

Town of Groton, Vermont – Select Board Minutes of May 17, 2018 (approved)

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

Attendance for the meeting included: Debra Johnson, Lisa Hart, Mark Shallberg, Lise' Shallberg, Brent Smith, James Downing, Jim Cilley, Gary Lamberton, Kitty Diggins and Dorothy Knott.

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

Deborah made a motion to accept the minutes of May 3, 2018, Aaron seconded, motion passed.

Adjustments to Agenda

No adjustments.

Nathan Puffer – agreement from lawyer (if ready)

Agreement not ready. Will reschedule for next Select Board meeting.

Highway/Brent Smith

Brent mentioned the issue about the drainage issue on the Great Road. Brent said it would be good if the Select Board members could go look at this issue of water running on this person's property on the Great Road. Brent said there may be something the town can do to alleviate this problem.

Brent went to a meeting and there was a good Power Point on the rights and responsibilities for drainage. Brent will give a copy of this to the Select Board members.

Brent said that the town usually has two people who give the town pricing on chloride and then go through the process. Brent said this has not been done and there isn't a Select Board meeting for three weeks, so Brent asked the Select Board if he could get pricing from both companies and be able to order chloride before June without going through the normal process.

Aaron made a motion to appoint Wade Johnson to approve the purchase price of chloride given to him by the Road Commissioner, Brent Smith, Deborah seconded, motion passed.

Brent said that the Town of Groton hosted the MSRG, storm water information meeting. Brent thanked Deborah Jurist for spending a couple of hours at this.

Phillip Palmer is back to work full time with restrictions.

Admin. Asst./Lise – updates

Lise contacted The Police Academy and VLCT. They both said that the Constable does not have any law enforcement authority until they are certified by the VT Federal Justice Training Council. Without the requisite training, a constable can only perform the following, pursuant to 24 VSA Section 1936a:

- (1) The service of civil or criminal process
- (2) Destruction of animals
- (3) The killing of injured deer

- (4) Provision of assistance to the health officer in the discharge of the health officer's duties
- (5) Service as a Criminal Division of the Superior Court officer
- (6) Removal of disorderly people from town meeting
- (7) Collection of taxes, when no tax collector is elected

The Select Board will have Shaun Stetson do these services that are listed above. The Select Board would like Shaun Stetson come to the next Select Board meeting to discuss these. Lise will send the list of duties Shaun can do to him via email.

Lise will talk to Linda to see if she has received the quote from Matt Puffer on the cost to tear down the burned Edward's House.

IT/Gary – price for computer

Gary got prices for the same desktop that the office has now. It was decided that since the cost was higher than expected, no computer will be purchased at this time. Gary will look into whether or not it will be possible for others to use the Lister computer during the appraisal process. There will be a budget discussion about purchasing a new computer.

Gary mentioned that he worked on the printer at the library. Lisa will be ordering a new toner cartridge for the library printer. Gary will email the prices for a new printer to Luise, the librarian.

Gary reported that the cameras that were newly installed in the gym have been working. The cameras have not had to be accessed as of yet.

Town Clerk – animal warning

Lise had the warning that Linda gave her asking that the Select Board sign off on it. The Select Board signed the warning. Linda has sent letters out to each dog owner who needed to register their dogs about 24. Linda will continue to send letters each month.

Make decision on Rubin Parcel

Deborah made a motion that the Select Board approves the Rubin Parcel of 930 acres minus 5.4 acres for Rubin's use being put into the VT Land Trust, Aaron seconded, motion passed. Lise will email Rubin about this decision the Select Board made.

Make decision on Cross VT Trail Association License Agreement

Deborah moved that the Select Board tentatively approve the license agreement with Cross VT Trail Association until they bring it to the Select Board to sign, Aaron seconded, motion passed. Lise will contact Greg Western from the Cross VT Trail Association asking him come to the next Select Board meeting and bring the final license agreement for the Select Board to sign.

Adopt updated Personnel Policy

The Conflict of Interest in the Personnel Policy does not satisfy the requirements for Conflict of Interest Policy that will be required to adopt by July of 2019. Lisa will bring the example of the Conflict of Interest Policy from the State of VT for the Select Board to review at the next Select Board meeting.

Lisa was asked to follow up on the plowing benefit in the Personnel Policy. Lisa contacted Jill from VLCT PACIF and she referred Lisa to talk to Fred. Fred said the plowing benefit in the Personnel Policy is a high risk to the town and not recommended. Lisa said that Fred would be willing to come to a Select Board meeting to discuss the plowing benefit and any other Insurance questions the Select Board may have. The Select Board will discuss this plowing benefit with Phillip Palmer.

Cilley Property – appraisal

The Cilley Property appraisal dated April 18, 2018 is for \$53,000. The Select Board reviewed the minutes from Town Meeting on March 6, 2018 on Article 6 which gave the Select Board authority to have a private independent appraisal done on the Cilley Property before the purchase of the Cilley Property. The Select Board followed what was passed at Town Meeting. A copy of the Cilley Property appraisal will be given to Gavin Reid, the town lawyer by Deborah Jurist.

Financials/Lisa

Lisa was asked to find out when the VLCT PACIF policy renews which is in October. The policy goes from January to January and is paid quarterly.

Lisa received two bids on the professional town audit for 2017. There is \$11,140 in the reserve funds for the Town Audit and another \$8000 will added this fall.

<u>Sullivan & Powers & Co.</u>	<u>Fothergill, Segale & Valley</u>
2017 - \$18,500	2017 - \$11,000
2018 - \$18,900	2018 - \$9,300
2019 - \$19,500	2019 - \$9,300
2020 - \$20,000	2020 - \$9,000

Deborah made a motion to accept the proposal from Fothergill, Segale & Valley, Aaron seconded, motion passed. The audit process will be started in June 2018.

Lisa said the Dental Insurance is due to renew in July. The policy goes from July 1 to June 30. The two-person plan went from \$17.17 to \$17.67, family plan went from \$32.45 to \$33.39. Deborah made a motion to accept the increase in the dental insurance, Aaron seconded, motion passed.

Lisa gave an update on the Library. She is trying to meet with the librarian every two weeks. Lisa has a concern about the high reimbursements to the librarian. Lisa has talked to trustees about the high reimbursements. These reimbursements are over the \$500 town purchase

policy. Lisa gave a copy of the purchasing policy to the librarian. The Select Board decided to ask the Librarian Trustees to attend the next Select Board meeting to discuss these issues.

Lisa said the cleaning person, Lee Flint, has signed her contract with the Town. Town of Groton needs to be written on bottom of the Certificate of Insurance. VLCT recommends that the coverage of liability Insurance be 1 million and her coverage is \$600,000. Lisa confirmed this with VLCT. Mark Shallberg said this was not discussed before she was hired. Mark is to find out the difference in the cost between the \$600,000 and the 1 million liability coverage. Mark suggested that maybe the town could cover the difference in the cost of insurance for Lee Flint's first year.

Short discussion on Basketball backboard

Wade said he has a copy of the plans for the basketball backboard. Wade will be attending the Community Club meeting on Wednesday, May 23, 2018 at 7:00 pm at Upper Valley Grill. Wade has emailed St. Johnsbury Academy because someone told him that they have similar issues with their retractable backboard. Wade has not heard back from them yet. Wade wants to talk to Nathan Puffer and Lajeunesse to get this project taken care of.

Jim Downing asked the Select Board where the banners are that used to hang in the gym. The Select Board will look into it.

Open to Public & Other Business

Gary Lamberton said that Diane Kreis and the Buckaroos will donate an AED to the town. Gary Lamberton will purchase the AED. Dorothy suggested that below the AED it would be nice to put a small plaque saying who donated the AED to the town.

Jim Downing mentioned the other day when there was an emergency, a non-town employee drove the small-town truck back to the town garage.

Dan Webster requested confirmation by the Select Board once a zoning permit sits in the town office for three days, Dan can go ahead and do the zoning permit.

Dan Webster will give the Select Board a list of all the burned down houses in the Town of Groton that have happened over 18 months ago so they can be dealt with.

There was some discussion that the Zoning Bylaws need to be redone but before this can be done there needs to be more people on the Planning Commission.

In the BMU discussion, it was decided to invite the Groton School Board members to the next Select Board meeting to review the latest developments about the school.

Sign Orders

Orders were signed.

Set Agenda for next Select Board meeting on June 7, 2018

Meeting called to order

Review/Approve Minutes of May 17, 2018

Adjustments to Agenda

Cross VT Trail Assoc./Greg Western – license agreement for SB to sign
Nathan Puffer – agreement from lawyer
School Board Members – discuss merger
Library Trustees – discuss issues
Department Updates:
Highway/Brent Smith
Admin. Asst./Lise – updates, estimate from Matt Puffer on Edwards house
2nd Constable/Shawn Stetson – discuss his duties
Cilley Property appraisal – information from Gavin Reid/town lawyer
Review PACIF Insurance Policy
Personnel Policy/Conflict of Interest
Financials/Lisa
Open to Public & Other Business
Sign Orders
Set Agenda for next Select Board meeting on June 21, 2018
Adjourn

Respectfully submitted,
Debra Johnson
SB Secretary

Wade Johnson, Sr., Chair

Deborah Jurist

Aaron Smith