

**Town of Readsboro
Board of Selectmen
Regular Meeting
June 15, 2016**

Present: Helyn Strom-Henriksen, David Marchegiani, Ted Hopkins, Amber Holland, Norman Wilber, Rebecca Stone, Larry Hopkins, Forrest Hicks, Adam Codogni, Craig Weaver, Raymond Eilers (@ 7:10 p.m.), John Kelly (@ 7:15 p.m.).

Call to Order

Meeting called to order at 6:30 p.m.

Agenda Additions/Deletions

None

Approval of Agenda

Helyn moved to approve the agenda as written. Ted seconded. So voted.

Reading & Approval of Records

Ted moved to approve the minutes of the Selectboard Regular Meeting of 06-08-16 as corrected. Helyn seconded. So voted. David abstained.

Fiscal Matters

A) Review of Budget Status Report

Checking balance	\$142,605.53
Owed to school FY 2015-2016	\$171,821.16
Water Account	\$54,799.54
Sewer Account	\$59,928.78
6 Month Trans Bill	\$167,676.18
General Fund Balance	(\$29,215.63)

Amber reviewed the Budget Status Report with the Selectboard . Amber said the Outstanding Taxes for Prior Years figure is being worked on with the Delinquent Tax Collector. Amber has been working with the Delinquent Tax Collector for the past few weeks. Larry Hopkins asked if funds are in the checking account already and Amber said yes. Discussed anticipated bank payment cycles.

B) Discussion & Action on Hiring Honor Student to Scan Land Records

Amber discussed having land records computerized as suggested by NEMRC. Amber said none of ours are scanned and there is \$11,000 available in the Computerization Fund to digitize our records. Discussed placing an ad for summer help for one day a week for six weeks. Ted made a motion to have Amber put up a notice to hire someone to scan land records over the course of the Summer, up to 7 hours a week. David seconded. So voted.

Report of the Superintendent of Public Works

A) Updates on Highways & Equipment

Norm reported that all equipment is up and running. Grading and raking is ongoing and the roller is operating well. Ditch digging and culvert replacement by DPW staff has started. The flail mower head was replaced. WJ Construction came back and corrected the deficiencies for the Salt Shed and are sending a reimbursement

check for the DPW Superintendent time and materials. Norm reported that Doxsee Roofing has done half of the repairs on the Warehouse roof. Vermont Roadworks is scheduled to begin blacktopping King Hill Road and Glen Avenue on July 25th. Ted asked about overtime hours and Norm explained it was due to water/sewer issues, power outages, and attending Selectboard meeting. Norm confirmed that mowing will be done in preparation for the Independence Day celebration being held on June 25th. Ted asked if the flail mower head seemed to need a lot of repairs and Norm said it was bought used a few years ago and will need repairs. Norm stated that VTrans paving of Route 100 is scheduled to begin August 22nd. Discussed Riverbank Stabilization Project logistics briefly.

B) Discussion & Action on Summer Help

Norm indicated that two people have been hired part-time for the Summer and will begin this week.

Selectboard Administrative Report

A) Updates

Helyn announced that the Bike/Ped grant application has been drafted by her and Becky. A meeting with Matt Mann from Windham Regional Commission is scheduled for Monday to review the application.

B) Report of Administrative Assistant

Becky reported that the cleanup of the 786 King Hill Road property was completed last week. The generator for the Fire Department was delivered today and is scheduled to be installed next week. The draft Bike/Ped application is complete and will be reviewing the grant with WRC next week prior to submission to the Vermont Agency of Transportation. Final report and closeout of the Municipal Planning grant is in process.

Old Business

A) Discussion & Action on Riverbank Stabilization Project Bid

Helyn announced that two bids were received for the Riverbank Stabilization Project: Weaver Excavating, Inc. from Shaftsbury, Vermont for \$311,438.00, and Renaud Bros, Inc. from Vernon, Vermont for \$433,975.00. A Value Engineering savings to reduce the amount of top soil was taken into consideration as submitted by Weaver Excavating which would reduce their bid to \$300,188.00. Holden Engineering has reviewed the bid documents from the low bidder, Weaver Excavating, Inc., for completeness. Becky has indicated Performance and Payment Bonds are expected to be delivered to the Town Office by Craig Weaver tomorrow. Helyn made a motion to award the Construction Contract in the amount of \$300,188.00, and issue the Notice to Award and the Notice to Proceed to Weaver Excavating, Inc. for the Riverbank Stabilization Project, contingent on receipt of Performance and Payment Bonds. David seconded. So voted.

New Business & Communications

A) Discussion & Action on Bridge #25 Watermain Project RFP

Discussed funding that is needed for the project. Helyn announced that one bid was received from Dufresne Group for \$29,500.00 for the design, engineering, and project management services. David said the Town should be shovel-ready with the engineering even if funding takes a period of time to get in place. A meeting with VTrans will be set up to discuss funding. Ted made a motion to accept and award the Watermain Project on Bridge #25 bid to Dufresne Group dated May 24, 2016 in the amount of \$29,500.00, with inflation factors. Helyn seconded. So voted. Raymond Eilers offered comments about the elevation issue of the Tunnel Street bridge piping to be sure there is not the same type of issue with this project. Selectboard noted that meetings and site visits are required for the Watermain Project and will be certain these types of things are taken into consideration.

B) Discussion & Action with Town Junk Officer

Discussed various sites that the Town Junk Officer, John Kelly, is following up on. Letters are being sent by the Junk Officer to various violators about illegal burning and cleaning up of properties. John noted that there is no condemnation ordinance in Readsboro. John will be involving the Sheriff's office and State Police as necessary when serving notices. Becky inquired if John has been in contact with the Agency of Natural Resources and he indicated that he had not. Ray commented that a zoning permit for one of the sites is on file that specifies what is allowed. Becky will forward the local contact for the Vermont State Police to John.

C) Discussion & Action on Town Health Officer Resignation

Selectboard received a letter of resignation from Chris Smith as Town Health Officer last week. Ted made a motion to accept Chris Smith's resignation as Town Health Officer effective immediately. David seconded. So voted. Discussed posting the vacancy. John Kelly said he would be interested in serving and will follow up with a letter to the Selectboard indicating his interest.

Hearing of Visitors

Fire Chief Adam Codogni inquired to the car that is parked in the roadway on Railroad Alley making it difficult for emergency responders. Becky will follow up with the State Police. Forrest Hicks asked if there is any time limit for people to leave trash bags on their properties. Ted told him to let the Selectboard know if bags are still there in a week. Forrest inquired as to the condition of the town computer system since files were lost for the Cemetery Commission. He wondered how extensive the loss of data was when the system crashed earlier in the year. Amber stated everything else is back up and running and that major documents are backed up. Amber urged Forrest to be sure that in addition to computerized documents, that paper copies are kept and are updated. Amber indicated all NEMRC files are backed up and are fine.

Fiscal Matters**A) Signing of Selectboard Orders/Bills**

Board reviewed mail & signed warrants. Selectboard asked that the Zoning Administrator be reminded to turn in mileage reimbursements or other expenses prior to the end of the fiscal year. Becky to follow up. Ted asked about the grant reimbursement process. Amber explained how it is tracked. Discussed that a more detailed sheet for the Selectboard may need to be created.

Helyn moved to adjourn at 8:30 p.m. David seconded. So voted. Meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Rebecca Stone,

Selectboard Clerk

June 15, 2016

Approved June 22, 2016