



Town of Barre VERMONT

BARRE TOWN SELECTBOARD MEETING September 13, 2022

AGENDA

1. Call to order.....6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda
4. Consider approving September 6 Selectboard meeting minutes
5. Announcements
6. Receive guests for non-agenda items.
7. Consider first reading (introduction) of a zoning by-law to address new cannabis market
8. Discuss ambulance billing request for proposals (RFP)
9. Consider approving agreement for facilitator to serve Forest Management Plan Committee
10. Consider awarding contracts: a) road line painting; b) painting miscellaneous pavement markings
11. Consider approving VTrans Utility Agreement for RT. 302 paving
12. Consider appointing voting delegate to annual VLCT meetings
13. Consider approving weekly accounts payable warrants for September 13, 2022
14. Miscellaneous, including licenses and permits if any
15. Round the table
16. Executive session: labor contract, contracts (action possible)
17. Adjourn

MINUTES

The duly warned meeting of September 13, 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, Bob Nelson, and W. John “Jack” Mitchell.

Selectboard Members Absent: None.

Staff Members Present: Town Manager Carl Rogers, Town Clerk Tina Lunt, and Planning and Zoning Administrator Chris Violette. Those attending virtually: Finance Director Katelyn Kran.

Others Present: Attorney Jim Barlow, Chris Neddo, and Cedric Sanborn. Those attending virtually: Times Argus Reporter David Delcore.

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 Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the amended agenda as follows:

1. Add to item #16. Executive Session: personnel

APPROVE THE MINUTES:

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the September 6, 2022 meeting minutes with minor spelling and grammatical corrections.

ANNOUNCEMENTS:

- The Town's fall bulk trash collection will be held Saturday, September 17. Service hours are 8:00 a.m. to 2:00 p.m. The event is held at the Department of Public Works Yard located at 129 Websterville Road. The service is provided to give Barre Town residents an option for disposing of large items that would not be disposed of with regular household trash. Fees are charged. See the Town newsletter or visit the Town website, look under Solid Waste Services, for more information.
 - Mr. Mitchell noted that residents can call the Town garage at 802-476-5483 if they have any questions on Saturday, September 17. He reminded residents that no loose shingles will be accepted. Please visit the Town website at <https://cms2files.revize.com/townofbarre/docs/2022%20Fall%20Bulk%20Trash%20Collection.pdf> to view the details on what items are acceptable. Cash and checks will be accepted for payment, no debit cards.
- We are in the midst of garden clean up season. Soon leaves will need to be disposed of. A reminder about the Lawn Waste Site and that it may be helpful. Volunteers open the site Tuesdays, Wednesdays, and Thursdays from 10:00 a.m. to 2:00 p.m. A DPW employee opens the site on Saturday mornings from 8:00 a.m. to noon. There is no fee to use the site. It is located near the top of Holden Road, 100 yards below the intersection with Graniteville Road. Please do not leave bags or plastic sheeting at the site.
- We are accepting applications or letters of interest in serving on the Town Cemetery Commission. The Commission has five members. It meets the fourth Wednesday of the month at 6:30 p.m. Typically the Commission meets April through October. The Commission oversees the three cemeteries. It adjusts Cemetery Rules and Regulations as needed, plans cemetery improvements, approves monument designs and takes other actions as states in the Rules and Regulations. Monthly meetings typically are one to one and a half hours long. For more information contact the Town Manager's Office or read about the Commission and its agendas and minutes, available on the Town website.
- We also are accepting letter or emails of interest about the Deputy Health Officer position. The Deputy or Assistant Health Officer takes calls when the Health Officer is not available. There are perhaps a dozen Health Officer calls per year. Instruction about the Health Officer duties is available. To learn more, contact the Town Manager's Office.

GUESTS: None.

ZONING BY-LAW:

Background: The last detail to settle on the zoning by-law amendments is what definitions of the five classes of cannabis businesses to use. The proposed ordinance uses definitions written by the Planning Commission. Attorney Jim Barlow recommended using the State definitions for consistency.

Those present: Planning and Zoning Administrator Chris Violette, Planning Commission Chair Cedric Sanborn, Planning Commission member Chris Neddo, and Attorney Jim Barlow.

Board members received the following documents for review:

- Planning Commission’s report about the proposed zoning amendments
- Proposed ordinance
- State guidelines, including cannabis definitions

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to read the ordinance by title only. The proposed ordinance was read, by title only, by Chair White.

Attorney Jim Barlow and Planning and Zoning Administrator Chris Violette have prepared amendments to the cannabis businesses definitions. Mr. Barlow shared the amended definitions with Board members. The amendments include part of the cannabis licensing law statute. Mr. Barlow explained that it is important to remember that the Cannabis Control Board will have complete control over the market. The municipality is responsible for the zoning and different uses within those zones.

Mrs. Malone suggested adding a definition for a Cannabis Establishment within the zoning by-law. Mr. Violette confirmed that this can be added.

Conversation continued as Mr. Violette summarized the amendments to the zoning by-law. Board members thanked Mr. Barlow, Mr. Violette and the Planning Commission for all of their work on the zoning by-law amendments.

On a motion by Norma Malone seconded by Bob Nelson, the Selectboard voted unanimously to advance the zoning by-laws ordinance to a public hearing on October 4, 2022.

AMBULANCE BILLING:

Background: Finance Director Katelyn Kran and EMS Director Chris LaMonda met with the Board on August 9. During this time there was discussion that they would take on the task of seeking ambulance billing proposals started by collecting sample RFP’s. Discussion continues as work will begin to draft an RFP.

Finance Director Katelyn Kran was present virtually.

A draft RFP document was shared with Board members. Discussion began as Board members reviewed the draft document. Mr. Rogers suggested amendments to the RFP which included technical specifications (specific reports) and background information. He recommends adding what the Town expects from the new billing company.

Selectboard Minutes of September 13, 2022 Continued:

Board members suggest researching billing service in the New England area, if possible. Board members were in agreement that it would also be important to see an example of a billing statement. Mrs. Malone noted she felt strongly that these services be consolidated and outsourced. This will be beneficial in helping to address the deficiencies that the Town is currently seeing within the current ambulance billing process.

Board members will share their suggestions and feedback regarding the draft RFP to Chair White. He will then share a second draft with Finance Director Katelyn Kran. The Manager will work on restructuring the document.

FOREST MANAGEMENT COMMITTEE FACILITATOR – LETTER OF AGREEMENT:

Background: The Town has appointed a Community Forest Management Plan Committee for reviewing the current Community Forest Plan and Conservation Easement. During last week's meeting the Board agreed to hire a professional facilitator to help get the Committee up and running. Ms. Caroline Earle was interviewed and asked to submit a retainer letter for her facilitator services to the Community Forest Management Plan Committee.

On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to approve and authorize the Town Manager to sign the September 7, 2022 letter of agreement with attorney Caroline Earle to provide facilitator services to the Community Forest Management Plan Committee.

Mr. Nelson noted these services are for 2-3 meetings to help get the Committee up and running.

CONTRACTS:

Road Line Painting

Background: Bids were mailed to 7 companies and 2 were received. The low bid is K5 Corporation for \$38,526.55. The second bid from L&D Safety Marking is \$47,272.82.

This fiscal year the Town budgeted \$30,000 for road line painting and pavement markings. Town Manager Carl Rogers shared that the Town has used K5 Corporation's service in the past but at that time the business was under a different business name. The Manager noted having minor concerns around communication with K5 Corporation but not with the quality of their work.

Painting Miscellaneous Pavement Markings

Background: Bids were mailed to 9 companies and 2 were received. The low bid is K5 Corporation for \$8,326.00. The second bid from L&D Safety Marking is \$17,510.00

Mr. Mitchell shared his concerns regarding the number of low bids received.

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to award the summer 2022 line painting and pavement markings to K5 Corporation for the total amount of \$46,852.55.

UTILITY RELOCATION AGREEMENT:

Background: The Agency of Transportation (AOT) is planning a major paving project of Route 302 in Barre Town and further East. They have contacted the Town about adjusting our utilities as needed. The sewer manhole in the roundabout between East Cobble Hill Road and Rt. 302 needs to be repaired and raised to the right height. Town Engineer Josh Martineau has asked AOT to include the manhole work in the paving contract, due to the complication of working in the roundabout. The estimated cost the Town would have to pay the State for this work is \$1,200. The agreement would allow the Town to inspect the work.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to authorize the Town Manager to sign the Utility Relocation Agreement (for sewer manhole adjustment), contract number UT0282 as part of the State’s project, Barre Town-Orange STP PS23(1).

VLCT VOTING DELEGATE:

Background: The Vermont League of Cities and Towns (VLCT) annual business meetings will be held on Thursday, October 6. There is also a PACIF and VERB meetings as well this day. The Manager has served as a delegate in the past and will be there because of the PACIF meetings.

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to designate Town Manager Carl Rogers as Barre Town’s voting delegate to the 2022 annual business meetings of the VLCT, PACIF and VERB.

ACCOUNTS PAYABLE:

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted to approve the accounts payable warrants for the week of September 13, 2022 for FY '22 and '23. Bob Nelson abstained.

MISCELLANEOUS:

On a motion by Paul White, seconded by Bob Nelson, the Selectboard voted unanimously to approve and authorize the Town Clerk to sign a Request to Cater Malt, Vinous and Spirituous Liquor permit for Inndeavor, Inc. who will be catering an event on September 17, 2022 3:00 p.m. – 11:00 p.m., at 59 LittleJohn Road.

Town Clerk Tina Lunt informed the Board that DLC has moved to an online portal for processing liquor licenses. Town Clerks are no longer able to accept paper applications. All licensees must visit the DLC registration portal to setup their online account. Mrs. Lunt shared that currently there are glitches which are limiting the ability to print out a PDF version of an application. DLC is working on these issues and hope to have them resolved soon.

ROUND TABLE:

Norma Malone:

- Mrs. Malone inquired about the McLeod Hill Road complaint.

Jack Mitchell:

- Mr. Mitchell asked the Manager when the opening bids were taking place for the Websterville Waterline. Mr. Rogers noted this was taking place tomorrow, Wednesday, September 14, 2022.

EXECUTIVE SESSION:

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 7:34 p.m. for labor contract, contracts, and personnel with action possible.

On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to come out of executive session at 9:18 p.m.

ADJOURN:

On a motion by Jack Mitchell, seconded by Justin Bolduc the Selectboard voted unanimously to adjourn at 9:19 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.