



**BARRE TOWN SELECTBOARD MEETING
October 31, 2023**

AGENDA

1. Call to order.....6:00 p.m.
2. Pledge of allegiance
3. Consider approving the agenda
4. Consider approving October 24, 2023 meeting minutes
5. Announcements
6. Receive guests for non-agenda items.
7. Discuss and consider the closing of Camp Street for the winter season
8. Consider extending Holden Road Lawn Waste site hours
9. Discuss current Town Policies, Guidelines and Procedures
10. Consider approving weekly accounts payable warrants for October 31, 2023
11. Miscellaneous: **a)** discuss town contact information form; **b)** any other permits and licenses
12. Round the Table
13. Executive Session: as needed
14. Adjourn

MINUTES

The duly warned meeting of October 31, 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: None.

Others Present: Times Argus Reporter Eric Blaisdell.

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 Mike Gilbar, the Selectboard voted unanimously to approve the amended agenda as follows:

1. Move item #9, Town Policies, Guidelines and Procedures after item #12, Round Table

APPROVE THE MINUTES:

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the October 24, 2023 Selectboard meeting minutes with minor spelling and grammatical corrections.

ANNOUNCEMENTS:

- The water at the Town’s recreation area will be shut off on Monday, October 30th. That means the restrooms will be closed for the winter.
- The second quarterly installment of property taxes is due on Wednesday, November 15th. 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 P.O. Box 124, Websterville, VT 05678. Mail must be postmarked on or before November 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. You also can sign up for automatic debit payments, for no fee.
- The parking ban on Town roads began November 1st, parking on Town streets and roads will be prohibited between the hours of 11:00 p.m. and 7:00 a.m. Please plan to park vehicles off the street overnight.
- Chair Announcement: Chair White announced that the Route 110 bridge project was completed a few weeks ago. The Agency of Transportation has an online survey they are asking individuals to fill out. If you were someone who passed through the area regularly, and did not receive the survey, contact the Town Manager or Town Clerk and they will direct you to the survey.
- Mr. Bolduc shared that Sterling Hill is officially closed for the season.

GUESTS: None.

CLOSURE OF CAMP STREET:

Background: A section of Camp Street, approximately 200’ before Camire Hill Road is reduced to one way traffic due to significant settling of the inbound lane. One-way traffic is being controlled by stop/go lights that are powered by the sun. The repair of Camp Street is a priority and VHB is focusing their efforts on it, however, the Town is probably at least two months away from having tangible plans, cost estimates, and bid documents. The Town is hoping to be able to put the repair to Camp Street out to bid around the first of the year.

Town Engineer Josh Martineau has expressed concern about leaving Camp Street open during the winter, mainly because managing traffic flow will be difficult due to the lack of power to the traffic signals. Additionally, there are concerns for managing snow removal around the lights. The Manager addresses concerns of trying to maintain ice and snow control through the lane closure. Furthermore, many people ignore the light and proceed at their own risk which will be more unsafe with these conditions.

Vermont State Statute Annotated, Title 23, Section 1010 would allow the Selectboard to authorize a short-term closure. It is likely a temporary turnaround will be required for the Town’s plow trucks with a lot of signage. Town Engineer Josh Martineau is requesting to close the road when necessary or no later than November 30th.

Board members expressed the importance of signage for the closure, noting specific locations signs should be placed. The bottom of Camire Hill and the intersection of Cassie Street were two recommended locations. Additionally, communication efforts will be put in place regarding the closure. Neighbors will receive notices and announcements will be made on Front Porch Forum. Board members stated diverting traffic will be extremely important and having adequate signage will be a crucial part of this temporary road closure.

On a motion by Mike Gilbar, seconded Norma Malone, the Selectboard voted unanimously to authorize Josh Martineau, Town Engineer, to close the section of Camp Street beyond number 524, when necessary due to conditions that make it dangerous to the traveling public or on November 30, 2023, whichever comes first.

HOLDEN ROAD LAWN WASTE SITE HOURS EXTENSION:

Background: The Holden Road Lawn Waste site officially closes on Sunday, October 29th. In the past, the Town has extended the operation into the first of November.

On a motion by Bob Nelson, seconded Mike Gilbar, the Selectboard voted unanimously to authorize the Town Manager to extend the days that the Holden Road Lawn Waste Site is open for up to two weekends in November as needed and staffing allows.

ACCOUNTS PAYABLE:

On a motion by Norma Malone, seconded Justin Bolduc, the Selectboard voted to approve the accounts payable warrants for the week of October 31, 2023 for FY'23 and FY'24. Bob Nelson abstained.

Chair White inquired about the Watershed Consulting invoices. He questioned why one was from FY'23 and the other one was from FY'24. The work was all done prior to the end of FY'23, as it was part of the DPW Stormwater project. Board members will follow up with the Manager regarding this.

Mr. Bolduc inquired about the Rec field water usage bill. The water usage was higher than normal. Additionally, he asked about the calcium chloride bills and if there was a delay in receiving them. He was wondering where it was being stored. The Board will follow up with the Manager on these items.

MISCELLANEOUS:

Chair White stated that Clerk Lunt is looking to standardize what contact information is shared across the different Boards, Commissions, and Committees. The question that is raised is what information is required to share. Public information is considered an individual name and legal address, however, those members who have been elected or appointed to serve must be available to the public.

Clerk Lunt is proposing the Town of Barre start using a Local Official Personal Contact Information Form when appointments are made. This form asks individuals for their contact information, explaining the Town Office may need to disclose this information to any member of the public if asked. Furthermore, it asks what information they wish to publish on the Town website. A copy of this proposed form was shared with all Board members for review.

Selectboard Minutes of October 31, 2023 Continued:

In review of the form, Board consensus was if they are appointing someone to a Board, Commission, or Committee they should be willing to give out a phone number or email address. Board members agreed that a phone number or email address should be available to the public. They encouraged the form to go out to all the current serving members for consistency purposes and use the form moving forward.

ROUND TABLE:

Norma Malone:

- Mrs. Malone stated she saw in the Board packet notes that CSI did come in and look at the furnace to fix the issue it was having.
- Mrs. Malone said she is concerned about the Websterville water system issue and this needs to be addressed.

Mike Gilbar:

- Mr. Gilbar inquired about mid-year projections and if the Town has ever done this previously. Chair White stated this has not been done in the past. The previous Town Clerk/Treasurer position was not able to produce these reports. The Finance Director is now able, and the Board will follow up with Katelyn Kran, Finance Director, regarding this.

Justin Bolduc:

- Mr. Bolduc inquired about the Building Plan Study status. There is no update at this time.

Bob Nelson:

- Happy Halloween!

TOWN POLICIES, GUIDELINES AND PROCEDURES:

Background: Policies were sent as PDFs on Thursday, October 26 to Board members for review. This item has been added to the agenda for Board members to begin the review of the numerous Town policies and procedures.

Conversation began as Board members reviewed the numeric list of policies that was provided to them in their Board packet. They identified policies that will be repealed and others that should be an ordinance.

A recommendation was made to establish categories for the numerous Town policies. Discussion continued as Board members placed the policies into various categories, and after categorized they will then be sent to department heads for review.

ADJOURN:

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

APPROVED MINUTES

Barre Town Selectboard

Paul White, Chair

Justin Bolduc, Vice Chair

Selectboard Minutes of October 31, 2023 Continued:

Norma Malone

Mike Gilbar

Bob Nelson

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

ATTEST: _____, Barre Town Clerk.