

**Town of Tinmouth
Select Board
Thursday, April 8, 2021
Virtual Meeting Due to COVID-19 Pandemic
Regular Monthly Meeting Minutes**

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

Planning Commission Members present: Vito Macaluso, Kim Harbaugh, Bob Lloyd

Conservation Commission Member present: Ed Hasenohr

Others present: Steffanie Bourque- Rutland Regional Planning Commission (6:30-7:00), Eric Buffum – Road Commissioner, Sherry Johnson, David Birdsall-Tree Warden, Michael Fannin-EMD, Stan Wilbur – Public Works Project Manager (7:10), Paul Morris, and Gail Fallar – Select Board Assistant (SBA).

Frank called the meeting to order at 6:33, welcomed everyone, and noted that the first order of business was the presentation of the draft Local Hazard Mitigation Plan by Steffanie.

Steffanie explained that she facilitated the planning team, Michael Fannin, Frank Sears, Eric Buffum, Ray Pratt, Hollis Squier and Gail Fallar and thanked them for their hard work, to craft a local hazard mitigation plan that meets state and federal guidelines. She noted that the plan is focused on hazard mitigation – not emergency response – action for long term investment to make the town more resilient. It is not legally binding, but is a tool to identify natural hazards (not manmade or invasive), rank them, and create strategies to address those of highest risk. She walked the group through the plans, briefly describing the sections, and the “reasonable and practical mitigation action plans”. Next step is to distribute for the 14 day public comment period. She emailed it to neighboring towns and natural resource conservation districts. After the comment period, the planning team will review and address any comments; submit it to the State for preliminary review; submit to the Select Board for adoption; and then submit to FEMA for final approval. It has to be reviewed, updated and re-adopted every five years. Frank thanked Steffanie for her guidance. No comments, done at 6:50.

Board reviewed agenda - Cathy requested adding discussion regarding a new school garden and adding a WiFi hot spot, Gail requested adding paving bid request. All were added.

Minutes: Minutes of 3/23/2021 - Cathy moved to approve and requested changing the sentence sequence regarding a summer celebration and honoring Ramsey and Patty Yoder, Meadow 2nded to approve as corrected, all voted in favor.

Public Works Facilities Update ~

Morton Buildings ~ Stan noted he had hoped to be scheduling a meeting with the Board and Morton, but instead reported that Morton had sent an email advising that they were putting many projects/proposals on hold. He received an email that their local sales representative will be available for the SB meeting on the 20th to discuss situation further.

Stan also advised that given the recent rise in construction costs, the town may not get what it needs for the designated \$500,000 – SB should consider options, maybe go back to voters for more money.

Eric advised Dan Allard will still take the fill material at no charge, even though they have completed the project they requested it for. Eric asked Stan about pulling out stumps near the town garage, Stan advised he will check the state permit.

State Storm Water Permit ~ Stan reported that Gregg from Otter Creek Engineering advised the state stormwater permit would arrive in a week.

Horse Shoe Tournament – Before exiting the meeting, Stan volunteered to organize one for the community celebration this summer.

Highway ~

Eric reported mud is drying up, grading gravel roads has started, and that the new truck has been built and is in Texas waiting for a driver to bring it east. He noted he had sent the SB photos of a problem area on Mountain View Road that needed to be repaired before paving, after brief discussion Board authorized road crew to fix it.

Driveway Permit for Zac Blanchard at 455 Route 140 – after brief discussion - no culvert needed, Cathy moved to approve and authorize Frank to sign for the Board, Meadow 2nded, all voted in favor. Eric inquired about replacing the culvert, as it is in dis-repair. Cathy noted that the property owner is responsible for the initial installation and then the town is responsible for its replacement – and that Eric does not need to ask Board permission for that. Eric noted there is another one on Channel Road.

Grant for Roller – Eric advised that the town has been approved for a \$6,000 grant to purchase/build a roller for the back of the grader. It was applied for last year. Town match is \$1,200.

Grader cylinder rebuild – Eric noted he has the parts, but needs the grader right now, and thinks the cylinders will work until they can be re-built.

Trailer for Chloride Tank – Eric advised that a new trailer is not needed, but a trailer would keep the chloride out of the more expensive truck. Board discussed where money would come from, (current budget), how to find a good used one, etc. Cathy moved and Frank 2nded to authorize Eric to buy a good quality used trailer for \$3,500 or less. All voted in favor.

Glenn Merrill – Eric reported Glenn has agreed to work for the town for the summer. He will cover for Eric while he's on vacation in June and cover for Ron if/when he goes to fight forest fires later in the summer. Board authorized \$25 per hour for Glenn based on experience and ability.

Site Work vs Road Work – Board inquired about the plan – Eric advised the road crew will get the site work for the town garage done in July. Cathy inquired about a berm for the Eatons – but as no decision has been made regarding the Eatons concern with the location of the new town garage, Stan offered to talk with them and bring SB options.

Highway Vacation – Cathy encouraged Eric and Ron to coordinate vacations and substitutes.

Paving and Structure Grants - 2020 applications were put on hold by the state, town can use them again this year. Board requested **draft paving bid request** for their April 20th meeting – to have bids due on May 13th.

Highway What If Plan – Eric advised it was done. Board inquired about the maps provided at the last meeting, they need a bit of attention. Cathy volunteered to help create written descriptions of the plowing routes.

Emerald Ash Tree Borer – David advised has not had a chance to meet with Eric, is re-thinking when to flag trees that need removal until closer to the event. He reminded the Board that EAB is coming, it's not a question of if, but when. Board discussed options, will use executive session in May to consider hiring cutters as town employees. Board discussed where to cut first – highly traveled roads (Route 140/East Road?) there are lots of ash trees on Gulf Road, need to talk with landowners – cut and drop them into the woods? A plan is needed (Bakersfield has

very detailed one), and education of town folks is also needed - Board asked Dave to write a monthly article for *Tales of Tinmouth* and Front Porch Forum, regarding EAB, he agreed. Eric noted that the road crew could work on cutting those that can fall into the woods in the winter in between snow storms.

Covid/LEOP ~

Michael reported there were no requests for assistance. Governor Scott is working on a re-opening plan. He urged caution to continue. Board discussed re-opening the community bake oven and old creamery, and the community center. The Community Center Board is going to meet soon, Cathy will report back.

He is working on the LEOP – Local Emergency Operations Plan – will get to the SB for their meeting on the 20th.

Deputy Animal Control Officer Appointment ~

Board discussed: the need for a constable, that the Rutland County Sheriff's Department provides law enforcement, the need for someone to round up unlicensed dogs, appreciation for Paul's service as first constable, and the need for a job description for animal control officers (Frank volunteered to work on this). In the end, the SB decided to have the RCSD serve as constable.

Cathy moved and Meadow 2nded to appoint Paul Morris as Deputy Animal Control Officer, all voted in favor.

Financial ~

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

Warrants Reviewed ~ Payroll Warrants #37 dated 3/15/21 for \$1,507.47; #38 dated 3/22/21 for \$2,692.90; #39 dated 3/29/21 for \$1,660.79; and #40 dated 4/8/21 for \$4,864.28; and **Accounts Payable Warrants** #18 dated 3/15/21 for \$12,274.53; #19 dated 3/29/21 for \$5,284.08; and #20 dated 4/8/21 for \$8,834.76 were reviewed. Cathy moved, Meadow 2nd, to approve, all voted in favor.

Audit ~ No update from Sullivan and Powers.

Capital Building or Highway Budget – Board discussed whether to transfer money from the Capital Building Fund to cover expenditures spent on the town garage/salt/sand shed project development from the highway budget – decided to leave as it is for now – highway budget has been able to cover the costs.

Budget Surplus – Board discussed the need for a process to determine if a budget surplus is highway or general. Gail advised the auditors will most likely provide guidance for that.

Bond Bank – Gail noted that the Bond Bank advised that the audit for FY20 will be acceptable for the winter pool application and also should be for the bond anticipation note as well. The Bank of Orwell has agreed to provide the bond anticipation note, pending the town applying to the bond bank.

Old Business ~

Trash at 605 Mountain View – Gail found the ticket book, but advised they are no longer valid (were used when Ray LaMoria was 2nd Constable running radar years ago). 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, writing a ticket a week if need be.

Personnel Policy Review – Postponed to April 20th meeting.

Personnel Review – Postponed.

New Business ~

Auditor Appointment - Cathy moved and Meadow 2nded to appoint Ann Czar as Auditor until next town meeting due to Nancy Birdsall's resignation, all voted in favor.

Political Sign Policy – Cathy explained the need for a policy arose just prior to town meeting this spring when political signs appeared on town property. She wrote a draft, members discussed, and will review again on the 20th.

Delegation of Select Board Tasks – Cathy suggested SB members volunteer for a particular task or area of operation (highway, transfer station, town office) to research issues and bring back to the full Board. Would it make the Board more efficient? No action taken.

Free WiFi Hot Spot – Cathy explained a non-profit is willing to provide equipment (an antennae) to enable a free public WiFi Hot Spot near the town office. It will run on the town office's wifi, with a firewall to keep the town office secure. No cost to the town. Cathy noted that once the town office has a generator switch, in the case of an emergency, the Hot Spot would/could provide service. After brief discussion, Frank moved to proceed with the WiFi Hot Spot proposal, Meadow 2nded, all voted in favor.

School Garden – Cathy circulated an email from Maureen Fitzgerald-Riker, school principal, regarding a Butterfly/Pollinator Garden on the south side of the school with a couple of benches. Board felt it was a great idea, go for it, formal approval was not needed.

Members Concerns –

Cathy asked the Board to consider re-opening the pizza oven with outdoor guidelines – she will take the lead with the bake oven gang, would like to create opportunities for people to gather again. Board was okay with going forward. When the Community Center re-opens Cathy would like to celebrate, will ask for volunteers on Front Porch Forum to organize – consider a parade, games, similar to community fun days in the past.

Cathy wondered how to get more feedback for the Board. Meadow has ideas, will work on them for the next meeting.

Email for Town Officers - Gail advised she is working on arranging an email system to provide town officers with a town email address so they don't have to use their personal email account as it becomes subject to public records law.

Select Board Workshop – Board discussed VLCT's answers to questions posed at the last SB meeting. The Select Board does have the authority to require elected officials to sign the addendum to comply with the Personnel Policy in return for benefits, but there was no answer about restricting leave during an emergency.

Mail/Correspondence – None

Executive Session – None

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

Meeting adjourned at 9:30 pm.

Respectfully submitted,
Gail Fallar
Select Board Assistant