

**Middletown Springs Selectboard
Approved Minutes
Regular Meeting • August 10, 2023
Start time 7pm**

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

TOWN OFFICERS PRESENT: At the town office: Bill Reed - Road Commissioner/Road Foreman. Via Zoom: Kristal Hier at 7:20pm.

PUBLIC PRESENT: At the town office: Matt Haley. Via Zoom: None.

CALL TO ORDER: Terry called the meeting to order at 7:05pm

APPROVAL OF MINUTES:

- a) Regular Meeting July 27, 2023

Peter moved to approve the minutes of July 27, 2023, regular meeting as presented, Terry 2nd. Ayes – Terry, Peter, Patty. Abstain – Robin. Motion carried.

PUBLIC COMMENTS / GUESTS: Matt Haley sent an email to the board about issues on Dudley Road. His biggest question was to ask if the town has enough people to work the roads given the new extreme weather we are experiencing. He wanted to make sure that the board was keeping highway maintenance and care a top priority.

The board updated Matt on their current work to do plan for Bill's retirement and ensure we have enough qualified people to keep the roads in shape as we face the future.

Bill also updated Matt on his summer work schedule to re-build the section of Dudley Road that is consistently a problem. The weather certainly has been a factor in delaying his initial intended schedule, but this road will be addressed in the near future.

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

Library – Kristal did not have anything new to report since last night's joint meeting.

Town Clerk – Will report under building move planning.

TOWN HIGHWAYS

- **Road Commissioner Report –** Bill reported
 - Continuing to grade and add gravel where needed
 - Ditching on all roads
 - Coy Hill Road rebuild is complete – Bill would like to pay for this out of the Highway surplus. ½ mile of road – 3/10 complete rebuild. 1784 TONS of material – Cost for

material for that section \$19,210.19. Subcontracted Martelle to haul materials. Total for project estimated at approximately \$25,000.

- Invoice from Casella for gravel of \$20,000 – not in tonight's orders – a lot of it went to Coy Hill.
 - Materials purchases folder is very interesting reading – time consuming job to keep that updated and accurate – but it's in the filing cabinet if anyone is interested in viewing that.
 - Fitzgerald Road project was pushed back a couple days to wait for Dig Safe – project started Tuesday, should be done next week. 8 connected segments on state's mapping – the full road will be up to standards. This is the grant project for this year with Grants in Aid.
 - There was water running over the road near the beaver dam on Daisy Hollow Road, Bill did some work to open up the water flow and now things the water is running where it's supposed to. There were no active beavers.
 - Left a message with Brian Sanderson (AOT) about centerline marking on Route 140 west, waiting to hear back.
 - Advised the board that we need to decide on winter sand soon – Bill will bring pricing and recommendations to the next meeting.
 - Grader has an oil leak – will need to be serviced but keeping an eye on it for now.
 - Backhoe needs service on brakes.
 - One ton is going to need new tires. Bill is getting prices so we can make a decision.
 - Dubois & King contract was returned haven't heard anything yet, Bill will follow up.
- **Other Summer Work** – see above.
 - **Other Highway Information and Concerns** – Service Request for 457 North Street – desired resolution – re-grade the road. Bill reported that no action has been taken because grading will not solve the problem. The issue is coming from the property driveway shedding water into the road in front of the driveway. It's not something the highway crew can fix because it's outside of the highway right of way.

Terry will add the board's recommendation/response to the Service Request form and Patty will mail back and file in the book.

TOWN LANDS

Town Office Construction Update: Peter emailed the board a revised project schedule. The final inspections for the Certificate of Occupancy is scheduled for the week of Sept 15.

Preliminary inspections will happen before that. The parking lot won't be paved until the end of September. Site work will begin at the end of August.

GMP has \$1800 in incentives available to us for constructing a fully electric building, forms are being completed so that we can take advantage of that incentive money.

Peter updated the board with some detailed information about what hosting Electric Car chargers entails. We will need to review all of these items and decide if it's something the town wants to do if we are awarded the grant. There will be ongoing costs to power the units and a contract with a third-party provider will be necessary. The site will include the conduit necessary

to hook car chargers up, so as not to have to dig up a newly paved parking lot if the grant is successful and accepted.

General state of the project: The LVT has been installed, the is being finished up, windows are trimmed, siding folks are coming back to replace some parts and pieces and finish up. Things continue to go smoothly.

Town will be doing the final building cleaning. That piece will need to be coordinated and completed somewhere around September 10. Patty & Peter will work on scheduling, board members will help, and we can recruit a few more volunteers.

The next Naylor & Breen requisition will include a \$700 water heater which had been inadvertently left off the plumbing bid.

Town Office physical move update: Patty asked the board for the go-ahead to order and schedule the computer equipment move and install with Computer-EZ. The board, by consensus, approves moving forward on this project.

Patty reviewed her plans for securely moving land and vital records to the new vault. The intention is to have all vital records and land records secured in the new vault before the movers come for furniture and general office contents.

Other Town Lands and Facilities: Nothing.

Update on DOT grant support: Nothing tonight.

SOLID WASTE: Nothing tonight.

CORRESPONDENCE:

- VT ANR – Dam Safety Permitting & Project Description Form – Terry reviewed for future reference. Patty will file in the town filing cabinet for future access.

FINANCIAL APPROVALS

a) Board Orders

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

LEGAL: Further conversation about credit card use/policy – Robin provided the board, the treasurer, and the auditors with a draft policy. Comments were made by email and will be incorporated into a new document for review at the next meeting.

OTHER BUSINESS: Terry requested that Patty email out the employee evaluation forms to board members and Bill so that we might review evaluations in Executive Session at the next meeting.

EXECUTIVE SESSION (If necessary): None

ADJOURN: Patty moved to adjourn at 9:43pm, Peter 2nd. The meeting adjourned at 9:43pm.

Respectfully Submitted
Patty Kenyon, Clerk

Next Regular Meeting – 7PM Thursday, August 24, 2023