

# DRAFT

## MINUTES – REGULAR SELECTBOARD MEETING TOWN OF BARNET, VERMONT MONDAY, FEBRUARY 12, 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, Tom Beck, and Crystal Zevon.

### 1. Consideration of approval of minutes of regular meeting held January 22, 2018

Mr. Bunnell moved to approve as presented the minutes of the regular meeting held January 22, 2018. Seconded by Ms. Ford and approved by voice vote.

### 2. Appearances by members of the public

There were no appearances by members of the public.

### 3. Consideration of proposed winter event at Harvey's Lake Public Beach

Tom Beck, of the Nulhegan Band of the Coosuk-Abenaki Nation (NBCAN) and Barnet resident Crystal Zevon appeared to discuss a proposed winter event at the beach. Ms. Zevon is hosting the indoor portion of the event at her property at 612 West Main Street. NBCAN is proposing to host a winter game called "snow snakes" on the beach property. They would not use the ice surface of the lake, would not charge a fee, and would not serve any food or drinks at the beach. The Board reviewed correspondence from the Town's insurance carrier Vermont League of Cities & Towns PACIF. This correspondence indicates that the Town would be in a good position with regard to liability if NBCAN signs and adheres to a Facility Use Agreement for One-Time Events provided by PACIF. The Board completed the agreement with Mr. Beck and Ms. Zevon with information specific to the event. Discussion ensued.

- The Board agreed to allow the proposed one-time event. Mr. Beck and Mr. Roberts signed the Facility Use Agreement for One-Time Event.

### 4. Consideration of Fire District No. 2 Prudential Committee

Mr. Heisholt indicated that he had mailed a letter to residents of Barnet Village soliciting interest in membership in the Prudential Committee, as discussed at the previous Board meeting. He reported that he had not yet received any responses to this mailing.

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

- Winter road maintenance.** Mr. Chase reported that the Highway Department has been spending the majority of its time performing standard winter maintenance activities, including plowing, sanding, and salting roads.
- Truck update.** Mr. Chase reported that all trucks have been in working order since the previous Board meeting; a few minor repairs have been performed.
- Vermont Agency of Transportation (VTrans) correspondence.** Mr. Chase reported that he had received annual correspondence from VTrans regarding a number of matters, including the application for 2018 VTrans grants. Mr. Chase inquired regarding the Board's interest in applying for these grants, and any particular projects they wish to make the subject of these applications. Projects discussed included Class 2 Paving projects on West Barnet Road, and

Joe's Brook Road, and Structures Grants projects for a box culvert on Mosquitoville Road, and a bridge on Joe's Brook Road. Other 2018 paving projects also discussed, but ineligible for grants, included County Hill Road, Old West Road, Stevenson Road, and Garland Hill.

- d. **Town Garage ceiling lights.** Mr. Roberts indicated that he had received a quote for LED lights from CED Twin State Electrical Supply. After rebate from the State of Vermont, the lights will cost approximately \$100 each.

#### **6. Consideration of correspondence from Vermont Agency of Transportation regarding railroad crossing on Town Highway 116**

The Board reviewed an email indicating that research had concluded that the railroad crossing, as discussed at the previous Board meetings, is considered to be a farm crossing. It is therefore not suitable for use as a public highway crossing. Discussion ensued.

- The Board agreed to send a letter to the owners of the property to the east of the railroad crossing, indicating that the Town will no longer maintain the road at or to the east of the crossing.
- The Board agreed to install a turn-around at the end of the maintained portion of the road, in late spring or summer 2018.

#### **7. Consideration of repair of vehicle damaged by Town equipment**

The Board reviewed an estimate prepared by Autosaver Body Shop of St. Johnsbury for Dennis McLam. Mr. McLam's vehicle was damaged by Town equipment, as discussed at the previous Board meeting. The estimate totals \$2,041.76. Discussion ensued regarding whether the Board wishes to pay the damages out of pocket, or make an insurance claim, with a \$1,000 deductible.

- The Board agreed to pay for the damages to Mr. McLam's vehicle per the above-referenced estimate, without filing an insurance claim.

#### **8. Consideration of funding request from Building Committee for municipal office building studies**

The Board reviewed an email from Building Committee Chair William Graves. The email has three numbered points; the first of these relates to a request for funding based on projects already agreed to by the Selectboard. The Selectboard had agreed to fund \$7,500 in matching funds for a grant project for a feasibility study on the McIndoe Falls Academy. The grant funding totals \$20,000. The total anticipated expenditures to date are \$28,990, an amount \$1,490 greater than the funds currently allotted. The Building Committee therefore requests that the Selectboard allow \$1,490 more to be spent from the Municipal Building Fund to meet anticipated expenses. Discussion ensued.

- Mr. Bunnell moved to allow \$1,490 more to be spent from the Municipal Building Fund to meet anticipated expenses for the feasibility study. Seconded by Ms. Ford and approved by voice vote.

#### **9. Consideration of proposals for independent construction cost estimates for municipal office building**

The Board reviewed the second numbered point in the email from Building Committee Chair William Graves, referenced in agenda item eight above. Mr. Graves indicated that the Building Committee had requested that he pursue three sources for independent construction estimating services, in order to define adequately the potential costs for renovation and new construction at the McIndoe Falls Academy, and for new construction on an unknown site. Mr. Graves did obtain estimates from three sources for each of these two distinct projects. These estimates are summarized below:

	<u>McIndoe Falls Academy</u>	<u>New Construction (unknown site)</u>
Erickson Consulting	\$3,950	\$450
Merkur Construction	\$1,680	\$1,120
Stephen Pitkin	\$2,600	\$750

Mr. Graves' email indicated that he prefers Stephen Pitkin as an estimator, as he is familiar with the area, can speak well in public, and provides cost estimates for local architects and construction firms. Mr. Graves also requested that the Board allow expenditure from the Municipal Building Fund, not to exceed a total of \$3,350, for the cost of estimating for two distinctly separate building projects.

Discussion ensued.

- Mr. Bunnell moved to accept the proposal of Stephen Pitkin for construction cost estimation services for both the McIndoe Falls Academy project and new construction on an unknown site, and to allow expenditure from the Municipal Building Fund, not to exceed a total of \$3,350, for the cost of estimating for two distinctly separate building projects. Seconded by Ms. Ford and approved by voice vote.

### **10. Consideration of proposals for Town Hall roofing project**

The Board reviewed the third numbered point in the email from Building Committee Chair William Graves, referenced in agenda item eight above. Mr. Graves indicated that in November 2017 the Selectboard had approved expending up to \$14,000 to fund a new roof project at the Town Hall. Mr. Graves had then requested pricing from three local firms. These estimates are summarized below.

Black Ox Roofing	\$25,000
Nick Kendall Roofing	\$14,000
LG Page Roofing	\$12,850

Mr. Graves also indicated that the Board must consider sending official notification of the project to adjacent landowners, and obtaining permission from them for access on their properties to perform roofing work and trimming of trees that are damaging Town Hall siding and trim. Discussion ensued.

- Ms. Ford moved to accept the proposal of LG Page Roofing. Seconded by Mr. Bunnell and approved by voice vote.

### **11. Consideration of appointment of Assistant/Acting Zoning Administrative Officer**

Zoning Administrative Officer Shirley Warden appeared to report that the Planning Commission/Zoning Board had nominated Sherry Tolle to serve as Assistant/Acting Zoning Administrative Officer during the time of Ms. Warden's medical leave. Discussion ensued.

- Ms. Ford moved to appoint Sherry Tolle to serve as Assistant/Acting Zoning Administrative Officer effective immediately, and extending throughout the period of Ms. Warden's medical leave.

### **12. Consideration of adoption of purchasing policy**

The Board reviewed a completed draft of the purchasing policy agreed on by the Board at their previous meeting. Mr. Heisholt reviewed several minor edits made to the previous draft to accomplish the Board's intention to approve an amended draft. Discussion ensued.

- The Board signed the draft of the purchasing policy as presented.

### **13. Consideration of adoption of 2017 Local Emergency Operations Plan**

The Board reviewed a copy of the 2017 Local Emergency Operations Plan as discussed at previous meetings. Discussion ensued.

- With the Board's approval, Ms. Ford signed the 2017 Local Emergency Operations Plan.

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

The Board reviewed and approved the fleet application of Gould Well Drilling, Inc.

**15. Other business**

- a. **Morrison Hill internet meeting.** Ms. Ford reported on a meeting of Morrison Hill residents regarding availability of high-speed internet. These residents are forming a group that plans to petition for high-speed internet availability on Morrison Hill; they will likely ask for Board support in this effort.
- b. **Aquatic Nuisance Control Grant application.** Ms. Ford reported that, with the assistance of David Price of the Lake Harvey Association, she submitted an application for a 2018 Aquatic Nuisance Control Grant.

**16. Outstanding check warrants**

The Board reviewed and approved all outstanding check warrants.

**17. Consideration of employee evaluations and pay rate adjustments (executive session, pursuant to 1 V.S.A § 313 (a)(3))**

- Mr. Bunnell moved that the Board enter executive session pursuant to 1 V.S.A. Section 313 (a)(3) to discuss Highway Department evaluations and pay rate adjustments. Seconded by Ms. Ford and approved by voice vote. Entered executive session at 8:45 p.m. Those present in executive session: Mr. Roberts, Mr. Bunnell, Ms. Ford, Mr. Chase, and Mr. Heisholt.
- Ms. Ford moved to exit executive session. Seconded by Mr. Bunnell and approved by voice vote. Exited executive session at 8:55 p.m.
- Ms. Ford moved to issue wage increases to Highway Department employees according to performance reviews discussed in executive session at this meeting. Seconded by Mr. Bunnell and approved by voice vote.

**18. Adjournment**

Ms. Ford moved to adjourn the meeting. Seconded by Mr. Bunnell and approved by voice vote. Meeting adjourned at 8:55 p.m.

*A true copy.*

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