

Minutes of March 28, 2016 Regular Select Board Meeting.

Present: Board Members Carl Russell, Lisa Hill, Chris Jarvis, and Vanessa Brown. Others present: Town Manager Keith Arlund, Assistant Town Manager Abbie Sherman, Moe Brigham, Rodney Rainville, Paul Vallee, Geneva Gaiko, Mary Floyd, Dave Eddy, Pam Brown, Ele Griffin, Dietre Feeney, and Lisa Campbell for the "Herald of Randolph."

Chairperson Russell called the meeting to order at 6:00 PM.

Potential Action to Fill Interim Vacancy on the Selectboard, per V.S.A. Title 24 Section

963. Russell announced that three people had expressed interest in filling the vacancy. He requested each candidate to elaborate on their interest in serving on the Board. Moe Brigham reiterated that he has prior experience on the Board, serving 25 years ago. Being retired, he also has time available. Rodney Rainville expressed that he is more interested in serving on the school board, and withdrew his submission. Paul Vallee is interested in becoming more involved with town affairs and has been on the Development Review Board in the past.

At 6:05 PM, motion was made by Lisa Hill, seconded by Chris Jarvis, to enter executive session to discuss the candidates under "appointment of...a public officer." All were in favor. Keith Arlund was the only member of the public remaining with the Board. At 6:10 PM, the Board adjourned executive session by motion of Lisa Hill, seconded by Vanessa Brown, all were in favor.

Hill thanked the candidates for expressing their interest in serving. Motion made by Lisa Hill, seconded by Vanessa Brown, to appoint Moe Brigham to the Selectboard. All were in favor. The Town Clerk was not in attendance to officially swear in Brigham. Brigham will be sworn in on March 29 during the Clerk's regular office hours. Brigham then joined the other members of the Board.

Public Comment or Inquiry. Dave Eddy was present to request the Board to direct the Bethel Planning Commission to write zoning bylaws pertaining to solar siting and screening. Russell advised that the Planning Commission has already begun taking this matter up with the current process of revising the bylaws. The Selectboard has the opportunity to provide feedback to the Planning Commission once a draft copy of the ordinance has been provided to them for adoption. The estimated timeline for this is October 2016. Russell also advised that the State is presently considering significant siting regulations and the Public Service Board is creating a liaison position for interested parties to communicate without hiring an attorney.

Appointments:

1. Pam Brown and Sally Roberts re. Request to Operate a Coin Drop for Bethel Youth Sports (Softball). Pam Brown requested the Board's permission to operate a coin drop in front of Spaulding Press from 9 a.m. to 1 p.m. on April 16. Funds from the operation would be used to replace softball uniforms and equipment as the current items do not meet their needs. Funds would also help to cover the cost for coach certifications. There would be two adults present at all times. Sherman then provided Brown with a copy of regulations pertaining to operation of the coin drop. The Board pointed out the minimum age requirement of 16. It was agreed that the coin drop should be moved to Church Street in front of the Common. Signs and cones may be available through the Bethel Fire Department. Motion by Lisa Hill, seconded by Chris Jarvis to allow Bethel Youth Sports to operate a coin drop in front of the Common. All were in favor. Jarvis offered to assist with providing materials if Brown needed any.
2. Ele Griffin of the Recreation Committee re. ExCEL Camp Group Rate for the Bethel Pool. Ele Griffin and Dietre Feeney were in attendance to discuss ExCEL Program requests with the Board. Griffin provided the Board with a background on changes that have occurred with the ExCEL Program due to the combining of the two supervisory unions. As part of that transition, Carrie McDonnell of the One Planet Program will now also be the Director of the ExCEL Program. The ExCEL Program has requested private swim lessons for a 2-week period in July from 12 to 2 p.m. The Recreation Committee thought this would be possible, but Allison Hull, Pool Director, and Abbie Sherman did not feel it would be possible for various reasons. Sherman is arranging a meeting with McDonnell to discuss other options. Griffin went on to advise the Board that the ExCEL Program has requested a group rate for 6 visits throughout the pool season, with 20 kids per visit. The Recreation Committee has determined that \$200 would be an appropriate group rate. Griffin urged the Board to table the group rate until the matter regarding swim lessons was resolved. Feeney advised the Board that, based on her experiences

participating in a summer camp program, the ExCEL Program's swim lesson request was achievable. Feeney suggested that lessons could also be taught at the same time as open swim. Sherman advised the Board that she did not believe Feeney's suggestions were possible based on statements made by Hull at the Recreation Committee meeting the week before. Sherman also believed the Committee understood that the request as proposed was not feasible, citing safety concerns, and reiterated that she was working with McDonnell to find another solution. Sherman felt that the group rate and swim lessons were two separate issues, and that the Board could address the group rate request. Griffin advised the Board that the ExCEL Program would not be interested in the group rate if they could not also have a separate swim lesson program. Griffin requested the Board table the matter. Motion to table the group rate until the April 11 meeting was made by Lisa Hill, seconded by Vanessa Brown. All were in favor.

3. Abbie Sherman of the Randolph Area Girl Scouts re. Use of Bethel Town Hall. Sherman advised that the Girl Scouts were able to reserve a location at Norwich University and no longer needed use of the Town Hall as a backup.

Reports, Motions, and Ordinances:

1. Selectboard Rules of Procedure. The Rules had been previously approved by the Selectboard in 2013, but a copy could not be found at the Town Offices. Brown noted under Section III, Article 8, that a second is not required. Russell advised that the Board's standard practice is to operate under Robert's Rules of Order. Brown also noted that Article 13 requires the Board to make a choice regarding making amendments to the rules (unanimous, two thirds, or majority vote). Motion by Chris Jarvis to amend Article 13 to state that amendments to the rules require majority vote, seconded by Lisa Hill, all were in favor. Russell noted that the rules also allow for selection of a Vice Chair to cover meetings. Motion to adopt the Selectboard Rules of Procedure was made by Lisa Hill, seconded by Chris Jarvis, all were in favor. A copy of the adopted Conflict of Interest Policy had also been provided to the Board for informational purposes.
2. Bethel/Royalton Solid Waste Program Matters:
 - a. Review of the Interlocal Contract. The agreement between Bethel and Royalton for operation of the Bethel/Royalton Transfer Station had been provided to the Board for their review and familiarity. Brown noted that the document is automatically readopted every year. Arlund summarized the program that is currently in place, including: contracts, employees, equipment, and administration.
 - b. Appointment of Selectboard Member to the Bethel/Royalton Solid Waste Program Board. Two members from the public were reappointed to the Program Board at a previous meeting. Motion to appoint Moe Brigham to the Bethel/Royalton Solid Waste Program Board was made by Lisa Hill, seconded by Chris Jarvis, all were in favor.
3. Appointment of Representative to Stagecoach Board of Directors. Russell advised that Tom Burgos has been serving in that capacity. Burgos has expressed an interest in continuing to serve. Motion to appoint Tom Burgo to the Stagecoach Board of Directors was made by Lisa Hill, seconded by Carl Russell, all were in favor.
4. Appointment of Town Service Officer. Shelie Richardson has been serving in that capacity and wishes to continue. Motion to appoint Shelie Richardson as Town Service Officer was made by Lisa Hill, all were in favor.
5. Review and Approval of the Town Highways Annual Financial Plan. Arlund advised the Board that filing of the Financial Plan with the Vermont Agency of Transportation was an annual requirement and had been updated per budget adjustments. Motion to approve the Annual Financial Plan was made by Lisa Hill, all were in favor.
6. Town Manager's Report:
 - a. FEMA Alternate Projects Update. Arlund advised the Board that construction at the pool bath house was restarting soon. A draft schedule has been provided, but Arlund has requested adjustments to that schedule to allow for the normal pool reopening. The Board was provided with an updated cost estimate for the other Alternate Project (bridge demo and Route 12 intersection). Information regarding the needs for temporary easements has been provided to the affected property owners. DuBois & King has provided Arlund with draft easements. The project is almost ready to bid out.
 - b. Constable's Report. Arlund advised that he had spoken to Constable Mark Belisle regarding concerns raised by Hill of a campfire at Peavine Park after 9 p.m. Belisle will monitor activity at that site.
 - c. Bethel Pool Job Descriptions. The Recreation Committee and Town Management have worked together to develop job descriptions for pool staffing positions, as well as staff evaluations. Arlund advised the Board that the job descriptions are working documents, incorporating many of the suggestions from the Recreation Committee, and changes could be made in the future. Ele Griffin asked Arlund what suggestions from the

Committee had been incorporated. Griffin also stated that the committee does not feel the Head Lifeguard position is necessary and their questions regarding that issue were not addressed. Arlund advised that he had sent the Committee an email addressing all of their questions. Dietre Feeney believes there is a discrepancy between needing the best certified and qualified individuals and what was listed as qualifications for the Director and Assistant Director positions. Russell stated that interest in developing job descriptions for all employees started at the Selectboard to try to get a baseline in place. Russell also advised that the Selectboard does not have jurisdiction over the job descriptions; it is under the jurisdiction of the Town Manager.

- d. Status Update of Action Items.
 - i. Cherry Hill Cemetery: The adjacent property owner has been in contact with Arlund and will be addressing the problem culvert.
 - ii. Roadside Invasive Species: Arlund has been in contact with Mary Russ of the White River Partnership (WRP). The WRP is presently hiring people to conduct surveys of invasive species in the National Forest. Russ is willing to offer assistance in developing a model for Bethel's town highways.
 - iii. Buy-Out Properties: Russ has informed Arlund that the WRP will begin tree plantings at two of the buy-out properties.
 - iv. Recreation Center Logging: The extension for installation of logging road has been approved.
 - v. Street Lights: There is an issue at the junction box near Mascoma Savings Bank preventing the street lights from operating. An electrician has been hired to correct the problem.
 - vi. Iron Fence at the Depot: All paperwork has been filed. It is anticipated the insurance company will act soon and funds will be available for replacement of the damaged fence and lamp post.

Minutes and Communications:

1. Selectboard Minutes of March 14, 2016. Motion to approve the minutes was made by Lisa Hill, seconded by Chris Jarvis, all were in favor.
2. Committee Minutes. The Board acknowledged receipt of the following: (1) March 9, 2016 minutes of the Solid Waste Management Board; (2) March 9, 2016 minutes of the Recreation Committee; (3) March 15, 2016 minutes of the Development Review Board; and (4) March 16, 2016 minutes of the Bethel Planning Commission.
3. Other Communications. The Board acknowledged receipt of communication from Janice Punger dated March 21, 2016 regarding a request to review records. Arlund drafted a response for the Board's review.

Any Other Business Necessary to Come Before the Board.

1. Lisa Hill requested the Board waive the Town Hall rental fees for a fundraiser for John Henry's children. Motion to waive the fee was made by Lisa Hill, seconded by Moe Brigham, all were in favor.

Russell advised those in attendance that John Henry's water pipes had frozen and he had passed away after trying to retrieve water from the river and slipping in. Arlund provided the Board with a rundown of events related to Mr. Henry's water service. Russell stated that the Town was working in any capacity needed to repair Mr. Henry's line. Mr. Henry was actively working to resolve the issue as well.

2. Russell asked the Board if they would like to review the FY' 14 audit at a future meeting. Arlund advised the Board that the FY' 15 audit should be available soon and would be more relevant in going forward. Additionally, the FY' 14 audit included a change in the Town's accounting from cash to modified accrual.
3. Russell asked the Board if they were interested in assigning the role of Vice Chair per the newly adopted Selectboard Rules of Procedure. Hill preferred moving forward on a case by case basis with those members in attendance selecting a person. Brown advised that she would be interested in the Vice Chair position to be consistent with the Rules.

Russell notified the Board that he would not be in attendance at the May 23 meeting.

Motion to adjourn was made at 7:55 PM by Lisa Hill, all were in favor.

Carl Russell

Lisa Hill

Vanessa Brown

Chris Jarvis

Moe Brigham