

BARRE TOWN SELECTBOARD AGENDA
September 27, 2016

1. Call to order 6:30 p.m.
2. Pledge of Allegiance
3. Department head quarterly visit- fire chief and planning and zoning director
4. Consider approving agenda.
5. Consider approving September 20, 2016 meeting minutes.
6. Announcements.
7. Receive guests (for non-agenda items).
8. Discussion regarding requests for the Grand List.
9. Discussion regarding submitting and exchanging information before Board of Tax Appeal hearings.
10. Discussion regarding form of assessor's monthly report.
11. Consider third reading (adoption) of a traffic ordinance.
12. Consider Barre Congregational Church's request to use town roads and municipal building for Thanksgiving 5K run/walk.
13. Consider Green Mountain Power's pole location request (Osborne Road).
14. Plan for Old Quarry Hill Road survey follow-up action.
15. Consider approving weekly accounts payable warrants.
16. Miscellaneous, including licenses and permits, if any.
17. Round the table
18. Executive session if needed.
19. Adjourn.

BARRE TOWN SELECTBOARD MINUTES
September 27, 2016

The duly warned meeting of the Barre Town Selectboard of September 27, 2016 was scheduled and held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 6:30 p.m.

The following members were in attendance: Rob LaClair, W. John "Jack" Mitchell, Rolland Tessier, Tom White, and Paul White.

Others attending were: Town Manager Carl Rogers, Assistant Town Clerk Deborah Lefebvre, Z&P/Fire Chief Chris Violette, Assessor Joe Levesque and Town Attorney Michael Monte.

CALL TO ORDER - The meeting was called to order at 6:30 p.m.

The **PLEDGE OF ALLEGIANCE** was recited by those present.

DEPARTMENT HEAD REPORTS

Background: Quarterly the department heads provide information to the Selectboard with regards to what has been happening in their respective departments. Tonight the fire chief and planning and zoning director will be presenting.

Planning and Zoning: They processed 59 permits this period, 30 of them building permits and of those, five were for new houses.

They are still working to fill the vacant Administrative Assistant position and finding it to be difficult, but hope to have someone soon.

The DRB reviewed 10 requests.

The Planning Commission mostly worked on the Town Plan amendments. They have decided to go ahead with the work on the plan and not wait for the PSB to complete its

Selectboard Minutes of September 27, 2016continued:

work on renewable energy. They will have to do it again once the PSB is done and presents their work.

Fire Department: The department responded to 54 calls, which happens to be the same as last quarter.

The new pick-up truck which was purchased with Gun Raffle proceeds went into service and has already been used quite a bit. It is much more efficient to use it to respond with as the backup vehicle, than to send out another fire truck.

They are working on replacing the tile in the entry of the East Barre Fire Station, but are delayed due to finding asbestos in the glue. They are waiting for the asbestos mitigation people.

They are also working on having the lighting replaced in the South Barre station; this work was planned for in the budget.

The 52 Gun Raffle for 2017 is underway and tickets will be available to other than previous ticket holders next week. They are available from any Barre Town firefighter, at the Town Planning and Zoning office or at R & L Archery. The cost is \$50 and that gets you 52 chances to win a gun. They use the Pick 3 numbers from the Monday night drawing. Your ticket remains in the draw for the entire 52 weeks and you will be notified if your number wins.

They are looking at using these funds to upgrade the Jaws of Life and moving to battery powered Jaws of Life tools.

They did not get the grant for upgrading the Self Contained Breathing Apparatus, and they are in serious need of upgrade. They will apply again, but there needs to be a discussion about a plan if the grant does not come through.

CHANGES TO THE AGENDA

On a motion by Mitchell, seconded by LaClair, the Selectboard voted to approve the agenda with the following changes:

- A) Add an item to approve a loan from the Barre Revolving Loan Fund to Old Route Two Spirits Inc.*
- B) Move items 11-14, to follow item 7*

MINUTES

On a motion by Mitchell, seconded by Paul White, the Selectboard voted to approve the Selectboard meeting minutes from September 20, 2016 with the following corrections:

- 1. Page 1, paragraph 3; add to the attendance Richard Tetreault, DPW Superintendent and Harry Hinrichsen, Town Engineer.*
- 2. Page 4 in the motion under 2015-2016 TOWN REPORT, drop the word "to" after March 1, 2017.*
- 3. Same section, next paragraph, second sentence; change the word "way" to "was".*
- 4. Under INTERLOCAL AGREEMENT WITH WEBSTERVILLE FIRE DISTRICT #3, under background; "Purchase and Sale Agreement".*
- 5. ROUND THE TABLE, last paragraph. Mitchell did not make note that the pavement situation in front of the office had been corrected, but rather acknowledged there was a problem.*

ANNOUNCEMENTS

- 1. Please note that Barre Town residents are still being asked to conserve water as much as possible at least through September 30. Barre City will re-evaluate at that time. If you need to wash your vehicle, please use a bucket and sponge or rag rather than a hose.

Selectboard Minutes of September 27, 2016continued:

2. The Aldrich Library in Barre City will be closed from September 22 to October 2, so that the historic hardwood floors can be refinished. Until then, the York Branch of the library on Mill Street in East Barre is open for extended hours from 10am-6pm, Monday through Friday, and 10am-1pm on Saturday. Public parking near the York Branch is available on the daycare side of the East Barre Fire Station. For more information on the closure visit www.aldrichpubliclibrary.org.
3. The Selectboard is looking for a South Barre resident to serve as a volunteer on its Community Relations Working Group. Contact the Town Manager's Office to volunteer or for more information.
4. The lawn site on Holden Road is open Wednesday afternoon 3-6pm, Thursday mornings 9am-noon and Saturday mornings from 8:00am to noon. On a few upcoming weekends, the site will be open on Saturdays 8am to 4 pm and on Sunday noon to 4 pm. Those weekend dates of extended hours are October 8 & 9, 15 & 16 and 22 & 23.
5. Early voting ballots are available. To have yours mailed to you, contact the Town Clerk's Office at 479-9391 or email dkelty@barretown.org.
6. On October 19 during its regularly scheduled meeting, the Planning Commission will hold a public hearing for proposed Town Plan Amendment. Information about the proposed amendments is posted on the town website on the Planning Commission page under Boards and Commissions.
7. On September 20, the Selectboard called for a special Town meeting on November 8. The two special articles on the meeting ballot are about the Websterville Fire District merger. Public hearings on the Special meeting questions will be held on October 18 and November 1 during the Selectboard meeting, which starts at 6:30pm.
8. The Recreation Board is planning a Fall Festival for Saturday October 22. The Festival will be held from 3pm to 6:30pm in the Town Recreation Area near the picnic shelter. Check the website for details.

GUESTS - None

TRAFFIC ORDINANCE (THIRD READING)

On a motion by LaClair, seconded by Tessier, the Selectboard voted to read the ordinance by title only.

AN ORDINANCE OF THE TOWN OF BARRE, VERMONT AMENDING CHAPTER 7, SECTION 7-44(b) (STOP SIGNS) AND SECTION 7-61(c) (SPEED LIMITS) OF THE BARRE TOWN CODE OF ORDINANCES

Add stop sign on Hickory Way at intersection with Windy Wood Rd.

Set speed limit of 25mph on Apple Blossom Rd and Hickory Way for the entire length of the streets.

On a motion by Tessier, seconded by Mitchell, the Selectboard voted to adopt the ordinance as read.

BARRE CONGREGATIONAL CHURCH THANKSGIVING 5K

Selectboard Minutes of September 27, 2016continued:

Background: This year will be the fifth time the Barre Congregational Church has used the municipal building and nearby roads for its Thanksgiving morning 5K. The church uses the Selectboard meeting room for registration, the downstairs hallway and meeting room for a place to stay warm, and the restrooms. Cars are parked at the municipal building and the DPW yard.

The race uses Bolster Road (from the parking lot driveway to Websterville Road), Websterville Road from Bolster Road to Graniteville Road, and Graniteville Road. There are two course options, depending on the amount of snow on the bike path. If there is too much snow on the path, runners turn around on Graniteville Road and head back to the municipal building with a short run down Pitman Road. If the path is used, runners go to ROA and run the path back to the school. The church has been required to submit a certificate of insurance.

The race administrators need to access the building between 7:00-7:30am. The race begins at 9:30am. Everyone is out by noon. The church's race volunteers have been good guests in the past.

On a motion by LaClair, seconded by Tessier, the Selectboard voted to approve Barre Congregational Church's use of the municipal building and parking lot, DPW Yard (for parking) and roads.

GREEN MOUNTAIN POWER POLE LOCATION REQUEST

Background: This work by GMP is needed to serve the Aegis solar farm being constructed on the Johnson property. Access to three phase power is needed for the solar farm and would be on Osborne Rd across from the solar farm. Only one new pole #738519, 3 guys and wire are needed.

On a motion by Tessier, seconded by LaClair, the Selectboard voted to approve Green Mountain Power's petition for a location (placement) of pole, anchors and wires, Project #151154.

OLD QUARRY HILL ROAD SURVEY FOLLOW-UP ACTION

Now that the survey of the Old Quarry Hill Road has been completed, what action if any is next? The Town Manager has not yet heard from the surveyors that the pins and flags are in place, but with the days getting shorter, does not want to wait until that happens to decide if any action is warranted.

There was discussion about making a site visit once the pins and flags are in place, but it might have to be as early as 5:30pm before the Selectboard meeting or on a weekend due to the shortening days.

It was also noted that now that the survey has been completed, and shows where the old road is and that the town never gave up the road; hopefully it will help the other involved parties to sort the issue out.

VERMONT COMMUNITY LOAN FUND

Background: This is a request to approve a loan to Old Route Two Spirits, Inc from the Barre Revolving Loan Fund. This is the revolving loan fund that SBE is now making payments back to.

On a motion by LaClair, seconded by Tessier, the Selectboard voted to approve Vermont Community Loan Fund loaning Old Route Two Spirits, Inc. \$100,000 from the Barre Revolving Loan Fund. Said loan to have a fixed 4.25% interest rate with a term of 7 years, which includes interest only payments the first year.

REQUESTS FOR THE GRAND LIST

Selectboard Minutes of September 27, 2016continued:

Background: The Town has the Grand List in the Clerk's office vault and is available to the public for review and make copies of, but we have not made copies available. The Assessor was asked by an attorney for a copy of the grand list which required creating a file and manipulating it to contain only certain information. He is looking to the Selectboard for a policy in regards to these requests. The board was provided with the Secretary of State's guide to Public Records, a page from the Grand List, and Mike Monte's opinion and instructions for producing a report. What is at issue is how much manipulation of the Grand List files you want the Assessor's Office to do at the public's request.

The printed version of the Grand List is 750 pages. The electronic version of the printed Grand List lives on the computers in the Assessor's Office. Manipulation (selecting fields) is possible and it can be saved as a PDF for printing.

Town Attorney Mike Monte started by making the distinction between creating a record vs. providing it in a different format. By statute the requestor is allowed to get the raw data off the computer. What people are asking for is the record in a more usable format (Excel, PDF), which is not difficult to do.

There are some exceptions, one being business personal property data that is used to create the record. That data is confidential, only the final values are in the file, and part of the public record.

The discussion covered a variety of questions. Do we provide the file in its original format or convert it to a more usable format? Do we want to create individual files for people based on what they want or just provide the entire file and let them use what they want? If they want a paper copy, do they have to come and copy it or can they request it to be printed for them to pick up?

In the end the general consensus was to provide the entire list upon request in either print form or electronic form. The Print form could either be copied by the requestor at the town office or by town staff, as desired by the town and charged for accordingly. The electronic version would be available on CD or sent via email in a PDF or Excel format.

It was also noted that this really extends to any public records which may be available to the public, not just the Grand List.

Mike Monte will put something in writing as a new policy with regards to public records requests and have it to review at a future meeting.

BOARD OF TAX APPEAL HEARINGS

Background: The B.C.A. has asked the assessor to provide all information he intends to present a week before the hearing. The Town Manger, Assessor and the B.C.A. believe the intention is for that information to be given to the appellant before the hearing. The Assessor feels if he must turn over his information, the appellant should too. The Town Clerk says they do when they file the request for a hearing. The Assessor says they don't.

Mike Monte was asked to stay and help develop a fair process based on what typically happens in other hearings or court. If state law speaks to Board of Tax Appeals process he could advise the board of that.

The Town attorney says that the town cannot require an appellant to provide materials to the Board of Tax Appeals other than the request for grievance, by a certain time, as this is an increased burden. It was suggested that perhaps the policy could be to encourage them to submit materials ahead of time to help expedite the proceedings.

The assessor disputed that he was required to provide his materials a week ahead. Mr. LaClair noted that he has a contract with the town and can be directed to do so.

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After much discussion about the dos and don'ts it was suggested that the town attorney would draft a suggested policy. It was also noted that perhaps a letter to the BCA on the subject was in order so that they could revisit their policy of requiring materials from the appellant a week ahead of time.

ASSESSOR'S MONTHLY REPORT FORMAT

Background: The Assessor's contract calls for a monthly report in a format approved by the Selectboard. The contract states the report will:

1. Give the Contractor's assessing activity during the month
2. Report on any legislative or policy developments the Selectboard should know about
3. Report any trends the board should know about
4. Any excused days used

The Selectboard reviewed the items contained in a previous version of the assessors' monthly report with the assessor and agreed upon the following:

Inspections:	<u>Number</u>
1. Inspection of properties/buildings	
2. Inspections of subdivided properties/land	
Requests for Information:	
1. Barre Town property owners	
2. Professionals (Lawyers, title searchers, appraisers, realtors)	
3. Town staff	
4. Selectboard	
5. Meetings	
Other calculations (annual notation):	
1. Land use value calculations	
2. Land use submittal verifications	
3. Utility values	
Business Personal Property (annual notation):	
1. Forms mailed	
2. Values calculated, compiled & entered	
3. Reviewed &/or revised	
Other requirements:	
1. Homestead declaration verifications checked- on going	
2. Comparable sales report reviews-annually	
Notice of change of appraisals:	
1. Number changed/mailed	
Grievance Hearings:	
1. Appeals/Grievances hearings held	
2. Inspection & review of appealed property	
3. Appeals/grievances denied	
4. Appeals/grievances value changes	
BCA appeals:	
1. Appeals filed	
2. BCA hearings attended	
3. BCA value changes	
State appeals:	
1. Appeals to PVR or Court	
2. State appeals hearings attended	
3. State appeals value changes	
Errors & Omissions:	
1. Cases recommended to Selectboard	
2. Notice of change of appraisal	

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Excused time:

1. Days used
2. Days in excess of contract allowance for working
Over contract time of 20 hours a week
3. Excess days used

Reporting to State of Vermont:

Training: (title, subject, hours)

Town Report (narrative of any misc. or other items to report not already covered) including legislative or policy developments or any trends the board should know about.

WEEKLY ACCOUNTS PAYABLE WARRANT

On a motion by Tessier, seconded by Paul White, the Selectboard voted to approve the Accounts Payable warrant for the week of September 27, 2016.

MISCELLANEOUS

Nothing

'ROUND THE TABLE

Nothing

EXECUTIVE SESSION- none needed

ADJOURN

On a motion by Mitchell, seconded by Tessier, the Selectboard voted to adjourn at 9:17 pm.

Deborah Lefebvre, Assistant Town Clerk

Selectboard Chair

Barre Town Selectboard