

# DRAFT

## MINUTES – REGULAR SELECTBOARD MEETING TOWN OF BARNET, VERMONT MONDAY, DECEMBER 12, 2016

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

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

**Others present:** Road Foreman Mark Chase, Building Committee Chair William Graves, Town Clerk Benjamin Heisholt, Library Trustee Julie Roos, and Celina Wright (CALEX Ambulance Service).

### 1. Consideration of approval of minutes of regular meeting held November 28, 2016

Mr. Bunnell moved to approve as presented the minutes of the regular meeting held November 28, 2016. Seconded by Ms. Ford and approved by voice vote.

### 2. Appearance by CALEX Ambulance Service regarding 2017 appropriation request

Celina Wright of CALEX appeared to discuss the 2017 appropriation request, and to propose shifting the Town's funding model to a contract basis, rather than appropriations.

- Ms. Wright indicated that the CALEX's appropriation request from Barnet will increase from \$17,050 in 2016 to \$24,723 in 2017. This represents a per-capita increase from \$10.00 to \$14.50, and is CALEX's first increased appropriation request in four years. Ms. Wright discussed some of the factors motivating the increase, which include the need to update an aging fleet of ambulances, and a shift in hiring leaning more heavily toward full-time employees. Discussion ensued.
- Ms. Wright proposed that the Board consider contracting with CALEX for the Town's ambulance services rather than appropriating a sum requested through annual letters or petitions. Ms. Wright suggested that the contract model is more fitting for an ambulance service, which is more like Town fire and rescue services than it is like social service agencies who request appropriations. The contract model would also allow CALEX to more gradually increase the cost to taxpayers, according to Ms. Wright. The town of Littleton, New Hampshire currently contracts with CALEX. Ms. Wright suggested that the Board might propose this concept to the voters at Town Meeting in March 2017. Discussion ensued.

### 3. Appearances by members of the public

There were no appearances by members of the public.

### 4. Appearance by Library Trustees regarding outdoor lighting at library building

Library Trustee Julie Roos appeared to discuss the status of the outdoor lighting project and to apprise the Board of developments since the November 14, 2016 meeting. Ms. Roos presented a quote and specifications on a lamp product that Ms. Roos and Librarian Dylan Ford selected at CED Twin State. Ms. Roos indicated that the walkway from the parking lot to the Library Building is approximately 110 feet. The exterior light currently on the building casts light approximately 10 to 12 feet from the building. The street light near the parking lot casts light approximately 13 to 15 feet from the parking lot. Discussion ensued regarding the number and type of lights to install along the pathway, and the budget for the project.

- The Board agreed to budget \$1,500 in 2017 for the exterior lighting project at the Library Building. The Board also agreed that two lamps would be the appropriate number for the project, and requested that Ms. Roos look online for a style of lamp that casts light downward.

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

- a. Dump truck #8 out of service.** Mr. Chase reported that Truck #8, which is the Highway Department's spare truck, has for many years had a problem with starting. Recently, on two occasions, it has stopped running while on the road. It is currently out of service in John Bogie's repair garage, where Mr. Bogie is diagnosing the problem.
- b. All other equipment in service.** Mr. Chase reported that all equipment, other than Truck #8, is currently in service.
- c. Routine winter maintenance.** Mr. Chase reported that the Highway Department has spent most of its time performing regular winter maintenance tasks such as plowing, salting, sanding, and filling pot holes.
- d. Road complaints.** Ms. Ford reported that she has received a number of complaints regarding the level of service during winter storms. She indicated that the complainants say that not enough sand is applied to gravel roads, and that plowing and sanding services are performed later in the morning than usual. Ms. Ford indicated that she believes more sand should be applied in some areas. Discussion ensued.

**6. Consideration of Animal Control Complaint Form received from Jennifer Ball regarding unidentified dog running at large on Roy Mountain Road property**

The Board reviewed a complaint received on November 28, 2016, and subsequent correspondence, regarding an incident occurring on November 14, 2016. Ms. Ball's complaint is accompanied by three photographs of an apparent pit bull mix. The complaint and subsequent correspondence state the following:

- The dog in question was running at large in the back yard of the property owned by Kathleen Campbell at 1998 Roy Mountain Road.
- This dog is neither the dog owned by Timothy O'Keefe (who resides with Ms. Ball at 1998 Roy Mountain Road), nor the dog owned by Ms. Campbell.
- The dog is somewhat similar in appearance to Mr. O'Keefe's dog, and Ms. Ball asserts that this dog has been misidentified by complainants as Mr. O'Keefe's dog in the past.
- On November 14, 2016, the dog was photographed by Mr. O'Keefe's brother in the backyard of Ms. Campbell's property, outside of the fenced area. Ms. Ball and Mr. O'Keefe have not seen this dog since the reported incident.
- Ms. Ball is not aware of the name of the dog's owner, but believes that the dog resides at a residence on a driveway off of the driveway of Edward and Nancy Brower.

Town Clerk Benjamin Heisholt indicated that he emailed tax maps and E911 maps to Ms. Ball in order to attempt to identify the owner of the dog; he indicated that Ms. Ball has not responded to this email. Discussion ensued.

- The Board agreed to table discussion of this matter pending further communication from Ms. Ball.

**7. Consideration of appointment of Animal Control Officer(s)**

The Board discussed options for a new Animal Control Officer to replace Josephine Guertin, who is resigning from the position as of December 31, 2016.

**8. Correspondence from Vermont Department of Housing & Community Development regarding notification of full funding awarded for Municipal Planning Grant application**

The Board reviewed an email stating that the grant application for a feasibility study on the renovation of the McIndoe Falls Academy for use as a town office building has been fully funded. Building Committee Chair William Graves appeared to discuss the grant process. He indicated that through the application process several consulting firms had been recommended to the Town. The next step after

completing the grant agreement will be to send a request for qualifications (RFQ) or request for proposals (RFP) to firms in consideration for the project. Mr. Graves indicated that the Board and the Building Committee will likely not be involved in the selection of firms for consideration, but the Board will be informed as the process progresses. Discussion ensued.

- The Board agreed that Ms. Ford will meet with Mr. Graves to discuss and take action on the next steps in the grant process.

#### **9. Correspondence from CAI Technologies regarding proposed GIS Services Maintenance Agreement for February 2017 through February 2018**

The Board reviewed the proposed agreement between CAI Technologies and the Town of Barnet concerning the delivery of user support for listers' Query Manager GIS software. The cost to the Town for this support is \$500.00. Discussion ensued.

- The Board agreed to enter the agreement and signed the contract.

#### **10. Correspondence from Caledonia County regarding 2017 County budget**

The Board reviewed a letter and the attached proposed 2017-2018 County budget. Proposed budget has total expenditures of \$353,587, which is a \$7,197 decrease from the 2016-2017 budget. Discussion ensued.

#### **11. Correspondence from Caledonia County Sheriff's Department regarding proposed 2017 service contract**

The Board reviewed a contract with a term of January 1, 2017 to December 31, 2017 for the Caledonia County Sheriff's Department to provide the Town with police services including the aggregate amount of six hours per week from June 1 to October 31 and four hours per week from November 1 to May 30. Town expense for the contract includes officer time at the rate of \$35.00 per hour, court time at the rate of \$35.00 per hour, and a \$37.50 dispatch fee for patrols outside of normal office hours.

- The Board agreed to enter the agreement; Mr. Roberts signed the contract.

#### **12. Correspondence from Vermont Department of Motor Vehicles regarding reporting of 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 2017 as in 2016.

#### **13. Report of December 7, 2016 meeting with Vermont Department of Environmental Conservation regarding Harvey's Lake Dam**

Ms. Ford discussed her meeting with Robert Desrochers of Fairbanks Mill; Lindsay Miller, Danielle Owczarski, and Patrick Ross of the Vermont Department of Environmental Conservation (DEC); and Robert Dufresne and David Price of the Lake Harvey Association (LHA). The group discussed various viewpoints on the feasibility of various options for improving the health of the lake, channel, and dam. LHA favors a dam project at the outlet of the lake to replace the current dam in order to maintain the lake's water level. DEC is in favor of removing the current dam, but opposes construction of a new dam. One possible solution may be the construction of a semi-permeable stone wall at the outlet of the lake. The next step in the process for development of a solution may be application for a scoping grant, which may provide crucial information about property boundaries and allow the Town to obtain assurances about availability of access to the channel from the lake. Discussion ensued.

#### **14. Consideration of 2016 year-end employee bonuses**

Treasurer Benjamin Heisholt indicated that in 2015 the Board agreed to pay year-end bonuses of \$250 to full-time employees, \$150 to Assistant Town Clerk Cathy McLam, and \$100 each to Transfer

Station/Recycling Center employees Kenneth Dow, Bruce Marston, and Donald Nelson. Discussion ensued.

- Ms. Ford moved to pay 2016 year-end bonuses of \$300 to full-time employees, \$150 to Dennis McLam, and \$100 each to Transfer Station/Recycling Center employees Kenneth Dow, Daniel Ehlers, Bruce Marston, Donald Nelson, and Shirley Warden. Seconded by Mr. Bunnell and approved by voice vote.

### **15. Consideration of Personnel Policy with regard to Assistant Town Clerk & Treasurer position**

Town Clerk Benjamin Heisholt presented proposed amendments to the Personnel Policy, per the previous Board meeting. These proposed changes are summarized as follows:

#### Additions:

a. Section II (Definitions)

➤ Add:

- Part E. First Assistant Town Clerk – meaning a regularly employed Assistant Town Clerk appointed by Town Clerk, working hours in the weekly average range as to be defined as an “Employee (part-time)” in Part C. above.
- Part F. Second Assistant Town Clerk – meaning a regularly employed Assistant Town Clerk appointed by Town Clerk, working limited hours and as a substitute for the Town Clerk or First Assistant Town Clerk, not working sufficient average weekly hours as to be defined as an “Employee (part-time)” in Part C. above.

#### Edits:

a. Section VI (Fringe Benefits), Part A (Paid Holidays):

➤ Change from:

- Town Meeting Day (floating holiday for Town Clerk and Assistant Town Clerk only)

➤ Change to:

- Town Meeting Day (floating holiday for Town Clerk and **First** Assistant Town Clerk only)

b. Section VI (Fringe Benefits), Part B (Health Insurance), Section 1:

➤ Change from:

- The Assistant Town Clerk is eligible for a health insurance benefit...

➤ Change to:

- The **First** Assistant Town Clerk is eligible for a health insurance benefit...

c. Section VI (Fringe Benefits), Part C(1) (Dental Insurance):

➤ Change from:

- Part time employee Cathy McLam (Assistant Town Clerk) to have one-half of her coverage paid by town and she will need to pay for any other members of her family who wish to be covered.

➤ Change to:

- First Assistant Town Clerk is eligible for one-half of premium paid by Town for employee only; for any other dependents added to policy the employee will pay the entire premium.

d. Section VI (Fringe Benefits), Part D (Personal Time), Section 2:

➤ Change from:

- Assistant Town Clerk to receive one-half amount of personal hours as that received by full-time employee.

➤ Change to:

- **First** Assistant Town Clerk to receive one-half amount of personal hours as that received by full-time employee.

Discussion ensued.

- Mr. Bunnell moved to approve the amendments to the Personnel Policy as presented by Mr. Heisholt at this meeting. Seconded by Ms. Ford and approved by voice vote.

**16. Other business**

No other business was discussed.

**17. Outstanding check warrants**

The Board reviewed and approved all outstanding check warrants.

**18. 2017 budget discussion**

The Board continued their review of the Selectboard Budget and the Highway Department budget, discussing with Road Foreman Mark Chase and Town Clerk Benjamin Heisholt various proposed adjustments.

**19. Adjournment**

Mr. Bunnell moved to adjourn. Seconded by Ms. Ford and approved by voice vote. Meeting adjourned at 9:23 p.m.

*A true copy.*

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