



BARRE TOWN SELECTBOARD MEETING
April 30, 2024

AGENDA

1. Call to order.....6:00 p.m.
2. Pledge of allegiance
3. Consider approving the agenda.
4. Consider approving April 23, 2024 meeting minutes
5. Announcements
6. Receive guests for non-agenda items.
7. Review, discuss, and consider adopting new Recreation Policy
8. Review and discuss Proposed Recreation Charge
9. Discuss what to do with, and consider selling some of the old recreation light poles
10. Recreation Director Report
11. Review and consider adopting the 2024 Local Emergency Management Plan
12. Consider adopting Lease Resolution for equipment purchase
13. Consider approving the FY 24-25 Budget Booklet letter
14. Consider approving weekly accounts payable warrants for April 30, 2024
15. Miscellaneous: including permits and licenses if any
16. Round the Table
17. Executive Session: as needed
18. Adjourn

MINUTES

The duly warned meeting of April 30, 2024, 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 Mike Gilbar.

Selectboard Members Absent: Bob Nelson.

Staff Members Present: Town Manager Chris Violette, Town Clerk Tina Lunt, and Recreation Director Johnny Crossley.

Others Present: Times Argus Reporter Eric Blaisdell, Doug Farnham, and Laura Ireland.

CALL TO ORDER: Chair White called the meeting to order at 6:01 p.m.

PLEDGE OF ALLEGIANCE: Those present recited the Pledge of Allegiance.

APPROVE THE AGENDA:

On a motion by Justin Bolduc, seconded by Mike Gilbar, the Selectboard voted unanimously to approve the amended agenda as follows:

1. Change item #12 as follows: Consider selecting firm to provide financing
2. Item #17: add personnel and contracts with no action expected

APPROVE THE MINUTES:

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the April 23, 2024, Selectboard meeting minutes with minor spelling and grammatical corrections.

ANNOUNCEMENTS:

- The Spring Bulk Trash Collection is scheduled for Saturday, May 11th from 8:00 a.m. to 2:00 p.m. at the Public Works garage, the entrance is at 79 Pitman Road in the Wilson Industrial Park. This is a service provided by the Town to help residents economically dispose of large (bulky) items not appropriate for weekly trash pickup or disposal in trash bags. The recently released newsletter has an insert detailing what can and can't be disposed of or it can be found at www.barretown.org.
- Green Up Day is Saturday, May 4th. Supplies, such as green trash bags and gloves are available now at the Town Manager's Office, in the Municipal Building between 8:00 a.m. and 4:30 p.m. You can also sign up for certain sections of road while picking up your supplies.
- The Fiscal 2024-2025 Budget Booklets are now available. The booklets can be found at the Town Office, Lawson's, Graniteville General, Harrington Food and Fuels, Gunner Brook Store & Deli, and Hannaford. The booklet provides an explanation of the budget voters will be asked to vote on during the May 14th Annual Election of Officers and Voting by Australian Ballot. The booklet can also be found at www.barretown.org.
- The Town's Lawn Waste Site located on Holden Road, is now open for the season. Hours are Saturdays, 8:00 a.m. to noon and Tuesdays, from 10:00 a.m. to 3:00 p.m. More hours could be possible if we had additional volunteers. Volunteers are not required to help unload vehicles, they just need to open and close the site and monitor to make sure that the rules are followed. If you would like to help out at the Lawn Waste Site, feel free to call the Town Manager's Office at (802) 479-9331.
- There are still a couple of summer public works positions available. Summer workers help the public works crew on projects all around town and is a good way for anybody over the age of 18 to earn extra cash over the summer. If interested, contact the Town Manager's Office at (802) 479-9331.

GUESTS: None.

RECREATION POLICY REVIEW:

Background: There are currently three separate policies regarding rules at Town recreation facilities that include "Rec Area Complex Rules", "Playground Rules", & "Travis Mercy Memorial Skatepark Rules". At their April 1, 2024 meeting, the Recreation Board approved a consolidated "General Rules and Guidelines for Recreation Properties" that is intended to bring most of the rules into one policy. The consolidated policy also includes new rules for the Tennis and Pickleball Courts, the Dog Park, Town Forest, and Bike Paths.

Selectboard Minutes of April 30, 2024, Continued:

Those present: Recreation Director Johnny Crossley and Recreation Board member Laura Ireland

Discussion began as Board members reviewed the proposed Rules and Guidelines for Recreation Properties. Board members suggested amendments as necessary.

Mr. Bolduc mentioned that the document did not address political activity on Town facilities. Mr. Crossley said after doing research regarding this concern, the Recreation Board chose not to address this at the Rec Board level. Conversation continued as Mr. Gilbar inquired about the General Rules of the Town Forest. He asked how individual event requests are approved. Mr. Crossley and Ms. Ireland explained the process. Board members suggested being clear on who approves the different level of facility requests within the document.

Mrs. Malone stated the Rules and Guidelines for Recreation Properties are a condensed version of related section of the Town Ordinances. She recommends using this document for guideline purposes and not as a policy, noting if someone was to violate an item within the document, they are violating the Town Ordinances. Concerns were raised regarding the lack of authority the Rec Board has to adopt policies. Policies that deal with Town property must be handled at the Selectboard level.

There was a brief discussion regarding the authorization of alcohol at Town facilities. Currently, the Ordinances only allow for alcohol to be permitted in the recreation area only during events and at designated areas that have been reserved in advance with the Town.

Board consensus is for the Recreation Board to present a new draft of the document prior to giving their blessing in moving forward with this document.

RECREATION BOARD CHARGE:

Background: For a few years there has been discussion about creating/updating the Charge for the Recreation Board. Currently, the Recreation Board Commissioner's Charge is contained in Barre Town's Code of Ordinance, Chapter 2, Article II, section 2-27 "duties and powers of appointed officers" (k). The first line states that the "division of parks and recreation shall be under the charge of seven commissioners". Much of the language in this section is now obsolete in whole or in part since the Town opted to hire a full-time Recreation Director. Discussion over the last couple of years centered around updating the language within the code and creating a new charge for the Rec Board. To begin that discussion, the Recreation Board and Recreation Director Johnny Crossley have worked to create a Charge for the Rec Board which they approved on April 1, 2024 and are recommending that the Selectboard adopt, however, the Town Code must be amended prior to the Selectboard adopting the Charge.

Those present: Recreation Director Johnny Crossley and Recreation member Laura Ireland.

Discussion began as Board members reviewed the Town of Barre Recreation Board Charge. Chair White shared his concerns around the expectations of Board members regarding attendance at meetings. He notes there have been previous discussions that in-person attendance is preferred, and having the option to attend remote only may want to be revisited.

Furthermore, Mr. Gilbar inquired about the section pertaining to the "Positions of the Board". He raised concerns regarding the position of the Recreation Asset Liaison, noting the Selectboard appoints members to the Recreation Board and the Recreation Board is not authorized to make appointments. Mr. Crossley

said this person would not be serving as a member of the Recreation Board. The idea would be to try to create a community partnership with this individual. Mr. Bolduc said he sees value in a community liaison but recommends narrowing the scope of the position. Additionally, Chair White noted that non-Board members are always encouraged to attend meetings with the understanding they are a non-voting member. Discussion continued as Board members continued to discuss the liaison concerns and how this role would be codified. Mrs. Malone said ultimately this document needs to be brought into the Administrative Code.

In closing, Mr. Violette said the Code of Ordinances is antiquated and the Selectboard needs to work on amending the Code.

Board members said they appreciate the work the Recreation Board has completed on this document.

RECREATION LIGHT POLES:

Background: A few months ago, the Town Manager brought an agenda item to the Selectboard regarding outside interest in some of the old light poles. The discussion at the time was whether to sell the shorter poles which are also referred to as “pole butts”. Luke Paul owns a sawmill nearby and he wanted to buy them and cut them into boards. At the time, the Selectboard directed the Recreation Board to discuss potential uses for all the poles and report back. This agenda item is to brief the Board on what the Rec Board decided and to communicate their suggestions.

There are three sets of poles that are currently being stored. The old softball and baseball field poles that were removed a few years ago due to safety concerns. Those poles were cut into 10’ lengths after being taken down. Then there are the pole butts which were left in the ground but recently removed by Charles Curtis as part of the baseball field lighting project. Finally, the three new baseball fields poles that broke last summer while being off loaded. At the March Recreation Board meeting, the Board discussed the different poles and how they could be used. The feeling of the Board is that two of the broken baseball field poles can be used for the basketball/volleyball lighting project. The use of those poles for the basketball/volleyball project was also the consensus of the Budget Committee earlier this year. The Board suggests that the other one could be used to light the extra parking area and that the 10’ poles may be good candidates to help light the dog park at some point. At the Rec Boards April meeting, the pole discussion continued, and, in the end, motions were made to suggest the poles be used as stated. Further, they decided to allow the “pole butts” to go to Luke Paul to be milled and used in the Community Dog Park.

Those present: Recreation Director Johnny Crossley and Recreation member Laura Ireland

Recreation Director Johnny Crossley recommends the poles be given to Luke Paul to be milled. Mr. Crossley said Mr. Paul previously agreed to build a bench or cut up sections for an obstacle course for the Dog Park.

As for the broken poles, Recreation Director Johnny Crossley said the Rec Board recommends these be used for additional lighting at the basketball/volleyball courts. Additionally, Mr. Crossley shared there has been numerous discussions regarding what to do with the additional 22 poles. These ideas include adding solar lights in front of the Community Dog Park, adding additional lighting to the Travis Mercy Skate Park, or establishing boundary lines for parking areas. Mr. Bolduc shared an idea that Mr. Farnham had for the 10-foot sections. He said these should be given to Mr. Paul, and as opposed to having him purchase them, ask Mr. Paul to saw them into smaller usable sizes for the Town. There would still be plenty available for milling purposes.

Board consensus is for the Manager to speak with the potential buyer and for the Recreation Board to decide how many poles (in usable sizes) could be utilized.

On a motion by Mike Gilbar, seconded by Justin Bolduc, the Selectboard voted unanimously to authorize the Manager to negotiate the best deal with the Recreation Director after consultation with the Recreation Board and report back to the Selectboard.

RECREATION DIRECTOR REPORT:

Background: Recreation Director Johnny Crossley will be available to provide an occasional report of activities related to the Recreation Department.

A copy of Mr. Crossley's quarterly report was shared with Board members prior to the meeting. Topics of discussion included the following:

- Littlejohn Road parking lot expansion and kiosk construction:
 - Grant is at the Federal approval stage
 - Archaeological assessment may be needed
 - Work could start after October 1, 2024
- Little League Fencing Project:
 - Project completed in January
 - Maintenance crew will address infield
 - Pitcher's mound is off and this will be rebuilt
 - Mr. Crossley asked the Selectboard to consider a ribbon cutting on July 20th at 10:00 a.m.
 - Little League Skills & Drill Competition will be held on the field during Summer Fest
 - \$5,000 donation received from Merle Dwyer: Mr. Crossley asked Board members to consider options on what to do with this investment. Ideas that he shared were adding a flagpole or score board to the field
- Baseball Field Lighting Capital Project:
 - January 29th and 30th Charles Curtis LLC and Classen Cranes worked to remove the five existing poles and set the five new 80' poles
 - Discovered lights could not angle to specifications, they are too close to one another. The U-bolts will not fit around existing poles
- Dog Park Agreement: Mr. Crossley reports this agreement will expire in June. He said he is happy with how the Dog Park is being run and does not recommend changing anything within the agreement
- Quarry Disc Golf Agreement: Mr. Crossley said this is a 4-year agreement and will need to be renewed this June
- Summer Festival: Summer Fest will be held on July 20th. Mr. Crossley shared that he has received 23 vendor applications to date

Mr. Bolduc asked about the electric charger grant. Mr. Crossley has not heard anything since the pre-application. A brief discussion took place on where these will be located.

Mrs. Malone inquired about the Barclay Quarry Road parking area concerns. She asked if the Rec Board had made any decisions regarding this area. Mr. Crossley said that signage was added to this location. Additionally, the Rec Board also suggested potential lighting. Ms. Ireland said that in the Rules and Guidelines for Recreation Properties there is a section regarding this location, noting it is closed at night.

LOCAL EMERGENCY MANAGEMENT PLAN:

Background: This is an annual re-adoption of the Local Emergency Management Plan (LEMP) which is done every year as a requirement to increase a municipality's Emergency Relief and Assistance Fund (ERAF) rating. The ERAF rating is used to encourage municipalities to adopt certain policies and take steps to be more resilient and prepared to react to natural disasters. The rating is used to provide additional funding from Vermont Emergency Management (VEM) in the event of a disaster (such as last July) based on the rating. The 2024 version of the plan is an update to last year's version, including reformatting to meet VEM's template and suggestions from last year. The plan was reviewed by Emergency Service Department Heads and Jack Mitchell. Adoption is required by May 1st.

Board members reviewed the document, noting minor amendments.

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to adopt Barre Town's 2024 Local Emergency Management Plan with amendments, and authorized the Town Manager and Selectboard Chair to sign.

LEASE PURCHASE:

Background: The purpose of this agenda item is to adopt a Resolution to allow a lease purchase to move forward. The FY'23 budget included a budget amount to pay for year one of a lease finance to replace truck 14, a DPW F-550 with a plow and dump body. The truck was ordered July 28, 2022 (FY'23), but the chassis was not delivered until December 5, 2023 (FY'24). After delivery, the chassis was brought to HP Fairfield for the body and plow to be installed. The complete truck was delivered back to us on March 28, 2024. It is not in service at this point.

As mentioned, the purchase of this truck was intended to be a lease purchase, financed over 4 years. However, the late delivery skewed that plan and with the chassis already delivered, it was paid for with cash using the budgeted amounts from FY'23 and FY'24. The body and plow will be paid for over three years as part of a lease purchase. The FY'25 budget includes the first of the lease payments (\$24,667). The intention is that the payment will be reimbursed from the lease. The Manager has been working with Municipal Leasing Consultants to find a leasing company that would give us the most favorable rate and have been locked into a rate of 6.39%. The first payment will be due in May of 2025.

On a motion by Justin Bolduc, seconded by Mike Gilbar, the Selectboard voted unanimously to select Municipal Leasing Consultants as the lease financing company for the truck 14 (body and plow), a 2023 Ford F-550.

BUDGET BOOKLET LETTER:

Background: Town Charter requires that a Budget Booklet be compiled explaining the proposed budget that will be voted on at the annual Town election. The booklet must be available 10 days prior to the election and will be distributed at five public locations and placed on the website. The annual election warning is also included in the booklet.

Board members reviewed the budget booklet and shared recommended edits with the Manager.

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the FY 24-25 budget booklet letter as amended.

ACCOUNTS PAYABLE:

On a motion by Justin Bolduc, seconded by Mike Gilbar, the Selectboard voted unanimously to approve the accounts payable warrants for the week of April 30, 2024.

- Chair White asked if the Town has glass coverage through PACIF. The Manager is not sure and will follow up on this item.
- Chair White inquired about Spectrum providing internet service for the Town at three different locations, noting each location is a different cost.

MISCELLANEOUS:

Chris Violette updated the Board on the following items:

- Plainfield Brook Road and Richardson Road are both partially completed
- Barre City is completing street sweeping for the Town, and this was started yesterday
- Line stripe painting will be starting tomorrow.
- Water is on at the Recreation facility.
- The audit fieldwork is 98% complete. The Town should have a preliminary report in a couple weeks, and the auditors continue to speak highly of the Town's efficiencies
- There is a BADC retreat on Thursday

ROUND TABLE:

Norma Malone:

- Mrs. Malone said there was a notice in today's Times Argus pertaining to an executive order by FEMA for funding related to replacement of two sewage placement pumps and fencing and a generator. Mr. Violette shared this was a FEMA requirement for flood mitigation of the South Barre Pump Station.

Justin Bolduc:

- Mr. Bolduc inquired about an email that Selectboard members received regarding the fence at the lower Graniteville playground. He asked if DPW could possibly do some work on this fence since this is not in this year's budget.
- Mr. Bolduc asked if any announcements have been made in Barre City regarding volunteering at the Lawn Waste Site. Mr. Violette expects there has been as they did reach out regarding High School students volunteering for community service hours. Additionally, he said there was an ad in the paper about the use of the lawn waste site.
- Mr. Bolduc inquired about the polling place (Barre Town Middle and Elementary School) exit door. He said the door has been boarded up and asked if the Clerk had any news regarding this. Clerk Lunt was not aware of this and let Board members know she would follow up with Barre Town School Administration tomorrow.

Mike Gilbar:

- Mr. Gilbar shared he will need to attend the May 14 Selectboard meeting remotely. Chair White informed Mr. Gilbar there will be no meeting on the 14th due to the Annual Election.

Paul White:

- Chair White said the Town of Orange LEMP was sent to him for review. He forwarded this to the Manager and Fire Chief for comments.

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 public 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 8:35 p.m. for personnel and contracts.

On a motion by Mike Gilbar, seconded by Justin Bolduc, the Selectboard voted unanimously to exit executive session at 9:27 p.m.

ADJOURN:

On a motion by Mike Gilbar, seconded by Justin Bolduc, the Selectboard voted unanimously to adjourn at 9:27p.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 _____, 2024.

ATTEST: _____, Barre Town Clerk.