

Wolcott Selectboard Meeting Minutes

December 4, 2019

All Minutes are draft until approved by the Selectboard.

Please see future Minutes for approval of these Minutes

Present: Eric Furs, Kimberly Gravel, Michael Davidson, Jenn Holton-Clapp,
Richard Lee

Town Employees: Lucien Gravel, Dillan Cafferky, Patrick Lacasse, Chan Judd, Sr.,
Deborah Klein

Public: Mary Harris, Robert Harris, Kurt Klein, Bill Cotten, Monica Cross,
Sally Martin, Judy Ward, Amy Davidson

Reporter: Doug McClure, *Hardwick Gazette*

The meeting was called to order by Eric at 6:04 p.m.

Amendments to the Agenda:

Better Roads Grant: Motion by Eric to sign the paperwork submitted for the Better Roads Grant. Seconded by Richard. Voting: All in favor.

Proposal for engineering services: Wilson Consulting Engineers, PLC of Montpelier, submitted to the board a proposal for the construction phase engineering services for the emergency repairs to North Wolcott Road. Michael explained that due to FEMA requirements, the Town has reached the maximum procurement regulations with East Engineering so cannot continue with them during the construction phase. East Engineering recommended Wilson Consulting Engineers. Expenses will be reimbursed by FEMA. Motion by Michael to accept the proposal as submitted by Wilson Consulting Engineers, PLC to provide construction phase engineering services for the emergency repairs to North Wolcott Road. Seconded by Richard. Voting: All in favor.

Michael added that the Town needs a procurement policy for FEMA reimbursement. Anyone who is interested in helping develop this policy should contact a Selectboard member. Vermont League of Cities and Towns (VLCT) has provided a model purchasing policy that can be adapted for the Town of Wolcott. It reads in part, the "model purchasing policy [was developed] to assist municipalities in their efforts to procure goods and services in a manner that is efficient, timely, cost effective, and encourages the most open, competitive purchasing process practicable, while treating all vendors equitably. Adopting and following a purchasing policy will increase the public's confidence in the municipal procurement process and will help municipalities adhere to standards and requirements associated with receipt of funds from state and federal governments."

Michael also stated the Town's personnel policy is out of date regarding employment law. Anyone who is interested in helping to update this policy should contact a Selectboard member.

Approval of Minutes of November 20, 2019: Kim asked that the Minutes be amended under Unfinished Business, Winterizing Depot Building, by replacing the word "walkthrough" with the word "winterization." Motion by Eric to accept the Minutes as amended. Seconded by Michael. Voting: All in favor.

Comments from the Community: On behalf of the board, Eric thanked Bernard Earle for his years of service as Animal Control Officer. Bernard's last day in that capacity will be December 31, 2019.

Robert Harris pointed out that he was never paid by the Town during the time he served as Highway Commissioner, nor was Todd when he did it.

Kim wished to address some comments she had observed on Facebook that seemed to reference improvements by the Town to Reed Road, the road on which she lives. Kim stated that homeowners on Reed Road paid approximately \$40,000 out-of-pocket to make improvements to the road in order for the road to be upgraded to a Town road. She and her husband allow 100 yards of their driveway to be used by the Town as a turnaround for the plow. Lucien stated the road crew can work on the turnaround in its intended spot this summer.

Bill Cotten stated the Town owes a debt of gratitude to Lucien Gravel. Michael agreed and added that Jim Paradee should be thanked as well.

New Business:

Copier lease expiration: The five-year lease for the Town Office copier expires in March. The board will need to consider whether to extend the lease, or to go with a new one. The board will look into it.

The board would like to determine what vacancies exist on Town boards, committees, or groups. Consideration will then be given to posting, or advertising the vacancies in an effort to get those filled.

Unfinished Business:

North Wolcott Road - bids: On behalf of the Town, Tyler Billingsley of East Engineering oversaw the opening of bids for the North Wolcott Road Improvements project on December 3. The project was publicly advertised, and seven contractors attended the pre-bid meeting. The low bid was submitted by Gravel Construction of Hardwick at \$184,430. After due consideration, Billingsley recommended the contract be awarded to Gravel Construction. The board discussed necessary insurance and payment performance bond. The cost of the bond is reimbursable. The question arose as to whether work could start prior to the bond being received. Motion by Eric to sign awarding the bid to Gravel Construction for the North Wolcott Road Improvements project, and for Gravel Construction to start mobilizing for work pending resolution of the question of the bond. Seconded by Richard. Voting: 4 in favor. Kim recused herself due to family connection. The Town will have to take out a loan to pay for the North Wolcott Road repairs.

Road Crew Staffing: Lucien introduced Dillan Cafferky, who has been promoted to Foreman, and crew members, Patrick Lacasse, and Chan Judd. The board congratulated Dillan, and welcomed all three. Lucien noted Jim Paradee will now be working fewer hours, as will Lucien. Lucien is still recording the flood damage from the Halloween storm. Kim asked Lucien to take a look at the damage at the base of Four Wheel Drive, off North Wolcott Road. It was also noted that the plow now has sufficient space to turn around on Young Road.

Eviction Proceeding - Town Property on East Hill Road: The board received from the attorney handling the eviction proceeding a copy of the letter the Sheriff's Office will serve upon

the occupant of the property. The property is to be vacated by January 7, 2020 or other measures will be taken.

Town of Wolcott - Financial Reports: Updated financial reports were not yet received. Motion by Eric to table the matter. Seconded by Kim. Voting: All in favor.

ADA Ramp for Town Hall: The State had recommended the direction of the ramp at Town Hall be reversed, however, it was not a mandate.

Michael stated he had some conversation with the Town of Hyde Park about possibly sharing the services of their Animal Control Officer. It does not appear positive. Bill Cotten noted that Hardwick is advertising for an Animal Control Officer, and that perhaps the towns can get together.

Review Correspondence:

Lamoille County Conservation District: Letter and newsletter received.

Heart of Vermont Chamber of Commerce: Letter and annual membership dues application received. Motion by Eric to table the matter of the membership request. Seconded by Richard. Voting: All in favor.

Northern Rivers Land Trust: Request for financial support and newsletter received. Motion by Eric to table the request for financial support. Seconded by Richard. Voting: All in favor.

Lamoille Co. Sheriff's Dept - Proposed Communications Budget: Michael stated the Sheriff's Office is proposing a 3% increase in the patrol budget each year for the next three years. The advantage would be the Town could then anticipate the amount of increase in the budget the following two years. Michael pointed out that the board cannot enter into a multi-year contract, thereby committing future boards, but the board could express their intent to commit to the future increases. Discussion with citizens ensued regarding the Sheriff's Office staffing and services provided to Wolcott.

The Sheriff's Office will hold a meeting on December 9 regarding the communications budget. Michael will attend the meeting and will update the Selectboard.

The board received an advertising rate card from the *Hardwick Gazette* and will consider them when placing ads in the future.

Adjourn: Motion by Eric to adjourn at 7:07 p.m. Seconded by Richard. Voting: All in favor.

Respectfully submitted by Deborah Klein

*Special Selectboard Meeting, budget hearings - December 11, 2019
Next regular Selectboard meeting - December 18, 2019*