

BARRE TOWN SELECTBOARD MEETING AGENDA
January 19, 2021

- P.I.L.O.T. Department Head Visits: a) Planning & Zoning; b) Fire Department 6:00 p.m.
1. Call to order 6:30 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving January 12, 2021 meeting minutes.
5. Announcements
6. Receive guests (by phone) for non-agenda items.
7. Barre Area Development's quarterly report.
8. Presentation about Wilson Depot by Casella Waste Management.
9. Consider Ambulance billing contract.
10. Consider awarding contract for purchase of dump truck body and plow system.
11. Discuss Treasurer and Town Clerk job descriptions.
12. Consider approving CVSWM's request to use the DPW Yard for a Household Hazardous Waste Collection.
13. Consider authorization to sell softball field lights.
14. Plan for first Budget Committee meeting.
15. COVID-19 report.
16. Consider approving weekly Accounts Payable Warrant for January 19, 2021.
17. Miscellaneous: including licenses or permits if any.
18. 'Round the table.
19. Executive session: a) real estate; b) personnel (action possible).
20. Adjourn.

BARRE TOWN SELECTBOARD MINUTES
January 19, 2021

The duly warned meeting of January 19, 2021 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 6:36 p.m.

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

Attendance for the regular meeting: Town Manager Carl Rogers and Assistant Manager Elaine Wang. Those attending remotely were Town Clerk-Treasurer Donna J. Kelty, EMS Director Chris Lamonda, BADC Executive Director Cody Morrison, Casella Waste Management representatives Roscoe Dorsey and Kelton Bogasky.

CALL TO ORDER – The meeting was called to order at 6:36 p.m.

MINUTES

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted to approve the Selectboard meeting minutes of January 12, 2021 with minor spelling and grammatical corrections.

APPROVE THE AGENDA

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to approve the meeting agenda as presented.

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

ANNOUNCEMENTS

- ✓ The Barre Town Selectboard seeks applicants to serve on the Recreation Board to fill a vacancy for a term expiring May 31, 2021. For more information or to apply, contact the Town Manager's office or a current Recreation Board member. Contact information is available on the Town website (www.barretown.org).
- ✓ Barre Town land records are available online as of yesterday, January 18, 2021. The fees will be slightly higher than when you conduct in-person searches. For more information, visit the website or contact the Town Clerk's Office at 802-479-9391.

Selectboard Minutes of January 19, 2021 Continued:

- ✓ If you put a Christmas tree out that has not been collected yet, call the Department of Public Works (DPW) at 802-476-3522 with your address. They will pick it up as winter maintenance permits. Make sure all the decorations are removed from the tree as it will be chipped and used as mulch.
- ✓ Beginning next week, Tuesday, January 26, 2021, the Barre Town Budget Committee will start meeting and continue meeting every Tuesday night, 6:00 p.m. – 8:00 p.m., through the end of March. During that time, the Selectboard regular meetings will begin at 8:00 p.m. The public is welcome to attend these meetings by phone. Chair White noted the Board will be determining how to conduct these meetings to comply with ACCD guidelines. Details will be available on the Town website (www.barretown.org) or by calling the Town Manager’s Office at 802-479-9331.

GUESTS - None

BARRE AREA DEVELOPMENT QUARTERLY REPORT

Barre Area Development Executive Director Cody Morrison presented the Selectboard an overview of his quarterly activity. His focus has been working with businesses on COVID-19 related issues including creating Podcasts, working with local organizations to receive grant funding, and the Barre Rock Solid Marketing Program. Mr. Morrison noted the website address is being moved to “barrevt.com.”

A presentation was given regarding the local to national marketing strategy which included publications, website changes, and social media venues.

Board discussion topics included seeing an inventory of businesses in the Barre Area (noting there have been changes), a list of available properties in the area, and encouraged Mr. Morrison to continue visiting/updating this Board on the Barre Area Development activities.

CASELLA WASTE MANAGEMENT REPORT ON WILSON DEPOT

Background: Casella Waste Management (Casella) has taken over the operation of the Wilson Depot which collects trash and recycling. Since they began their operation last November many changes have taken place. Casella will be providing the Selectboard with an update on the happenings.

Casella representatives Roscoe Dorsey and Kelton Bogasky informed the Board of the site cleanup, installation of a warming hut, upgrade to electrical lines, installation of new compactors, change to traffic patterns, new walkways to access various containers. It was noted the prices did increase. However, the prior vendor had not raised prices for a while. The Board received a list of what items are accepted (including construction/demolition debris) and the prices associated with each.

Board members noted there have been positive comments with regards to layout, service, and staffing. However, some users found the price increases hard to take and are using less costly small vendors for services. The Board recognized the cost of recycling and disposal fees are factors for pricing. Overall, the Selectboard is very pleased with the service being provided.

AMBULANCE BILLING CONTRACT DISCUSSION

Background: The Selectboard for several months have been hearing about issues regarding the processing, billing, and collections for ambulance service. Medical Business Services, LLC (MBS) gave a presentation to the Board as did our current service, EMS Billing Solutions. Prior to the meeting the Selectboard received the billing comparison and a list of answers to questions brought up at the December 8, 2020 meeting, MBS’s new information, the EMS Director’s input about “old” or delinquent bills; and cost information updated should MBS’s collection fee (percentage) is reduced.

EMS Director Chris Lamonda and the Board discussed concerns for the ability to collect more dollars to support the increase proposed by MBS versus possible changes and impact to collections using our current billing service. Lamonda stated the next fiscal year budget proposes the purchase of software/hardware (next fiscal year) that places documents/data in a shared “cloud” with EMS Billing. This will make billing timely and more efficient. The current process was described. Varying changes to our current billing company are needed and possibilities were noted. Malone and Nelson both stated they would really like to know the “cost to bill.” We currently do not know as several pieces are not being completed. Delinquent/past due bills, credit bureau reporting, and the sometimes length of time it takes to get payment from some public insurance companies.

To keep things moving, the Selectboard by consensus, agreed to stay with the current company and in 90 days review the status. During this period they would like to see as the software permits to redesign the current bill format – make it easier to read and add language to make clear to the patient when payment is to be made, look at collection efforts, and have Director Lamonda research pros/cons related to revenue should the Town elect to accepting assignments or being an in-network provider.

Selectboard Minutes of January 19, 2021 Continued:

Heading in a different direction the Board received more information from the Director on his proposed Mutual Aid and Paramedic Intercept special charges. Director Lamonda had proposed billing some ambulance services an additional charge for Mutual Aid. He noted one ambulance service where Barre Town has answered 50% of their primary calls. This is not the intent of “mutual aid” and needs to be addressed. As for Paramedic Intercept, he has concerns that as services in the area provide Paramedic level care that the agency will not staff their paramedics full-time. The result would mean that Barre Town has more Paramedic Intercept calls which will be costly. Our Paramedic rides with the other agency, we cannot bill the insurance for our paramedic time. Therefore, we charge the ambulance service an Intercept fee. The fee does not cover taking our crew out of service calling in back-up. The Director supports other agencies providing Paramedic service but does not support the action if the Barre Town taxpayers have to subsidize the other ambulance service. More discussion will be forthcoming.

PURCHASE OF DUMP TRUCK BODY AND PLOW SYSTEM

Background: A body and plow system will be mounted on the new 6-wheeled International truck, which should be delivered soon. Bid specifications were mailed to seven companies. The request asked for three optional bids with the base bid for the dump body, front and wing plows. Other items included a pre-wet (salt) system, flexible edge blade, plow sensor, and warranty information. Bid results were provided to the Board for review prior to the meeting.

Our Shop Foreman noted that the Tenco front plow product does not meet our specifications. The Town Engineer and Foreman both agree that at this time we do not buy the pre-wet salt system as they need more time to plan where it will be located on a truck (due to it being so corrosive).

The Town had budgeted \$178,000 for the complete truck. The chassis cost \$94,519. If the Town opts to purchase from Viking Cives (with options 2 and 3) the cost would be \$75,700 for a total truck purchase price of \$170,219.

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to award the purchase of the dump body and plow system contract with the optional flexible blade and plow sensor, to Viking Cives USA for a total price of \$75,700.

TREASURER AND TOWN CLERK JOB DESCRIPTIONS

Background: Continuing the discussion from the January 12th meeting, the Board received revised drafts of the Appointed Treasurer and Elected Town Clerk Job descriptions. The Town Clerk-Treasurer and Board member Malone met and reviewed the Treasurer’s job description, which is hoped to be approved during the meeting. For both job descriptions it is noted the Fair Labor Standards Act (FLSA) needs to be researched. FLSA is the law determining the exempt or non-exempt status of jobs and overtime requirements.

Treasurer: The Town Clerk-Treasurer spoke to the final changes (reorganization of duties, adding clarifying language, and the need to standardize all Town job descriptions for content.

On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted unanimously to approve the Appointed Town Treasurer job description, with minor amendments and contingent upon finding out the Fair Labor Standards Act status (exempt or non-exempt) which will be inserted.

Elected Town Clerk: It was noted that once again the job description had been standardized in format. Major changes included the hours per week will be 40, and clarifications need to be made within the supervising of employees. Other minor addition, grammatical, and spelling changes were highlighted. A draft -2 will be provided for the Selectboard to review at their next meeting.

HOUSEHOLD HAZARDOUS WASTE COLLECTION

Background: As has become customary, the Central Vermont Solid Waste Management District (CVSWMD) is requesting to use the Department of Public Works Yard for a Household Hazardous Waste Collection event in the spring. The date is set for April 24, 2021, 9:00 am – 1:00 p.m. This does not conflict with other Town happenings. Typically, the Town allows use of the Garage facilities. There have been no issues with the CVSWMD using the site in prior years.

On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted unanimously to allow the Central Vermont Solid Waste Management District to use the Barre Town Public Work Yard for a Household Hazardous Waste Collection on April 24, 2021 with the condition the District provides a certificate of insurance.

Motion discussion focused on asking the CVSWMD to obtain a port-a-let to use at the event. COVID-19 concerns were cited.

SELLING OF USED SOFTBALL FIELD LIGHTS

Background: The Town now has 32 old 1500 watt metal halide softball field lights (still work) with mounting brackets. The Recreation Board and staff have not come up with a worthwhile use for the old lights. The Leagues did not want them and staff suggested trying to sell them individually.

The Assistant Manager looked at several online sites (eBay, GovDeals, Craigslist) to see if she could find a reasonable price, based on age, condition, etc. and is recommending a price of \$50 each, with packaging and shipping, or pickup, to be on the buyer.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to authorize the Town to sell the 32 softball field light units at \$50.00 each or best offer with the condition that the buyer be responsible for the packing and shipping or pickup.

CONDUCT OF BUDGET COMMITTEE MEETINGS DURING COVID PANDEMIC

Background: The Budget Committee has 10 members (5 Selectboard plus 5 citizens at large). The meeting however include 3 additional staff, Department Heads, and sometimes non-for-profit agencies. With COVID-19 being ever present, ACCD guidelines, and concern for the safety of all the Selectboard is discussion how it would like to conduct meetings.

Decisions must be made with regard to remote versus a hybrid meeting, how to disseminate the materials, staff time involved with varying meeting types, public input, and most importantly safety for all.

Board consensus is the meeting will be held via Teams and telephone, create a Teams “Whiteboard Document” for sharing, asking Department Heads to use larger fonts when supplying copies (makes it easier to read when sharing their screen), remind Committee members to limit use of email, and the Manager will hand deliver the notebooks/packet materials. To facilitate packet/material deliveries each week some Board members will collect distribution items in their “neighborhood/ area” to reduce the Manager’s drive time.

COVID-19 REPORT

Manager Rogers noted a couple of items:

- Vaccinations are in progress or complete for many of our public service departments (Fire, EMS, and Police).
- The Vermont Legislature passed House Bill 48 enacting Special Election provisions for the upcoming Town Meetings around the State. The Governor signed the bill today. A couple of the provisions allow for a municipality, upon Selectboard/Council/Board approval to send ballots to all active voters on the checklist or to conduct an election outdoors (using tents or drive-thru).
- A few months ago the Town had asked CVTV to check into some pricing for modernizing our Selectboard room to accommodate the remote broadcasting. Assistant Manager Wang stated the pricing had come back and was very, very, very expensive. CVTV was going to look at ways they might be able to pare down the pricing.
- Mitchell in listening to the Governor’s press conference noted there may be things coming down the pike for not-for-profit organizations and maybe Towns. He stated we should check out the ACCD website.

The Town Clerk will soon be preparing the ballot for the School Vote on March 2, 2020. Barre Town holds its annual elections in May. The Selectboard had discussed the possibility of having a Special Vote in March this year to accommodate a stormwater project and possible grant funding. The Selectboard by consensus stated yes to the Special Election for March. The warning will be prepared for next week’s meeting as that is the deadline.

ACCOUNTS PAYABLE WARRANT

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the accounts payable warrant dated January 19, 2021.

MISCELLANEOUS - None

‘ROUND TABLE

Jack Mitchell thanked the resident, just around the corner from the Municipal Building, for the recent “snowman” sculpture.

Paul White noted next week begins the Budget Committee meetings. He will be attending both the Budget and Selectboard meetings remotely.

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 Justin Bolduc, the Selectboard voted unanimously to go into executive session at 9:25 p.m. for contracts.

On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to come out of executive session at 10:25 p.m.

BOARD ACTIONS

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to authorize the Town Manager to sign a Purchase and Sales Agreement for property on Sterling Hill Road as drafted by Town Attorney Michael Monte.

On a motion a motion by Norma Malone and duly seconded, the Selectboard voted unanimously to approve the COVID-19 Leave Policy and authorize the Selectboard Chair to sign said document.

ADJOURN

On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted unanimously to adjourn at 10:25 p.m.

Donna J. Kelty, Town Clerk-Treasurer

Selectboard Chair

Barre Town Selectboard