



Town of Barre VERMONT

BARRE TOWN SELECTBOARD MEETING May 30, 2023

AGENDA

1. Call to order.....6:00 p.m.
2. Pledge of allegiance
3. Consider approving the agenda
4. Consider approving May 23, 2023 meeting minutes
5. Announcements
6. Receive guests for non-agenda items.
7. Consider awarding Financial Auditor contract
8. Consider appointing CVRPC alternate commissioner
9. Consider approving use of ARPA funds for Columbarium pavers
10. Consider sewer relocation request and easement deed
11. Discuss Constable appointment
12. Consider approving weekly accounts payable warrants for May 30, 2023
13. Miscellaneous: including permits and licenses, if any
14. 'Round the table
15. Executive session: personnel
16. Adjourn

MINUTES

The duly warned meeting of May 30, 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, Bob Nelson, Justin Bolduc, and Mike Gilbar.

Selectboard Members Absent: None.

Staff Members Present: Town Clerk Tina Lunt and Town Engineer Josh Martineau. Those present virtually: Town Manager Chris Violette and Finance Director Katelyn Kran.

Others Present: Times Argus Reporter Eric Blaisdell, Brad Medow, and Meaghan Medow.

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

1. Move Item #10 to follow Item #7.

APPROVE THE MINUTES:

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the May 23, 2023 Selectboard meeting minutes with minor spelling and grammatical corrections.

ANNOUNCEMENTS:

- There is a vacancy on the Barre Town Traffic Safety Advisory Committee (TSAC). TSAC makes recommendations to the Selectboard about matters related to town highway, parking, and sidewalk safety. TSAC is a five-member citizen board that meets monthly. If this topic interests you, and you'd like to be considered for this appointment, send an email or letter of interest to cviolette@barretown.org or P.O. Box 116, Websterville, VT 05678. If you'd like more information, feel free to contact the Town Manager's Office at 479-9331.
- We are still seeking volunteers to help operate the Barre Town Lawn Waste Site on weekdays. The Public Works Department staffs the site on Saturdays, but weekday openings depend on a volunteer monitor(s). Volunteers are not required to help unload vehicles. One resident has volunteered to staff the site Tuesday 10:00 a.m. – 3:00 p.m. More volunteers could monitor the site additional weekday hours or serve as a substitute monitor. If you would like to learn more about helping to provide this popular service, contact the Town Manager's Office at 479-9331.
- Walk with the Dinosaurs on Saturday, June 4th as part of a scavenger hunt for kids from preschool through first grade! Siblings are also welcome. The hunt is from 2:00 p.m. – 4:00 p.m. and begins at the Barre Town Recreation Area Picnic Shelter, adjacent to Barre Town School. Come walk among the dinosaurs and discover secrets about these animals that once roamed the earth.
- Mark your calendars; The Barre Town Fire Department's Father's Day Chicken barbeque will be held on Sunday, June 18th at the East Barre Fire Station. As always, meals are available for eat-in, or take-out, from noon to 2:00 p.m.
- As we approach the 4th of July, it is very important to remember that a permit is required to set off fireworks. Permits take time to process and obtain so PLEASE plan ahead. Applications must be received by the Town Clerk at least 15 days in advance of the date. Applications to set off fireworks can be obtained on the Town website or in person at the Town Office.

GUESTS: None.

FINANCIAL AUDIT CONTRACT:

Background: Sullivan, Powers & Co., P.C. has performed Barre Town's Annual Financial Audit for the last several years. On May 4, 2023, a request for Proposal (RFP) was sent to nine firms to seek proposals to perform Barre Town's Annual Financial Audit. Of the nine RFP's sent, two were received by the deadline. The low bid was Telling & Hillman, P.C., of Middlebury, VT at \$26,000 for 2023 with options for annual renewals with slight increases each year through 2027. The other bidder was Sullivan, Powers, & Co., P.C. at \$40,000 for 2023, also with options through 2027.

Selectboard Minutes of May 30, 2023 Continued:

Finance Director Katelyn Kran checked with four municipal references provided by Telling & Hillman, and they all gave good reviews. Mrs. Kran is recommending the Town award the contract for the 2023 Financial Audit to Telling & Hillman.

Finance Director Katelyn Kran was present virtually. Mrs. Kran stated she heard back from a few other firms who were unable to respond to the RFP. Those firms simply did not have the time to respond due to their workload. Mr. Nelson asked if Mrs. Kran had any concerns with Telling & Hillman's location in comparison to the Town's current firm being locally available. Mrs. Kran said this did not raise a concern for her as the last few years the audit has been completed using remote methods.

Board discussion focused on the potential change the Town could see with the movement in firms. There may be a potential for significant changes with some of the current practices. The Manager stated the only caveat he would offer is if this would be the year to make the change, and if staying with a firm that is well acquainted with the current operation is a better option. Mr. Violette followed up by noting he is comfortable recommending Telling & Hillman per Mrs. Kran's recommendations.

Mr. Gilbar shared concerns regarding the time that will be involved with a new set of auditors. Additionally, he stated the price difference is compelling and it certainly makes sense to move forward with Telling & Hillman if Mrs. Kran is comfortable taking on the challenge.

On a motion by Mike Gilbar, seconded by Bob Nelson, the Selectboard voted unanimously to award the one-year Financial Audit Contract to Telling & Hillman with four one-year options to renew.

The Board recognized Sullivan, Powers, & Co., P.C. for their great work over the years.

SEWER RELOCATION AND EASEMENT:

Background: Brad Medow owns property at 609 Graniteville Road, in Lower Graniteville. Mr. Medow obtained a building permit to construct an addition to the rear of his house and as it turns out, the proposed addition, without relocation, would go over an existing Barre Town sanitary sewer line. Mr. Medow spoke with Town Engineer Josh Martineau about the possibility of relocating the line. Additionally, Mr. Medow had Professional Engineer Robert Townsend of American Consulting Engineers design a plan that relocates/realigns the portion of it on Mr. Medow's property.

A draft of the new sewer line relocation also necessitates a new sewer easement which was drafted by Field & Field. Town Attorney Mike Monte has reviewed the deed and finds it acceptable.

Those present: Brad Medow, Meaghan Medow, and Town Engineer Josh Martineau.

Town Engineer Josh Martineau stated he has reviewed the plans from Robert Townsend and one additional manhole will be added, however, everything else on the design plan looks acceptable.

Mrs. Malone asked for reassurance that all costs associated are paid by the property owner. Mr. Medow confirmed this was the case.

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to allow Mr. Medow, 609 Graniteville Road, to relocate the existing Barre Town sanitary sewer line by installing a new 8" line with manhole as shown on the plan by American Consulting Engineers dated May 12, 2023.

Selectboard Minutes of May 30, 2023 Continued:

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to accept the Warranty Deed from Brad Medow, 609 Graniteville Road.

APPOINTMENT TO CENTRAL VERMONT REGIONAL PLANNING COMMISSION:

Background: George Clain serves as the primary Commissioner representing Barre Town on the Central Vermont Regional Planning Board of Commissioners. The Alternate Commissioner position is currently vacant. Alice Farrell, who was appointed to the Barre Town Planning Commission on April 11, 2023, has expressed interest in being appointed as the Alternate Commissioner. During Mrs. Farrell's interview prior to her recent appointment to the Town Commission, she noted significant planning experience and has served on other similar boards.

On a motion by Norma Malone, seconded by Mike Gilbar, the Selectboard voted unanimously to appoint Alice Farrell as Barre Town's Alternate Commissioner on the Central Vermont Regional Planning Commission Board of Commissioners.

ARPA FUND USE FOR COLUMBARIUM:

Background: On August 30, 2022 the Cemetery Commission was allocated \$36,000 to purchase and place a new Columbarium in the Wilson Cemetery using Town ARPA funds. Pavers to be placed around it were not included in their presentation or the motion authorizing the expenditure. The Commission intended this to be part of the project and would like to clarify that they can purchase the pavers with the same allocation spending approximately \$2,000 of that original amount. For the record, the cost of the new Columbarium is \$8,500 below the authorized allocation.

Town Manager Chris Violette stated due to the lack of discussion regarding pavers in previous meetings the Manager and Commissioners felt it was best to clarify this request was part of the original expenditure of the ARPA funds.

By consensus, the Selectboard clarified the intent that the original allocation of \$36,000 includes pavers and any other required features to make this project complete.

FUTURE CONSTABLE APPOINTMENT:

Background: Upon approval by the Legislature earlier this spring and signed by the Governor on May 4, 2023, Barre Town's Charter was amended, eliminating the requirement for an elected Constable. David Freeman has been serving as an elected Constable for many years and was reelected to another one-year term on May 9, 2023. Mr. Freeman ran for reelection essentially because of the uncertainty of when the Charter amendment would be approved. He is willing to complete his term through next May. If the Selectboard would like to move in a different direction and appoint somebody else, he would be willing to relinquish the position. This item is on the agenda for a discussion regarding the future appointment of a Constable.

The Board must come to a consensus on what the Constable duties would entail. Chair White stated the Town of Barre has been fortunate that over the years this position has been filled by a Police Officer. Ideally, Chair White would like to see a current or retired Police Officer continue to serve this role. Currently, the Town does not have an individual who has an interest in serving.

Selectboard Minutes of May 30, 2023 Continued:

Conversation continued as Board members discussed the specifics around the duties of the Constable. The Board must dictate if the Constable position will have law enforcement authority. If the Board is unable to find a current or retired Police Officer to fill this position, the duties will be limited. Board members commented that a certified Constable will be more valuable to the Town. It is noted that the Constable does not need to be a Town resident. The Manager stated he will talk to a few more individuals regarding this role prior to the Town moving forward with advertising for this position.

Board consensus is they currently will take no action on this item at this time.

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 May 30, 2023.

Chair White inquired about the City of Barre Sewer Treatment invoice. Chair White stated he has been tracking the quarterly bills for some time now. The most recent bill received is the highest to date. A question was raised on how they arrived at the expense of the bill. Town Engineer Josh Martineau stated he has backup documentation regarding the expenses in the bill. Town Manager Chris Violette said in speaking with the City Manager, the City had significant items they had to take care of. The Board has requested in the future Mr. Martineau share the backup documentation for the sewer treatment invoices for their review. Additionally, Mr. Martineau will forward a copy of the Sewer Agreement to Board members. In closing, Mrs. Malone asked if the Manager could find out if the City has received any grant funds.

Mrs. Malone inquired about the ambulance RFP. The Manager stated the proposals are due within the next week.

MISCELLANEOUS:

Town Manager Chris Violette gave a brief update on the paving that has been completed to date.

ROUND TABLE:

Mike Gilbar:

- Mr. Gilbar shared that Pine Hill Road paving was complete, noting there are no shoulders.
- Mr. Gilbar recommended the Finance Director contact the new auditing firm to bring them up to speed with anything she is focusing on regarding policies, or policies that need to be rewritten, etc.

Norma Malone:

- Mrs. Malone inquired about the TSAC vacancy. She asked the Manager if any applications had been received. The Manager stated that 2 applications have been received and he is hoping to have this item on the agenda the week of the 13th.
- Mrs. Malone inquired about the Good Sam MOU discussion and if this is still on the schedule for an agenda item for June 13th. Additionally, she asked about the retreat on the 20th. The Manager confirmed both dates.
- Mrs. Malone asked the Manager when chloride was arriving. Mr. Violette stated he has not heard but he will find out and give the Board an update on this.

Justin Bolduc:

- Mr. Bolduc inquired about the new asphalt section on the Beckley side of Richardson Road. He said they stopped the base coat and was wondering if the Manager knew why. The Manager stated he witnessed this on Friday, and he was hoping they finished this work.

Paul White:

- Chair White announced that there will be no Selectboard meeting next Tuesday, June 6.
- Chair White noted that the bottom of the agenda document needs to be updated. CVTV is no longer livestreaming Selectboard meetings.

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 Norma Malone, the Selectboard voted unanimously to go into executive session at 7:11 p.m. for personnel.

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to exit executive session at 7:59 p.m.

ADJOURN:

On a motion by Justin Bolduc, seconded by Bob Nelson, the Selectboard voted unanimously to adjourn at 8:02 p.m.

APPROVED MINUTES

Barre Town Selectboard

Paul White, Chair

Norma Malone, Vice Chair

Justin Bolduc

Mike Gilbar

Bob Nelson

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

ATTEST: _____, Barre Town Clerk.