

**Middletown Springs Selectboard
Approved Minutes
Regular Meeting • June 8, 2023
Start time 7pm**

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

TOWN OFFICERS PRESENT: At the town office: Juanita Burch Clay – Auditor, Bill Reed -Road Commissioner/Road Foreman. Via Zoom: Sarah Grimm – Auditor, Steve Harrington – Planning Commission, Kristal Hier – Library board.

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 Special Meeting May 24, 2023 and Regular Meeting May 25, 2023

Terry moved to approve the minutes of May 24, 2023 special meeting and May 25, 2023 regular meeting as presented, Peter 2nd. All in favor, motion carried.

PUBLIC COMMENTS / GUESTS: Steve Harrington wanted to check in on the status of a traffic safety committee/group. Herb proposed to put together a traffic safety task force with a limited scope of work to do some research and bring a report back to the Selectboard for possible action. The board agreed this is a worthy pursuit. Herb offered to put out a call for interest on FPF for people who might like to be on the task force. Patty asked that we try to recruit folks from each of the main roads in town, so we get input from all heavily traveled areas.

The board discussed basic parameters for the group such as, creating a prioritized list of potential mitigation strategies, scoping out cost and possible outside funding resources and connecting with surrounding towns to see how they have addressed traffic issues in their neighborhoods.

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

Auditors – Nita Burch Clay came to share with the Selectboard the latest version of the Internal Financial Controls Checklist provided by VLCT. Nita reviewed the auditors work over the last 10 years, going through a list of items on the list that we have addressed successfully and those the auditors recommend we need to continue to work on.

The board requested a written list of items we need to work on with prioritization assigned. Nita will work with the auditors to put that list together and share it with the board.

The board thanked Nita and the auditors for the work they do and for coming tonight to update us on their work.

Library – Kristal had no immediate building news to share but came with a request that the board begin to think about and plan a larger conversation on town building maintenance and upkeep. With the new town office set to be completed soon, the town will now have two properties to maintain – in terms of maintenance, lawn care, plowing, etc. Is it time to rethink strategies and contracts for those services. Up till now, the library has contracted their own folks for those jobs, but should we think about combining all town maintenance under one contract that the Selectboard oversees and put together a more centralized facilities management plan?

The board thinks this discussion should be had and will begin to think about how we might address this work in a more streamlined way.

Town Clerk – Patty proposed a BCA meeting to review the Biennial Checklist for 7/13/23 at 6pm, just prior to the Selectboard meeting. Board members were amenable. Patty will connect with the rest of the BCA regarding that meeting date.

Patty also discussed the logistics she's been working on in order to be ready to move to the new Town Office building. Herb found a planning document that we are using as a guideline. Herb will also propose a meeting with town officers who work in the office so that everyone has time to think about their move and the spaces they are moving into. There will be the need for furnishings, plans for document storage, and so on. From this meeting we will put together a comprehensive action plan to help ease the transition and to make sure the moves goes as smoothly as possible.

Treasurer – Herb talked about the credit card policy search. Patty was able to secure 4 examples of credit card policies from other towns. Patty will send the examples out to board members and the treasurer, so everyone has a chance to review them prior to the next meeting.

Copeland Milk Fund – Terry reported that the Copeland Milk Fund trustees have met and anticipate needing the town attorney to do some work for them in the near future. The outstanding loan the fund issued will be paid off and the requisite paperwork will need to be completed and filed in the town land records.

TOWN HIGHWAYS

a) Road Commissioner Report – Bill reported:

- Working all over the place
- Prepping roads for grading
- Replacing culverts
- Fielding complaints mostly surrounding grading and dust. The plan is to get the additional materials on the roads, finish prep work and grade when the weather allows.
- Bill will be off tomorrow and Monday – Richie has plenty of work to do for those two days.
- The mower rental starts the 1st week of July. The plan is for one crew member to be on the mower while the other one is grading roads.
- Bill plans to start on the Grants in Aid project on Fitzgerald Road in July as well.

b) Dust & Grading Concerns – done above

c) Other Summer Works – done above

d) Other Highway Information and Concerns: Herb brought up that we need to put together a highway staffing task force to continue the work on preparing for Bill's retirement. Herb, Bill, Terry volunteered to work on that project over the near term so that we can be ready to make a move prior to winter plowing season.

TOWN LANDS

Town Office Construction Update: Peter updated on a change for the building siding – the siding we picked is no longer being manufactured. Geoff (the architect) recommended going with Hardy plank; there was a \$4000 difference between the LP siding in our contract and the Hardy plank. Fortunately for us, RK Miles is going to give us the Hardy plank for the same price as the LP. Good news for us on this one.

Peter also reported that Jenny's tax drop box got left off the building bid in error. So, this will now need to be an add on. He has sourced the box and priced out the installation with Naylor & Breen and estimates this project should be an additional \$2500.

Patty moved to approve the purchase and installation of the treasurer's drop box for an additional cost of up to \$2500, Terry 2nd. All in favor, motion carried.

Peter & Patty brought up another item not in our bid package with Naylor & Breen – Security. Rough in for a security system needs to happen the week of June 21. To that end Patty and Peter put out a call to three local security firms, Royal, Catamount, and Countryside. We received two proposals. One from Royal and one from Catamount. Catamount Security general alarm system \$2951 | video system \$3126 for a total of \$6077. Monthly monitoring fees \$36.

Royal Glass general alarm system \$3479.16 | video system \$6882.31 for a total of \$10361.47. Includes first year of monitoring subsequent years \$500 per year.

The board discussed which system(s) were necessary. The clerk weighed in that having a camera to observe the vault was crucial to ensure security of records since she has no direct line of sight to the vault from her office. The proposed outside cameras will offer security and recording capability for the perimeter of the building and peace of mind for folks working alone in the building during off hours.

Terry moved to approve the Catamount Security proposal for both general security and video monitoring – total proposal \$6882.31, Herb 2nd. All in favor, motion carried.

Peter reported that the building is moving along nicely, and he continues to be happy with the progress and the schedules provided by Naylor & Breen. Windows are scheduled to arrive on Monday and should be installed in the days following.

First Planning for physical move – Discussed under Town Clerk report.

Other Town Lands and Facilities: Herb reported that he has applied for the MERP (Municipal Energy Resilience Program) phase 1 grant. This is a \$4000 grant and can be used for energy planning for the new building or for a broader facilities' planning project. We expect that we will receive this grant and we can decide what avenue we'd like to take once the award is announced.

Herb also reported that the Legislature & Governor have put housing development on the front burner. With that, they have proposed a program whereby they employ study groups to look at 5 separate communities in Vermont and their issues surrounding housing. Is this something Middletown Springs would like to try to be a part of? The board, after a brief discussion, concluded that it would be great to see a very small rural community in a study of this kind. Herb will send out more information on the proposal so folks can review it in more depth.

SOLID WASTE: Nothing.

CORRESPONDENCE:

- Rutland County Sheriff's contract – 7/1/2023 – 6/30/2024 – Hourly rate \$50.95 not to exceed \$26,494 – (our approved budget number is \$26,125)
 - Patty moved to approve the Sheriff's contract for FY 2024 as presented, Terry 2nd. All in favor, motion carried.
- Deputy Fire Warden Appointment Letter – Edward Lawson – 5 years – Ed Lawson has agreed to be the Deputy Fire Warden – The appointment letter needs approval and signatures.
 - Terry moved to approved Edward Lawson as the town's Deputy Fire Warden for the term of 5 years ending in 2027, Peter 2nd. All in favor, motion carried.

FINANCIAL APPROVALS

a) Board Orders

Terry moved to approve board orders as presented, Peter 2nd. All in favor, motion carried.

LEGAL: none

OTHER BUSINESS: none.

EXECUTIVE SESSION (If necessary): Nothing

ADJOURN: Herb moved to adjourn at 9:41pm, Patty 2nd. Meeting adjourned at 9:41pm.

Respectfully Submitted
Patty Kenyon, Clerk

Next Regular Meeting – 7PM Thursday, June 22, 2023