

**Town of Tinmouth
Select Board
Thursday, October 25, 2023
Meeting Minutes**

(Regular monthly meeting was re-scheduled due to members' conflicts)

Members present (in-person): Kevin Eaton, Meadow Squier, and Judy Gilmore

Others present:

In-person: Michael Fallar, Devon Neary – Rutland Regional Planning Commission (RRPC) Exec. Dir., and Gail Fallar-Select Board Assistant (SBA)

Via Zoom and phone: Eric Buffum-Road Commissioner, Sherry Johnson, Kim Harbaugh, David and Nancy Birdsall, and Rick Fallar

Meadow called the meeting to order at 7:00.

Members reviewed the **agenda**, Gail advised the financial reports were not ready, no other changes.

Minutes of 9/28/23 were approved. Judy moved, Kevin 2nded to approve as written, all voted in favor.

Citizen's Input ~ Eric, as a citizen, requested permission for VAST snowmobilers to travel over the existing trail on the town garage parcel, as in the past. Board agreed by consensus.

Highway ~ Eric reported road grading, leaf blowing, and pot hole filling. A new culvert was installed on North East Road and a giant rock was removed on North East Road as well - Dan Allard and his big excavator was hired for that work.

West Tinmouth Winter Road Maintenance – Board received a letter from Frank Sears advising that he would not be able to plow and sand McCoy Road and Gulf Road this winter due to health issues. Board thanked Frank for his efforts. Board discussed how to proceed – worked on an RFP as there are a couple of interested contractors. Judy moved and Kevin 2nded to approve the draft RFP as edited. All voted in favor. RFP will be posted on FPF and sent to the interested contractors, are due on 11/9/23.

Devon Neary ~ Devon advised that suggestions regarding planning for the transfer station or a Continuation of Operations Plan (COOP) do not meet the requirements of the Municipal Technical Assistance Program. They include municipal water and/or waste water, housing, work force, climate, or economic development. RRPC could do a Community Needs Assessment – after discussion of what that entails, and how to reach everyone in town (not everyone is online). Devon offered to send a list for the SB to review.

Devon also advised that RRPC will begin the update of the Rutland Regional Plan, last done in 2014, from scratch. RRPC wants to ensure that all towns' priorities are addressed and that there is more public input. It needs to be done by May of 2026.

He also noted that there is a new staff person at RRPC to help communities deal with energy planning.

Small Safety Grant Update – Email from the state advised due to the summer floods, paperwork has been delayed a month or two.

Winter Salt Bids – SBA advised that bids were originally due on 10/12/23 – none were received but Apalachee had called and advised they had mailed theirs on 10/6/23. It finally arrived on 10/16/23, post marked on 10/5/2023. Cargill's transporter advised they were not bidding, but would send a proposal, which they did via email (not acceptable per the Procurement Policy). Board had much discussion about how to proceed, have a policy for a reason, should they re-bid,

reject all bids, accept the only bid, etc. In the end, the Board decided table discussion until a special meeting on November 21st to enable SBA to research what other towns have done, did they go out to bid, why Cargill does not want to bid, etc.

Kevin Brown Driveway Permit - Board amended previous Permit as the location of the driveway moved to the old lane way already in existence across the road from the old Valentine barn, it will need a culvert, still needs a distance from the Mtn. View Road intersection.

Grader Lease Proposal ~ Board reviewed, discussed options including budgeting more for the Equipment Fund, advised the Road Commissioner to keep looking.

Truck Replacement Process ~ Eric advised he is still working on it, equipment (plow, wing, dump box, sander) could take 18 months, truck could take from 7 months to 2 years before it arrives.

Salt/Salt Shed Question ~ A question was raised regarding whether the current contract with D & K included a determination of correct size for the structure. It doesn't appear so, but D & K thinks they will be able to do that if needed. Board decided to proceed with both options.

ARPA Funds ~ As neither the fire department or old creamery committee had proposals ready, Board added to agenda for next meeting.

VLCT PACIF and MERP Documents ~ After brief discussion, Meadow moved and Kevin 2nded to authorize the Select Board Assistant to sign documents on behalf of the Town/Select Board regarding insurance coverage and a contract with Vermont's BGS for the energy assessment. All voted in favor.

Forest & Parks Grant Opportunity ~ David spoke to the latest grant available – replanting trees as trees are removed (ash for example) – he will research for next meeting. He did advise that the elm tree planted on the Town Green needed to be taken down – it has been struck by lightning a time or two and is not doing well. He will take care of it, as he is the Town's Tree Warden.

Bills and Orders ~ Board reviewed warrants, Kevin moved and Judy 2nded to approve all. All voted in favor. Payroll warrants #13 dated 9/30/2023 for \$ 3,701.15, #14 dated 10/9/23 for \$4,634.06, #15 dated 10/16/23 for \$1,643.47, and #16 date 10/23/23 for \$2,855.11 and Accounts Payable warrants #12 dated 9/28/23 for \$ \$45, 365.00, #13 dated 9/30/23 for \$36,410.94, #14 dated 10/9/23 for \$3,491.55, #15 dated 10/16/23 for \$7,575.19, and #16 dated 10/23/23 for \$7,553.37.

Feedback Forms ~ Meadow read form FBF from Kim Harbaugh and Sherry Johnson regarding guidance for committee/board chairs regarding how to make a hybrid meeting (in-person and via Zoom) successful for all participants. Only allowing one person to speak at a time, identifying speakers, better screen sharing of materials presented in-person, and adjusting the Owl (speaker and camera system) in regards to the video being recorded. SB advised they would with other towns to see if they have procedures that can be shared.

Gail advised that Rick was still waiting for a response from last month, other than the, “we will take it under advisement” given to his feedback form encouraging the Select Board to continue the discussion regarding the job description for the road commissioner. Board decided to add that item to the agenda for its November 9th meeting.

Meeting adjourned at 8:27 pm.

Respectfully submitted,

Gail Fallar, Select Board Assistant