

**Middletown Springs Selectboard  
Approved Minutes  
Regular Meeting • May 25, 2023  
Start time 7pm**

**BOARD PRESENT:** At the town office: Patty Kenyon, Herb Childress, Terry Redfield, Peter Stevenson, Robin Chesnut-Tangerman. Via Zoom: none.

**TOWN OFFICERS PRESENT:** At the town office: Jenny Talke Munyak – Treasurer, Bill Reed - Road Commissioner/Road Foreman, Sally Achey - Lister. Via Zoom: Sarah Grimm – Auditor, Kristal Hier – Library Trustee.

**PUBLIC PRESENT:** At the town office: None. Via Zoom: None.

**CALL TO ORDER:** Herb called the meeting to order at 7:00pm

**APPROVAL OF MINUTES:**

- a) Selectboard Regular Meeting May 11, 2023

Terry moved to approve the regular meeting minutes of May 11, 2023 as presented, Peter 2<sup>nd</sup>. Aye – Terry, Patty, Herb Peter. Abstain – Robin. Motion carried.

**PUBLIC COMMENTS / GUESTS:** Nothing tonight.

**TOWN OFFICERS REPORTS – Town Clerk | Treasurer | DTC | Auditors | Listers | EMD | Library | Trustees of Funds | Planning Commission | Other**

**Library –** Kristal forwarded a septic permit application from Frank Parent to Herb for signatures of the board. Board members signed docs. Herb will forward to everyone. Patty will print and have available for viewing at the town office.

Kristal reported that the trustees were able to do a site visit at the Catholic church. There is still a lot of work to do to determine if this is a better option than expanding at their current site, but they are moving forward. The idea is to explore both options thoroughly in the hopes of finding the most suitable solution to the current building issues.

**Listers –** Sally came to ask for pre-approval to use the town's credit card to pay for sending out the change in appraisal letters. They need to be mailed with a certified mailing list – a special service from the PO – they can't predict the final cost until they are at the PO, so the credit card is the only way to complete that transaction.

Jenny explained that this came up because there have been some inconsistencies in town officers using the credit card for purchases without prior board authorization which could result in unauthorized spending. We don't really have solid procedures as to how the card should be used. Her understanding from past practice was that the card was to be used for emergency purchases or items that could only be paid for with a credit card, such as software subscriptions.

But recently it's been used more frequently for everyday things like stamps or purchases at local big box stores. The board agreed that they should set some guidelines so that all departments are clear on what the card can/should be used for, what purchases need approval or have pre-approval as part of a budgeted line item, etc.

In the meantime, the board agrees that the Listers can use the card to pay for their change of appraisal letters.

**Treasurer** – Sent board members a budget sheet capturing current revenue and expenditures and outlining projections in anticipation of the end of the fiscal year. It looks like we are in good shape, barring any unforeseen shortfalls in the last quarter tax revenues.

Jenny asked Terry if we are going to get the Copeland Milk Fund \$6000 prior to the end of the year. Terry indicated that we would, the board is meeting this weekend and should be able to approve that expenditure and see that it gets to the town before the end of the year.

Herb asked about highway grant revenues. The budget includes anticipated revenue for a highway grant of \$46,100 and actual revenue of only \$9,400. The budgeted revenue was for a grant we applied for but did not receive. The \$9,400 in revenue was from Grants in Aid money.

**Town Clerk** – The Town Clerk updated the board that the Town office will be closed Friday June 2<sup>nd</sup>. Patty will send a FPF notice and post signs to alert folks of the closing.

**EMD-** Herb reported that he participated in a hot weather exercise last week and also tested the vulnerable populations protocols with other EMD's across the county. Both exercises went well.

## **TOWN HIGHWAYS**

### **a) Road Commissioner Report** – Bill reported:

- Preplacing culverts on North Road, will start working on setting culverts on Tuesday after the holiday weekend.
- Mowing schedule is in order – week of July 4 first week then late summer end of August.
- Bill talked about portions of Brown Road that he thought had been thrown up but according to the state were just downgraded to class 4. It's something that the board might want to take a look at because there are some "connected segments" (Lake Champlain watershed regulations) on that road that we might have to bring up to standards which could be costly.

### **b) Other Highway Information and Concerns:** Nothing tonight.

## **TOWN LANDS**

**Town Office Construction Update:** We received an invoice from Naylor and Breen - Req 5 - \$43,986.22. This needs to be approved and sent to the bank.

Robin moved to approve Naylor & Breen REQ 5 in the amount of \$43,986.22 and to send it to the Bank of Middlebury for payment from our building loan, Terry 2<sup>nd</sup>. All in favor, motion carried. Patty will send the invoice to the Bank of Middlebury.

Peter updated the board on the progress so far, walls are up, vault ceiling will be poured next week. Things are looking good.

He also noted that the building crew is aware of the parade this weekend and will secure the site on Friday in anticipation of keeping people off the site over the weekend.

Peter also provided a price quote for paving the parking lot if we have additional funds available at the end of the project and completing the AOT required sidewalk. Parking Lot - \$19,250. Sidewalk - \$2,750. Fine Grading if needed \$1,500.

Patty brought up the need to set up a tracking system for the construction project as a whole. We currently have three pots of money we are accessing to pay for this project, only two of which are included in our town accounting system, with the bank loan being the outlier. It's important that we are tracking all the expenditures accurately as we move forward to ensure we are on track and can make decisions about what funding mechanism is most prudent to use as we near the end of the project.

Jenny added that we will also need to have a plan in place for physically moving the offices and getting everything ready in the new building.

Herb will set up a dedicated meeting to discuss and plan for tracking and transitioning. Patty will work on setting up a master financial tracking sheet.

**Other Town Lands and Facilities:** Robin asked if we should be thinking about emergency salt storage and a contingency plan in case the current salt shed fails. It's a good idea. Bill will explore a couple of options we might have on the table in case of a catastrophic failure.

**SOLID WASTE:** Large Waste Day recap - May 13, 2023. – Day went well. Richie set up the dumpsters and access and mobility were much better. Everything was well spaced and accessible. Thanks to everyone who worked that day.

Terry recapped our share of the HHW disposal event in Rutland – we got billed for 1 person who took advantage of the event. There is another event scheduled for the fall.

#### **CORRESPONDENCE:**

- VLCT Golf Outing – post cards
- Grants in Aid award letter and authorization for construction GA0362
- Overweight Permit – Sargent Concrete – w/ck & COI – for approval  
Herb moved to approve the Overweight permit for Sargent Concrete, Terry 2<sup>nd</sup>. All in favor, motion carried.
- GMP Tree Trimming notice.
- Dam Fee Notice (also in Board Orders).

## **FINANCIAL APPROVALS**

### **a) Board Orders**

Robin moved to approve board orders as presented, Terry 2<sup>nd</sup>. All in favor, motion carried.

**LEGAL:** none

**OTHER BUSINESS:** Sunday - Memorial Day Parade at 3pm.

**EXECUTIVE SESSION (If necessary):** None

**ADJOURN:** Patty moved to adjourn at 8:45pm, Terry 2<sup>nd</sup>. Meeting adjourned at 8:45pm

Respectfully Submitted

Patty Kenyon, Clerk

**Next Regular Meeting – 7PM Thursday, June 8, 2023**