

**Town of Tinmouth  
Select Board  
Thursday, November 12, 2020  
Virtual Meeting Due to COVID-19 Pandemic  
Regular Meeting**

**Members present:** Michael Fallar, Cathy Reynolds, and Frank Sears

**Others present:** Steffanie Bourque – Rutland Regional Planning Commission (RRPC), Eric Buffum – Road Commissioner, Ronnie Crossman - Road Crew, Stan Wilbur – PW Project Manager, Sherry Johnson, Michael Fannin – EMD, Hollis Squier, Asha Carroll; Planning Commission Members Vito Macaluso, Grant Reynolds, and Kim Harbaugh; and Gail Fallar – Select Board Assistant (SBA).

**Frank** called the meeting to order at 6:34 and welcomed everyone. Board reviewed agenda, no changes.

**Minutes** of 10/27/20 were approved as written, Cathy moved, Michael 2nded, all voted in favor.

**Local Hazard Mitigation Plan ~**

Steffanie introduced herself and explained the work of the LHMP planning committee to date, noting that this was an invitation for comments from the Select Board, Planning Commission and public. Members of the committee are Eric Buffum, Frank Sears, Michael Fannin, Ray Pratt, Hollis Squier and Gail Fallar, representing the road crew, select board, emergency management, fire department and the town office respectively. She noted this is a plan to work on mitigating natural hazards that may occur (severe storms for example) to reduce risk of damage. This plan updates the 2015 LHMP and is requires approval from the Select Board and FEMA. The sections presented outline the current status of the town, the next step is to address what needs to be done, and will be presented in a month or two. She noted is only a plan to help the town. Frank thanked her and the committee for their efforts. As there were no questions or comments, she asked for them to be emailed to her. The plan will be posted on the town’s website with links posted on Front Porch Forum and in *Tales of Tinmouth*.

**Stormwater Management Plan ~**

Steffanie also addressed this document. A copy had been provided to the Select Board along with a copy of the state’s municipal roads general permit – storm water regulations. She has been working with Eric to determine which road segments (100 meters or 328 feet) are hydrologically connected to state waters and need to meet the storm water rules. RRPC conducted a road and culvert inventory over the summer and that information has been incorporated into the plan. There are 246 segments. Currently 55% of roads fully meet the requirements. The plan includes maps showing the location of the segments and which need work, only two roads (Merrill Sprig and Upper Gulf) have high priority segments that need to be addressed by 2025, other work has to be done by 2035. Road standards include crown, berm, drainage, conveyance, culverts, erosion factors, etc. There is an implantation table that will need to be filled in, to schedule work to be done, Eric and the Board will need to work on this at a later date. In the end, it is hoped that the plan and inventory will lead to the development of a schedule to upgrade and track all work as it has to be reported annually. Steffanie noted the RRPC will help along the way. Frank again thanked Steffanie for her efforts on the town’s behalf.

It was noted that the state has several grants programs to help towns with this work, Grant-In-Aide, Better Roads grants, VTrans grants. The town will need to use strategic thinking to match the work with funding sources and time them appropriately.

## **Highway ~**

**Eric** reported the road crew is busy with spot grading, has plowed snow once, is in good shape for winter. Both big trucks recently had repair work done.

**New Tandem Truck ~** Board discussed warranty proposals from DeLurey Sales, approved the stainless steel oil pan and the addition of an airbag for the wing (was omitted from the original specs) but is need to keep the wing and truck balanced while in use. Board briefly discussed standard vs automatic transmission – standard would cost about \$10,000 less. Eric noted that most drivers are now used to driving automatics and if Ronnie was unavailable he would need to train someone to drive it. He also advised that Ronnie was only going to be working for the town for another five years and the truck would not be replaced for seven. Cathy moved to purchase the 2021 truck with the stainless steel oil pan, the added air bag and the 5 year warranty package for a total of \$150, 064. Michael 2<sup>nd</sup>, all voted in favor.

**Winter Salt –** Gail prepared a chart of salt prices received from three salt vendors. Board noted that they had asked for winter salt to go out to bid, and instructed the SBA to make it so for the meeting December 10<sup>th</sup>.

**Better Roads Grant ~** SBA suggested applying for the grant to fix the culvert on Potter’s Brook on North End Road. Eric noted he preferred to use it for ditching work on North East Road between the Patry’s and former hunting preserve. Board by consensus agreed with Eric, asked to have application ready for review for their 12/10 meeting. Grant is due on 12/18.

**Snow and Ice Workshop ~** Cathy reported she had attended two webinars recently dealing with snow and ice, she learned at lot, and was happy to report that everything recommended is practiced by Eric. Gravel roads need a special type of plow blade that is expensive but lasts a long time. She asked Eric about it, he will research.

**Covid 19 ~** Michael Fannin, EMD, noted the virus is spiking, 75% is due to social gatherings/parties. He again expressed concern with food shortages, possible school closings, etc.

## **Public Works Facilities ~**

**Stan** advised he has arranged for the Board to speak with Craig Jewett from Otter Creek Engineering on the 24<sup>th</sup>. He will send along a proposal from them that will include all site work except clearing and stumping, to be ready to build in the spring.

## **Financials ~**

**Financial Report ~** Gail advised that the state had decided to not fund the VTrans grant programs this year, and instead sent each town additional highway aide. In Tinmouth’s case that is \$21,936. Board requested that it be added to the revenue and expenditure budgets while they decide how it should be used. Cathy moved and Michael 2<sup>nd</sup> to approve as presented, with the condition to add the extra highway aide in new lines, all voted in favor.

**Warrants ~** Payroll Warrants #18 dated 10/31/20 for \$3,344.98 and #19 dated 11/9/20 for \$1,409.92 were approved. Cathy moved, Michael 2<sup>nd</sup>, to approve, all voted in favor.

**FY22 Budget ~** Board asked for first draft for its 12/10/20 meeting.

**Old Business ~**

*Trash and Dogs at 605 Mountain View* – Gail has to contact attorney.

*72 Snow Mountain Lane* – No change.

*12 Ezra Stone Road* – Frank advised he had re-inspected, all work was done and he authorized residential use again.

**New Business ~**

**Constable Duties** ~ After brief discussion, Board decided to move this off the agenda until January.

**Personnel Policy** ~ Cathy noted that the Board needed to discuss a plan for leave time, including if it was due to covid19 and substitutes were needed. She advised that the PP should be amended to require Select Board approval for all leave time. Also needed is a plan to cover snow plowing routes, how to meet staffing needs if someone is sick or injured, who will run the show, etc. Should also include the town office to make sure payroll and bills are paid on time. Perhaps a list needs to be started of possible drivers with CDL's. Also need to let the public know that if a situation occurs, they need to be patient waiting for roads to be plowed, etc. Board discussed various options, asked Eric and Gail to present something on the 10<sup>th</sup>. Eric requested direct deposit for the road crew. Cathy asked Gail to write down the processes for how the town office functions, also suggested using Front Porch Forum or Tales to ask if there is anyone with a CDL willing to help in an emergency.

**Health Insurance** ~ Up for renewal in December, road crew is happy with what they have, Board requested information about MVP and BCBS rates.

**New Town Office Assistant** ~ Gail advised that she had hired her granddaughter Josie Cone to help out temporarily in the town office.

**Next Regular Meeting** ~ November 24

**Meeting adjourned at 8:48 pm.**

Respectfully submitted,

Gail Fallar  
Select Board Assistant