

Minutes of December 19, 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, Dan McCullough, Abby Friedman of the Vermont League of Cities & Towns, Rick Benson, Keith Bollman, Carla Hodgdon, Mary Floyd, Fred Dieffenbach, Peter Dohrn, and Cecil Washburn.

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

Approval of the Agenda: There were no changes to the agenda.

Public Comment: Corey Stearns informed the Board of ponding that occurs at the bottom of North Road and inquired as to whether this was a State or Town issue. From work completed by Green Mountain Pipeline during the repaving project, Stearns suspects that the culvert associated with this area has crushed and is not functioning. Arlund will look into this matter.

Appointments:

- 1. Representatives of the Recreation Committee re. Skateboard Park for the Recreation Center.** Corey Stearns was present to continue prior discussion with the Board. Stearns has been in contact with the park designer but had been unable to obtain a revised drawing based on a \$50,000 budget prior to the meeting. After reviewing additional information received from Vanessa Brown, Stearns believes the price for the other designs are still within the ballpark of the average price/square foot. Russell requested that the "in-kind" costs need to be reflected in the proposed costs. Dan McCullough noted the amount of site work needed to prevent undermining as the area is solid clay. Discussion included the comparison of the sizing in the Recreation Master Plan versus the proposed design and the need to bid the project out for final design and construction. Brown suggested contacting Lyndon Town regarding the skatepark. McCullough suggested starting with a smaller park and adding on later. Stearns will come back to a future meeting with additional information.
- 2. Abby Friedman of the Vermont League of Cities & Towns (VLCT) re. Town Manager Search Proposal.** Friedman reviewed the process the VLCT uses by providing administrative support to Towns in the search for the next Town Manager. Tasks needing input from the Board includes updating the job description and employment ad, and publication choices. The VLCT will also facilitate civil and criminal background checks as well as a credit check. Additional considerations the Board needs to discuss is salary, relocation expenses, and potential appointment of a committee to assist with the process. Friedman suggested a 6-month timeline and requested a point of contact. The Board agreed point of contact person with the VLCT will be Carl Russell. Friedman will provide a contract and draft job description for the next Board meeting.

Working Period: Review and Discussion of Edited Unified Bylaws with Planning Commission, Conservation Commission, and Development Review Board. Members of each Board were present for this discussion. Russell reviewed the proposed changes, including the river corridor. Arlund noted there are still some inconsistencies between district names in the bylaws and what appears on the maps. Russell noted there will be a draft prepared with final edits before accepting the document. At that time a new hearing will be warned for public comment. Arlund will provide the Board with a timeline of deadlines and next steps at the next Board meeting.

Reports, Motions, and Ordinances:

- 1. Review of Draft FY'18 Budget: Water, Wastewater, and Solid Waste.** The Water and Arlund advised the Wastewater budgets included the addition of a new employee: 42.5% water, 42.5% wastewater, and 15% public works. The Water department also included line items for installation of a telemetry system which is required by the State. Discussion ensued as to the need for the system and options for paying long-term. In the Wastewater budget, Arlund noted the increase in sludge disposal to reflect actual costs. Hill inquired as to the need for an employee vehicle for the Wastewater department, which Arlund advised is to check on the pump station and take and deliver samples. Brigham suggested purchasing a town truck for departments to share as a potential cost savings. Brigham also noted the increase in each budget and the effect on water and sewer rates.

The Solid Waste budget was approved by the Bethel/Royalton Solid Waste Program Board on December 4. Sherman noted some errors in prior budget numbers and the need to more accurately distribute debt service payments between principal and interest line items. This would not change the bottom line amount. Arlund is working on alternative lease-purchase agreements so that the Towns of Bethel and Royalton are joint obligors. Prior agreements obtained from John Deere did not allow for this.

2. Town Manager's Report:

- a. **Constable's Report.** The Board acknowledged receipt of the Constable's report.
- b. **Status Update of Action Items.** (1) The town garage trench drain project is moving forward with evaluation of the old tank and testing of soils, with supervision being provided for by the engineer; (2) Arlund noted that he is working on a 15-year lease-purchase for the new fire truck to be in line with the Fire Department's Equipment Fund; (3) Arlund and Sherman are working on reducing the FY'18 General Fund budget; (4) Kaitlyn Sault has been hired to fill the position of Bookkeeper.

Minutes and Communications:

- 1. **Selectboard Minutes of December 12, 2016 Regular Meeting.** Motion by Lisa Hill, seconded by Moe Brigham, to accept the minutes as written. Motion passed unanimously.
- 2. **Committee Minutes.** The Board acknowledged receipt of the December 14, 2016 Conservation Commission minutes.
- 3. **Other Communications.** A memo regarding school choice was received by the Board, was determined to be irrelevant, and needed no further action.

At 8:40 PM with no other business, Lisa Hill made the motion to adjourn, seconded by Moe Brigham. Motion passed unanimously.

Carl Russell

Lisa Hill

Vanessa Brown

Chris Jarvis

Moe Brigham