

**Town of Tinmouth
Select Board
Thursday, December 10, 2020
Virtual Meeting Due to COVID-19 Pandemic
Regular Meeting Minutes**

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

Others present: Eric Buffum – Road Commissioner, Stan Wilbur – Public Works Project Manager, Sherry Johnson, Kim Harbaugh, Craig Jewett – Engineer with Otter Creek Engineering (OCE), Grant Reynolds, Ronnie Crossman, (Doug Fontein and Rainbow Squier - Conservation Commission at 8:50) and Gail Fallar – Select Board Assistant (SBA).

Frank called the meeting to order at 7:05 and welcomed everyone. Board reviewed agenda, no changes.

Minutes of 11/24/20 were approved with correction to remove a comment attributed to Eric Buffum regarding the design/build proposal and a reference to Snow Mountain Lane, Cathy moved to accept as corrected, Michael 2nded, all voted in favor.

Highway ~

Eric reported business as usual, working on snow fencing.

Winter Salt Bids were opened.

Requests were for 1) regular rock salt and 2) deicer salt product.

American Rock Salt	\$70 per ton	No Bid
Apalachee Salt	\$70 per ton	\$85 per ton
Cargill Salt	\$68.50 per ton	\$78.50 per ton

Eric advised that the deicer product from Apalachee works better as it has a higher sugar content, is more efficient, is less corrosive, that they are the current vendor and service has been great. After brief discussion, Cathy moved to accept the Apalachee bid (more expensive but more efficient and less corrosive), Michael 2nded, all voted in favor.

Better Roads Grant Application – After brief discussion, Cathy moved, Michael 2nded to approve application for culvert on Potter’s Brook on North End Road (used same info used for VTRANS grant that was not approved). All voted in favor.

‘What If Plan’ – Eric advised that he had contacted Glenn Merrill and Marshall Squier for back-up for snow plowing, still working on the plan. Board asked for a mark-up for the next meeting.

Second December SB Meeting – Board decided move its December 22nd meeting to January 7th.

Public Works Facilities ~

Stan advised that he anticipated the design/build proposals would be returned in time for the Board to review on the 7th. He also advised the state had confirmed that no storm water permit is needed for the garage project.

Craig (OCE) advised that he had confirmed with the state that under certain conditions no storm water permit would be required. He will send a marked-up plan to Stan, still working on it as there is about 950 square feet over the one acre maximum – trying to eliminate that with other places on site or squeeze the size of the garage. He advised that the town still needs to make a formal determination on how to proceed – there is no time frame, but the state has a 60 day window before considering it dead. The Town would have to re-start the permit process.

Craig advised he will get the design related changes and plan to Stan next week, Board asked that he share it with Eric and Ronnie to make sure it will work. Board asked whether work done for salt/sand shed will be lost, Craig advised barring any changes it will be alright to use, permit will only be needed for that facility. Permit fee may need to be paid again, but with less impervious surface the fee will be less. Board inquired about the time frame – it's been a over a year now – Craig replied 30-45 days with a 45 day state review period – should use six months to be on the safe side.

Craig also advised that building on the existing impervious areas doesn't require a permit, nor does re-developing an already impervious site. The sand and gravel stock piles are considered pervious as they can be moved. Craig also clarified that once the permit is issued, it does not have an expiration date.

Design/Build RFP – Board reviewed draft, asked Stan to clarify that the four bay proposal was a starting place that the Board had determined was not viable, and add that current energy standards have to be met. Added two more firms to list of contractors to solicit bids from – there are now nine. Board agreed to have Stan proceed with sending out the RFP. Stan noted he expected to receive the proposals on the 4th and to prepare packets for the Board to discuss at their meeting on the 7th with interviews of prospective contractors at the Board meeting on the 14th. Stan and Craig left the meeting at this point.

Personnel Policy Update- Board discussed proposed changes, additions due to Covid19 restrictions, difficulties with those with a crew of two, is the road crew essential workers (yes), how to keep them safe, etc. Cathy volunteered to continue work on proposed changes.

Proposed change to reduce accumulation of vacation days from 15 to 10 – Eric raised concerns with forfeiting that, asked if road crew could be paid for unused vacation days. Ronnie noted that when he is away fighting forest fires he is not on vacation (but is on vacation from the town) and is working as an emergency first responder.

Board members expressed concern for a crew of two taking vacations (in the summer as they are not allowed to do that during the winter), how to manage that, and the need to think about how to support employees.

Health Insurance benefits were discussed, need to be less specific regarding which plan, use more general language. Cathy moved to remove PPC comments and update the current Personnel Policy information to reflect the Silver Reflective Plan, Michael 2nded, all voted in favor.

Health Insurance for 2021, after brief discussion, switching to MVP for the same plan – Silver Reflective Standard - (as BCBS), will save \$2,484. Road crew approved. Cathy moved to approve switch from BCBS to MVP for the road crew, Michael 2nded, all voted in favor.

Draft #1 FY22 Highway Budget – 3% raise for road crew, discussed increase to roadside mowing, winter sand, decided to keep equipment fund allotment the same to help keep tax rate from wild fluctuations, discussed how to allot the increase in FY21 to state highway aide (one time action) – inclination is to add it to the Capital Building Fund.

Draft #1 FY22 General Budget – Added stipend for Emergency Management Director and Coordinator. Discussed whether to continue with the transfer station or hire a company to pick-up the entire town – need some research done in that regards.

Conservation Commission – On behalf of the Conservation Commission, Doug and Rainbow reviewed possible uses for the town's property behind the town garage – long term and short term, to encourage recreation and enjoy nature – trails, fruit trees, frisbee golf course, picnic

tables, community garden, volleyball court, pickle ball court, horse shoe court, to name a few. Board took under advisement and asked CC to return in January.

Financial ~

Financial Report – Cathy moved to accept, Michael 2nd, all voted in favor.

Warrants Reviewed ~ Payroll Warrants #21 dated 11/23/20 for \$1,409.92, #22 dated 11/30/20 for \$3050.72, and #23 dated 12/7/20 for \$2019.73; and Accounts Payable Warrant #9 dated 11/23/20 for \$11,859.72, and #10 dated 11/30/20 for \$6,803.05 were reviewed. Cathy moved, Michael 2nd, to approve, all voted in favor.

2020 Property Tax Waiver of Penalty and Interest – Gail advised that the Legislature had given the Select Board authority until January 1st to waive interest and/penalty on property taxes. After brief discussion, Michael moved to create a six month grace period beginning November 17th where no penalty or interest would be assessed for 2020 property taxes. Cathy 2nd, all voted in favor.

Old Business ~

Trash and Dogs at 605 Mountain View – Frank reported on his conversation with attorney Jim Carroll. If there is a health hazard the Board is required to act. There are two tracks that can run at the same time, violation of the Solid Waste Ordinance and the health and safety statutes. Both could end up in court. Frank as Health Officer and Solid Waste Enforcement Officer will have to recuse himself from the Select Board during a hearing or any action taken. Board reviewed complaint from neighbor and will respond, noting it has been an ongoing problem for a number of years. Will take action at its January 7th meeting.

New Business ~

‘What If Plan’ – Still being worked on for town office functions. Board asked Gail commit to also preparing a written procedure for all functions of the clerk/treasurer.

Holiday Bonus – Board discussed \$100 bonus for road crew, transfer station attendants and town office staff. Michael moved, Cathy 2nd, all voted in favor (Michael recused himself re: Gail’s bonus).

911 Re-numbering for Tinmouth Pond Road – Gail, as 911 Coordinator, reported the 911 Board requested that Tinmouth Pond Road be re-numbered due to confusion with Danby’s numbering system on the south side of the road and Tinmouth’s on the north side. Tinmouth’s increment is 50 feet, Danby’s is 5.28 feet – the standard now used. 50 feet was the standard when original 911 numbering was done in the 1990’s. Cathy moved, Michael 2nd, to re-number Tinmouth Pond Road, all voted in favor.

Highway Aide Allocation - Board decided to add the allocation of the extra highway state aide to the January 7th agenda.

Town Meeting 2021 – After brief discussion and due to the pandemic, Cathy moved and Michael 2nd to switch the floor portion of 2021 town meeting to Australian ballot, all voted in favor. This includes voting for the budgets and any public questions. A virtual informational meeting will be held on Saturday, February 27th.

Gail advised that the Legislature eliminated the position of Town Agent and made Grand Juror an appointable position – no longer elected. Cathy moved and Michael 2nd to remove these offices from the town meeting warning. All voted in favor.

Members Concerns – None
Mail/Correspondence – None

Executive Session – None

Next Regular Meeting ~ January 7th – 1st Thursday

Meeting adjourned at 9:40 pm.

Respectfully submitted,

Gail Fallar
Select Board Assistant

Approved with corrections by Select Board 1/14/21