

**Town of Readsboro
Board of Selectmen
Regular Meeting
June 22, 2016**

Present: Helyn Strom-Henriksen, Ted Hopkins, David Marchegiani, Amber Holland, Rebecca Stone, Larry Hopkins, Richard Codogni, Alfred Scaia, John Kelly, Raymond Eilers, Adam Codogni

Call to Order

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

Agenda Additions/Deletions

None.

Approval of Agenda

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

Reading & Approval of Records

Ted moved to approve the minutes of the Selectboard Special Meeting of 06-14-16 as presented. Helyn seconded. David recused. So voted. Helyn moved to approve the minutes of the Selectboard Regular Meeting 06/15/16 as corrected. Ted seconded. David recused. So voted. Ted moved to approve the minutes of the Selectboard Special meeting of 06/16/16 as presented. Helyn seconded. David recused. So voted.

Fiscal Matters

A) Review of Budget Status Report

Checking balance	\$84,955.10
Owed to school FY 2015-2016	\$100,000.00
Water Account	\$56,650.16
Sewer Account	\$53,701.94
6 Month Trans Bill	\$167,676.18
General Fund Balance	(\$15,044.90)

Amber reviewed the Budget Status Report with the Selectboard. Amber explained that the payment to the school is due June 30th. Amber noted that a portion of the transportation money has come in. David noted that the Ballot Clerk Salary expenditure is three times as much as budgeted and that the school will be reimbursing the Town for the overage. Amber explained that closeout of the books for the 6-month transition Fiscal Year will be done on Thursday of next week. A reminder that pay requisitions for all Town officials need to be submitted prior to the end of the 6-month transition Fiscal Year. David inquired as to Ruba Road reimbursement status and Amber indicated she is still waiting on the funds.

Selectboard Administrative Report

A) Updates

Helyn reported that she and Becky met with Matt Mann from the Windham Regional Commission to review the draft Bike/Ped Grant application. Helyn will be meeting with Becky tomorrow to follow up on suggestions made for the application. Helyn noted that the School Street Riverbank Stabilization project has started. David has some questions regarding the plans for the State Bridge #25 Watermain Project to get answered and will follow up with Becky. Ted noted that no action has taken place on the sidewalk and SEARCH grant.

B) Administrative Assistant Report

- EOC Improvement Project – installation of the new generator as received through a grant from the Department of Public Safety at the Fire Station began this week and anticipated completion by the end of the week
- Bike/Ped Grant for the Main Street Sidewalk Restoration Project – Becky presented letter of support for the Selectboard to sign. Selectboard in support of the project and signed the letter.
- Municipal Planning Grant – Becky will be submitting the final closeout of the \$7,400 grant
- School Street Riverbank Stabilization Project – onsite meeting held yesterday. Coordinating grant submittals/forms with engineering firm, contractor, legal counsel, and Agency of Commerce and Community Development staff to meet the Special Conditions of the grant award.
- Heating Oil Purchases (Fire Station and two DPW buildings) – notice received from West Oil Company for the upcoming heating season. Becky will follow up on the remaining balance with West Oil Company. Becky will issue bid notices for Oil and Diesel later in the year
- Watermain Project on State Bridge #25 – Representatives from Dufresne Group can meet with the Selectboard next week. Selectboard in favor of setting up a meeting, but not next week. Becky will follow up with the Utility Coordinator from the State of Vermont and let them know the progress to date. Becky will coordinate a future meeting with Dufresne Group.
- Aflac Presentation – scheduled for July 6th Selectboard meeting
- Becky has noted that extra hours are being put in due to the multiple projects and will track time accordingly

Old Business

A) Discussion & Action on Fire Department Drainage, Blacktop and Approach Work

Helyn reviewed the two proposals received from Eilers Brothers that range from \$8,320 to \$15,335 to repair/replace the pavement near the Fire Station. Ted in favor of the \$8,320 proposal. Fire Chief Adam Codogni thought the Fire Department had budgeted a total of \$20,000 during the last two years for building projects. Discussed paving different sections. Ted made a motion to approve the paving of a 40'x60' section which includes in front of the 3 overhead doors, approximately 5' towards the flag pole, and approximately 15' towards an adjacent property. Helyn seconded. So voted.

Helyn wished to commend the Fire Department for making a wish come true for a young boy. A Thank You was made to the Fire Chief, Fire Department, and Mutual Aid.

B) Discussion on Transfer Station Rates and Rules

Normajeane Marchegiani, Utility Clerk, presented a revised price sheet. Selectboard reviewed and updated. Revisions to be made and the Selectboard plans to finalize the new rate schedule at the next Selectboard meeting. Normajeane explained that the e-waste contract has been renewed and it has switched from a Fiscal Year to a Calendar Year. Discussed the requirement of shrink-wrapping items. Normajeane to look into getting a shrink wrapping machine. Normajeane to follow up on making sure that a contact list and procedure list is posted at the Transfer Station in the event of an emergency.

New Business & Communications

A) Discussion & Action on Appointment of Health Officer

Helyn announced that a note of interest has been received from John Kelly for the vacant Health Officer position. Helyn made a motion to appoint John Kelly as the Town Health Officer. Ted seconded. So voted.

B) Discussion & Action on Hiring of Interdepartmental Employee

Helyn explained that seven (7) applications were received for the full-time Interdepartmental position and that three (3) applicants were interviewed. Helyn announced that no decision has been made. The Search Committee needs to set up another meeting. Potential date to meet is Tuesday, June 28th at 8:00 a.m. Becky will follow up with all Search Committee members to confirm if this date works. Special Selectboard meeting notice will be posted if all can attend.

Hearing of Visitors

Alfred Scaia came before the Selectboard and explained his acceptance of the President of the Readsboro Historical Society and noted the newly elected officers. He wished to credit Betty Bolognani and Priscilla Margola for their many years of service. Alfred thanked the Selectboard for the funds to improve the building and for all who are volunteering their time to the Historical Society. The intention is to increase the hours that the building is open and utilize technology to increase participation and promote activities. Alfred explained that Mitchell Holland has offered to paint the sides of the building at no charge if the Town pays for the paint. The Selectboard approved paying for the purchase of the paint for the project. He also explained that towards the back of the building there is approximately \$5,000 worth of building improvements that need to be addressed. Selectboard explained that budgets are set earlier in the year for the next Fiscal Year. Alfred will keep the Selectboard updated with their progress.

John Kelly, Junk Officer, provided updates to progress on various issues. John is coordinating with law enforcement, Fire Chief, Fire Warden, and the Vermont Agency of Natural Resources to assist with the issues addressed. John will keep the Selectboard updated.

Larry Hopkins inquired to whether or not there were any updates from the Zoning Administrator as he is concerned with response timeframes and permitting. Selectboard will ask the Zoning Administrator to come in next week.

In discussing Agenda items for next week, Becky asked what the timeframe was for setting pay rates and meeting with staff since the new Fiscal Year begins July 1st. Selectboard indicated meetings will be done in July.

Helyn said the School Board was asking about the tree removal near the school by the DPW. Selectboard in agreement with having the DPW remove the trees. Helyn will follow up with the DPW Superintendent.

Fiscal Matters

A) Signing of Selectboard Orders/Bills

Board reviewed mail & signed warrants.

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

Respectfully Submitted,

*Rebecca Stone,
Selectboard Clerk
June 22, 2016
Approved June 29, 2016*