

BARRE TOWN SELECTBOARD MEETING AGENDA

July 28, 2020

1. Call to order 6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving July 14, 2020 meeting minutes.
5. Announcements
6. Receive guests (by phone) for non-agenda items.
7. Consider adopting Resolution No. 4-20 in recognition of Michael Martel's 30 years of service to the Town of Barre.
8. Quarterly Department Head visits: a) Town Engineer; b) Public Works Superintendent; and c) Fire Chief and Planning & Zoning Director.
9. Consider awarding contract for purchase of 2-ton roll.
10. Consider approving name for a private road.
11. Consider authorizing a contract to purchase softball field lights.
12. Consider authorizing a contract for HVAC work in the Municipal Building.
13. Discuss VLCT's Finance, Administration and Intergovernmental Relations Committee's Legislative Policy.
14. Consider approving weekly Accounts Payable Warrants for July 21 and 28, 2020.
15. Miscellaneous including licenses or permits if any.
16. 'Round the table.
17. Executive session – if needed.
18. Adjourn.

BARRE TOWN SELECTBOARD MINUTES

July 28, 2020

The duly warned meeting of July 28, 2020 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 6:00 p.m.

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

Attendance for the regular meeting: Town Manager Carl Rogers, Assistant Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kely, DPW Superintendent Richard Tetreault, Town Engineer Josh Martineau, Zoning Administrator/Fire Chief Chris Violette, Shop Foreman Mike Martel. Also present in person were Lorraine Martel and Times Argus Reporter Eric Blaisdell.

CALL TO ORDER –Chair Paul White called the meeting to order at 6:05 pm.

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 meeting agenda as amended:

1. Move Item 9 to immediately following Item 7;
2. Add item 10A – Repair on Fire Department Pumper Truck – action expected; and
3. Add under Executive Session: real estate, legal, and personnel.

MINUTES

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the Selectboard meeting minutes of July 14, 2020 with minor spelling and grammatical corrections as presented.

ANNOUNCEMENTS

- ✓ For a list of Town roads that will be milled and paved this season, look for posts on the Barre Town Front Porch Forum, or follow the Barre Town DPW Facebook page. Updates will be posted as time permits on the Town website at www.barretown.org.
- ✓ The Household Hazardous Waste Collection in Barre Town will be held on Saturday, August 1st, from 9:00 a.m. to 1:00 p.m., at the Barre Town Public Works Yard, 129 Websterville Road. This collection is for materials like paint thinners, paint without identifiable labels intact on the cans,

Selectboard Minutes of July 28, 2020 Continued:

cleaners that contain bleach, pesticides and more. More examples can be found at www.cvsword.org. Please plan ahead so you may follow their COVID rules: pay in exact change or check, which is \$20 per vehicle load. All hazardous waste must be in your car trunk or truck bed. No garbage bags. You will need to remain in your vehicle with a mask on. No pets. Note that no containers will be returned.

- ✓ Property Tax bills have not yet been mailed. They will be mailed no later than August 15, 2020 with the first installment due on September 15, 2020. Remember that the sewer bills have already been mailed and the first installment is due August 15, 2020. Please visit www.barretown.org for your many COVID-19 safe methods to pay (direct deposit, drop box, mail, or credit card via the phone or through the website).
- ✓ The Selectboard seeks to fill four (4) vacancies on two Boards and a Committee. Please consider serving our neighbors. These vacancies are an alternate seat on the Development Review Board, both of Barre Town seats on the Regional Transportation Advisory Committee, and Barre Town's alternate seat to the CV Fiber Board. To learn more about these bodies, visit the Town website, or call 802-479-9331.
- ✓ 67.4% of Barre Town residents have responded to the 2020 U.S. Census as of July 28, 2020. If you have not responded please do so online (my2020census.gov) and avoid a Census taker or two coming to your home.
- ✓ Chair White stated that following the last Selectboard meeting action was taken to approve an employee vacation payout as requested.

GUESTS – None

RESOLUTION IN RECOGNITION OF MICHAEL MARTEL'S 30 YEARS OF SERVICE

Background: Michael Martel reached his 30 year employment anniversary on June 25, 2020. He started as a Public Works person and moved into the Shop Attendant/Foreman position in 1995 when the former Shop Attendant passed away. There have been many changes since the mid-1990's. Mike not only handled the changes well, but was also very helpful in facilitating those changes.

On a motion by Bob Nelson, seconded by Justin Bolduc the Selectboard voted unanimously to adopt the "Town of Barre, Vermont Resolution #4-20, A Resolution Of The Town Of Barre, Vermont In Appreciation Of More Than 30 Years By Michael J. Martel To The Town Of Barre."

Jack Mitchell read the resolution (see Attachment). He also noted the Resolution does not mention his involvement with the Bulk Trash Events each year.

Manager Rogers thanked Mr. Martel for all his assistance over the years, noting how knowledgeable he is in the overall operations of the DPW to include utilities. Norma Malone noted the technological advances made during this time and his ability to adapt which is impressive.

Chair White noted this is the 4th time this year the Town has honored individuals for 30 plus years of service to Barre Town and it speaks volumes to the dedication of all.

CONSIDER AWARDING PURCHASE OF 2-TON ROLL

Background: The Fiscal Year 2020-2021 Equipment Fund budget includes \$40,000 for the purchase of a new 2-ton (small) vibratory roll to replace the 2000 Rosco 2-ton roll currently in use. Bid specifications were mailed to 12 dealers and 6 bids were submitted. Upon review, staff is recommending awarding to Milton Cat for a Caterpillar roll because of the warranty (7 years) and delivery time.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to award a contract to purchase a 2020 Caterpillar CB1.8 roll from Milton Cat for the price of \$30,750.

DEPARTMENT HEAD VISITS

DPW Superintendent Richard Tetreault:

- He thanked the Selectboard for their patience and understanding during the past year and is very glad to be back at work.
- The two new employees are now working, but they are still down 1 summer helper. The position will not be filled this year.
- Since the Town Engineer is familiar with the road paving projects, etc. he has just been assisting where needed.

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- He noted dust control has been done once by the vendor and will probably return for a second partial application later this year.

Town Engineer Josh Martineau:

- Milling and Paving Bids were completed and awarded. Milling began yesterday and is ahead of schedule. Weather permitting the asphalt paving will commence next week. However, he noted the bonded wearing course paving is scheduled to start mid-August.
- Culvert work has been a priority. There were many to take care of prior to milling.
- The Sierra Lavin Road and Bridge Street drainage projects are complete and drawings will be done soon.
- Walk arounds have begun (list of items in need of maintenance/repair such as brush clearing, ditching, or culvert cleaning).
- With both Jay (water operator) and Tate (DPW Superintendent) out, he has been learning and working with staff. There has been lots of hands-on learning, but that is part of the process.
- The Water Department CCR Report was completed and mailed.
- His Summer Intern has been digitally mapping the sewer connections to allow access from any Town computer. This will be extremely beneficial.

There was brief discussion regarding timing of manhole work prior to pavement milling, the need to possibly increase the annual allotment for road repairs (some appear to be in tough shape), types of pavement formulas and paving adhesives currently used, and the Selectboard desire to see the 5-Year Paved and Gravel Road Plans earlier to have the ability to make comments.

Zoning Administrator Chris Violette:

- For the period April – June 2020, 113 permits were issued. Of these 10 were single family dwellings. The total addition to the Grand List based on application values is just shy of \$3,000,000.
- The Development Review Board met 3 times by Zoom/telephone. The Planning Commission did not meet but were available at Selectboard meetings during the Town Plan review.
- The Town Plan is being sent this week to the CVRPC for final approval
- Enforcement action – he has been working with 8 property owners. He spoke to the process and the education/mediation involved.

Fire Chief Chris Violette:

- During April – June 2020, the Department responded to 42 calls (there were 44 in 2019).
- Items of note for the calls were 1 structure fire in Orange, 4 wildfires in Orange, and 3 mutual aid calls. The Department also attended a tractor trailer rollover and had 1 false fire alarm at a business.
- There was a fire in the Town Forrest (not big), which required access using the UTV. The cause is unknown at this time.
- One of the wildfires in Orange required the Department calling for mutual aid. Barre City had to cover while we managed the fire.
- There were two propane incidents involving vehicles running over tank stems causing leaks.
- There was also a call for lightning striking a home. There was significant damage (\$50,000 +), fire was not the major cause of said damage.
- In-person training was done in June.
- There have been no COVID issues. Some members have been tested with negative results and all are really good at following the guidelines/rules.
- Radio Study – Burlington Communications is working with the State on the antennae replacement. There was a meeting last Friday and Violette has not heard how things went.

On a side note no Town Equipment has been placed on the GovDeals website. Rogers noted everything is on hold due to COVID and the economy. Once it appears things are opening the equipment (two trucks) and perhaps the vibratory roll will be advertised.

NAMING PRIVATE ROAD

Background: The Vermont E-911 Board requires private roads or driveways with three or more houses or primary structures to be named. Recently the Town named Wallace Road (off Allen Street) for this reason. At the Barre Town - Williamstown line off McLeod Road, Pierre Ducharme has a driveway on the Barre Town side of the line. That driveway serves three properties in Williamstown and now a sugar house (on its own lot) in Barre Town. The E-911 Board has contacted the Town about naming the private road. After discussion with property owners and confirming it does not conflict with any road names in Barre Town or Williamstown the proposed name is Ducharme Ridge Road.

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On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve Ducharme Ridge Road as the name for a private road located off of McLeod Road at the Barre Town-Williamstown boundary line.

REPAIR OF FIRE DEPARTMENT PUMPER TRUCK

Background: The Barre Town Fire Department has a 1996 Pumper Truck (E2) which was refurbished two years ago. Recently the seals broke. The repair involves purchasing the gears, seals and bearings as well as removing, rebuilding and reinstalling the pump transfer case. Vermont Fire Technologies has provided a repair estimate of \$10,114.26.

Selectboard discussion focused on the age of the pumper truck, the remaining life expectancy, the cost of a new one, possibly looking to the Equipment Fund and move up the replacement date, and the truck would be out of service for a couple of weeks (1 week to get parts and 1 week to complete the repair).

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the repair to the 1996 Barre Town (E-2) Pumper Truck with Vermont Fire Technologies based on their cost estimate of \$10,114.26 dated July 20, 2020.

PURCHASE SOFTBALL FIELD LIGHTS

Background: The existing Recreation Field softball field lights are the original fixtures and arms from around 1983. It has been known for some time the light fixture arms and fixtures need to be replaced.

About 4 years ago the Recreation/Cemetery crew, DPW, and an electrician worked together to re-wire for the new lights (from the electric control building to every pole). The new wiring was laid in conduit. Two years later, the Town budgeted for and purchased the arms (they are being stored). In the FY 2019-2020 budget \$6,000 was included for the purchase of lights. The FY 2020-2021 budget includes \$56,060 additional funding for the light fixture purchase. The Softball Leagues have also raised and donated \$3,820 for this project, bringing the total funds available for the light fixture purchase to \$65,880. The Leagues have assumed responsibility for installation (getting a bucket truck(s) and electrician(s)).

Selectboard members were provided with the estimates from various vendors for the purchase. Needham Electric Supply quoted \$63,984 for 32 LED lights which is based on the lighting plan. The Lighting Plan shows what lights are mounted on a pole and what direction they are pointed. A leader of the Softball League works for Needham Electric, has helped with the fundraising, and knows of players who work at businesses with access to equipment/electricians.

The Manager is recommending instead of writing bid specifications, the Selectboard authorize the purchase of the 32 lights from Needham Electric. With shipping it is estimated the Town should receive them in 6 weeks.

Selectboard discussion raised concerns for liability insurance (volunteers and their borrowed equipment), timeframe to complete the project (additional information was provided by Bob Nelson) to include doing a few this year and few next year, and most importantly the health of the existing poles.

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to authorize the purchase of 32 LED softball field lights from Needham Electric with the understanding installation of said lights needs further research/discussion.

CONTRACT FOR HVAC WORK IN MUNICIPAL BUILDING

Background: The 5-Year Building Plan includes Phase 2 to retrofit the Municipal Building's HVAC systems for reliability, cost efficiency, and energy efficiency, based on an HVAC Study conducted in 2018 by Pearson and Associates. Phase 2 is to replace the now-oldest air conditioning system (one of the two for the upstairs hallway) known as A/C system #4. Phase 1 had three bidders and the two Phase 1 low bidders were very close in price. Vermont Mechanical Inc. (VMI) did a good job with Phase 1 which was the larger scope of work. Now they are very familiar with our system.

VMI has quoted \$12,042 for the Phase 2 work and \$18,000 is in the budget for this project. The staff is asking for a non-competitive award for the work.

On a motion by Justin Bolduc, seconded by Bob Nelson, the Selectboard voted unanimously to approve a non-competitive award of the project to replace the A/C system #4 in the Municipal Building to Vermont Mechanical for an amount not to exceed \$12,042 without prior authorization by the Town.

Motion discussion included the timeline to complete the process. Asst. Manager Wang stated she will get timeline when placing the order and forward a copy to the Board.

Selectboard Minutes of July 28, 2020 Continued:

DISCUSS PORTION OF VLCT LEGISLATIVE POLICY

Background: Assistant Manager Wang is a member of the VLCT Finance, Administration and Intergovernmental Relations Committee. This Committee is working on one of 5 parts of the VLCT Legislative Policy. She provided a draft of this Section to the Selectboard for comment.

Selectboard consensus is to support this draft section. However, they would like to, if possible, review the other sections.

ACCOUNTS PAYABLE WARRANT

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted to approve the accounts payable warrants dated July 21 and 28, 2020. Bob Nelson abstained due to an employer conflict.

MISCELLANEOUS

Clerk-Treasurer Kelty reminded residents the property tax bills will be released mid-August, and the first installment of sewer will be due August 17, 2020. Election reminder – August Primary ballots must be returned by the close of polls on Tuesday, August 11, 2020 for your vote to count.

‘ROUND TABLE

Bob Nelson was contacted (via email) by a resident on Tamarack Lane regarding the noise coming from Thunder Road. Board discussion focused on the business being in existence since the 1960’s, State law pertaining to noise, renovations made at the racetrack during the last 4 years, possibly looking to Act 250 for guidance, and next year prior to the obtaining their Special Event Permit perhaps the issue of “times of use” could be addressed. Chair White noted there was not much the Town could do.

Bob Nelson inquired when the Board would be receiving a copy of the draft audit referred to in the Managers’ notes. Rogers noted this is the audit for FY 18-19. Further inquiry will be made to see Batchelder could possibly provide information (Fund balance) for the year ending 2019-2020. This would be useful when setting the tax rate. Along the same line Norma Malone inquired on the status of the Websterville Fire District audit. Rogers stated the last piece of information was sent last night. He noted he is not aware of any surprising information at this time.

Norma Malone appreciated the DPW Report on sign installation but feels it is unnecessary to provide detailed copies of each work order. Just the summary spreadsheet is adequate. Board members agreed.

Norma Malone inquired on the upcoming election process. Kelty stated there is a polling place open to voters at the Barre Town School gymnasium. Hours of operation on August 11th are 7:00 a.m. to 7:00 p.m. Entrance to the polling place requires masks to be worn. Provisions are in place to accommodate those who do not want to wear a mask. The number of individuals allowed in the gym at one time will be in accordance with ACCD rules. Workers are being provided PPE, cleaners, etc. The Board of Civil Authority will learn more at their meeting on August 5th.

Jack Mitchell had a couple of announcements. First, congratulations to Berlin Police Chief Bill Wolfe on his upcoming retirement. He spoke to his time as a Barre Town Police Officer. Second, he read in the World that Robie Pellon will be celebrating his 90th birthday. He sends birthday wishes.

Jack Mitchell also noted all the railroad work being done to improve the beds. He asked if the Manager has heard if there is some big contract. Rogers and other Board members stated they were not aware of any projects.

Paul White stated in reading the Recreation Board Meeting Minutes there is the audit of the playgrounds. He was wondering if anything major was found. Asst. Manager Wang stated there was nothing major but this will be an annual thing going forward.

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 public knowledge would clearly place the Selectboard at a substantial disadvantage.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to go into executive session at 8:44 p.m. for personnel, real estate and legal.

Town Clerk-Treasurer Donna Kelty and Assistant Town Manager Elaine Wang were excused from the meeting at 9:26 p.m.

Selectboard Minutes of July 28, 2020 Continued:

On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted unanimously to come out of executive session at 10:04 p.m.

ADJOURN

On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted unanimously to adjourn at 10:08 p.m.

Donna J. Kelty, Town Clerk -Treasurer

Selectboard Chair

Barre Town Selectboard

(See next page for Resolution)

**TOWN OF BARRE, VERMONT
RESOLUTION # 4 - 20**

**A RESOLUTION OF THE TOWN OF BARRE, VERMONT
IN APPRECIATION OF MORE THAN 30 YEARS BY MICHAEL J. MARTEL TO
THE TOWN OF BARRE**

WHEREAS, Michael J. Martel has served the Town of Barre since June 25, 1990, in the capacities of Public Works Person, Shop Attendant, Temporary Shop Clerk, Temporary Shop Assistant, Co-Acting DPW Superintendent, and has been the Shop Foreman for the last nine years, where he manages two mechanics and oversees the repair and maintenance of the Town’s fleet of over forty vehicles and pieces of heavy equipment serving all Town departments; and

WHEREAS, Michael J. Martel, is an exemplary public servant with regards to dedication, dependability, even-keeled department, adaptability, and team orientation; and

WHEREAS, Michael J. Martel has been commended by supervisors since 1992 for his skills and ability to work well with minimum supervision, and his willingness to step into temporary leadership positions whenever called upon; and

WHEREAS, Michael J. Martel has participated in developing specifications for bids for an estimated one hundred and thirty vehicles or equipment ranging from mowers to dump trucks to fire engines to plow truck chains to equipment lifts, reviewing an estimated four hundred bids, and the selling or trading in of an estimated one hundred and fifty pieces of used equipment, including police cruisers and ambulances, thereby saving the Town hundreds of thousands of dollars; and

WHEREAS, Michael J. Martel was instrumental in moving repair and maintenance operations for the town’s vehicles and heavy equipment from what had been the increasingly cramped quarters at 129 Websterville Road to its current location in the Wilson Industrial Park in 2004; and

WHEREAS, Michael J. Martel has calmly transitioned between three fuel management systems, two fleet management software systems, two accounting software systems, four computer operating systems, and an untold number of technology changes in vehicles and equipment; and

WHEREAS, Michael J. Martel has helped set up and tear down the Barre Town polling place for over twenty years, including helping the Town Clerk-Treasurer develop the successful, first-in-Vermont, drive-through voting arrangement at the Public Works Yard; and

WHEREAS, Michael J. Martel completed the rigorous Vermont Local Roads Program in 2006 to earn recognition as a Vermont Management Academy Scholar; and

WHEREAS, Michael J. Martel has maintained his readiness to serve in emergencies by completing emergency management trainings twice;

WHEREAS, the Town of Barre is exceptionally fortunate to be able to celebrate its fourth, thirty-year employee anniversary in one year.

NOW, THEREFORE, BE IT RESOLVED that the Barre Town Selectboard hereby conveys its deepest gratitude to Michael J. Martel, on the occasion of his thirty years of steadfast service to the operations and people of Barre Town with a standing ovation.

RESOLVED at Websterville, Barre Town, Vermont this 28th day of July, 2020.

BARRE TOWN SELECTBOARD

ATTEST: _____
Donna J. Kelty, Town Clerk-Treasurer