

**MINUTES – REGULAR SELECTBOARD MEETING
TOWN OF BARNET, VERMONT
MONDAY, DECEMBER 23, 2019**

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

Board members present: Dylan Ford, Benjamin Gates (presiding co-chair), and Mark Jefferson.

Other Town officials and employees present: Planning Commission/Zoning Board member Benjamin Adams, Planning Commission/Zoning Board member William Biddle, Planning Commission/Zoning Board member Mark Bowen, Planning Commission/Zoning Board member Bruce Denio, Road Foreman Mark Chase, Lister John Cook, Lister Sarah Cook, Building Committee Chair William Graves, Town Clerk Benjamin Heisholt, Building Committee Member David Warden, and Zoning Administrative Officer Shirley Warden.

Members of the public present: Wayne Berge, Rebecca Boardman, Jonathan Carpenter, Kenneth Faris, Mary Faris, Frank Jannarone, Rachel Kittredge, Kathleen Monroe, Amy Nixon (Caledonian Record), Charles Smith, and Cynthia Stuart.

1. Consideration of approval of minutes of regular meeting held December 9, 2019

Town Clerk Benjamin Heisholt suggested that item 2.a. be amended to include the name of Bruce Denio on the list of those who participated in the discussion about the Municipal Building Project. Mr. Gates suggested that item 4.b. be amended to change the word “concrete” to “stone.”

- Ms. Ford moved to approve, with amendments as suggested by Mr. Heisholt and Mr. Gates, the minutes of the regular meeting held December 9, 2019. Seconded by Mr. Jefferson and approved by voice vote.

2. Appearance by Road Foreman Mark Chase regarding Highway Department matters

a. Dump Truck #004 accident

Mr. Chase reported that a minor accident occurred when a pick-up truck caused a collision with the Town dump truck #004. No injuries occurred; major damages were sustained by the pick-up truck and minor damages were sustained by the dump truck.

b. Shed containers received

Mr. Chase reported that the containers for the new shed at the Town Garage property have been delivered. The stone pad for the sheds has been completed.

c. Dump Truck #001 repair

Mr. Chase reported that Dump Truck #001 is scheduled to be repaired by John Bogie for installation of a new cylinder.

d. New employee

Mr. Chase reported that the first few weeks of employment for new employee Steve Mosher have gone well.

e. Routine winter maintenance

Mr. Chase reported that the Highway Department continues to spend most of its time performing routine winter road maintenance, including plowing, sanding, and salting road surfaces as conditions require.

f. Signs

Mr. Chase reported that he has received signs to post the new park-and-ride parking policy and turn-around location parking bans.

3. Comment on agenda items, and any other business, by members of the public

a. Kathleen Monroe regarding Northeast Kingdom Community Broadband Town Meeting vote

Ms. Monroe indicated that the group organizing the communications union district (CUD) held a meeting December 16, 2019, at which changes were made to the proposed language for Town Meeting articles. Ms. Monroe indicated that the proposed language is likely to change again. The current proposed article is: “As a critical first step to increase access to high speed internet in the region, shall the Town of Barnet enter into a communications union district (CUD) to be known as NEK Community Broadband, under the provisions of 30 V.S.A. Ch82, with no liability to the taxpayer and at no cost to the taxpayer?”

4. Municipal office building project update; take any action

Cynthia Stuart of Stuart Consulting appeared and presented an update on the municipal building project. She distributed to the Board, other officers, and members of public, a report entitled “Barnet Municipal Building Project, Barnet Selectboard, December 23, 2019.” Ms. Stuart presented in summary the contents of the 47-page report, with table of context headings as follows: Scope of Work Letter, Space Needs Assessment, Preliminary Site Evaluations, Budget Estimates for New Building, McIndoe Falls Academy Building Estimate Update, Next Steps, and Financial Costs of Consultants Reports. The space needs assessment included a report on visits of town officials and Ms. Stuart to town office buildings in Moretown (Vermont), Waitsfield (Vermont), and Gorham (New Hampshire). The preliminary site evaluations, budget estimates for new building, and McIndoe Falls Academy Building estimate update integrally included the reports of construction consultant Stephen Pitkin. Page 46 of the report contained a section entitled “December 23, 2019 Decisions” with four questions to be answered by the Board at this meeting. Discussion regarding these ensued. To follow are the questions in full, each followed by the Board’s decision in response in italics:

- 1) Of the three sites reviewed for a newly constructed municipal office, which site(s) would the Selectboard recommend reviewing for financial analysis?
 - *The Board agreed to review the 131 Granger Street (Town Garage) and Route 5 South (Bruce & Catherine Roy) properties for financial analysis.*
- 2) Considering the building construction estimates, does the Selectboard recommend 3,400 square foot or 5,400 square foot estimates?
 - *The Board agreed to recommend 3,400 square foot estimates for building construction.*
- 3) Does the Selectboard recommend the additional options (\$182, 421) be included in the new construction costs?
 - *The Board agreed to include some additional options in new construction costs, including energy efficiency options and aesthetical improvements.*
- 4) A financial analysis of potential projects will be prepared for the January 13, 2019 Selectboard meeting. When analyzing the financial implications of multiple projects, it is recommended that the same financial criteria be utilized for all potential projects being evaluated. To perform a financial analysis for multiple projects for comparison purposes the following needs to be determined:
 - a. Amount of reserve funds to utilize.
 - *The Board agreed to utilize \$400,000 from the Municipal Buildings Fund reserve account.*
 - b. Currently the town allocates \$50,000 annually in the general fund for facility improvement. In future years, will any of the \$50,000 funds be utilized to offset the cost of the loan payments of the borrowing for a municipal building project?

- *The Board agreed to utilize \$25,000 from the annual appropriation to the Municipal Buildings Fund to offset cost of loan payments of borrowing for a municipal building project.*

Public comment from many of those present was received during Ms. Stuart's presentation and during the Board's discussion thereafter.

5. Other business presented by other Town officers

There was no business presented by other Town officers.

6. Consideration of, and take any action on, correspondence from CAI Technologies with annual GIS Services Maintenance Agreement and letter regarding changes in software applications

The Board reviewed a letter indicating that CAI Technologies will no longer support CAI Query Manager and PWIM Manager desktop extensions as of the end of the next proposed annual contract period (February 18, 2021).

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 \$600.00. Discussion ensued.

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

7. Consideration of, and take any action on, correspondence from Vermont Emergency Management regarding grant for Local Hazard Mitigation Plan update

The Board reviewed an email and attached proposed certification form regarding participation in a grant program to fund Local Hazard Mitigation Plan updates under FEMA's Pre-Disaster Mitigation grant program. To participate, the Board must return a certification form acknowledging that the Town will be considered for a state matching grant, and that the Town has the capability to meet the financial obligations of the 25% cost share if the local match is not provided by the State.

- The Board agreed to participate in the grant program, and signed the certification form.

8. Consideration of, and take any action on, waiver of Transfer Station fees for West Barnet Senior Mealsite

The Board reviewed a letter from Dave Anderson of the West Barnet Senior Meal Site thanking the Board for their consideration of waiving Transfer Station fees. The Board reviewed their discussion of their previous meeting, which did not culminate in a vote because the matter was not warned.

- Ms. Ford moved to waive Transfer Station fees for all waste produced by the West Barnet Senior Mealsite. Seconded by Mr. Jefferson and approved by voice vote.

9. Outstanding check warrants

The Board signed all outstanding check warrants.

10. Other business presented by Selectboard

No other business was presented by the Selectboard.

11. Consideration of 2020 budget

The Board agreed to table discussion of the 2020 budget and to schedule a special meeting for January 6, 2019, at which the budget will be the primary agenda item.

12. Consideration of personnel matters (executive session anticipated, pursuant to 1 V.S.A. § 313 (a)(3))

- Ms. Ford moved to enter executive session to discuss Highway Department personnel matters, pursuant to 1 V.S.A. § 313(a)(3). Seconded by Mr. Jefferson and approved by voice vote. Entered executive session at 8:45 p.m. Those present in executive session: Ms. Ford, Mr. Gates, Mr. Jefferson, and Town Clerk Benjamin Heisholt.
- Ms. Ford moved to exit executive session. Seconded by Mr. Jefferson and approved by voice vote. Exited executive session at 8:56 p.m.
- Ms. Ford moved to exclude part-time elected employees from consideration for annual bonuses. Seconded by Mr. Jefferson and approved by voice vote.

13. Consideration of pending or probable civil litigation

The Board discussed attorney's fees accrued in responding to a delinquent tax liability inquiry. Total fees of \$1,050 from the Law Offices of Adler & McCabe, PLC have been assessed thus far.

- Ms. Ford moved to pay ten percent of the fees assessed thus far, or \$105, and to request that the Collector of Delinquent Tax pay the remainder of the fees. Seconded by Mr. Jefferson and approved by voice vote.

14. Adjournment

- Ms. Ford moved to adjourn the meeting. Seconded by Mr. Jefferson and approved by voice vote. Meeting adjourned at 9:20 p.m.

A true copy.

Attest: _____ Town Clerk