

BARRE TOWN SELECTBOARD MEETING AGENDA
May 18, 2021

- P.I.L.O.T – Presentation on pavement management 6:00 p.m.
1. Call to order 6:30 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving May 4, 2021 meeting minutes.
5. Announcements
6. Receive guests for non-agenda items.
7. Consider annual reorganization motions.
8. Consider authorizing change in road paving contract.
9. Consider awarding contracts: **a)** dust control; **b)** road line painting; **c)** pavement markings.
10. Consider approving excess guardrail work budgeted amount for tree removal.
11. Consider authorizing purchase of police car.
12. Consider adopting policy for chart of accounts.
13. Report on COVID-19, if needed.
14. Consider approving weekly accounts payable warrants for May 11 and 18, 2021.
15. Miscellaneous, including licenses and permits, if any.
16. ‘Round the table.
17. Executive session – real estate, contract and personnel, action possible.
18. Adjourn.

BARRE TOWN SELECTBOARD MINUTES
May 18, 2021

The duly warned meeting of May 18, 2021 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 6:30 p.m.

The following members were in attendance: Norma Malone, W. John “Jack” Mitchell, Bob Nelson, Paul White and Justin Bolduc.

Attendance for the regular meeting: Town Manager Carl Rogers, Assistant Manager Elaine Wang, Town Clerk Tina Lunt, Town Engineer Josh Martineau and Times Argus Reporter Eric Blaisdell.

CALL TO ORDER - The meeting was called to order at 6:43 pm.

PLEDGE OF ALLEGIANCE - Those present recited the Pledge of Allegiance.

APPROVE THE AGENDA

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted to unanimously approve the meeting agenda as presented.

MINUTES

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the Selectboard meeting minutes of May 4, 2021 with minor spelling and grammatical correction.

ANNOUNCEMENTS

- ✓ On Sunday, May 23 VELCO is having a large and heavy transformer moved from its Williamstown substation to Milton, VT. With two trucks, two trailers, and counterweights the unit will weigh over 900,000 pounds and will be 250 feet long. It will move at approximately 5 miles per hour. The route in Barre Town is over Baptist Street, Graniteville Road and Middle Road. The haul is supposed to start at 6:00 a.m.; it should reach Rt. 63 about 7:30 a.m. Plan for the road near the unit to be closed.
- ✓ The same Sunday morning the railroad will improve the rail crossing on Pitman Road and on Quarry Hill Road. Both of these roads will be closed for about an hour on Sunday, May 23 to complete the work. Pitman Road will be done first. Quarry Hill Road will be closed sometime after 8:00 a.m. to avoid conflict with traffic detouring around the VELCO transformer move.
- ✓ Barre Town Recreation is offering tennis lessons during the last two weeks of July. The lessons are for beginner and intermediate players. Minimum age is 8 years. See the town website for more information.
- ✓ The Town office and the Department of Public Works will be closed Monday, May 31 due to Memorial Day.
- ✓ The Department of Public Works has three summer helper positions open. Adults, college students and high school seniors may apply. Necessary training will be provided. Summer helpers do not have to drive large dump trucks. Ability to drive pick ups and small dump trucks is preferred. Contact the Town Manager's Office for an application or to request more information.

GUESTS – None

ANNUAL REORGANIZATION

The first regular meeting following Town Meeting the Selectboard conducts its annual reorganizational meeting. To accommodate summer schedules the Board's meeting schedule (June – September) is reviewed to determine if bi-weekly meetings will be adequate to conduct business. Other business included appointment of Selectboard Chair, Vice Chair, other Town staff and officers, the time and place of the regularly scheduled meetings, policy review, and use of Roberts Rules of Order to conduct meetings.

Selectboard Minutes of May 18, 2021 Continued:

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to appoint Paul White as Chairman of the Selectboard for one year.

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to appoint Norma Malone as Vice-Chairman of the Selectboard for one year.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to appoint Tina Lunt as Clerk of the Board for one year.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to fix the time and place of their regular meetings at 6:00 p.m., every Tuesday in the Selectboard's room at the Municipal Building with the exception of an every other week meeting schedule during July and August (Meeting dates: July 6, July 20, August 3, August 17 and August 31).

On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to adopt Robert's Rules of Order, as amended, as procedures to be followed at the weekly meetings as a general guide, with the Chairman authorized to make motions, enter debates, and to vote.

On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted to continue the Purchasing Policy and authorizations as adopted on December 20, 1994, and amended on October 1, 2019.

On a motion by Justin Bolduc, seconded by Norma Malone, the Selectboard voted unanimously to continue the Water Customer Complaint Procedure authorizations as adopted on July 28, 2015.

On a motion by Justin Bolduc, seconded by Bob Nelson, the Selectboard voted unanimously to set the compensation for the Board of Civil Authority and Board of Abatement members at the minimum wage. The standard mileage reimbursement will be the official IRS approved rate.

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to set the compensation for the Tax Collector at 0% of the delinquent installment amounts collected. If collected by the town attorney, the compensation for the attorney will be 5% of the delinquent installment amounts collected and 0% for the collector.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to set the compensation for the First Constable at \$17.00 per hour.

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to appoint Josh Martineau, Town Engineer as Environmental Officer for one year.

Selectboard Minutes of May 18, 2021 Continued:

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to appoint Michael D. Monte as Town Attorney for one year.

On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to appoint Carl Rogers, Town Manager, as Tax Collector of Delinquent Real and Personal Property Taxes for one year.

On a motion by Jack Mitchell, second by Bob Nelson, the Selectboard voted unanimously to appoint Carl Rogers, Town Manager, as Tax Collector of Delinquent Sewer Assessments and all other Town Levies for one year.

On a motion by Justin Bolduc, second by Bob Nelson, the Selectboard voted unanimously to appoint Tom White, as a member to the Aldrich Library Trustee Board for a term of one year.

ROAD PAVING CONTRACT

Background: Wildersburg Common is on the list of streets to be paved this year. The purchase order has been sent to Pike. Carl and Josh met with Andres Torizzo of Watershed Consulting and Art Bombardier from The Wildersburg Common HOA and were able to see plans for treating the stormwater coming from Wildersburg. The proposed project involves extensive digging in the street to lay culverts. The project is moving ahead with plans to be built in less than 3 years. Carl and Josh suggest not paving Wildersburg in 2021 and substituting the section of West Cobble Hill Road from Ridgewood to Tamarack, this section is in year 3 of the new 5-year road paving plan. It is 300 square yards less than Wildersburg. It abuts the section of West Cobble Hill Road to be paved this summer and calls for the same 1 ½” overlay Wildersburg would have received. Pike is okay with the change. We are seeking your approval because the Selectboard awarded a contract that included Wildersburg.

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the substitution of West Cobble Hill Road from Ridegewood to Tamarack Lane for Wildersburg Common in the 2021 paving contract.

Norma Malone inquired about the 3-year setback for Wildersburg Common. In looking at the PCI (Pavement Condition Index) scale presentation that Josh shared she was curious how the road would look in this timeframe and what we can do to preserve the road. Josh stated that he feels with the amount of traffic on this road it should not have a big effect.

**CONTRACTS FOR:
DUST CONTROL, ROAD LINE PAINTING AND PAVEMENT MARKINGS**

DustControl

Background: The 2020-2021 budget lists \$14,000 for dust control, which should be done in late May or June. Bidding specs were sent to Gorman Group and All-States Asphalt. Gorman's bid is \$.97 per gallon for a total of \$13,095. All States bid was \$.99 per gallon. Both companies execute this contract well. Three roads were added to the list that are treated with 1,000 gallons per mile instead of the usual 500 gallons. Almost every mile of gravel road will be treated. Some roads like Old 302 and Holden will be spot treated.

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to award the 2021 liquid calcium chloride dust control contract to Gorman Group, based on their per gallon bid of \$.97.

Carl confirmed the roads that would be treated with 1,000 gallons per mile include Upper Sunset, Jalbert to Lyman and Beckley Hill to LePage.

Road Line Painting/Pavement Markings

Background: There is \$23,000 in the 2020-2021 budget for road lines and markings. That budget is for post-paving markings in the fall and the annual markings applied in the spring. This spring there is \$9,889 of the budgeted amount left, this will not be enough to get this annual work completed. These are two separate contracts. Josh sent the specs for both road lines and pavement markings to 7 bidders plus the bid posting service. The road line painting plan is to paint the center lines on roads we mark every year, except those (West Cobble Hill) to be paved. White edge lines are painted every other year. Stop bars, letters, crosswalks, etc. are re-painted every year, parking lot lines are re-stripped every other year and this is an off year.

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to award the Line Painting contract to Freshcoat Asphalt for the total amount of \$29, 664.40.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to award the Pavement Marking contract to L&D Safety Marking Corp for the total amount of \$8, 510.25.

The Board briefly discussed the bids and favored to move forward with what Josh proposed. The companies are both local. Freshcoat is a 4-year company and has done work in town. As for the pavement markings, there was discussion on the size of the yield bars and a suggestion was made for larger ones. Josh confirmed that the small ones are all that are required, and the guidance is through MUTCD.

GUARDRAIL WORK BUDGETED AMOUNT FOR TREE REMOVAL

Background: At the last Selectboard meeting a guardrail contract was awarded for about \$9,000 under budget. There was mention of using the difference for more guardrail work in other areas. Carl, Josh and Tate suggest looking at using the money for tree removal instead. This fiscal year \$12,000 was budgeted for tree removal and there is \$2,100 left. Along Cummings Road there are 9 large dead or almost dead maples that should be removed, these trees could cost \$800 a piece. We have been asked to remove dead tree and/or limbs from maples on Cassie Street.

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to authorize \$9,000 for more tree removal work in fiscal year 2020-2021.

AUTHORIZING PURCHASE OF POLICE CAR

Background: In April we received the FY 20-21 police car. The sales rep we have dealt with for years says it could become difficult (long delivery time) to get cars because parts, especially computers, are hard to get. He said we could get the 2021 car we bought in FY 20-21 for the same price. He said it will take 4 months to take delivery. The chief would like to place the order for the 21-22 police car now. This order would not be piggybacked on the state contract, it expired mid-March. There is \$37,780 in the 21-22 budget for this purchase. You can see the purchase order is less than the budget.

On a motion by Paul White, seconded by Bob Nelson, the Selectboard voted to authorize a purchase order in the amount of \$36,490.75 to Formula Ford for the fiscal year 21-22 police car.

The police car has an expected delivery date of 4 months.

POLICY FOR CHART OF ACCOUNTS

Background: During one of our weekly meetings Carl voiced concerns about new accounts being created. Katelyn offered to write a policy that new accounts cannot be added without the manager's approval. She broadened it to state the basis for our chart of account system. The reason for the policy is to avoid what happened in the past with people (usually bookkeeper) creating accounts leading to the inactive, unused account litter in the budget document.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard unanimously voted to adopt the Chart of Accounts Policy.

Selectboard Minutes of May 18, 2021 Continued:

The Board had discussions around BMSI vs. Accufund account deletion/inactive options. Norma Malone questioned how many accounts had been created since Carl last reviewed the chart of accounts. Carl confirmed that it was only a few. Bob Nelson asked if Accufund had the ability to lock users to create accounts. Elaine confirmed that Katelyn will be the only authorized user to create new accounts.

REPORT ON COVID-19

Background: Carl and Katelyn attended a VLCT webinar on Tuesday, May 18 regarding how to use the American Rescue Plan funds. The coronavirus state and local fiscal recovery funds will deliver \$350 billion for state, local, territorial and tribal governments to respond to the covid-19 emergency and bring back jobs.

Carl shared that the town has not been told how much money Barre Town will receive, as we do not know how federal government will divide the money. The good news they learned was the contract would be awarded by December 21, 2024. However, the money does not need to be spent until 2026. They are encouraging towns to engage the public for input for use of the funds. Carl noted that Special Service districts will not receive money, as the money is for general municipalities only. He also noted that town highway work will not be eligible. The fiscal allocation will be posted on the VLTC website in about a week. We will be required to submit annual project and expenditure reports. They strongly advise to set up separate accounts and bank accounts for the ARP money and unlike federal money it is not prohibited to earning and keeping interest. Carl shared that the town would need to appoint an authorized representative, however the duties of that representative are unknown at this time. There are many resources available to us through VLTC, National League of Cities, and the US Department of Treasury.

Carl added that the town staff is all well and Tina noted that the building has been open to the public, as of Monday, May 10 and everything has been running smoothly.

Board members discussed the fund's availability for CV Fiber. With the large amount going towards broadband funds there is curiosity if the state would grant that directly to communication districts.

ACCOUNTS PAYABLE WARRANT

On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to approve the accounts payable warrants dated May 11, 2021.

On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted to approve the accounts payable warrants dated May 18, 2021.

Selectboard Minutes of May 18, 2021 Continued:

Bob Nelson abstained.

MISCELLANEOUS – INCLUDING LICENSES AND PERMITS (if any)

Elaine asked if warrants should continue to be emailed. The Board unanimously agreed that they should be.

‘ROUND TABLE

Norma Malone inquired about the logging workshop on June 19. She wondered if we would need to be warned as a public meeting if the Selectboard attends. The Board would be attending and rely on information from the workshop to make decisions and would also be asking questions to the forester. Carl will get a legal opinion on this matter.

Paul asked Carl to share the new issue with logging. Carl noted that last Friday an individual shared that someone drove a skidder down the eastern edge of the logging area and spilled oil. The town also received emails that people were in there working. Caitlyn, Carl and Jeff walked the landing on Tuesday and found that a machine had recently gone out there. They were able to confirm that the machine did cross trails however, it did not spill oil and it was the organic material breaking down.

Paul White asked for clarification around the Town Clerk email format change. He noted that it was confusing that Tina’s email is townclerk@barretown.org vs. the format that all other town employees use (first initial and last name). Paul shared that this made him question that emails may be going to a group of folks rather than Tina directly and this could bring up confidentiality issues. Elaine was able to confirm that this is a transition that the town is trying to implement. The new employee emails will be created by title vs. first initial and last name and Tina was the first employee to transition to this. The Board discussed the pros and cons around this change. It was advised that a second email address should be created for Tina (same format as other employees) that can be attached to her email for any confusion purposes. Elaine will look into this option; however, we will move forward with keeping Tina’s public email address as townclerk@barretown.org

Paul also inquired that when using Microsoft Edge, you cannot access barretown.org. Elaine shared that it is in the budget to make it a secure certificate after July 1.

Justin stated that he has had several residents ask why Quarry Hill will be closed on Sunday, May 23. The signboards read “will be closed” and fail to state an actual time of the road closure. Carl will talk with Josh and see about having this fixed, so it is not misleading.

Justin inquired about the water line. Carl shared that he had a remote meeting with the agency on the construction permit and things are moving along.

EXECUTIVE SESSION

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to find the need to go into executive session citing premature general knowledge would clearly place the Selectboard at a substantial disadvantage.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to go into executive session at 8:24 p.m. for real estate, contract and personnel.

On a motion by Jack Mitchell, seconded by Justin Bolduc, the Selectboard voted unanimously to come out of executive session at 9:15 p.m.

On a motion by Justin Bolduc, seconded by Jack Mitchell, the Selectboard voted unanimously to approve and authorize the Chairman to sign the agreement with the Town Clerk.

ADJOURN

On a motion by Jack Mitchell seconded by Justin Bolduc, the Selectboard voted unanimously to adjourn at 9:16p.m.

Tina Lunt, Town Clerk

Selectboard Chair

Barre Town Selectboard