

# DRAFT

## MINUTES – REGULAR SELECTBOARD MEETING TOWN OF BARNET, VERMONT MONDAY, JANUARY 22, 2018

Meeting convened at 7:00 p.m. in the conference room of the Barnet Town Clerk's Office.

**Board members present:** Jeremy Roberts, Gary Bunnell, and Dylan Ford

**Others present:** Road Foreman Mark Chase, Town Clerk Benjamin Heisholt, Zoning Administrative Officer Shirley Warden, and Jonathan Carpenter.

### 1. Consideration of approval of minutes of regular meeting held January 8, 2018

Mr. Bunnell noted that the list of "others present" and item 4.a. identify a member of the public present as "Shawn Larocque," whereas they should identify this individual as "Steven Larocque." Mr. Bunnell moved to accept, with the noted emendation, the minutes of the regular meeting held January 8, 2018. Seconded by Ms. Ford and approved by voice vote.

### 2. Appearances by members of the public

#### a. Jonathan Carpenter, Fire District No. 2 Prudential Committee member, regarding prudential committee vacancy.

Mr. Carpenter, in connection with the Board's discussion of this matter at their January 8, 2018 meeting, appeared to discuss the status of the Barnet Village Fire District. At their annual meeting held January 17, 2018 the fire district elected Mr. Carpenter to the Prudential Committee. Also agreeing to remain a member of the Prudential Committee was incumbent David Stevenson. The third seat on the Committee remains vacant. The Selectboard is the body that would appoint a voter to fill the vacancy until another annual or special Fire District meeting is had. Mr. Roberts, who attended the January 17, 2018 annual meeting, reported to the Board his observations from the meeting. He indicated that there was discussion about how to retain the operation of the water system and fire district at the village level, and suggested that the Town may be able to provide assistance to ensure that this occurs. Mr. Carpenter intends to attend the next Board meeting and provide an update on the Committee's plans for the future.

- Ms. Ford moved to send a letter to Barnet Village residents advising of the available seat on the Prudential Committee and soliciting candidates for the office.

### 3. Appearance by Road Foreman Mark Chase regarding Highway Department matters

#### a. Garage lights. Mr. Chase indicated that there are several florescent ceiling lights that remain non-functional.

- Mr. Roberts indicated that he is working on a grant project to replace all the ceiling lights at the Town Garage with new LED lights.

#### b. Barnet Village water system and Town Highway Department resources. Mr. Chase indicated that David Stevenson of the Barnet Village Fire District has recently made requests of Highway Department resources (gravel and equipment) for Fire District or water system use. He asked if the Highway Department should provide these resources to the fire district/water system. Discussion ensued.

- The Board agreed to occasionally provide small quantities of gravel materials to the fire district from town stock, provided that stock quantities are adequate.

#### c. Highway Department employee evaluations. Mr. Chase asked if the Board would like him to perform annual employee evaluations. Discussion ensued.

- The Board agreed to instruct Mr. Chase to perform employee evaluations at his convenience, and report to the Board when they are complete.
- d. Damage to parked vehicle.** Mr. Chase reported that a vehicle owned by resident Dennis McLam was damaged by a dump truck during plowing operations. Discussion ensued.
- The Board agreed to instruct Mr. Chase to request that Mr. McLam obtain a quote for repair of the vehicle from South Main Auto in St. Johnsbury.
- e. Resident salt.** Mr. Chase indicated that he had received reports of residents taking small quantities of salt for personal use from the Town salt shed. He inquired if the Board wishes to allow this practice, or if he should take action to stop it. Discussion ensued.
- The Board agreed to instruct Mr. Chase to lock the salt shed to prevent residents from taking salt without charge.

#### **4. Consideration of appointment of Assistant Zoning Administrative Officer**

The Board reviewed an email from the Vermont League of Cities & Towns, which provides the legal opinion that the Selectboard may appoint, upon the Planning Commission's nomination, an "assistant" or "acting" zoning administrator. Zoning Administrative Officer Shirley Warden reported that Sherry Tolle has indicated that she is willing to serve as a temporary assistant while Ms. Warden is recovering from surgery. Discussion ensued.

#### **5. Consideration of adoption of procurement policy**

The Board discussed the proposed procurement/purchasing policy as discussed at the January 8, 2018 Board meeting. Using the Vermont League of Cities & Town's model policy as a starting point, the Board made several amendments, deletions, and additions.

- Ms. Ford moved to adopt a purchasing policy in the form agreed upon at this meeting. Seconded by Mr. Bunnell an approved by voice vote.

#### **6. Execution of documents to initiate 2018 tax anticipation borrowing with Union Bank**

The Board reviewed and executed all documents presented to initiate 2018 tax anticipation borrowing, and related deposit account, with Union Bank.

#### **7. Consideration of 2018 Town Meeting warning**

The Board reviewed a proposed 2018 Town Meeting warning as presented by Town Clerk Benjamin Heisholt. The Board agreed to delete from the warning an article relating to a special appropriation for Lake Harvey Association, as the funds for boat monitoring/wash program are to be incorporated into the general fund budget. The Board agreed to retain an article relating to future funding for ambulance services.

- Ms. Ford moved to approve as amended the 2018 Town Meeting warning. Seconded by Mr. Bunnell and approved by voice vote. The Board signed the warning as amended.

#### **8. Correspondence from Northeastern Vermont Development Association regarding Local Emergency Operations Plan**

Mr. Heisholt indicated that Fire Chief Ronald Morse suggested that the Board may wish to table discussion of the Local Emergency Operations Plan until after Town Meeting, because the names of some officers may change at Town Meeting.

- The Board agreed to table the discussion of the Local Emergency Operations Plan until after Town Meeting.

**9. Correspondence from Vermont Department of Motor Vehicles regarding statutory obligations of reporting special weight limits for highways and bridges**

The Board reviewed a letter and attached instructions regarding the Town's annual obligation to report special weight limits for highways and bridges. Discussion ensued.

- The Board agreed to report the same special weight limits in 2018 as in 2017.

**10. Correspondence from United States Federal Energy Regulatory Commission regarding Minimum Flow Release Deviation for Great River Hydro, LLC**

The Board reviewed a copy of a letter providing a recapitulation of a 2017 deviation in minimum flow release that was a result of low inflow, and was not considered a violation of license.

**11. Consideration of applications for uniform municipal excess weight permits**

The Board reviewed and approved fleet applications of Newport Sand & Gravel Co., Inc./Carroll Concrete Co., Inc. and VELCO.

**12. Other business**

- a. Town Hall roof.** Ms. Ford reported that two bids for the Town Hall roofing project have been received; a third bid is anticipated.
- b. Building Committee independent cost estimator.** Ms. Ford reported that the Building Committee is proposing to hire an independent cost estimator, using grant funds, to provide cost estimates on the McIndoe Falls Academy renovation project, and on a project to construct a new town office building on an undetermined site. The Committee has requested bids from three contractors, and has received responses from two. Discussion ensued.

**13. Outstanding check warrants**

The Board reviewed and approved all outstanding check warrants.

**14. Correspondence regarding animal control matters**

The Board reviewed an animal control complaint form received from resident Shirley Warden on January 18, 2018. It describes an incident occurring January 12, 2018 involving dogs owned by Brent and January O'Donnell. The incident described is of a similar nature to complaints received from Ms. Warden regarding the same dogs in 2017. Discussion ensued.

- The Board agreed to request that Constable David Stevenson visit Mr. and Ms. O'Donnell and communicate to them that further violations of the animal control ordinance will result in fines of up to \$500 per incident.

**15. 2018 budget discussion**

The Board continued its discussion of the 2018 budget, making several revisions to individual line items.

- Mr. Bunnell moved to approve a final 2018 budget with tax appropriation request of \$1,507,375.01. Seconded by Ms. Ford and approved by voice vote.

**16. Adjournment**

Ms. Ford moved to adjourn the meeting. Seconded by Mr. Bunnell and approved by voice vote. Meeting adjourned at 9:00 p.m.

*A true copy.*

*Attest:* \_\_\_\_\_ *Town Clerk*