

Town of Groton, Vermont – Select Board Minutes of April 5, 2018

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

Attendance for the meeting included: Debra Johnson, Lisa Hart, Mark Shallberg, Lise Shallberg, Brent Smith, James Downing, Dan Webster, Linda Nunn, Dorothy L. Knott, Rosanne DeForge, Felicia DeForge, Bryannah Heywood, Kristin Newton, Andrew Fellows, Tracy Puffer, Gary Lamberton, and Shaun Stetson.

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

Review/Approve Minutes of March 15 & 22nd, 2018

Deborah made a motion to approve the minutes of March 15 with one correction, Aaron seconded, and motion passed.

Aaron made a motion to approve the minutes of March 22, Deborah seconded, and motion passed.

Adjustments to Agenda

Adjustments were to move the executive session after financials.

Select Board-Appoint who will sign purchase orders & warrants, appoint Town Grand Juror and NVDA Alternative

Deborah nominated Wade Johnson, Sr. to be the primary Select Board member to sign purchase orders and warrants during the week, Aaron seconded, and motion passed.

Aaron nominated Deborah Jurist to be the alternate to sign when the primary is not able to sign, Wade seconded, and motion passed.

There was a letter of rejection from Gavin Reid for the position of Town Grand Juror. Gary Lamberton was appointed the Town Grand Juror.

There was an email received from Mary Grant resigning from the NVDA Alternate. Mark Gleicher was appointed as the Town NVDA Alternate.

There was discussion that there needs to be a Green Up Day Coordinator. This position will be appointed at the next Select Board meeting.

Highway/Brent Smith

Brent Smith apologized to the Select Board for having parts ordered before a purchase order was placed for over \$500 as delineated in the Purchase Order Policy and need to be signed by the Select Board.

Brent talked with Ruggles Engineering who is going to manage the project. There may need to be an addendum added to the contract which will be state that the job is going to be approximately 40 hours. The tentative date to start the Minard Hill Project is June 4, 2018. Signs

will be put up by the contractor, that the Minard Hill Road will be closed for up to 3 weeks for this project.

Brent gave an overview of the Annual State Agency of Transportation meeting with Shauna. The Town of Groton signed the Road & Bridges Standards. Since the town signed this, they will receive 90/10 match by the Storm Water Act instead of 80/20. Brent thanked all the Select Board for attending this meeting.

Brent said the date of April 23 is the tentative date for Phillip Palmer to come back to work. With grants becoming more complex, Brent said that writing these grants takes away from him working on the roads. So, in the future, there needs to be an assistant to help write these grants. It was brought up that the helpers on the Highway Crew could help with the roads and Brent could write the grants.

Brent said that there were 6 to 8 roads that were not passable from Wednesday nights wind storm. They were all open by morning.

Brent said it would be a good idea to have each Select Board member in their extra time to drive around with him to check the town roads out so when a road is discussed at the meeting, it will be easier for them to understand.

Wade asked Aaron to write up the minutes from the Annual State Agency of Transportation meeting to vote on them at the next Select Board meeting.

Administrative Assistant/Lise' Shallberg - updates

Lise Shallberg handed out a copy to each Select Board member of an animal bite report from the Health Officer.

It was decided that the person hired for the cleaning position will be an employee of the town. The three-people interested in the job need to be contacted. The person hired will need to have a pre-hiring physical along with the Hep B shots in which the Town of Groton will pay for. Deborah made a motion to pay the cleaning person \$15 per hour for 5-7 hours per week, Aaron seconded, and motion passed.

Library – need of two library trustees, update on lease

The Select Board appointed Ellen Kinsella-Desroches as a library trustee.

Wade said that Patrick Flood will be on board with Rural Edge on April 3rd. Wade had talked to Mary and said that a rough draft of the 5-year lease for the library was sent to the lawyer. Deborah has a copy of the draft of the 5-year lease and will be emailing a copy to the other Select Board members.

IT/Gary Lamberton – update

Gary handed out a copy of all the town office emails. Gary showed how to use these town emails on his computer. Select Board will have new Town Emails going forward.

Health Officer/Dan Webster – health order/Mace’s red car

Dan read the health order on the removal of Mace’s red car to the Select Board. Jim Downing will be serving the papers to Mace. Mace has until April 20th to appeal. If Mace is not found and served the papers prior to April 19th then Dan has an emergency health order in place to remove the car on April 20th. The chair of the Select Board signed the Health Order. The Town Clerk and Select Board will have a copy of this Health Order.

Zoning Administrator/Brad & Dan – discuss process of zoning administrator

Aaron spoke to Brad about the assistant position. It was discussed to split the monthly stipend 50/50. Dan and Brad have talked and worked things out on the zoning position. The zoning permits will be done on an alternate basis. There was a short discussion on what to call the second position in the zoning administration. Lise will call VLCT to get an idea on what to call this second position of the zoning. This will be discussed at the next Select Board meeting. Brad Houghton was appointed as the Zoning Administrator.

At this time in the meeting, the Select Board decided to move the AED next on the agenda.

AED – Gary Lamberton & Tracy Puffer

Tracy Puffer asked if anyone had contacted Peter Lyon or Dan Robinson about the funds that were going to be used to help purchase the AED. Gary Lamberton said back when the AED was discussed at a Select Board meeting, the Snowmobile Club said they would put \$500 toward the purchase of the AED. Gary Lamberton has recently talked to the Snowmobile Club and they said they would donate \$800 towards the AED. It was said that the AED needs to be compatible with the AED that Woodsville Ambulance uses. Deb Johnson will locate the minutes from the SB meeting when there was a commitment made by the Community Club to pay for at least ½ the cost of an AED for the Gym. She will send a link or a copy of these minutes to Tracy Puffer. Tracy Puffer will be contacting Peter Lyons about the funding for the AED.

Also, at this time in the meeting, the Select Board decided to move the 2nd Constable next on the agenda.

2nd Constable/Shawn Stetson – discuss what constable does

Shawn Stetson asked the Select Board for the standard operating procedures of the 2nd Constable. Shawn has done some studying on what needs to be done for the 1st constable to get training so when Jim Downing steps down, Shawn could take his place. For the 2nd Constable, Shawn can serve papers, dispatch deer, be at dances, and help to control traffic.

Listers – Article 5

Wade read Article 5 from the March 6th, 2018 Warning which is as follows:
Shall the voters authorize the elimination of the Office of Lister and replace it with a professionally qualified assessor appointed by the Selectboard who shall have the same

powers, discharge the same duties, proceed in the discharge thereof in the same manner, and be subject to the same liabilities as are prescribed for Listers or the board of Listers under the provisions of Title 32, to take effect in the year 2019 with a Selectboard appointed assistant for the assessor?

Linda Nunn said the mistake was that we can't take and do a year out. It is only 45 days then we must have an assessor ready to go before we can do away with the listers. The mistake in the article was at the end where it says to take effect in the year 2019.

Wade read the template from the VT Selectboard Handbook that reads as follows:

"Shall the action taken at the meeting of this town of Groton held on Thursday, April 5, 2018 in spite of the fact that the error which was at the end of Article 5 "to take effect in the year 2019 with a Selectboard appointed assistant for the assessor?" (Wade said this was an honorable mistake made and the Select Board does acknowledge the mistake) and any act or action of the municipal officers or agents pursuant thereto be re-adopted, ratified and confirmed." Deborah made a motion that the Select Board acknowledges the mistake made in Article 5 in the warning at the 2018 Groton Town Meeting and the changes made above, Aaron seconded, and motion passed.

Town Clerk/Linda – Ball Field Use

There was much discussion on having a sign-up sheet for people using the Puffer Baseball Field which is going to start this year. There will be signs made to put at the Puffer Baseball Field that says you must sign up to use the field and you must take care of your own trash. Deborah Jurist will make these signs. A Baseball Field Policy will be worked on by Linda Nunn for the Select Board to pass soon. The Select Board asked Linda Nunn to contact people that have used the ball field in the past to let them know that they need to sign up to use the field.

Cilley Property – discussion on appraisers

There were two appraisers that were contacted which are:

Robert Daniels from the Caledonia County Appraisers in St. Johnsbury which would cost \$500 and wouldn't be able to start for 3-4 weeks.

Eric Benson from Barre which would cost \$500 and could start in 2-3 weeks.

There was a short discussion on these two appraisers.

Deborah made a motion that upon completion of the 30-day period, we call Eric Benson and employ his services to do the appraisal at the Cilley Property, Aaron seconded, and motion passed. Lise Shallberg will contact Eric Benson.

The following people need to be notified when the appraisal is going to be done: Lisa Hart, Linda Nunn, Colleen Darling, Stacy Slayton, Dan Webster and the Select Board.

Financials/Lisa Hart

Lisa handed out the Budget Status Report which is at 25% along with the Balance Sheet.

The audit proposal was discussed briefly with one change made to be NEMRC proficient. Deborah made a motion to accept the request for proposal for audit services, Aaron seconded, and motion passed.

Lisa said that July 1st is the requirement for the Conflict of Interest Policy to be done.

Lisa mentioned that last year when Mark went around to check the insurance findings (VLCT PACF-Policy) that some things have been fixed and need to work on the other items that were going to be worked on in the spring.

Jill from VLCT Human Resources has offered to review the Employee town Policies with one Select Board member and Lisa. She is going to have a conference call on April 25th at 1:30 pm. Mark Shallberg has received quotes for linoleum for the office bathroom and gym bathroom that need to be replaced. Mark has also put carpet in the entrance way to the Community Building.

Lisa mentioned that Lisa and Carrie will not be at the next Select Board meeting, so financials will not be presented.

Brent mentioned that the Conflict of Interest Policy needs to be sent to all departments of the town to look at before it is passed.

At this time, the Select Board decided to put the Open to Public before the Executive Session.

Open to Public & Other Business & Actions Taken

Dave Bernier called Wade about the letter he received on the clean up of his property. Dave said the contractor didn't show up last fall to do the cleanup so now he has to do the cleanup himself. Dave will be doing to cleanup as soon as the weather clears up and snow is gone. Dave said that he has signs up for no trespassing.

The backup people who have the combination to the Vault are: Treasure, Lisa Hart; Asst. Treasure, Carrie Peters; and Dorothy Knott.

The people who have the lister key are Kitty Diggins, Dorothy Knott and Lynne Palmer.

There is a list in the office who has the keys for the Town Garage.

Tracy Puffer said that last the Student Council at BMU had a community service day and they are in the process of planning this for this year. They need to know where people need some work done. Email Tracy Puffer at school at tracypuffer@bmu.org.

Gary Lamberton mentioned that there is the potential for a way Snow Mobiles can avoid using the Little Italy Road.

Dorothy Knott handed out some paper work on lister and assessors and the lister calendar of events for the Select Board to look at. It had been recently talked about having a description of a lister/assessor. Kitty and Dorothy met with Ted Nelson and Steve who is doing the reappraisal of the town. They discussed that the town is moving towards an assessor. Ted's proposal was for a \$1 next year he would be the Assessor for the following year if the Select Board give approval.

Lise Shallberg asked the Select Board who they wanted to open up mail that was addressed to the Select Board or Chair of the Select Board. Lise said she will be coming in the office on

Tuesdays and Thursdays and any other times that she needs to. From now on, Lise Shallberg will be opening the Select Board mail. Linda will stamp the envelope when received. Wade read a Thank You from Phillip, Lynne and Tonya Palmer for the fruit basket. Frank Lapham was appointed as the Weigher of Coal.

Executive Session

Deborah made a motion at 9:12 pm to go into executive session for a discussion on legal matters, Aaron seconded, and motion passed.

Deborah made a motion at 9:39 pm to come out of executive session with just updates and no decision, Aaron seconded, and motion passed.

Sign Orders

Orders were signed.

Set Agenda for next Select Board meeting on April 19, 2018

Meeting called to order

Review/Approve Minutes of April 5, 2018

Adjustments to Agenda

Department Updates

Highway/Brent Smith – Ruggles Engineering contract (Minard Hill Project)

Administrative Asst/Lise Shallberg – updates

Library – lease

Health Officer/Dan Webster – update on Mace's red car

Zoning Administrator – naming second zoning administrator

Listers – Assessor

2nd Constable – State Statute on procedures of 2nd constable

Cleaning Position opening

VLCT Conflict of Interest

Green Up Day Coordinator

VLCT Passive Policy – Bell

Financials?

Open to Public, Other Business & Actions Taken

Sign Orders

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

Adjourn

Deborah made a motion at 9:46 to adjourn, Aaron seconded, and motion passed.

Respectfully submitted,
Debra Johnson
SB Secretary

Wade Johnson, Sr., Chair

Deborah Jurist

Aaron Smith