

**Town of Moretown  
Office of the SELECTBOARD**

**DRAFT – Unapproved minutes of the April 19, 2010 Selectboard meeting**

Members present were: Stephanie Venema, Rob Roberts, Reed Korrow and Dave VanDeusen

Guests included: Robert Graves, Hoover Austin, Raymond Munn, Rae Washburn, Meriden Nelson, Bob Provost, Nate Hayward, and Cheryl Brown as board assistant

Stephanie called the meeting to order at 6:00 p.m.

**Public comment:**

**Meriden** – came in about the town letting the fill that came out of the hole where the floor drain tank at the town garage was installed, being hauled onto private property. He said the town's loader and truck were used to load and haul around 10 loads of fill from the sand pile area where it was being stored, to Rodney Huntoon's property in Middlesex. Meriden said the town is not supposed to be hauling material for private use with municipal plates. He said the material was dumped at Rodney's on 4/16, and that it was good material.

Rae said in the past, the town has disposed of fill during ditching work on the town highways, but the material was dumped and hauled as it was loaded during the ditch cleaning process, not as a separate operation. It appears this scenario differs from what was done in the past. Rae thinks it was good fill too.

**Approval of minutes:**

**4/5/10** – Reed moved to approve the minutes of 4/5/10 as written. Dave seconded. Dave, Reed and Rob were in favor. Stephanie abstained as she was absent for the 4/5 meeting. All were in favor.

**4/12/10** – Stephanie moved to approve the minutes of 4/12/10 as written. Dave seconded. All were in favor.

**Review of the 1<sup>st</sup> quarter financial reports - was deferred until the 5/3/10 meeting.**

**Rae Washburn re: town trail maintenance** – Voters approved to spend \$2,500 to work on town trails. Rae said he is trying to get some of the people currently using the trails to clean them up on Green Up Day. Rae will evaluate trails on the Lynch Hill/Herring Brook area, take photos and present a plan for repair/maintenance to the board. He thinks there should be a public meeting to ask volunteers to help because he wants to use the \$2,500 for any materials only. The plan will be by road and include cost estimates for the repairs and should be ready by the second meeting in May.

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Discussion included:

- Keeping roads open for public use
- Most of the damage happens when vehicles use trails during mud season
- Possibly closing/penting the trails for a short time during mud season
- Drafting a policy for class IV and trail use by individual road
- Trail work including ditching the roads to keep the water out
- Shutting down some of the trails altogether to vehicles

### **Reports & Communication, Announcements:**

**Payroll advance agreement** – Some time ago, the selectboard decided that all payroll would be done on a bi-weekly basis. The transition would only involve the road crew as they were the only one being paid on a weekly basis. The selectboard approved an advance in pay to anyone who needed help with the transition. The selectboard approved an agreement that will be signed by Chris Gray for a payroll advance he requested due to the change in payroll from weekly to bi-weekly. The advance will be repaid through a payroll deduction.

### **Old Business:**

#### **Town hall repairs and renovations –**

**Hoover's contract final payment** - Dave reported that he is still waiting for Doug Reed to tell him it is time for the final walk thru. When the walk thru is done, Hoover will get paid.

**Elevator** – The board accepted Hoover's quote of \$2,975 to repair and paint the elevator walls and enclosure, clean out the pit floor and drains, and install guards for proper spacing. Hoover will coordinate the elevator work with Kevin Collin's and with the licensed engineer as needed.

**Locked box on the front door of the town office** – Rob reported telling Amy Deutl about the 4/5/10 motion of the selectboard that they want a key to the locked box she installed on the front door of the town office, or the box will be removed. Amy refused to handover a key. Discussion followed: the town owns the lock box; possibly having a box installed in the meeting room area, so it is accessible to all workers; the box might have two slots – one for payments, one for other paperwork people need to drop off; there will be a decision made at the next meeting after parties involved have a chance to be heard.

The selectboard will continue their discussion and make a decision about removal of the locked box, at their May 3<sup>rd</sup> selectboard meeting. Amy and Cherilyn will be given a copy of tonight's minutes so they are aware discussions will continue on 5/3/10, so if they want to be present for that discussion they can attend the meeting. Rob provided board members with a draft of a "mail drop-box policy and procedure" to review.

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**Capital Budget** – Rob reported attending a Planning Commission (PC) meeting, and learned that the PC are meeting with financial representatives about how to invest the town's money in the Capital Savings Reserve. The PC will be suggesting a plan to the selectboard for dividing the Capital Savings into departments.

**Moretown Constables** – Dave will invite the constables into the 5/3/10 selectboard meeting at 7:00 p.m., to talk about training plans etc.

**Law enforcement** – Raymond Munn said Peter Laskowski has been to training and is certified to provide field training. Ray will give Cheryl phone #'s to contact Peter. Ray will also keep the board updated about a dispatch service that may become available to Moretown.

**Truck/Veterans Exemption vote** – If the selectboard intend to have an article for a vote on a new highway truck or increasing the Veterans Exemption, Cherilyn needs to have the article wording in June.

**VLCT workshop** – Reed is still gathering information for a workshop to define duties of the Town Clerk, Treasurer, and Selectboard Assistant. There will be more discussion at the 5/3/10 meeting.

**School Directors re: share resources** – School Director Kaj Samsom wants to get together with the selectboard to talk about sharing resources. Rob believes Kaj approached John Hoogenboom about it. Board members said they hadn't heard about this, and since Kaj contacted John, he should handle any response to Kaj.

**Personnel Policy revisions** – There will be revisions made to the personnel policy which will be reviewed at the 5/3/10 meeting. Once the revisions are approved, the changes have been approved by the Board a revised policy will be formally adopted.

**Moretown Landfill odor monitoring** – Stephanie said she was asked the question about what method the state of Vermont uses to monitor odors at the landfill. She will contact Dennis Fekert from the Agency of Natural Resources and ask the question.

**Safe Routes to School/sidewalk feasibility study** – There will be a kick-off meeting for the feasibility study project on 4/29/10 at 6:30 p.m. at the town hall. There will be discussion about what the study will involve. Notices of the meeting will be delivered to Village residents, and put on the list serve and town website. Dara Torre is working on a grant application for signage and speed monitoring in village. If signage and speed monitoring devises are purchased through a grant, the town would be responsible for future maintenance. Any grant applications submitted would be approved and signed by the selectboard before being submitted.

**Highway business:**

**Policy for what is allowed at the sand pile area** – Stephanie reported that two tractor trailer trucks were given permission by the road crew to park overnight in the sand pile area. They were carrying a home to deliver to a landowner on the River Road. Stephanie said she found out about it when she received a phone call around 9:00 p.m. that trucks were parked by the sand pile and their engines were running. She came and asked the truckers to shut down their engines. She received another call around 11:30 that the engines were running again – she came down again – after that there were no more complaints. This incident brought up the idea that the town might need a policy about what is and is not allowed in the sand pile area – what is fair and reasonable use. Stephanie asked the Board to think about it and give comments at the 5/3/10 meeting.

**Bob Provost and Nate Hayward re: Gallagher Acres road maintenance** – Bob gave a brief overview of his intention to purchase a 43 lot subdivision off Route 2 from Bob Gallagher. The project has been on the books since 1973, and currently there are 9 houses on the front 28 lot section of the development. The Act 250 permit expired before all the lots were sold, so now Bob is faced with renewing the permit. Now the Environmental Commission wants clarification from the town about what part of the roadway is maintained by the town.

The front 28 lot section (loop) roadway which is .50 mile, has been incorporated into Moretown’s road system as town highway #67, and is maintained as a class III road by the town. Cheryl will draft a letter that will be sent to Act 250, which states as such.

Bob asked the selectboard what specifications they would require to take over the remaining roadways in the subdivision. He was told it has been the policy of the town not to take on any new roads, and that the town adopted AOT’s Standards for building roads, which would certainly be the criteria used if the town were to consider adding length to highway #67. Board members were invited to visit the subdivision so they could see what roadway they would be considering if the road is built up to class III standards.

Bob mentioned that the lots are commercially zoned and acceptable for businesses. He intends any houses built for resale would be in the \$200,000 range.

**New business:**

**Bridge #41 bids** – were received and reviewed. Bids were as follows:

Catamount Environmental, Inc	Paint entire bridge	\$180,000
Vermont Protective Coatings	Paint lower portion	90,900
“ “ “	Paint upper portion	87,200
Blow & Cote, Inc	Repair/rehab	75,570
Winterset, Inc	Repair/rehab	129,000

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The town applied for a \$175,000 Structures grant from the Vermont Agency of Transportation to pay for 90% of the repairs to the bridge. The maximum amount town's can get from any one Structures grant is \$175,000, so if the grant is awarded the board could elect to do only the most critical repairs to the bridge this time around. The town has accrued around \$67,000 in the bridge and culvert fund, which would be used to pay the remaining 10% of the costs.

Structures engineer Pam Thurber, will be asked to review the bids to help define which proposal best fits the repair/painting needs, for what money we have. Discussion followed: about the town paying for these repairs then transferring ownership to the people that own the property on the other side; taking better care of our bridges by having the fire department spray all of the bridges in town; how private bridges need to be constructed.

**Mountain Road accident** – On April 13<sup>th</sup>, there was an accident on Moretown Mountain Road that damaged guardrails and possibly the bridge by Haupt's Road. 4 out of 6 cement guardrails on the bridge were damaged. AOT Structures inspectors will be called in to inspect the bridge for a structural assessment to be sure the bridged in the accident. Cheryl will be receiving a copy of the accident report from the State Police Trooper who was at the scene of the accident.

**Alternative energy** – Dave wanted permission to investigate placing alternative energy devises on town property and selling the energy to help pay for local taxes. The board approved Dave to investigate the idea.

**More old business:**

**Highway business –**

**Road work projects** – Stephanie provided a list of projects Craig had outlined before he died. The list was reviewed.

**Quarterly reports of expenditures** – from the road program were reviewed and discussed, including what was spent per road, the amount of sand used etc. Around 3,500 cubic yards of sand was used from November 2009 thru March 2010.

Meriden estimated between 1,000 – 1,500 cy. of sand in the pile now.

Dave wondered about surrounding towns pooling resources to help offset winter maintenance costs.

Meriden said the town of Waitsfield has already hired a contractor to haul their winter sand.

Reed wondered how much time the road crew will have this year to haul winter sand – it depends on what road projects are done, so the board needs to make a plan.

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Stephanie moved to enter into executive session at 8:15 p.m. for evaluation of a public officer or employee. Dave seconded. All were in favor.

Stephanie moved to come out of executive session at 9:10 p.m. Rob seconded. All were in favor.

Road crew members will be asked to attend the 5/3/10 selectboard meeting to discuss job performance, time sheets, the personnel policy and supervision issues.

Rob moved to hire Rae Washburn as temporary Road Commissioner. Stephanie seconded. All were in favor.

Stephanie will call Rae.

Selectboard warrant # 31 was approved.

Overload permits were approved.

Stephanie moved to adjourn at 9:15 p.m.