

**Town of Tinmouth
Select Board
Tuesday, March 23, 2021
Virtual Meeting Due to COVID-19 Pandemic
2nd Regular Monthly Meeting Minutes**

Members present: Frank Sears, Meadow Squier, and Cathy Reynolds

Others present:, Eric Buffum – Road Commissioner, Sherry Johnson, Kim Harbaugh, Stan Wilbur – Public Works Project Manager(7:15-7:45), Paul Morris, Grant Reynolds, and Gail Fallar – Select Board Assistant (SBA).

Frank called the meeting to order at 6:36. Board reviewed agenda; Frank requested adding a report from the joint Four Town Sheriff Patrol meeting; Cathy requested adding discussion to switch to Zoom for virtual meetings, and Ash tree proposal from David Birdsall. All were added.

Minutes: Minutes of 3/11/2021, Meadow moved, Cathy 2nded to approve as written, all voted in favor.

Highway ~

Eric reported roads are drying out, pre-grading on gravel roads will start next week, have been filling in pot holes – mud season is here. He advised that the grader needed cylinders rebuilt, he is finding someone to do that, and they are trucking in winter sand for next year. Board inquired about new truck, Eric advised that it was supposed to be built starting on March 3, and will be sent to Viking for the equipment to be installed – he will call DeLurey’s to check on progress.

Salt Budget Surplus Re-directed ~ Eric inquired if some of the balance in the winter salt budget could be used to purchase more gravel, as more gravel is needed this spring and hopefully no more salt should be necessary this fiscal year, surplus may be around \$17,000. After brief discussion, Board authorized up to \$10,000 could be used for more gravel.

Trailer for the Chloride Tank ~ Eric inquired about purchasing a trailer to keep the chloride tank on. Board inquired about the size (5 ton); need (ties up the one ton for a month or more and requires removal of the toolbox so the road crew does not have the chainsaw and other tools and would save putting it on and taking it off a truck); cost (new about \$5,000). After discussion, Board asked Eric for a written proposal at their April 8th meeting to include the need, cost, benefit, etc.

Emerald Ash Borer – Board briefly discussed emailed proposal from David Birdsall, had questions, postponed until the April 8th Board meeting, and asked Gail to investigate insurance questions regarding hiring extra road crew for removing the trees.

Summer Work Plan ~ Board discussed the need to determine how to cover employees on vacation, part-time worker(s) needed for road work and site work on the town garage, the need to formulate a work plan, whether to advertise for part-time workers, how many dollars are available - \$5,000 for extra help is budgeted for FY21 (\$4,600 is still available); \$5,000 for FY22 which starts July 1st, and some that was included in the bond budget for the town garage – and it was suggested to look for surpluses in the FY21 budget. Hourly rates were discussed, current hourly rate adopted range is \$18 - \$25 per hour depending on experience, CDL, training, etc. June, July, and August will be the time that needs to be covered. Eric will determine a potential employee’s availability – may need to advertise for someone.

Board asked road crew to use their vacation before year end, will need to keep a 2-man crew working, asked for a plan for that to happen.

Board requested information regarding part-time workers and benefits allowable. Personnel Policy notes part-time and short-term are not eligible for benefits (health insurance/retirement).

Public Works Facilities Update ~ Stan advised he was preparing bid documents for the grubbing and clearing the site of the new town garage to be sent to 3 contractors in town. Board put this on hold, and then discussed a proposal from Dan Allard to remove the overburden piles at no charge to the town to allow them to fill in a foundation. Meadow moved and Cathy 2nd to approve Allard Construction to haul away the material stored on the new town garage site at no cost to the town in return for the material, site to be left level. All voted in favor. Cathy will write a short contract to be signed before material is moved, certificate of insurance will be needed as well. Eric advised the road crew will take care of removal of the few trees that are on the site.

Morton Buildings ~ Stan advised that he is waiting for Morton to provide two concepts – one for a 4 bay garage and one for a 3 bay garage – neither to exceed \$500,000, using the Morton building program, not the NBF design; will require a special meeting to consider.

State Storm Water Permit ~ Stan advised he is still waiting for state review to be completed and approval granted.

Financial ~

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

Warrants Reviewed ~ Payroll Warrants #35 dated 2/28/21 for \$2,993.71, and #36 dated 3/8/21 for \$2,669.08; and Accounts Payable Warrant #17 dated 3/8/21 for \$22,377.18 were reviewed. Meadow moved, Frank 2nd, to approve, all voted in favor.

Delinquent Tax Collection ~ Cathy noted a taxpayer had inquired about the delinquent tax budgeting process, wondering how the amount due got so high, but was only budgeted at \$25,000. Gail advised that Sullivan & Powers, currently auditing for the bond borrowing was advising that the town should not be budgeting for it at all. The amount budgeted for taxes is never fully collected in the fiscal year, and by not budgeting for delinquencies, that will help offset that shortfall. Practice has been to budget for what was expected to be collected from prior years delinquencies, estimating a best guess. Board decided they would like more information at budget time regarding long term collection and amount due, as well as monthly or quarterly reports regarding who is delinquent. Gail noted that much of the amount due on 12/31/20 is from FY21 – current fiscal year, and will be collected by the June 30 end of year.

Old Business ~

Trash at 605 Mountain View – Gail has been unable to locate ticket book, but advised that the Rutland County Sheriff's Department is able to write tickets for Solid Waste Ordinance violations. Frank advised he will work with them to do that.

72 Snow Mountain Lane – Frank, as Health Officer, advised that his site visit did not find any violation of the Solid Waste Ordinance or a public health problem– he sent photos to members, no evidence of trash were visible. Board advised Frank to contact landlords to advise it was not a town issue – it's a landlord/tenant dispute.

Personnel Policy (PP) Review – Cathy noted proposed amendments were suggestions and explained reasons for them.

*Board discussed requirement for full time elected officials to sign *Addendum B – Agreement by Independently Elected Officer to be Bound by Personnel Policy*, as a condition of employment and receipt of benefits – question arose if the SB had that authority – as the Select Board was attending SB training the next day, Board will inquire there. Board was not happy to hear that Eric and Gail had not signed previously – the PP has been in effect for a number of years and PP Committee spent a lot of time developing the whole policy.

* Cathy discussed the desire for more detailed time sheets – currently the Board reviews road crew time sheets at its meetings. Board wants to understand what work is being done by town office staff and transfer station crew.

*Change to accrued vacation days for employees hired after 3/1/21 – proposal is to reduce the days that can be accrued to ensure vacation days are being used and that there is not a big payout when an employee leaves.

*Language regarding employees leave/travel being restricted during times of an emergency/pandemic. Is this legal? Board will check on this as well.

No action taken, added to the agenda for April 8th meeting.

Constable Appointment ~ Paul Morris advised that he has been honored to be the town's 1st constable for the past 3+ years and would very much like to continue in that role. He has not and will not charge the town for his time. Board discussed current constable role – no law enforcement per town vote several years ago – Paul noted it's mostly being a glorified dog catcher. And that he has been in private security for 22 years. Board discussed what skills are needed, would role include mediation between neighbors, tenants/landlords, no \$'s budgeted for FY22. Board tabled until April 8th meeting to allow the Board to think about it. Frank thanked Paul for his patience waiting this evening, a long meeting!

What If Plan – Gail noted that an additional item to be added deals with the town's website and how administration for the hosting and domain name is paid – currently costs are charged to a Select Board's credit card, who is then reimbursed. Discussion about the town getting a credit card, policy for use will need to be developed.

Personnel Review - Board discussed how to do, hasn't been able to come up with a good model since the Personnel Policy was adopted and recommended an annual review. Much discussion about how it is difficult in a small town, elected officers. No resolution. Board noted that communication is important, Select Board is always willing to listen.

New Business ~

Auditor Resignation – Board accepted Nancy Birdsall's resignation as one of the town's auditors, will advertise vacancy. Thanked her for her service.

Annual Appointments ~ Please see attached. Did not appoint constables, or health officers – need to post notice as Frank is retiring as THO on June 30. Cathy moved to dismiss the Building Committee with great thanks. Meadow 2nded, all voted in favor.

Cathy moved to appoint as listed and discussed, Meadow 2nded, all voted in favor. Cathy noted that all these committees have public meetings, anyone is always welcome to attend or join.

Gail noted that the Housing Rehab Committee, now the Select Board, should meet to review the program – began in the 1990's and current status of loans/repayment.

Select Board Operating Principles ~ Frank spoke to the need of putting in writing how the Select Board acts towards one another and towards the public. He adapted Middlebury's to fit Tinmouth – they have a town manager, we do not. Cathy edited a bit further, and after brief discussion, Cathy moved, Meadow 2nded and all voted in favor of adoption. Gail will circulate for Board signatures.

Four Town Sheriff's Patrol ~ Frank reported on the meeting from the night before with representatives from Ira, Middletown Springs, Danby and Tinmouth (him) and the Rutland County Sheriff's Department (RCSD) regarding the continued program of these four towns

sharing a deputy for 40 hours per week. With the pandemic, revenues from tickets are down, there was a period where almost no tickets were issued, as unless it was really egregious, traffic stops were not made. RCSD is going to be providing educational materials for towns to use for Front Porch Forum, educating town folks about the benefits of the program, etc. Frank also noted that if Tinmouth had a stop-sign ordinance, part of the ticket money would flow to the town, not all going to the state. After brief discussion, he volunteered to work on a proposal.

He also advised that if the Board needed to direct the deputy on a day-to-day basis, the SB could contact the deputy directly; legal – serving papers, etc. still needs to go through the RCSD office.

Members Concerns – Cathy noted she had a couple of complaints regarding the Town’s use of the GoToMeeting program, suggested switching to Zoom. She also reminded the Board of the need to adopt a political sign ordinance – asked that it be placed on the April 8th agenda. She also noted that long time Tinmouth benefactor, Ramsey Yoder had passed and asked that the Board consider naming the community center, the Patty and Ramsey Yoder Community Center in honor of them and their donations to Tinmouth. She also suggested a community celebration this summer, if possible, in that regards. Their ‘anonymous’ donations enabled the town to build the community center, upgrade the fire house, and provided for many other enhancements to Tinmouth’s sense of community.

Mail/Correspondence – None

Executive Session – None

Next Meetings Schedule ~ April 8th and April 20th (3rd Tuesday not 4th)

Meeting adjourned at 9:50 pm.

Respectfully submitted,

Gail Fallar
Select Board Assistant

Officers Appointed by Select Board – 3/23/2021

Board of Adjustment

Robert Lloyd (2024)
Robert Noble (2024)
Grant Reynolds (2024)

Planning Commission

Andy Gilmore (2024)
Pat Psholka (2024)
Rainbow Squier (2024)

911 Coordinator

Gail Fallar

Rutland Regional Planning Commission

Robert Lloyd, Commissioner
Michael Fallar, Alternate

RRPC Regional Transportation Council

Grant Reynolds Michael Fannin, *alternate*

Solid Waste Alliance Communities

Chris Martone Wheaton Squier, Alternate

Pound Keeper

Glenn D. Merrill

Fence Viewers

Caleb Scott Ralph Lewis
Glenn D. Merrill Grant Reynolds
Michael Fallar

Tree Warden

David Birdsall Wheaton Squier, Deputy

Green-Up Day Committee

Doug Fontein
Ed Hasenohr
Nelson Jaquay

Housing Rehab Loan Review Committee

Select Board

Old Creamery Committee

Grant Reynolds, Chair Michael Fallar
Doug Fontein Stan Wilbur
Vito Macaluso

Animal Control Officer

David Birdsall

Emergency Management

Michael Fannin, Director
Ray Pratt, Coordinator (*appointed by Director*)

Town Huggers

Hollis Squier Patti (Cow Patti)
Macaluso

Community Center Board

Cathy Reynolds

Weighers of Coal

Michael Fannin Cathy Reynolds

Inspector of Lumber & Shingles

Doug Fontein Michael Fallar

Energy Committee

Ray Pratt Cathy Reynolds
Todd Dennis

Tree Policy Committee

Frank Sears Sherry Johnson
Eric Buffum Gail Fallar
David Birdsall Wheaton Squier

Conservation Commission

Doug Fontein, (2025)

Safety & Wellness Committee

Ronnie Crossman Gail Fallar
Chris Martone Ray Pratt, Chair
Frank Sears

Tinmouth Website Committee

Nancy Gucker Birdsall Todd Dennis
Sherry Johnson Cathy Reynolds

Solid Waste & Recycling Committee

Jonathan Czar Gail Fallar
Helen Mango Chris Martone
Wheaton Squier, Chair