



# Town of Barre VERMONT

## BARRE TOWN SELECTBOARD MEETING January 24, 2023

### AGENDA

1. Call to order.....6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda
4. Consider approving January 17, 2023 meeting minutes
5. Announcements
6. Receive guests for non-agenda items.
7. Presentation of water projects and regulatory requirement
8. Consider authorizing engineering services agreement for interconnection of Town and Websterville water systems
9. Quarterly department head visits: a) recreation; b) finance
10. Consider adopting Resolution No. 1-23 authorizing lease-financing documents for the new road grader
11. Consider authorizing seeking bids for South Barre water pump station roof
12. Report on Town Report
13. Consider approving weekly accounts payable warrants for January 24, 2023
14. Miscellaneous, including licenses and permits if any
15. Executive session, if needed
16. Adjourn

### MINUTES

The duly warned meeting of January 24, 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, and W. John “Jack” Mitchell.

**Selectboard Members Absent:** Bob Nelson.

**Staff Members Present:** Town Manager Carl Rogers, Assistant Town Manager Chris Violette, Town Clerk Tina Lunt, Recreation Director Johnny Crossley, Finance Director Katelyn Kran, Town Engineer Josh Martineau, and Fire Chief Andy Lange.

**Others Present:** Robert Clark. 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 Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the amended agenda as follows:*

1. Add #15: Round Table
2. Move Executive Session to #16 and add personnel

**APPROVE THE MINUTES:**

*On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the January 17, 2023 meeting minutes with minor spelling and grammatical corrections.*

**ANNOUNCEMENTS:**

- Serving on one of Barre Town’s many committees is a great way to learn about what is happening in Town. It can also be rewarding, and many view serving as a way to give back to their community. We are actively recruiting a Town resident to fill a vacant seat on the Planning Commission. As a Planning Commission member, you will be an integral part of a team that is forming governing regulations and planning for future growth. The commitment is relatively minimal, at least one night a month, but the contribution critical. More information can be found on the front page of the [barretown.org](http://barretown.org), including how to submit your letter or email of interest.
- The Barre Town Budget Committee is set and will begin their work reviewing the proposed FY 2023-2024 budgets on Tuesday, January 31, 2023, beginning at 6:00 p.m. This two-month process will determine the municipal budget that residents will vote on in May. These meetings are held at the municipal building and are open to the public to attend in person or remotely. Agendas posted around Town and at [barretown.org](http://barretown.org), provide remote login details. As a result of the Budget Committee meetings, regular Selectboard meetings will begin at 8:00 p.m.
- We are still in search of a Deputy Health Officer. The Deputy Health Officer fills in for the Health Officer when the Health Officer isn’t available. Barre Town sees about a dozen Health Officer related calls per year. For more information about this position, contact the Town Manager’s Office at 802-479-9331.
- The next quarterly installment of property taxes and the second semi-annual sewer payment are due February 15.
- Chair announcement: Chair White emphasized that the Budget Committee will begin meeting next week. This means the Selectboard meetings will begin at 8:00 p.m.

**GUESTS:**

Fire Chief Andy Lange was present. Chief Lange was recently appointed to Fire Chief when the previous Fire Chief Chris Violette was appointed to Assistant Town Manger. Mr. Violette shared that Chief Lange is extremely qualified for this new position. Chief Lange joined the Barre Town Fire Department in October of 2007 and shortly after was promoted to Lieutenant. In 2016 he was promoted to Assistant Chief.

Chief Lange stated he plans to engage the membership and officers in his new role. He wants to continue the good work that has been happening.

Selectboard Minutes of January 24, 2023 Continued:

Board members thanked Chief Lange for coming in and his willingness to take on the new role.

## **WATER PROJECTS AND REGULATION:**

Background: Robert Clark from Otter Creek Engineering will present the idea of connecting the Websterville and Town water systems and give an introduction to the lead service line inventory regulation. Mr. Clark will report on the construction of the Websterville, Wilson Industrial Park, Jail Branch water lines, and the engineering work on the hydraulic model.

Robert Clark was present. Mr. Clark is a Senior Project Engineer at Otter Creek Engineering. Otter Creek Engineering has been helping the Town of Barre with projects over the past several years. Mr. Clark updated Board members on the status of the following projects:

### Websterville Water Main Replacement Project:

This project is currently under construction with Munson Earth Moving Corporation. Mr. Clark stated it is within a few hundred feet of completion of the contracted work. He noted overall the project has gone very well and the lines have passed all tests. Mr. Clark stated they expect the project to come in under the estimated cost approved by the Selectboard.

### Wilson Industrial Park Water Main Extension:

Mr. Clark shared that this project will have several benefits as it allows for the water main route to be completed, which would allow potential properties to connect to it. Additionally, it has the benefit of improving the system hydraulics and water quality. The design plans were completed a few years ago and the project is funded through a grant and loan package administered through the Drinking Water State Revolving Fund (DWSRF). Munson Earth Moving Corporation will begin construction on this project as soon as the Websterville water main project is complete.

### Jail Branch River Crossing:

VTrans will be working on this project which consists of a full bridge replacement. CCS Construction is the contractor on the project. The Town is responsible for the special provisions associated with hanging the water main on the new bridge. Mr. Clark noted construction is anticipated to start in April. He stated this project is similar to the Wilson Industrial Park water main extension as it will have an added benefit of improving the system hydraulics. Additionally, it will provide a fire protection benefit for that portion of East Barre. Town Engineer Josh Martineau shared the bridge closure is anticipated for 60 days. Board members discussed ideas to help with communication efforts in advance of the closure of the bridge.

### Town Water System Hydraulic Model:

Mr. Clark shared that a new hydraulic model has been developed based on previous records and information which were originally prepared by Phelps Engineering in the 1990's and then updated in the early 2000's with the previous Town Engineer. Mr. Clark suggests that this Spring the Town performs field calibration and hydrant flow tests to validate the model.

### Lead Service Line Inventory:

Mr. Clark stated one of the biggest regulatory changes Otter Creek Engineering has seen is from the Federal EPA (Environmental Protection Agency) related to the Lead and Copper Rule. This will require changes in how water systems are monitored and maintained specific to lead and copper. Mr. Clark noted there has been a lot of testing done over the past several years and the State has identified that certain pipe materials placed in the early 1900's have potential to contain lead. The Lead Service Line Inventory Requirement will require towns to identify the potential for lead, document it, and develop a plan for action. Mr. Clark shared

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that the first step in the process is an inventory of the service lines. The inventory is an in-home inspection of all water customers, combined with a records review. This requirement is for all public water systems. The inventory must be completed by the end of October 2024. Barre Town has approximately 600 water connections and each one of these will need to be inspected and documented. Mr. Clark expressed it will be a daunting amount of work on administration. The expectation is that, 2 years following the October 2024 deadline water, quality testing will need to be completed. Mr. Clark shared that Barre Town is eligible for a \$71,756.98 fully subsidized loan to develop their Service Line Inventory Requirement under the 2022 FY DWSRF Intended Use Plan.

Mr. Mitchell shared his concerns with the amount of work that will be created by this project. Conversation focused around hiring additional staff to help with meeting this requirement. Mr. Clark noted it is important to start thinking about these concerns during budget season.

### **INTERCONNECTION OF TOWN AND WEBSTERVILLE WATER SYSTEMS:**

Background: The Websterville water system has pipes in Gregoire Street and down Websterville Road to Millstone Boulevard. The Town system has a pipe in Websterville Road at Gregoire Street and down Websterville Road to East Barre. Websterville has no back up supply if there is a problem at the plant. Usually, the Websterville system has excess capacity and could supply water to the Town system. The interconnection could be beneficial to both systems. A pressure reducing vault will be needed near the intersection of Gregoire and Webserville Road.

A proposal letter to complete the interconnection of the Town and Websterville water systems was provided to the Board for review.

Robert Clark from Otter Creek Engineering shared the water systems are at two different elevations therefore, have two different hydraulic grades. Mr. Clark noted this is a project that would benefit the Barre Town system but has potential to benefit both communities. The first phase would be looking at what is needed for the interconnection and how it would work. Mr. Clark noted that one of the items the Town will need to look at closely is how much water Websterville would have to commit to Barre Town.

Board consensus is to use Coronavirus Local Fiscal Recovery Funds (CLFRF) for this project.

***On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to authorize the Town Manager to sign the Engineering Service Agreement for interconnection of the Town and Websterville water system and allowing the funds to come from CLFRF.***

### **DEPARTMENT HEAD VISITS:**

Background: Department heads will share their quarterly reports.

#### Recreation

Recreation Director Johnny Crossley was present. Mr. Crossley handed out three documents to Board members, which included a copy of an email, synopsis of his presentation, and copy of an internship program.

A summary of Mr. Crossley's presentation includes:

- Inspection of facilities
  - Once a month: trash pickup/vandalism

Selectboard Minutes of January 24, 2023 Continued:

- Weekly site visits to playgrounds
- Bi-weekly bike path inspections
- Recreation Board & Community Forest Management Plan
  - Agendas and Minutes
- Community connections
  - No-cost programs with Barre City
  - Great Parks Challenge
- Vermont Recreation & Parks Association membership
  - Field use fees
  - Training courses:
    - certified playground and safety
    - playground maintenance technician
- November Walk in the Woods
- Friends of the Forest Facebook Group
- 2023-2024 Recreation Budget

Mr. Crossley stated he would like to utilize the Rubenstein School of Environment and Natural Resources internship program. This program would allow Mr. Crossley to hire an assistant for the first year to help with day-to-day operations. The position would run from mid-May through Mid-August. The University of Vermont will pay for 70 hours of this work. Additionally, Mr. Crossley is anticipating summer helpers could be drawn from this program.

Mr. Crossley shared an email from Efficiency Vermont regarding the baseball field lights. Musco Sports Lighting LED lights would qualify for rebates through Efficiency Vermont. Mr. Bolduc noted Mr. Crossley should make sure these lights are comparable to the other lights that the Town received a quote for, and that Musco Sports Lighting would additionally provide a lighting plan with their quote.

Board members commented on the good work that Mr. Crossley has completed, adding that the Town has certainly benefited from his position.

### Finance

Finance Director Katelyn Kran was present.

A summary of Mrs. Kran's presentation includes:

- Office improvements:
  - All desks have been replaced with State Surplus furniture
  - A quote is pending for a wall in the Finance Office
- Accufund update
  - Mrs. Kran and Clerk Lunt shared concerns with the level of support provided by Brisbane
- Ambulance RFP
  - Ms. Kran and the Manager will be meeting on Wednesday to review a draft of the RFP
- IT update
  - The new computers that were set to replace this FY were installed last month
  - Next project: work on replacing old computers with hand-me-downs
  - IT plan update: Chair White noted this will need to be updated as the Police Department received a grant from National Life for replacement of their vehicle laptops
- HR update
  - VLCT First Amendment Audit Training

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- 8 new full-time employees hired last quarter
- Deferred compensation meetings with employees

**Financial highlights:**

- 70% of revenue collected, excluding ARPA
- 68% of budgeted expenditures
- Data processing is showing high spending due to change in Microsoft licensing
- Highway Fund is showing they have overspent but this is due to summer construction has already been completed for the year
- Sewer Department is looking favorable because the Town has not received a treatment bill

Mrs. Malone inquired about the status of the audit. Mrs. Kran noted Sullivan & Power had additional questions around the fixed assets that she has not had a chance to get back to them on yet. Conversation continued as Board members discussed the idea of putting out an RFP for future accounting firm audits.

The Board noted their appreciation for Mrs. Kran and thanked her for coming in.

**RESOLUTION NO. 1-23:**

Background: The new John Deere grader was ordered late last summer. The Town was told it should be delivered in late January. Shop Foreman Mike Martel received an updated that United Construction & Forestry does not have a VIN yet. There is no information about when the grader may be assembled. The financing needs to be put in place.

Municipal Leasing Consultants and Cogent agreed to add the financing onto the Master Lease Agreement.

Town Manager Carl Rogers noted the interest rate was higher than the Town has seen over the years.

***On a motion by Justin Bolduc, seconded by Norma Malone, the Selectboard voted unanimously to adopt Resolution No. 1-23 regarding lease financing for the new John Deere grader.***

Chair White noted for the record this Resolution is for authorizing the execution and delivery of a master equipment lease purchase agreement with respect to the acquisition, purchase, financing and leasing of certain equipment or capital items for the public benefit; authorizing the execution and delivery of documents required in connection therewith; and authorizing all other actions necessary to the consummation of the transactions contemplated by this resolution.

**SOUTH BARRE WATER PUMP STATION ROOF:**

Background: Last year, in preparation for use of CLFRF, previous Assistant Town Manager Elaine Wang obtained a cost proposal for replacing the roof on the South Barre water pump station roof. The Board did not agree to add it to the list of approved CLFRF uses. Based on the proposal from Burrell Roofing Town Manager Carl Rogers proposed adding the roof job to Year 1 of the new Building Plan. This plan was approved by the Selectboard. Alfred Ladd advises the Town should go to bid now for this project if the Town wants the roof to be replaced during the 2023 construction season.

***On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to authorize staff to seek bids for the South Barre water pump station roof replacement.***

**TOWN REPORT:**

Background: Selectboard members were asked about the 2020-2021 Town Report. Town Manager Carl Rogers will report on when he expects the Town Report to be sent to the printer and give an update on collection of the 2021-2022 articles.

Chair White stated one of the elected Town auditors inquired about the status of the 2020-2021 and 2021-2022 Town Reports.

Town Manager Carl Rogers stated the 2020-2021 Town Report final document will be ready to go to the printer early next week. The printer will then send back to the Town Manager's Office for proofing. Mr. Rogers was unsure when the book would be printed for distribution.

Mr. Rogers stated he was unsure of the status of the 2021-2022 report. He was not aware if all articles had been turned in and if the audit was holding this up from completion. Board members expressed they would like this report to be available before the May vote. Board members stated it would be helpful to be current with these reports as these are requirements for the Town.

**ACCOUNTS PAYABLE:**

*On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the accounts payable warrants for the week of January 24, 2023.*

**MISCELLANEOUS:**

Chair White asked Clerk Lunt if she had an update regarding the 2022 Charter change amendments. Clerk Lunt shared she has reached out to Representative McFaun and is waiting to hear back from him. She is hopeful to have an update next week.

**ROUND TABLE:**

Jack Mitchell:

- Mr. Mitchell shared that the wires from an old telephone pole were finally removed, however, in speaking to the private contractor there was no timeline of when the pole would be removed.
- Mr. Mitchell congratulated Brandon Perkins for receiving his Tanker Endorsement.

Norma Malone

- Mrs. Malone thanked Mr. Rogers for compiling the square footage for the assessment of the facilities. Board members discussed that this information did not include all necessary facilities. A note that the two Websterville buildings will need to be added. Board members noted the prices given by Freeman, French, Freeman Architects are reasonable, and the Board could have further discussion on moving forward with an assessment.
- Mrs. Malone inquired about the Town utilizing Donna Kelty to complete further pending items that needed completion. The Manager noted there are ordinances that need to be sent to the coding company and researching of previous Charter amendments. Mrs. Malone noted there are additional Charter amendments needed. The Board discussed forming a committee to address the Charter changes that are still needed. It is noted the two Charter changes that need to be revisited are the Auditors responsibilities and BCA re-organization.

Justin Bolduc:

- Mr. Bolduc inquired about BOD loading at the City plant.

Paul White:

- Chair White inquired about the “Flash Vote” flyer that was included in the Board packet. Mr. Rogers noted this is a service the Town could possibly utilize. The Town Forest Planning Committee has talked about public input and this may be something the Town looks into for these purposes. A brief discussion took place regarding the process on gathering the information.
- Chair White asked the Town Manager when the Town’s contract is up with Lamoille County Dispatch. The Manager noted a new 3-year contract was signed in December of 2020 and there is 1 full year left with the current contract.

**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 8:46 p.m. for personnel.*

*On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to exit executive session at 9:04 p.m.*

**ADJOURN:**

*On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to adjourn at 9:04 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.