

August 5, 2020

## Special Selectboard Meeting Approved Minutes

Present: Emily Grube, Steve Chamberlin, Scott Woodward, John Peters, Chuck Gundersen

Public: Annie Bower (Library Trustee), Betsy Rhodes (Library Trustee), Kevin Worden (Teago), Ben Brickner (Zoning Board, Auditor), Ellen DesMeules (Treasurer), Jim Potter (Road Commissioner), Cathy Peters, Karen Hewitt Osnoe (Delinquent Tax Collector), Richard Martin, John Moore (Planning Commission), Cynthia Hewitt (Select Board asst.)

1. Call to Order 6pm
2. No public comment
3. Agenda Review – postpone to regular meeting
4. Scott moved and Emily seconded that the Board enter Executive Session pursuant to 1. VSA 313 a.13 and make a specific finding that premature public knowledge would clearly place the public body or employees at a disadvantage with relation to the evaluation of an employee. Unanimous roll-call vote.
  - 4.a. Personnel Review
  - 4.b. Adjourn Exec Session
5. Call to Order Select Board Meeting 7:04
6. Public Comment none
7. Agenda Review – Add Pike Howe Hill Billing, Census Boundary Validation Form, Add all Hourly workers to the wage discussions.
8. Recurring Items
  - a. Approval of 07/15 minutes: Emily would like date changed from 08/08/2020 to 08/05/2020. Scott moved and Steve seconded approval with stated correction; unanimous roll-call vote.
  - b. Warrants for Approval. Emily moved and Scott seconded the warrants be paid; unanimous roll-call vote.

21008 Accts Payable	\$ 19,170.79
21007 Payroll	10,186.23
21011 Accts Payable	19,113.12
21006 Refund	132.84
  - c. Road Foreman's Report  
Last night's storm took down ±6 trees and caused some minor washouts. All have been repaired. On August 10<sup>th</sup> Jim would like to close upper Caper Street for repairs. Heidi Bowley's driveway access permit needs to include headers. Jim will inform her. Chris Bump has inspected the Teago intersection and agrees there needs to be Yield Signs up during construction. Annie Bower and Betsy Rhodes both spoke of near misses with traffic in both directions on Library Street and they believe there needs to be 3 Yield signs as well as Pedestrian Crossing warnings. John moved and Chuck seconded the town provide 3 Yield Signs, Pedestrian Crossing signs, and appropriate temporary items to improve safety. Jim will order from Chris Bump. Unanimous roll-call vote.  
The Western Star truck went in for inspection and ended up needing repairs in the amount of \$2192.64 for a front drive shaft and other miscellaneous repairs. Truck 2

needs inspection and may need the same repairs. Jim can drop the front drive shaft and run it only in 2wd to postpone that cost. Jim plans to begin the Bunker Hill job when Mr. Nott is available, the week of August 24<sup>th</sup>. He requested the week of August 17<sup>th</sup> as a vacation week – granted. Crew can finish culverts and hydroseeding on Howe Hill.

9. Items for Discussion or Vote

- a. Howe Hill. Emily has received from Pike a Certificate of Substantial Completion that needs to be signed off. Jon Harrington has signed. She sought permission from the Board to be the Signee as Selectboard Chair. Scott reviewed the legal wording of the certificate and said that it was okay. Scott moved and Steve seconded authorization for Emily to sign the Certificate of Completion. Unanimous roll-call vote. Emily will forward the document to the Board. Jim reports that Jon Harrington has signed off on the Pike billing. He also reports that Pomfret, Jon Harrington, Sharon, and Pike all are happy with the completed job. The bill received from Pike is ±\$400,000. Emily wishes this bill to be scrutinized to be sure all materials, etc. have been accounted for due to potential for going over budget; the Board would also like assurance that all vendors have been paid. Ellen will request a revised invoice as per Jon’s commentary.
- b. Teago Store Mr. Worden has presented slight changes to the plan. They have included a picket fence and a catch basin. Culvert will be 18”. Emily does not understand how the handicap access parking slot is to be managed, in order to exit their vehicle safely. Emily suggested the Stop bar and sign needed to be moved further into the sight distance to accommodate trucks more easily. Mr. Worden agreed that could be done and also stated he was in compliance with the VTrans 2012 study. The Board asked for the new parameters to be painted in order to check distances. The Board will send approval once these new boundaries are indicated. Betsy Rhodes questioned the water line boring beneath the brook, and was assured the Natural Resources Department had approved such.
- c. Delinquent Taxes. Karen Hewitt Osnoe was present to gain permission to start proceedings for two tax sales on delinquent accounts (some since 2012), i.e., the Levinson and Carpenter properties. She is in talks with other property owners who at least are participating in the management of their delinquency. Scott will check into any potential Covid-19 Act 92 interventions. Emily moved and Steve seconded that permission be granted for Karen Hewitt Osnoe to proceed with tax sales on the Levinson and Carpenter properties. Unanimous roll-call vote. Karen will inform the Board when the date for a hearing needs scheduling.
- d. Galaxy Hill Cut Out. Jim has been discussing with Mr. Neustadt the issues with his cut out on Galaxy hill. The Board would like him to receive in writing the necessity for him to obtain a legal easement to maintain the catch basin and culvert. Jim will take care of this.
- e. Truck bids. Steve explained that two of the truck bids did not cover all requests from the RFPs and thus were non-compliant. Steve moved and Chuck seconded he will prepare a spread sheet to present to the Board at the August 19<sup>th</sup> meeting and a decision will be reached. Unanimous roll-call vote.
- f. Conflict of Interest Policy – The final draft is to be included in the agenda for the 08/19/2020 meeting.
- g. Lucot Driveway Permit – Starbuck Road. This is on the former Stetson property. Mr. Lucot had asked for two drive way accesses. Jim explained that only one is allowed. Mr.

Lucot will discontinue the existing access and move up 30 feet. Jim and Emily have looked at the driveway and feel permission may be granted if it is level and has a culvert and only one access. John moved and Chuck seconded the permit be approved. Unanimous roll call vote.

- h. Cost of Living Raise was determined at 2% based on the Northeast Region CPI-U2020. Scott moved and John seconded that the Board peg the cost of living increase to the above retroactive to July 1, 2020, based on the COLA recommendations. Unanimous roll-call vote.
- i. Merit Raises. Scott moved and Chuck seconded that the Board set merit pay increases range at 2-5%. Unanimous roll-call vote. After discussion, Chuck moved and Steve seconded that Jim Potter be granted a 5% merit increase for his excellent job as Road Foreman. Unanimous roll-call vote. Scott moved and Chuck seconded that Jim's merit raise and COLA to be applied to his new hourly rate and retroactive to July 1<sup>st</sup>.
- j. Census Boundary Validation Form. Emily will seek Neil Lamson's assistance with this since he as lister has the corrected information.

#### 10. Meeting Wrap Up

- a. Select Board Correspondence: Boundary Validation Form – see 6.J.
- b. Review of Assignments: Scott to check Act 92 for delinquent tax issues; and to supply Cynthia with the Final Draft of the Conflict of Interest Policy. Jim is to arrange for signage, letter to Neustadt; Ellen to request revised invoice from Pike. Steve to prepare Truck Spread Sheet
- c. Agenda Items for Next meeting: Conflict of Interest final, truck spread sheet, revised Pike Bill
- d. John moved and Steve seconded adjournment at 9:40 pm.