

**Town of Tinmouth
Select Board
Tuesday, May 25, 2021
Virtual Meeting Due to COVID-19 Pandemic
Minutes**

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

Others present: Eric Buffum – Road Commissioner, Stan Wilbur – Public Works Project Manager, Doug Inkley, Sherry Johnson, Kim Harbaugh, Vito Macaluso, Sandy Goyette, Ronnie Crossman, Michael Fallar, and Gail Fallar – Select Board Assistant (SBA).

Frank called the meeting to order at 7:04, welcomed everyone, and dedicated this meeting to Grant Reynolds, good friend and family member, and asked for a moment of silence in his memory.

Board reviewed agenda – added authorize the SBA to sign the Notice of Intent for the state stormwater permit.

Minutes: Minutes of 5/14/21- Cathy moved to approve with the addition of “some” to dirt roads in the Danby ATV discussion paragraph. Meadow 2nded, all voted in favor.

Public Works Facilities Update ~

Stan reported that he met with Dave and Carleen Eaton regarding screening the new town garage – 270 feet may be needed, Norway Pine was suggested instead of cedar (deer won't eat the pine), planting in the drip line. Board discussed cost, noted that there was no money in the budget for it, having the town dig the holes and plant, setting an amount (\$3,000) that would be spent for the project. Stan will continue discussion and getting prices for just the trees.

Stan noted he has not had time to contact well drillers, will get quotes for the 10th.

Eric reported that the soil test pits were dug on May 25th and revealed ledge and a highwater table. The water is running along the top of the ledge in some places and into the pond that was built years ago. The Soils Engineer will work with Craig Jewett of Otter Creek Engineering to determine plan of action.

Morton Buildings will have an estimate for the Board meeting on the 10th.

State Storm Water Permit has been issued, Cathy moved and Meadow 2nded to authorize Gail to sign the Notice of Intent. All voted in favor.

Highway ~

Eric reported no major issues, still grading gravel roads. Dales Aines inquired about cutting trees in the town's right of way on McCoy Road, will clean up, Eric supports the project. Board noted that landowners own the trees. Eric is still waiting for an estimate from Dan Allard regarding the culvert on Wright's Road near the Inkley property – if there is ledge in the road it will need to be blasted – road will not be raised. Doug inquired what raising the road would entail – Eric advised that the culvert (18") needed to have 12-18" of cover – he's not going to do it that way.

Matt Patry – North East Road, requested via email, that the town re-route water that is exiting a culvert during storm events onto his meadow. It would require a 300' ditch. SBA advised against it – town equipment can work in the town's right of way, not on private property. Frank advised he had already set up an appointment to take a look. Eric advised it would not be an easy. Board will discuss at its next meeting.

Better Roads grant application for Potter's Brook was not approved. Town still has a VTRANS application from 2020, Eric advised if no grant is received, no project.

Roller Grant – Eric advised that the deadline for work has been extended until October 1st – but the roller price has increased due to steel prices skyrocketing.

Grader – re-build of hydraulic cylinders are a work in progress.

New Tandem Truck – is at Viking – they are waiting for delivery of the body – will do the other work while waiting.

Navistar Voucher regarding the 2013 Class Action – SBA noted the company is still advising to wait.

Emerald Ash Borer – Board discussed the need for a plan, education, hiring a special crew, suggested the Tree Policy Committee work on a plan, ask for other volunteers – Michael Fallar offered to serve on it. Sherry, as Committee Chair, was consulted and agreed to the request.

2021 Local Hazard Mitigation Plan – Cathy moved, Meadow 2nd to adopt/approve final version, authorize Frank to sign and send to FEMA for approval. All voted in favor.

Financial ~

Warrants Reviewed ~ Payroll Warrants #46 dated 5/17/21 for \$2,573.82; and #47 dated 5/24/21 for \$1,412.21; and **Accounts Payable Warrant** #24 dated 5/15/21 for \$34,894.67 were reviewed. Meadow moved, Cathy 2nd, to approve, all voted in favor.

Audit ~ Board asked town auditors for comments – Sandy and Vito – Sandy noted that budgeting (or not budgeting as recommended) was an issue raised by Sullivan Powers & Co., as well as the need for a procedure and accounting manual, which would be very helpful to new employees and for the Board to better understand how everything works. Board discussed how to include delinquent taxes paid for prior years if they were not budgeted – may need to conduct a study to see how much is collected versus carried forward – asked the town auditors to think about it. Not including the revenue would raise taxes to cover that amount – current practice is budget an amount that seems like it will be collected in the new fiscal year.

Frank noted the Treasurer's response letter indicated that the accounting policy and procedure manual would be done by June 30, offered to help.

Gail noted there are several recommendations in the audit, fraud and risk assessment for instance, and several policies, needs further review and consideration. Board will review asked for progress report on June 10th.

Bond Application – SBA noted it is due in December for the winter round – need to get started.

Budget Surplus – Need to review financial reports on the 10th

Tax Sales ~ Owners are taking steps to avoid going to tax sale.

Old Business ~

Personnel Policy Review – Board discussed Gail's comments, lots of discussion, will review final time on June 10th.

Select Board Work Delegation – Meadow suggested members take on a specific issue/duty, follow-up and then report back to the Board. Cathy noted it was helpful when she was working on the Personnel Policy to discuss proposed changes with Eric and Ronnie. Frank noted more discussion was needed.

COOP – Continuity of Operations Plan – Gail noted she will be advertising for an assistant soon.

New Business ~

Health Officer – Frank advised that the Select Board Chair would be the Town’s Health Officer if the Board did not appoint someone. Meadow volunteered, after brief discussion, Cathy moved and Frank 2nded to appoint Meadow as H.O., all voted in favor.

Members Concerns –

* Need to post vacancies to fill all the positions that Grant Reynolds held. Frank thanked Grant for all his good works and extended sympathy to the family.

* Virtual vs. In-person meeting on July 8th? Discussed trying to do both – Sherry has looked into it, pretty complicated. Meadow offered to research.

* Old Fire House re-opening policy – According to most recent Covid guidelines? Cathy will work on it for 6/10.

Mail/Correspondence –

Executive Session – None

Next Meetings Schedule ~ Select Board June 10th and Jun 22nd (4th Tuesday) Board of Abatement will meet on June 8th to consider applications.

Meeting adjourned at 9:00 pm.

Respectfully submitted,

Gail Fallar
Select Board Assistant