

Minutes of November 14, 2016 Regular Selectboard Meeting

Present: Board Members Carl Russell, Lisa Hill, Chris Jarvis, Moe Brigham, and Vanessa Brown. Others present: Town Manager Keith Arlund, Assistant Town Manager Abbie Sherman, Solid Waste Program Manager Chet Brown, Geneva Gaiko, Mary Floyd, Victoria Weber, and Lisa Campbell for the "Herald of Randolph."

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

Public Comment: Victoria Weber was present regarding matters associated with the Town Hall: (1) It was noted that sound was an issue during Selectboard meetings. That is being worked on. (2) Weber suggested the purchase of a clock to hang on the wall for the public. Russell advised that items cannot be mounted on the walls of the Hall due to the historic preservation easement that is in effect, but the Town would find a suitable alternative. (3) Weber requested the renewal of the Town Hall Committee as Dave Sambor is the only remaining member (Sherman clarified that Nick Nikolaidis is still considered a member of that committee). Weber suggested the addition of Nancy Hughes and Davis Dimock to the committee. Mary Floyd noted that there are items that need to be attended to. Russell clarified a committee's role in terms of policy issues and the mission statement would need to be revisited. Sherman provided further clarification of the preservation easement to Weber. (4) Arlund updated Weber on the status of repainting the bell tower and grant funding.

Reports, Motions, and Ordinances:

- 1. Status Update and Discussion of Draft Unified Bylaws.** Russell presented the Board with data pertaining to the number of structures located within the mapped floodplain, floodway, and river corridor. Russell believes the data illustrates the value of identifying the river corridor as it shows the dwellings that are at risk. He then demonstrated areas in town where the river corridor does or does not impact further development. Mary Floyd expressed her opinion that the river corridor does not consider elevation or historic information. A copy of the Flood Ready Map was provided depicting the towns where the river corridor has either been adopted or is being considered. It is anticipated that amendments to the bylaws could be made at the Board's next meeting on November 28. Hill noted that according to the Development Review Board minutes, there are parts of the bylaws that are not consistent and/or clear.
- 2. Transfer Station Request for Purchase of New Equipment.** Chet Brown of the Bethel/Royalton Transfer Station was present to request the purchase of a new bucket loader and excavator to replace the two currently in operation. In addition to the reallocation of expenses on various line items, Brown noted that there will be an increase in fees beginning January 1, 2017 to help offset the unanticipated cost of the purchases. Motion by Lisa Hill to approve moving forward with the lease purchase of the two pieces of equipment, seconded by Moe Brigham. Motion passed unanimously.
- 3. Review of 2017 Health Insurance Renewals and Rates.** Sherman provided the Board with a cost comparison between the current and proposed funding levels provided by the Vermont League of Cities and Towns (VLCT), an estimate of costs as compared to the Town budgets. Based on information provided by VLCT, Sherman suggested the Board approve funding health insurance premiums at the BCBS Non Standard Gold CDHP plan level with ½ of the maximum out of pocket expenses funded through a Health Reimbursement Account. This plan would continue to provide Town employees with a high level of healthcare coverage, while also saving the Town approximately \$12,000 in health insurance expenses. Motion by Moe Brigham to move forward with the funding level as proposed, seconded by Hill. Motion passed unanimously.
- 4. Review of Draft FY'18 Budget: General Fund.** Arlund noted the following:
 - (1) Constable: Includes a wage increase and/or increase in hours; ticketing data needs to be reviewed; there may be an added expense for a used cruiser which will provide an equipment upgrade as well.
 - (2) Fire Department: Purchase of a new tanker is anticipated as part of the vehicle replacement cycle.
 - (3) Parks/Recreation: It is anticipated that mowing will continue to be outsourced. The Recreation Committee has been asked to provide input on the Recreation budget. Changes in staffing may affect the wages line item.Russell inquired as to the status of the current fiscal year to date. Arlund will provide a department summary report at the next meeting, but believes it to be at 15-30% on most line items. Arlund has also reviewed overtime for public works personnel and found that 18-20% of winter overtime was on Fridays, the remaining 80% of overtime is nights and weekends.

Discussion ensued regarding adding on-demand employees and/or flexible work hours. It was noted that drafts of the budgets are available on the Town website.

5. **Selection of Dedication for Annual Report.** The Board will submit ideas at their next meeting. Once a selection has been made, information for the Annual Report will be provided to Sherman.
6. **Approval of Tax Anticipation Note for General Obligations.** Motion by Hill, seconded by Brigham, to approve the \$250,000 Tax Anticipation Note for General Obligations. Motion passed unanimously.
7. **Renewal of Note for Tropical Storm Irene Damages.** Motion by Hill, seconded by Brigham, to renew the Note for two years for damages associated with tropical storm Irene. Motion passed unanimously.
8. **Review and Discussion of FY'15 Audit Report.** Arlund noted that the auditors are finishing up the fiscal year 2015 audit for the solid waste program and has begun the fiscal year 2016 audit. Many of the deficiencies noted in the audit have been taken care of, but were not completed in time for the start of the FY'15 audit. Hill inquired into the recommendation regarding cash accounts for capital items. Sherman advised that the Town holds separate savings accounts for each of the funds (highway equipment, fire equipment, recreation facility, etc.).
9. **Town Manager's Report:**
 - a. Constable's Report. The Board acknowledged receipt of the Constable's report.
 - b. Status Update of Action Items.
 - i. Buy-out property construction is nearing completion. Plantings and other small items will be completed in the spring.
 - ii. Management has conducted interviews for the bookkeeper position.
 - iii. Certificates of attendance for the VTWARN seminar were provided for Keith Arlund and Tim Mills. A Certificate of Excellence was also noted for the wastewater treatment plant in the area of proficiency testing for pH.
 - iv. Updates for the actions items were provided.

Minutes and Communications:

1. **Selectboard Minutes of October 19, 2016 Informational Meeting and October 24, 2016 Regular Meeting.** Motion by Hill, seconded by Brigham, to approve the October 19 and 24, 2016 Selectboard meeting minutes. Motion passed unanimously.
2. **Committee Minutes.** The Board acknowledged receipt of the following: (1) October 17, 2016 meeting minutes of the Community Forward Festival Committee; (2) November 1, 2016 meeting minutes of the Development Review Board; and (3) November 9, 2016 meeting minutes of the Bethel/Royalton Solid Waste Management Board.
3. **Other Communications.** The Board acknowledged receipt of a memo from Two Rivers-Ottawaquechee Regional Commission regarding an offer of assistance for enhanced energy planning. It was recommended this be passed on to the Energy Committee.

Any Other Business Necessary to Come Before the Board.

1. Russell attended the Better Block Potluck and reported on various items that may be related to the Town, including: second tier parking for the municipal parking lot; relocating the town offices to the downtown; using the current town offices as a greeting building; and changes to streetscapes.
2. Arlund has researched the issue of sidewalk clearing and has advertised for a part-time employee. Some towns make it the responsibility of the property owner.
3. Vanessa Brown attended a meeting of the Clean Water Advisory Board and will provide the other members of the Selectboard with a copy of the presentation.

Executive Session: At 8:13 PM, Lisa Hill made the motion to enter executive session, seconded by Moe Brigham. Motion passed unanimously. Arlund participated in a portion of the session. No minutes were kept.

At 9:30 PM, the Board reconvened open meeting with no action being taken. Motion by Hill, seconded by Brigham, to adjourn. Motion passed unanimously.

Carl Russell

Lisa Hill

Vanessa Brown

Chris Jarvis

Moe Brigham