

Town of Groton, Vermont – Select Board Minutes of May 3, 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, Shaun Stetson, Jim Cilley, Jodi Fleurie-Wohlleb, Dylan Morse, Brian Wohlleb, Greg Western, Nathan Puffer, Brian Lakin Morgen Roy, Carl Powden, Steven Gardner, Linda Nunn and Gary Lamberton.

Wade called the meeting to order at 6:31 pm.

Review/Approve Minutes of April 19 & 23, 2018

Deborah made a motion to approve the minutes of April 19, 2018, Aaron seconded and motion passed.

Deborah made a motion to approve the minutes of April 23, 2018, Aaron seconded and motion passed.

Deborah made an amendment to the motion of the minutes of April 19, 2018, to approve with one correction made, Aaron seconded, motion passed.

Adjustments to Agenda

There was one adjustment made to discuss the issue with the ball field in the Open to Public.

Greg Western – from Cross VT Trail Association

The Cross Vermont Trail Association is asking for permission from the Town to help take care of the trails, signs and maintenance on the trails that goes from Ricker Pond to Groton Lake and is owned by the Town of Groton. They will also keep the trails cleaned up and bridges kept up. Mr. Western handed out a Draft of a License Agreement that he would like the Groton Select Board to sign. They do have insurance that covers their liability. The Select Board would like to read the Draft of the License Agreement and discuss at the next Select Board meeting.

Nathan Puffer – right of way on his land

Nathan would like to pay the town or trade one right of way for a different right of way going across town land. The right of way would cross the old dump road. The current right of way isn't adequate and is hard to maintain. Nathan would be willing to give the town the right of way to the access of the power line that Green Mountain Power owns. Nathan brought a map for the Select Board. Nathan has a letter from Bruce Genereaux stating the value of the right of way would appear to be of equitable value to the right of way that Nathan would be giving the Town of Groton. It was decided by the Select Board to ask Nathan to go to his lawyer and write up the agreement between Nathan Puffer and the Town of Groton.

Deborah made a motion to have Nathan provide the Select Board a legal document from his lawyer along with the letter from Bruce Genereaux and bring to the next Select Board meeting if ready. Aaron seconded and motion passed.

There is a curb cut on this property with paper work that will need to be done by the Select Board after this agreement is signed.

Highway/Brent Smith

Brent said the grader has been down for a week and is being repaired. More parts had to be ordered to fix it.

Shauna emailed the grant for the Minard Hill Road project that she approved. Brent asked Shauna if the grant will be ready for the start up of the project that is June 4th? Shauna said it does take a while and Brent said hopefully that it will happen on time. Brent did contact Tim Ruggles about this.

Mr. Ruggles said he not received a stamped copy of the design from the builder of the structure. A precast structure will be put in so the builder will have to have a stamped, engineers approved design. Once this paperwork does come in, Wade Johnson needs to sign it as soon as possible so the project can start.

Brent said that Phillip Palmer has been back working part time.

Brent said tomorrow (Friday) he will be renting Harold Hatch's power broom to clean up the sand in the parking lot at the Groton Community Building.

Administrative Assistant/Lise' Shallberg – updates, Rubin Parcel

Lise' handed a copy of the NEKWM Annual Report to each Select Board member.

Lise' also handed out a copy of the PACIF Insurance Finding for the Select Board to look at.

Lise' had emailed a copy of the letter received from Rural Edge on the issue of carrying out a person safely on a FAST Squad call that took place in the old Pancake House apartments. It was said that the apartment is not a handicap apartment and that the apartment building is up to fire code. There is nothing the town can do at this point.

Lise' discussed the email from VLCT on the issue with the Edwards house that burned down.

There is nothing the town can do until the 18 months is over, but since Mrs. Edwards has signed a paper to release herself and allow the town to knock the house down, then this can be done.

The town health officer is waiting on a bid for the cost of knocking the house down.

There was much discussion on the Rubin Parcel of 930 acres. Carl Powden who works for VT Land Trust said that the 930 acres minus 5 acres will be conserved. The land will be used for recreational use. This land is privately owned and in current use so there will be no changes in the value or taxes. The Select Board wants to discuss this more at their next Select Board meeting before they give approval for this.

Lise' mentioned the email received from Dan Webster about the library saying that it is up to the library to fix the elevator.

There was much discussion on the new backboard that is in the works to be put up in the gym. It was decided since the Community Club started this project that it needs to go back to them they will need to get this project finished.

Library – update on lease

Gavin Reid and Deborah have met and began to look over the beginning of the history of the library. Gavin will be contacting Rural Edge’s lawyer on the lease. Deborah said it is going to take a while due to the difficulty of the project. Deborah said the town is going to have to make a decision on the library in the future.

2nd Constable – go over Standard Operating Procedures

Lise’ got some information from the Director of Training at the Police Academy on the two weeks of training at the Academy. The town will need to pay a salary to the constable for these 2 weeks. There also needs to be field training by a certified field training officer. Also, there are 50 hours additional of courses and 60 hours of field training to be Level 1.

A list will be made up of what the 2nd Constable can do by Lise’ Shallberg and put in the Towns Policies.

Jim Downing mentioned there is a Constable Association Meeting in Pittsford on May 11 that Jim would like Shaun Stetson to go to. Jim Downing said that Shaun Stetson should be paid to go to this meeting. Aaron made a motion that approves the 2nd Constable to go with the 1st Constable to the Constable Association Meeting on May 11, 2018, Deborah seconded, motion passed. Deborah made an amendment to the motion to pay him \$10 an hour at 13 hours (\$130), Aaron seconded, motion passed.

IT/Gary Lamberton – Computer for Listers & possibility a computer for Linda

Gary has already got the third computer in the listers office set up to be on all the time for the reappraisers to use. Gary was asked about the possibility of a computer for Lise’, the Administrative Assistant to the Select Board, to put in the lunch room. Linda was thinking about having a computer in her office that could be used for lawyers that come in and do research. Gary pointed out that after next year after town meeting, there should be an assessor and one assistant, therefore, there will be one computer not being used in the lister’s office. Gary will get some pricing for a computer and bring to the next Select Board meeting.

Mark Shallberg – cleaning contract

Deborah made a motion to accept and sign the cleaning position contract for Lee Flint starting on May 4, 2018, Aaron seconded, motion passed.

Mark said the signs that Deborah made for the ballfields are put up. Mark also said in the near future the fences at both ballfields are falling down and need to be replaced.

Zoning Administrator/Brad & Dan – job descriptions

Aaron made a motion to accept the job description of the Acting Zoning Administrator which is below, Deborah seconded, motion passed.

“If a zoning permit has not been acted upon within 3 business days, the Acting Zoning Administrator will handle the application and follow up on the process. Upon completion of the

project for which the permit was applied, the Zoning Administrator who approved the permit will sign off on the permit indicating the project has been completed and meets all zoning requirements.”

Payment for acting on a zoning permit is \$25.00 per permit. Monthly pay for each Zoning Administrator will be \$20.00 per month. Monthly pay for the Acting Zoning Administrator will be \$20.00 per month only if there is a permit that is acted upon.

Financials – Lisa Hart

The budget which is at 33% was handed out to the Select Board members to look at and contact Lisa with any questions.

Lisa wanted clarification on which Select Board member is signing the AP, Payroll Warrants, Contracts and other town documents that needs to be signed. It was voted in a previous Select Board meeting to only have Wade Johnson sign. Lisa said it would be good to have at least two signatures on many of the documents.

Lisa said May 7, this is the final date of accepting the RFP's for the 2017 audit.

VLCT PACIF this winter there was a snowplow incident that cost \$2986, the Town of Groton will pay \$1000 deductible. She received an invoice from Green Mountain Power regarding an incident from Oct 2017, where a tree fell down and broke a pole at a cost of \$3186. This has been sent to VLCT and still waiting to hear back from them.

Lisa, Carrie and Deborah had a conference call with VLCT, the HR person (Jill). Jill wanted to go over the town personnel policy which needs to be updated each year due to annual changes. Jill had some concerns regarding the personnel policy and wanted to review these with a Select Board member and Lisa. There was some discussion on these. Lisa will follow up with PACIF concerning Addendum C concerning the plowing of highway dept. driveways.

Brent Smith asked the Select Board to look into private insurance companies and see how they compare with the VLCT policy that the Town of Groton now has. There was some discussion on this subject. The updated version that was handed out to Select Board members, Select Board wanted Lisa to ask VLCT if the town is covered with the Conflict of Interest Policy that is in this updated policy that is under review. As this Conflict of Interest Policy that is in this updated policy that is under review. As this Conflict of Interest Policy needs to be adopted by 2019.

Open to Public & Other Business

Wade mentioned that he got a phone call from Mr. Daniels, Sr. about some damage done to Mr. Daniel's property next to the Frost Ballfield at the game on Wednesday night.

Linda Nunn brought up that she has a person that filled out the form to use the Puffer Ballfield on a couple of different dates that has no insurance. There was some discussion on the issue of having insurance if using the ballfields. Linda will check with VLCT to check if people that are using the ballfields need insurance or if there is a release form that can be used to protect the town.

Bill Nunn was wondering if the Boy Scout Camp can be used to take a group of kids. Gary Lamberton said the chimney needs to be checked out. Bill Nunn does have insurance.

Deborah said before the next snowmobile season, VAST needs to have a written agreement concerning their enforcement of their own rules among other things. Gary will look into it with VAST. There was much discussion on this issue.

Executive Session – legal matters

Deborah made a motion at 9:38 PM to go into executive session to discuss legal matters, Aaron seconded, motion passed.

Wade made a motion at 9:50 PM to come out of executive session with an agreement to the issue at hand, Deborah seconded, motion passed.

Set Agenda for next Select Board meeting on May 17, 2018

Meeting called to order

Review/Approve Minutes of May 3, 2018

Adjustments to Agenda

Nathan Puffer – agreement from lawyer on ROW (if it is done)

Department Updates:

Highway/Brent Smith

Administrative Asst/Lise' Shallberg – updates

IT/Gary Lamberton – prices on computers

Fire Department - decisions

Rubin Parcel decision

Cross VT Trail decision

Financials/Lisa Hart – adopt Personnel Policy, review of Insurance Policy

Open to Public & Other Business

Sign Orders

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

Adjourn

Deborah made a motion to adjourn at 9:50 PM, Aaron seconded, motion passed.

Respectfully submitted,

Debra Johnson

SB Secretary

Wade Johnson, Sr., Chair

Deborah Jurist

Aaron Smith