



**BARRE TOWN SELECTBOARD MEETING  
October 10, 2023**

**AGENDA**

1. Call to order.....6:00 p.m.
2. Pledge of allegiance
3. Consider approving the agenda
4. Consider approving September 26, 2023 meeting minutes
5. Announcements
6. Receive guests for non-agenda items.
7. Continue discussion of forming an Energy Committee as recommended by the Planning Commission
8. Consider authorizing an Early Entry Agreement with Barre Partnership, LLC in WIP
9. Consider authorizing purchase of new police car
10. Discuss Board Vacancies
11. Discuss a Delinquent Tax Policy
12. Consider approving weekly accounts payable warrants for October 3 and October 10, 2023
13. Miscellaneous: including permits and licenses if any
14. Round the Table
15. Executive Session: Contracts & Personnel
16. Adjourn

**MINUTES**

The duly warned meeting of October 10, 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 and Town Clerk Tina Lunt. Those present virtually: Zoning Administrator/Planner Brandon Garbacik.

**Others Present:** Those present virtually: Mary Dameron Millken, Wyatt Lucas, and Josh Howard.

**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 September 26, 2023 Selectboard meeting minutes with minor spelling and grammatical corrections.*

**ANNOUNCEMENTS:**

- The Holden Road Lawn Waste site is open for the month of October on Tuesdays and Thursdays, 10:00 a.m. – 3:00 p.m., Saturdays, 8:00 a.m. – 4:00 p.m., and Sundays 12:00 p.m. – 4:00 p.m.
- Don't forget, Saturday, October 14<sup>th</sup>, from noon to 6:00 p.m., is "Fall Festival" at the recreation field adjacent to the Barre Town School. The Barre Town Recreation Department has a host of fun and exciting activities that young, and maybe even old, will love! Just a few examples of what kids will be treated to include pumpkin painting and the famous haybale maze. All Town departments will be there too displaying their respective shiny equipment, food vendors as well. Oh, and the hit movie Beetlejuice will be shown at dusk, so be sure to stick around for that.
- We currently have two vacancies on our Recreation Board. The Recreation Board works with the Recreation Director on matters related to Town parks, playgrounds, recreation facilities, the Town Forest, and other land used for leisure purposes. The Board also advises on budget preparation and capital improvements. This Board is a great way to have input on matters related to recreation in Barre Town.
- The Selectboard is also seeking a resident of South Barre to sit on the Good Samaritan Working Group. The Working Group's purpose is to ensure good community relations between Good Sam, the Town, and the community of South Barre. The group meets quarterly to get a report on activities at the 580 South Barre Road facility. The group includes the Town Manager, a member of the Selectboard, the Police Chief, the Executive Director of the Good Sam, the House Manager, and other staff members of the 580 South Barre Road facility.
- Water main flushing is currently ongoing at various locations and times, through October 16<sup>th</sup>. Flushing will sometimes cause temporary coloring of the water. If this occurs, let the water run from a faucet for a short period of time until it clears.
- For more information about any of these positions or events, feel free to contact the Town Manager's Office by calling 479-9331 or emailing offices@barretown.org.

**GUESTS:** None.

**EARLY ENTRY AGREEMENT WITH BARRE PARTNERS, LLC:**

Background: Crosland and Barnes Group entered into a purchase agreement with the Town on March 21, 2022 to acquire 3.0 acres of land within the Wilson Industrial Park. The 3-acre parcel was subsequently subdivided, and permit and design began. A closing on the property is in the works but because of the onset of unfavorable weather, they would like to have access to the property before closing to begin prepping the land for construction. In order to do this, an Early Entry Agreement must be executed.

Selectboard Minutes of October 10, 2023 Continued:

Town Attorney, Mike Monte has worked with Barre Partners, LLC on the agreement and finds it acceptable, and recommends approving it.

Those present: Wyatt Lucas, Project Manager for Barre Partners and Mary Dameron Millken, In-house Council for Barre Partners.

Mr. Lucas confirmed the permitting has been completed and they are ready to close.

***On a motion by Justin Bolduc, seconded by Mike Gilbar, the Selectboard voted unanimously to authorize the Town Manager to sign the Early Entry Agreement with Barre Partnership, LLC, allowing access to the 3-acre parcel that is currently subject to a purchase and sale agreement with them.***

### **ENERGY COMMITTEE FORMATION:**

**Background:** This is a follow-up discussion about the possibility of forming an Energy Committee as recommended by the Planning Commission. Previous discussion included a presentation by the Planning Commission on August 22<sup>nd</sup>, and Board discussion with Zoning Administrator/Planner Brandon Garbacik during the September 12<sup>th</sup> Board meeting. Zoning Administrator/Planner Brandon Garbacik presented the Selectboard's concept of an Energy Committee structure to the Planning Commission during their September 20<sup>th</sup> meeting, and they have agreed with all points.

Conversation began as Board members discussed who from the Planning Commission may be interested in serving on the Energy Committee. Mr. Gilbar stated that George Clain had mentioned he was interested in serving as a member. Zoning Administrator/Planner Brandon Garbacik shared he was not aware of any other members of the Planning Commission who were interested at this time. Additionally, Mrs. Malone asked the Manager if he had heard from any community members who may be interested in serving on the Energy Committee. Mr. Violette stated he has not heard from anyone, but he expects there will be interest, with energy being a popular topic.

Board members discussed the timeline for the committee. Mr. Gilbar stated he envisioned when the Town advertises for this committee, they would seek those with technical expertise. These would be individuals who would be able to help guide and support residents around questions with grants and infrastructure. Mrs. Malone echoed Mr. Gilbar's comments, noting explicit skillsets for this committee will be beneficial when advertising.

Further discussion focused on amendments to the Charge, specifically around the members of the committee. Board members advised the Charge to state the committee will be a five-member committee with up to 2 planning commission members (a minimum of 1) and or Selectboard.

In closing, Board consensus is they will review the final Charge next week and consider adopting and forming the committee.

### **BOARD VACANCIES:**

**Background:** The Town currently has two Recreation Board vacancies. In addition, George Clain has indicated he will be stepping down as the Town's Commissioner on the Central Vermont Regional Planning Commission. Depending on action regarding the Energy Committee, the Town may have three positions to appoint. Lastly, the Town is seeking a resident of South Barre to sit on the Good Samaritan Working Group.

George Clain is the Town's Primary Representative of the Central Vermont Regional Planning Commission. Mr. Clain announced that he will be stepping down effective November 1. Alice Farrell currently serves as the alternate. The Manager believes Mrs. Farrell may have an interest in serving as the Primary. In either case the Town will have to advertise for one of the positions on this commission.

Chair White shared that Rec Board Chair Doug Farnham submitted his resignation effective immediately. This is the second vacancy on the Recreation Board. The Manager said the Town has received a letter of interest for the Recreation Board.

Further discussion took place regarding the different avenues of communication the Town takes to notify residents of Boards and Commissions vacancies. Ideas were shared on how to reach more residents.

### **PURCHASE OF POLICE CRUISER:**

**Background:** Back in July, the Town lost a police cruiser in the flood while it was waiting for work at Yipes of Central Vermont in Barre. The car was declared a total loss and the Vermont League of Cities and Town's paid out \$29,990 for the car and \$25,614.40 for equipment in the car. Since then, the Town has been waiting to see whether there was going to be a State of Vermont contract so that the Town could order its replacement. While there may be a contract in November 2023 vehicles will not be available until fall of 2024 and 2024 vehicles will not be available until 2025. The Town has located a suitable alternative at the same place they purchased the FY24 car in Massachusetts. McGovern Municipal HQ is an outfitter as well as a Ford dealership that buys Police Interceptors in bulk for resale. They have offered the Town a vehicle equal to the last one purchased for \$43,615.55.

***On a motion by Bob Nelson, seconded by Mike Gilbar, the Selectboard voted unanimously to authorize the sole source unbudgeted purchase of a 2023 Police Interceptor from McGovern Municipal HQ of Framingham, MA for \$43,615.55. Sole source because there is no advantage for the Town to go out to bid due to limited stock of a specialty vehicle and unfavorable delivery options.***

### **DELINQUENT TAX COLLECTOR:**

**Background:** Town Charter, Part I, Chapter 5, Section 33 provides for the collection of taxes (real and personal property taxes and any other taxes, assessments, charges or levies) in Barre Town. Throughout this section it refers to a tax collector but does not identify who the collector shall be. Historically, because Charter requires an annual one-year appointment, the Town Manager has been appointed as the tax collector. The Code of Ordinances specifies that the Town Manager is the delinquent tax collector of sewer and water charges. The Town Manager does not need to be the delinquent tax collector, and there has been past discussion that it would be beneficial if the Town had someone else serve this position who can focus on the job.

A copy of Williamstown's Delinquent Tax Collection Policy was shared with Board members for review.

The Town Charter and Administrative Code have conflicting information regarding the Delinquent Tax Collector. Ultimately, this will require an Ordinance change.

Mrs. Malone opened the discussion by stating that the Town has two issues. First, the Town needs a standalone Delinquent Tax Collector. Mrs. Malone stated, based on the Code of Ordinances, the Town

Selectboard Minutes of October 10, 2023 Continued:

Attorney and Tax Collector are two separate individuals. The Charter has conflicting information. Secondly, the Town lacks a Tax Collection Policy.

Discussion continued as Board members discussed the benefits of having a Tax Collection Policy. Mrs. Malone stated this would be a valuable addition for the Town to refer property owners to. Additionally, it makes sure that all residents are treated equally. Chair White echoed Mrs. Malone's comments, noting it also keeps the Town accountable.

Board members agreed that further research will take place regarding this discussion.

There was a brief discussion on Town policies, and the need of a full policy review.

### **ACCOUNTS PAYABLE:**

*On a motion by Norma Malone, seconded Bob Nelson, the Selectboard voted unanimously to approve the accounts payable warrants for the week of October 3, 2023 for FY'23 and FY'24.*

*On a motion by Norma Malone, seconded Justin Bolduc, the Selectboard voted to approve the accounts payable warrants for the week of October 10, 2023 for FY'23 and FY'24. Bob Nelson abstained.*

Mr. Bolduc inquired about the previous EMS billing discussion with Finance Director Katelyn Kran. He asked about the drop in receivables from June to September. The Manager stated this was due to the transition with Quick Med Claims.

Mrs. Malone inquired about the AmeriGas USA, LLC invoice. She noted the product cost is less than the delivery, fuel, and hazmat charges. She asked if the Town could purchase in bulk. Mr. Bolduc stated the Town would have to lease the tanks. Mr. Violette will follow up with the EMS Department regarding this matter to see if they have any other options.

Mrs. Malone inquired about the South Barre Pump Station FEMA work that was completed. She was surprised to see the number of hours the Town was charged for the equipment.

### **MISCELLANEOUS:**

For the record the Town Clerk is informing the Selectboard that on October 10, 2023 a Request to Cater Malt Vinous and/or Spirituous Liquors application was approved by the Town Clerk for JWD Corporation, dba as Gusto's for an event held at 663 South Barre Road on October 14, 2023. 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.

Clerk Lunt announced the availability of the E-notify option on the Town's new website. This is a new feature that allows residents to stay up to date with automatic event alerts via email on a variety of topics. Residents simply subscribe using their email address or phone number. Mrs. Lunt encouraged residents to utilize this service to help keep track of when payments are due, election notices, and other news and announcements.

Mr. Violette updated the Board on the following:

- The Act 250 permit was issued for Wilson Industrial Park
- Mr. Violette shared that the Websterville Water System was selected to receive assistance for funding as a small water system in Vermont

Mr. Gilbar inquired about the baseball field poles. Mr. Violette stated 3 poles broke upon delivery, and 5 are ok to move forward with. Mr. Violette stated he is trying to research the 3 current standing poles condition. He understands it was an individual who inspected the poles and not a company.

### **ROUND TABLE:**

Norma Malone:

- Mrs. Malone inquired about the Town Engineer's meeting with Geotechnical Engineers. She asked if there was an update regarding this meeting. Mr. Violette stated he did not have a report at this time. This meeting was essentially a show and tell to get eyes on the sites.
- Mrs. Malone stated she has been fielding questions regarding the stormwater projects. She asked the Manager if he had any new information to share. Mr. Violette did not have any information at this time, but he did speak with the engineer who wants to meet with the Town and he hopes to have more information to provide soon.

Justin Bolduc:

- Mr. Bolduc reported that the 3 standing baseball field poles are listed in fair condition. The crossarms were noted as bad, however the crossarms are being replaced.
- Mr. Bolduc inquired about the plan to pave Sterling Hill next year. He stated twice in less than 15 years this hill has washed out. He asked the Manager if it makes sense to pave this road? Mr. Violette stated it did not wash out with the new culvert, noting that the State has used this location as a success story.
- Mr. Bolduc asked the Town Manager about the little league fence RFP due date. He asked if anyone posed any questions regarding the RFP as he was approached by bidders that the RFP has significant flaws. Mr. Violette was not aware of any questions that were raised.

Mike Gilbar:

- Mr. Gilbar inquired about the ARPA list. Mr. Violette said the Town is still waiting on quotes, but it is actively being worked on and will be on a future agenda.

Paul White:

- Chair White welcomed Josh Howard who joined the Board Meeting virtually this evening.
- Chair White stated the Board has recently approved a lot of naming of streets in the Fecteau Developments lately, but he does not recall approving any names in the Windy Wood Development other than Hickory Way. Mr. Violette will have Mr. Garbacik look into this to make sure nothing has been overlooked.
- Chair White inquired about the Johnson Paving contract. He asked if the Town will be completing prep work on some of the locations. Mr. Violette confirmed this will take place once they hear from Johnson Paving.

Selectboard Minutes of October 10, 2023 Continued:

- Chair White inquired about the Manager’s note in the Board packet about Casella not taking cash anymore. Town Clerk Tina Lunt stated a resident reported this news to the Town Clerk’s Office. Mr. Violette did reach out to Casella regarding this matter but has not heard back.
- Chair White asked the Manager if he has any updates regarding the Emergency Watershed inquiry. Mr. Violette stated they reached out looking for tax cards but that is all the information he had to share at this time.
- Chair White inquired about the Manager’s note to close Sterling Hill early. This is now a blanket action item.

**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 7:56 p.m. for contracts and personnel.*

*On a motion by Bob Nelson seconded by Mike Gilbar, the Selectboard voted unanimously to exit executive session at 9:17 p.m.*

**ADJOURN:**

*On a motion by Bob Nelson, seconded by Mike Gilbar, the Selectboard voted unanimously to adjourn at 9:22 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.