

Minutes of May 23, 2016 Regular Select Board Meeting.

Present: Board Members Lisa Hill, Chris Jarvis, Vanessa Brown, and Moe Brigham. Others present: Town Manager Keith Arlund, Lisa Campbell for the "Herald of Randolph," Jose Lazo, Lisa Warhol, Kristen Judkins, and Jenn Bartleman.

Due to Chairperson Russell's absence Arlund called the meeting to order at 6:00 PM for the purpose of electing an Acting Chairperson for the meeting. Jarvis nominated Hill, second by Brigham to appoint Hill as Acting Chair. Motion passed unanimously and Hill took over the meeting.

Approval of Agenda: The agenda was approved with Jarvis noting that he would like to discuss the painting of the Town Hall tower under the manager's report.

Public Comment or Inquiry: Jose Lazo requested that the new members of the Board review the Resolution Establishing Bethel Energy Committee dated June 22, 2015. The Board was provided with a copy of the resolution together with documents received by Arlund at a recent managers' conference. The documents included the Town of Bennington Screening Ordinance and a summary of the new State Energy Planning law known as S.230. The Board will review this material for future consideration. Hill thanked Lazo for his interest and effort.

Appointments:

1. Kristen Judkins, Chair of the Bethel/Royalton Solid Waste Program re. Matters Associated with the Program. Judkins stated that the Joint Solid Waste Board was taking steps to align more closely with the terms of the Interlocal Contract adopted by the both the Bethel and Royalton Select Boards on August 21, 2013. It is the goal of the Joint Board to allow the facility to function on a more stand-alone basis. Judkins expressed concern about supervision of the facility manager, the bookkeeping functions, and personnel management concerns including compensation, benefits, and evaluations. Arlund noted that paragraph 10 of the current agreement clearly sets forth the duties of the facility manager and that the facility manager is subject to the direction and supervision of the Joint Board. Paragraph 15 of the contract states that the Joint Board will endorse an Employee Compensation and Benefits Schedule as per the Town of Bethel or adopt an alternate schedule and basis for delivery. Arlund noted that last year was the first year of job descriptions and evaluations. As with Bethel, direct supervisors evaluated their employees and he as Town Manager evaluated the supervisors. Arlund also stated that the facility manager job description was written based on the advertisement for the position vacancy. Arlund stated that he has no issue with the facility manager being directly supervised by the Joint Board as set forth in the contract.

Judkins expressed concern that paragraph 12 of the contract states that the fees collected by the facility should be in a separate interest bearing account. Arlund stated that all funds are deposited in a single bank account but that facility funds are identified and accounted for with account codes in the Town's accounting software. Further all invoices for the facility are coded with facility account numbers and invoices paid through the same system and approved in the warrant payment process. Judkins stated that the facility was in the process of hiring a part-time bookkeeper to begin doing some of this work. She stated that the Town system is difficult to understand. (The Town has provided her with Excel spreadsheets exported from the system that she is using for Joint Board purposes.) It was noted that as a Solid Waste Entity (SWE) it must be aligned with a municipality that has a federal tax identification number. Arlund stated that the SWE is a hybrid between a solid waste management district and an individual town facility. Until that status changes then there will need to be affiliation with one town or another. Judkins expressed concern about the receipt of the draft independent audit. Arlund noted that Brown and he had met with the auditors and gone over the report and that Brown had a copy of draft some time ago. Vanessa Brown noted that Judkins should check with the DEC to determine what is required for the facility to change its structure and identity.

Judkins stated that the Joint Board has called a special meeting June 8, 2016 in the Royalton Town Office to further discuss its efforts to comply with the current Interlocal Contract and would return to the Select Board at a future date.

2. Representatives from the Bethel Revitalization Initiative re. Better Block Project. Lisa Warhol thanked the Board and staff for the support of the AARP Grant Application. She

reported that this is \$15,000 grant with no cost to the Town. The BRI has scheduled a site visit with AARP and Better Block representatives to do a walk-through of the village on June 29 and 30, 2016. There will be a pot luck dinner at the Town Hall at 6:00 pm with a discussion with interested citizens to follow. The BRI is soliciting any and all volunteers interested in the project to attend all or parts of the site visit. The BRI is considering planning this Better Block demonstration with the Bethel Forward Festival. Hill thanked the BRI for all of its work in Bethel and for making this grant happen.

#### Reports, Motions, and Ordinances:

1. Appointments of Members to the Class 4 Roads Committee. Arlund notified the Board that Corey Krieg will be unable to work on the committee due to other commitments. He also told the Board that he had spoken with Dick Adams and that he would not be able to participate. It was noted that the Conservation Commission had several members interested in being on the committee. Arlund will communicate with them. Board members will also seek addition members for the committee.
2. Discussion re. Matters Associated with the Bethel Recreation Committee: Mission Statement and Master Planning. Hill noted that she had conversation with Russell prior to his travel and that the committee was notified of this agenda item. Committee members were not available and requested to agenda this discussion for the next meeting on June 13, 2016.
3. Town Manager's Report:
  - a. Highway Equipment Replacement Purchases. Arlund recommended the purchase of the John Deere 310 SL HL from Nortrax for the net after trade of \$88,900.00. He has not discussed the options with the Highway Foreman but will do so. Jarvis asked about the other bid prices. (Case: \$95,571.00; Cat: \$95,000, both net after trade.) Motion by Jarvis, second by Brigham to purchase the John Deere. Motion passed unanimously.
  - b. FEMA Alternate Projects Update. Arlund reported that the Old RT 12 portion of the project was still waiting for the State Section 1111 Permit to proceed. Arlund will discuss with DuBois & King about putting out to bid without the permit in hand. The pool house portion is proceeding. He noted the issues with grounding of the pool and is working with the electrician and State inspectors to resolve. New power is at the site and he thanked the Ketchum family for allowing the temporary hook-up. The family will receive a summer pool pass for their assistance.
  - c. The Constable's report was included in the Board package. Brigham noted that Belisle is doing a good job for the town.
  - d. Status of Action Items.
    - (i) Town Hall painting. Arlund stated that he had discussed possible paint types with Eric Richardson. Jarvis stated that citizens have asked questions about timing and what is the basis for the problem. Arlund stated that a lift will be required to examine the surface. The full funding is not available until the new fiscal year. He is continuing research and will not do the work until a suitable long term result can be achieved.
    - (ii) Hill referenced the Capital Planning item on the action list. Arlund noted that Bill Hall had completed and submitted a draft version that will need to be finalized.
    - (iii) Arlund noted that Sanders Road will need to be closed in order to complete the culvert installation that was part of the culvert grant. The highway foreman will schedule and local residents will be notified when the work is to be done.
    - (iv) Arlund noted that he had discussed paving options with Jarvis. Jarvis felt that "Chip and Seal" is better suited for lower speed highways due to aggregate material being forced out of the emulsion at higher speeds and creating a potentially unsafe driving condition. Arlund will investigate further and seek paving costs for the same roadway for comparison. It was noted that paving costs are \$10-15 dollars lower this season due to reduction in petroleum costs.
    - (v) Arlund reported that street sweeping should take place this week. The contractor will make a site visit prior to work being completed.
    - (vi) Hill asked about prior Lang Durfee requests for work at Bethel Mills. Arlund has discussed with him, Del Cloud and Ray Harvey. It is not clear that there was any formal agreement for the town to complete work on this property.

The town has evaluated the culvert under Marsh Meadows Road that is 24” in diameter. Durfee had expressed concern with the fact that 3 foot “squash” culvert was installed under North Main after TS Irene out letting to a ditch that then proceeds to the culvert under Marsh Meadows. Durfee also felt that the town was responsible for stabilizing the bank between Bethel Mills and North Main Street. New drainage installed on North Main with the sidewalk project appears to have lessened the drainage issues off of North Main.

- (vii) Hill noted the award of the Asset Management Grant to evaluate the Bethel Water System. Arlund noted that the water storage tanks and pump systems were inspected by the State as well. He reported that we are working with VT Rural Water, the Fire Department, and the Highway Foreman to develop a flushing plan and pressure evaluation of the fire hydrants.

Minutes and Communications:

1. Select Board Minutes of May 9, 2016. Motion by Brigham, second by Brown to approve. There being no comments, errors or omissions the motion to approve was unanimous.
2. Committee Minutes. The Board acknowledged receipt of the following: Bethel/Royalton Solid Waste Management Board minutes of May 11, 2016; Bethel Planning Commission minutes of May 18, 2016; Bethel Conservation Commission minutes of May 17, 2016.
3. Other Communications. None.

There being no other business the Board adjourned at 7:25 PM on motion of Jarvis, second by Brown. Motion passed unanimously.

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Carl Russell

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Lisa Hill

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Vanessa Brown

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Chris Jarvis

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Moe Brigham