

**Middletown Springs Selectboard**  
**Approved Minutes**  
**Regular Meeting • June 22, 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: Bill Reed -Road Commissioner/Road Foreman at 7:05pm. Via Zoom: Sarah Grimm – Auditor, Kristal Hier – Library Trustee.

**PUBLIC PRESENT:** At the town office: Robert McMahon, Devon Neary – RRPC. Via Zoom: None.

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

**APPROVAL OF MINUTES:**

- a) Regular Meeting June 8, 2023

Terry moved to approve the minutes of June 8, 2023, regular meeting as presented, Peter 2<sup>nd</sup>. Ayes – Patty, Terry, Herb, Peter. Abstain – Robin. Motion carried.

**PUBLIC COMMENTS / GUESTS:** Robert McMahon attended to talk to the board about traffic issues and to volunteer to be on the traffic safety task force. Robert discussed his experiences with traffic safety issues in front of his house as well as his view when sitting on the porch of Crossman's store.

The board thanked Robert for coming and sharing his experiences and for being willing to volunteer his time on this important issue.

**TOWN OFFICERS REPORTS – Traffic & Pedestrian Safety Task Force | Town Clerk | Treasurer | DTC | Auditors | Listers | EMD | Library | Trustees of Funds | Planning Commission | Other**

**Traffic & Pedestrian Safety Task Force:**

**Motion to establish task force –** Herb moved to establish a Traffic and Pedestrian Safety Task Force to meet through the summer and fall of 2023, investigating ways to improve vehicle, bicycle and pedestrian safety in our town, and charged with returning to the Board with recommendations in October or November of 2023 before disbanding, Patty 2<sup>nd</sup>. All in favor, motion carried.

Herb is willing to be the committee liaison and will call the first meeting. The committee will need to follow open meeting laws and will be self-governing henceforth after the first meeting.

- **Nominees:** Herb reported that he had five community members who have volunteered to serve. Steve Harrington, Kara Haynes, Tammy Ross, Aaron Anderson, Robert McMahon.

There was some discussion about the size and make-up of the committee. By consensus the board would like to limit the committee to seven members and encourages the current team to try to find a representative to serve from both West Street and North Street as they are currently not represented.

Herb moved to appoint Robert McMahon, Steve Harrington, Tammy Ross, Kara Haynes, and Aaron Anderson to the Traffic and Pedestrian Safety Task Force, Robin seconded. All in favor, motion carried.

**Planning Commission** – Devon Neary from the Rutland Regional Planning Commission (RRPC) came to talk to us about the Municipal Technical Assistance Program (MTAP). To provide expanded technical help to take advantage of stimulus and ARPA monies. Middletown Springs is one of a handful of communities that have been pre-approved for funding in this program. RRPC is here to help us do the legwork on projects like this, in order to tap into the funds we need to find a project or projects that fit within the grant guidelines. These grants are focused on community development projects.

The group discussed some options for possible applicable projects and will work with Devon and RRPC to flush out the ideas and determine if this grant is something we can take advantage of.

Herb brought up an opportunity from the Agency of Commerce & Community Development (ACCD) for a housing study they are currently planning. Herb has applied for Middletown Springs to be a part of this study. If chosen, the study would be no cost to the town and provide valuable information to the state on housing in the largest geographic sector of Vermont – small rural towns. Five communities will be chosen this fall.

**Library** – Kristal reported that the Library is continuing conversations with Catholic Diocese on the possible purchase of the Catholic Church for a new library space.

Kristal also forwarded their newest member nominee for the Library Trustees vacant seat. Glen Tarbell was nominated by the Library board to fill the seat vacated by Haley Kenyon.

Peter moved to appoint Glenn Tarbell to the Library Board of Trustees to fill the current vacancy until town meeting 2024, Terry 2<sup>nd</sup>. All in favor, motion carried.

Patty will send info to Glenn and have him come in and fill out the necessary paperwork.

**Treasurer** – Jenny sent a note to the board earlier this evening as she was unable to attend the meeting. She wanted guidance on year-end stipends. She also provided some guidance on year-end highway spending; we should stick to our initial \$15,000 gravel expenditure to ensure we do not overspend that line item.

Question on Animal Control Officer stipend – should we pro-rate that stipend between former Animal Control Officer and current? By consensus the board agreed that we should pro-rate this stipend.

Question on the budgeted Administrative stipend – should this be paid to Patty Kenyon who has provided those services throughout the year for the board, as the DER, for Highway Department administration, for being the de-facto HR contact for employees, and the various other duties she performs outside of her role as the Town Clerk?

Herb moved to pay Patty Kenyon the budgeted administrative stipend of \$1000 for work performed beyond the scope of Town Clerk duties, Peter 2<sup>nd</sup>. Ayes – Herb, Terry, Robin, Peter. Recused – Patty. Motion carried.

The board then briefly discussed the upcoming new fiscal year payroll changes. By consensus, the board approves the salary and hourly increases included in the FY24 budget starting on July 1, 2023.

#### **Town Clerk –**

- **Update on planning for physical move to new office** – Patty reported that she continues to work on getting pricing on vault shelving, phone services and other items necessary to outfit the new office.

Herb reported that he has talked to David Wright of the Historical Society about the projected move date and details, logistics and expectations surrounding the move. He's also working on getting an estimate from a moving company to see if it might make sense to employ professionals to get the heavy lifting done.

**BCA Meeting July 13 at 6pm to review voter checklist** – Patty reminded the board that the BCA will be meeting at 6pm prior to our July 13 to do the Biennial Checklist Certification.

#### **TOWN HIGHWAYS**

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

- Working on getting things prepped for adding gravel and grading roads.
- Ordered calcium yesterday will be here for the new budget.
- As of today, gravel expenditures are at just over \$4,000.
- There will be a new lease coming for 18 North Street property, new owners will contact the board chair between now and the next meeting.

##### **b) Other Summer Works** – Bill wants to rebuild the road in front of the Dudley property on Dudley Road, it's been a problem area for a while. Road bed needs to be dug out and rebuilt and a new culvert needs to be added above the rebuild.

##### **c) Small scale Highway Improvement Grant** – Herb and Bill worked on and filed a grant with AOT for signage and painting at the four-corners. The proposal includes fresh or new paint markings and signs at the four corners. Grant application was just over \$9000. A decision will come in the next couple of months. If we get it, there is no town match.

##### **d) Possible modification of Road Policy** – Herb has been asked to review and potentially consolidate the road policy into one document. Currently it's a conglomeration of nine different policy parts. Some discussion about how to go about working on this and general agreement that this should be worked on this summer.

**e) Other Highway Information and Concerns:** Nothing tonight.

## **TOWN LANDS**

**Town Office Construction Update:** Peter updated the board on the progress so far, work continues and is going well.

Naylor & Breen presented the board with their latest invoice Requisition 6 in the amount of \$198,457.85.

Terry moved to approve Naylor & Breen's Requisition 6 in the amount of \$198,457.85 to be sent to National Bank of Middlebury for payment from our building loan, Herb 2<sup>nd</sup>. All in favor, motion carried.

Patty will forward the requisition to the bank for payment.

Peter discussed some details of current construction. The board also discussed the question we had received about insulation choices. Board members met with the insulation contractor, the architect, Naylor & Breen project manager and job supervisor, and the resident questioning the insulation plan to ask questions and gather information about the installation process and current products being used. The concern was surrounding using foam insulation on a portion of the roof structure. If we were going to eliminate foam from the project, it could add fairly significant cost in re-engineering and possible additional construction materials, it would also delay the construction schedule. By consensus, the board was comfortable with the insulation package as designed and will not request any changes to the plans as designed.

**Town Office physical move update:** Discussed previously.

**Other Town Lands and Facilities:** Terry reported that the Poultney Mettowee Natural Resource Conservation District (PMNRCD) is working on inspection of the town's dam property. Terry will represent the board on that inspection.

**Possibility of grant support for facilities master planning** – Herb reported that he plans to apply for a US Department of Transportation technical assistance grant. The application is due in August and, if awarded, would be a 100% grant with no matching funds necessary. The grant may be used for feasibility studies and planning. This could help us put together a workable plan to address our town facilities needs.

**SOLID WASTE:** Nothing tonight.

## **CORRESPONDENCE:**

- VLCT – Town Fair post card
- SVCOA – Thank you letter & Impact report.
- Treasurer – Internal Financial Controls Checklist need SB acknowledgement of receipt. Herb signed the board's acknowledgment of receipt.

## **FINANCIAL APPROVALS**

**a) Board Orders**

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

**LEGAL: Further conversation about credit card use/policy** – tabled until next meeting.

**OTHER BUSINESS:**

Terry mentioned that we need to add personnel evaluations to the agenda for a future meeting.

Robin asked the board's approval to work on addressing the overcrowding of power poles on West Street. VTel and Comcast have not moved their equipment off the old power poles, so we have double the number of poles we should have lining West Street. He'd like us to push to have this cleaned up. Robin will work connecting with VTel to see if we can get any movement.

**EXECUTIVE SESSION (If necessary):** Nothing tonight.

**ADJOURN:** Terry moved to adjourn at 9:27pm, Peter 2<sup>nd</sup>. Meeting adjourned at 9:27pm.

Respectfully Submitted  
Patty Kenyon, Clerk

**Next Regular Meeting – 7PM Thursday, July 13, 2023**