

BARRE TOWN SELECTBOARD MEETING AGENDA
April 27, 2021

P.I.L.O.T – Route 110 Bridge Project Update

6:00 p.m.

1. Call to order 6:30 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving April 20, 2021 Selectboard meeting minutes.
5. Announcements
6. Receive guests (by phone) for non-agenda items.
7. Discuss ambulance patient billing and consider approving: a) policy for EMS coverage fees and b) revised paramedic intercept billing policy.
8. Discuss Aldrich Library Trustee position.
9. Consider resuming in-person meetings and other COVID-19 precaution changes.
10. Consider approving 2021 Local Emergency Management Plan.
11. Consider approving Bank Corporate Resolutions from Mascoma Bank, Community Bank, and Edward Jones.
12. Consider approving adjusting journal entry approval policy.
13. Consider approving T.S.A.C. recommendations: a) No Truck sign on West Road; b) speed bump, hump, table policy.
14. Consider approving weekly Accounts Payable Warrants for April 27, 2021.
15. Miscellaneous: a) Jockey Hollow Deli and Catering Request to Cater Malt, Vinous, and Spirituous Liquors at Thunder Road on May 2, 30 and June 11, 17, and 24, 2021; b) other permits and licenses, if any.
16. ‘Round the table.
17. Executive session: contract, real estate and personnel.
18. Adjourn.

BARRE TOWN SELECTBOARD MINUTES
April 27, 2021

The duly warned meeting of April 27, 2021 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville, Vermont at 6:30 p.m. and remotely using Teams.

The following member attended in person: W. John “Jack” Mitchell Those attending remotely include: Paul White, Norma Malone, Justin Bolduc, and Bob Nelson.

Attendance in person for the regular meeting: Town Manager Carl Rogers, Assistant Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kelty. Those attending remotely or by phone: EMS Director Chris Lamonda, Tina Lunt, and Tom White.

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 Bob Nelson, the Selectboard voted unanimously to approve the meeting agenda as presented.

MINUTES

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard Meeting minutes of April 20, 2021 were unanimously approved with minor grammatical and spelling changes as presented to the Clerk.

ANNOUNCEMENTS

- ✓ The Barre Town Lawn Waste Site is now open Saturdays, 8:00 a.m. to Noon and Wednesdays 3:00 p.m. to 6:00 p.m. We are also looking for volunteers to cover a couple hours another weekday. Volunteers do not unload vehicles. They are there to make sure users know how to use the site, and to open and close the site. If you value this service and know someone who may have time to help out, please let them know. Those interested should call the Manager’s Office at 802-479-9331.
- ✓ Green Up Day is Saturday, May 1, 2021, but you can green up in Barre Town anytime between now and the first few days of May. Sign up to Green Up Barre Town by calling the Town offices at 802-

Selectboard Minutes of April 27, 2021 Continued:

479-9331 with your roadside choice, or stop by between 8:00 a.m. and 4:30 p.m., Monday through Friday. Bags and gloves are now available.

- ✓ The Barre Town Bulk Trash collection will be held on Saturday, May 8, 2021, from 8:00 a.m. to 2:00 p.m. Details are available in the April Newsletter.

Selectboard member Jack Mitchell noted that COVID-19 protocols are in place. This means wearing of a mask and to please stay in your vehicle at all times. If your assistance is needed the staff will let you know. Be sure to box or contain loose building materials. On May 8, 2021 as you load your vehicle, if you are unsure if the Town will accept an item, you can call the Town Garage at 802-479-5483.

- ✓ The Town is still accepting application for Public Works summer helpers. You must be 18 or older and have a valid driver's license. There is an opportunity to work four (4), 10-hour days most of the summer. Necessary training is provided. Ideal work for college students. Must be 18 years old. To apply, call 802-479-9331 and ask for an application.
- ✓ Early ballots are now available for the Barre Town Municipal Elections and the Barre Unified Union School District Budget Revote to be held on May 11, 2021. To request an early ballot call the Town Clerk's Office at 802-479-9391. If you need to register to vote you can do so any time, including now. Visit or call the Town Clerk's Office or go online to www.olvr.vermont.gov.
- ✓ The Barre Town Recreation Department will offer tennis lessons this summer the last two weeks of July for beginner and intermediate players aged 8 years and up.
- ✓ If you might be driving on Baptist Street or Middle Road on the morning of Sunday, May 9, 2021, be aware – VELCO plans to transport a transformer that day between 6:30 a.m. and 8:00 a.m. over those roads. It will take about an hour to travel from their Williamstown substation, near the intersection of Baptist Street, Martin Road, and Therriault Hill, to Route 63. You may want to avoid those intersections the morning of Sunday, May 9, 2021.

GUESTS - None

AMBULANCE BILLING (COVERAGE FEES AND PARAMEDIC INTERCEPT)

Background: The discussion tonight is three-fold: a) new billing format; b) Coverage Fees; and c) an add-on fee Paramedic Intercept when riding along with another EMS agency transport.

1. The EMS Director has been working with EMS Billing to revise the billing form and a draft was provided for review prior to this meeting. Some of the changes include charge/payment layout, addition of payment method for those with a balance.

Conversation centered on the bill not being in color so it did not reflect some yellow highlights or blue bolding. It was noted that information pertaining to payment plans, etc. are not on the form. Director Lamonda informed the Board he was looking to purchase "forms" which contained this preprinted information on the back. Font size continued to be an issue, clarification of payments made (perhaps use red print or parenthesis) and move the "To Pay Online" sentence down the page closer to the tear-off return payment coupon. Revisions will be made and brought back to the Board.

2. During the past few months the EMS Director, Chris Lamonda, has informed the Board about the excessive amounts of coverage provided by our agency. In other words Barre Town acts as another EMS agency's primary coverage an excessive number of days or our service responds to an excessive number of calls. The Fee Schedule proposes a daily rate if we cover an entire day and establishing a "fee" should the BTEMS cover more than 50% of another EMS agency's call volume during the quarter.

A concern for doing this is that at some point in time Barre Town may need the assist. Director Lamonda stated his intent is to go and speak with the other agencies for all fees. However, this was not being done until he had some firm numbers to provide. The 50% number was used as the Director had proposed a lower number and the Board was not comfortable with that. Scenarios were noted on when the "coverage fee" would need to be assessed. He assured the Board there would be an insignificant impact to his time. Information on the number of runs completed can be obtained several different way.

3. Our current Paramedic Intercept fee is not adequate when our Paramedic stays with a patient while being transported by another EMS agency to a hospital that is not local. When this happens that ambulance is taken out of service and coverage has to be called in at an overtime rate. In the meantime the other agency bills for the transport, at a higher rate, due to the emergency type and number of miles traveled to the hospital. Director Lamonda has proposed a fee which adds an additional fee based on mileage.

Selectboard Minutes of April 27, 2021 Continued:

Jack Mitchell stated he hates being put into a position of having to do this but recognizes “the state of ambulance services in Vermont” at this time.

Director Lamonda assured the Board “Barre Town EMS Fee Schedule, which the Selectboard reviews/amends/approves annually, contains the Coverage Fee and Paramedic Intercept add-on fee.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to approve the Paramedic Intercept Long Distance fee schedule as presented, to be effective July 1, 2021, and that said fee shall be incorporated into the Barre Town EMS Fee Schedule which is reviewed annually.

ALDRICH LIBRARY TRUSTEE POSITION

Background: There has been ongoing discussion between the Selectboard and the Aldrich Library regarding the position on their Board of Trustees. During the March 23, 2021 Selectboard meeting it was confirmed the Library By-laws do not “require” a Selectboard member to hold a seat on their Board (while it is preferable), but they may appoint a designee.

Tom White, former Board Chair, was the Town’s designee to the Library Board. He was present and confirmed he would like to continue the work that was started during his tenure. Conversation topics include the need to keep the Selectboard informed by providing at minimum a quarterly report (written or verbal), current Board members do not want to hold the seat, and if the Selectboard appoints perhaps there should be a term limit – just as with other Board and Commission appointments.

By consensus, the Selectboard reaffirmed their appointment of Tom White as their designee to fill the position of Trustee on the Aldrich Library Board of Trustees.

RESUMING IN-PERSON MEETING WITH COVID-19 PRECAUTIONS

Background: Under the State’s Vermont Forward COVID-19 Precaution Regulation, municipal meetings are considered to be in Group B. This means that as of May 1, 2021 you may meet in-person following the universal guidelines:

1. Stay home if sick.
2. Wear a mask is required.
3. Maintain 6’ separation.
4. Exercise good hygiene and clean regularly.

CVTV is ready to resume recording meetings.

Discussion focused on our current issue with audio when using hybrid meeting methods, continue utilizing Teams for items such as PILOT when a person is not in the area, and maximum capacity in the Selectboard room is 12. Manager Rogers noted the other Boards will be phasing in meetings due to publishing meeting deadlines. Currently the Planning Commission and Development Review Board (DRB) use Zoom to conduct their meetings and will be discussing options.

The Board does have concern for maximum capacity and allowing a forum for all to participate in a conversation. Staff was asked once again to check into “live streaming.” One concern for live streaming is the lack of ability to “edit” the video.

The Selectboard will resume their in-person meeting beginning May 18, 2021.

In other news the Municipal Building is opening to the public on May 10, 2021. However, due to State guidelines land records research will continue to be by appointment only. Spacing is confined and do not want to have someone waiting in the parking lot (wasting time) to get in. The Municipal Building is preparing by sectioning the main hall, using floor stickers to remind visitors of the 6’ requirement, and working on plans on “how to clean” with heavy foot traffic at tax time.

2021 LOCAL EMERGENCY MANAGEMENT PLAN

Background: Annually the Town updates/adopts the Local Emergency Management Plan and must be done by May 1st. The State dictates the form. There are very few changes this year (staff, addresses, etc.). Adoption of the Plan is needed for the Town to be eligible for some emergency funding.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to adopt the 2021 Local Emergency Management Plan.

It was stated during discussion this Plan is designed to be used primarily by Town Officials and staff not the general public.

BANK CORPORATE RESOLUTIONS

Background: The Town Clerk-Treasurer's term ends at midnight on May 11, 2021. So on May 12, 2021 the Town will not have a Treasurer. Not knowing who the new Treasurer will be, Donna Kelty has agreed to be the interim. Documents from three of the six financial institutions are being presented to facilitate the change. The remaining institution documents will be presented at the May 4, 2021 meeting.

On a motion by Justin Bolduc, seconded by Norma Malone, the Selectboard voted unanimously to adopt the Community Bank, NA "Corporate Authorization Resolution" document, dated April 27, 2021, to be effective May 12, 2021, which authorizes Donna Kelty (Interim Treasurer) and Wendy Moore (Assistant Town Clerk) to be the authorized signers for the Barre Town, Vermont cash accounts on deposit with said financial institution, to authorize the necessary Town staff/officials to sign said document(s).

On a motion by Justin Bolduc, seconded by Norma Malone, the Selectboard voted unanimously to adopt the Mascoma Bank, "Town Municipality Authority to Open a Deposit Account" document, dated April 27, 2021, to be effective May 12, 2021, which authorizes Donna Kelty (Interim Treasurer) and Wendy Moore (Assistant Town Clerk) to be the authorized signers for the Barre Town, Vermont cash accounts on deposit with said financial institution, to authorize the necessary Town staff/officials to sign said document(s).

On a motion by Justin Bolduc, seconded by Norma Malone, the Selectboard voted unanimously to adopt the Edward Jones "Corporate Resolution Certification Form," dated April 27, 2021, to be effective May 12, 2021, which authorizes Donna Kelty (Interim Treasurer) and Wendy Moore (Assistant Town Clerk) to be the authorized signers for the Town of Barre, Vermont Sewer Improvement Fund investment account and to authorize the necessary Town staff/officials to sign said document(s).

On a motion by Justin Bolduc, seconded by Norma Malone, the Selectboard voted unanimously to adopt the Edward Jones "Corporate Resolution Certification Form," dated April 27, 2021, to be effective May 12, 2021, which authorizes Donna Kelty (Interim Treasurer) and Wendy Moore (Assistant Town Clerk) to be the authorized signers for the Town of Barre, Vermont Cemetery Fund investment account and to authorize the necessary Town staff/officials to sign said document(s).

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to authorize Selectboard member W. John "Jack" Mitchell to be the signer where needed on behalf of the Selectboard for the above financial documents.

ADJUSTING JOURNAL ENTRY POLICY

Background: Since the April 6, 2021 Selectboard meeting, Finance Director Katelyn Kran and Board member Malone have revised/tweaked the proposed Adjusting Journal Entry Policy. Our outside audit findings continue to point out our need for this "written" policy, thus the request for a Policy approval.

On a motion by Justin Bolduc, seconded by Norma Malone, the Selectboard voted unanimously to adopt the Adjusting Journal Entry Approval Policy as presented.

T.S.A.C. RECOMMENDATIONS

Background: The Barre Town Traffic Safety Advisory Committee (TSAC) is asking the Selectboard to take action for the installation of a "No Truck Sign" on West Road and reconsider a Speed Bump, Hump, and Table Policy. The Selectboard had previously discussed the draft policy and asked for some minor changes.

On a motion by Norma Malone and duly seconded, the Selectboard voted unanimously to approve the "Town of Barre Speed Bump, Hump, and Table Policy dated April 15, 2021 with the following amendments:

- 1. Purpose of Policy – strike sentences two and three; and*
- 2. At the end of the document insert an approval date line, signature line, and an effective date.*

No Truck Sign: *On a motion by Bob Nelson and seconded by Jack Mitchell, the Selectboard voted unanimously to authorize the installation of a "No Trucks" signs on West Road at the intersection of Miller Road Extension, as recommended by the Traffic Safety Advisory Committee.*

ACCOUNTS PAYABLE WARRANT

On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted unanimously to approve the April 27, 2021 accounts payable warrants.

MISCELLANEOUS

Jockey Hollow Deli & Catering Inc. has applied for 21 “Catering Malt, Vinous and Spirituous Liquor” permits to operate a beer tent during each of Thunder Road’s racing events. In accordance with the Town Policy, the Clerk-Treasurer forwarded the permits to the Fire and Police Chiefs, for comment. The Selectboard was provided a copy of the permit, a listing of all 21 events (to include rain dates), and the Police Chief’s written comments.

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to approve five (5) “Request to Cater Malt, Vinous and Spirituous Liquor Permits for Jockey Hollow Deli & Catering Inc. for the period May 2, 2021 through June 25, 2021, with the following conditions:

- 1) Thunder Road and Jockey Hollow Deli & Catering Inc. abide by the State COVID-19 regulations for occupancy;*
- 2) Thunder Road closes one of the two openings and narrows the other to enter/exit the area; and*
- 3) Jockey Hollow has a minimum of two employees at the beer tent.*

Board discussion focused on allow only the first five events, evaluate how things are going and around mid-June if things go well the remaining permits can be submitted for approval.

‘ROUND TABLE

Justin Bolduc informed Mr. Mitchell he will need to be excused from working Bulk Trash for one hour due to a personal appointment.

Jack Mitchell stated he read that House Bill 133 increased funding for Transportation. He thought the Board may want to send a letter of support. The Town Manager will review the bill and get more information.

Jack Mitchell inquired, who for the Town, will be taking the lead on tracking/reporting for the American Rescue Plan funds. Managers Rogers stated the new Finance Director will take the lead.

Paul White stated he received a complaint regarding the traffic backup this past Saturday on the Websterville Road due to the CVSWMD Household Hazardous Waste Collection Event. After brief discussion, the Manager stated he will talk to the agency about using the same method as the Town (going behind the cold storage area) which will bring more cars off the road.

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 8:55 p.m. for contracts, real estate, and personnel with Finance Director Katelyn Kran invited to attend.

Ms. Kran left the Executive session at 9:14 p.m.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to come out of executive session at 9:47 p.m.

ADJOURN

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to adjourn at 9:47 p.m.

Donna J. Kelty, Town Clerk-Treasurer

Selectboard Chair
