

TOWN OF CLARENDON, VERMONT

MINUTES

SELECTBOARD MEETING-REGULAR

November 23rd, 2015

SELECT BOARD MEMBERS:

Robert Bixby, Clerk
Robert Congdon, Jr
Michael Klopchin, Chair
Arthur Knox
Richard Wilbur (A)

CALL TO ORDER: 6:01 p.m.

PRESENT AT MEETING: Select Board (4), Treasurer, Administrative Assistant, Road Commissioner, Marion Pratico, Marjorie Southard.

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 – November 9th, 2015: Selectman Bixby motioned to accept the minutes subject to corrections and deletions, Selectman Congdon seconded, the motion passed unopposed, with Selectman Knox abstaining from voting as he was not present at the November 9th meeting. There were no corrections to the minutes.

HIGHWAY: The Board Chair advised that if there were no objections, Highway would be passed over until the Road Commissioner arrived. Selectman Congdon motioned to pass over Highway on the Agenda and come back to it when the Road Commissioner arrived, Selectman Bixby seconded, the motion passed unopposed. Highway was passed over until the arrival of the Road Commissioner.

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):

Marjorie Southard advised the public watching on PEGTV that the public hearing for the draft of the Town Plan was on December 7th, and requested that the public come to have input on the plan. The Board Chair advised that the notice was posted on the Town's website as well.

OLD BUSINESS: There was no old business.

NEW BUSINESS:

Select Board Meeting Schedule 2016: The Board reviewed the proposed regular meeting schedule for 2016. After a brief discussion, Selectman Congdon motioned to change the Monday, December 26th date

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to Wednesday, December 28th, being the day after Christmas. Selectman Knox seconded, the motion passed unopposed. The Board Chair instructed that the meeting schedule be posted on the Town's website.

At this time, the Road Commissioner arrived, and the discussion moved back to Highway.

HIGHWAY:

Garage Roof – Contract: The Administrative Assistant informed the Board that the roofing company, Ideal Construction, had accepted the job, and put before Board the contract detailing the work to be done and the amount to be paid, \$4,850, half due at the start, half due upon completion. After a brief discussion with the Road Commissioner, Selectman Congdon motioned to approve the Board Chair to sign the contract, Selectman Bixby seconded, the motion passed unopposed, and the Board Chair signed the contract.

Salt Shed: The Administrative Assistant gave an update on the status of the Salt Shed; the Town is no longer purchasing a shed from Clearspan, but is instead building a stick-built structure, for which Brownson Spencer is doing the engineered drawings. The Road Commissioner advised that the foundation is finished, and that he had gotten prices from two different lumberyards so far for materials. A discussion followed on the timeline of the project, the purchasing of trusses, and contractors to complete the job. Selectman Congdon cautioned against buying materials before the permits from the State were approved, as there maybe be issues that needed to be addressed that could result in a costly waste of materials. A discussion followed regarding at least having verbal approval from the State before materials were ordered, and the type of lumber to be used in the project. The Road Commissioner reiterated that the shed needed to be completed soon.

At this point, Selectman Knox briefly excused himself, and returned within 5 minutes.

The Board Chair asked the Road Commissioner about the condition of the Town's trucks; the Road Commissioner responded that momentarily they were in good condition, and advised that the new air compressor was installed.

Selectman Bixby commented on the possibility of placing guardrails on Gorge Road; a brief discussion followed on the possibility of a budget discussion to cover the worst spots on Gorge Road. The Road Commissioner advised that it could easily be 1000 feet of guard rails.

Selectman Congdon asked the Road Commissioner if he and the Road Crew would be grading again, the Road Commissioner responded yes.

The Board Chair commented that the shoulders on Innovation Drive were not done, and advised that the Town should not accept the road until they were done.

The Road Commissioner advised that the State needed official approval on Town letterhead that the Town was satisfied with the job done on the west end of Gorge Road. The Board Chair asked the Road

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Commissioner's opinion; he stated that he thought it was an excellent job. The Board Chair instructed the Administrative Assistant to draft the letter, and the Board would sign it.

A brief discussion on the guard rails on Teer and Walker Mountain Road followed.

A quote for road salt from Cargill was brought before the Board, at the price of \$79.06 per ton. A brief discussion followed in which the Road Commissioner explained that by signing the quote, the price would be locked in for the rest of the season, regardless if the price went up. Selectman Congdon motioned that the Board Chair sign the quote based on the Road Commissioner's recommendation, Selectman Bixby seconded, the motion passed unopposed, and the quote was signed by the Board Chair.

The Treasurer advised the Board that she had spoken to the Road Commissioner about truck purchases, and that the Town was in a financial position to combine this year's and next year's purchasing budgets, which would allow the Road Commissioner to purchase a truck sooner than anticipated. The Road Commissioner commented that this was a good time to purchase a truck, and detailed the brands he was considering, which included Kenworth, Mac, and Western Star, and where their service stations were, adding that the Mac station did have a loaner truck available, so that it would only take one Road Crew member to drop off a truck instead of two. A brief discussion followed on what truck was to be replaced, and the maintenance that had been done on the trucks. Oil undercoating was suggested; the Road Commissioner stated that he would call Carrara's Hot Oil Undercoating. Selectman Bixby advised that he had heard that Miller's was doing undercoating, but that he did not know the oil used or the pricing.

At this point, discussion moved back to New Business.

NEW BUSINESS:

Zoning Administrator Vacancy: The Board reviewed the notice of vacancy, and the Board Chair read it aloud. The Administrative Assistant was instructed to post the notice in the Town Hall and on the website.

PUBLIC COMMENT ON AGENDA ITEMS ONLY (5 minutes):

Marion Pratico asked the Board how much the Town had spent on Clearspan, she was informed the Town had spent nothing. There was a brief discussion on how much the Town was to pay Brownson Spencer, and why drawings for the Salt Shed needed to be done by a certified engineer.

TOWN OFFICER REPORTS:

The Administrative Assistant brought before the Board notification of site plans for three solar arrays being placed in the Town. There was a brief discussion on the prevalence of solar arrays, and the process of approval. Marjorie Southard commented on the Planning Commission's activity on solar arrays.

A request for clarification of the personnel policy dealing with personal days and floating holidays was brought before the Board: if the days are not used by the end of the calendar year by the employee, does the employee receive monetary compensation for the days not used? The Board discussed that there was no precedent for this, and commented on the need for the personnel policy to be updated. It was decided the Board would review the current policy and make a decision on the personal days and floating holidays at the December 2nd budget meeting.

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SELECT BOARD MEMBERS CONCERNS: The Board Chair asked each member for their concerns.

Selectman Bixby stated he would like to see the time clock installed in the Town Garage. The Treasurer advised the Board that when the Road Crew is called for plowing, they are paid from the moment of the call, and cannot punch the time clock from home. Selectman Congdon stated that the Board had discussed this before, and that the Road Commissioner would initial the cards stating when he had called the Road Crew. A lengthy discussion followed on the advantages and disadvantages to using the time clocks, with the extra burden on the Road Commissioner and the Road Crew having to do required time sheets with task descriptions, and punch a time clock being mentioned. Selectman Congdon stated that the motion to place the time clock in the garage had been made in the past, and should be upheld. The Treasurer advised the Board to consider the complexity of the system. Simplification was discussed, possible discrimination of the Road Crew, and the possibility of having other Town employees punch time cards. How other towns keep track of employee time was discussed, as well as the detail needed in the timesheets the Road Crew continues to complete. It was suggested that the time clock be tried for an amount of time.

At this time, there was a brief discussion of an abatement request.

ADJOURNMENT: At 7:23 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 December 14th, 2015.