

## Minutes of December 12, 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, Corey Stearns, Ele Griffin, Lucien Hinkle, Rick Benson, Jacob Feeney, Chris Bump of the Vermont Agency of Transportation, Mary Pavone, Kristina Brines, Charlotte McIntyre, and Lisa Campbell for the "Herald of Randolph."

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

**Approval of the Agenda:** Lisa Hill requested an executive session at the end of the meeting to discuss legal matters. Russell requested the opportunity to make an announcement before public comment.

Russell announced that Keith Arlund will be retiring at the expiration of his contract in February. Arlund has offered to stay on until a replacement Town Manager is found. The Board plans to meet with the Vermont League of Cities and Towns at their December 19 meeting to discuss the search for a new Town Manager.

**Public Comment:** There was no public comment.

### Appointments:

- 1. Charlotte McIntyre re. Request for Reduction of Town Hall Fees.** McIntyre recently viewed the Town Hall as a potential location for teaching weekly yoga classes. At the present non-resident rate, her cost to use the facility would be \$60. She requested a reduction in fees to allow her to make classes accessible to everyone. McIntyre has liability insurance and all attendees would be required to sign a waiver that would include the Town Hall. She proposed a fee based on 25% of her profits and suggested revisiting this in 1 to 2 months. Hill inquired as to the cost to the Town for use of the facility. Electricity would be the primary additional cost as the building is already being heated. Hill made the motion to accept McIntyre's terms of 25% of class fees, seconded by Moe Brigham. Motion passed unanimously.
- 2. Representatives of the Recreation Committee re. Recreation Facility Master Plan.** Corey Stearns and Ele Griffin were present to discuss construction of a new skateboard park as the next phase of the master plan. Stearns provided the Board with three proposed designs with cost estimates and the details of the Tony Hawk Foundation grant. Stearns advised that a concrete structure will last longer than wooden, and the Tony Hawk Foundation only funds concrete skate parks. Some costs could be reduced by using Town equipment, labor, and materials. The Committee would need support of the Board and Town Manager to submit an application to the Tony Hawk Foundation. Brown has researched alternative skateboard parks and believes that there are less expensive options utilizing available funding. Brown noted that the options presented by the Committee are for a huge park and seem out of proportion for a low-income community. Jarvis inquired about the estimated budget for the skateboard park in the original master plan versus now. Griffin felt that the estimates were too low. Brigham noted approval of a design was needed to file the grant and asked if the Town would be allowed to scale the project back later. Brown suggested approving a smaller scale proposal with the option of increasing the scale if all proposed funding becomes available. Arlund noted that based on the volumes of stone identified in the proposal (\$100,000 option) would cost the Town approximately \$10,000-\$12,000. Russell noted that some engineering would be needed in consideration of the future addition of tennis courts. He requested the Committee submit a design at a cost of \$50,000 for review and comparison at the Board's December 19 meeting.

On a related matter, Griffin requested the Board's approval to hold a Vermont Symphony Orchestra fundraiser in the spring at the Town Hall. The Board agreed this would be acceptable.

Griffin relayed the Committee's position that they did not feel the proposed increase in Recreation wages was needed as they believe the facility is adequately staffed. Russell thanked the Committee for their input and noted that matters associated with personnel are dealt with by town management. Management is considering a restructuring of responsibility for summer programming.

- 3. Fire Chief David Aldrighetti re. Proposal for Purchase and Financing of New Tanker Truck to Replace 1986 Kenworth Pumper/Tanker Truck.** Chief Aldrighetti briefed Board members of past issues associated with older fire trucks, having lost two trucks within a month at one point years ago. The equipment replacement cycle and the fund was set up in response. The 1986 Kenworth is up for replacement at this time and Aldrighetti inquired the Board about the method required to finance the new truck over 10 years. Arlund advised that the Town can participate in a municipal lease for longer than a 5 year period. Interest rates may be slightly higher than the local bank, but waiting for voter approval on a bond vote will likely mean a price increase in the cost of the truck. Funds for the payment have already been provided for in the equipment fund. Motion to authorize Arlund to enter into a Lease-Purchase agreement, made by Moe Brigham, seconded by Lisa Hill. Motion passed unanimously.

Brigham inquired Aldrighetti as to the current method of purchasing fuel and suggested the department should be given the ability to get it from the Town Garage. Aldrighetti noted that an agreement had never been worked out and that the department is paying approximately double at the pump.

### **Reports, Motions, and Ordinances:**

- 1. Review Edits to the Proposed Unified Bylaws.** Russell requested the proposed edits be made available to the Development Review Board, Planning Commission, and the Conservation Commission. Russell noted the 50 foot setbacks was already provided for and the addition of a “riverway” column wasn’t needed. He also advised that Two Rivers-Ottawquechee is not able to provide maps that accurately show the 50 foot setback. The Bylaw edits will be discussed further at the next meeting.
- 2. Request from Vermont Agency of Transportation (VTrans) re. No Parking Zone on Route 107.** Chris Bump, VTrans District #4 Project Manager, was present to discuss the State’s desire to change the parking prohibitions on Vermont Route 107 from MM 5.53 RT to MM 3.87RT east of the Town Offices. The current prohibition is December 1 to April 15, 12 to 6 a.m. The State proposes changing that to a 24-hour ban during the same months. Bump explained the difficulties plow trucks have in keeping that area of roadway cleared. The change would need to go before the State Traffic Committee, but requires concurrence from the Selectboard to move forward. Bump further clarified that, if the ban passed, notice would be given to everyone and they would work with the residents to ensure compliance. Motion by Moe Brigham to change the signage and approve the change of the no parking ban to 24 hours, seconded by Lisa Hill. Jarvis opposed the motion, all other approved. The motion passed.
- 3. Review of Draft FY’18 Budget: General Fund and Administration/Personnel.** Arlund advised the Board of the changes in the budget, the largest change being the addition of a new full-time employee to be 42.5% water, 42.5% wastewater, and 15% public works. Liability and worker’s compensation insurance amounts were now available and included; there was an increase in “Highway Rehabilitation” to be in line with the capital plan for paved highways; funds were included under “Bridge Material” to account for the replacement of Bridge #33 in Lilliesville. Sherman included the Budget Comparison as part of the recent update. Russell requested information regarding highway rehabilitation projects slated for FY’18 under the capital plan. Discussion ensued as to the necessity of an additional full-time employee split over water, wastewater, and public works. Arlund advised there is enough work for an additional employee and also noted the new telemetry system is needed for the water system. Jarvis noted the overall increase over last year and would like to see only a \$.03 increase in the tax rate.

Lucien Hinkle presented to the Board several areas where he believed budget cuts could be made: (1) Changing public works personnel to 5 days/week during winter months (Arlund advised this is going to be tested beginning January 1); (2) mileage reimbursement for public works; and (3) uniforms for public works. Further explanation was offered by the Board and Arlund on the need for additional wages under the police department, the purchase of a new/used police cruiser, recreation wages, Recreation Facility Improvement Fund, health insurance costs under the municipal office, and the proposed Capital Improvement Reserve Fund. At the conclusion of the discussion, Russell suggested presenting the voters with a bare bones budget, using special articles for other items.

**4. Town Manager's Report:**

- a. **2016 Employee Christmas Bonuses.** Arlund advised that bonuses are based on longevity. Motion by Lisa Hill to approve, seconded by Brigham. Motion passed. Jarvis suggested that next year, an alternative be considered.
- b. **Constable's Report.** The Board acknowledged receipt.
- c. **Status Update of Action Items.** (1) Construction on the buy-out parks has wrapped up with the exception of plantings for springtime; (2) at the Board's direction, Arlund awarded the bid for a new trench drain to Harvey's Plumbing & Excavating. Shop drawings were approved by the engineer and the holding tank is being built. A streetlight may need to be de-energized to allow for installation.

**Minutes and Communications:**

- 1. **Selectboard Minutes of November 28, 2016 Regular Meeting.** Motion by Lisa Hill, seconded by Moe Brigham, to accept the minutes as writing. Motion passed unanimously.
- 2. **Committee Minutes.** The Board acknowledged receipt of the December 1, 2016 Recreation Committee minutes.
- 3. **Other Communications.** The Board acknowledged receipt of the draft letter of intent by Rebecca Stone for Animating Infrastructure grant.

**Executive Session:** At 8:20 PM, Lisa Hill made the motion to enter executive session to discuss legal matters, seconded by Moe Brigham. Motion passed unanimously. Arlund was instructed to participate in a portion of the session. No minutes were kept.

At 8:42 PM, the Board reconvened open meeting. Motion by Lisa Hill, seconded by Moe Brigham, to hire Paul, Frank, & Collins to investigate complaints. Motion passed unanimously. Motion by Hill, seconded by Brigham, to adjourn. 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