

Selectboard Meeting

June 30, 2014

Selectboard Member's Present: Chair Joel Bouvier, Sharon Compagna, Michelle Perlee, John "Peeker" Heffernan, and Brian Fox. Also present: Interim Town Administrator Therese Kirby, Administrative Assistant Jen Stetson, filmed for NEAT TV by Mary Arbuckle, Jessica Danyow, Peter Bouvier, Jared Hubbell, Gary Clark, Bill Brown, Sue Kavanagh, John Elder, Carol Wells, Brett LaRose, Greg Grover and Don Gale.

1. At 7:00 pm Joel Bouvier called the meeting to order. Road Foreman Peter Bouvier and Jared Hubbell the new Road Department member joined the board. The Board welcomed Jared to the Town. Peter Bouvier discussed purchasing an extended warranty for the 2014 Mack truck costing \$5150 from the Capital Equipment Fund. Brian Fox moved to purchase the extended warranty from the Capital Equipment Fund for the 2014 Mack truck for \$5150. Sharon Compagna seconded, so voted.
2. Jessica Danyow from the Addison County Human Society presented the Pedal for Paws and Prizes event. This event would coincide with the Harvest Festival on September 27, 2014. She explained the route the bikers would take with a scavenger hunt happening at the Elementary School. Joel Bouvier asked if they had considered reversing the route. Jessica explained this was for kids and toddlers therefore going up Devino Lane could be difficult. The Board agreed that at the intersections of North Street and Devino Lane, North Street and Garfield Street, and North Street and Crescent Street Jessica would need to have a designated person with cones to caution traffic as there are no crosswalks at those locations. Brian Fox moved to allow the submitted route for the Pedal for Paws event on September 27, 2014 provided there is a proof of insurance and there would be a cones and a designated person cautioning traffic at the intersections of North Street and Devino Lane, North Street and Crescent Street and North Street and Garfield Street. Sharon Compagna seconded, so voted.
3. Don Gale joined the Board to discuss sugaring on the waterworks property the Town owns in Lincoln. Don provided pictures for the Board to review and explained the location of his tank. Joel Bouvier asked about Don's previous proposal to build a sugar house. Don has decided not to build a sugar house on the property due to the cost, but wants to build a shed located in front of his tank on the property. The Board discussed with Don the location of the Green Mountain Power poles that would be on the property. Therese Kirby asked if a zoning permit would be required for the shed Don wanted to build issued by the Town of Lincoln, he said no. The Board wanted to revisit the lease agreement the Town has with Don. Currently he pays \$0.70 per tap plus an additional amount to use the land. Don mentioned that Bill Orvis had a tank located on the Town's property also. Therese and Don will get together to discuss a new lease by August 1, 2014. Therese will review any agreement the Town has with Bill Orvis regarding his tank located on the Town's property. If none, she will contact him. Don asked about the Town's interest in revitalizing the trails. Therese said they had asked the Conservation Commission to handle that. Michelle Perlee moved to allow Don Gale to build a shed and place the power pole, authorizing Therese Kirby to sign any easement from Waitsfield & Champlain Valley Telecom and Green Mountain Power. Sharon Compagna seconded, so voted.

4. Sue Kavanagh and John Elder of the Planning Commission joined the Board to update the Selectboard on the updated Zoning By-Laws. Sue discussed the process the Planning Commission had completed thus far. She explained the process would take 6-8 more months before they began having public meetings. Therese Kirby mentioned having the Town Plan finalized. Jen Stetson discussed making sure cross references from the Town Plan to the Appendices were accurate. John Elder discussed the municipal planning grant for the town's Stoney Hill property. When the Town had previously submitted a grant application, there was no interested business partner, therefore the grant was denied. John is seeking authorization from the Selectboard to hold a public meeting to discuss potential business park locations within walking distance from the downtown. He didn't think this would take place until the fall based on the current schedule the Planning Commission. The Board gave their support for the Planning Commission to hold a public meeting to discuss probable sites for a business park. The Board thanked them for their time.

5. Greg Grover joined the board as a representative from the Cub Scouts. He would like permission to close Fitch Avenue for a soap box derby on August 23, 2014. The Board wanted proof of insurance and proper MUTCD signage for the road closure. Joel Bouvier reminded him that the board can't give permission to use the Elementary School for parking. Greg discussed a potential increase in numbers as they had invited Monkton to join. Brian Fox moved to allow the closure of Fitch Avenue for a soap box derby on August 23, 2014 with the rain date being August 24, 2014 with proof of insurance. Sharon Compagna seconded, so voted.

6. Therese Kirby discussed the Open Meeting Law changes. Bristol has already been doing most of these things, but there are some changes in what need to be done. Therese had been in contact with an attorney at VLCT in regards to how this affected the Fire Department. After further discussion with him she felt they should treat the Fire Department as a department of the Town until this was clarified. Treating them as a department of the Town would mean the Fire Department would have to warn their committee meetings. Fire Chief Brett LaRose was willing to comply as needed with the new open meeting laws. Peeker Heffernan didn't think this was any different than any other department from the town; the members of the fire department don't make decisions on how to spend the money or prepare the budget, all of that is done by the Selectboard. Therese noted the changes were that an agenda needed to be posted in the same three places, plus notify the paper, and minutes will have to be prepared in draft form within 5 days and posted. Sharon Compagna moved to designate the Town Office, the Library and Shaws Supermarket as the three locations for posting agendas. Brian Fox seconded, so voted.

7. Carol Wells joined the Selectboard to discuss the Wright & Morrisey construction bid for the Prince Lane project. Carol held another stakeholders meeting where the electrician and the plans were available for discussion of the proposal. She had also spoken with Peter D. Ryan and Fred Baser about effected businesses going to the Revolving Loan Fund. Michelle Perlee asked about signage within the parking lot to help with the traffic flow. Right now Carol is working on a contingency with Pomerlou which seems promising and is moving along. Therese Kirby discussed that Carol is going to update the Downtown Transportation Grant scope of work to be done. Sharon Compagna moved to accept Wright & Morrisey construction bid for the Prince Lane Project for \$176,618. Michelle Perlee seconded, so

voted. Joel Bouvier asked Carol about the bushes in front of Almost Home. They do have a landscaper coming who is supposed to have the work done by July 4<sup>th</sup>.

8. Therese Kirby discussed the e-waste contract with Casella. Merle Knight had also created a fee scheduled for the collection of these items. The Board discussed the different items that would be collected. Therese Kirby said Merle was considering this as it is another revenue stream for the landfill. The board discussed who is a covered entity. The board tabled the discussion until July 14, 2014 meeting when Merle can join them for further discussion.

9. The board discussed parade route and signage required by the MUTCD standards for both the Scouting Salute to Veterans Parade, and the 4<sup>th</sup> of July Parade. Chief Kevin Gibbs may need to contract out some work to different police departments based on the change in standards. Sharon Compagna moved to authorize chair Joel Bouvier to sign parade paperwork for the Scouting Salute to Veterans Parade and the 4<sup>th</sup> of July Parade and the July 3<sup>rd</sup> fireworks permit. Brian Fox seconded, so voted. Peeker Heffernan moved to allow the Rescue Squad to conduct their annual coin drop on July 4, 2014. Sharon Compagna seconded, so voted.

10. The Board discussed the Capital Water Line amortization schedule Therese Kirby had created. She had spoken with the Drinking Water Revolving Loan Fund to get information on applying for funding. The information provided was in hopes of keeping a similar payment as the loan they will pay off in September 2015 so they wouldn't have to raise water rates. She didn't think they were ready to decide where to replace water lines, as they needed to wait for all of the information from the leak detection's survey being conducted in late July early August and the finalized version of the Capital Water Study.

11. Fire Chief Brett LaRose joined to board to ask for permission to close Meehan Road to thru traffic on July 12, 2014 from 7am to 2 pm. Michelle Perlee suggested closing the top of Upper Meehan so they didn't have to figure out how to turn people around. Brett has spoken with the residents on Purinton Road about the closure. The Fire Department would post on Front Porch Forum to let people know. Sharon Compagna moved to allow the Fire Department to close Meehan Road to thru traffic on July 12, 2014 from 7 am until 2 pm. Brian Fox seconded, so voted.

12. The Selectboard approved an accounts payable warrant for \$188,062.35.

13. Sharon Compagna moved to approve meeting minutes from June 16, 2014. Brian fox seconded, so voted.

14. Town Clerk Round Table: Therese Kirby has received education tax rates from the State. For residents the education tax rate for the 2014/2015 tax year will be \$0.0934 and for non-residents it will be \$0.083.

15. Selectboard Roundtable: Michelle Perlee asked about the underground storage tank removal. Therese Kirby said there were no problems removing any of the tanks. She thanked John Moyers for the information he provided to help with the removal of the tanks. Michelle asked about the Upper Notch Road property sale to Eric Carter. Therese will send an email to Kevin Brennan asking for an update.

Michelle asked about job descriptions. Therese said it is low priority, but we are making progress as she has landfill job descriptions for the July 14, 2014 meeting. She will reach out the Recreation Department for their job descriptions. Michelle asked about the Hub Lease. Therese has reviewed both the proposed lease and the old agreement and had reached out to Troy Paradee to figure out which contract they wanted to negotiate from. She will give Michelle copies for her to review. Sharon Compagna sends best wishes to George Smith for quick recovery. Therese said she had received a doctor's note for him to return to work for 3 hours a week. Peeker Heffernan asked if we have burned the landfill two weeks in a row, he had received complaints. He would like to see this happening on a rainy day. Joel Bouvier had noticed they had marked up the Liberty and Pine Street intersection. Therese explained the Road and Water Department had dug that area and briefly shut off the line to find out it was the water line for the barn. Joel asked if they had used the leak detection equipment on the line. Therese was unsure, but said Lance and Pete Bouvier would work together to get that fixed. Joel asked about the sidewalk completion on East Street. Therese explained there was an additional 24 feet to add to the sidewalk repair already being completed based on discussion with Peter Bouvier and Cale Pelland. Therese was sure they weren't finished today, but will reach out to Travis tomorrow to emphasize the completion by July 4, 2014.

16. Town Administrator Report: Therese Kirby reached out to Kevin Gibbs about the speed carts, one of which is beyond repair so there is only one speed cart right now. Joel clarified the cart only registers your speed if you are speeding to save the battery. Therese had spoken with Peter Bouvier about the \$1500 quote to cut down the tree at Paul Neil's house on Mountain Street. Peeker Heffernan wanted to get a quote from Job Corps. Therese had spoken with Doug Corkins for a quote for the front porch of Holley Hall. He suggested they replaced the treds with mahogany. Brian asked about using treks decking. Therese explained when renovating the building the Town accepted Historical Preservation monies. Accepting that money put stipulations on materials they could use to update the building within a certain timeframe. Brian would like her to look further into the timeframe. Therese submitted the generator grant to FEMA. She asked if Peeker had heard from Bill Sayre as Bill wanted to hear directly from him regarding the waterline break A. Johnson's was responsible for. Peeker had not heard from him yet. Therese forwarded photos from Chuck Richardson of the new kitchen in the Hub. Therese has given permission to Bridget Leopold to plant and maintain a sugar maple in the fall in front of her house. She thanked Tim Heffernan for painting the ramp at Howden Hall. Therese will be on vacation the week of July 7, 2014. Jen Stetson will update the agenda, but will run any additions to the agenda by Joel Bouvier first.

16. Sharon Compagna moved to find that premature general public knowledge of the Town's negotiations of a possible contract with Peter Nelson would clearly place this Selectboard at a substantial disadvantage because it would reveal their negotiation strategy. Brian Fox seconded, so voted.

At 9:15 pm Sharon Compagna moved to go into executive session because it is time for our annual evaluations of Town employees, to finalize a salary negotiation with Jennifer Stetson and to finalize the administrator's three year contract with Therese Kirby under the provisions of Title 1, Section 313(a)(2)

and to discuss the Town's contract negotiation with Peter Nelson under the provisions of Title 1, Section 313(a)(1)(a). Brian Fox seconded, so voted.

The Selectboard adjourned from executive session at 10:33 pm. The following motions were made: Peeker Heffernan moved to appoint Jen Stetson as Town Clerk and Treasurer until the March 2015 election at an annual salary of \$45,000. Sharon Compagna seconded, so voted.

Peeker Heffernan moved to make the salary adjustments as outlined in the attached memo effective the first payroll of July 2014. Michelle Perlee seconded, so voted.

Brian Fox moved to sign a 3-year contract with Therese Kirby as Town Administrator at a salary of \$61,500 (July-December) and \$62,500 (January-July). Sharon Compagna seconded, so voted.

Peeker Heffernan moved to adjourn the meeting at 10:40 pm. Brian Fox seconded, so voted.

Respectfully Submitted,  
Jen Stetson  
Administrative Assistant