

**Middletown Springs Select Board Minutes
Special Session
May 8, 2014 Approved**

CALL TO ORDER: 7:05 pm

BOARD PRESENT: H. Childress, C. Haynes, M. Lamson, S. Moyer, T. Redfield

PUBLIC PRESENT: None

- T. Redfield moves to enter executive session, S. Moyer 2nd. *[all in favor, motion carried]*
Executive session begins 6:05pm.
- T. Redfield moves to conclude executive session, S. Moyer 2nd. *[all in favor, motion carried]* Executive session ends 7:18 pm.
- T. Redfield moves to adjourn special meeting, M. Lamson 2nd. *[all in favor, motion carried]*

Meeting Adjourned 7:18 pm

**Middletown Springs Select Board Minutes
Regular Meeting
May 8, 2014 Approved**

CALL TO ORDER: 7:20 pm

BOARD PRESENT: H. Childress, C. Haynes, M. Lamson, S. Moyer, T. Redfield

PUBLIC PRESENT: Laura Castle, Jim Georg, Tara Kelly, Dan McKeen, Mark McManus, David Munityak, Jenny Munityak, Bill Reed, Hillary Solomon

Approval of Minutes: M. Lamson moves to approve minutes as submitted, S. Moyer 2nd. *[all in favor, motion carried]*

Public Comment

- Hillary Solomon & Dan McKeen — Poultney Mettawee Natural Resources Conservation District Director Hillary Solomon plans to submit an Ecosystems Restoration Grant that would result in reduced runoff from Town and Church properties into the storm drains. The grant proposal is due to the VT Agency of Natural Resources by June 4, and requires a letter of support from the Town. T. Redfield moves to allow Board Chair to sign such a letter, H. Childress 2nd. *[all in favor, motion carried]*
- Tara Kelly — Emergency Management Director Tara Kelly presented the Board with two documents, the Town's Local Emergency Operations Plan (LEOP) updated for 2014 and the National Incident Management System (NIMS) guidelines from the US Department of Homeland Security. H. Childress moves to adopt the NIMS guidelines as the basis for incident management, M. Lamson 2nd. *[all in favor, motion carried]* H. Childress moves to accept 2014 updated LEOP, M. Lamson 2nd. *[all in favor, motion carried]*

Auditors. The Auditors held warned meeting on May 6th to continue the work of prioritizing policies/procedures/practices for Selectboard adoption. The Auditors recommend that the Board review the road policy and its amendments as a top priority. They also recommended an updated procedure related to transfers between restricted funds and the general fund; the Board and Treasurer agreed on a new procedure of labeling Board Orders with the appropriate fund for expenditures from all restricted funds.

Treasurer. Town Treasurer Jenny Talke Munityak provided a copy of the current financial management questionnaire that she is submitting to the Vermont League of Cities and Towns.

M. Lamson moves to allow Board Chair to sign Treasurer Munyak's application for a town credit card; T. Redfield 2nd. *[all in favor, motion carried]* H. Childress moves to allow Board Chair to authorize Treasurer Munyak as a signatory to the Town's collateral account; S. Moyer 2nd. *[all in favor, motion carried]*

C. Haynes moves to bill Highway employee Steve Geno for his April 2014 contribution to his health insurance, and then to institute a deduction of one-half of his monthly contribution from each subsequent check beginning in May 2014; H. Childress 2nd. *[all in favor, motion carried]*

Building Committee Report — David Munyak

- Committee recommends new policy on membership—that any Building Committee member absent from four consecutive meetings will be dismissed from membership. M. Lamson moves to accept Building Committee's recommendation, T. Redfield 2nd. *[Aye: H. Childress, M. Lamson, T. Redfield. Nay: C. Haynes, S. Moyer. Motion carried 3-2]*
- Committee continues to investigate potential grant and loan opportunities.
- Committee is considering a public information "open house" to be held at the Parker site, so that community members can visualize the location and approximate site layout of the new Town Building.

Town Properties — H. Childress reported on VT procedures for the sale of public property. M. Lamson will communicate with engineer regarding prior findings on flood-zone status of the building at the West Street property.

Road Commissioner Report — Bill Reed

- Bill has received four price quotes for replacement of backhoe, and provided that information to the Board. Approximate cost for new equipment would be between \$78,000 and \$98,000 after trade-in of Town's current backhoe.
- Board has not yet determined mowing schedule for West Street and Buxton Avenue properties; will wait until Bill has pricing on replacement of small groundskeeping equipment (mower, line trimmer, blower).
- C. Haynes moves that the Board review the pay rates and personnel reviews of all Town employees, and that if any raises are decided upon by the Board, they will be implemented at the beginning of the 2014-15 fiscal year; T. Redfield 2nd. *[Aye: H. Childress, C. Haynes, S. Moyer, T. Redfield. Nay: M. Lamson. Motion carried 4-1]*

Solid Waste

- Mark McManus informs that the fence protecting the Fire Company's leachfield has been damaged by vehicles backing into it from transfer station. H. Childress moves that the Town purchase replacement fence members, and place orange barrels as warning barrier; T. Redfield 2nd. *[all in favor, motion carried]*
- H. Childress and Nora Rubinstein moved electronic waste into compliant storage. M. Lamson will call Casella for electronics pickup.
- VT Greenup provided an insufficient number of marked roadside cleanup bags for 5/3 Greenup Day; H. Childress asked Transfer Station employee Jim Dudley to tally non-marked bags.
- Large Waste day on 5/3 was impacted by torn hydraulic hose on backhoe.

Maintenance of Cemetery — Proposals continue to arrive for re-setting the large stone near the southwest corner of the old cemetery.

Energy Committee — H. Childress informed that Robin Chesnut-Tangerman has the locational inventory of current streetlighting. Childress will receive that inventory, and develop language for community input on possible additions or relocations of street lighting.

Correspondence

- Quote from Brice Orchitt for 2014 roadside mowing: \$2790, work to be completed by July 1. C. Haynes moves to approve bid and hire Orchitt for mowing; H. Childress 2nd. *[all in favor, motion carried]*
- Postcard from Alderman Toyota
- Letter from VTRANS regarding bike/pedestrian management program
- RRPC notification of June 4 meeting regarding downtown village designations
- Check from Casella Solid Waste for \$10.41 for recycling
- Letter from VTRANS regarding state road commissioner meeting on tree hazards
- Keyser Energy changing fuel cards for refueling stations
- VLCT News
- Overweight Permit request from Steve Newton, accompanied by proof of insurance and \$15 payment. M. Lamson moves to approve overweight permit, T. Redfield 2nd. *[all in favor, motion carried]*
- Service request form from Bill Reed to review his personnel file. No permission needed, since he has the right to access his file.
- Notice of spring planning/zoning forum
- Notice of spring municipal dog control workshop

Financials/Board Orders

- H. Childress moves to approve the board orders as presented. T. Redfield 2nd. *[all in favor, motion carried]*

Other Business

- Special meeting of Selectboard set for Thursday 5/15 at 6 pm to begin review of town policies as recommended by Auditors
- Laura Castle asked for permission to have Town Office carpet cleaned. C. Haynes moves to allow Laura to determine carpet cleaning needs and have work done; H. Childress 2nd. *[all in favor, motion carried]*
- M. Lamson has completed analysis of Road employees' overtime; will send by e-mail to Board members.

Adjourn — T. Redfield moves to adjourn, S. Moyer 2nd. *[all in favor, motion carried]*. Meeting adjourned 11:21 pm.

Respectfully submitted,
Herb Childress, Clerk