

BARRE TOWN SELECTBOARD MEETING AGENDA

November 24, 2020

- PILOT: Aldrich Public Library Directors presentation (via Zoom). 6:00 p.m.
6:30 p.m.
1. Call to order
 2. Pledge of Allegiance
 3. Consider approving agenda.
 4. Consider approving November 17, 2020 meeting minutes.
 5. Announcements
 6. Receive guests (by phone) for non-agenda items.
 7. Ambulance billing discussion with EMS Billing.
 8. Consider authorizing Otter Creek Engineering to gather information for a possible Wilson Industrial Park waterline extension grant application.
 9. Consider canceling December 1, 2020 Selectboard meeting.
 10. COVID-19 Report
 11. Consider approving weekly Accounts Payable Warrants for November 24, 2020.
 12. Miscellaneous: including licenses or permits if any.
 13. 'Round the table.
 14. Executive session: personnel, contract, and real estate (action expected).
 15. Adjourn.

BARRE TOWN SELECTBOARD MINUTES

November 24, 2020

The duly warned meeting of November 24, 2020 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 6:30 p.m.

The following members were in attendance: Norma Malone (via Zoom), Justin Bolduc (via Zoom), Paul White, W. John "Jack" Mitchell. Bob Nelson was not present for the meeting.

Attendance for the regular meeting: Town Manager Carl Rogers, Assistant Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kely (via Zoom), EMS Director Chris Lamonda (via Zoom), Town Engineer Josh Martineau (via Zoom), Dale and Allyn Girard (EMS Billing), Otter Creek Engineering – John Kiernan (via Zoom).

CALL TO ORDER – The meeting was called to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE - Those present recited the Pledge of Allegiance.

APPROVE THE AGENDA

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted to approve the meeting agenda as presented. Bob Nelson was not present for the vote.

MINUTES

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted to approve the Selectboard meeting minutes of November 17, 2020 with minor spelling and grammatical corrections. Bob Nelson was not present for the vote.

ANNOUNCEMENTS

- ✓ The Lawn Waste Site on Holden Road is closed for the season.
- ✓ Winter sand is available for Barre Town residents outside the Public Works fence at 129 Websterville Road. This service is only offered to Barre Town residents and is not for business use. Please follow instructions posted at the sand pile.
- ✓ Vermonters suffering economic hardship due to loss of income from COVID-19 can get help now to pay their past due utility accounts for their home or business through the Vermont COVID-19 Arrearage Assistance Program (VCAAP). This applies to electric, landline telephone, Town water or sewer, and Graniteville Fire District water accounts. For more information visit www.publicservice.vermont.gov, or call Capstone Community Action at 802-479-1053.
- ✓ The Selectboard is seeking registered voters to serve on the Barre Town Budget Committee between the last Tuesday of January through the last Tuesday of March. The Budget Committee reviews the entire budget for Barre Town. Serving on this Committee gives you a say in all fiscal year 2021 – 2022 budgets and is a great way to learn about Town operations. If interest, please send your letter

Selectboard Minutes of November 24, 2020 Continued:

or email of interest by 4:30 p.m., Thursday, December 31st, to the Town Manager at 802-479-9331 or one of your Selectboard members. Their contact information is at www.barretown.org.

- ✓ The Barre Town Clerk is retiring at the end of her current term in May 2021. Please consider running for Town Clerk! It is an important position in the Town, responsible for managing elections and voter registrations, maintaining all sorts of records important to the public, and producing utility and property tax bills, to name a few roles. The new Town Clerk would be joining an experienced team and have access to plenty of training and guidance documents from State and regional organizations. Retiring Town Clerk Donna Kelty will also make herself available. More information about the position is in the November Barre Town Newsletter.

GUESTS - None

AMBULANCE BILLING DISCUSSION WITH EMS BILLING

Background: EMS Billing has been performing Barre Town's ambulance billing work for over 10 years. Currently they charge the Town \$10.00 per EMS call (case/run/trip). For that \$10.00 they send three bills. EMS Billing provided the Board with information for review prior to the meeting.

EMS Billing is in Claremont, New Hampshire. Dale and Allyn Girard were present and spoke to the following:

- They have 4 staff, serve 15 customers and process around 15,000 calls a year.
- Collection rates – varying ways to calculate. Actual billed versus real amount which is collectible.
- Contractual write-offs to include the impact of Medicare/Medicaid write-off
- The possibility of the Town taking insurance assignments (being part of a network)
- The Town's lack of process for delinquent collections
- EMS Billing doing additional collection work.

With all the information to digest, and the impact of Medicare/Medicaid write-off impact to the actual billing amount that can be collected, this topic will be on the December 8th meeting agenda for further discussion.

WILSON INDUSTRIAL PARK WATERLINE ENGINEERING GRANT DISCUSSION

Background: The waterline loop in the Wilson Industrial Park is not complete. The waterline ends near the driveway to the former SBE building. There is 8" pipe to the bottom of Bolster Road. About 2,350' of 8" pipe needs to be laid to connect the two sections of pipe and provide a second means of supplying water to Bolster Road residents and to Wilson Industrial Park businesses. The pipe would be laid along one side of the road that is built but not paved.

Otter Creek Engineering suggests the Town be prepared to apply for a grant that would pay 75% of the project costs. The balance would come from a State revolving loan fund loan. To submit an application on the Town's behalf, Otter Creek needs to collect some field data and do some engineering. The field data collection is easier when there is no snow. The anticipated preparation cost is estimated at \$7,500 which could be added to the overall project expense if the Town is awarded the grant.

John Kiernan (Otter Creek Engineering) and Barre Town Engineer Josh Martineau were both present via Zoom.

Mr. Kiernan spoke to the State Revolving Loan Fund having additional funding. Having the project engineering completed this could enhance the Town's position of receiving a grant, the fiscal advantages of this grant. Funding will go through the Municipal Bond Bank and will require a Bond vote. Mr. Kiernan believes the Town can prepay the loan. After discussing engineering work and permits it was noted the estimated cost to get this application ready to submit would not exceed \$10,000 total, which is the worst-case scenario.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to authorize the Town Manager to sign a contract with Otter Creek Engineering to work on preparing the Wilson Industrial Park water main loop (connecting Parker Road to Bolster Road) with the understanding this phase of the project will not exceed \$10,000.00. Bob Nelson was not present for the vote.

CANCELLATION OF DECEMBER 1, 2020 BOARD MEETING

Background: At the last meeting, the Selectboard considered cancelling the December 1, 2020 Board meeting as a result of the COVID-19 new restrictions.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to cancel the December 1, 2020 Selectboard meeting. Bob Nelson was not present for the vote.

Selectboard Minutes of November 24, 2020 Continued:

During the motion discussion it was noted the Board will discuss any possible cancellation(s) at the next few meetings. It was noted that late January Budget Committee meetings will begin, and changes may have to be made to accommodate the large group.

COVID-19 REPORT

The Town Manager provided the Selectboard with the following updates:

- Municipal Building Administrative offices have begun their telework. Staff have been or will be provided with digital phones so they can have direct access to office phone lines.
- Municipal Building Access – The Public will soon be notified to use the rear side Annex door to obtain service. The “Ring” doorbell works from the back of the building and will be monitored by the Town Clerk’s office. Signs are being prepared.
- Supplies – offices reply they are in good shape with all PPE. The new microphone and polycom for the digital system should arrive soon.
- The Planning Commission recently held a large ZOOM only meeting and it was successful.
- The EMS has submitted another application for funding. There is very little information at this time and more will be provided.
- The Manager has noted there have been more inquiries with how to handle staff illnesses, quarantining, and defining close contact.
- The DPW is working with other boundary Towns for maintaining roads this winter. This is still a work in progress.
- The Town and general public are strongly emphasizing the need to reduce their exposure to the virus. This includes avoiding social gatherings, plan ahead for shopping (especially for the Holidays), and as always maintain social distancing, hand washing, and wear a mask.

ACCOUNTS PAYABLE WARRANT

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted to approve the accounts payable warrants dated November 24, 2020. Bob Nelson was not present for the vote.

MISCELLANEOUS - None

‘ROUND TABLE

Justin Bolduc:

- What is the status of the DPW winter maintenance equipment? The Manager believes all has been ordered but will verify this.
- Has the salt spreading equipment been calibrated yet? The Manager noted the DPW has been taking advantage of the nicer weather to do the fall sewer line flushing and gravel road projects. If not, it will be done soon.

Norma Malone:

- She noted there has been some dumping on W. Cobble Hill Road. Paul White also saw this but thought it might be a “free pile.” Rogers will investigate.
- Has there been any update on the “flea market” setup on Quarry Hill Road? Manager Rogers stated the operation is owned by Tom Comstock. He is supposed to be removing everything before the snows are permanent.

Paul White:

- With the recruitment of the Finance Director underway it is time to look to the Treasurer and Town Clerk job descriptions. He has also received inquiries on what the Town Clerk salary range would be. The Manager stated he will get these items on the agenda as they will need to be incorporated into the budget for next fiscal year.
- He read in the Recreation Board minutes they were being asked what to do with the “old” used softball field lights. Isn’t this a Selectboard decision? Assistant Manager Wang stated that while the final decision will be made by the Selectboard, she was asking the Recreation Board for ideas on how to sell/trade/disposal. Chair White noted the minutes should be clarified.

EXECUTIVE SESSION

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to find the need to go into executive session citing premature general public knowledge would clearly place the Selectboard at a substantial disadvantage. Bob Nelson was not present for the vote.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to go into executive session at 8:25 p.m. for personnel, contracts, and real estate. Bob Nelson was not present for the vote.

Selectboard Minutes of November 24, 2020 Continued:

On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted to come out of executive session at 10:00 p.m. Bob Nelson was not present for the vote.

ACTIONS

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to authorize the Town Manager to sign a deed when completed and accept payment of \$15,058 from Hebert Excavation Corp. which conveys the property commonly known as 6 Maple Street to Hebert Excavation Corp. Bob Nelson was not present for the vote.

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted to sell the 2012 International 6-wheel truck to Clark's Truck Center for \$27,450.00. Bob Nelson was not present for the vote.

On a motion by Justin Bolduc, seconded by Norma Malone, the Selectboard voted to authorize the Town staff to submit a bid on the 2011 Chevrolet (automatic) short bus with handicap lift through an online auction in a bid amount not to exceed \$8,800 (including fees) to be used by the Department of Public Works Department. Bob Nelson was not present for the vote.

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted to authorize the Town Manager to sign the Land Contract with Saad Development Corp, Spanish Fort, Alabama.

ADJOURN

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to adjourn at 10:06 p.m. Bob Nelson was not present for the vote.

Donna J. Kelty, Town Clerk-Treasurer

Selectboard Chair

Barre Town Selectboard