



**BARRE TOWN SELECTBOARD MEETING
August 8, 2023**

AGENDA

- 1. Call to order.....6:00 p.m.
- 2. Pledge of allegiance
- 3. Consider approving the agenda
- 4. Consider approving July 25, 2023 meeting minutes
- 5. Announcements
- 6. Receive guests for non-agenda items.
- 7. Review updated Hazardous Mitigation Plan Strategies
- 8. Discuss and consider Recreation Boards request for use of ARPA Funds
- 9. Consider authorizing MOU with CVCC for used ambulance
- 10. Discuss request to increase ambulance fleet and Sole Source Purchasing
- 11. EMS Interim Director’s Report
- 12. Consider awarding purchase and installation of furnace for South Barre Fire Station
- 13. Consider authorizing signing of EMS Billing Contract
- 14. Consider approving weekly accounts payable warrants for August 1 and August 8, 2023
- 15. Miscellaneous: a) Fireworks display request; b) Catering Event request; other permits and licenses
- 16. Round the Table
- 17. Executive Session: Personnel and Contracts
- 18. Adjourn

MINUTES

The duly warned meeting of August 8, 2023 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 Mike Gilbar.

Selectboard Members Absent: None.

Staff Members Present: Town Manager Chris Violette, Town Clerk Tina Lunt, EMS Interim Director Carl Matteson, and David Danforth. Those present virtually: Town Manager Assistant Leslie Babic.

Others Present: Times Argus Reporter Eric Blaisdell, Paul Luciano, and Doug Farnham. Those present virtually: Jeff Blow.

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 agenda as presented.

APPROVE THE MINUTES:

On a motion by Norma Malone, seconded by Mike Gilbar, the Selectboard voted unanimously to approve the July 25, 2023 Selectboard meeting minutes with minor spelling and grammatical corrections.

ANNOUNCEMENTS:

- The first quarterly installment of property taxes and first semi-annual sewer payment are due on Tuesday, August 15. The Town Clerk’s Office is open M-F 8:00 a.m. – 4:30 p.m. to accept payments. Payments may also be deposited into one of the drop boxes located at the Municipal Building, or mailed to PO Box 124, Websterville, VT 05678. Mail must be postmarked on or before August 15, 2023 to avoid penalty. Additionally, payments can be made online using the “make a payment” link. In accordance with Town Charter, a 5% late charge will be assessed to payments received after the due date.
- Many Barre Town residents were impacted by the flood of 2023. If you have damage to your house or property, make sure, if you haven’t already, to reach out to FEMA and apply for Individual Assistance. Information on how to register can be found at barretown.org.
- The lower portion of Holden Road will be closed indefinitely. A significant portion of the bank between the road and the river is gone, resulting in the road being destabilized and itself in danger of falling into the brook below. There is a significant amount of work needed just to assess what needs to be done to secure the bank and then even longer to fix it.
- Many Town roads were damaged by the heavy rain during the recent flood. All roads, except Holden Road, have been temporarily repaired and are open. Areas that were repaired will have full repairs completed at some point but due to FEMA requirements for inspection, they can’t be permanently repaired yet. Please use caution while traveling roads that are impacted.
- Paving will begin soon on many roads in town. Milling will be done on August 16th and paving is scheduled to begin the week of August 21st. For a detailed list of which roads are being paved, check barretown.org.
- Next Tuesday’s Ice Cream Social will be at the Lower Graniteville playground and the last one will be held on August 29th at the East Barre Playground.

GUESTS: None.

HAZARDOUS MITIGATION STRATEGIES:

Background: Two weeks ago, the Selectboard heard from Paul Luciano from OPH Consulting during the Local Hazard Mitigation Plan (LHMP) kickoff meeting. Mr. Luciano was contracted by the Town to update the LHMP and see it through submission and approval by Vermont Emergency Management and FEMA. Mr. Luciano has fast tracked the update so that hopefully the Town will be eligible for additional funding from the State of Vermont as part of the Public Assistance FEMA will provide as a result of the recent

infrastructure damage during the July heavy rains and flooding. Having an approved plan likely means several thousand dollars, or even tens of thousands of dollars in additional Public Assistance to the Town. Mr. Luciano plans to submit a draft copy of the plan to Vermont Emergency Management on August 11.

Mr. Paul Luciano was present. A document entitled Barre Town Hazard Mitigation Planning Updated Hazard Profile and Mitigation Actions was shared with Board members. Mr. Luciano gave an overview of this document and the changes. These include the following:

- Severe winter storm/ice
- Flooding/fluvial erosion/landslide/inundation
- Extreme Temperatures
- Infectious Disease

Additionally, Mr. Luciano briefly outlined the mitigation actions that are in place for these changes which are identified within the document.

Mr. Luciano shared that there has been a significant number of responses to the community survey, noting that a total of 59 responses were received. He said one point to address was that residents were most concerned with the financial impact and psychological changes with the impacts caused by the recent flooding.

Mr. Luciano stated his goal was to submit the document on August 11, however, he is ready to submit the draft copy tomorrow to Vermont Emergency Management (VEM). The Town can then expect it to come back to them for edits before it is sent to FEMA for adoption.

Board members thanked Mr. Luciano for his work on expediting the plan for approval.

RECREATION BOARD REQUEST FOR ARPA FUNDS:

Background: The Recreation Board is looking to upgrade the existing Pickleball courts at the Recreation facility. The addition of solid poles and nets would help make the courts more permanent. Recreation Board Chair Doug Farham will give an overview of the proposal for the Selectboard to consider designating ARPA funds for the project.

Recreation Board Chair Doug Farnham was present. Mr. Farnham stated the Rec Board is looking to create 6 permanent pickleball courts. Ultimately, this is six mini tennis courts. This would be done by removing all portable nets for replacement with permanent ones. The proposal would allow for 8 pickleball courts (6 permanent and 2 portable). A quote was received from Vermont Tennis Court Surfacing in the amount of \$12,600. The project could be completed this fall.

Mr. Farnham said that the Rec Board has a commitment from Vermont Senior Games to hold their annual pickleball tournament at the Barre Town recreation area next year, and this project would be beneficial to complete prior to the tournament.

The question was raised if the courts could be converted back to tennis courts if necessary. Mr. Farnham confirmed that this could easily be done.

Mrs. Malone shared concerns around the Vermont Senior Games tournament, inquiring about bathroom facilities, parking, and the number of players involved. Additionally, she asked about the financial

component of the tournament. Mr. Farnham stated the Rec Board will be reviewing their fee schedule and insurance requirements.

Board members echoed each other's thoughts as they were hesitant to designate ARPA funds for this project. With the recent floods, the Town is still waiting for information on what the total repair costs will be. Additionally, funding is pending from FEMA. Board members stated they were not ready to make a commitment for the use of funds for this project at this time.

Discussion continued as the Board discussed the use of fund balance versus ARPA funds for the purchase of the pickleball nets. Additional ARPA funding was proposed to be used for 44 Brook Street and the Rec Road project. Mr. Bolduc stated 44 Brook Street has been speeded and is out for pricing.

In closing, Board consensus is to revisit the ARPA expenditure list at the August 22 meeting and get back to the Rec Board with a decision at a later time.

MOU WITH CENTRAL VERMONT CAREER CENTER FOR USED AMBULANCES:

Background: Several months ago, former EMS Director Paul Ginther floated the idea of entering into an agreement with the Central Vermont Career Center (CVCC) to exchange an ambulance for use of the Central Vermont Career lab and simulators. This would be a mutually beneficial arrangement where students in the Emergency Service class at CVCC would be able to utilize the ambulance better for real-world experience, to have a real ambulance to gain skill. In exchange, Barre Town EMS providers will have access to the lab and simulators at CVCC. The deal would transfer ownership of the soon-to-be-retired ambulance 5 but won't occur until the new A5 is in service and has been stripped of equipment and lettering.

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to sign the MOU with Central Vermont Career Center, agreeing to transfer ownership of the 2017 Ford E-450 Medix ambulance (A-5 – VIN# 1FDEX4FS3HDC65141) to CVCC in exchange for use of the school's labs and simulators upon retirement from the fleet.

AMBULANCE FLEET AND SOLE SOURCE PURCHASING:

Background: In the past, Barre Town EMS's fleet of ambulances consisted of six rigs. Currently there are five ambulances housed at three stations. Interim EMS Director, Carl Matteson, has supplied a memo seeking permission to keep ambulance 3 which is about to be retired and replace with a new one.

EMS Interim Director Carl Matteson and David Danforth were present. Mr. Matteson detailed what he believes is the justification for keeping A3 and expanding the fleet to six ambulances. He stated that call volume has increased from 3800 calls per year to 4800 and, with an aging population, the trend is not expected to go down. He noted that EMS may need to look into increasing staffing and an extra vehicle will be beneficial for rotation purposes. Mr. Matteson explained that by reconfiguring the replacement schedule this could cut down on costs by adding less mileage to the trucks. He believes in the long term it will be a cost savings for the Town.

Additionally, the lead time to purchase new ambulances is over two years, this makes keeping to the Town's regular replacement schedule very difficult. The Town has one ambulance scheduled to be replaced this year and two in FY25. The Town should be ordering the next few ambulances sooner rather than later.

To help accomplish this in the most expedient manner, Mr. Matteson is suggesting that the Town sole source the purchase of the next three ambulances to Burts Emergency Vehicles who have been the Town's primary supplier for over 16 years.

Conversation continued as Board members asked questions regarding current mileage, the replacement schedule, and financial concerns. Board members discussed the option of using ARPA funds or as a budgeted item. Mr. Bolduc suggested getting a price range on the ambulances for budgetary purposes.

The Board recommended EMS holds on to the A3 until Board and staff members have more time to review the idea of increasing the fleet. The authorization of sole source funding for 3 ambulances will be added to a future agenda.

EMS INTERIM DIRECTOR QUARTERLY REPORT:

Background: EMS Interim Director Carl Matteson will present a quarterly report to the Board.

Mr. Matteson updated the Board on the following:

- Staffing: Mr. Matteson expressed that the EMS staff has been supportive since his transition to his new role
- EMS Billing: EMS staff are working on fixing the billing issue before they transition to Quick Med Claims. Mr. Matteson stated he is excited about the new company's abilities and streamlined process. He believes overall it will increase the Town's revenue stream.

Mr. Danforth stated that progress has been made with EMS bill submissions. New procedures were put in place to eliminate errors. All bills are electronically submitted and cannot be submitted unless the main contact information is correct. With these changes, they have seen a big decrease in rejected bills.

FURNACE FOR SOUTH BARRE FIRE STATION:

Background: A couple of years ago the Town experienced a catastrophic failure of the propane heating unit at the East Barre Fire Station. A quick and unbudgeted replacement had to be done in order to heat the building. That project was completed, and the new commercial grade furnace was installed and has performed well since. The South Barre station has the same furnace that failed in East Barre and while a bit newer, is demonstrating the same issues. It failed in February, requiring an emergency repair and luckily it made it through the rest of the winter. Knowing it needed to be replaced, \$24,000 was placed into the budget to replace the South Barre furnace in FY24.

Mr. Violette shared John Farrell of Farrell's Heating installed the furnace in East Barre. Additionally, they completed a lot of the leg work in South Barre. He is proposing the Town sole source purchase and award the installation of a new furnace from Farrell's Heating.

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to waive the purchasing policy to allow for the sole source purchase and to award the purchase of a new propane fired commercial grade furnace for the South Barre Fire Station to Farrell's Heating per their quote dated April 1, 2023 in the amount of \$20,500.

EMS BILLING CONTRACT:

Background: As of the July 11, 2023 meeting, the Board awarded the EMS billing contract to Quick Med Billing. Since that time, staff have been working through the onboarding process with Quick Med Claims. Part of that process was to review a proposed contract, which was done by staff working with Quick Med Claims and Town Attorney, Mike Monte, to finalize it. At the July 11 meeting, authorization to sign a contract was not considered.

Mr. Violette shared that Town Attorney Mike Monte had minor comments regarding the contract.

On a motion by Justin Bolduc, seconded by Bob Nelson, the Selectboard voted unanimously to authorize the Town Manager to sign the contract, reviewed and approved by the Town Attorney, entering into a three-year agreement with Quick Med Claims, LLC of Pittsburg, PA to provide billing service for Barre Town EMS.

Mike Gilbar inquired about the Statement of Operations report, noting it is not in the agreement. Mr. Violette will follow up with Quick Med Claims in regards to this.

ACCOUNTS PAYABLE:

On a motion by Norma Malone, seconded by Mike Gilbar, the Selectboard voted unanimously to approve the accounts payable warrants for the week of August 1 and August 8, 2023 for FY'23 and FY'24.

Mr. Bolduc inquired about the large amount of water being used at that Rec Area. He suspects that there may be a running hose, leak, break, etc.

MISCELLANEOUS:

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to authorize the Town Clerk to sign a fireworks permit for Scott Lamberti, 118 Phelps Road, display September 3, 2023 with a rain date of September 2.

For the record the Town Clerk is informing the Selectboard that on August 8, 2023 a Request to Cater Malt, Vinous and/or Spirituous Liquors was approved for JWD Corporation, dba as Gusto's for an event held at 663 South Barre Road on August 12, 2023 by the Town Clerk. This report is entered into the record as a requirement of the Barre Town Request to Cater Malt, Vinous, and/or Spirituous Liquors Policy adopted by the Selectboard on June 19, 2018.

Town Manager Chris Violette updated the Board on the following items:

- Mr. Violette shared an update on the July 2023 flood. He stated the Town is now focusing on mitigation concerns. Grants are available through the Emergency Watershed Protection Program, with a 25% match. These grants must be initiated by the applicants, but the Town will need to help manage them. Mr. Violette would like to hire a consultant to help with multiple grants that he believes will be coming down the line. He noted they are time sensitive. He said that several residents on Sterling Road have addressed concerns with damage to their property.

ROUND TABLE:

Mike Gilbar:

- Mr. Gilbar shared that the Fall Bulk Trash event is scheduled for Saturday, September 16. He will be having a meeting soon and is looking for volunteers.
- Mr. Gilbar recommended limiting the number of Selectboard members who review the accounts payable warrants. He suggested a primary and then a backup in case the primary isn't available.

Norma Malone:

- Mrs. Malone expressed her gratitude for the individual who trimmed the shrubs on the corner of Sterling Hill and Route 14.

Bob Nelson:

- Mr. Nelson shared that Windy Wood to East Street was washed out a bit more after last evening's rain.
- Mr. Nelson said he discovered that the handicap button on the downstairs entry door is not working.

Justin Bolduc:

- Mr. Bolduc inquired about the accident in East Barre last evening. He recommended a traffic study in East Barre be completed by the State. Additionally, he believes the speed limit sign be moved back as the dramatic change in speed levels continues to be an on-going issue.

Paul White:

- Chair White asked about Mr. Violette's reference to the "big 5". Mr. Violette noted the "big 5" are locations heavily impacted by the flood: Holden Road, a sewer line at Wildsburg Common, Camp Street, East Cobble Hill, and Bike Path.
- Chair White asked Mr. Violette if the Town had any idea of when permanent repairs can begin. Mr. Violette stated he was told as long as the town documents their work, it can begin at any time. Mr. Violette mentioned he would like to begin work with focus on Osborne Road. He has asked the Town Engineer to begin the bidding process on Osborne Road, Plainfield Brook Road, and Waterman Street.
- Chair White asked Mr. Gilbar about getting reimbursement on salaries through FEMA. Mr. Gilbar said he believes FEMA covers emergency wages and allowances.
- Chair White inquired about the status of the Town's new website launch date. Clerk Lunt shared the launch date is scheduled for Friday, September 1.

EXECUTIVE SESSION:

On a motion by Justin Bolduc, seconded by Mike Gilbar, 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 Justin Bolduc, seconded by Mike Gilbar, the Selectboard voted unanimously to go into executive session at 8:38 p.m. for personnel and contracts.

On a motion by Bob Nelson seconded by Mike Gilbar, the Selectboard voted unanimously to exit executive session at 9:26 p.m.

ADJOURN:

On a motion by Bob Nelson, seconded by Mike Gilbar, the Selectboard voted unanimously to adjourn at 9:27 p.m.

APPROVED MINUTES

Barre Town Selectboard

Paul White, Chair

Justin Bolduc, Vice Chair

Norma Malone

Mike Gilbar

Bob Nelson

Filed in the Barre Town Clerk's Office on this _____ day of _____, 2023.

ATTEST: _____, Barre Town Clerk.