (80%) of General Fund and 90% of Highway Fund monies are collected through taxes. The majority are from residential users. A tax collection is just around the corner (May 15th) and the delinquency rate is expected to increase. However, with the Federal stimulus money being sent to property owners this could assist with their paying taxes. Basically, it is still too early to tell the direct impact or to make an educated guess as to what that impact will be to revenue.
- There was brief discussion regarding summer help bonus.
- Security measures to reduce the risk of ZOOM being “hacked” were noted to include recent software changes.

The Town Clerk spoke to the Annual Elections being postponed and rescheduled. The June 2, 2020 Australian ballot voting will most likely be done by mail. More information is forthcoming.

ACCOUNTS PAYABLE WARRANTS

On a motion by Norma Malone, seconded by Paul White, the Selectboard voted to approve the accounts payable warrant dated April 14, 2020. Bob Nelson abstained due to a conflict.

MISCELLANEOUS

On a motion by Paul White, seconded by Norma Malone, the Selectboard, acting in the capacity of the Local Board of Liquor Control Commissioners voted to approve the following 2020 Second Class Liquor Licenses and authorize the Town Clerk-Treasurer to attest to the same on said licenses:

- A) Lawson’s Store; b) Quarry Hill Quick Stop; and c) Bevins 5 Family Enterprises, d/b/a Gunner Brook Store and Deli.*

‘ROUND THE TABLE

Norma Malone inquired on the FY 18-19 Town Audit and the former Websterville Fire District Audit. Rogers stated he is still working on the “budget to actual” items and needs to finish the Management Discussion and Analysis report. Most of the asset work for the Fire District audit is complete but a new request was made for a value to be placed on the newly installed 8” water line. He is attempting to obtain the value.

Norma Malone thanked Assistant Town Manager Wang for going the extra mile in getting all the needed “technology” items in place. Ms. Wang stated she has been very impressed with the staff. They have taken the changes well and been very patient. Bob Nelson echoed Ms. Malone’s comments noting the staff ability to “adapt to a multitude of changes.”

Paul White stated that with COVID-19 each week brings some new rule or change. It is impressive any business is being done. Thank you to all for your flexibility. Tom White echoed the statement.

EXECUTIVE SESSION - None

ADJOURN

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to adjourn at 8:25 p.m.

Donna J. Kelty, Town Clerk-Treasurer

Selectboard Chair

Barre Town Selectboard