

**BARRE TOWN SELECTBOARD MEETING AGENDA**  
**May 19, 2020**

1. Call to order 6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving: May 12, 2020 Selectboard meeting minutes.
5. Announcements
6. Receive guests (by phone) for non-agenda items.
7. Consider offering COVID-19 business recovery loans or participating in the State's RLF pool.
8. Consider approving a Subgrant Agreement with the Vermont Foodbank.
9. Consider appointing a Planning and Zoning Attorney.
10. Consider approving a Corridor Management Agreement with Millstone Trails Association.
11. Consider awarding a contract for road dust control.
12. Consider approving Budget Booklet cover letter.
13. Discussion with CV Solid Waste Management District regarding household hazardous waste facility 7:00 p.m.
14. Consider approving amendment to CVSWMD's Municipal Services Grant.
15. Public Hearing for proposed Town Charter amendments.
16. Report on Coronavirus-19.
17. Consider approving weekly accounts payable warrants for May 19, 2020.
18. Miscellaneous, including licenses and permits, if any.
19. 'Round the table.
20. Executive Session, personnel.
21. Adjourn.

**BARRE TOWN SELECTBOARD MINUTES**  
**May 19, 2020**

The duly warned meeting of May 19, 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, Town Clerk-Treasurer Donna J. Kelty, and by Zoom/Teleconference Zoning & Planning Administrator Chris Violette, Times Argus Reporter Eric Blaisdell, BAD Director Joel Schwartz, and CVSMD representatives Cathleen Gent and Fred Thumm.

**CALL TO ORDER** – Chair Tom White called the meeting to order at 6:01 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 approve the May 19, 2020 meeting agenda.*

**MINUTE APPROVAL**

*On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the May 12, 2020 Selectboard meeting minutes with the minor grammatical and spelling corrections presented.*

**ANNOUNCEMENTS**

- The Barre Town Open Meeting and Annual Election of Officers & Voting by Australian Ballot will be held on Tuesday, June 2, 2020. Barre Town voters are **STRONGLY ENCOURAGED** to request a vote by mail ballot. You may do so by calling the Town Clerk's Office at 802-479-9391 or by sending an email to [dkelty@barretown.org](mailto:dkelty@barretown.org). More details can be found on the postcard that has been mailed to every Barre Town registered voter or at [www.barretown.org](http://www.barretown.org).
- Information about the budget and Town Charter amendments that are on the June 2<sup>nd</sup> ballot is in the Barre Town Newsletter. If you do not have a copy, you can see it at [www.barretown.org](http://www.barretown.org).
- To sign up to Green Up, call 802-479-9331 to reserve the section of road you would like to Green Up! The list of roads that have already been claimed are on the Town website. Bags, gloves, and safety handouts are now available. Drop by 149 Websterville Road, between 9:00 a.m. and 4:00 p.m. Monday – Friday, and call 802-479-9331 or ring the doorbell when you arrive to be provided Green Up supplies.

Selectboard Minutes of May 19, 2020 Continued:

- The Spring Bulk Trash Collection will be on Saturday, June 13, 2020, 8:00 a.m. – 2:00 p.m. at the Barre Town Public Works Yard. Fees range from \$10 to \$25 depending on the load. Mattresses or box springs are charged \$20 each. Please keep them clean and dry so they may be recycled. For more details see the April Barre Town Newsletter, Solid Waste insert.

Jack Mitchell noted that due to COVID we are asking all customers to wear masks and to stay in your vehicle at all times. No socialization please. Also take the time to read the Newsletter and become familiar with what is and IS NOT being accepted. We thank you in advance for being patient and respectful to other drivers and the staff.

- Would you like to reconnect with the community? Consider serving on one of Barre Town's Boards, Commissions, or Committees, which are the Cemetery Commission, Development Review Board (DRB), Housing Advisory Committee, Planning Commission, Recreation Board, and Traffic Safety Advisory Committee (TSAC) or being Barre Town's Alternate Director's seat on the CVFiber Board of Directors. For more information visit [www.barretown.org](http://www.barretown.org). The deadline to express interest in serving is Thursday, May 21, 2020 by Noon.
- Finally, did you know Vermont's participation rate in the 2020 Census is the 45<sup>th</sup>? About half of Washington County households have not yet responded. Please complete the census online at [www.my2020census.gov](http://www.my2020census.gov). All you need is the street address where you resided on April 1, 2020 to access the census. It takes about 10 minutes to complete the questionnaire online. Or you can respond by phone by calling 844-330-2020. Just be aware phone wait times might be long. Responding to the Census helps make sure that lawmakers and others have correct data when deciding how to distribute resources, including for highway funds, school lunches, and more.

#### **GUESTS - None**

#### **COVID-19 BUSINESS REVOLVING LOAN FUND**

Background: The Selectboard received a draft MOU for a proposed Revolving Loan Fund Covid-19 Loans. The Town received a grant several years ago. One of the grant criteria was that a portion of the loan proceeds were to be reinvested in the community via loans. The Selectboard agreed it would be used to help fund small businesses in Barre City and Barre Town. A Memorandum of Understanding was entered into with Vermont Community Loan Fund (VCLF) to administer the loans associated with these loan proceeds. In the midst of COVID-19, many businesses need financial assistance. The State has proposed pooling resources from "regions" and giving grant/loans from these monies.

Barre Town stated they would like to keep their funds as local as possible and began the process of creating our own COVID-19 loan program. Barre Town Zoning Administrator Chris Violette, BAD Director Joel Schwartz, and VCLF Will Belongia have been working on the project.

Late this afternoon, Joel Schwartz forwarded an email to the Selectboard and Manager with new information, noting changes to the draft MOU provided to the Board with their meeting packet.

Selectboard discussion centered on the Barre RLF COVID-19 MOU:

- Do not use all our program funds – between \$50,000 - \$75,000
- Loan maximum amount should be \$15,000
- There will be credit reports – like to use 12 month average given past couple months activity.
- There should be a termination date for the program – same as the Federal – December 31, 2020.

This item will be on next week's meeting agenda. Requested changes will be incorporated.

#### **SUBGRANT AGREEMENT WITH VERMONT FOODBANK**

Background: The Town was awarded a VCDP grant on behalf of the Vermont Foodbank. The Town signed a grant agreement with the State. To receive the grant funds the Foodbank must sign the subgrant agreement, which they have done. The Agreement also requires a Letter of Credit. Town Attorney Monte has reviewed the documents and finds no issues.

Discussion included Town staff time, the Foodbank has their own grant staff which are doing the majority of work, and the Zoning Administrator will have some work to do.

*On a motion by Norma Malone, seconded by Paul White, the Selectboard voted unanimously to approve and authorize the Town Manager to sign the Vermont Foodbank's "Subgrant and Administrative Services/Program Management Agreement to Barre Town's VCDP Grant Agreement #07110-IG-2018.*

#### **APPOINT PLANNING & ZONING ATTORNEY**

Background: Bruce Bjornlund has been the Town's Planning & Zoning attorney for decades. He is retiring June 30, 2020. Zoning Administrator noted there are very few attorneys fluent in land use laws.

Selectboard Minutes of May 19, 2020 Continued:

James Barlow, Plainfield, Vermont (worked for Vermont League of Cities & Towns) is willing to accept the position. Historically, the Town very seldom needs legal counsel.

The Board thanked Mr. Bjornlund for his many years of service, He saw the Town through a few big issues such as the proposed landfill in the Thunder Road area. Zoning Administrator Violette stated Mr. Bjornlund gave him the best advice he ever received “When speaking on a topic/issue, sometimes less is better.”

*On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to designate James W. Barlow, Plainfield, Vermont, as Barre Town’s Planning & Zoning attorney effective immediately and to authorize the Town Manager to sign the engagement letter.*

### **CORRIDOR MANAGEMENT AGREEMENT WITH MILLSTONE TRAILS ASSOCIATION**

Background: At the last Selectboard meeting, by consensus, several changes were made to the draft Corridor Management Agreement with Millstone Trails Association. Those changes have been made. It was also noted there was nothing in the Conservation Easement (for the Town Forest) that the Recreation Board is involved in this agreement and therefore no signature line was added for that Board.

*On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the Corridor Management Agreement between Town of Barre and Millstone Trails Association as presented and to authorize the Selectboard Chair to sign said document.*

### **CONTRACT FOR ROAD DUST CONTROL**

Background: Bid specifications were mailed to several companies. The usual bidders, Gorman Group and All States Asphalt, submitted bids. Sicalco did not bid this year. Gorman Group had the low bid of \$.99 per gallon of 38% liquid calcium chloride spread. The bid is slightly less than expected and it is recommended the contract be awarded to the low bidder. The Town has contracted with Gorman and there have been no issues.

*On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to award the 2020 liquid calcium chloride dust control contract to the Gorman Group based on their unit bid price of \$.99 per gallon.*

### **BUDGET BOOKLET COVER LETTER**

Background: The Manager provided the draft copy of the Budget Booklet and Selectboard cover letter for Board review prior to the meeting.

During discussion there were a few minor grammar/spelling errors which are easily fixed. Board members will provide the info to the Manager as the booklet needs to be printed out this weekend.

*On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the” Town of Barre, Proposed Annual Budget, July 1, 2020 – June 30, 2021,” booklet and cover letter with the minor spelling and grammatical corrections as noted.*

### **CVSWMD REPORT ON HOUSEHOLD HAZARDOUS WASTE FACILITY**

Background: Central Vermont Solid Waste Management District (CVSWMD) General Manager Cathleen Gent and Board Chair Fred Thumm will speak to Household Hazardous Waste happenings.

Ms. Gent provided an update on the planned Districts’ HHW permanent facility. The expected cost is \$1.2 million (\$500,000 from an ANR grant, \$594,000 from CVSWMD reserves) and more fundraising/grant writing expected. They are looking for a location in the Barre, Montpelier, Berlin, East Montpelier areas. The goal is to have the facility operational in Spring 2022.

The Barre Town Household Hazardous Waste Collection will be happening in Barre Town on Saturday, August 1, 2020 at the DPW Yard. Advertising will begin soon.

The CVSWMD office in Montpelier remains closed to the public, but has a small staff working. The ARCC, in Barre City, will reopen on May 20<sup>th</sup> for certain materials: paint, batteries, bulbs, computer/TV electronics, and food scraps. As things reopen, note that some materials may no longer be accepted due to COVID-19 related concerns or market issues.

### **AMEND CVSWMD MUNICIPAL SERVICES GRANT**

Background: The CVSWMD is amending the mattress recycling grant to give the Town more time to complete the program. Selectboard members received a copy of the amended Agreement for review prior to the meeting.

Selectboard Minutes of May 19, 2020 Continued:

There was brief discussion on what the District would be providing for the upcoming Bulk Trash event.

*On a motion by Jack Mitchell, seconded by Norma Malone, voted unanimously to authorize the Town Manager to sign the revised Municipal Services Program Grant Agreement with the Central Vermont Solid Waste Management District as presented.*

### **PUBLIC HEARING – TOWN CHARTER AMENDMENTS**

**Background:** The Town had postponed the Annual May Elections to June 2, 2020. Public Hearings have already taken place with regards to the proposed Town Charter amendments. However, as an extra precaution and due to delays the Selectboard is once again holding a public hearing on the proposed changes.

*On a motion by Paul White, seconded by Bob Nelson, 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 7:25 p.m.*

There were no guests and 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 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.

It was noted if these amendments are passed by the voters, the Legislature will need to approve these amendments during next session (January 2021).

*On a motion by Paul White, seconded by Norma Malone, the Selectboard voted unanimously to close the Public Hearing at 7:37 p.m.*

### **CORONAVIRUS SITUATION REPORT**

Manager Rogers stated the information this week has not changed much.

- Workforce is still healthy. Manager's office staff are in the office working this week due to Green-Up distribution of supplies. The Town Clerk's office is still working at full staff to accommodate tax collection wrap up, elections, and an increase in daily land records recording.
- Supplies – still in good shape. The Town has received one thermometer and it is housed at the DPW.
- EMS revenues are down due to decrease in call volume. The CARES stimulus payment only covered about two weeks of revenue.
- EMS news – our COVID-19 testing crew of 4, worked at the BOR pop-up station and conducted 280 tests. The Town is compensated for staff time at the site. An additional agreement is for crews to suit up and visit homes if there is referral for testing.
- The Police Department reports no issues with public gatherings.

### **ACCOUNTS PAYABLE WARRANT**

*On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the accounts payable warrant dated May 19, 2020.*

### **MISCELLANEOUS - None**

#### **'ROUND THE TABLE**

Assistant Manager Wang stated she has received the information needed for tying up the Mill Street project. Board members will be seeing something in their next meeting packet.

Norma Malone inquired how the closing of Project Independence impacts the June 2, 2020 election outcome. Manager Rogers noted even if the ballot article is approved no payments will be made as the business is closed. However, the May 2020 payment is being made as of now they are still in business.

Jack Mitchell inquired if any Selectboard members will be working the June 13<sup>th</sup> Bulk Trash event. Paul White will work. Bob Nelson and Tom White are pending.

Tom White thanked the residents for watching the meeting.

### **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 Bob Nelson, the Selectboard voted unanimously to go into executive session at 7:43 p.m. to discuss personnel.*

Selectboard Minutes of May 19, 2020 Continued:

*On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to come out of executive session at 8:40 p.m.*

**ADJOURN**

*On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted unanimously to adjourn at 8:40 p.m.*

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Donna J. Kelty, Town Clerk-Treasurer

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Selectboard Chair

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Barre Town Selectboard