



Town of Barre VERMONT

BARRE TOWN SELECTBOARD MEETING

August 9, 2022

AGENDA

1. Call to order.....6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda
4. Consider approving July 26 Selectboard meeting minutes
5. Announcements
6. Receive guests for non-agenda items.
7. Consider award of equipment purchase contracts: **a)** 10-wheeled dump truck; **b)** excavator; **c)** road grader
8. Department head visits: **a)** EMS; **b)** Finance Office
9. Discuss ambulance service billing
10. Department head visits: **a)** Planning & Zoning; **b)** Fire
11. Consider approving engineering services agreement for constructing the Wilson Industrial Park waterline
12. Consider approving engineering services agreement for construction phase of the Websterville waterline contract
13. Consider approving consulting services agreement for final design and permit obtainment for the Wildersburg stormwater project
14. Consider approving weekly accounts payable warrants for August 2 & 9, 2022
15. Miscellaneous, including permits, if any
16. Round the table
17. Executive session (if needed)
18. Adjourn

MINUTES

The duly warned meeting of August 9, 2022 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 6:00 p.m.

Selectboard Members Present: Paul White, Norma Malone, Justin Bolduc, and W. John “Jack” Mitchell. Those attending virtually: Bob Nelson

Selectboard Members Absent: None.

Staff Members Present: Town Manager Carl Rogers, Assistant Town Clerk Brandon Garbacik, Finance Director Katelyn Kran, EMS Director Chris LaMonda, Planning and Zoning Administrator Chris Violette, and Shop Foreman Mike Martel.

Others Present: None

CALL TO ORDER: Chair White called the meeting to order at 6:00 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 amended agenda as presented:

1. Add to #17 Executive Session: personnel

APPROVE THE MINUTES:

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the July 26, 2022 meeting minutes with minor spelling and grammatical corrections.

ANNOUNCEMENTS:

- On Monday, August 15, the first property tax and sewer use fee payments are due. Your options for paying your taxes and sewer fee include dropping your payment in one of the two night deposit boxes at the front of the Municipal Building.
- The Town Recreation Board is offering another free outdoor movie night on Saturday, August 13 at dusk. This time the movie will be offered near the picnic shelter in the Town recreation area. This time the Recreation Board is offering the movie Hotel Transylvania.
- The paving contractors says they will resume paving on Monday, August 22. Roads to be paved are: Waterman Street, Websterville Road, Church Hill Road and the bird streets – Cardinal, Robin, Sparrow, Skylark, West Skylark, and Goodhue. The contractor has not said in what order the roads will be paved.
- We are accepting letters of interest in serving on the Cemetery Commission. The 5-member Commission oversees three cemeteries. The Commission meets the 4th Wednesday of the month, usually from April to October. To learn more contact the Town Manager’s Office. Letters of interest can be mailed or emailed to the Town Manager’s Office.
- From now until August 21, most every evening the Quarry Dance Project will be performing in the Wells-Lamson Quarry along Websterville Road. The performance starts at 5:30 p.m. If you travel Websterville Road between 4:00 p.m. and 7:30 p.m. be aware of pedestrian and slower traffic. Road signs will remind you of the event and advise you to be prepared to stop when people are crossing the road.

GUESTS: None

EQUIPMENT PURCHASES:

10-Wheeler:

Selectboard Minutes of August 9, 2022 Continued:

Background: The Town budgeted \$245,000 in the Equipment Fund to buy a new 10-wheeler-chassis and body with plow. Allegiance Trucks (formerly Clark's Truck Center) turned in a bid of \$235,398 for an International waiting to be shipped. Allegiance has a pre-existing contract with Viking-Cives to mount the body and plows. The Viking package Allegiance ordered does not meet the specs, the extra cost is \$8,050. The Town could receive the completed truck within a month of Viking receiving the chassis.

Shop Foreman Mike Martel was present. Mr. Martel stated the Town is still waiting for last year's chassis. Allegiance had a built truck ready for shipment, however, the Town of Wolcott has since purchased the truck. Mr. Martel suggests tabling this item and looking into the Charlebois cabin chassis option. Board members discussed the Town currently not having a spare truck. Consensus is Mr. Martel will try to negotiate a better price with Charlebois.

Excavator:

Background: The Town planned to pay for an excavator using the 6-year lease-finance plan. The estimated annual payments were based on a purchase price of \$278,200.

The low compliant bid is from United Construction and Forestry. They can deliver an excavator in less than 120 days. Shop Foreman Mike Martel recommends purchasing the 7-year extended warranty.

Mr. Martel recommends John Deere over Milton CAT. The excavator has a roto-tiller option which would be beneficial for the Town. Board members discussed the roto-tiller and if this was a necessary option.

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to award the wheeled excavator purchase contract to United Construction and Forestry based on their bid for a 2023 John Deere 190 GW plus the optional 7-year extended warranty for a total price of \$297,772.

Mr. Mitchell recommended the Town looking into the roto-tiller in the future. He noted that the amount of time the Town is keeping the vehicles needs to be revisited.

Road Grader:

Background: The Town planned to pay for the road grader using an 8-year lease-finance plan. The estimated annual payments in the Equipment Fund budget are based on a purchase price of \$383,060. The Equipment Fund revenues include an estimate of \$20,000 for selling the used grader. The net cost in the FY '22-'23 plan is \$363,060.

The low bid is from CAT Milton. The following low bid is from United and is a spec conforming grader. The Town does want the 7-year warranty and the final price would be \$384,855. Milton Cat bid \$380,000 and that bid include a 7-year warranty, however it could take a year to receive their grader. Both bidders offered a trade-in allowance of \$25,000.

Mr. Martel recommends John Deere United Construction and Forestry. United Construction has confirmed that it will be ready within 120 days after the bid is accepted. Mr. Martel stated he recommends because of the timeframe and not because that one is better than another.

Selectboard Minutes of August 9, 2022 Continued:

On a motion by Justin Bolduc, seconded by Norma Malone, the Selectboard voted unanimously to award the road grader purchase contract to United Construction and Forestry based on their bid for a 2023 John Deere 772 G plus the 7-year extended warranty and optional trade-in of the Town's 1986 Caterpillar 130 G grader for a total net price of \$359,855.

DEPARTMENT HEAD VISITS:

Finance Director Katelyn Kran:

Katelyn Kran was present.

A summary of her presentation includes:

- Office reorganization of desks
- Accounting software transition is 100% complete
- Sewer/Property tax bill update
- Online Payments: The Town is experiencing on-going concerns with their current provider PSN
 - The Town is looking into CardX. This company is directly implemented with Accufund
- Staff transitions
- Overview of the FY '21-'22 budget
- Payroll process update
- Investing
- Ambulance billing
 - streamlined collection loop
 - an additional collection issue has been found that will require another cleanup of past invoices that date back to 2018

The Board had a lengthy discussion regarding the existing collections and how this should be resolved. Mrs. Malone spoke of the disconnects with the EMS billing system. The mileage rates, bills, and messages within the billing statements are inconsistent. Board members agreed that a resolution must be made moving forward with ambulance billing. The Town has had continued issues with the billing system and although they have had communication with EMS billing they are not seeing changes.

Mrs. Malone thanked Finance Director Katelyn Kran and Treasurer Jennifer Allard for their work in helping to streamline the collection process, noting that the Board understands the Town has had continued issues with the billing system and appreciates them as they work through the process to find a resolution.

Conversation continued as the Board discussed seeking guidance from the Town Attorney on how to proceed with the cleanup of the existing collections. Discussion focused as Board members shared their thoughts whether this should be an action for the Board of Abatement.

EMS Director Chris LaMonda recommends putting out an RFP. Ideas were shared regarding who the Town could reach out to for ambulance billing service guidance. Board members shared their opinions and concerns around the timeline of the RFP and if this was an item that should wait until January of 2023. Board consensus is Mrs. Kran and Mr. LaMonda will start collecting sample RFP's from ambulance billing services. They will report back to the Selectboard in 3 weeks.

EMS Director Chris LaMonda:

Chris LaMonda was present. Mr. LaMonda shared EMS monthly reports for April, May, and June.

A summary of his presentation includes:

- Staffing update:
 - multiple employees leaving for military deployment
 - per-diem pay increase
- Call-numbers:
 - staying consistent with billing the same number of calls
 - rise in mutual-aid calls over the past year. Towns are now billed for mutual-aid calls
- Trucks: shipment is scheduled for early December
- COVID-19 update: clinics and vaccine availability
- Administrative Assistant job description update
- Shift supervisor reports

Fire Chief:

Fire Chief Chris Violette was present. Mr. Violette shared his monthly reports for April, May, and June.

A summary of his presentation includes:

- 52 Emergency calls
- 5 calls from Orange
- 2 calls from Williamstown
- Electric bike fire
- Training
 - Live field burn training completed in April/May
 - Bridge cleaning
 - Parking lot washes
- Events
 - Day of Learning
 - Parades in Williamstown and Barre City
 - Father's Day Chicken BBQ
 - Operation Flashpoint

Mr. Violette updated the Board on the radio study. He noted that he has visited the Taplin Road sight. The dialogue has been started with the company who does the permitting for this location. Mr. Violette stated as of last week an application was filed that will start a process on what equipment would be needed. Conversation continued as Mr. Violette informed the Board with the estimated costs associated with replacing the current equipment.

Planning & Zoning:

Planning and Zoning Administrator Chris Violette was present. Mr. Violette shared his monthly reports for April, May, and June.

A summary of his presentation includes:

- 91 permits processed

Selectboard Minutes of August 9, 2022 Continued:

- Development Review Board:
 - 2 variances issued
 - 3 subdivisions
 - 1 boundary line adjustment
 - 1 site plan
 - 1 conditional use
- Planning Commission:
 - Chair/Vice Chair elected
 - New cannabis laws discussed
 - Cannabis Control Commission: Mr. Violette recommends that the Selectboard creates this Commission, which would be similar to the Liquor Control Commission
 - Energy Committee: this was discussed as a future possibility as more research is needed
- Audio-visual update
- Washington Road property update
- McLeod Hill Road update
- East Barre Property update

WILSON INDUSTRIAL PARK ENGINEERING SERVICES AGREEMENT:

Background: The Town has State financing for the water main extension that will complete the waterline through the Wilson Industrial Park (W.I.P.) and connect the 8” pipe in Bolster Road. The financing is 75% grant, 25% loan. Town voters approved borrowing the money in March 2021. The Town is on the verge of going to bid. The Manager and Town Engineer met with Robert Clark from Otter Creek Engineering. A pre-bid meeting is scheduled for August 25 with bid opening slated for September 8. The Selectboard has been asked to approve a standard agreement from the National Society of Professional Engineers and other associations. Mr. Clark stated the State requires use of the agreement for projects funded by the State revolving loan fund.

On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted unanimously to authorize the Town Manager to sign the professional services agreement with Otter Creek Engineering for the Wilson Industrial Park water main extension.

RESIDENT ENGINEER AGREEMENT:

Background: Munson has been giving Otter Creek Engineering submittals to check for compliance with specifications. The agreement covers construction administration, inspection, and post-construction phases. The agreement estimates expenses will total \$49,900.

The Manager noted that this work will begin in early September.

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to authorize the Town Manager to sign the Websterville water mains engineering services for construction phase agreement with Otter Creek Engineering.

WILDERSBURG PROFESSIONAL SERVICES AGREEMENT:

Background: Watershed Consulting Associates (WCA) has been the Town’s stormwater engineering service firm since 2008. This agreement is for final design of, and obtaining permits for, the Wildersburg stormwater project. The Town was awarded a \$512,000 State grant. The State supplemented its Public-Private Partnership program with a share of its ARPA grant money. As with the Town’s CLFRF money the State’s ARPA money comes with regulations. Although the Town has utilized WCA’s services since 2008 it was suggested the Town enter into an agreement with SCA for these services.

On a motion by Justin Bolduc, seconded by Jack Mitchell, the Selectboard voted unanimously to authorize the Town Manager to sign the consulting services agreement with Watershed Consulting Associates for the Wildersburg Public-Private Partnership stormwater facility project.

ACCOUNTS PAYABLE:

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted to approve the accounts payable warrants for the week of August 2, 2022. Bob Nelson abstained.

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the accounts payable warrants for the week of August 9, 2022.

MISCELLANEOUS:

Chair White announced that Clerk Lunt shared with him earlier in the week that she received a Request to Cater Malt, Vinous and/or Spirituous Liquor application from JWD Corporation. This is for an event that will be held at Wilkins Harley Davidson on Saturday, August 13, 2022 from 2:00 p.m. – 6:00 p.m. Clerk Lunt was able to sign off on this license as this was a licensee that had been previously approved by the Selectboard.

ROUND TABLE:

Paul White:

- Chair White inquired about the Health Officer being out and what the plan is for the Mcleod Hill Road complaint

Justin Bolduc:

- Mr. Bolduc inquired about the Manager’s note that stated, “locate sewer line and DPW garage”.

Jack Mitchell:

- Mr. Mitchell noted the improvement of driving on Church Hill Road after the milling had been completed.

Norma Malone:

- Mrs. Malone thanked Assistant Town Clerk Brandon Garbacik for joining the Board this evening.

EXECUTIVE SESSION:

Selectboard Minutes of August 9, 2022 Continued:

On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to find the need to go into executive session citing premature general 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 9:34 p.m. for personnel.

On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to come out of executive session at 10:08 p.m.

ADJOURN:

On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to adjourn at 10:09 p.m.

APPROVED MINUTES

Barre Town Selectboard

Paul White, Chair

Norma Malone, Vice Chair

Justin Bolduc

Jack Mitchell

Bob Nelson

Filed in the Barre Town Clerk's Office on this _____ day of _____, 2022.

ATTEST: _____, Barre Town Clerk.