

## BARRE TOWN SELECTBOARD AGENDA

December 20, 2016

6:30 p.m.

1. Call to order
2. Pledge of Allegiance
3. Consider approving agenda
4. Executive session (personnel)
5. Consider approving December 13, 2016 meeting minutes
6. Announcements
7. Receive guests (for non-agenda items)
8. Presentation from Executive Director of Central Vermont Economic Development Corp.
9. Consider adopting Resolution #8-16 congratulating and expressing appreciation to Patrick Doyle on his retirement.
10. Consider adopting Resolution #9-16 congratulating and expressing appreciation to William Crowther on his retirement.
11. Consider requesting the C.V. Regional Planning commission select Barre Town for custom technical assistance in writing an enhanced energy plan.
12. Consider approving Assessor's Errors and Omissions List #2.
13. Consider approving letter of support for CVSWMD's grant application
14. Consider approving auditor's engagement letter.
15. Consider approving 5-Year Equipment Purchase Plan.
16. Consider approving 5-Year Building Plan.
17. Consider approving weekly accounts payable warrants.
18. Miscellaneous, including licenses and permits, if any.
  - a) Fireworks permit for Cutler Corner Road on December 26, 2016.
19. Executive session: personnel and labor relations (if needed)
20. Adjourn.

## BARRE TOWN SELECTBOARD MINUTES

December 20, 2016

The duly warned meeting of the Barre Town Selectboard was scheduled and held on December 20, 2016 at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 6:30 p.m.

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

Others attending were: Town Manager Carl Rogers, Asst. Town Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kelty, CVEDC Director Jaime Stewart, Zoning & Planning Administrator Christopher Violette and Jeff Blow.

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

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

### CHANGES TO THE AGENDA

*On a motion by Tessier, seconded by LaClair, the Selectboard voted to approve the agenda as presented. Mitchell was not present for the vote.*

### EXECUTIVE SESSION

*On a motion by Paul White, seconded by Tessier, the Selectboard found that premature general knowledge would put the Town at a disadvantage with regards to the discussion of personnel matters. Mitchell was not present for the vote.*

**Selectboard Minutes of December 20, 2016 continued:**

*On a motion by Paul White, seconded by LaClair, the Selectboard voted to go into executive session at 6:31 p.m. for personnel matters. Mitchell was not present for the vote.*

*On a motion by Tessier, seconded by LaClair, the Selectboard voted to come out of executive session at 6:46 p.m. Mitchell was not present for the vote*

**MINUTES**

*On a motion by Tessier, seconded by Mitchell, the Selectboard voted to approve the Selectboard meeting minutes from December 13, 2016 with the minor grammatical and spelling corrections. Mitchell was not present for the vote.*

**ANNOUNCEMENTS**

1. There will be no Selectboard meeting next week, December 27<sup>th</sup>. The next meeting will be January 3, 2017.
2. The Town Selectboard is seeking registered voters to serve on the Barre Town Budget Committee from the last Tuesday of January through the last Tuesday of March. The Budget Committee reviews the entire budget for Barre Town, including the General Fund, Ambulance Fund, and Highway Fund. Serving on the Budget Committee gives you a say in all fiscal year 2017-2018 town budgets, and is a great way to learn about town operations and budgets. If interested please send your letter or email of interest by 4:00 p.m., Friday December 30<sup>th</sup>, to the Town Manager's office. More information about the responsibilities of the Budget Committee is in the Barre Town newsletter that just went out. If you have questions, please contact the Town Manager at 479-9331 or one of the Selectboard members.
3. When clearing snow from your property, remember that no snow is to be pushed across or into a town road, highway, or public sidewalk or stored in the Town right-of-way. Doing so could result in fines of \$60 to \$210 per offense.
4. On January 3<sup>rd</sup> and 17<sup>th</sup>, 2017 during their meetings starting at 6:30 p.m., the Selectboard will hold public hearings on the proposed amendments to the Town Plan. The hearings will be held in the Municipal Building, 149 Websterville Road, Selectboard meeting room. The amendments relate mostly to energy, either to the conservation of it, handling renewables, or siting of renewables. To receive a copy of the amendments, submit your request in writing to Planning & Zoning Administrator Chris Violette at [cviolette@barretown.org](mailto:cviolette@barretown.org) or PO Box 116, Websterville, VT 05678. A copy of the amendments are available electronically on the Town website, [www.barretown.org](http://www.barretown.org).
5. The Barre Town Fire Department has already, unfortunately, been out to a few fires this winter. Please spare a thought this season to ensure your own fire safety by following a few tips:
  - Place any real candles over fireproof surfaces, away from curtains, decorations, and extinguish them before leaving the room.
  - Place Christmas trees and other holiday decorations at least three feet away from heat sources like fireplaces, candles, portable heaters or radiators.
  - If it has been over a year since your chimney was last cleaned, call a chimney sweep to check if your flue needs cleaning.

**Selectboard Minutes of December 20, 2016 continued:**

6. When driving this winter plan ahead. Before you leave, remove all snow and ice from every part of your car for your safety and that of people driving behind you. Drive slowly when roads are slippery or visibility is poor. Before you drink, make sure you have a designated driver.
7. If you will be having a holiday party that will run late, with guests needing to park on the street past 11:00 p.m. (into the winter parking ban hours), just call the Police Department in advance and let them know when your guest will be leaving and they will not be ticketed.
8. Barre Town's Department of Public Works will collect Christmas trees placed by the side of the road in early January. Roads north of Route 302 will be collected the first week, and roads south of Route 302 collected the second week, weather permitting. Trees will be brought to the Town's lawn waste Site to be made into mulch, so please remove the stand and all decorations.
9. On behalf of all Town of Barre staff, we would like to wish all of you a happy and safe holiday season and a wonderful new year. Barre Town offices will be closed on Monday, December 26<sup>th</sup> and Monday, January 2<sup>nd</sup>.
10. Chair White noted Police Chief Michael Stevens will be retiring June 30, 2017. No plans have been made, at this time, for his replacement. The search will begin after the first of the year.

**PERSONNEL ACTION**

*On a motion by Paul White, seconded by LaClair, the Selectboard voted unanimously to approve and authorize the Manager to sign a retirement agreement with the Barre Town Police Chief Michael Stevens. Mitchell was not present for the vote.*

**GUESTS - None**

**CENTRAL VERMONT ECONOMIC DEVELOPMENT CORP.**

Background: Jaime Stewart is relatively new as the Director of the Central Vermont Economic Development Corp. (CVEDC). This first meeting with the Barre Town Selectboard is to introduce himself. Barre Town currently contributes money (\$4,000 annually) to the CVEDC.

Mr. Stewart was present and provided the Board with his employment background. His goals include assisting existing businesses grow and establishing funds for businesses to create quality jobs. He commended Barre Town on their Industrial Park. However, some concerns are limited commercial growth in the area, permitting process in Vermont, and grant funding. He assured the Selectboard that CVEDC is a team player and will work closely with the other agencies to attract businesses to our area.

**RESOLUTION #8-16 - PATRICK DOYLE**

Background: Patrick Doyle, a 25-year veteran, will be retiring effective December 31, 2016. He was hired as a full-time EMT in 1992 and is the longest serving EMT Barre Town has ever had. Mr. Doyle and his Supervisor were not present as they are attending a department holiday party.

*On a motion by LaClair, seconded by Tessier, the Selectboard voted to adopt Resolution #8-16, A Resolution of the Town of Barre, Vermont in Appreciation of Patrick Doyle's Service to the Town of Barre." Mitchell was not present for the vote.*

**Selectboard Minutes of December 20, 2016 continued:**

Rogers noted that our ambulance service is known for their "good bedside manner." This is something that Mr. Doyle excels in and is one of the reasons we have an outstanding reputation. Board members also expressed their appreciation.

**RESOLUTION #9-16 - WILLIAM CROWTHER III**

Background: William Crowther III, with 19 years of service, will also be retiring on December 31, 2016. He began his career working in the Cemetery Division the summer of 1997. Later that year an Assistant Town Clerk-Treasurer position was available. Due to his prior work experience and good work that summer he was hired by former Town Clerk Ruth Finn and Town Manager Rogers.

*On a motion by Paul White, seconded by Tessier, the Selectboard voted to adopt Resolution #8-16, A Resolution of the Town of Barre, Vermont in Appreciation of William Crowther III's Service to the Town of Barre." Mitchell was not present for the vote.*

Board members expressed their appreciation to Mr. Crowther for his service.

**ENHANCED ENERGY PLAN - REQUEST FOR ASSISTANCE**

Background: The State of Vermont gave the Regional Planning Commission (RPC) enough money to assist at least three (3) communities with writing an enhanced energy plan. Zoning Administrator Violette informed the RPC that Barre Town would like to be added to the list of communities interested in the assistance. However, he needs to follow-up with the Selectboard and Planning Commission.

The RPC will offer a lot of help especially with the technical aspects of the energy plan. Writing an enhanced plan (to secure "substantial deference" with the Public Service Board) will still require much work from town officials between January 1 and July 31, 2017. The technical assistance selection does not require any payment to the RPC.

Zoning & Planning Administrator Christopher Violette was present. He stated if the Town wants a seat at the table with solar projects the energy plan needs to be written. Many areas of Barre Town are quite suitable for solar sites and we need to participate in this and other energy projects which are being proposed (now or in the future) in Barre Town.

*On a motion by LaClair, seconded by Paul White, the Selectboard voted to support and request the Regional Planning Commission select Barre Town for the custom technical assistance in writing an enhanced energy plan. Mitchell was not present for the vote.*

**ERROR & OMISSIONS LIST #2 FOR FY 16-17**

Background: Annually the Assessor will provide a list of properties whose property (including personal) valuation needs to be corrected after the lodging of the Grand List for the fiscal year. The deadline to correct these valuations is December 31<sup>st</sup> but they must be approved by the legislative body. Assessor Levesque was not present due to illness.

*On a motion by LaClair, seconded by Tessier, the Selectboard voted to approve the Town of Barre Assessor's Error & Omissions List #2, dated December 20, 2016 as presented. Mitchell was not present for the vote.*

**LETTER OF SUPPORT FOR CVSWMD GRANT APPLICATION**

Background: During last week's Selectboard meeting the Central Vermont Solid Waste Management District (CVSWMD) informed the Board they would be applying for a USDA grant to help administer some of the Act 148 legislation coming into effect soon. The Board agreed to provide a letter of support which is being presented for approval.

**Selectboard Minutes of December 20, 2016 continued:**

*On a motion by Tessier, seconded by LaClair, the Selectboard voted to approve and authorize the Town Manager to sign a letter of support for the Central Vermont Solid Waste Manage District's grant application to the USDA. Mitchell was not present for the vote.*

Chair White stated he particularly liked the sentence which stated "the project's proposed training and technical assistance support activities that are critical to our ability to ensure that Barre Town residents have the resources they need to divert their household food scraps out of the landfill."

**AUDITOR ENGAGEMENT LETTER**

Background: Sullivan, Powers and Co. has begun the fiscal year ending 2016 audit. Signing an engagement letter (agreement) is a route step. The stated fee is \$22,200.

*On a motion by Tessier, seconded by LaClair, the Selectboard voted to approve the Sullivan, Powers and Company's engagement letter for performing the Town of Barre's fiscal year ending 2016 audit. Mitchell was not present for the vote.*

**5-YEAR EQUIPMENT PLAN**

Background: This Plan is one of the annually reviewed documents which assist management with budgeting and keep us proactive with our repairs/maintenance/operation. Manager Rogers outlined some of the changes in the 5-Year Equipment Plan. It covers rolling stock (cars, trucks, maintenance equipment such as graders), computer/IT equipment and large non-rolling stock (air compressors and generators). Every fund/department that uses equipment pays into the Equipment Fund to make the purchases.

Rogers noted the changes which included purchase price updates and bringing attention to the "on the horizon" needs which includes the fact that many are big ticket items (grader, gravel & sand scree, Fire Department new pumper and rescue truck, excavator, and water/sewer cargo van). A new item in the Plan is for computer/IT equipment. Details include which PC/laptop, etc. is scheduled for replacement and how to reuse some of the PC/laptops.

*On a motion by Tessier, seconded by LaClair, the Selectboard voter to adopt the Town of Barre 5-Year Equipment Purchase Plan for the years 2018-2022 as presented. Mitchell was not present for the vote.*

**5-YEAR BUILDING PLAN**

Background: Another annual plan which Asst. Manager Wang has prepared. Changes include updating pricing and preparing the new year five. This plan is for major building repairs, maintenance, and improvements. The dollar amount that is eligible varies by fund. The smaller a fund budget the lower the threshold. It was noted that the downstairs vault shelving project (\$18,000) which was included in this year's Building Plan has been removed. After the Plan was approved last year it was decided to finance the purchase by designating \$5,000 of the land records revenue for five years. This is year two of five.

*On a motion by LaClair, seconded by Tessier, the Selectboard voted to adopt the Town of Barre 5-Year Building Plan for the years 2018-2022 as presented. Mitchell was not present for the vote.*

**WEEKLY ACCOUNTS PAYABLE WARRANT**

*On a motion by Tessier, seconded by LaClair, the Selectboard voted to approve the accounts payable warrant for the week December 20, 2016. Mitchell was not present for the vote.*

**MISCELLANEOUS**

*On a motion by Tessier, seconded by Paul White, the Selectboard voted unanimously to approve the fireworks permit for Anthony Campos, 311 Cutler Corner Road to hold a display on December 26, 2016 with the standard conditions. Mitchell was not present for the vote.*

Asst. Manager Wang informed the Board the Aldrich Public Library has agreed to the East Barre sidewalk easement and has waived the fee for payment.

Rogers wished everyone a safe and happy holiday.

**'ROUND THE TABLE**

Tessier congratulated all the long-standing employees on their retirement and reiterated a thank you for their service. All members echoed those sentiments.

LaClair thanked the DPW for taking care of the early morning icy conditions on Morrison Road. The business(es) have noticed and big difference.

On another note LaClair inquired what the process is when deciding whether or not the contracted vendor will be called out to plow/sand/salt roads. Rogers stated this is a judgement call made by the DPW Superintendent. Type and size of storm are the most common factors used when making a decision.

Paul White noticed that in two recent issues of Front Porch Forum there was talk of having a dog park in Barre Town and wondered if there was any truth to this. Rogers stated yes. Many Town residents use the City dog park located behind the old Jockey Hollow. However, this park has no lights, is not handicap assessable and difficult for older to individuals to get to. The Recreation Board is looking at a couple of sites in Barre Town and a group of residents are willing to spearhead the efforts as well as participate in the creation and maintenance of a dog park.

**ADJOURN**

*On a motion by Tessier, seconded by Paul White, the Selectboard voted to adjourn at 8:15 pm. Mitchell was not present for the vote.*

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*Donna J. Kelty - Town Clerk-Treasurer*

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*Selectboard Chair*

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**Barre Town Selectboard**