

**Middletown Springs Selectboard  
Approved Minutes  
Regular Meeting • October 26, 2023  
Start time 7pm**

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

**TOWN OFFICERS PRESENT:** At the town office: Bill Reed - Road Commissioner/Road Foreman. Via Zoom: Sarah Grimm – Auditor.

**PUBLIC PRESENT:** At the town office: Chris Baird. Via Zoom: none.

**CALL TO ORDER:** Herb called the meeting to order at 7:03pm

**APPROVAL OF MINUTES:**

- a) Regular Meeting October 12, 2023.

Terry moved to approve the minutes of October 12, 2023 regular meeting as presented, Peter 2<sup>nd</sup>. All in favor, motion carried.

**PUBLIC COMMENTS / GUESTS:** Nothing.

**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**

**EMD** – Herb invited Chris Baird to the meeting as he is ready to take on the EMD duties officially.

Herb nominated Chris Baird to take on the role as Emergency Management Director, filling out the remainder of Herb's appointment, Terry 2<sup>nd</sup>. All in favor, motion carried.

Herb reiterated that he will be Chris' back up throughout the term. The board is grateful to Chris for his willingness to step into this role in our community.

**Town Clerk** – Patty brought up preparing for 2024 Town Meeting and that we should be thinking about putting out the RFP for the Town Report layout. Patty has language from last year she can send for review. The goal is to get it into the November town newsletter.

Patty also mentioned that it's a good time to notify town officials to prepare budget needs for the next fiscal year and to get their year-end reports done. Herb will take on that task.

She also noted that she has made an appointment with Efficiency Vermont to come inspect our systems in order to qualify for their incentives. Steve O'Malley is scheduled to do this inspection on Friday, November 3 at 1pm.

Lastly on October 31, the folks from LHS are coming to update the Tabulator so the equipment will be ready for the March 2024 elections.

**Traffic & Pedestrian Safety Task Force** – The task force met tonight in the small conference room and Herb expects they may attend the next meeting to report their findings.

**Library** – Robin, as a member of the Library facilities working group, reported that the library has received a response from the diocese. The bottom line is that the church cannot move forward until a new VT Bishop is installed and up to speed. In addition, the library is expecting a letter from the St. Anne Charitable Trust stating that they are ready to enter into a sales agreement with the library as soon as the diocese is ready.

The nugget of good news is that the State Department of Libraries has not opened the grant process yet. So, there is still hope things could fall into place.

## **TOWN HIGHWAYS**

**Road Commissioner Report** – Bill reported:

- Casella salt sand deal is coming together.
- Tandem is going in for service tomorrow at Earl's.
- One ton is going in to fix a recall next week.
- Working on getting winter equipment ready to go.
- Tom Fuller now doesn't think he can get the paving done this year, but he can get us a quote for the additional work. Bill can try to get some surepak into the worst spots to mitigate further damage over the winter.

**Other Fall Work** – Nothing to speak of.

**Other Highway Information and Concerns** – None.

## **TOWN LANDS - Town Office Construction Update:**

Peter reported that Naylor & Breen sent out a certificate of substantial completion which means we are basically all done. We do have a couple of outstanding equipment pieces coming that will be finished as soon as the parts arrive. Some items could linger into December.

Peter asked the board to set a target date for the building walk through with the building contractors. Board members as well as everyone who works in the office should attend if possible. This should be done while the town office is not open. The board landed on the morning of Thursday, November 9. Peter will confirm with Naylor & Breen and then we can get the word out to folks who we'd like to be there.

Peter also reviewed Naylor & Breen requisition #10 in the amount of \$87,868.12 which needs the board's approval. The board needs to decide what funds to use to pay this requisition and prepare a special board order.

Robin moved to approve Naylor & Breen's Requisition # 10 in the amount of \$87,868.12 to be drawn against the town's ARPA funds, Terry 2<sup>nd</sup>. All in favor, motion carried.

**Town Office next steps for furnishing/outfitting the space:** There was a brief discussion about what furnishings we still needed and what were our priorities. The conclusion was that we need tables that can be used in the large conference room, small conference room and the clerk's office.

Patty volunteered to purchase the tables, but she needed some guidance on how much she could spend.

Herb moved to authorize Patty to finish outfitting the large meeting room allowing for a budget of up to \$4000, Robin 2<sup>nd</sup>. All in favor, motion carried.

**Continued discussion of facility management responsibility:**

Herb reviewed the list of facilities work that needs to be overseen. The list includes general grounds maintenance - mowing, plowing, plantings, building maintenance and upkeep, and keeping track of regularly necessary inspections, filter changes, minor repairs, etc.

These jobs will eventually need to be better detailed and put into a few RFP's to solicit long-term contracts. Some of the specifics of each RFP we don't know yet. But the lawn still needs to be mowed, and we need someone on the hook for plowing this winter.

The board asked Herb to connect with Jordan Martelle to see if he'd be willing to fill in for mowing and plowing while we are developing the longer-term specifications.

Robin brought up that we were planning to do a wrap up Front Porch Forum post, to recap the project, the total cost of the building and to remind folks that the building is open for business and working well. The board agreed this would be great to get into FPF and also the November town newsletter. Robin will write something up and send it to board members for a quick review.

Terry asked about open house plans. Another item we need to schedule. After a brief discussion the date was set for Saturday, November 11 from 11am to 3pm. The town will provide cider & sweets and invite everyone to come take a tour of the new office.

Patty presented a contract from Catamount Security for extra line monitoring. Peter will check in with Jay and ask what this entails so we can make a decision at the next meeting.

**Update on Library Planning:** See above.

**Other Town Lands and Facilities:** nothing tonight

**SOLID WASTE:** SWAC HHW participation Report was shared. Terry also mentioned that hazardous waste events for 2024 have been scheduled. Information is posted in the town office and on the town's website.

**CORRESPONDENCE:**

- VLCT 2023 Compensation & Benefits Report
- Pleasant View Cemetery Request for Appropriation Funds \$1500 request to be paid early. Patty will give that to Jenny for the next board orders.

- Appropriation Request: VT Assoc for the Blind & Visually Impaired - \$300 same as LY
- BCBS marketing letter

## **FINANCIAL APPROVALS**

### **a) Board Orders**

Robin moved to approve board orders as presented including requisition #10 from Naylor & Breem, Peter 2<sup>nd</sup>. All in favor, motion carried.

**LEGAL: Further conversation about credit card use/policy** – The board had a brief discussion including questions about process, authorized users vs card holders, current practices, etc. Robin will work on clarifying the items in question in the intervening two weeks and bring back another draft for further review.

**OTHER BUSINESS:** Bill brought up that he met a representative from Green Mountain Power who was working on the power lines on Haley Road. GMP may put in a service request for an alternative route for the power line. He wanted the board to have a heads up.

### **EXECUTIVE SESSION for Highway job descriptions –**

Herb moved to enter Executive Session at 9:51pm to discuss highway job descriptions inviting Bill to join us, Terry 2<sup>nd</sup>. All in favor, motion carried.

Herb moved to exit Executive Session at 10:05pm, 2<sup>nd</sup> Terry. All in favor, motion carried.

Action Taken: Herb will begin the process of advertising for highway positions.

**ADJOURN:** Peter moved to adjourn at 10:06pm, Robin 2<sup>nd</sup>. The meeting adjourned at 10:06pm.

Respectfully Submitted  
Patty Kenyon, Clerk

**Next Regular Meeting – 7PM Thursday, November 9, 2023**