

**Town of Tinmouth  
Select Board  
Tuesday, July 27, 2021  
2<sup>nd</sup> Regular Monthly Meeting Minutes**

**Members present:** Frank Sears and Meadow Squier in person, and Cathy Reynolds via zoom.

**Others present:** via zoom: Eric Buffum – Road Commissioner and Stan Wilbur – Public Works Coordinator

In person: Michael Fallar, Sherry Johnson, Kim Harbaugh, Cindy Taylor-Patch, Todd Dennis and Gail Fallar – Select Board Assistant (SBA).

**Frank** called the meeting to order at 7:15 after technical difficulties were conquered, and welcomed everyone.

**Board** reviewed agenda – moved Todd Dennis to top of the agenda.

**Minutes:** Minutes of 7/12/2021 – Meadow moved to approve, Cathy 2nded, all voted in favor.

Todd asked the Board to create a committee to continue the next steps envisioned by the *Statement of Values* adopted by the Board at its June 22<sup>nd</sup> meeting. He offered some suggestions for next step actions to include: 1. Helping new residents/new attendees to learn more about the process of Town Meeting and Robert's Rules or Order so it is less confusing/overwhelming 2. Engaging the youth of Tinmouth to sit on town committees and boards as active or advisory members 3. Create a Diversity and Equity Commission 4. Explore small scale housing and business in local zoning 5. Make Tinmouth Town Day an annual event 6. Consider new opportunities for volunteers for specific, time and detail oriented projects instead of long term committee appointments that can come with unclear work plans to harness the capacity and abilities of more town members.

Michael expressed concern that the *Statement of Values* was not voted on by voters, asked the SB again to make that happen.

Discussion ensued regarding how committees are created, members appointed, work to be done, who decides what that work is, etc. If the Select Board creates and appoints, the committee has to comply with Vermont's Open Meeting law, public notice/meetings, minutes, etc.

Meadow volunteered to gather more information for the next SB meeting to help develop a directive and an outline for a Statement of Values Committee. Added to agenda for 8/12 meeting.

**Public Works Facilities Update** ~ Stan reported that the soils engineer had let his report 'slip through the cracks', Stan noted he will try to get him to wrap it up as soon as possible. Stan also reported that he has not yet had a chance to contact any well drillers. He noted that Otter Creek Engineering will be needed regarding construction of the stormwater treatment, but there is no hurry. He advised he is going on vacation, will try to get things together before then.

**Highway-** Eric reported the western Harrington Cross Road project is ready for seed and mulch, road crew has been spot grading and cleaning culverts. The new tandem dump truck has arrived, old one is gone(2013). Ron is on vacation (fighting forest fires out west); he has found steel for the roller at Mac's Steel – will continue work on that project; paving will be at the end of August – no line painting in the middle of the roads due to shortage of paint. Bid documents for the culvert and installation on Potter's Brook will be going out soon, actual construction will

depend on availability of the culvert. Board discussed how long the road would be closed, 3 days perhaps, there are two culverts to install – a big one and a smaller one. Michael inquired when the “T” intersection on the eastern end of Harrington Cross Road would be constructed – Eric advised it’s on the list, as are a lot of other things, culverts/brush cutting/ditching, no plans to do it right now.

**Village Center Designation** ~ Michael, as Planning Commission Chair, reviewed the Planning Commission’s application for Village Center Designation and Bob Lloyd’s proposed map, and asked the Board to support and approve. SB discussed benefits – mainly gives the town “points” when applying for planning grants resulting in a higher score (and hopefully other state grants as well for projects in the Village Center area), and it may benefit business owners in the district. Meadow moved and Cathy 2<sup>nd</sup> to approve the application. All voted in favor.

**Planning Commission Vacancy** ~ Michael advised the PC had met with one person interested in joining the PC and had invited the other to its next meeting. They will have a recommendation for the SB’s second August meeting.

### **Financial ~**

**Financial Report** – None

**Warrants Reviewed ~ Payroll Warrants** #1 dated 7/11/21 for \$2,109.86; #2 dated 7/19/21 for \$3,425.74 ; and #3 dated 7/26/21 for \$2,149.52 ; and **Accounts Payable Warrant** #1 dated 7/21/21 for \$18,289.99 - \$1,493.46 = \$16,796.53 were reviewed. Meadow moved, Cathy 2<sup>nd</sup>, to approve with the exception of the water repair bill (\$1,493.46), all voted in favor.

Board discussed request from the school district to pay a portion of the repair to the water system that serves the fire department (town well is on their property), the town office and the school. There was a water leak throughout the winter that greatly increased the fire department’s electric bill, leak could not be found, once school was out, a repair was done – dug a new line from the slide to the front of the school. Discussion about who was responsible for maintenance – town, school or fire department – agreement when the school was required to have a public water system between the three is a bit unclear – need to clarify, Board declined to pay until an agreement is resolved.

**Audit** ~ Discussed Auditor’s recommendations – Gail advised that Barry Cohen is willing to help the Board and town Auditors and Treasurer review the audit and work on policies.

### **Old Business ~**

**COOP (Continuity of Operation Plan)** – Work continues.

**Select Board Operation – Delegation of Tasks – Efficiencies Discussion** – Meadow suggested creating a “task force” to undertake certain projects the SB wants to undertake, such as town fun day, to engage more people. Cathy will email the 252 page Vermont Select Board handbook to everyone.

**United Way Health Clinic Proposal**– Meadow will attend meeting next week to gather more details and report back to the SB.

**Tech Plan** ~ Meadow has been researching how to have meetings in-person and virtual - options, needs to know what the town now has for equipment. May be able to use the ARPA funds to facilitate - Select Board meetings and a different system for town meeting (larger group). There is a system called “Owl” – need more research.

### **New Business ~**

Todd expressed concern with the amount of trash that is piling up at the corner of McNamara Road and Maple Brook Lane, Meadow as new Health Officer will take a look.

**Members Concerns –**

**Mail/Correspondence** – Town of Killington sent a letter of appreciation for the Tinmouth Volunteer Fire Department’s recent help with a forest fire there.  
Meadow read email from the Jamaica Town Clerk regarding a Covid-19 Remembrance Event on 9/19/21 in Montpelier to honor all those who died due to the pandemic.

**Executive Session** – None

**Next Meetings Schedule** ~ August 24th (4<sup>th</sup> Tuesday) and September 9<sup>th</sup>

**Meeting adjourned at 8:30 pm.**

Respectfully submitted,

Gail Fallar  
Select Board Assistant

DRAFT