



# Town of Barre VERMONT

## BARRE TOWN SELECTBOARD MEETING April 18, 2023

### AGENDA

1. Call to order.....5:00 p.m.
2. Consider approving agenda
3. Executive session (labor contract)
4. Pledge of allegiance.....6:00 p.m.
5. Consider approving April 11, 2023 meeting minutes
6. Announcements
7. Receive guests for non-agenda items.
8. Consider approving Resolution #4-23 in appreciation of all Town community volunteers
9. Volunteer recognition and appreciation
10. Quarterly department head visits: **a)** EMS; **b)** Planning & Zoning
11. Consider awarding contracts: **a)** roll-off service, **b)** road line painting, **c)** pavement markings
12. Consider certifying approval of plans and specification for construction of columbarium
13. Consider approving Barre City’s residents’ use of the lawn waste site from April 29 to May 23
14. Consider approval of the 2023 Local Emergency Management Plan
15. Select 2023 Wendell F. Pelkey Citizenship and Service Award winner
16. Discuss assistant town manager job description
17. Consider approving weekly accounts payable warrants for April 18, 2023
18. Miscellaneous: **a)** Jockey Hollow Deli and Catering, Inc catering permits for Thunder Road race season; **b)** other licenses and permits, if any
19. ‘Round the table
20. Executive session: contracts, personnel, labor contracts (action possible)
21. Adjourn

### MINUTES

The duly warned meeting of April 18, 2023 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 5:00 p.m.

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

**Selectboard Members Absent:** None.

**Staff Members Present:** Town Manager Carl Rogers, Finance Director Katelyn Kran, David Danforth, Town Clerk Tina Lunt, Assistant Town Manager Chris Violette, EMS Director Paul Ginther, and Executive Secretary Tina Thurston.

**Others Present:** Times Argus Reporter Eric Blaisdell, Mike Gilbar, Cedric Sanborn, Alan Garceau, Angela Labrador, David Rouleau, Doug Farnham, Sandi Kirkland, Sylvia Mitton, Mark Dessureau, and Gail Mulcahy.

**CALL TO ORDER:** Chair White called the meeting to order at 5:00 p.m. at the EOC Conference Room in the Municipal Building.

**APPROVE THE AGENDA:**

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

**EXECUTIVE SESSION:**

*On a motion by Jack Mitchell, seconded by Bob Nelson, 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 Bob Nelson, the Selectboard voted unanimously to go into executive session at 5:01 p.m. for labor contract joined by Town Manager, Assistant Town Manager, Finance Director, EMS Director, and President of Local Union.*

*On a motion by Bob Nelson, seconded by Jack Mitchell, the Selectboard voted unanimously to exit executive session at 5:54 p.m.*

**Justin Bolduc left the meeting.**

**The Selectboard recessed the meeting at 5:54 p.m.**

**The Selectboard reconvened the meeting at 6:00 p.m. in the Selectboard Meeting Room.**

**PLEDGE OF ALLEGIANCE:** Those present recited the Pledge of Allegiance.

**APPROVE THE MINUTES:**

*On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the April 11, 2023 Selectboard meeting minutes with minor spelling and grammatical corrections.*

**ANNOUNCEMENTS:**

- The Barre Town Lawn Waste site is scheduled to open on Saturday, April 29. It will be open every Saturday into the fall from 8:00 a.m. to noon. The only weekday opening scheduled at this point will be Tuesdays, 10:00 a.m. – 3:00 p.m.
- To expand the weekday openings of the Lawn Waste Site, we are seeking volunteers to help operate it on weekdays through the summer and fall. If you enjoy using the site, please consider volunteering. Lawn waste site volunteers are not required to help unload vehicles. The primary responsibilities are to open and close the site and to make sure people know how to use the site properly. The volunteer can work one or more days a week, 2 or 3 hours a day. If you would like more information or are interested in volunteering, please call the Town Manager's Office at 802-479-9331.

- The popular spring bulk trash collection will be Saturday, May 13 at the Public Works Garage, 129 Websterville Road. This service is for Barre Town residents and is a great way to economically dispose of large (bulky) items not appropriate for weekly trash pickup or disposal in trash bags. For more details about what can and can't be disposed of at bulk trash, look for the new newsletter about to hit your mailboxes or check [barretown.org](http://barretown.org).
- Green Up Day is Saturday, May 6, but you can start greening up now. Supplies, such as green trash bags and gloves, are available at the Town Manager's Office, 149 Websterville Road between 8:00 a.m. and 4:30 p.m., M-F. You can also sign up for a stretch of road you would like to green up.
- The Barre Town Open Meeting will be held on Wednesday, May 3 beginning at 7:30 p.m. at the Municipal Building, Selectboard Meeting Room. The Annual Election of Officers and Voting by Australian Ballot will be held on Tuesday, May 9 at the Barre Town Middle and Elementary School's Gymnasium. Early ballots for the Annual Election will be available no later than April 19<sup>th</sup>. In addition, voters will be asked, once again, to vote on a revised Barre Unified Union School District budget. Anybody who requested an early ballot for the March school vote will automatically be mailed an early ballot, those that didn't, but would like to for this election, should contact the Town Clerk's Office at 479-9391.
- Mr. Mitchell announcement: Mr. Mitchell stated that those individuals who will be utilizing the Town's spring bulk trash event on May 13 are encouraged to unstrap their load at the check-in station. Please only unstrap the load if it is safe to do so and the material will stay secure. Additionally, residents are asked to stay in their vehicles for safety reasons while volunteers are unloading materials.

### **GUESTS:**

Mark Dessureau was present. Mr. Dessureau shared concerns about the height of the dirt roads around Town. He stated he has met with Mr. Rogers and Mr. Violette as well as previous staff members regarding this matter. Mr. Dessureau noted he has lost over 1800 feet of road frontage and has taken on drainage issues due to problem. He feels the Town needs to address these issues and look at another way of maintaining the roads. He is looking for feedback from the Town on how to resolve this issue. Mr. Rogers and Board members have agreed to add this item to a future agenda item. Town Engineer Josh Martineau will also be invited to join the conversation.

Sylvia Mitton, President of the Green Hills Homemakers Club was present. Ms. Mitton was accompanied by Sandi Kirkland (former President). Ms. Mitton stated they wanted to thank the Town for allowing them to use the Municipal Building through the pandemic. On behalf of the Green Hills Homemakers Club, they presented the Town with a framed map of the Town and Town Forest. Board members thanked them for the gift.

### **RESOLUTION NO. 4-23:**

**Background:** Annually there are numerous volunteers who assist the Town with various services. The Town customarily honors those volunteers with a resolution.

Mr. Mitchell read the resolution.

***On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to adopt “Resolution No. 4-23, A Resolution of the Town of Barre, Vermont in Recognition and Appreciation of Town and Community Volunteers.”***

**VOLUNTEER RECOGNITION:**

Background: As in past years, volunteers will receive a small token of appreciation. Those that have reached 5, 10 and 20 year milestones will receive honorable mentions. Additionally, an ad will follow in the Times Argus newspaper thanking them for their service to the Town.

Chair White announced the names of the honorable mentions. Chair White stated it is always impressive to see the number of volunteers that Barre Town has. He expressed his appreciation for all. Board members echoed Chair White’s comments.

Executive Secretary Tina Thurston passed out tokens of appreciation to all milestone volunteers.

Mr. Garceau noted Flags for Veterans is looking for volunteers. They are down to 7 members.

**QUARTERLY DEPARTMENT HEAD VISITS:**

EMS:

EMS Director Paul Ginther was present. Mr. Ginther thanked the Board for their hospitality for making his transition to Vermont and the Town of Barre seamless.

Mr. Ginther presented his quarterly report. A summary of his presentation includes:

- Staffing Update:
  - Staffing continues to be the biggest challenge at this time
  - 4 applications are pending
  - Culture, pay, benefits, and lack of man power are the current challenges
- 2 full-time staff members are still currently deployed. No update at this
- Recertifications were completed the beginning of this year
- Shift supervisors:
  - One has started a Critical Care Course
  - EMS Director has refocused on their assigned duties and receives regular status updates
- Trucks & Equipment Update:
  - The fleet is aging, and replacement is important.
  - Two trucks are currently on reserve. These are scheduled for a June delivery.
  - Mr. Ginther advised the Town to consider sole sourcing, due to the supply chain issue
- Calls for Service:
  - Approximately 400 calls per month (3-month average)
  - Call levels continue to be back to pre-Covid levels

Mr. Ginther updated the Board on EMS Billing. He explained there has been too much lost revenue due to multiple reasons. Mr. Ginther and staff have been evaluating bills to be sure coding is being completed correctly. They have found errors which include lost revenue on billing for mileage. The Town has begun the framework for an RFP for a new billing company. Mr. Ginther stated the Town needs to decide how

they wish to proceed with the RFP. Chair White asked Mr. Ginther his opinion on this matter. Mr. Ginther said he believes that EMS Billing is trying to provide a good service to the Town of Barre but unfortunately, they can only go on what information is given. Additionally, looking at the specs of the RFP, a full-service billing company would have more advantages for the Town. The Town will still need to do their job in providing the correct information to the new company.

Board members thanked Mr. Ginther for coming in.

### Planning & Zoning:

Assistant Town Manager Chris Violette was present.

Mr. Violette stated has not had an active role in the Planning & Zoning day-to-day operations, however, he is helping the Acting Planning and Zoning Administrator Cindy Spaulding.

A summary of the Planning & Zoning quarterly report includes:

- Development Review Board:
  - 1 new lot approved for subdivision on 34 Baptist Street
  - Approved variance of right-of-way setback to 17 Summer Street to build a front porch
  - Continued discussion of forming Energy Advisory Committee
  - Approved site plans for B&D Holdings for the Wilson Industrial Park
  - Velie Ave LLC for residential building denied
- Planning Commission
  - Legislative update and bill reviews with VLCT
  - Continuation of housing bill discussion S.100
  - Met with Selectboard to discuss S.100 and draft joint letter
  - Approved Allowed Use determination to convert Trow Hill Grocery to Coffee/Gift shop
  - Finalize creation of an Energy Committee to the Selectboard
  - CVRPC approved West Central Vermont Economic Strategic Plan
  - Brandon Garbacik has been hired as new Planning & Zoning Administrator

### CONTRACTS:

#### Roll-Offs

Background: This contract provides for two 15-yard roll-offs for Green Up and nine 30-yard roll-offs for bulk trash day. Bidding specs were sent to Casella, Meyers, and Earth Waste. Casella was the only company to return a bid. The bid is \$230 per ton.

The Town budgeted \$220 per ton for the spring 2023 collection. It is estimated that 45 tons of debris will be removed, if this is the case, the roll-off service would be \$450 over budget.

***On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted unanimously to award the spring 2023 bulk trash collection roll-off service contract to Casella Waste Systems at \$230 per ton.***

#### Line Painting:

Background: This contract is for painting double yellow center lines, white edge lines, and dashed white lines on Quarry Hill Road. Every year yellow center lines are painted on every Class 3 road designated to

have a painted center line. Generally, white edge lines are painted every other year on Class 2 and 3 roads. The 2022-2023 budget has \$30,000 for line painting, which includes pavement markings. The Town paid K5 Corp. \$2,293 for the small amount of work they completed in the fall, leaving \$27,707 for road lines and pavement markings. The Town received 3 bids. L&D Safety Marking is the low bidder with a bid of \$28,426. The specified completion date is June 23.

**Pavement Markings:**

Background: This contract is for letters, stop and yield bars, crosswalks, arrows, speed humps markings and other miscellaneous markings on pavement. Every marking is painted every year unless the road is being paved. Bidding specifications were sent to 12 companies. The Town offered to provide labor assistance, if the company did not think it had sufficient staff. The Town received one bid, from L&D Safety Marking. The total bid is \$10,200. L&D did not opt to request the Town's labor assistance.

The total expense for painting lines and for painting these markings will be about \$11,000 over budget.

*On a motion by Bob Nelson, seconded by Norma Malone, The Selectboard voted unanimously to award the spring 2023 road line painting contract and the 2023 spring pavement marking contract to L&D Safety Marking based on their per unit bid prices.*

**CONSTRUCTION OF COLUMBARIUM:**

Background: State statute, Title 18, Section 5573 requires the Selectboard and Board of Health to certify their approval of plan and specifications for a columbarium or mausoleum. The plans and specifications with the certificate are submitted to the State Board of Health.

*On a motion by Bob Nelson, seconded by Norma Malone, The Selectboard voted unanimously to approve the plans and specifications for construction of a granite columbarium to be installed in the Wilson Cemetery.*

**BARRE CITY REQUEST TO USE LAWN WASTE SITE:**

Background: This is a continuation of a long-standing practice. The City requests permission for its residents to use the Lawn Waste Site on certain days, which are days the site is open for Barre Town residents. The City pays the Town one-half of the Town's labor and equipment expenses for those days.

*On a motion by Norma Malone, seconded by Bob Nelson, The Selectboard voted unanimously to approve Barre City residents' use of the lawn waste site on days the site is open from April 29 to May 23, inclusive, with the understanding the City will pay the Town 50% of the Town's lawn waste labor and equipment expenses during that time.*

**LOCAL EMERGENCY MANAGEMENT PLAN:**

Background: The Local Emergency Management Plan (LEMP) on the State's template is due every year by May 1. As in past years, the department heads, including Jack Mitchell, updated the plan. After the Selectboard's approval the plan will be submitted to the Central Vermont Regional Planning Commission Emergency Planner for review and approval.

*On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to approve the 2023 Local Emergency Management Plan.*

**SELECTION OF THE 2023 WENDELL F. PELKEY CITIZENSHIP AND SERVICE AWARD:**

Background: Annually the Selectboard awards the Wendell F. Pelkey Citizenship Award to a resident who has demonstrated an on-going commitment to the Town of Barre. Board members were provided with a list of past residents.

Board members placed their votes by casting paper ballots. The recipient will be announced at Open Town Meeting on May 3, 2023.

**ASSISTANT TOWN MANAGER JOB DESCRIPTION:**

Background: Until just recently the Assistant Town Manager position has been vacant since the previous Assistant left in April of 2022. This was done to allow the new Town Manager to decide how he/she felt that the position could be most helpful to the new Manager.

Mr. Violette shared he has been giving this position much thought and consideration. He feels this position would benefit with focus on human resources, IT, and management around social media, with other miscellaneous duties being assigned as well.

Mr. Violette shared a draft job description with Board members for review. Mr. Violette stated he feels there is a big deficiency in the Town related to human resources management. Currently Finance Director Katelyn Kran is filling this role. The Town needs an individual who can stay up to date on the regulations, laws, and benefits. Additionally, an in-house IT liaison is another lacking position within the Municipal Building. Mr. Violette explained this individual would not need extensive computer knowledge but simply be a point of contact for staff. Lastly, management in social media would be a great benefit for the Town.

Mr. Nelson inquired about project and building duties. Mr. Violette stated he is envisioning something else for the Municipal Building needs, rather than utilizing this position.

Mrs. Malone inquired about the timeframe for filling the position. Mr. Violette stated he is looking to advertise next week and fill the position no later than the middle of June.

**ACCOUNTS PAYABLE:**

*On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the accounts payable warrants for the week of April 18, 2023.*

**MISCELLANEOUS:**

*On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted unanimously to approve the "Request to Cater Malt, Vinous and Spirituous Liquor" Permits for Jockey Hollow Deli & Catering Inc. for each Thunder Road event, for the period of May 6, 2023 through October 1, 2023.*

Mr. Violette shared that he attended the ICMA Regional Conference last week. He reported that he thoroughly enjoyed the sessions and people he met. Additionally, he was able to spend time with a former intern and the previous Assistant Town Manager Elaine Wang.

**ROUND TABLE:**

Jack Mitchell:

- Mr. Mitchell commented on the audio of the AV system. He stated during the last part of this evening's meeting the sound was really great, however, during the beginning it was more difficult to hear. Mr. Violette said he has not adjusted the volume, although, this may be because there were several guests in the room during the first part of the meeting.
- Mr. Mitchell inquired about livestreaming. He asked Mr. Violette if CVTV was livestreaming the Board meetings. Mr. Violette shared he understands that CVTV lost their ability to livestream from Microsoft Teams and that is why the Town has switched to the Zoom platform.

Paul White:

- Chair White shared he was late to this evening's meeting as he was asked by the Senate Operations Committee to testify on last year's Charter Changes. They had several questions regarding the language that Chair White was able to clarify.

**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 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 7:53 p.m. for contracts, personnel, and labor contracts with possible action.*

*On a motion by Bob Nelson, seconded by Jack Mitchell, the Selectboard voted unanimously to exit executive session at 8:23 p.m.*

**ACTION:**

*On a motion by Bob Nelson, seconded by Jack Mitchell, the Selectboard voted unanimously to approve the current Clerical Union contract as amended for wage adjustment, a new 1-year contract dated 7/1/24 to 6/30/25, and the Memorandum of Understanding with stated amendments.*

**ADJOURN:**

*On a motion by Bob Nelson, seconded by Jack Mitchell, the Selectboard voted unanimously to adjourn at 8:24 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 \_\_\_\_\_, 2023.

ATTEST: \_\_\_\_\_, Barre Town Clerk.