



**BARRE TOWN SELECTBOARD MEETING
March 12, 2024**

AGENDA

- 1. Call to order.....5:00 p.m.
- 2. Pledge of allegiance
- 3. Consider approving the agenda.
- 4. Consider approving March 5, 2024, meeting minutes
- 5. Announcements
- 6. Receive guests for non-agenda items.
- 7. Consider renaming East Street Extension
- 8. Consider awarding Facilities Conditions Assessment & Functionality Review
- 9. Continue discussion of ARPA Funds
- 10. Award Contracts: **a)** Crack Sealing; **b)** West Skylark Culvert Liner
- 11. Discuss Proposed Charter Amendment Ballot language
- 12. Consider Making Special Appointments (Deputy Tax Collector; Tax Sale Bidder; Municipal Project Manager)
- 13. Consider approving weekly accounts payable warrants for March 12, 2024
- 14. Miscellaneous, including licenses and permits, if any
- 15. Round the Table
- 16. Executive Session: as needed
- 17. Adjourn

MINUTES

The duly warned meeting of March 12, 2024, was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 5:00 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, Town Clerk Tina Lunt, Planning and Zoning Administrator Brandon Garbacik, and Finance Director Katelyn Kran.

Others Present: Times Argus Reporter Eric Blaisdell

CALL TO ORDER: Chair White called the meeting to order at 5:00 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 amended agenda as follows:

- 1. The Manager asked to reverse items #8 and #9.

APPROVE THE MINUTES:

On a motion by Norma Malone, seconded by Mike Gilbar, the Selectboard voted unanimously to approve the March 5, 2024, Selectboard meeting minutes with minor spelling and grammatical corrections.

ANNOUNCEMENTS:

- Dog license renewals are due before April 1st. If your dog has been licensed before in Barre Town, you should have received a renewal notification. If your dog hasn't been licensed before and is at least 6 months old, it must be licensed by the Town Clerk before April 1st. A valid rabies certificate must either be on file or provided with the renewal or new license. Contact the Town Clerk's Office for more information at (802) 479-9391.
- The Central Vermont Solid Waste Management District will be holding a Household Hazardous Waste Collection Saturday April 13th at the Public Works Yard at 79 Pitman Road. Eligible items include paints or stains without identifiable labels, paint thinners, cleaners that contain bleach etc. The hours are 9:00 a.m. to 1:00 p.m. The cost is \$20 per vehicle and is available to Barre Town residents and residents of any member town.

GUESTS: None.

RENAMING EAST STREET EXTENSION:

Background: Mr. Allen, who lives at 16 East Street Extension, was before the Selectboard on September 5, 2023, seeking to change the name of the road that he lives on. At the time, Mr. Allen noted that he and his fellow East Street Ext. property owners are tired of the mix-ups with deliveries.

Often East Street in Barre City is confused with their street and packages intended for them end up going to Barre City. Additionally, he is concerned about public safety with regard to whether emergency dispatchers and responders could get conflicting information or confusion and end up responding to the wrong location. This has been a long-standing problem, and he feels changing the name of the road to something that won't conflict with Barre City would eliminate the confusion.

After speaking with the other residents of East Street Ext., Mr. Allen has suggested renaming the road to Ridge Road, which was the name of the street some time ago. During discussion at the September 5th meeting, concerns were shared about the name Ridge Road. Many roads in Barre Town and surrounding communities use the word "ridge" in their road names. After further discussion, because the development that created the parcels in this neighborhood was known as Aljen (Allan/Jensen) Acres, names like Aljen Street, Aljen Acres, Aljen Ridge Acres, Aljen Lane, or Aljen Ridge Drive were discussed. Mr. Allen left the meeting on September 5th to poll his neighbors to see whether any of the preceding names were appealing as alternatives to Ridge Road.

Mr. Allen has renewed his request after running the names by the residents of East Street Ext. and he reports that all would be happy to change the name of the street to Aljen Acres Street. Barre Town's VT E911 Coordinator Brandon Garbacik has confirmed there doesn't appear to be any conflicts with the proposed name and the VT E911 is ok with this change.

Mr. Bolduc asked Mr. Garbacik how the street name works with the postal service. Mr. Garbacik said with the most recent road name change there were several complaints about how long it took with the postal

service. Town Manager Chris Violette stated the postal system has its own timeline they follow for these requests. Additionally, Mr. Bolduc asked if the old street sign would be left up during the transition. The Manager said once the E911 is in effect the new signs are placed. It is important for emergency responders to have the correct signage.

Brandon Garbacik noted that the state will require each house on the street be renumbered according to their standards.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to change the name of East Street Extension to Aljen Acres Drive.

ARPA FUNDS:

Background: This agenda item is for continued discussion regarding projects still outstanding but approved for funding with American Rescue Plan Act (ARPA) funds. All of the outstanding projects or purchases are likely to be done after next week's declaration that all funds have been spent. The remaining money received from ARPA must be spent or risk it being returned later this year. Funds from ARPA not used after the declaration will end up being part of the fund balance and with few exceptions, use of fund balance must be approved by the voters.

Many of the ARPA projects are already committed via a purchase order and will likely be paid for soon. Others such as the police garage at DPW, the Facility Condition Assessment (FCA), the remaining lighting work on the baseball field, and the emergency services radio upgrade are not committed via a purchase order, but all are likely to be completed in FY25.

The Manager notes he has asked Town Attorney Mike Monte to give an opinion on whether adding the radio project as a separate question on the May 14th ballot is an option. A second option is to put it into the FY25 budget, which, while not needing tax revenue to pay for it, will have the optics of raising the General Fund expenses by nearly half a million dollars.

Board members discussed how to commit the funds for the remaining projects. The largest concern is the emergency services radio upgrade. Mr. Bolduc suggested putting this in the FY25 budget. Additionally, ballot language would need to be crafted to explain the offset of these funds.

Finance Director Katelyn Kran's recommendation is to declare the ARPA funds as spent on government activities and assign the remaining balance to FY25 as a proposed expense.

This item will be back on the agenda next week as the Board will need to make a declaration of funds.

FACILITIES CONDITIONS ASSESSMENT & FUNCTIONALITY REVIEW:

Background: Two weeks ago, the Selectboard reviewed a revised Scope of Work proposal from Freeman, French, Freeman for a Facility Condition Assessment (FCA) and noted it needed a few corrections. The FCA will assess the Town's major facilities and provide guidance on facility maintenance and future capital improvement investments, along with cost estimates for budgeting purposes. The proposal also includes a functionality review of the municipal building and public works facilities.

The Manager notes, while the new proposal doesn't correct errors or reflect changes to the scope of the subcontractor's quote, Mr. Brennan went back through the proposal and made sure the overall quote is

based on the square footage of the buildings the Board decided to leave on the list. The new proposal lowers the overall square footage to 66,805 and the cost to \$61,830 for the FCA but adds \$9,840 for the functionality review.

On a motion by Norma Malone, seconded by Mike Gilbar, the Selectboard voted unanimously to approve the Scope of Work proposed by Freeman, French, Freeman of Burlington, VT for a Facility Condition Assessment and Functionality review and authorize the Town Manager to sign a contract with the understanding that the subcontractor's quotes will be updated to reflect the approved scope of work.

Mrs. Malone inquired about a start date for this project. The Manager has not received a date at this time, however, the hope is for this work to be completed this fiscal year.

CONTRACTS:

Crack Sealing

Background: On February 2, 2024, a bid request for spring crack sealing was sent to two prospective bidders (Indus and Nicom) and placed on the Vermont State Registry. By the March 7, 2024, deadline only one bid was received from Seal Coating Inc. Indus of Braintree, MA in the amount of \$15.47 a gallon. Indus has done the Town's crack sealing the last couple of years. Town Engineer Josh Martineau has recommended awarding the contract to Indus. The FY24 budget includes \$24,000 for crack sealing.

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to award the 2024 Spring Crack Sealing contract to Seal Coating Inc. Indus of Braintree, MA in the amount of \$15.47 a gallon.

Mr. Bolduc suggested reviewing the list of roads that is provided to the contractor, noting the crack sealing that was completed on Pierce Road last year. Board members said it was done well but there was a lot of product used.

West Skylark Terrace Culvert Liner

Background: On January 24, 2024, a bid request for lining the West Skylark Terrace culvert was sent to one prospective bidder and posted on the Vermont State Registry. By the March 7, 2024, opening deadline, four bids were received (Isaac's Excavating; Neil H. Daniels, Inc.; Vortex Services LLC; & EJ Prescott Inc.). Three of the four bids were between \$53,000 and \$59,500, the other was much higher. The lowest bid was received from EJ Prescott, Inc. of Gardiner, ME (with office locally) in the amount of \$53,000. This work was awarded a VTrans Structures grant in the amount of \$81,900 that requires a 10% local match. The FY24 budget includes a budgeted amount of \$9,100. Town Engineer Josh Martineau has reviewed the bids and recommends awarding the contract to EJ Prescott, Inc.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to award the West Skylark Terrace culvert lining project to EJ Prescott, Inc. of Gardiner, ME in the amount of \$53,000.

PROPOSED CHARTER AMENDMENT BALLOT LANGUAGE:

Background: As discussed, a couple of weeks ago, a Charter Amendment vote is required to remove reference to the abolished position of Auditor in Barre Town’s Charter. The first public hearing to begin that process is scheduled for April 9th, but the Charter change must be presented to the Town Clerk on March 29, 2024.

Mrs. Malone noted in past years the Auditors have helped with some of the duties of publishing the Town Report. The Selectboard will make sure these duties are covered by designating a Work Group for this purpose.

SPECIAL APPOINTMENTS:

Deputy Tax Collector

Background: Wednesday March 13, 2024 the Town of Barre will be holding a delinquent tax sale. Due to the Tax Collector (Town Manager) not being able to attend the sale, Town Attorney Mike Monte has recommended that the Town appoint a deputy. The Manager has recommended Finance Director Katelyn Kran be appointed, which is necessary so that she can be the official to hold the sale and sign documents following it.

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to appoint Finance Director Katelyn Kran as Barre Town’s Deputy Tax Collector for March 13, 2024.

Town Tax Sale Bidder

Background: Wednesday March 13, 2024 the Town of Barre will be holding a delinquent tax sale. The Town must have a representative to bid on properties subject to sale in case there are no other bidder(s), or a bid is insufficient. This enables the Town to acquire the property for at least what is owed. Town Manager Chris Violette is recommending that Executive Secretary, Tina Thurston, be appointed.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to appoint Tina Thurston or Leslie Babic as Barre Town’s official bidder at the Town of Barre Tax Sale to be held on March 13, 2024.

Municipal Project Manager

Background: The process to obtain funding from the Federal Highway Administration (FHWA) for repair of Camp Street was kicked off with the State of Vermont on March 6, 2024. Part of the process is to appoint a Municipal Project Manager (MPM) to be the primary representative of the Town, providing general oversight of the project. In addition to general oversight, duties of the MPM include ensuring Federal and State regulations are followed, financial management, preparing request for proposals, recommending consulting services, and managing contracts and grants. The Director of Public Works and Town Engineer is the most logical person to be the MPM and the Manager is recommending Josh Martineau be appointed. The Manager included a draft letter speaking of Mr. Martineau’s qualifications for Board’s review.

On a motion by Justin Bolduc, seconded by Mike Gilbar, the Selectboard voted unanimously to appoint Barre Town’s Director of Public Works and Town Engineer Josh Martineau as Barre Town’s Municipal Project Manager for the Federally funded Camp Street project.

ACCOUNTS PAYABLE:

On a motion by Norma Malone, seconded by Mike Gilbar, the Selectboard voted to approve the accounts payable warrants for the week of March 12, 2024. Bob Nelson abstained.

MISCELLANEOUS:

On a motion by Chair White, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the 2024 First Class Liquor License, Third Class Liquor License, and Outside Consumption Permit for Veterans of Foreign Wars MacKenzie-Webster Post #790.

ROUND TABLE:

Norma Malone:

- Mrs. Malone thanked the Town Clerk for the excellent job at the elections last week.

Justin Bolduc:

- Mr. Bolduc inquired about the salt that the Town sells to the school. He would like to confirm the school is being billed for this. The Town purchases salt by the ton and sells it to the school by the truckload. Mr. Violette stated he will look into this matter.

ADJOURN:

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to adjourn at 5:54 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 _____, 2024.

ATTEST: _____, Barre Town Clerk.