

## Town of Moretown, Selectboard

**Draft** – unapproved minutes of the 2/6/17 Selectboard meeting

Board: Rae Washburn, Michelle Beard, John Hoogenboom, Jason Aronowitz – 6:10; Tom Martin – 7:00 pm

Guests: Stefan Pratt, Martin Cameron, Cheryl Brown, assistant for the board

John called the meeting to order at 6:00 pm

### **Approval of Minutes:**

**1/17/17** - Michelle moved to approve the minutes of 1/17/17 as written. Rae seconded. All were in favor.

### **Reports & Communication; Announcements –**

**Damage to the Moretown recreation fields** – On or around January 23<sup>rd</sup>, someone tore up the recreation fields with a car. The damage appears to be minimal, but the board wants to be proactive so if it happens again they will be able to see who does it by use of a camera.

Rae moved to spend an amount up to \$200 for a game camera to be used to monitor the recreations fields. Michelle seconded. All were in favor.

**Mad River park purchase** – Michelle brought the board up to speed on her lunch conversation with Rebecca Rossi, regarding Moretown’s commitment in the purchase of Kingsbury Mad River Park field. There was discussion about whether or not MRVRD expects Moretown to contribute annually to the field maintenance, which was quoted to be an amount of \$1,687.

Michelle moved that the board decide because the town has already done the budget for 2017, Moretown’s 2017 contribution will be only the \$31,250 toward the purchase, if the article is approved. The board supports the concept of Moretown contributing to annual maintenance fees going forward, an amount to be approved during the 2018 annual budget process. This selectboard is comfortable budgeting the quoted amount of \$1,687 per year, if the article for the purchase passes on Town Meeting Day. Rae seconded. All were in favor.

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**ICS 402 classes** – Incident Command System (ICS) FEMA training will take place on Saturday, March 18<sup>th</sup>, from 9-noon at the CVRPC office in Montpelier. Either Tom or John, as Selectboard members must attend the training as they are the certified representatives on the Local Emergency Operations Plan (LEOP) for Moretown. The ICS training is necessary to renew the LEOP; the LEOP is necessary to get federal disaster funding.

John plans to attend.

**River Road product put down** – The crushed ledge put on River Road is puncturing tires. Rae thought granite could be used versus crushed ledge. He will talk with Martin.

Martin came in later in the meeting and was told then about the problem. Martin said he tried to get material other than the ledge for the immediate need, but was unable to do so. Crush ledge is not his choice of product, but it was all he was able to get.

## **OLD BUSINESS:**

**Parking lot request for proposal for engineering/design** – The RFP draft was reviewed, revised and approved to be sent out to engineers. The RFP will go out tomorrow via email to seven engineering firms. Next, there will be a mandatory site walk on 2/14/17 at 1 pm at the Moretown town offices. John plans to attend.

Rae helped put together a scope of work for the RFP. He will not be part of any proceeding with this bid or bid selection going forward.

**Solid Waste management alliance** – Assistant General Manager, Jon Skates from Casella stopped by the office to talk about impacts from Duxbury pulling out of the Mad River alliance; and about what impacts to Moretown residents there would be if Moretown switched solid waste management alliances. Jon will be invited to a Selectboard meeting sometime after town meeting.

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**Memorandum of Understanding (MOU)** – The MOU between the town and school for summer and winter maintenance of the parking lot and rec. fields is currently in draft form and being reviewed by the WWSU legal department.

An email from Kate O’Neill said schoolboard members are comfortable with the language in the draft MOU of capping the Moretown Elementary School’s yearly maintenance responsibility at \$5,000.

Discussion by the board lead to the assumption that a lease agreement between WWSU and the Town for use of the parking lot and town land may be the best solution. The board will talk more after WWSU legal comes back with their findings.

**Stefan Pratt** - came in to talk with the board, asking them to consider putting him on full-time. Stefan provided a list of reasons he feels pertinent in their decision making, for having a fourth person on our road crew.

Martin was present for the discussion as he supported Stefan’s intent to talk with the board, but may not agree it makes fiscal sense at this time. He said definitely there is a seasonal need, it’s the in between times he has a hard time supporting bringing on a 4<sup>th</sup> person.

Discussion followed about how bringing on another full-time employee would benefit the town, versus the associated additional salary and benefit costs.

Currently Stefan is a temporary employee, working 15 – 40 hours weekly as needed, doing snowplowing for the most part.

He would be willing to discuss working only ten months of the year. Stefan would also be willing to work on town buildings and grounds maintenance items.

The board discussed that having a 4<sup>th</sup> person take over some of the work Martin is doing now, would free him (Martin) up for administrative/grant work. Also discussed was perhaps having a 4<sup>th</sup> person would cut down on overtime costs. Martin said no one on the roadcrew likes overtime.

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The board agreed to continue this discussion if Stefan provided them with more information regarding what the cost comparison would be to the town to hire a fourth road department person, versus the associated costs for a full-time person.

**Town hall custodian needed** – Perhaps Stefan will be interested in taking over for Becky, on an hourly basis. Tom will call him.

**Sidewalk project** – The design and traffic plan are still being reviewed by VTrans. Our local project manager Pat Travers, is in contact with Rachel Beauregard on a weekly basis. There is no way of speeding up the review process.

Cheryl will pass along to Pat that the board is anxious to get the project out to bid, but that can't be done without an approved design.

#### **New Business:**

**Website administration** – Michelle has been working with JB to update the information on the website so it is accurate and helpful for users. Initially the website was set up well. Steve Sharp did a great job. Now a plan needs to be in place for maintaining the accuracy and updates of information as needed, including reminding departments to email the administrator when there are changes/updates that need to be done. Up to now, that wasn't being done. Someone needs to sign off on warnings being posted, check the links to be sure the information is in fact accurate, such as, board members; phone numbers etc.

The board added these duties to the Town Administrator duties. Possibly to be passed to the Assistant Town Administrator duties when one is hired.

Michelle noted an error message when trying to add more information. The board approved contacting an IT person if needed.

**Assistant Town Administrator needed** – There has been no interest in the two prior Front Porch Forum postings for an assistance town administrator, Cheryl will run an ad in the paper. The position will be an 8-10 hr./wk. Interested parties can find an application and job description on the website as soon as the site is up and running.

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**Documents for signature –**

**Annual State forms:**

State Annual Financial Plan for town highways

Town Road and Bridge Standards

Certificate of Highway Mileage – question about town owned ancient roads

**Overload permits for:** VELCO, Ken Mitchell Trucking, Newport Sand & Gravel/Carroll Concrete, and Hinesburg Sand & Gravel

**Warrants:**

17003 – ck#18458-18490 - eck 2359-2370

17004 – ck#18491-18505

17005 – ck# 18506 - eck 2371-2381

17006 – ck# 18507-18540

John moved; Michelle 2<sup>nd</sup> to adjourn at 8:20 pm.