

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

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

**Others present:** Eric Buffum – Road Commissioner, Stan Wilbur – Public Works Project Manager, Hollis Squier, Sherry Johnson, Kim Harbaugh, Craig Jewett – Engineer with Otter Creek Engineering (OCE), Grant Reynolds, and Gail Fallar – Select Board Assistant (SBA).

**Frank** called the meeting to order at 7:04 and welcomed everyone. Board reviewed agenda, no changes.

**Minutes** of 11/12/20 were approved as written, Cathy moved, Michael 2nded, all voted in favor.

**Public Works Facilities ~**

**Craig** reviewed OCE's proposal, noting it was for the construction phase that included grading, rough earthwork, removal of excess material (non-impervious scope) and would provide administration and review of the bid phase including advertising and would be done before town meeting day.

**Stan** advised that it was not for storm water treatment work. Craig acknowledged that the lack of state approval for the storm water permit relating to the building construction was his responsibility and hoped to have the information requested by the state to them by the end of the year. He did note that the construction permit for the earthwork (erosion control) had been approved. The operational permit is what is still under review.

Craig inquired whether the Board wanted to build in phases, and if so, whether the garage or salt/sand shed would be first. Board acknowledged there may not be enough money to do both at this point in time, that the garage should probably come first.

Craig then advised that if only the garage was built for now, there was a good chance that the total impervious surface would be less than one acre and therefore the storm water permit would not be needed. The retention pond could be constructed later if it was still needed. Annual fees, inspections and reporting would also not be required.

And given that the area around the salt/sand shed may need to be increased, that may change the permit requirements as well. There are also questions about the salt/sand shed's location (not the best), should it be rotated or moved, consider a pole barn style, earthwork cost (2/3 of sitework cost is related to the salt/sand shed), all needs to be pondered.

Board discussed at length how to proceed, how/whether to determine total costs to help decision process relating to which to build first, the need to get something moving, whether to go back to voters for more money (the \$850,000 bond vote was the total cost – that clearly is not enough at this point, but the Board advised voters they would only borrow \$375,000 or so), whether to move the transfer station operation, whether to move the salt/sand shed location, how to keep transfer station and highway department separate, whether to hire a contractor for a design-build for the garage, etc.

Craig also advised that delaying the salt/sand shed might provide time to work on grant opportunities. There is state money available for salt sheds, but not sand sheds or town garages. Pittsford and Vergennes are currently building salt sheds with grant funding.

More storage is needed for winter salt. The state is not concerned about sand as there is not much salt added to it, and it is not a pollutant.

Board asked Eric for his opinion, he advised putting the town garage first is good.

Stan advised he can prepare request for qualification for design/build companies. He asked if the Board wanted to have a separate contractor for site work and design build. Board asked Eric if the road crew could handle the site work for the town garage – removing trees, moving the fill, excavation, etc. Eric replied yes, just not right now. Stan noted the Conservation Commission would like some fill on the southern part of the lot to help create some level areas for recreation.

Board asked Craig to hold off on the storm water permit – he will check to make sure there is less than an acre of impervious surface under consideration; talk to the state about withdrawing the application; and get clarification in writing from the state. He will follow up with Stan before the 10<sup>th</sup>.

Stan will prepare draft request for qualifications for the SB meeting on the 10<sup>th</sup>. He advised that the best contractor may not be the lowest bidder.

Board thanked Craig for his suggestions this evening.

### **Highway ~**

**Eric** reported no big changes, getting ready for winter, wings are now on the trucks.

**Harrington Cross Road** – road closed signs keep blowing away, need better blockage and signage, may add sand to the barrels to keep them in place.

**Channel Road** – Hollis reported that he has spoken with the sub-contractor, who has stated that the work will be done next week. Board thanked Hollis for his continued work on this issue.

**Better Roads Grant** - Gail and Eric explained that there was confusion at the last SB meeting concerning grants. Eric was thinking about the Grant-In-Aide and Gail was speaking about the Better Roads Grant. After brief discussion, Board agreed by consensus to apply for both, GIA for ditching on North East Road and BRG for the culvert on North End Road.

### **Financial ~**

**Warrants Reviewed** ~ Payroll Warrant #20 dated 11/16/20 for \$2,551.53 and Accounts Payable Warrant #8 dated 11/13/20 for \$26,275.92 were reviewed. Frank moved, Michael 2<sup>nd</sup>, to approve, all voted in favor.

**Truck Voucher Update** ~ Gail advised that the claim had been denied, Board granted permission to appeal.

### **Old Business ~**

*72 Snow Mountain Lane* – No report

*Trash and Dogs at 605 Mountain View* – Gail advised Attorney Jim Carroll is working on it.

### **New Business ~**

**Letter from Tim and Kelly Smith** - Board reviewed the Smith's request for tax relief as they felt it necessary to send their daughter to Christ the King School for her education. Board denied the request as they have no authority regarding the matter and referred it to the school district.

**Personnel Policy and What If Plans** – Proposed PP amendments had been previously sent, but were not included in the Board packet for this meeting. Cathy noted the Town also needs to be prepared for “what if” regarding employees and Covid19. Board will work on both issues on the 10<sup>th</sup>.

**Members Concerns – None**

**Mail/Correspondence – None**

**Executive Session – None**

**Next Regular Meeting ~ December 10<sup>th</sup> – 2<sup>nd</sup> Thursday**

**Meeting adjourned at 8:31 pm.**

Respectfully submitted,

Gail Fallar  
Select Board Assistant