

## BARRE TOWN SELECTBOARD MEETING AGENDA

January 12, 2021

- PILOT: a) Budget Committee applicant interview 6:00 p.m.  
b) Quarterly Department Head visits: a) Town Engineer, and  
b) Public Works 6:15 p.m.
1. Call to order 6:45 p.m.
  2. Pledge of Allegiance
  3. Consider approving agenda.
  4. Consider approving January 5, 2021 meeting minutes.
  5. Announcements
  6. Receive guests (by phone) for non-agenda items.
  7. Budget Committee applicant interviews.
  8. Consider approving 5-Year Plans: a) Road Paving Plan, and b) Building Plan.
  9. Consider making Budget Committee appointments.
  10. Consider approving COVID-19 vaccination contract with the Department of Health.
  11. Discuss Town Treasurer and Town Clerk job descriptions.
  12. COVID-19 Report
  13. Consider approving weekly Accounts Payable Warrants for January 12, 2021.
  14. Miscellaneous: a) Second Class Liquor License for Maplewood Convenience Stores; b) including licenses or permits if any.
  15. Round the table.
  16. Executive session: personnel (action possible) and real estate.
  17. Adjourn.

### BARRE TOWN SELECTBOARD MINUTES

January 12, 2021

The duly warned meeting of January 12, 2021 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 6:45 p.m.

The following members attended in person: Paul White, and W. John "Jack" Mitchell. These members attended remotely: Norma Malone, Justin Bolduc, and Bob Nelson.

Attendance in person for the regular meeting: Town Manager Carl Rogers and Assistant Manager Elaine Wang. Attendance remotely for the regular meeting: Town Clerk-Treasurer Donna J. Kelty, Town Engineer Josh Martineau, DPW Superintendent Richard Tetreault, and Terry Reil (6:49 p.m.)

**CALL TO ORDER** – The meeting was called to order at 6:45 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 unanimously to approve the meeting agenda as presented.*

#### MINUTES

*On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the Selectboard meeting minutes of January 5, 2021 with minor spelling and grammatical corrections as presented to the Clerk.*

#### ANNOUNCEMENTS

- ✓ Barre Town's elected Town Clerk is retiring at the end of her current term in May 2021. Consider running for Town Clerk! More information about the position is in the November Barre Town Newsletter, or you may call the current Town Clerk, Donna Kelty, at 802-479-9391.
- ✓ Barre Town's Department of Public Works collects Christmas trees after the holidays to be chipped into mulch at the Town's Lawn Waste Site. More information on how to use this free service is at [www.barretown.org](http://www.barretown.org). Public Works is scheduled to pick up trees from roadsides south of Route 302 January 11<sup>th</sup> – 15<sup>th</sup>. If you live north of Route 302, call DPW at 802-476-3522 and they may swing by, winter road maintenance permitting, to pick up your tree.

Selectboard Minutes of January 12, 2021 Continued:

- ✓ Winter sand is available for Barre Town residential use outside of the Public Works fence at 129 Websterville Road. The best time to get a bucket or two is before you need it. Please follow instructions posted at the sand pile.
- ✓ The Barre Town Selectboard is seeking applicants to serve on the Recreation Board to fill a vacancy for a term to expire May 31, 2021. This very active Board oversees the Town's recreational facilities, approves facility uses, and designs and delivers its own programs. For more information or to apply, contact the Town Manager's Office. Contact information is at [www.barretown.org](http://www.barretown.org).
- ✓ Logging of the Barre Town Forest is underway. For everyone's safety, some trails may be closed this winter. Please pay attention to trail closed signs and listen for logging equipment and chainsaws.
- ✓ Chair Paul White informed the viewing audience the Town is continuing to work through the various technologies in an effort to solve the ongoing audio and video issues associated with these ongoing meetings. Our goal is to keep everyone safe and ensure our Town government continues to function during this COVID pandemic. We thank you for your patience and understanding.

#### **GUESTS - None**

#### **BUDGET COMMITTEE APPLICANT INTERVIEWS**

Background: At the last meeting, the Selectboard noted there were new applicants for the Budget Committee and asked the Manager to arrange for a quick interview. During the PILOT session the Board met with Jim West. This line item is for the second applicant to be interviewed.

Terry Reil joined the meeting remotely and spoke to why he would like to be considered for this committee, his knowledge base with equipment and budgets, and that he had served on the DPW Garage Building Ad-hoc Committee a few years ago. The Board thanked Mr. Reil for applying.

#### **5-YEAR PLANS FOR UPCOMING BUDGET CYCLE**

Background: The 5-Year Plans are used by the Manager and Department Heads for the preparation of next fiscal year's budgets. During last week's review of the draft for the Building Fund there were questions. This Plan is on the table for discussion again.

A) 5-Year Paved Road Plan: The Town Engineer and DPW Superintendent attended the meeting remotely to answer questions. The Plan has been updated to include a cost spreadsheet. The methodology with regards to road pavement types, grouping projects by neighborhoods, and moving away from paving segments.

*On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the Barre Town 5-Year Paved Road Plan for Fiscal Years 2022 – 2026 as presented.*

B) Building Fund Plan: The Board reviewed the clean copies provided by Selectboard member Bolduc and Assistant Manager Wang. Topics of note: the Auditors repeatedly saying the Building Fund is not a legitimate Internal Service Fund, many repairs/replacements/maintenance projects are not being completed timely, the annual budgeted amount is not adequate for the volume of projects which should be worked on in the next five years, and they do see the need for the annual increase each fiscal year. Ms. Malone spoke to the fact that our Annual 2018 audit stated there is \$200,00 in Fund balance. Rogers stated he does not see how this is possible given we spend our allotted amount each year. This is a question to address with the auditing firm. Given the fact that Year 1 needs to be approved for the creating of next fiscal year budgets the Board discussed approving only year one with the intent of reviewing this Plan before next Budget season.

*On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted to approve Year One, provided by Assistant Manager Elaine Wang, of the Town of Barre 5-Year Building Plan. The motion passed with Norma Malone voting no.*

#### **BUDGET COMMITTEE APPOINTMENTS**

Background: The Barre Town Budget Committee consists of ten (10) members: The Selectboard (5) and five (5) citizens. Of those citizen appointments two are selected by the Selectboard and one by the Town Clerk-Treasurer. These three citizens appoint the remaining two (2) members.

Customarily, the Selectboard votes by paper ballot. However, due to remote meeting this was not possible. Those Board members who are remote texted their top 2 candidates to the Chair. Those in person submitted paper ballots.

Selectboard Minutes of January 12, 2021 Continued:

*On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to appoint Mike Gilbar and Cedric Sanborn to the Fiscal Year 2021-2022 Budget Committee.*

The Town Clerk has appointed Phil Cecchini.

### **VT DEPT OF HEALTH CONTRACT – PARTICIPATE WITH COVID-19 VACCINATIONS**

Background: The State of Vermont Department of Health (VDH) said it planned to utilize EMS agencies to help administer COVID-19 vaccinations to the general public. The Manager attended at Vermont Emergency Management conference call and the VDH said it was contracting with 28 EMS agencies. The Town received a 17 page contract Thursday evening.

The contract is just like the COVID testing contracting approved by the Board this past summer. The Selectboard was provided a list of the service fees to be paid which are similar to the prior contract. EMS Director Lamonda informed the Manager that 14 of our employees expressed interest in serving on the vaccination team. Vermont Emergency Management is searching for a vaccination site in the Barre area so there should not be much travel, unless we are called to help at an out-of-area site some days.

Bob Nelson left the meeting briefly.

*On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted to approve the COVID-19 contract with the State of Vermont, Department of Health, and to authorize EMS Director Chris Lamonda to sign said contract. Bob Nelson was not present for the vote.*

### **DISCUSS TOWN TREASURER AND TOWN CLERK JOB DESCRIPTIONS**

Background: On June 2, 2019, Barre Town voters approved a Charter change to separate the Town Clerk-Treasurer duties. This change will take effect upon passage by the Legislature this winter. In the meantime the Town is preparing the job descriptions for both: a part-time appointed Treasurer and a full-time elected Town Clerk.

General discussion noted it would be nice to have consistency with the layout of all job descriptions and the need to advertise/recruit for these positions.

Review began with the Treasurer document. Items of change include possible pay range, work week, layout order and the need to have this completed as the next meeting. Board Member Malone will meet with the Town Clerk-Treasurer to do the re-work and a clean copy will be provided to the Selectboard in the meeting packet for next week.

With this being the first review of the existing joint Town Clerk-Treasurer job description, with handwritten notes, there was much discussion. Topics include layout, review of items that would be primary duties (elections, water billing, dog licensing, etc.). The Town Clerk-Treasurer will prepare a first draft of the Town Clerk job description for the next meeting. The salary wage range for this elected position was discussed at an earlier meeting.

### **COVID-19 REPORT**

There was no new information to present. The item was passed over.

### **ACCOUNTS PAYABLE WARRANT**

*On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to approve the accounts payable warrants dated January 12, 2021. Bob Nelson abstained due to an employer conflict.*

### **MISCELLANEOUS**

*On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the 2021 Second Class Liquor License for Maplewood Convenience Stores, Inc.*

### **‘ROUND TABLE**

Justin Bolduc noted he had met this past weekend with the fencing company and provided an update to the Board.

Jack Mitchell:

- He congratulated William Kirby for being reappointed as the Barre Town Health Officer.
- In reading the Recreation Board minutes he was saddened to hear that Rolland Tessier was resigning from the Recreation Board due to employer conflicts. Thank you for your service to the Town, not only on this Board but as a past Selectboard member.

Selectboard Minutes of January 12, 2021 Continued:

Paul White noted in the invoices tonight there was one for Attorney Jim Barlow and was curious as to why. The Manager noted that when Mr. Bjornlund (Zoning attorney) retired he was replaced by Mr. Barlow.

**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 Bob Nelson, the Selectboard voted unanimously to go into executive session at 9:11 p.m. for personnel and real estate (with possible action).*

*On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to come out of executive session at 10:19 p.m.*

**ADJOURN**

*On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to adjourn at 10:20 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