

# TOWN OF CLARENDON, VERMONT

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## MINUTES

### SELECTBOARD MEETING-REGULAR

Monday, April 25<sup>th</sup>, 2016

#### SELECT BOARD MEMBERS:

Robert Congdon, Jr, Clerk

Michael Klopchin, Chair

Arthur Knox

Daniel Pinkowski (A)

Richard Wilbur

CALL TO ORDER: 6:02 p.m.

PRESENT AT MEETING: Selectboard (4), Administrative Assistant, Treasurer; Listers Robert Underhill, George Ambrose, and Arthur Menard; Cindy Davis and Marjorie Southard.

AGENDA ADDITIONS/DELETIONS: The Board Chair suggested adding the Otter Creek Log Jam under new business, Selectman Congdon motioned to do so, Selectman Knox seconded, the motion passed unopposed.

#### APPROVAL OF SELECT BOARD MEETING MINUTES:

Select Board Meeting Regular – April 11<sup>th</sup>, 2016: Selectman Condon abstained from voting as he was not present at the relevant meeting, Selectman Knox motioned to approve the minutes in lieu of any errors found, Selectman Wilbur seconded, the motion passed unopposed. There were no corrections to the minutes.

Select Board Meeting Special – March 30<sup>th</sup>, 2016: Selectmen Wilbur and Knox abstained from voting as they were not present at the relevant meeting; no voting quorum remained, the minutes were tabled until May 9<sup>th</sup>, 2016.

Selectman Congdon questioned the April 13<sup>th</sup>, 2016 Town Plan Workshop minutes, the Administrative Assistant replied that while the draft had been posted, there was a disputed point that needed to be addressed at the May 9<sup>th</sup> Town Plan Hearing, and suggested the minutes be approved then.

HIGHWAY: The Road Commissioner was not present.

Bids on Salt Shed Stair: The following three bids were opened and reviewed:

- Sheehe Heating and Home Improvements: \$4,110
- Decato Contracting: \$5,600
- A Plus Carpentry and Contracting: \$8,100

The availability of the funds was confirmed with the Treasurer, and permits, the design of the stairs, and their necessity were discussed. Selectman Knox motioned to accept the bid from Sheehe contracting, Selectman Wilbur seconded, the motion passed unopposed. The Administrative Assistant was instructed to follow up.

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**Dry Hydrant Request:** The Board was informed that the Matthew Jakubowski was requesting a dry hydrant be placed under Bridge 11; the company replacing the bridge is willing, and there is a grant available. Selectman Congdon motioned to authorize Mr. Jakubowski to proceed if the Road Commissioner found the river was suitable for a dry hydrant, Selectman Congdon seconded, the motion passed unopposed.

**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:** There was no guest.

**PUBLIC COMMENTS (10 minutes):** There were no public comments.

#### OLD BUSINESS:

**Zoning Administrator Review:** The Board reviewed a report presented to them by Jeff Biasuzzi. A discussion followed on the work Mr. Biasuzzi had completed, and what his hourly rate might be. The Board Chair requested that Mr. Biasuzzi utilize the Town attorney for legal inquiries; Selectman Wilbur and the Board Chair conveyed their reluctance to agree to the requested \$19.50 an hour. Selectman Congdon motioned that Mr. Biasuzzi be appointed as the Zoning Administrator for a three year term, at \$19.00 an hour, Selectman Knox seconded. At this time, 6:40 p.m., Selectman Wilbur excused himself, and returned at 6:44. The attendance of Mr. Biasuzzi at the planning commission meetings was briefly discussed, and a vote was taken on Selectman Congdon's motion, the motion passed unopposed. Mr. Biasuzzi accepted the position.

**Listers – Reappraisal Contract:** Lister Chair Robert Underhill explained that NEMRC was fully booked until next year, and the Town needed to submit the signed contract to reserve its spot for next year, 2017. The start date was confirmed as July 2017, and that photographs of properties would be exterior only. Selectman Knox motioned to approve the NEMRC Reappraisal contract, Selectman Congdon seconded. The increase in lister time was briefly discussed as coming out of the reappraisal fund. A vote was taken on Selectman Knox's motion, the motion passed unopposed. Lister Arthur Menard presented a quote from VT Digital for a new computer to be used by the reappraisal staff, for \$679 plus time to install. Selectman Congdon motioned to approve the purchase of the computer as quoted, Selectman Wilbur seconded, the motion carried unopposed.

**Lab Results from 7B UST:** The Administrative Assistant described the explanation she had received from the director of Endyne labs on accreditation listings on the lab results from the route 7B UST.

**Carving Studio:** The Carving Studio requested permission to have their summer program information posted on the website for the Town. The Board approved the request.

**Appointment Follow Up:** The Board acknowledged the resignation of Carol Geery from the BZA and Arthur Peterson from the Recreation Committee, and the letter of interest from Robert Underhill for the BZA

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position. The Board instructed the Administrative Assistant to send letters of recognition to Ms. Geery and Mr. Peterson, and to post the opening in the BZA for two weeks, per Town policy.

The Administrative Assistant advised that Roger Loomis wished to be reappointed to the Recreation Committee. Selectman Congdon motioned to reappoint Mr. Loomis to the Recreation Committee, Selectman Wilbur seconded, the motion carried unopposed.

#### NEW BUSINESS:

Upcoming Workshops: The Administrative Assistant reminded the Board that she would be attending a grant procurement workshop on Wednesday the 27<sup>th</sup>, and requested to attend a loss control workshop in May and a human resources workshop in June. Selectman Knox motioned that the Administrative Assistant attend the workshops, Selectman Wilbur seconded.

Otter Creek Debris Jam (addition to the Agenda): Selectman Wilbur detailed a concerning debris and vegetation jam in the Otter Creek, along the property of Mr. Robert Prozo, and stated that Mr. Prozo had been contacted by him and had no issue with the Town entering his property to access the jam. The Board Chair then read aloud a draft letter notifying land owners of the jam and the involvement of ANR; the Board approved of the letter. A discussion of the Town's past experiences with ANR followed, and Selectman Wilbur stated that in the Town's Local Emergency Operations Plan it is stated that the Board can act if needed.

TREASURER'S REPORT: There was nothing reported.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported that the RSMS program had been purchased and the Road Commissioner tentatively planned to start the road inventory in May; it was also reported that a response had been received from VTrans stating that the railroad crossing on Walker Mountain Road would be patched and smoothed this summer. Selectman Congdon expressed his concern on the crossing on Alfrechia Road, a discussion followed and it was agreed that the Administrative Assistant would find if the Alfrechia crossing was scheduled to be repaired, and draft a letter to VTrans regarding the matter.

PUBLIC COMMENT ON AGENDA ITEMS ONLY (5 minutes): There were no comments.

SELECT BOARD MEMBERS CONCERNS: Selectman Knox confirmed that the next hearing for the Town Plan Draft was May 9<sup>th</sup> at 5:30 pm. The Board Chair presented a card from the Board to the Administrative Assistant in honor of Administrative Appreciation Day.

ADJOURNMENT: At 7:19 p.m., Selectman Congdon motioned to adjourn, Selectman Wilbur seconded, the motion passed unopposed.

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

SIGNED: \_\_\_\_\_ Robert Congdon, Jr., Clerk/s