

Wolcott Selectboard Meeting Minutes March 23, 2020

Wolcott Town Office - 6:00 p.m.
Phone-in option

AGENDA

All Minutes are draft until approved by the Selectboard
Please see future Minutes for approval of these Minutes

Note: Some were present at Town Office, others participated by phone.

Present: Kim Gravel, Mike Davidson, Linda Martin, Kurt Klein
Absent: Richard Lee
Employees: Belinda Clegg, Lucien Gravel, Deborah Klein
Public: Rob Moore, Bill Cotten, Monica Cross, Bernard Earle
Reporter: Doug McClure, *Hardwick Gazette*

Kim called the meeting to order.

Amendments to the Agenda:

Kurt asked that approval of the Minutes from the March 20, 2020 emergency meeting be added. Matter tabled to allow additional time for review.

Kurt asked that the board address which approach it will take to get payroll and orders signed and remain in compliance with open meeting laws. Motion by Linda to appoint Kim Gravel as the board member to approve orders until the next Organizational Meeting in March, 2021. Seconded by Kurt. Roll call vote: 3 in favor, Kim abstained.

Linda asked that the board address possible postponement of the tax sale scheduled for April 14. The attorney will be consulted. The board will decide at their next meeting whether to move the date of the tax sale.

Approval of Minutes: Approval of the February 19 Minutes tabled to the next meeting. Motion by Linda to approve the Minutes of the March 4, 2020 meeting as written. Seconded by Kurt. Roll call vote: All 4 in favor.

Lamoille Co. Planning Commission (LCPC) - Rob Moore:

Rob will arrange for a safety check to be conducted at the intersection of VT Rt 15 and North Wolcott Road. The board requested that a safety check also be conducted at the intersection of VT Rt 15 and East Hill Road. Rob will arrange for the site visits to take place later this summer, and will work on a list of attendees. Reports will be provided to the Town at no cost.

Rob stated LCPC can set up equipment on VT Rt 15 that would compile data on traffic volume and vehicle speed through town. That would be extra data provided to VTrans for the State to consider adjusting speed limits through town. The Town can request a formal review as we get closer to summer. LCPC provides this service free to the Town each year.

Rob suggested that at some point the board consider whether realignment of the School Street bridge would be worthwhile.

Rob noted that LCPC remains available to assist the Town, but that staff are working from home. Staff can be contacted via their work email or voicemail.

Comments from the Community: None

Emergency Planning: Most issues were addressed at the emergency meeting held March 20. It was noted that all Town expenses related to the virus be documented separately for possible reimbursement by FEMA. Cleaning products have been purchased for Town offices.

The Health Officer and Animal Control Officer have requested they be supplied with respirators to assist them in their duties. Motion by Kurt to authorize the purchase of two respirators at a total cost of approximately \$70 to be paid for from the Animal Control Officer budget. Seconded by Mike. Roll call vote: All 4 in favor.

Highway Commissioner Report:

Lucien stated the crew is working on trucks and trailers. Some roads have been worked on. The crew is trying to get some road work completed by the end of April for FEMA reimbursement.

Kurt pointed out that the new Procurement Policy requires board approval for expenditures exceeding \$250. Lucien said everything is over \$250 and does not think the policy should apply to parts. It was suggested the policy may need to be revised for the road crew. Lucien is to suggest a different number for the board's consideration at the April 1 meeting.

Three bids were received for diesel fuel. The board will review.

Town Clerk's Report:

The Town Clerk reviews overweight truck permits. Motion by Linda to authorize Belinda to sign the overweight permits. Seconded by Mike. Roll call vote: All 4 in favor.

Discussion ensued regarding the purchase of a cash register for Town Office to be used by the Clerk and Assistant Clerk. The cost would be approximately \$100. Motion by Mike to approve the purchase of a cash register. Roll call vote: All 4 in favor.

Belinda recommended that for each pay period, the employee pay day remain on Wednesday. There had been discussion that in order to allow more time for review of payroll, the pay day be moved to Thursday. The payday will remain on Wednesday for now.

It was suggested the Town have composting pails available for sale. Will revisit in June.

The Profit & Loss and Treasurer's Report will be updated and reviewed at the April 1 meeting.

The Town received \$4,001.04 in proceeds from the Hyde Park/Wolcott Revolving Loan Fund. Motion by Linda for the \$4,001.04 in proceeds to go into the School Street bridge capital fund. Seconded by Mike. Roll call vote: All 4 in favor.

An Entity Authorization form, identifying Belinda as an authorized signer for bank accounts, needs to be signed by board members.

The board discussed emergency paid sick leave for Town employees. Board members will review the new law and discuss at the April 1 meeting.

New Business:

Broadband Innovation Grant: Bruce Wheeler has been participating in meetings regarding the formation of Community Union Districts (CUDs) that would allow towns to band together to approach broadband issues as a region. Grant money is available for a feasibility study addressing the building out of infrastructure. There would be no cost to the Town. Motion by Mike for the Selectboard to endorse a letter in support of the broadband innovation grant. Seconded by Kurt. Roll call vote: All 4 in favor. Motion by Mike to empower Kim to sign the letter on behalf of Selectboard members. Seconded by Linda. Roll call vote: 3 in favor, Kim recused herself. Motion carried.

Liquor License renewal - North Wolcott Store: No violations have been reported. Motion by Linda to approve the renewal of the liquor and tobacco license for 2020-2021 for the North Wolcott Store. Seconded by Mike. Roll call vote: All 4 in favor. Motion by Mike to empower Kim to sign the license application on behalf of Selectboard members. Seconded by Linda. Roll call vote: 3 in favor, Kim recused herself. Motion carried.

Officers Appointed by Selectboard 2020: The matter was tabled to the April 1 meeting to allow all board members an opportunity to review the list.

Junk/Trash Ordinance: Kurt reported that the Junk Ordinance Committee has submitted to the board the final version of the proposed new Ordinance. The new Ordinance would replace the two existing Ordinances regarding junk and junk cars. The proposed Ordinance has been vetted by the VLCT legal department. The board agreed to table the matter until May.

Policy Planning (Committee proposal): Kurt suggested a committee be formed to research issues such as: personnel policy, HR policy, job descriptions, and compensation tables. Mike, Linda, Kurt, and Bill Cotten agreed to work on particular topics. The Policy Planning Committee will communicate via email and phone.

Certificate of Mileage - amendment: Linda reported that the Certificate of Mileage adding Reed Road and Pinnacle Lane has been submitted for State reimbursement. A correction needs to be made based upon the location of the turnaround on Reed Road. Motion by Linda to amend the Certificate of Mileage upgrading Reed Road to a Class 3 road to .48 mile to the turnaround and .07 mile beyond the turnaround as a Class 4 road. Roll call vote: 3 in favor, Kim abstained. Motion carried.

Unfinished Business:

Adopt Rules of Procedure: Linda suggested the Rules of Procedure be amended by removing the title of "Co-chair" since that does not appear in the State statute. In the Chair's absence, the Vice-chair would then assume those duties. Motion by Kurt to approve the Rules of Procedure as amended. Seconded by Linda. Roll call vote: All 4 in favor.

Meetings with Lamoille Co. Sheriff: Mike reported that the proposed joint meetings with Johnson and Hyde Park have not started. Johnson and Hyde Park have not yet addressed the issue with their boards. Mike will give an update at the April 1 meeting.

Mowing Contract; debris on North Wolcott ball field: The board will address the mowing of the ball fields and Town Office at a later date. There will be no FEMA reimbursement for removal of the debris on the North Wolcott ball field as a result of the Halloween storm. Kim received an estimate of \$2,500 to remove the trees from the field and create a pile in the

parking lot. The estimate did not include removal. Kim determined that the Department of Corrections (DOC) can provide three or four individuals to work at \$20 per person, per day to remove the wood from the field. The trees would have to be cut into blocks they could carry. Linda will contact possible volunteers to cut up the wood. The board authorized Kim to arrange for the DOC workers for the first week of May. The road crew may have some availability that week.

Old Town Clerk building - water supply: The attorney will draft letters to the residents connected to the water supply involving the old Town Clerk building. The Town will not charge for water, nor will the Town be responsible for other water issues involving these residences.

Eviction proceeding - Town property on East Hill Road: The attorney has provided to the Town two Affidavits for signature. One is a Default Judgment stating the respondent failed to file a timely answer. The other states that after conducting a search, the Clerk was unable to verify the person residing on the property ever served in the military, as claimed. Motion by Mike to authorize Belinda to sign the documents as Town Clerk. Seconded by Linda. Roll call vote: All 4 in favor. The signed documents will be forwarded to the attorney.

Review Correspondence:

Sheriff's Department Report - February: Received and reviewed.

PACIF - Insurance claim: A claim has been submitted for review by a citizen who reported damage to two rims and two tires as a result of a pothole on North Wolcott Road. The pothole was filled.

Oil tank inspection: Oil tank inspection reports were received. No negative issues were noted.

Transfer Station Audit Reports: Reviewed.

Other Business:

Road & Bridge Standards: The document that was approved by the previous board needs to be signed by the members of the previous board.

Driveway access standards: Linda suggested the driveway access standards be amended, as our current process is archaic. Linda will check with other Towns to see what they do. Matter will be discussed at the April 1 meeting.

Deputy Health Officer: Motion by Mike to appoint Michael Shedd as Deputy Health Officer in the event the current Deputy resigns. Seconded by Kim. Roll call vote: All 4 in favor.

Adjourn: Motion by Kurt to adjourn the meeting. Seconded by Linda. Roll call vote: All 4 in favor. Meeting adjourned at 8:45 p.m.

Respectfully submitted by Deborah Klein

Next Selectboard meeting April 1, 2020 - see Town website for call-in information