

**Town of Tinmouth  
Select Board  
Thursday, September 8, 2022  
Regular Meeting Minutes**

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

**Others present:**

**Via Zoom:** Sherry Johnson, Kim Harbaugh, Paul Morris, Nancy Gucker Birdsall, Todd Dennis, Frank Sears, Rick Fallar, and Rick Smyrski (Morton Buildings at 7:01).

**In-person:** Eric Buffum- Road Commissioner, Holly Ross-Chair ARPA Committee, Hollis Squier, Alice Hoisington, and Gail Fallar-Select Board (SB) Assistant

**Cathy** called the meeting to order at 6:00, noting the earlier time was to discuss the ARPA (American Recovery Plan Act) Committee's report to the SB.

Holly reviewed her cover letter to the Board and the report regarding individual projects. Cathy presented a spread sheet with a summary of the total costs - \$315,890, noting that no decision had to be made tonight. The ARPA report suggested allowing voters to decide how to spend the money, even though the Select Board has the authority to decide. There was discussion regarding how to engage voters: a special meeting; voting at the general election in November or at town meeting in March; ways to engage or gather input from townspeople; how to share the information gathered (it was suggested that *Tales* and the minutes advise copies of the ARPA report are available at the town office); no decision was made. Cathy expressed concern that this was one time money that should be spent for one-time expenses, not ongoing budget items that would see an increase once the ARPA money was gone.

Board discussed some of the projects, Meadow moved and Kevin 2nded to approve the **town office cyber security project** for \$2,570, all voted in favor. Board decided to continue working on others – will look at estimates for an on-demand generator for the town office (emergency command center) at its October meeting. Board thanked the ARPA Committee for its work, asked for help from them if a community meeting was held.

**Regular Board meeting began at 6:28.**

Board reviewed agenda, no changes made.

Minutes of 8/11/22 were approved with two typos corrected, Kevin moved, Meadow 2nded, all voted in favor.

**Citizen's Input** ~ *Frank* advised that he would be dropping off several old school desks from the former West Tinmouth School, for the Historical Society donated by Susan Sargent and Tom Peters. *Todd* advised he appreciates detailed minutes of meetings, helps those who can't attend. *Hollis* advised the new culvert on Potter's Brook needed more cover over it – Eric advised it's on the to-do list.

**Public Facilities Update** ~

Eric advised that slab for the town garage had been poured, the road crew will install drainage and back fill so that Morton Buildings will have a flat work area. The 1500 gallon special septic holding tank has been ordered. He needs to contact Otter Creek Engineering regarding construction of the stormwater retention pond.

Board authorized 2<sup>nd</sup> payment to Morton Buildings of \$92,676. Materials are supposed to be arriving the week of the 19<sup>th</sup>. Board also authorized payment to Parker Water Wells.

### **Highway ~**

Eric advised roadside shouldering on the newly paved Mountain View Road has been completed. Road crew will be done with town garage site work soon, and get back to road work. He noted Glenn is available to cover his upcoming vacation time; Ron may not be headed out west to fight fires; still working on storm water reports; and he is finalizing reports for the grant-in-aide stormwater work.

**Roadside Wood** – Who owns the wood when trees are cut in the town’s right of way? Hollis advised it had always been thought it belonged to the owner and that if the owner wanted it, but couldn’t get it right away, he would move it out of the right of way onto the property owner’s land. Research will continue, what happens if the owner does not want it, how can the town dispose of it, usually fire wood?

**Driveway Permit** for Doug Fontein and Cathy Reynolds at 400 Route 140 – on the east side of the Tinmouth Cemetery. Cathy moved to the other side of the table to explain the application, Eric advised no conditions were needed, after brief discussion, Kevin moved and Meadow 2nded to approve, both vote in favor, Cathy abstained.

### **Constable~**

Paul advised he was the elected constable for 4 years, would like to be appointed to the position (it is currently vacant), and feels it is necessary to have someone local when a situation arises. Board discussed voters choosing to not have law enforcement authority for the constable and giving the Select Board the authority to appoint, and the cost of training and insurance for constables. Frank suggested the Board review statutes relating to constable duties. After discussion, Cathy moved and Meadow 2nded to table until the SB’s October meeting and have the SBA research insurance costs and duties. All voted in favor.

**More Public Works** ~ Rick Smyrski (arrived at 7) reported the foundation was in; Eric and the road crew did a great job with site work; building material delivery was scheduled for Monday the 19<sup>th</sup>; the crew would start construction a week later, so the structure should be done about a month after that. Plumbing and electrical work will follow that, with a possible turnover date of 11/1/22. He advised he was going on a long-delayed vacation, but the crew foreman would be on site daily and he would have a pre-construction meeting with the Clerks of the Works (Cathy and Eric) the week before he left.

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

**Financial** ~ Board reviewed FY22 end of year reports – balances in Equipment Fund, Paving/Reconstruction Fund, Capital Building Fund, end of year fund balances, and encumbrances in the checking account for other designated special funds. Speaking of those encumbrances, the town treasurer (Gail) advised that with advice from PVR, the Lister Ed Fund was dispersed to the Re-appraisal Fund and to cover overbudget lister costs for FY22, as the tax department now covers lister education expenses (except time). Treasurer inquired about the Citizen Participation Committee’s \$469 holdover from 2012 – Board decided the Equity and Inclusion Committee could request it if they needed it. Original use was for publication and distribution of the Town Operator’s Manual, which a Working Group of the Equity & Inclusion Committee is currently updating.

Board discussed the rollover of the highway budget surplus, and how to handle general fund’s budget surplus – it is usually used for cash flow while waiting for taxes to be paid. Board could ask voters in November or March if they wish to move it to special funds, SB took under

advisement. Board asked that town auditors review models and recommendations and report to the Board in October.

Meadow moved and Kevin 2<sup>nd</sup> to approve the following FY23 payroll and accounts payable warrants, all voted in favor.

***Payroll***

*#6 dated 8/15/22 for \$3,802.67 #7 dated 8/22/22 for \$2,420.39 #8 dated 8/29/22 for \$3,584.98 #9 dated 9/06/22 for \$3,521.39*

***Accounts Payable***

*#3 dated 7/25/22 for \$11,322.96 #4 dated 8/8/22 for \$13,732.12 #5 dated 8/15/22 for \$34,675.59 #6 dated 8/22/22 for \$10,774.56 #7 dated 8/29/22 for \$14,765.95*

**Bond Bank Requisition** ~ After brief discussion, Meadow moved and Kevin 2<sup>nd</sup> to authorize the Select Board Chair (Cathy) and Treasurer (Gail) to sign any paperwork needed to draw down the \$339,500 of bond money. All voted in favor.

**Zoning Board of Adjustment Appointments** ~ There are two openings, three people have expressed interest in serving, one withdrew. See Executive Session below.

**Old Town Garage** ~ Board discussed using some of the highway FY22 surplus in addition to regular budget building maintenance to fund painting (\$7500-\$8,000), replacing people doors, fixing the roof, and adding overhead doors on the south side – they currently slide from side to side. No decision was made – Eric had left the meeting by this point.

**Upcoming Budget Work** ~ SBA noted that there most likely will be a big increase in health insurance premiums, need to remember that benefits are used to support employee dedication – being on call all winter for instance.

**Feed Back Forms** ~ Nancy Gucker Birdsall reported on the process for getting the Select Board meetings on line – she posted it to You-tube, it can be public or private(you need to use a link on the town’s website to access). After brief discussion, Meadow moved and Cathy 2<sup>nd</sup> to use the “public” form for SB meetings, all voted in favor. Nancy will post to PPF. Board thanked Nancy for her efforts.

**Executive Session** ~ At 8:01 Cathy moved and Meadow 2<sup>nd</sup> to enter executive session to discuss personnel issues and for the purpose of discussion a potential real estate purchase, all voted in favor. Board and the SBA attended. Board exited executive session at 8:35.

Meadow moved and Cathy 2<sup>nd</sup> to appoint Todd Dennis and Ed Hasenohr as regular members and Michael Fallar as an alternate to the Zoning Board of Adjustment. All voted in favor.

Meadow moved and Cathy 2<sup>nd</sup> to authorize the Select Board Assistant to proceed with the Purchase and Sales agreement for right of way to the town garage parcel. All voted in favor.

**Member’s Concern** ~ Board discussed moving to monthly meetings, beginning at 6:00, all agreed, will begin with the October 13<sup>th</sup> meeting. Board did agree to a quickie meeting on 9/29/22 to approve and sign a warning for a special town meeting/vote on November 8<sup>th</sup>, if the Purchase and Sales agreement is finalized in time.

**Mail/Correspondence** – VTel letter applying to renew Certificate of Public Good regarding fiber optic program. No action needed.

**Next Meeting Schedule** ~ Thursday, October 13<sup>th</sup> – 6:00 start time

**Meeting adjourned at 8:42 pm.**

Respectfully submitted,

Gail Fallar, Select Board Assistant

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