

# TOWN OF CLARENDON, VERMONT

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## MINUTES

### SELECTBOARD MEETING – REGULAR

Monday, July 10<sup>th</sup>, 2017

#### SELECT BOARD MEMBERS:

Robert Bixby, Clerk  
Robert Congdon, Jr.  
Michael Klopchin, Chair  
Daniel Pinkowski  
Richard Wilbur

CALL TO ORDER: 6:04

PRESENT AT MEETING: Selectmen (5), Administrative Assistant, Road Commissioner, Treasurer, Assistant Treasurer, Lister George Ambrose, Alf Strom-Olsen, Cindy Davis, Marjorie Southard, Tom Fuller.

AGENDA ADDITIONS/DELETIONS: The Board Chair asked if there were any additions or changes to the agenda. The Treasurer requested an executive session to discuss pay and personnel issues, there were no objections. An executive session was added before highway.

#### APPROVAL OF SELECT BOARD MEETING MINUTES:

Select Board Meeting Regular – June 26<sup>th</sup>, 2017, Select Board Hearing Fire Lane 2 - June 26<sup>th</sup>, 2017, Select Board Meeting Special – June 29<sup>th</sup>, 2017: Selectman Congdon motioned to approve all three minutes with corrections, Selectman Bixby seconded, the motion passed unopposed. Typographical errors to the minutes were corrected.

The Road Commissioner requested that paving bids be discussed as Mr. Fuller from Fuller Sand and Gravel was present. There were no objections.

Paving Bids (OUT OF ORDER FROM AGENDA): The Board reviewed the following bids for paving in 2017:

Pike 141,671.75. Fuller Sand and Gravel 141,086.00.

Selectman Congdon motioned to approve Fuller Sand and Gravel to do the paving for 2017 without the option of grading. After further discussion, Selectman Congdon amended the motion to include the amount of \$139,110. 40, Selectman Wilbur seconded, the motion passed unopposed.

Selectman Congdon motioned to enter executive session at 6:17 p.m., to discuss highway wage increase and policy issue, Selectman Bixby seconded, the motion passed unopposed. George Ambrose inquired as to the basis for executive session, the Board Chair replied it was a personnel issue. At 6:17 p.m., the Select Board, the Administrative Assistant, Treasurer, and Road Commissioner entered executive session. Upon return to the public at, Selectman Congdon motioned to exit executive session at 6:44 p.m., Selectman Bixby seconded, the motion passed unopposed. The Board Chair advised the public of the confirmation of a pay raise for the road crew, which has been previously approved.

HIGHWAY: The Road Commissioner was present and participated in discussion.

Status of Trucks: The Board discussed with the Road Commissioner the status of the 2006 tandem axle International, and the money that would take to get it back on the road. The Board asked the Administrative Assistant to inquire if the owner of Earle's as to his available to attend the next meeting.

Hier Lane Property: The Board Chair updated the public on an issue on Hier Lane with drainage. A new cross culvert would be installed, and a member of the public was willing to clean out the input from a culvert in front of his property.

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Speeding Carts: The Administrative Assistant advised the Board as to a grant for Safe Schools for a speed carts near a school, as well availability from VTrans for speed carts. The Board approved the Administrative Assistant to pursue both options.

Selectman Congdon asked when roadside mowing would begin, the Road Commissioner responded that it would begin in the latter part of the week.

Paving Bids 2017: (PREVIOUSLY DISCUSSED)

APPROVAL OF ACCOUNTS PAYABLE AND PAYROLL WARRANTS: All new warrants and warrants previously signed by the designated Select Board member were approved and signed by all Select Board members.

GUEST: Listers, Tax Rate Discussion: Lister George Ambrose gave the Board and update on the progress of reappraisal and how it related to the setting of the tax rate.

PUBLIC COMMENTS (10 minutes): None.

OLD BUSINESS:

Cemeteries – Parking Area and Other Concerns: The parking area for the West Clarendon Cemetery was not discussed. A change order for Meticulous Mowing on the work to be done in Spafford Cemetery was discussed; the tree take down was no longer needed but brush needed to be removed. Selectman Congdon motioned to authorize a change order to have Daniel Villareal of Meticulous Mowing remove the brush pile and reassess at a later date, Selectman Bixby seconded, the motion passed unopposed.

Contract – Vermont Pest Control: Selectman Congdon motioned to authorize the Board Chair to sign the Vermont Pest Control contract in which the Town would pay \$120 every other month until the Board deemed it not necessary, Selectman Pinkowski seconded, the motion passed with four to one, with Selectman Wilbur dissenting.

NEW BUSINESS:

Historical Society Request: The Historical Society requested permission to store some recently donated materials in the upstairs of the Town Hall. The Board granted the request.

PLANNING COMMISSION REPORT: The Planning Commissioner Chair had reported to the Administrative Assistant that she would be attending the next Select Board meeting.

TREASURER'S REPORT: The Treasurer advised the Board that she was still working on year end and audit quotes, and that she had added subaccounts under vehicle maintenance for each of the trucks. It was announced that Alf Strom-Olsen would be reconciling the Town's check book.

The Treasurer reviewed with the Board a 40 hour work week agreement that specified what qualified as overtime to be signed by each Road Crew member. Selectman Wilbur motioned that the submitted agreement be added to the personnel policy, Selectman Bixby seconded. After a discussion, Selectman Wilbur amended his motion to remove the last sentence, Selectman Bixby seconded the amended motion. The Board asked to view the updated agreement before voting.

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ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant advised that she had met with Preservation Trust of Vermont to discuss possible funding for repairs to the Town Hall, and that a Robert Sincerbeaux Fund grant for an architectural survey of the building was recommended. After a brief discussion, Selectman Congdon motioned to apply for the Robert Sincerbeaux grant, Selectman Wilbur seconded, the motion passed unopposed.

Agreement: The Board reviewed the amended 40 hour work week agreement. The motion was voted on and passed without opposition.

PUBLIC COMMENT ON AGENDA ITEMS ONLY (5 minutes): Cindy Davis asked about the change order and when it could be signed. The Administrative Assistant advised that it could be done tomorrow.

SELECT BOARD MEMBERS CONCERNS: Selectman Bixby suggested a committee on studying the possibility of going to a three-man crew. Who could possibly be involved in the committee was discussed.

Selectman Pinkowski suggested a standard operating procedure for each truck, a discussion followed.

The Board Chair praised the Road Crew for their work.

Selectman Wilbur mentioned his concern that he had not been notified about the last storm event. A discussion followed where it was determined Selectman Wilbur's email notification did not go through, and the Administrative Assistant stated she would call his phone in the next instance.

Alf Strom-Olsen updated the Board as to the activities of the Rutland Solid Waste District, a discussion followed.

ADJOURNMENT: At 8:15 p.m., Selectman Congdon motioned to adjourn, Selectman Bixby seconded, the motion passed unopposed.

SIGNED: \_\_\_\_\_ Michael Klopchin, Chair /s

SIGNED: \_\_\_\_\_ Robert Bixby, Clerk/s

These minutes taken and respectfully submitted by Heather Kent, Administrative Assistant, and were approved on July 31<sup>st</sup>, 2017.