

**Town of Tinmouth
Select Board
Tuesday, September 22, 2020
Virtual Meeting Due to COVID-19 Pandemic**

SB members present: Michael Fallar, Cathy Reynolds, and Frank Sears

Others present: Eric Buffum – Road Commissioner, Sherry Johnson, Kim Harbaugh, Grant Reynolds, Stan Wilbur – Project Manager, and Gail Fallar – Select Board Assistant (SBA).

Frank called the meeting to order at 7:01 and welcomed everyone. Board reviewed agenda, no additions or deletions. Frank reminded everyone to introduce themselves when speaking and note when they are done.

Minutes of 9/10/20 were approved as written, Cathy moved and Michael 2nded, all voted in favor. Minutes of 9/17/20 were approved with correction to the paragraph that begins “Board members commented: replaced ‘there is no defined scope of work’ with ‘*that the scope of work has not been finalized*’”. Michael moved to accept with the correction, Cathy 2nded, all voted in favor.

Highway ~

Eric Buffum reported he’d been busy cutting brush and hauling winter sand. Board inquired whether he needed help as Ron Crossman, the other road crew man, is still out west fighting forest fires, and Eric advised he’d found enough stuff to keep busy by himself.

Highway Equipment Fund ~ Spreadsheet will be distributed for the next meeting. Cathy advised that the 2013 (orange) truck was scheduled to be replaced in FY21 (current year) and replacing the loader was in-line to be replaced in FY23, however the estimated cost was only \$107,000. Eric will investigate replacement costs for the next meeting.

New Tandem Truck Specs ~ Board did not receive until late this afternoon, Eric noted the only changes were to the equipment specs (camera and sander). Board reviewed and edited the cover letter requesting bids. They also discussed the truck specs. Michael moved to hold going out to bid until Ronnie has a chance to review them (as he will be the person driving it for the next seven or so years), motion died for lack of a second. Board discussed: the need to start the process earlier so that the town is not in a position of having to buy something just before winter; one truck dealer has trucks that will be built before winter; others may have to get in line to get the equipment built; trade-in value versus availability may be a factor the Board will have to consider; whether the orange truck would make it through the winter (Eric advised it is fine shape, as far as he knows); and a process to give Ron a chance to review the specs. Michael moved and Cathy 2nded to approve the cover letter and 9/22/20 truck and equipment bid specs pending Ron’s review and acceptance, to go out to bid for SB’s October 8th meeting. All voted in favor. SBA will email the specs to Ron for his review ASAP.

Covid-19 Protocol ~

Ron is expected to arrive back in town on Wednesday. While where he was is not a virus hot spot, the fact that he was on an airplane may require that he quarantine. Cathy’s research found that he would have to quarantine for 14 days (or 7 days and have a negative covid test), Frank’s research indicated that people traveling for work were not required to do that. Much discussion. Board asked Eric if the road crew could work separately, he advised no and that the law should be followed. SBA was asked to inquire from the Vermont League of Cities and Towns what was required. A phone call was placed to Ron who advised he was planning on the 7 day quarantine and getting the test (negative) protocol.

Public Works Facilities ~ Stan advised that he is gathering information, talking with vendors, engineers, etc. He advised the Building Committee could be a good source of information as he proceeds in defining the scope of work, etc. He will work on a report for the SB meeting on the 8th.

Select Board Liaison to the Project Manager ~ Stan further advised he would like one person from the Select Board to consult with and have that person relay information to the SB. Michael and Cathy both expressed enthusiasm to do it. After brief discussion, Frank moved and Michael seconded to appoint Michael to be the liaison with Stan. Frank and Michael voted yes, Cathy voted no. Motion passed.

Financial Reports ~

Board reviewed and discussed the Financial Management Report (FMR) – inquired about use of signature stamp for checks (there is none), only stamps are “to be deposited” for the town’s general checking account and the community fund checking account. Board asked if there was a written policy/procedure for the accounting. Gail advised it’s been on her to-do list for quite some time. Board requested that it be done.

Cathy moved to approve the financial reports, including the FMR, Michael 2nded, all voted in favor.

Warrants Reviewed ~ Payroll warrants #11 for \$1,409.92, dated 9/14/20 and #12 for \$2,576.53 dated 9/21/20 and accounts payable warrant #5 for \$13,478.84 dated 9/16/20 were reviewed. Michael moved, Cathy 2nd, to approve warrants as presented, all voted in favor.

Old Business ~

Trash and Dogs at 605 Mountain View and Trash at 72 Snow Mountain Lane – Frank advised nothing had been done on either in the past two weeks, and that he will meet with Gail on Thursday to discuss moving forward with ticketing.

New Business ~

Next Meeting ~ October 8th

Meeting adjourned at 8:25pm.

Respectfully submitted,

Gail Fallar
Select Board Assistant