

TOWN OF CLARENDON, VERMONT

MINUTES

SELECTBOARD MEETING-REGULAR

October 26th, 2015

SELECT BOARD MEMBERS:

Robert Bixby, Clerk (A)

Robert Congdon, Jr.

Michael Klopchin, Chair

Arthur Knox

Richard Wilbur

CALL TO ORDER: 6:04 p.m.

PRESENT AT MEETING: Selectboard members (4), the Administrative Assistant; Rutland Herald Representative Andy Clark, also present were Cindy Davis, Burton Austin, Marjorie Southard, and Carol Driscoll from the Carving Studio.

AGENDA ADDITIONS/DELETIONS: The Board Chair asked if there were any additions or changes to the agenda. There were none.

APPROVAL OF SELECT BOARD MEETING MINUTES:

Select Board Meeting Regular – October 12th, 2015: Selectman Knox motioned to accept the October 12th minutes subject to omissions and errors, Selectman Wilbur seconded, the motion passed unopposed. The Board Chair brought to the board's attention a typographical error to be corrected on page one. There were no other corrections.

Previously Approved Minutes to be Signed: The previously approved minutes from September 14th and 28th were signed by the Board Chair.

HIGHWAY: The Road Commissioner was not present.

Access Permit Application: The Administrative Assistant informed the Board that the Road Commissioner had approved the access permit for Dan Pinkowski. Selectman Congdon motioned that the Board Chair sign the permit, Selectman Wilbur seconded, the motion passed unopposed. The Board Chair signed the access permit for Dan Pinkowski.

Patching Holes in the Existing Roof – Putting Bids Out: The Board Chair advised the Board that the Town Garage has some serious leaks in the roof, and the road crew cannot repair it; he asked the Board's pleasure and a discussion followed on what needed to be done to the roof. Selectman Wilbur motioned to put the roof repair out to bid, Selectman Knox seconded for discussion, and stated that he would prefer to know exactly what work needs to be done. The Board Chair stated that the bid would include an inspection of the work needing to be done. There was a brief discussion on whether or not the road crew could do minimum work on the roof, the Board Chair reiterated that the work needing to be done went beyond the road crew's capabilities. Selectman Congdon cautioned on spending too much money approaching budget season; the Board Chair stated the roof would only be patched. Selectman Wilbur then amended his motion from roof repair to roof patching, a discussion followed on having estimates for

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the roof work, and how long the problem had existed. The motion having been made, the Board Chair asked for all those in favor of the roof patching work being put out to bid, the motion passed unopposed. Selectman Knox reiterating getting estimates first, and the Board Chair reiterated to the Administrative Assistant that the work was only patching.

The Board Chair advised the Board that recently some friction among the Road Crew had come to his attention, and suggested that two Selectboard members meet with the Road Crew to discuss the issue. It was discussed whether or not bringing the matter up in executive session with the Road Crew and the whole Board would be best, it was decided that two members would meet with the Road Crew first and then if an executive session was needed it could be discussed. The Board Chair and Selectman Knox volunteered to go; the Board Chair instructed the Administrative Assistant to speak to the Road Commissioner and schedule the time.

The former Road Commissioner Burton Austin brought some highway concerns before the Board. He stated that School House Hill Road had recently been graded, and in the process the ditches had been filled and the shoulders knocked off; he presented the Board with pictures of the perceived damage. A discussion followed with the Board Chair stating that he would speak to the Road Commissioner and the problem would be addressed. Mr. Austin also questioned the plowing and maintenance of the winter roads, stating that an ambulance had not been able to get up Walker Mountain Road last winter. The Board Chair advised that the issue had been getting up Quarterline Road, not Walker Mountain Road. A discussion followed on the plowing hours of the Road Crew, and past methods of plowing work. The Board instructed the Administrative Assistant to ask the Road Commissioner about plowing hours for the coming winter; Selectman Congdon advised that the Board had discussed plowing hours and the possibility of a split shift before, and it would be discussed again. The Board Chair ended the discussion reiterating that the work on School House Hill Road would be done.

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: Carol Driscoll, Carving Studio Stone Bench for the Town

Ms. Driscoll approached the Board about a possible carved stone bench for the Town. She detailed the Carving Studio program for teens, in which the children come up with and execute the design on the bench. Several towns have already received a bench, with the typical donation being between \$0 - \$1000. The Board Chair inquired as to whether the Town could have one designed or take one already finished. Ms. Driscoll responded that the Town may suggest a design; a discussion followed on the different benches available, the designs, and the design process. Placing the bench next to the new flag pole to be installed was also discussed. The Board Chair asked what the time frame for the Town's decision was, Ms. Driscoll responded that an already made bench would be available in October of 2016, a newly designed one would be available during the summer of 2016. After a brief discussion on the possible donation and the budget, the Board Chair stated that the minutes would reflect that there will be further discussion on the bench and the possible donation at budget time. Selectman Congdon moved to add discussion of the bench from the Carving Studio to the budget, Selectman Knox seconded, the motion passed unopposed.

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

OLD BUSINESS:

Health Officer: The Administrative Assistant updated the Board on the Health Officer position, stating that the man interested in the position was not interested in being the assistant for any length of time. The Board Chair stated that the current Health Officer's job demands were too much for her to give the Health Officer position enough attention. There was a discussion on whether the Health Officer truly wanted to resign, and when her term expired; it was determined her term expires August 31, 2016. The Board Chair suggested asking the Health Officer to step down in January; a brief discussion followed about having the Health Officer and the interested individual meet with the Selectboard. The Board Chair instructed the Administrative Assistant to invite both to the November 16th budget meeting.

Salt Shed: The Board Chair recapped the October 12th meeting in which the Board decided to purchase the salt shed from Clearspan without the assembly fee, he then advised the Board that construction of the shed, the rental of the aerial lifts needed, and the time involved was an excessive commitment on part of the Road Crew, therefore assembly would be required. The Board was presented with a purchase order totaling \$37,148.75, the price quoted to Selectman Congdon including assembly. There was a discussion on the blocks needed, if they had been purchased, and if that price included blocks; it was determined that the blocks were already purchased from Carrara's, and the price did not include the blocks. There was some concern that the block purchase was not brought before the Board; it was determined that the Road Commissioner had been instructed to check in with Selectman Congdon and not the whole Board. Selectman Knox inquired as to when the shed would be assembled, the Board Chair informed him the blocks were up and the shed would be up by late December, and commented briefly on the negotiations with the neighbors on the placement of the shed. Selectman Congdon inquired about the permits needed for the State, the Board Chair advised that Clearspan needed the purchase order signed before any drawings needed for the permits could be sent. A brief discussion followed, ending with Selectman Wilbur motioning to enter into an agreement to purchase the salt shed from Clearspan, Selectman Knox seconded. Further discussion followed about what would be done with the salt while waiting for the shed to be delivered, the Board Chair advised that the salt would be shielded in the block base by a tarp. As the purchase order needed but one signature, Selectman Wilbur amended his motion to have the Board Chair sign, Selectman Knox seconded, the motion passed unopposed and the purchase order was signed.

NEW BUSINESS:

Budget Meeting Schedule: The Board was presented with the Budget Workshop schedule for FY 17 (see attachment 1). The Administrative Assistant advised the Board that the workshops would include agendas this year in compliance with the Open Meeting Law. Selectman Knox motioned to accept the schedule, Selectman Congdon seconded, the motion passed unopposed. The Board Chair instructed the Administrative Assistant to post the schedule on the website and at the transfer station.

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Personnel Policy: The Administrative Assistant advised the Board that the Town's attorney was still reviewing the draft policy, and pointed out several areas that needed to be addressed in the new policy. There was a brief discussion, and the personnel policy was tabled until the November 9th, 2015 meeting.

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

TOWN OFFICER REPORTS:

The Administrative Assistant brought to the Board's attention the site plan the town had received from Garvey's Nissan detailing their proposed new site at 120 Route 7B. The Town property maps were reviewed to determine exactly where the site would be. A quote from the Road Commissioner detailing cost of guard rails to be purchased was also brought before the Board. It was determined that the Town had sufficient funds to purchase the guard rails.

SELECT BOARD MEMBERS CONCERNS: The Board Chair asked each member for their concerns. There were none.

ADJOURNMENT: At 7:32 p.m., Selectman Knox motioned to adjourn, Selectman Congdon 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 November 9th, 2015.

