

Minutes of June 13, 2016 Regular Selectboard Meeting.

Present: Board Members Carl Russell, Lisa Hill, Chris Jarvis, Vanessa Brown, and Moe Brigham. Others present: Town Manager Keith Arlund, Assistant Town Manager Abbie Sherman, Geneva Gaiko, Eric Benson, Jose Lazo, Mary Floyd, Dietre Feeney, Victoria Weber, Davis Dimock, Eleanor Griffin, Corey Stearns, and Lisa Campbell for the "Herald of Randolph."

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

Public Comment. Jose Lazo was present to follow up on the Energy Committee's Mission Statement and Goals, and to ascertain whether the Board was ready to proceed with staffing the committee. Discussion ensued regarding the ordinance Bennington has adopted. The Board agreed to wait for further State legislation and updates to the Regional Plan and include the Planning Commission in drafting additional guidelines or ordinances. The Board would like to identify additional interested parties to appoint to the Energy Committee of up to 5 members. Arlund will advertise for openings on the Committee.

Appointments:

1. Members of the Town Meeting Committee re. Committee's Activities. Rick Benson provided the new members of the Selectboard with a summation of the development of the Committee and the tasks they've completed. Victoria Weber updated the Board on their most recent project. The Committee with its seven members has been working on developing an "Operator's Manual" similar to the one drafted by the Town of Middlesex, a copy of which was provided to the Board. The Committee estimates a budget of \$7,500 for graphic design, editing, and publishing the document. They are also looking into developing a website of the same information that can be easily updated. The Committee has been seeking financing from several sources, with not much luck, and was seeking additional guidance from the Selectboard and approval to solicit donations for the publication. Russell recognized that the publication had not yet been validated by the Selectboard as a Town project, which would be needed to seek donations. In seeking out grants, there is still a great amount of Town staff time involved with grant management. The Board, while supportive of its publication, recognized the document could become a community project without Town involvement and regulations. The Committee agreed to proceed with the document as a community publication through another local agency.
2. Mary Floyd of the Bethel Conservation Commission re. Appointment of Members. Mary Floyd presented the Board with background information on Mark Heckman and requested his appointment to the Conservation Commission. Heckman would also be an appropriate representative of the Commission on the Class 4 Roads Committee. Motion by Carl Russell, seconded by Moe Brigham, to appoint Mark Heckman to the Conservation Commission. Motion passed unanimously.

Reports, Motions, and Ordinances:

1. Discussion re. Matters Associated with the Bethel Recreation Committee: Mission Statement and Master Planning. Eleanor Griffin requested the Board hold an executive session. After some discussion, the Board understood the request to be relevant to personnel matters. At 6:53 PM, Lisa Hill made the motion, seconded by Carl Russell, to enter executive session to discuss personnel matters. Recreation Committee members Eleanor Griffin, Dietre Feeney, and Corey Stearns remained with the Board. No minutes were kept. The Board reconvened to open meeting at 7:32 PM, no action being taken.

Corey Stearns provided the Board with a copy and discussed changes the Committee made to its Mission Statement so that it would be more policy driven. Motion by Lisa Hill, seconded by Vanessa Brown, to adopt the Recreation Committee's revised Mission Statement. Motion passed unanimously. Stearns will provide a copy to Abbie Sherman.

Discussion ensued regarding the Master Plan for the Recreation Center. Sherman had previously informed Russell that the Board may want to review the current project on the ground once complete before proceeding to the next part of the Master Plan. There are parts that are larger than anticipated, such as the new dry well, and pieces of playground equipment could not be moved to a new area as was hoped (the swing set). Russell then provided all those present with a clarification of the master planning process. It is anticipated that the Board will have an update

in about a month, once the current project is completed. At the Recreation Committee's request, Sherman provided clarification regarding the need for a new gel-coat to the pool's fiberglass.

2. Adoption of Local Hazard Mitigation Plan. Bethel's Local Hazard Mitigation Plan has been approved by FEMA and is ready for adoption by the Selectboard. Motion by Lisa Hill, seconded by Maurice Brigham, to adopt the Local Hazard Mitigation Plan and endorse the Certificate of Adoption. Motion passed unanimously.
3. Review and Discussion of Draft Capital Improvement Program. A finalized copy of the Capital Improvement Program was provided to the Board, it having been developed by Bill Hall during his tenure on the Selectboard. This is a tool that is used to help the Town plan for projects going forward and is not formally adopted by the Board. It was noted that other capital improvement projects need to be considered: cemeteries, town garage, town offices. Additional information regarding need for capital purchases can be found from the Town's insurance documents and depreciation schedules. Copies of these documents will be provided to the Board at the next meeting.
4. Review of Model Purchasing Policy from Vermont League of Cities & Towns (VLCT). Sherman provided the Board with a copy of the VLCT's Model Purchasing Policy, and the Town's current Procurement Policy for comparison and reference. A new policy will need to be adopted by the Selectboard in the very near future to be compliant with federal and State grant regulations including seeking out minority and women-owned businesses when pursuing projects.
5. Review and Potential Approval of the Scope of Services from Sullivan, Powers & Co. for the FY'16 Audit. Motion by Moe Brigham, seconded by Lisa Hill, to approve the scope of services and authorize Keith Arlund as signatory. Motion passed unanimously.
6. Discussion of Town Manager's Office Administrative Structure and Staffing. Copies of administration job descriptions and the "municipal projects pending" list were provided to the Board. Russell has asked for the structure of the Town administration be reviewed, given the current turnover, noting parts may need to be discussed in executive session at some point. Hill noted that prior to tropical storm Irene, the office didn't have an office assistant. Sherman pointed out the number of projects currently happening, which are much higher than in the past. Sherman also informed the Board that prior management had brought in temporary employees to assist from time to time during higher workloads. Also, in most towns, cash receipts are collected by the Town Treasurer, not at the Town Manager's Office as has been practice in Bethel. After much discussion, the Board approved the search and hiring of a full-time bookkeeper.
7. Approved Solid Waste Implementation Plan (SWIP). The State has recently approved the Bethel/Royalton Transfer Station's SWIP. The complete document was provided for informational purposes.
8. Notice re. Bethel Mills Electric Solar Array Adjacent to Bethel/Royalton Transfer Station. Information was provided to the Bethel Selectboard since the project abuts property owned jointly by Bethel and Royalton.
9. Town Manager's Report:
 - a. FEMA Alternate Projects Update. A pre-bid meeting had been held with several contractors in attendance. Bids are due June 21, and the Town is still waiting for the State's permit. Arlund has obtained 4 out of 6 construction easements. For the recreation center project, the electrical inspection was good, the pool bonding is complete, temporary arrangements have been made for pool opening which will be Saturday, June 25.
 - b. Constable's Report. Copies of the Constable's activities were provided to the Board. Arlund noted that a bracket for the speed sign had been installed on North Main Street.
 - c. Status Update of Action Items.
 - i. Paving bids for Camp Brook Road are due June 24.
 - ii. Arlund has received several bids for lawn mowing services and anticipates a savings in those costs.
 - iii. It was noted that Ray Harvey will have a lift available for town use in the near future and in take a look at the Town Hall tower roof.

Minutes and Communications:

1. Selectboard Minutes of May 23, 2016. Motion by Lisa Hill, seconded by Moe Brigham to approve the Selectboard Minutes of May 23, 2016. Motion passed unanimously.
2. Committee Minutes. The Board acknowledged receipt of the following minutes: (1) May 16, 2016 minutes of the Bethel Community Forward Festival Committee; (2) May 23, 2016 minutes of the Bethel Town Meeting Committee; (3) June 6, 2016 minutes of the Bethel Recreation Committee; (4) June 7, 2016 minutes of the Bethel Development Review Board; and (5) June 8, 2016 minutes of the Bethel/Royalton Solid Waste Management Board. Regarding the Forward Festival, Mary Floyd requested permission to conduct fundraising activities such as bake sales throughout the summer and fall. The Board approved this activity. Regarding the Conservation Commission, Floyd informed the Board at the Vermont Youth Conservation Corps (VYCC) will be conducting an assessment at 9 AM on June 16 for a trail walk. The VYCC also requested permission to camp at Peavine Park during their work week, July 11 to July 15. Motion by Carl Russell, seconded by Lisa Hill, to allow the VYCC to camp at Peavine Park during those dates. Motion passed unanimously.
3. Other Communications. The Board acknowledged receipt of the June 1, 2016 river quality results from the White River Partnership.

Executive Session to Discuss Legal Matters re. Bethel/Royalton Solid Waste Program. At 9:07 PM, motion by Lisa Hill, seconded by Moe Brigham, to enter executive session to discuss legal matters associated with the Bethel/Royalton Solid Waste Program. Motion passed unanimously. Town Manager Keith Arlund and Assistant Town Manager Abbie Sherman were asked to stay with the Board. No minutes were kept. The Board reconvened at 9:58 PM. Motion by Lisa Hill at 10:00 PM, seconded by Moe Brigham to adjourn. Motion passed unanimously.

Carl Russell

Lisa Hill

Vanessa Brown

Chris Jarvis

Moe Brigham