

Town Of Groton, Vermont – Selectboard Minutes, February 4th, 2016 (Draft)

The duly warned budget meeting of the Groton Selectboard of February 4th, 2016 was held at the Groton Community Building, 1476 Scott Highway.

Attendance for the meeting included Brent Smith, Phillip Palmer, Tom Paige, Roberta Dana, Carrie Peters Lisa Hart, and Dan Robinson.

The Following Selectboard Members were in attendance: Peter Lyon and Mary Grant

The Meeting was called to order at 6:30 PM

Peter announced that Andrew would not be able to attend the meeting because of work commitments.

Updates/Adjustments to the Agenda:

Peter wanted to add Review/Update the Drug and Alcohol Testing Policy, Review Law Enforcement policies, Welton Bridge review, Update on old fire truck sale, and closure on Debbie Johnson's letter.

Community Building Fire Inspection Results:

Peter said that he met with Tim Angell at the State Fire Marshall's office, who conducted the inspection. Tim told Peter that essentially there are two items that need to be addressed before meetings can be held in the lower level. One is the sprinkler system and the other is handicapped compliant access. Peter told Tim that one of our concerns is the Listers Office, Tim replied that if we can show that we are actually going to address the issues that The Listers can stay where they are. Peter went on to say that he had spoken with Black River, and they agreed to meet Peter and develop a plan to address to issues in the inspection and bring it back to the Board for review. Mary indicated that at one time Black River had a plan that encompassed moving the kitchen and the other areas of concern. Mary suggested that Peter ask Black River if they could meet the same day as the Board is working with the Highway Dept on their Capital Investment Plan. Peter said that would be a good idea. The Board agreed to meet at 7:00pm on Thursday February 11th. Phillip asked if alarms were going to be part of the design. Peter replied that he didn't know, Black River was going to develop the design based on the Fire Marshall's report and present it to the Board on the 11th. Lisa asked where the funds for the design proposal was coming from. Peter said that there should be no cost for a proposal, no deals have been made.

Buckaroos of 302 Request to use the Town Garage on February 13th for the Dick Page Ride-in:

Mary made the motion to allow the Buckaroos of 302 request to use the Town Garage for the Dick Page Ride-in at no cost. Peter seconded the Motion. During discussion Peter asked Brent if he approved of the use. Brent said he was good and that they had used the garage in years past without a problem. Lisa indicated that she would make sure she had a certificate of insurance on file for the Buckaroos. The Board voted unanimously to approve the motion.

Groton High School Reunion Committee request to use the Community Building June 25th:

Lois Boemig from the GHS Reunion Committee sent a letter asking permission to use the Community Building on June 25th 2016 for a high school reunion. Mary asked about insurance as a reminder. She suggested that we waive it or sponsor the event to cover them and have it in the minutes. Mary made a motion to approve the GHS Reunion Committee request to use at no cost the Community Building for June 25th for a reunion sponsored by the Town of Groton. Peter seconded the motion, there was no discussion and the motion passed unanimously.

Community & Economic Development Committee Appointments:

Peter said that the only thing he was looking for was the Fire Department's nominations to finish from last month's meeting. Brent said they nominated Shawn Stetson as their primary and Henry Knott as the alternate. Mary made the motion to approve the Fire Department's nominations, Peter seconded the motion, The Board voted unanimously to approve the nominations.

Recreation Committee Plans for 2016:

Peter said that he had seen a series of emails from Anne Hatch reference Committee members. Peter and Mary wanted to update the list and have a motion to approve so that the committee could formally meet and conduct business. Mary made a motion to add the following members to the Recreation Committee, Adrian Bedard, Bill Kane, and Nancy Vaughan. Peter seconded the motion, the Board voted unanimously to approve. The Board asked the Secretary to notify the Committee chair that they can move forward with providing the Select Board with a nominee for the Recreation Committee Activities Director that Paul Berlejung asked the Select Board for. The Board said they would add that discussion to a future meeting agenda when the nomination was made.

Review of the Emergency Services Bids For Construction of Doors:

Phillip laid out the 3 bids received and briefly talked about his research on each bid. The 3 bids were from Eagle Eye Construction for \$16,500, Daryl Hamlett for \$29,000 and Groton Timberworks for \$38,530.25. Phillip said that he contacted all three to discuss the requirements of the bid request and the bids that were submitted. He disqualified Eagle Eye Construction for not meeting the requirements of the bid request as their bid did not include electrical, masonry, steel, and doors. He called Daryl Hamlett's references and all provided excellent remarks about the quality of work and overall professionalism. Previous work with Town of Groton was satisfactory and without problems. Phillip said that he stopped in and spoke with Nathan at Groton Timberworks in person. Showed him all of the bids. He looked over the bids and said as a taxpayer, he would recommend Daryl Hamlett's bid over his own saving the taxpayer just short of \$10,000. At the last Fire Department meeting they voted to present the Select Board their recommendation of Daryl Hamlett's bid of \$29,000. Phillip said that Daryl told him he's figuring around 3 week's worth of work. Phillip said that they are looking for the Board's approval so they can notify the bidders as soon as possible. Peter asked about the "R" value of the doors. Phillip said that they were specified to be over R-17 and to keep them in an affordable range the doors they will have installed are an R-17.5. Phillip added that they are going to retain the doors that are being removed and will try to re-sell them to raise a little money. Peter asked about lighting. Phillip replied that they will be LED as specified. The Board thanked Phillip for all his work. Mary made a motion to approve Daryl Hamlett's bid. Peter seconded the motion and the Board voted unanimously to approve.

Review/Approve Roads and Bridges Standards and Certificate of Compliance for Standards:

Peter said that the Board reviewed the standards at the previous meeting, and that all that was left was to make a motion to sign them adopting the policy and Certificate of Compliance. Mary made the motion to sign both the standards policy and Certificate of Compliance. Peter seconded the motion, and the board voted unanimously to approve.

Review/Approve Drug and Alcohol Testing Policy:

Mary made a motion to approve the updated policy, Peter seconded the motion, and the Board voted unanimously to approve.

Review/Approve the Law Enforcement Policies:

Mary made a motion to approve the Fair and Impartial Policing policy and the Conducted Electrical Weapon policy and to sign the certificate that these policies have been adopted by the Town. Peter seconded the motion. In discussion Peter asked the Secretary where these policies came from. Dan replied that he used the VLCT models and Vermont State police standard policies modeled for municipalities. The Board voted unanimously to approve.

Close out discussion of the Email from Debbie Johnson:

Peter asked Lisa for the record if she and Dorothy Knott had answered Debbie's question. Lisa said that Dorothy has a policy in place to manage the Fire Department member's qualifications and how and when they are to be paid. This satisfied the Board that Debbie's concerns had been addressed.

Sale of Old Fire Truck:

Peter reported that Andrew had taken pictures of the fire truck and received a bid for \$4,500. All that he needs is the title for the truck to complete the sale. Peter asked the Secretary to get with Linda to find the title.

Welton Bridge review:

Peter said to Lisa that her new accountant and they were trying to gather information on the Welton Bridge. Peter said that in the minutes of Nov 21st 2013 it talks about the bridge project being over budget by roughly \$10,000. Shauna Clifford at VTRANS indicated that there may be money available to help close that gap. Peter said that he's not sure but the clock may be ticking on that offer, and he asked the Secretary to work with the Treasurer to get accurate information to give to Shauna. Peter suggested that the new accountants may be able to help flush that out.

Round Table:

Lisa started by informing that Board that she had received the Buckaroos of 302's insurance certificate. She also added that she had asked Andrew if he had a contract from Batchelder, because he mentioned a figure and she hasn't seen a contract. Peter said that Andrew has been empowered to work with Batchelder to get a contract. The price referred to in the minutes was from Andrew. Mary said that it was on the back side of the documents Andrew gave the Board. Lisa said that Andrew told her she had to hash it out with Batchelder. The Secretary said that he would email Andrew and ask him for an update, so that Lisa could plan and then they could plan training for her staff and Annie. Lisa also reported that she had talked with Bonnie at Batchelder Associates about the letter to Pace and Hawley and NEMRC's invoice and Bonnie recommended not sending a letter until she had solid findings. The Board agreed with that recommendation. Lisa went on to report that she had asked Gary Lamberton to look at the 2015 Budget again with her and Carrie in reference to the \$6920.00 added to the budget twice was actually not there for use, but was a mistake on his spreadsheet, so that it would not be available to be carried over into 2016. Peter said that they would have to address it with Andrew because that amount had been moved to cover the cost of the Batchelder contract. Peter asked Lisa to contact Andrew and get him up speed so he would be ready to discuss it at the next meeting. Roberta added that the money the money shouldn't have been moved already because it is an Article for Town Meeting. Peter clarified that the amount had been moved in the budget for planning purposes, they now they have a gap that has to be addressed. Lisa continued That two meetings ago she was asked if she was fine with the 2014 figures from the previous Treasurer. Now after having worked with the new accounting firm, she is not committing to saying that everything is fine, because they are looking through everything and Lisa wanted that in the record.

Peter said that Batchelder had said there was a question on 2014, Lisa said yes Pace & Hawley had found an issue as well which was a small dollar amount, and Batchelder did as well, but they didn't have a dollar amount yet.

Brent wanted to bring to the board the contract for plowing for Forest, Parks and Recreation. He said they were \$22 over the threshold and wanted the Board to sign it. He asked that they go over it and not just sign it on his word. Peter asked for the record if Brent was comfortable with it. Peter said that they would make copies. Brent said that he and Lisa had worked with VLCT to get the proper insurance certificates in place. Peter asked Mary if she needed more time to study the contract. Mary asked what the hourly rate was, Brent said \$74 an hour for the 10 wheeler. Discussion continued around invoicing and lack of snow. Mary made a motion to approve the contract, Peter seconded the motion. And the Board voted unanimously to approve.

Approval of the Minutes January 21st:

Mary made motion to approve, Peter seconded the motion, and the minutes were approved as submitted. Peter also updated the donation made by Lauren Gandin had \$120 remaining and that money would go to refinishing the gym floor.

Approval of the January 28th Minutes:

Mary made a motion to approve the January 28th Minutes, Peter seconded the motion. In discussion Lisa wanted to add the following adjustments, remove the budget line numbers to reduce confusion, Adding Dog License Revenue to clarify that comment, At the end a mention of contract, changed to Pace & Hawley Contract NEMRC Invoice, Add Roberta's comment "because there had not been an opportunity" in reference to an employee using an insurance buyout. Roberta suggested that it would be helpful if there were adjustments to the minutes after they are posted online, that those changes be posted as well. The Secretary replied that the minutes are posted twice, in draft and once approved. Any and all adjustments are made during the Select Board meeting, the Board agreed. Roberta went over the minutes to make a date correction went on to go over spelling corrections. Her next question was in reference to the "range" of the cost of training. Peter responded that a figure didn't go in because Andrew didn't give a figure and the Board didn't have one as of yet. Roberta wanted to point out that the statement "the current tax collector is the Treasurer" was actually that the Treasurer collects current taxes as part of her duties.

Mary adjusted her motion to Approved the January 28th minutes as amended, Peter seconded the motion, and the minutes were approved unanimously.

The Secretary wanted to bring up that his wife was leaving the library on Wednesday February 3rd and noticed a garden hose running across the sidewalk. The hose was coming from a storage tank in the bay to the far right of the Artesano Meadery and emptying into the storm drain in the parking lot. Both her and the lady she was accompanying described the odor as strong and pungent and not something that should just be run into a drain that could possibly end up in the river untreated. Peter and Mary agreed that the Secretary should contact the Health Officer look into it and report back to the Board.

Mary wanted to Peter add a couple of Items to next month's agenda. Declaration of health insurance coverage and the Certificate of highway mileage.

Mary asked the Secretary what the status of the town logo coffee mugs was as she is getting requests. I responded that I had a couple of quotes, but would have to present them at the next meeting. Peter asked the Secretary to review them with Mary, and she was authorized to approve a quote.

Peter asked Mary if it was alright with her if she was ok with him buying some recognition plaques for some people that deserve to be recognized. Mary said yes.

Roberta had a question on the final 2015 budget, she stated there was a \$25,850 figure in the actual under transfer to other funds, she knew where \$15,000 was, that it had to do with sidewalk reserves, Carrie responded it was the \$10,850 that the CPA moved out the day they were here working. She said that they explained to them what it was, but they had not moved it back in yet.

The Meeting adjourned at 7:10 pm.

Minutes prepared by Dan Robinson, Select Board Secretary