

**Wolcott Selectboard Meeting
Minutes**

June 15, 2016

All Minutes are draft until approved by the Selectboard;
Please check future minutes for approval of these Minutes.

Members Present: Belinda Clegg, Bessie Martin, Eric Furs
Members Absent: Richard Lee, Kim Gravel
Town Employees: Tom Martin, Skip Patten, Bernard Earle
Public: None
Reporter: Eric Molleur
Correspondent: Val Mason

Eric called the meeting to order at 6:05 p.m.

Amendments to the Agenda:

- **Pre-School Lease with the Wolcott School District**

Skip Patten, Road Foreman, Highway Department:

- **Road discussion:** Belinda provided the Board with Ordinary Income/Expense Budget from July 1, 2015 through June 15, 2016 for the Highway Department. This shows an overage of money. Belinda and Skip held meetings to decide on what needed to be completed. \$3600.00 will be used from Class III Construction to fill in an area on Fort Hill Road where a culvert had to be replaced and to fill in the dip at the end of School Street. \$15,088.00 will be used from bridge repair for Gulf Road bridge paving and \$2576.00 will be spent from paving to fill in several low areas. The purchase of winter sand was discussed next. An estimate from Gravel Construction was reviewed for 6,000 cubic yards at \$6.50 per cubic yard which is the same as last year. A discount of \$.50 is given, which reduces the amount from \$39,000 to \$36,000 if payment is received prior to delivery. Option 1 is for 2 payments and Option 2 is for one payment. Motion by Eric to accept option 1 with the first payment in July and the second payment prior to delivery to save \$3000.00. Seconded by Belinda. Voting: 3 in favor, 0 against. Skip then presented the Board with an estimate for a new York rake from HP Fairfield for \$7110.00 which is a 10 foot HT model. Skip has researched this model, has used it previously and went to look at one that the town of Elmore owns. Discussion. Motion by Eric to approve the purchase of a new York rake to be taken out of the Highway Equipment Fund after July 1, 2016. Seconded by Belinda. Voting: 3 in favor, 0 against. A traffic study request was received from LCPC. Discussion. The beginning of the North Wolcott Road, the Elmore Pond Road and Town Hill Road were all mentioned. Eric suggested waiting for the remaining Board members to weigh in before making a decision and submitting the application. Skip also submitted the Sign Inventory list to the Board which consists of speed signs, missing signs, posts, and signs that are too small. As a side note DJ Masi's ditching issue is on the schedule for July.

Bids for Fire Truck Loan – The Board reviewed the bids for the new Fire Pumper Truck that Linda received from Community National Bank, Merchant's Bank, People's United and Union Bank for a ten year loan in the amount of \$324,489.10. Community National Bank offered a 3 % interest rate;

Merchant's bank a 2.35 % interest rate, People's United a 2.50 % interest rate and Union Bank a 2.19 % interest rate. Discussion. Motion by Belinda to choose Union Bank with the lowest interest rate of 2.19% with a bi-annual amount of \$18,154.47 and an option to pre-pay without a penalty for the purchase of the new fire pumper truck for ten years in the amount of \$324,489.10. Seconded by Bessie. Voting: 3 in favor, 0 against. All Board members must sign the loan at the Town Office once the paperwork is complete.

Assign Anticipated Fund Balance at Year End: Belinda provided an Ordinary Income/Expense from July 1, 2015 through June 15, 2016 showing a fund balance. A Fund Balance Policy was reviewed that the Board adopted October 5, 2011. Discussion. Motion by Belinda to assign an additional \$500.00 to the Lister's Department for digitized mapping from this fiscal year to next fiscal year from the Fund balance. Seconded by Eric. Voting: 3 in favor, 0 against. Motion by Belinda to assign an additional \$5000.00 to the Office Equipment Fund from this fiscal year to next fiscal year from the Fund balance for a new server that will network all of the computers and printers in the Town Office. Seconded by Bessie. Voting: 3 in favor, 0 against. Motion by Belinda to assign an additional \$1000.00 from this fiscal year to next fiscal year from the Fund balance for the Highway Equipment Fund for guardrails. Seconded by Eric. Voting: 3 in favor, 0 against.

Line of Credit for FY17: Belinda motioned to have Linda obtain a line a credit in the amount of \$160,000.00 for the 2017 fiscal year for cash flow. Board members will need to sign the paper work once it has been completed but before July 1, 2016. Seconded by Eric. Voting: 3 in favor, 0 against.

Approve the Minutes of May 18, 2016: Discussion. Motion by Belinda to accept the minutes of May 18, 2016 with the following corrections made: Page 1, under Joanne LeBlanc – Pre-School Lease Discussion, Line 11 that it reads “Bernard, who performs all outside maintenance for the pre-school and the town plows the parking lot and on Page 3, under Discussion on the Fort Hill should read “Fort Hill Bridge not road. Seconded by Eric. Voting: 3 in favor, 0 against.

Comments from the Community: None

Transfer Station – Fees, Financials, Recycling and Review Certification: Belinda provided the Board with a Profit and Loss Budget vs. Actual from July 1, 2015 through June 14, 2016. Discussion on how poorly the Transfer Station is doing financially due to the loan, what it is costing the town to get rid of tires, the free recycling that non-residents and customers who only bring recycling to the Station are taking advantage of and issues regarding the attendants. The Board discussed options, but ultimately the only real solution was to raise the rates. Belinda informed the Board that the company that takes the tires is charging the town the same amount that the town is receiving from customers. Tom assisted the Board with how much of an increase should be made on each item since he compared the town's rates with area businesses. Motion by Belinda to raise the rates on the following items for the Transfer Station starting July 1, 2016. Contractor bags \$6.50, 30 gallon trash bags \$4.50, 15 gallon kitchen trash bags \$2.50, tires \$5.00, tires (over 17”) \$6.00 and truck tires \$8.50. Seconded by Eric. Voting: 3 in favor, 0 against. Eric read a letter that Richard wrote since he could not attend tonight's meeting. It addressed the concerns of employees of the Transfer Station stating that they must call the hauler to come sooner if the containers are filling up. He said that turning away customers and closing early is not the way the town should run the Station. He recommended that Bessie oversee the operations. Bessie showed the Board and Tom pictures of a mess that was created with the trash when Tom turned customers away on the June 5, 2016 that animals had gotten into and Tuffy had to clean up on the 7th. Also, Bernard had to clean out the burn pile, as it was full of painted and treated wood that cannot be

burned. The other issue discussed was construction debris. Due to the fact that it is not on the Station's certification and the town does not own scales, it cannot accept any construction debris. Bessie was asked by Belinda to oversee Tuffy recently due to complaints by Tom and Bernard. Bessie will continue to monitor the Transfer Station and Tuffy will continue to be reminded to follow protocol. It was decided that the recycling container and the rubbish container will be hauled away once a week instead of every two weeks. At the end of the discussion Tom informed the Board of his resignation. The Board thanked Tom for stepping in and doing such a great job of being the attendant. Motion by Belinda to accept Tom's resignation. Seconded by Eric. Voting: 3 in favor, 0 against.

New Business:

- **Sign Agreement – North Wolcott Road Scoping Study:** The Board reviewed the agreement between the town and Dufresne Group Consulting Engineers for the North Wolcott Scoping Study. They will provide technical assistance and their expertise for information on data reports, plans and maps. LCPC and the town will coordinate the public/steering committee meeting scheduling. The agreement ends February 1, 2017. A memo was handed out inviting anyone interested to attend the kick-off meeting for the North Wolcott Road Scoping Study. This will take place on Wednesday, June 29, 2016 at 9:00 a.m. and last for about two hours at the Wolcott Town Office. They will be discussing the expectations, game plan, process and goals with the Dufresne Group. Motion by Belinda to accept and sign the agreement. Seconded by Bessie. Voting: 3 in favor, 0 against. Eric signed the agreement.
- **Sign Agreement – Solar Grant:** The Board reviewed the Solar Agreement grant between the town and Sanborn, Head and Associates. This states the town desires a phase 1 Solar Feasibility Study to be conducted on the former Wolcott town landfill site off from the Dump Road. This is an \$8000.00 grant to perform studies to see if solar panels could be placed on the site. Motion by Belinda to accept and sign this agreement. Seconded by Bessie. Voting: 3 in favor, 0 against.
- **Hire Supplemental Project Manager:** Belinda explained that someone is needed to oversee the Scoping Study grant and that due to the lack of time and experience by Belinda, Linda and the Selectboard, that they asked LCPC to assign a project manager. Eric read the response from Meghan Rodier from LCPC stating that she would be willing to accept this position, but stated that the town would need to cover her staff time with an estimated cost of \$465, which also includes LCPC's rate for overseeing the project. This will also include a final report. Discussion. Motion by Belinda to hire Meghan Rodier from LCPC for \$465.00 to become the Supplemental Project Manager to oversee the North Wolcott Road Scoping Study. Seconded by Eric. Voting: 3 in favor, 0 against.
- **Sign Dog Warrant:** Belinda explained that there are still sixteen dogs that are un-licensed after sending out a warning letter explaining that the dog warrant would be signed at tonight's meeting and a fine of \$100 is given to the owner of any un-licensed dog. Discussion. Motion by Eric to sign the dog warrant giving Bernard permission to handle the un-licensed dogs. Seconded by Bessie. Voting: 3 in favor, 0 against. All present Board members signed.
- **Sign LCSD Contracts:** Eric read the contract for the town for services provided by the LCSD for the fiscal year 2016/2017. Discussion. Motion by Belinda to sign the contracts (original and copy) as read. Seconded by Bessie. Voting: 3 in favor, 0 against. All present Board members signed.
- **Sign Financial Compliance Letter for the Transfer Station:** Belinda explained that annually a letter must be submitted to the State stating that the town has the financial capacity to pay the cost, if necessary to cover the liability of the Transfer Station. Motion by Belinda to sign the Financial Compliance Letter and submit to the State regarding the financial responsibility that

the town has over the Transfer Station. Seconded by Eric. Voting: 3 in favor, 0 against. Signed by Eric.

- **Maintenance Agreement for Water Treatment System:** Bernard informed the Board that he will cover the service that needs to be done on the new Water Treatment System which includes a filter change due on June 6, 2017 and adding two bags of salt every 4 – 6 weeks. H. A. Manosh, who installed the system, offered the town ten percent off a service plan. The service plan costs the town nothing if it is not needed. Motion by Eric to accept the agreement and sign it. Seconded by Belinda. Voting: 3 in favor, 0 against. Signed.

Old Business:

- **Street Lights – information from Efficiency Vermont:** A letter was received from Efficiency Vermont explaining their program and asks the town to agree to participate in the Municipal Street Light Program and sign the memorandum of agreement to participate. Once this has been signed Efficiency Vermont will get together with the Hardwick Electric Department and will be able to give the town a cost estimate to replace all of the lights in both villages. There is no cost to the town to do this research and give the town a cost estimate. Belinda phoned Hardwick Electric who can install an LED light in the area of the new kiosk and it will actually be cheaper to run on a monthly basis. Motion by Eric to sign the memorandum of agreement. Seconded by Belinda. Voting: 3 in favor, 0 against.
- **Installation of Water Filter – Town Hall:** Bernard explained that H.A. Manosh installed a new Water Treatment System in the Town Hall two weeks ago. They also removed all of the old copper piping. Bernard has followed up with Mrs. Wells.
- **Follow Up – Removal of the Manning Bridge:** Belinda informed the Board that the Department of Fish and Wildlife did not get the grant to fill in areas underneath the bridge and remove/relocate it for wildlife. They did say that they plan to re-apply for the grant again next year. Belinda called the Reggiano Company whose engineer will provide an engineering assessment report which will contain the findings of the current state of the bridge and they will also lay out some ideas, next steps for repair/replacement for possibly a walking bridge. Included in this report, they will also evaluate the intersection of Route 15 and the North Wolcott Road and will explore some cursory options for the intersection improvements that could be considered. They plan to have a draft completed by July 15, 2016 so that the Board can review and make comments for the completed report to be available for the July 20, 2016 Selectboard meeting.

Amendments to the Agenda:

- **Pre-school lease with the Wolcott School District:** Eric read a letter from Joanne LeBlanc, Superintendent of the Orleans Southwest Supervisory Union addressed to the Selectboard. It states that she has been authorized by the Wolcott School Board to negotiate a new lease with the town for rental of the Depot building to house the Wolcott Pre-School on their behalf. She went on to say that the School Board agrees to the proposal made at the Selectboard meeting to pay \$900 a month for the fiscal school year 2017 and continue for the fiscal school year 2018 with the option to negotiate any change in the rental fee prior to the adoption of the 2018 budget. She went on to say that there are aspects of the lease to be followed but there is the exception of termination. The School Board would like to add in addition to be able to terminate the lease due to low enrollment numbers, that either party may terminate the lease with a sixty day notice of such decision. Belinda noted that there was no proposal made at the Selectboard meeting, that this was an amount that Joanne asked if the Board would consider. Belinda informed the Board that she forwarded the letter to David Polow, esquire who reviewed the letter. He recommended a yearly lease, with no sixty day clause. Discussion. The Board

agrees with him. Belinda will respond to Joanne stating that the Board will accept \$900 a month with the School Board providing their own custodian for one year, but will not accept a sixty termination notice. The Board will await her response and a written lease agreement before entering into a new lease.

Review Correspondence/Sign:

- **Invitation – LVRT Ribbon Cutting:** Eric read an invitation for the Board to attend several local ribbon cutting ceremonies that they will be holding on June 23, 2016.
- **Correspondence – LCPC:** LCPC sent the Board a letter explaining the issues between them and the Morristown Planning Commission regarding their downtown designation. LCPC decided not to provide a letter of support, but stated that they would after the town provided an application compliant with State Statutes.
- **Preservation Trust Grant:** A letter addressed to Chad Roy from the Old School House Committee was read by Eric granting the committee a check in the amount of \$250.00 from the Robert Sincerbeau matching grant sent by the Preservation Trust of Vermont.
- **LCSD – Monthly Report for May:** The Board acknowledged receipt of this.

Motion to Adjourn: Motion by Eric to adjourn the meeting at 7:57 p.m. Seconded by Belinda. Voting: 3 in favor, 0 against. The next Selectboard meeting is scheduled for July 20, 2016 at 6:00 p.m.

Respectfully submitted by Val Mason.