

**Town of Tinmouth  
Select Board  
Thursday, August 11, 2022  
Regular Meeting  
Minutes**

**Members present(in-person):** Kevin Eaton and Meadow Squier and (via Zoom) Cathy Reynolds  
**Others present:**

**Via Zoom:** Sherry Johnson, Kim Harbaugh, Stan Wilbur, Rick Fallar, David Birdsall, and Nancy Gucker Birdsall

**In-person:** Eric Buffum- road commissioner, Heather McMahon, Holly Ross, Rick Smyrski – Morton Buildings, David and Jason Hans – Hans Electric, and Gail Fallar-SB Assistant

**Cathy** called the meeting to order at 7:02 and asked Meadow to conduct the meeting, as that is easier to do in person. Board reviewed agenda, Cathy asked that the Board add, ‘consider alternate heating for the town garage’, Board also moved up discussion on town garage electrical bids, and ARPA funds. Meadow assumed the Chair.

After discussion, minutes of 7/14/22 were approved as written, Kevin moved, Cathy 2nded, all voted in favor.

**Citizen’s Input** ~ None at this time

**Public Facilities Update** ~

Rick from Morton advised progress is being made on the slab prep and that building materials will be arriving soon. He reviewed the cost increases – due to sub-contractors’ prices increasing, Morton is holding its costs. He addressed the change in heating back to the original proposal (on demand unit heaters) per the Board’s inquiry – removing the boiler will save a net of \$19,103 (as Eric had added electrical upgrades – welding outlets, etc.) – Board discussed pros and cons, need to decide tonight. Board discussed adding back in the urinal – now \$1,500 with on-demand hot water option. Board also discussed outside lighting – motion detector over the man-door, time out switches in the bays, others on timers, the need for the motion light to come on in a timely manner. Hans Electric assured the Board it was a high-end sensor that could be adjusted.

Cathy moved and Meadow 2nded to accept the changes as proposed, all voted in favor.

Cathy moved and Kevin 2nded to authorize Meadow to sign the new change order, all voted in favor.

**Electrical Bid for Pole to Building** ~ As this is the Town’s responsibility, not Morton’s, the Town went out to bid, as it was over \$10,000 (Procurement Guidelines). Mr. Hans expressed concern that the town had used his proposal as he had spent time preparing it. Eric advised it was used to make sure all companies were bidding on the same specs, so the Board could compare apples to apples.

Board opened bids; Hans Electrical bid \$11,597.43, MC Electric bid \$6,600; \$1,200 if the town bought all the materials. After much discussion, Cathy moved and Kevin 2nded to authorize Kevin and Eric make the final decision once they meet with Matt Corey (MC Electric) to inquire about his availability and whether he had the correct meter socket, as it was the low bid. If not, then the bid would be awarded to Hans Electric. All voted in favor.

**Window Height** ~ After brief discussion, Meadow moved and Kevin 2nded to authorize Eric to determine where the windows would be placed to allow road crew to open them (bottom at 6’), all voted in favor.

**Extra Conduits** ~ Eric inquired about adding a couple of extra conduits as long as the trench across the driveway was open, one is needed for water, another for power, one for future use - for instance a gate across the driveway? After discussion, Cathy moved and Kevin 2<sup>nd</sup>ed to add conduits as proposed by Eric, all voted in favor.

**Warranty** ~ Kevin inquired about Morton's warranty on subcontracts. Rick advised Morton warrantees 1 year for labor, materials and components – including subcontractors. The building is warrantied for 35 years.

**Board requested Rick** give more notice for meetings with Eric, so he would not be on overtime, Rick agreed to that.

### **Highway ~**

**Potter's Brook Project** ~ Eric reported both culverts are in, a bit more gravel is needed, Josh Carvajal, state stream alteration specialist, was happy with the project. He noted the road crew is ditching up the hill and down the other side to complete stormwater work to take those segments off the to-do list, while in the area. Cathy asked Eric to provide written reports at the SB's September meeting. Eric advised the updates he had posted have not yet shown up on the state's map.

**Paving** ~ Eric advised that paving on Mountain View Road is done, even the paint striping is completed, shouldering road sides with gravel will happen next week, the road crew shimmed driveways and mail boxes for now.

**Garage Slab/Foundation** ~ Eric advised that once the foundation is poured, the road crew will install the drainage and back fill to make a level work area for Morton. He noted the well driller and the engineer are passing the buck about where to locate the pump in the water well. The well is 600 feet deep, pump and wire size depend on where the pump is set. Eric and Cathy, as clerks of the works, will take care of it.

**Speed Limit Update Work** ~ RRPC has laid lines across roads in four places, and is gathering data regarding speed and number of vehicles. Roads are Route 140 (north of the center, east of the center, near the Wallingford town line), and on East Road.

**TAP Grant** ~ (for salt/sand shed) – SBA advised she is still waiting for verification from the federal government.

**Feedback Form** ~ Board reviewed form from Sherry Johnson thanking Eric for painting a strip on the road and wrapping the stop sign with reflective tape.

**ARPA**~ Holly updated SB on progress of the ARPA Committee. The SB asked that projects be separated, not presented as a lump sum – for instance dead trees; EAB (ash trees); and highway equipment. There could be one narrative for them all, with each priced separately. Also discussed the magnitude of the recreation proposals, Holly suggested the need for a separate recreation committee. Meadow volunteered to be a liaison between the SB and Chuck and Martha (committee members working on rec). Holly noted the ARPA Committee is meeting on August 29<sup>th</sup>, hopefully to finish work requested by the SB. SB decided to meet at 6:00 on September 8<sup>th</sup> to hear the ARPA report before the regular SB meeting.

**Financial** ~ Gail reported end of year reports are not yet ready, progress is being made on the auditor's recommendations. Kevin moved and Meadow 2<sup>nd</sup> to approve the following warrants, all voted in favor.

### **Payroll**

*#2 dated 7/16/22 for \$3,114.02*

*#3 dated 7/23/22 for \$3,584.98*

*#4 dated 7/30/22 for \$5,448.75*

#5 dated 8/08/22 for \$2,412.43

**Accounts Payable**

#2 dated 7/18/22 for \$12,821.39

**To-Do Follow Up List** ~ SB reviewed, removed some that were done or no longer needed.

**IT/Cyber Security** ~ SB asked that this proposal be added to the ARPA Committee's report on the SB meeting on 9/8.

**IDEAL Vermont** ~ Information was forwarded to the E & I Committee.

**Zoning Board of Adjustment Vacancies** ~ There are two vacancies, Todd Dennis, Michael Fallar, Doug Fontein, and Ed Hasenohr, all volunteered to serve. After brief discussion, SB decided to ask each for a brief statement why they want to serve and what they bring to the ZBA, for their meeting on 9/8.

**Feed Back Forms** ~ Meadow read the first, from Nancy Gucker Birdsall regarding posting the SB meetings on YouTube and the town's website, details still need to be worked out, but the SB decided to try it for 6 months – Meadow moved, Cathy 2nded, all voted in favor.

Meadow read the second, from Sherry Johnson and Kim Harbaugh regarding concern for the "Owl" – speaker and camera used for Zoom meetings – when the SB goes into executive session. It has been covered, Meadow advised it would remain untouched and be addressed at the next SB meeting.

**Executive Session** ~ Meadow moved and Kevin 2nded to enter executive session for the purpose of discussion a potential real estate issue at 9:02, Board exited at 9:14. Meadow moved and Cathy 2nded to accept the proposal for a real estate transaction and authorized Gail Fallar, as SBA, to contact an attorney and surveyor, all voted in favor. It was noted that voters will have to authorize final procurement, hopefully at the general election in November.

**Member's Concern** ~ None

**Mail/Correspondence** – None

**Next Meeting Schedule** ~ Thursday, September 8<sup>th</sup>

**Meeting adjourned at 9:15 pm.**

Respectfully submitted,

Gail Fallar, Select Board Assistant