

# Wolcott Selectboard Meeting

## Minutes

### June 2, 2021

Wolcott Town Office/Zoom/phone-in: 6:00 p.m.

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

Present: Linda Martin, Kurt Klein, Richard Lee, Allen Carpenter, Kurt Billings  
Employees: Randall Szott, Dillan Cafferky, Belinda Harris Clegg, Deb Klein  
Technical Assistance: Dolan Patrick  
Public: Michelle Cortes-Harkins  
Reporter: Doug McClure, *Hardwick Gazette*

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Martin called the meeting to order at 6:00 p.m. Martin noted that this is the first Selectboard meeting since the pandemic started in which the Selectboard is meeting in-person, along with the scribe, Town Administrator, and Town Clerk also present in the board room. Masks and physical distancing are still required. Public participation by Zoom or phone in only. The public may be able to be physically present at Selectboard meetings starting in July.

**Amendments to the Agenda:** Consideration and adoption of the Local Emergency Management Plan was added to New Business.

RECESS: Martin recessed the meeting at 6:02 p.m. to allow for a tour of the old schoolhouse. The tour is part of the board's plan to visit all Town assets over the summer to assess their condition. Members of the public who joined the tour include: Dan Noyes, Tom Martin, and Bruce Wheeler. Martin called the meeting back to order at 6:17 p.m.

**Litter Committee Fund Allocation:** By agreement of the board, the Litter Committee Fund Allocation was moved up in the Agenda. Michelle Cortes-Harkins, Chair, requested of the board that the Committee's funds remaining in this fiscal year's budget be rolled into the next year. Harris-Clegg stated that the Committee had a budget of \$3,000 for the current fiscal year, of which \$406.28 has been spent. Motion by Klein to transfer \$2,500 from the Committee's fund to the Committee's fund balance for 2021-2022. Seconded by Lee. Discussion: none. Voting: All in favor.

**Approve Minutes of May 19, 2021:** Motion by Klein to approve the Minutes of May 19, 2021. Seconded by Carpenter. Discussion: none. Voting: All in favor.

**Comments from the Community/Correspondence:** None.

#### Highway Department

**ROW Permit:** Cafferky reviewed two right-of-way permits. The requests were made by Patricia McCuen on Cross Road, and Thomas Pappalardo on Elmore Pond Road. Both require

underground power work. Certificates of insurance have been received for both. Cafferky stated he is comfortable with both requests. Motion by Lee to approve the right-of-way permits for both McCuen and Pappalardo. Seconded by Klein. Voting: All in favor.

**Reassign Paving Money:** Cafferky requested that the board reassign funds from the Class 2 and Class 3 construction funds to be used for paving projects during the next fiscal year. Motion by Klein to reassign \$46,000 from the Class 2 and Class 3 construction funds to the paving fund balance for 2021-2022. Seconded by Lee. Voting: All in favor. Cafferky noted that paving will begin after July 1, depending upon the vendor's schedule.

**Town Administrator's Report:** Szott touched on some of the highlights of his work over the past two weeks. In addition to participating in webinars and chats, Szott met with Dolan Patrick to resolve technical challenges for holding Selectboard meetings where the board meets in person, yet the public participates via Zoom or by phoning in.

Szott met with Dan Noyes following the end of the legislative session. Szott is also working with relevant Town committees regarding the idea of having a Town forest.

### **New Business**

**Local Emergency Management Plan:** Szott noted the Local Emergency Management Plan (LEMP) is updated annually. The latest iteration contains updated contact information for Selectboard members, and lists an additional piece of equipment. Discussion regarding the Plan included National Incident Management System (NIMS) training. NIMS helps mitigate risk through training of emergency management personnel. Martin encouraged all board members to consider taking the training if they have not done so. Motion by Lee to adopt the LEMP as presented. Seconded by Klein. Voting: All in favor.

**Trustee Plan For Librarian Retirement:** Dawn Cochran, Library Trustee, stated Sally Gardner, Wolcott librarian, will retire June 30. Gardner will not work during the month of July, but will return to the library part-time starting in August. During July, Library Trustee Jackie Fehr will fill in. It is anticipated that Fehr will work approximately 23 hours per week with a schedule of: Monday and Tuesday 10:00 to 4:00, Wednesday 11:00 - 6:00, closed Thursday and Friday, Saturday 9:00 - 1:00, closed Sunday. Library Trustees will pay Fehr's salary for the month of July since the Selectboard had not budgeted for a librarian for that month.

**Old Schoolhouse Visit Discussion (Asset Management Plan):** Carpenter acknowledged that the old schoolhouse has deteriorated, but that certain aspects of the building are holding on. Martin reminded the board that over the years reports have been completed regarding the condition of the structure. Carpenter will review the reports. Martin also stated an inventory of items inside the old schoolhouse, some of which belong to the Historical Society, was completed in 2016. Klein will update the inventory list and report back to the board.

**Restricted and Fund Balance Report:** As Treasurer, Harris Clegg presented to the board for discussion a printout showing assigned funds to date compared with last year. Harris Clegg requested the board postpone making any decisions regarding assigned funds until the June 16 meeting when more bills will have been paid, and the figures can be updated.

**Internal Financial Controls Checklist:** Harris Clegg reviewed with the board the Internal Financial Controls Checklist to be completed each year for the Town. With a couple of changes, the checklist will be submitted to the State.

**Transfer Station Hours & DOC Help:** Klein proposed to the board that the Transfer Station resume Sunday hours beginning June 13. Feedback has been in favor of Sunday hours. It is hoped revenues will rise with Sunday hours since not many transfer stations are open on Sunday. The Town will need to let the representative for the Department of Correction (DOC) know we will need a person to work on Sundays through August, and will then need a person to work both Saturdays and Sundays starting in September. Motion by Lee to have the Wolcott Transfer Station open Saturdays and Sundays from 9:00 to 1:00, and enter into a contract with Vermont DOC to hire a helper as needed. Seconded by Carpenter. Voting: All in favor. Emphasis will be placed on advertising the new hours. A new sign will be ordered for the Transfer Station.

**Sheriff Contract:** The contract with the Lamoille County Sheriff's Office for policing services will be reviewed by the Wolcott Law Enforcement Committee. Options will be investigated. Motion by Lee to authorize a research project for possibility of policing services to be provided by Hardwick Police Department, or Morristown Police Department, with reports to the Selectboard. Seconded by Carpenter. Voting: All in favor.

#### **Unfinished Business**

**Personnel Policy Revision:** Matter is tabled.

**Asset Management Plan:** Ongoing.

**Harris + Allen, Gardner, and Tallman Deeds (Brook Rd.):** Resolved.

**Adjourn:** Motion by Lee to adjourn. Seconded by Klein. Voting: All in favor. The meeting was adjourned at 7:42 p.m.

Respectfully submitted by Deb Klein

*Next regularly scheduled meeting June 16, 2021*