

**Town of Readsboro
Board of Selectmen
Regular Meeting
June 29, 2016**

Present: Helyn Strom-Henriksen, David Marchegiani, Ted Hopkins, Amber Holland, Norman Wilber, Rebecca Stone, Larry Hopkins, Raymond Eilers, David Giddings (at 7:30 p.m.), Jason Klump (at 8:15 p.m.)

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. Helyn seconded. So voted.

Reading & Approval of Records

Helyn moved to approve the minutes of the Selectboard Regular Meeting of 06-22-16 as corrected. Ted seconded. So voted.

Fiscal Matters

A) Review of Budget Status Report

Checking balance	(\$4,327.62)
Owed to school FY 2015-2016	\$0
Water Account	\$58,853.55
Sewer Account	\$54,956.96
6 Month Trans Bill	\$167,676.18 (not updated)
General Fund Balance	(\$4,327.62)

Amber reviewed the Budget Status Report with the Selectboard. Amber noted that revenue from other governments have come in and that the Delinquent Tax Account will be updated as \$17,209.00 has been received. Amber will be issuing a final Budget Status Report after this week's warrant is processed. David asked about breaking out audit expenses to multiple departments. David noted that under Summer Roads that the Worker's Comp and Liability is over budget and Ted stated that it was because it was not budgeted correctly.

B) Discussion & Action on Hiring Part-Time Help to Scan Land Records

Helyn announced that four (4) applications were received for a part-time position to scan land records for approximately 7 hours a week for 6 weeks. Selectboard will review the applications in Executive Session. Larry Hopkins asked why it was limited to one day. Ted explained there is only one computer this person will be able to use and the scanner is also the copier/scanner for the Town Office staff. Raymond Eilers asked how the scanning has been done in the past. Selectboard explained that Eunice Crowell had done the scanning before, and since the Town Clerk hours were reduced, the scanning has not been done.

Report of the Superintendent of Public Works

A) Updates on Highways & Equipment

Norm reported that all equipment is up and running. DPW staff has been hauling gravel, grading/raking, rolling and spraying for dust control. Culvert ends and ditch work continues, along with mowing and weedwacking. Doxsee Roofing was on site June 24th and applied coating on Warehouse Building #1. A leak detection survey was done on the distribution system on June 21st with no major deficiencies noted. Overtime hours totaled just under 20 hours as a result of someone on vacation, the water distribution leak detection, interviews, Selectboard meeting, and pump station issue. Discussed meter reads and usage numbers. Ted to follow up with Mitchell on coordinating a usage chart. Regular communication by DPW Superintendent with the Fire Chief with regard to hydrant flushing is coordinated. Ray inquired to a hole on Harriman Station Drive. Norm is aware of the issue and will get to it this week. David asked about spraying areas on sidewalks and walls where grass is coming through. Selectboard told Norm that the DPW staff is doing well and that things are looking nice. David inquired to cleaning up the jersey barriers at the ballfield. Helyn said she would follow up again with Jody Berard.

Selectboard Administrative Report

A) Updates

Helyn reported that she and Becky will be reviewing Matt Mann's comments from the WRC for the Bike/Ped Grant this week in order to submit the application. Ted had nothing new to report on the Sidewalk Grant and the SEARCH grant. David has been on site and asked about rip rap behind the house on School Street as it relates to the Riverbank Project and about the trees on the banking and in the water. Ted and Helyn explained that work is being done by the contractor based on the scope of work. Becky reported that she had received a phone call late today from the Agency of Natural Resources (ANR) about the project and that ANR needed clarification of what was being requested by David at the site. Selectboard authorized removal of trees on the bottom, but not on the banking area, since the banking area that David was asking about was not part of the scope of work because the landowners would not sign the easement. Selectboard reminded David that any requests or concerns need to go through the Selectboard and not posed directly to the contractor or engineer. Becky will follow up with ANR, the engineering firm, and the contractor tomorrow to be sure they understand that the work is to remain consistent with the approved scope of work.

B) Discussion & Action on Hiring of Interdepartmental Employee

Helyn explained that the position was offered to an applicant and they declined. The Search Committee has met and decided to post the position for another two weeks.

C) Report of Administrative Assistant

- EOC Improvement Project – submitting grant closeout for the Fire Station generator
- Watermain Project – coordinating cost estimates with The Dufresne Group as required by the State
- Communications – letter received from David and Cherie Giddings concerning use of John Birch Drive by 4x4 vehicles. Helyn invited them to the meeting tonight.

David asked about the uncovered propane line that runs to the generator at the Fire Station. Becky will follow up on the status.

Old Business

A) Discussion & Action on Transfer Station Rates and Rules

Normajeane Marchegiani, Utility Clerk, presented a revised rate sheet. Ted made a motion to adopt new Transfer Station Rates effective July 1, 2016. Helyn seconded. So voted. Normajeane provided a shrink-wrap machine price sheet. Selectboard in agreement with having her purchase the machine and supplies for same.

New Business & Communications

A) Discussion & Action on TIP Development Request to Link to Town Website

Ted said he had received a call from Frank Hall as it pertains to listing Town-owned Alpenwald lots on Frank's website via a link to the Town of Readsboro website. Selectboard in agreement with allowing Mr. Hall to have a link to the Town's website. Becky will need to create a list of Alpenwald lots and post to the Town website.

Other: Becky received a letter from the Readsboro Hometown Redevelopment (RHR) group requesting letters of support from the Selectboard for the restoration of the Bullock Building and creation of a Parking Area at 7748 Route 100. Selectboard is in support of both projects as the RHR applies for grant funds to allow for these projects to happen. Selectboard signed letters of support.

Hearing of Visitors

David Giddings met with the Selectboard as he sent a letter expressing concern with road conditions on John Birch Drive due to use of the Class IV road by 4x4 vehicles. Mr. Giddings wondered if the Selectboard could do anything to prohibit the use. Selectboard explained the roadway is a Right of Way for the power company. To change road classification is a process in order to gate it and restrict access. Selectboard cannot regulate a Class IV road. A possibility would be to change the classification to a Trail, but surveys are required, along with gating costs. Changing to a Trail is done typically if it is for the public good. In this particular case, only two owners are affected. Selectboard explained to Mr. Giddings that they will research further and get back in touch with him.

Executive Session, 1, § V.S.A. 313(A)

Ted made a motion to enter into Executive Session, per 1 § V.S.A. 313(A) at 8:00 p.m. to discuss applications for the Town Office Summer Help. Helyn seconded. So voted. Regular meeting resumed at 8:10 p.m.

Helyn announced that after review of the four (4) applications by the Selectboard and the Administrative Assistant, that Sabrina Holland will be offered the Town Office Summer Help position. Ted made a motion to hire Sabrina Holland for the Town Office Summer Help position, at minimum wage, for 7 hours a week, beginning in July, for a 6 week period. Helyn seconded. So voted.

New Business & Communications (continued)

B) Discussion & Action with Zoning Administrator on Updates/Concerns

Selectboard met with the Zoning Administrator, Jason Klump, on outstanding zoning issues. Jason indicated he has followed up on a backlog of work and that 5 perceived violations have not responded to letters issued. Certified return receipt notices will be issued by Jason. Jason stated that based on his research of approximately 28 perceived violations on the list, that half have permits and that the other half are not in violation. Discussed interpretation of bylaws and State regulations. Jason inquired about talking with Town Counsel about bylaws and Zoning Administrator access to properties. Ted will draft an email and coordinate with Jason for review, and then ask for opinion from Town Counsel. Jason asked what the status was with the Development Review Board. Selectboard was not aware that the DRB had taken any steps yet towards training. Becky will put a notice on the Town website that the DRB is seeking a new member. Larry Hopkins asked about the 28 on the list. Larry indicated that all are in violation. Jason said that some on the list were not change of use, and that some are assessment issues, not Zoning issues.

Executive Session, 1, § V.S.A. 313(A)

Helyn made a motion to enter into Executive Session, per 1 § V.S.A. 313(A) at 8:45 p.m. to discuss additional items with the Zoning Administrator. Helyn seconded. So voted. No action taken. Regular meeting resumed at 9:15 p.m.

Fiscal Matters

A) Signing of Selectboard Orders/Bills

Board reviewed mail & signed warrants.

Helyn moved to adjourn at 9:28 p.m. Ted seconded. So voted. Meeting adjourned at 9:28 p.m.

Respectfully Submitted,

Rebecca Stone,

Selectboard Clerk

June 29, 2016

Approved July 6, 2016