

Middletown Springs Selectboard
Approved Minutes
Regular Meeting • September 14, 2023
Start time 7pm

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

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

PUBLIC PRESENT: At the town office: Kimberly Bushnell – Librarian. Via Zoom: None.

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

APPROVAL OF MINUTES:

- a) Regular Meeting August 24, 2023.

Herb noted a clarification he requested under the Library section of the last minutes, it reads as follows:

Revision subsequent to the meeting: Herb's statement above (see 8/24/23 minutes) was an inaccurate portrayal of the Treasurer's advice, which was "Signing/Approving Board Orders to use town \$ is what the select board does. But, perhaps prior to signing any orders for the Library, the SB should have the library complete their own board order and sign it, and then present that plus the invoices to the SB for final signature." Herb apologizes for the misinterpretation.

In addition to that correction there were a few clarity issues pointed out and corrected.

Robin moved to approve the minutes of August 24, 2023 regular meeting as amended, Peter 2nd. All in favor, motion carried.

PUBLIC COMMENTS / GUESTS: None.

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

Treasurer & Listers – Jenny & Sally attended to discuss furnishings for the new town office and request board approval for their purchase. Each outlined the estimated cost for furnishings. Listers need about \$1700 and Treasurer needs about \$1500 for furnishings.

There was a discussion about where we think we may land on the budgets and where furniture money comes from. The board has options as to how to allocate the funds for these items and consider them a necessary expenditure to a fully functioning building.

Robin moved to approve expenditures up to \$4000 for furnishings for the Treasurer & Listers offices using the town credit card, Terry 2nd. All in favor, motion carried.

Herb has purchased 20 chairs for the multi-purpose room as a donation to the town. The board thanked Herb for his generous donation.

Library – Kristal & Kimberly gave an update on the library working group. They have met twice since the last meeting. The group discussed who was best equipped to help the library with real estate negotiations. They ultimately decided to use a local real estate agent, Robin Chesnut-Tangerman, instead of engaging the town's attorney in those negotiations. The town's attorney will review all contracts and work with us to complete the closing paperwork. Robin reported that to ensure there is no conflict-of-interest issues, he will be donating his real estate fee to the Friends of the Library - he will not personally benefit from his work on behalf of the library.

There was some discussion on the details of the negotiations with the end result being that the diocese has agreed to a price and the library is ready to enter into a purchase and sales agreement. The agreement needs to be signed by the town in order to move this forward. The agreed upon price of \$100,000 will be covered in full through a donation by the Friends of the Library to the town's Library Facilities Fund for the express purpose of purchasing the church building.

The purchase & sales agreement is not contingent on the diocese removing the underground oil storage tank. The library, after some detailed research, felt that they could undertake the removal soon after the sale to minimize any extended liability.

Herb asked about the project timeline for moving forward. Immediate next steps include:

- Board authorizes Herb to sign the purchase & sales agreement with the diocese.
- The diocese has until October 10 to sign the agreement.
- Closing date is projected to be October 31
- Town possession starts on November 1 which will ensure they are in compliance to accept any Library grant money that may be awarded.

Terry moved to authorize Herb Childress to sign all necessary documents to complete the purchase of St. Anne Church on behalf of the town for use as a library and community center, Robin 2nd. All in favor, motion carried.

Kristal and Kimberly reviewed their Library Board's plan for public outreach which includes a town-wide mailing announcing the purchase and their plans for the new building.

Town Clerk – nothing until building discussion.

EMD –

TOWN HIGHWAYS

- **Road Commissioner Report –** Bill reported

- Brake replacement for the backhoe is estimated at \$15,000. The work needs to be done in NH at dealer site, adding the cost to truck the backhoe to NH and back. Additionally, we just spent \$4000 with Lyle Welding to fix the bucket and it needs tires, and work on the extend-a-hoe. Seems like it's time to start thinking about trading this one in for a new piece of equipment. The board asked if we could safely make it through the winter without addressing these repairs. Bill said, yes can delay this work to give us more time to explore the options.
 - Bill has started the Dudley Road project. He will have to get base materials out of town because Jim Mars hasn't been able to make the amount of materials we need. Bill will get pricing from local outfits to cost compare. Materials are cheap, but trucking cost is where the money is, so the next nearest place seems like the best option now.
 - Bill's been trying to get information from Dubois & King regarding the Daisy Hollow project. Hasn't heard back as of tonight.
 - Lines were painted on 140 this past week.
 - The mowing machine is at Lyle Welding being repaired. We are in line to get it first once it's repaired.
 - Fitzgerald Road grant project is finished.
 - Road sand - Bill is working on pricing and procedures for being able to stockpile sand and salt at Casella's pit. He is working to nail down the costs and get us a written price for the next meeting.
 - Still working to get Tom Fuller here to do the work on the corner and the patch on 140 by Parker Water Wells bridge.
 - Graded the end of Dudley and rolled it borrowing roller from Tom Fuller– using the roller made a huge difference.
- **Other Summer Work** – Dudley project talked about above.
 - **Other Highway Information and Concerns** – none stated.

TOWN LANDS - Town Office Construction Update: Peter reported that the Fire Safety inspection (Certificate of Occupancy) is scheduled for Friday, September 22. Woodwork is done inside. Painters are coming to finish painting. Water is hooked up, water treatment system is in, water has been running regularly. Windows have been cleaned – siding has been cleaned. Painting will happen all next week and into the week after. Paving of the parking lot and the sidewalk are scheduled for September 19.

A water sample has been taken for testing.

Patty reported that she plans to close the office on Thursday, September 28 as well as Friday, September 29.

She also reported that she has worked out with High Winds Leasing to purchase the current copier for a cost of \$380. After the purchase the town will be charged a monthly maintenance fee, which includes replacement toner and basic services for \$16 and change per month. Peter at High Winds Leasing estimates this copier will run without major upgrades an average of 500,000 printed pages, we are currently at 117,000 pages after 6 years on the lease.

Town Office physical move update: See above.

Town Office furnishings budget and procedures: See above.

Second review of Access & Use Policy: Short discussion about the spirit of the policy so Herb can rework for the next meeting.

Update on Library Planning and possible purchase of St Anne's: See above.

Other Town Lands and Facilities: Nothing.

SOLID WASTE: Terry is working to get everyone on board for Big Dumpster day. Patty is out of town, Terry has asked Nita to take her place. Bill will ask Richie if he would like to work. Herb will work where we need him – most likely at the transfer station. Robin and Peter need to confirm their schedules before they can commit.

CORRESPONDENCE:

- Price List from Cargill – Road salt \$86.50 per ton delivered. Last year it was \$85.50 per ton. –
 - Terry moved to approve the salt contract from Cargill at \$86.50 per ton up to 275 tons, Peter 2nd. All in favor, motion carried.
- Appropriation Request – Parent Child Center of Rutland County - \$400 same as LY

FINANCIAL APPROVALS

a) Board Orders

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

LEGAL: Further conversation about credit card use/policy – Tabled.

OTHER BUSINESS: No other business.

EXECUTIVE SESSION for discussion of highway staffing: Herb moved to enter into Executive Session 10:06pm to discuss highway staffing inviting Bill Reed, Terry 2nd. All in favor, motion carried.

Herb moved to exit Executive Session at 10:58pm, Peter 2nd. All in favor, motion carried.

No Action Taken.

ADJOURN: Herb moved to adjourn at 10:58pm, Peter 2nd. The meeting adjourned at 10:58pm.

Respectfully Submitted
Patty Kenyon, Clerk

Next Regular Meeting – 7PM Thursday, September 28, 2023