

Town of Groton, Vermont – Select Board Minutes of April 19, 2018 (approved)

Select Board Members in Attendance: Wade Johnson, Sr., Deborah Jurist and Aaron Smith

Attendance for the meeting included: Debra Johnson, Carrie Peters, Mark Shallberg, Lise Shallberg, Brent Smith, James Downing, Dan Webster, Dorothy L. Knott, Shaun Stetson, Kitty Diggins, Jim Cilley, Jim Burke, and Jodi Fleurie-Wohlleb.

Wade called the meeting to order at 6:30 pm.

#### **Review/Approve Minutes of April 5, 2018**

Deborah made a motion to approve the minutes of April 5, 2018 with a couple of corrections, Aaron seconded and motion passed.

#### **Adjustments to Agenda**

There were no adjustments to the agenda.

#### **Highway/Brent Smith – adjustments to Tim Ruggle’s Contract**

Brent Smith was not present at this time. Was moved towards the end of the meeting when Brent arrived at meeting.

#### **Administrative Asst/Lise’ Shallberg – updates**

Lise’ is going to do a follow up letter to Rural Edge on the handicap accessibility at the Pancake House. A letter was sent to them on Feb. 8, 2018.

Lise’ contacted the Orange County Sheriff and got a Standard Operating Procedures for a Constable. A copy of handed out to each Select Board Member.

#### **Library – Lease draft from lawyer**

Deborah sent an email of the lease to each Select Board member.

Deborah has been looking at the audit of the library and has come to a conclusion that it appears that in 2035 Rural Edge owes the town \$610,000. Before the lease is signed, there are things that need to be fixed. Deborah will work with Mark Shallberg and go over the list of the things that need to be fixed. Sue Murray is now the chair of the library trustees.

#### **Health Officer/Dan Webster – update on Mace’s car**

The Health Order for Mace’s car will be closed at the end of this meeting. The red car will be moved tomorrow.

Dan said the appraisal on the Cilley House was done on Wednesday, April 18. It went well. Dan went to see Gayle Edwards and she signed off on her house so the town can have somebody take it down. Gayle Edwards will still be responsible to remove all the debris within the 18-month period. Matt Puffer will be giving the town an estimate of what it will cost to take the house down. Dan said this house is a health hazard because some debris has hit a house nearby and done damage.

### **Zoning Admin./Brad & Dan – what to name Dan’s position**

VLTC was contacted about having two zoning administrators. VLTC said in an email: "The planning commission may nominate and the legislative body [selectboard] may appoint an acting administrative officer who shall have the same duties and responsibilities as the administrative officer in the administrative officer's absence. If an acting administrative officer position is established, or, for municipalities that establish the position of assistant administrative officer, there shall be clear policies regarding the authority of the administrative officer in relation to the acting or assistant officer."

(References to "administrative officer" also mean "zoning administrator.") There cannot be 2 people who both have authority to act at the same time. If this were the case, it would result in confusion and conflicting decisions. As such, the selectboard must establish a clear policy that defines when the acting or assistant ZA has authority to act. This might include, for example, instances where the ZA recuses himself or herself based on a conflict of interest, and when the ZA is on vacation, etc.

There will be another meeting to go over the policies and procedures of the zoning administrator and assistant.

### **Listers – Assessor Position, Reappraisal, & computer and office needs**

Kitty and Dorothy have been helping Deborah understand the lister's job. The listers would like to have a special meeting with all of the Select Board members and Cy who is the District Advisor for Groton from the State for the Property Evaluation to explain what the assessor does.

The Select Board would like Gary Lamberton to come to the next Select Board meeting to go over the 3<sup>rd</sup> computer that is dedicated to the reappraisal to see what they need done to get it ready for the reappraisal and possibly a computer for Linda's office.

It will be advertised on the Groton website when the reappraisal will be starting which will be mid-May on the Groton Lake properties first.

It was suggested to have Ted Nelson; the reappraiser come to the next Select Board meeting to meet the Select Board and go over briefly what is done on the reappraisals.

### **2<sup>nd</sup> Constable – state statute**

Lise' gave the Select Board a copy of the Standard Operating Procedures of a Constable. This has what the constable can do without training. The part time academy training requires 80 hours for certification. The Select Board wants time to look over the procedures for the constable. Lise' will look for the cost of the class and see if she can find more information on being a constable.

### **Mark Shallberg – cleaning position**

At the last Select Board meeting, Mark was asked to seek out the other two people that showed interest in the cleaning job. Neither of these two-people worked out. So, Mark went to Lee Flint and walked her through the town buildings. The pay for the cleaning

job was discussed. There was discussion about whether or not to hire her as an employee or subcontracted, and what her wages would be. The cleaning position is for 5 to 7 hours per week.

Deborah made a motion to ask Lee Flint to clean as a subcontractor and for Mark Shallberg to talk to her about a contracted amount of \$125 per week. Aaron seconded and motion passed. The cleaning contract needs to be left in the town office for Select Board to read and sign if she agrees with the wages.

### **Review of Department Heads**

Deborah wanted to make sure all the department heads are getting emailed copies of the minutes of the Select Board meetings. There was a short discussion on this issue. It was discussed that when the Select Board ask someone to come to a Select Board meeting they need to know as soon as the draft of the minutes are finalized. The new grotonvt.com emails are going to be used now since everybody is set up.

### **VLCT PACIF Policy – Bell**

Mark said about a year and a half ago, the bell was a priority on the insurance list that needs to be taken care of. Mark said it is not a big job to fix. The Select Board gave Mark permission to go ahead and get the bell moved to the higher peak of the Community Building so it won't be a liability to the town. There is reserve money for the Community Building that can be used. Lise' is to email the Select Board on what else needs to be done that is on the list.

### **VLCT Conflict of Interest Policy**

Deborah said the Conflict of Interest Policy needs to be done by July 2019. The date of June 14<sup>th</sup> was set to have a Select Board meeting to work on the Conflict of Interest Policy. There is a template from VLCT, State of VT and Kitty has an actual policy from another town to give to the Select Board members to look at.

### **Green Up Coordinator**

Deborah made a motion to appoint Alissa Smith to be the Green Up Coordinator, Wade seconded and motion passed.

### **Financials**

The budget and balance sheet were discussed. Carrie discussed the Asset Module that NEMRC has. Glenna does not care for the NEMRC Asset Module; she works with a different one. Carrie said they could reach out to other towns to see what they use to keep track of Town Assets.

### **Highway/Brent Smith – adjustments to Tim Ruggle's Contract**

Brent said that Tim Ruggle's Contract looks good so no adjustments need to be made.

**Open to Public & Other Business**

Aaron Smith said the Cemetery Commission met and made a decision to keep the Cemetery closed until May 15<sup>th</sup> unless the snow melts before then.

Carrie Peters has spoke to Groton Timberworks about the basketball hoop. Carrie said it is out of Groton Timberworks hands and is in Lajeunesse's hands. The height of the ceiling is not being changed. Lajeunesse needs to come up with a new basketball back board that will work in the dimensions of the gym. Lise' will be doing a follow up letter to the Community Club because they are the ones who got the grant for this project. The town has invested money in this project too and wants to see it finished.

**Sign Orders**

There were no orders to sign.

**Set Agenda for next Select Board meeting on May 3, 2018**

- Meeting called to order
- Review/Approve Minutes of April 19 & 23, 2018
- Adjustments to Agenda
- Greg Western – from Cross VT Trail Association
- Nathan Puffer – Right of Way on his land
- Ted Nelson – reappraiser
- Department Updates
- Administrative Asst/Lise' Shallberg – updates
- Library – update on lease
- 2<sup>nd</sup> Constable – go over what 2<sup>nd</sup> Constable is to do
- Gary Lamberton – computer for listers and Linda Nunn
- Financials
- Open to Public & Other Business
- Sign Orders
- Set Agenda for next Select Board meeting on May 17, 2018
- Adjourn

Deborah made a motion at 8:30 pm to adjourn, Aaron seconded, motion passed.

Respectfully submitted,  
Debra Johnson  
SB Secretary

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Wade Johnson, Sr., Chair

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Deborah Jurist

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Aaron Smith