

**Town of Moretown
Office of the SELECT BOARD**

DRAFT – Notice of unapproved minutes of the 5/4/15 Selectboard meeting

Board members – Jason Aronowitz, Tom Martin, Michelle Beard, Rae Washburn (6:08), John Hoogenboom (6:15)

Guests included: Travis Blodgett, Dean Moulton, Rachel Goff, Kate O’Neill, Duane Pierson, Jonathan Siegel, Callie Streeter, Karen Horn, Cheryl Brown as board assistant

Tom called the meeting to order at 6:00 and opened the meeting up to public comment.

Dean Moulton recommended the board adopt a policy for payroll advances. He stated that it feels like the Moretown Selectboard has not been transparent in the past, in that the topic that a payroll advance was under consideration was not on the meeting agenda. Dean recommended future considerations be on the agenda for open discussion.

Dean was made aware that the Selectboard had already talked about adopting a payroll advance policy and should be working on that soon during the benefits/pay discussion, and will be an agenda item.

Travis Blodgett –

Clarification of 4/20/15 minutes of town plan hearing. Travis noted for clarification of the record that he did not reference a map error at the town plan hearing on 4/20/15. The clerical error was in the wording.

Executive Session on 4/20/15 -Travis said when the board entered into executive session on 4/20/15 at 6:40 there was no mention that they were going into executive session about the Blodgett litigation. He said State Law is very clear the reason must be stated.

Tom feels the topic for the executive session was stated beforehand.

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Reports & Communication, Announcements –

David Russo – An email from David requesting reappointment to the Development Review Board. David’s current three-year term expires later this month.

Tom moved; Michelle seconded to appoint David Russo to another term on the Development Review Board. All were in favor.

Request to lower the speed limit on Rte. 2 – A request to lower the speed limit between Middlesex and the junction of Rte. 100 has been sent to the State.

Use of the recreation fields – Email from Cherilyn letting the board know that three organizations are going to be using the recreation field. She is concerned about whose insurance would cover an accident; town or school.

Michelle will check with the organizations and ask for their insurance information so the town is covered for the activities.

Construction signage – A call from Gary Dalley, that the construction people when moving and installing signage at/near the town line do not recognize Moretown. Cheryl let Joyce Manchester know so she can bring up the fact at the next Transportation Advisory Committee meeting.

Flashing speed signs in Moretown village – Vtrans memo was received that it is a violation of MUTCD highway standards to have the speed signs flashing. The signs flash at 30 mph now.

Discussion that the speed signage is very effective, perhaps more so because it blinks the speed limit.

Rae moved; seconded by John to reset the speed signage in Moretown village to blink at 31 mph versus 30 mph, which will indicate people are speeding.

New town hall lighting – A rebate to help pay for the new bulbs is on its way from Efficiency Vermont.

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Highway business reported by Tom –

- The roads are in pretty good shape. Martin is headed for the Jones Brook area to grade tomorrow.
- Howes Road (Debit Hill) is still leaking water and needs to be repaired. The question is to do a patch job which will take about three days; or do a major job and fix the problem. Martin thinks a spring is involved. The board will ask Martin to get Norm Andrews opinion. Cheryl will see if there is grant money available from Better Back Roads or the USDA that would help pay for a permanent fix. Martin doesn't have a cost yet.
- 4-day work week for the highway crew as in the past, was approved from June 1st – Labor Day.
- Summers work – the old town office will be torn down; and the sidewalk on the opposite side of the street from where the new ones will be built, will be repaired or torn up. Rae said a permit from the State to work in the right of way will be needed. Rae also wondered how the materials budget looks compared to any road projects that Martin has planned. Cheryl will provide an updated budget report. Martin will provide a complete list of plans.
- Manure trucks hauling on posted roads. Rae thinks a letter should go out to the Scribner's reminding them that even though Ag vehicles are exempt from having to get overload permits, they are not exempt from the restriction for traveling town roads if they are posted by the town.

Approval of the 4/20/15 meeting minutes – Michelle moved; Rae seconded to approve the minutes of 4/20/15 with Travis Blodgett's clarification included. All were in favor.

Moretown Elementary School Board business –

- **Mowing** – Greg Wagner will be doing the mowing again this year. He will be paid by the town unless Duane has the opportunity for him to do it during school hours. The town provides the gas and equipment to do the mowing.

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- **Pre-town meeting necessary** – Question whether or not it is necessary to have an informational meeting now that articles can be discussed at town meeting. Cheryl thinks it is for the town as the town votes by Australian ballot. The school also votes by Australian ballot, but Cheryl is not sure if they must hold an informational meeting. There was discussion about if the informational meeting is needed, having it before Monday night. Cheryl will pass the statute along to Kate and the Selectboard that she thinks mandates that the town at least needs to have the info meeting.
- **Snowplowing the parking lot** – Who will snowplow the school parking lot next winter will be discussed at a later meeting.
- **Portable toilets** - As in the past a port-o-let will be placed near the tennis court and another by the baseball field. One of which will be handicap accessible.
- **Tennis court supervision** – Duane said he has had to ask people to leave the area from time to time, and wonders if signage might be helpful.
- **Fence repair** – Duane mentioned that the baseball field fence is in bad shape. Before anything is done, he will check with Clark to see what he thinks about waiting until the town office is being built to replace the fence.
- **Playground** – An engineering survey is being done for the new playground. Water is being diverted into Drs. Brook.

The Selectboard thanked Kate and Duane for coming in tonight.

Callie Streeter re: interest in lister and auditor vacancy – Callie expressed interest in being appointed to fill the lister and/or auditor vacancy.

Callie told of earning two degrees at Norwich University; living on Jones Brook; being the inventory control manager at Shaws; and that she was past Chair of the Ladies Auxiliary for the Moretown Fire Department.

Jason suggested perhaps combining the two jobs of town auditor and spot checking the lister work.

Because the board needs to discuss hiring a new employee, they felt that conversation should to be in executive session.

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Tom moved to enter into executive session at 7:15 pm for discussion relating to the appointment of a public officer. John seconded. All were in favor.

Tom moved out of executive session at 7:22. John seconded. All were in favor.

John moved to appoint Callie Streeter to the office of auditor. Rae seconded.

Discussion Callie's name will be passed along to the listers so they can contact Callie. Vote: All were in favor.

Old Business:

Town Meeting Articles for 2016 – The board will review last year's town meeting warning and make revisions now before they get busy with budget work. Work will begin on June 1.

Salaries/benefits for 2015 – Review of the salaries and benefit package wasn't done at the usual time in April because the board wanted to wait until they had a fifth board member to assist in the decision making. The board will do this on 5/18. They will work on the pay advance policy on 6/15.

Capital budget spending – Jason will meet with Cheryl to go over the Capital Budget.

Spillway Road – Tom spoke with Mark Austin and let him know that he (Tom), Rae and Martin will meet him soon about his concerns with the new bridge.

Town Hall railing repair and cement step treatment – No quote yet from Joe Gabaree. Cheryl will reach out to Joe.

Town Plan adoption – After reviewing the comments from the town's attorney's reviewed the draft, changes will be made. The Selectboard considers the changes to be significant, and so the draft was given back to the Planning Commission to incorporate the changes, and to hold another public hearing.

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Jason thanked the Planning Commission for the very good job they and their consultant did on the draft, but had questions on where some of the information came from, ie: goals and paving.

Jonathan explained that the information in the draft came from the current zoning regulations update since the last town plan, from the survey done by the PC a year or so ago, and from the consultant assisting with the re-write.

There were no changes made to the draft other than to add the attorney comments.

Town Office project – The design/build plans are ready, and a request for proposal (RFP) for General Contractor services to build the new town office was received from Maclay today. The GC bid was forwarded to Carl Bohlen for his review and approval. RFP's will go out and bids will be due 5/28/15.

There was discussion that the clerk of the works bids have not gone out yet. The board approved the request for proposal (RFP) a couple of months ago, but were waiting for the design/built packet to be ready as a reference to bidders. The decision of the board was to get the clerk of the works bids out and have them due 5/15/15 with interviews planned for 5/18/15, in hopes to hire a clerk to help with the GC bid selection process.

Tom moved; Michelle seconded to appoint Clark Amadon as interim Clerk of the Works until 5/18/15. All were in favor.

Sidewalk project - Nothing new to report since last meeting.

Neighborhood Watch Program – The presentation was moved to June 1.

Blodgett Litigation – Tom moved to enter into executive session at 8:17 to discuss the Blodgett litigation, whereby premature public knowledge would clearly place the town at a disadvantage. John seconded. All were in favor. Cheryl was invited to stay for the discussion.

Rae moved out of executive session at 9:02; Jason seconded. All were in favor. No public action was taken as a result of the session.

Solid Waste Universal Recycling Law – The board has a list of options and will wait to discuss further after they see what happens July 1.

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New Business:

Local Emergency Operations Plan (LEOP) – Adoption of the LEOP every year is a condition to be eligible to receive State funds for a disaster declaration.

There was discussion that Steve Smith is the Emergency Coordinator. Steve hasn't been to a Selectboard meeting in a couple of months. The Selectboard want to improve communications with the fire department, and let them know that the board appreciates and supports the fire department's work.

Tom moved; Rae seconded to adopt the Local Emergency Operations Plan as updated and presented tonight. All were in favor.

Highway Dept. overtime report – Tom reported asking Cherilyn for an overtime report for the road crew.

Discussion followed that any overtime should be approved by the Selectboard prior to having any. The report (Jan-Mar 2015) indicates that Martin has about double the amount of overtime than the 54 hrs. Rodney has. The report indicates Thomas has 32 hours of overtime. Tom will look over the time sheets and activity sheets and report back.

Hauling road sand – Rae questioned whether or not the bid requests have gone out for hauling road sand. Tom will find out from Martin.

Thermostat setting in town buildings – It appears the temperature is set too high in some of the town buildings. Each thermostat should have a locked cover and the temperature set at 68 degrees.

Review invoices and the following warrants were approved –

A/P Warrant #15021 - Ck# 16859-16873

P/R Warrant # 15022 - Ck# 16874-16875

e-Ck# 1906-1915

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Other documents signed:

Merchants Bank note for \$40,000 for the new town office project expenses

Essex Rental & Sales Center credit application

Reimbursement request for the sidewalk expenses

Approval for employee agreement for repayment of pay advance

Several overload permits

Recognized was a current listing of unlicensed dogs in Moretown. Tom will give Shane Grace a call to see if he can get the list cut down. Vermont Law requires all dogs be licensed by April 1st.

Meeting adjourned at 9:40 pm.