

Middletown Springs Selectboard
Approved Minutes
Regular Meeting • December 28, 2023
Start time 6pm

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

TOWN OFFICERS PRESENT: At the town office: Jenny Talke Munyak – Treasurer, Beth Miller – Library Board, Kristal Hier – Library Board, 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 6:01pm (Special Budget Meeting)

BUDGET: Town General Expenditures – Review of total General & Highway budgets –

Library board members and the librarian came to review the library budget. The discussion centered on their budgeting philosophy and how that informed their overall budget ask. The selectboard would like to see the mowing and plowing at the library in the library's 2024/25 budget. This will increase the original ask by \$1500. Moving into the future, the library would like to work with the board to create a blueprint for overall building maintenance and clearly outline protocols for how maintenance and upkeep is managed and budgeted for all town owned buildings and property. The selectboard looks forward to those discussions.

The selectboard then moved on to review the last few items that needed attention in the budget.

Items discussed were the Sheriff's contract – decreased the overall expense based on experience also decided to add that line item into the general budget instead of voting on it as a separate article – and the Rutland County tax which has been estimated to be lower this year, so budget was adjusted to reflect that change.

Patty will update the budget sheet and make the calculations for determining the amounts to be raised by taxes.

Other Brief Business: Next Meeting January 11, 2024 – 7pm. TBD as to if we need another budget meeting prior to this meeting.

Adjourn: Herb moved Peter 2nd at 7:08pm

Library board members left the meeting.

REGULAR MEETING SESSION

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

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

Regular Meeting Call to Order: Herb called the meeting to order at 7:08pm

APPROVAL OF MINUTES:

- a) Regular Meeting December 14, 2023, Special Budget Meeting December 21, 2023

Terry moved to approve the minutes of December 14, 2023 regular meeting and December 21, 2023 special meeting as presented, Peter 2nd. All in favor, motion carried.

PUBLIC COMMENTS: 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 – Jenny wanted to bring to the board's attention the lack of information in the highway timesheets this pay period.

The board was aware of the issues through conversations with the Road Foreman. There was a discussion about how to address the situation. To whitt the board scheduled a mandatory meeting with the highway crew at the town office for Wednesday, January 3 at 10am. Jenny will add a note about the meeting to this week's paychecks and update the highway crew timesheet template to be more descriptive of the board's expectations.

Town Clerk – Patty shared that she's preparing for Town Meeting and the Presidential Primary. Updates regarding the elections have been printed and posted in the town office and will be in the next town newsletter.

TOWN HIGHWAYS

Road Commissioner Report – Bill reported:

- Issue on Norton Road by Little Flower Farm – their septic is close to the road and it has recently been enclosed by a stone wall that is inside the town highway right of way. Bill would like the board to send a letter regarding building in the highway right of way.
- Ryan Mahar had a concern about the intersection of Coy Hill & Mountain Road and drainage into that road causing ice buildup. Bill is working on getting that issue taken care of.
- Purchase & Sales agreement has been signed between Dan McKeen (landlord at town garage) and Middletown Springs Historical Society. The board has been made aware through an email from Dan & Stephanie McKeen.

- Crew continues to work on getting winter sand put up, working on ditching and culvert replacements when weather permits.
- Discussion on a couple of bad spots on West Street.

Advertising for Highway positions – Herb asked about other places we could post the highway job openings. Suggestions were paid ads in the Rutland Herald, Manchester Newspapers along with reaching out to Stafford Tech or Robert McMahon (CDL Teacher) to see if they have any leads on candidates.

Other Highway Information and Concerns – Nothing tonight.

TOWN LANDS - Town Office Completion Update: Peter reported that HRV unit has been installed, sink screens were cleared water is running great now. They were waiting on the duct work which is now here and have scheduled to begin installation on January 3. The electricians will also be here to finish up their work and coordinate with the HVAC people.

Peter has scheduled the building walk through meeting for Monday, January 8, 2024. Anyone who works in the building should attend that walk through. Patty will try to coordinate the security system overview for that time as well.

Williams Water service is scheduled to come on January 3 to take another water sample – hoping to get the ok to drink the water after that.

Update on Library planning: Kristal reported that the Department of Libraries website has been updated with respect to grant funding applications – more information on applications and process should be posted in December or January.

Other Town Lands and Facilities: Bill wondering if it might be wise for the selectboard to put a notice in the Town Newsletter that the board is looking for land for a town garage, transfer station, etc. Herb will work on something.

SOLID WASTE: Thanks to Herb & Terry for filling in at the transfer station. It was noted that the transfer station is looking really good. Glen did a good job cleaning it up before he left.

CORRESPONDENCE:

- Appropriation Requests:
 - Community Care Network - \$867 same as ly
 - New Story Center - \$200 same as ly
 - MSVFD - \$81885.00 same as ly
 - Neighborworks of WV - \$400 same as ly
 - American Red Cross - \$250 same as ly
- Service Request from Library – fix pot hole on edge of road – completed.
- RRPC – Contract for Town Plan Energy Plan development \$4000 – MERP grant \$ - Tabled until we can meet with the Planning Commission and the RRPC to get their input as well as an update on their progress on the full plan.
- Letter from Rutland re: this year's tax assessment for budgeting – noted above.
- Haven House Farm – Mowing contract 2 weeks \$3500 – needs to be signed & approved. Dates are June 9 – 15, 2024 & August 25-31, 2024

- Robin moved to approve the rental contract with Haven House Farm for 2024 mowing season in the amount of \$3500, Terry 2nd. All in favor, motion carried.
- Email from Dan & Stephanie McKeen regarding sale of town garage building. Selling town garage property to MSHS. Dan notes that the historical society would like a viewing/walk through of the town garage. Terry will take care of the logistics for that walk through.
- Fall Newsletter from PMNRCD

FINANCIAL APPROVALS

a) Board Orders

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

LEGAL: Nothing tonight.

OTHER BUSINESS: Gold Headed Cane – Wilma Washburn has passed away, so we need to determine the next in line for the Cane. There was a brief discussion on who is now the oldest town resident. The board will consult with David Wright and do some research so that a decision can be made at the next meeting.

Town Report Cover – There was a brief discussion about ideas for the Town Report cover photo. Do we highlight the completion of the new Town Office or recognize a town resident or residents who have passed away or some combination of the two? The board tabled a decision until the next meeting.

ADJOURN: Herb moved to adjourn at 8:45pm, Peter 2nd. The meeting adjourned at 8:45pm.

Respectfully Submitted
Patty Kenyon, Clerk

Next Regular Meeting – 7PM Thursday, January 11, 2024