

**TOWN OF PEACHAM
SELECTBOARD
SPECIAL MEETING MINUTES
Wednesday March 21, 2018**

UNAPPROVED DRAFT

Present:

Selectboard Members: Mike Heath, Nattie Emmons, and Tim Scott

Selectboard Clerk: Melissa Laurita Kohl

Public: Mike Bruton, Road Foreman Jeremy Withers, Zoning Administrator Bob Hansen, Paul Luciano, Harry Vann, Emergency Coordinator Neil Monteith, Jonathan Kaplan, Charlie Brown, Town Clerk Tom Galinat, David Jacobs

The meeting was called to order by Selectboard Clerk Melissa Laurita Kohl at 6:32PM.

ACTIONS:

Carried Forward From Previous Meetings & From Today's Meeting:

1. Nattie will put the long board up on the Snow Roller Barn.
2. Emergency Hazard Mitigation Action Plan - Tim attending the required training
3. The Drug & Alcohol Policy will be sent to the town lawyer when a draft is complete.
4. Melissa will submit reimbursement request to NVDA Municipal Planning Grant.
5. Tom will get a quote for a new furnace after he sees the report from the energy audit.
6. Melissa will look into watermarking "draft" on unapproved minutes. Or possibility of a stamp.
7. Jeremy will do "reasonable suspicion" training related to the Drug & Alcohol Policy that will be adopted.
8. The town clerk's office will look into David's concern about the second test in the Drug & Alcohol Policy draft.
9. Tim will look into a thermostat that sends out alerts in the case of potential freezing since the town hall almost froze when the boiler went out over the weekend.
10. Melissa will advertise in paper - accepting applications for full time road crew member.

MINUTES:

1. Selectboard Organizational meeting:
 - a. Elect a Chair - **Nattie moves to elect Tim Scott as Chair of the Board. Mike seconds. All in favor. So moved.**
 - b. Appoint a Clerk to the Selectboard - **Tim moves to appoint Melissa Laurita Kohl as Clerk to the Selectboard. Nattie seconds. All in favor. So moved.**
 - c. Determine meeting rules - **Tim moves to accept modified Robert's Rules of Order as meeting rules. Nattie seconds. All in favor. So moved.**
 - d. Determine date and time of meetings - **Tim moves to set the regular meeting time as the first and third Wednesday at 6:30pm. Nattie seconds. All in favor. So moved.**
 - e. Determine process for setting agendas - Melissa discussed the different ways chairs have set the agenda in the past and what the process has been recently. **Tim moves to continue setting the agenda by 1pm on the Monday before the Wednesday meeting. Nattie seconds. All in favor. So moved.**
 - f. Open Meeting Law Best Practices - Melissa shared a document of the most important considerations for Selectboard members.
2. Additions to the Agenda for any additional business this meeting
 - a. Hazard Mitigation Plan
 - b. Zoning Violation Update
3. Hazard Mitigation Plan
 - a. Once this plan is adopted, it is valid for 5 years. This plan is essential to receive certain kinds of FEMA funding/aid.

- b. This meeting counts toward the community planning process, which is a requirement of FEMA. This meeting is to run through the main hazards that affect Peacham - snow, cold snaps, flooding.
 - c. Neil Monteith discussed some upcoming concerns including the emerald ash borer. Peacham has a lot of ash. It takes 4 to 5 years to kill the tree but once it's here, the emerald ash borer will kill 99% of the ash. A lot of ash on the side of the road that can down lines, so utility companies will probably take them down.
4. Zoning Violation Update: Re: Tony Burrington
- a. Bob wanted to make sure the Selectboard had seen the demand letter from Town Attorney Bill Cobb. Now the Selectboard waits to see how Tony responds to the letter.
 - b. The tiny house is also not compliant with State water and wastewater permits. Burrington is responsible for filing those permits, not the people who are living there and who intend to follow the State law once they own the property.
5. Highway Department Update & Requests
- a. Possible Buy Back of the Black Mack Truck
 - i. The Selectboard discussed the pros and cons of buying back the truck with Tom and Jeremy.
 - ii. The Town is looking to remove the rims, chain, tires, plow, and wing, and a few other pieces. These items can be used with the other trucks.
 - iii. The value for the chain, rims, and tires is \$7,300 and the buy back price is \$5,100. The rest of the truck can also be sold to an individual or for scrap.
 - iv. **Tim moves to buy back the black mack truck for \$5,100. Nattie seconds. All in favor. So moved.**
 - v. **Tim moves to delegate the parting out of the black mac to Jeremy and Tom. Nattie seconds. All in favor. So moved.**
 - vi. **Tim moves to take the residual money from the insurance claim after buying the black mack and put it toward a down payment of the new truck. Nattie seconds. All in favor. So moved.**
 - b. Road Maintenance
 - i. The road crew were in spring maintenance, now we are back in winter. Soon enough we'll be out grading roads, but regular winter road maintenance is continuing.
 - c. One of the road crew is resigning.
 - i. **Tim moves to start the job search for new full time road crew member. Nattie seconds. All in favor. So moved.**
 - d. Grant for New Box Culvert on Aiken Farm Rd
 - i. Shauna Clifford from VTRANS said that Peacham is likely to get the grant for this project and should apply. The due date is 4/15.
 - ii. The project won't be completed in 2018 because you can't get anyone to make a box culvert that quickly.
 - iii. It's a \$175,000 grant. The match is 80/20. The 20% match from the town is mostly labor.
 - e. School parking lot.
 - i. Jeremy gave Mike Heath a rough estimate of what it would cost to resurface the school parking lot. Mike will bring it to the school board meeting.
 - f. Garage water is still an issue. The Selectboard discussed options.
6. Town Clerk Update & Requests
- a. Greeter program at peacham pond
 - i. Peacham received the grant from the State to provide greeters at the pond. The town needs to match \$1,128. The Peacham Pond Association is trying to get enough volunteers to do it, with that volunteer time counting toward the match.
 - b. Town Hall Roof
 - i. Greg Anden was met with for roof. roof peeling on southwest side. 2018 is the last year of the 20 year warranty. The company has agreed to replace

- the portion of roof that is peeling. Greg Anden will do the labor for free if the town pays to do the whole roof. The cost would be \$1,100 for roofing material.
- ii. Greg doesn't recommend snow bars on the roof. The roof is sagging. Holding snow is not advised. He recommends to tear entrance over town clerks roof and have the shed roof extended to over main door and have everyone walk under that.
 - iii. **Tim moves to have the entire roof replaced on the town hall for \$1100. Nattie seconds. All in favor. So moved.**
- c. Tom presented letter from listers to sign that no suits have been made against town for 2017 grand list. The Selectboard signed the "Certificate - no appeal or suit pending". This will be filed with the State.
 - d. There was an anonymous donation to the highway department. The highway department can't accept donations so that there is no favoritism. The town decided to throw a pizza party for highway department with that money.
7. Review and approve minutes of February 14, 2018 and Town Meeting Day 2018
 - a. **Tim moves to approve minutes of 2/14/18. Nattie seconds. All in favor. So moved.**
 8. 2018 Appointments
 - a. Appropriation Committee
 - i. **Tim moves to appoint Mary Ellen Reis and Josette Lyders to the Appropriations Committee. Nattie seconds. All in favor. So moved.**
 - b. Cemetery Commission
 - i. **Tim moves to appoint Cheryl Stevenson, Ron Craig, Michael Bruton, Dean Schoolcraft, and Laura Johnson to the Cemetery Commission. Nattie seconds. All in favor. So moved.**
 - c. Conservation Commission
 - i. **Tim moves to appoint David Stauffer, David Magnus, Neil Monteith, Ron Miller, George Kempton, Anna Rubin, and Alex Maclean to the Conservation Commission. Nattie seconds. All in favor. So moved.**
 - d. Development Review Board
 - i. **Tim moves to appoint Nick Comerci, Matt Kempton, Greg Schoolcraft, Morris McCain, Raymond Young, and Marilyn Magnus(alternate) to the Development Review Board. Nattie seconds. All in favor. So moved.**
 - e. Emergency Management Coordinator
 - i. **Tim moves to appoint Neil Monteith as the Emergency Management Coordinator. Nattie seconds. All in favor. So moved.**
 - f. 911 Coordinator
 - i. **Tim moves to appoint Brian Barney as the 911 Coordinator. Nattie seconds. All in favor. So moved.**
 - g. Fence Viewers
 - i. **Tim moves to appoint Kenneth Bean, Ken Danielson, and George Kempton as Fence Viewers. Nattie seconds. All in favor. So moved.**
 - h. Fire Chief
 - i. **Tim moves to appoint Jeff Berwick as Fire Chief. Nattie seconds. All in favor. So moved.**
 - i. Fire Warden
 - i. **Tim moves to appoint Aaron Morton as the Fire Warden. Nattie seconds. All in favor. So moved.**
 - j. Green-up Chair
 - i. **Tim moves to appoint Lauren Collins as the Green-up Chair. Nattie seconds. All in favor. So moved.**
 - k. Health Officer
 - i. **Tim moves to appoint Joshua Kantrowitz as the Health Officer. Nattie seconds. All in favor. So moved.**
 - l. Assistant Health Officer

- i. **Tim moves to appoint Martha Ide as the Assistant Health Officer. Nattie seconds. All in favor. So moved.**
 - m. Keeper of the Pound
 - i. **Tim moves to appoint Jo Guertin as the Keeper of the Pound. Nattie seconds. All in favor. So moved.**
 - n. Memorial Day Chair
 - i. **Tim moves to appoint Julie Hansen as the Memorial Day Chair. Nattie seconds. All in favor. So moved.**
 - o. Northeast Kingdom Waste Management District Representative
 - i. **Tim moves to appoint Amber Lowell to the Northeast Kingdom Waste Management District Representative. Nattie seconds. All in favor. So moved.**
 - p. NVDA Representatives
 - i. **Tim moves to appoint Annette Lorraine and Jen Surat as the NVDA Representatives. Nattie seconds. All in favor. So moved.**
 - q. Planning Commission
 - i. **Tim moves to appoint Nick Comerci, Marilyn Magnus, Melissa Kohl, and Rene Joly. Nattie seconds. All in favor. So moved.**
 - r. Planning Commission Chair
 - i. **Tim moves to appoint Rene Joly as the chair of the Planning Commission. Nattie seconds. All in favor. So moved.**
 - s. Road Foreman
 - i. **Tim moves to appoint Jeremy Withers as the Road Foreman. Nattie seconds. All in favor. So moved.**
 - t. Service Officer
 - i. **Tim moves to appoint Patty Strader as the Service Officer. Nattie seconds. All in favor. So moved.**
 - u. Sextons
 - i. **Tim moves to appoint Ron Craig and Cheryl Stevenson as Sextons. Nattie seconds. All in favor. So moved.**
 - v. Tree Board
 - i. **Tim moves to appoint David Jacobs (Deputy Tree Warden), Julie Lang, Bruce Maclean, Neil Monteith (Tree Warden) and Dave Stauffer to the Tree Board. Nattie seconds. All in favor. So moved.**
 - w. Tree Warden
 - i. **Tim moves to appoint Neil Monteith as Tree Warden. Nattie seconds. All in favor. So moved.**
 - x. Zoning Administrator
 - i. **Tim moves to appoint Bob Hansen as the Zoning Administrator. Nattie seconds. All in favor. So moved.**
- 9. Peacham Community Housing (PCH)
 - a. PCH bylaws require the Selectboard to appoint a Selectboard member to PCH.
 - b. Charlie discussed PCH's goal to apply for a block grant that could incorporate the science building, improvements to the green, and other Peacham Village improvements beyond PCH's property. The block grant is the last chance to renovate the science building. Otherwise it will likely need to be torn down.
- 10. Update on Logging Project
 - a. The logging project is complete. Clean up will be completed when snow melts.
 - b. The infected red pine can wait. A lot of trees were cut so the town will wait to take out the red pine. Tim said that Matt Langlais did an amazing job overseeing that project. For example, he protected the new growth of maple trees.
- 11. Prudential Committee Member for the Fire District
 - a. Jonathan submitted letter to the Selectboard requesting the Selectboard appoint Cecelia Kane to the Prudential Committee for the Fire District until the February 2019 PFD#1 Annual Meeting.

b. Tim moves to appoint Cecelia Kane to the Prudential Committee of the PFD number 1. Nattie seconds. All in favor. So moved.

c. The PFD will be digging up roads in April or May to repair things. The town and Selectboard can direct people to Jonathan or Larry if they have any complaints or concerns.

12. Personnel Policy Revisions

a. Tom will look into generic policies from VLCT to incorporate some best practices into the town's personnel policy.

13. Discuss potential projects for 2018

a. Mike Bruton brought up bringing water to the cemetery. Tim is okay with exploring this by quantifying cost and putting it into next year's budget.

b. Tim wants to focus on municipal capital maintenance this year.

c. Tennis court - David is calling a meeting on that. Seven community members were interested.

14. Review and Approve Bills

a. The Selectboard reviewed and approved bills.

15. Review Correspondence

a. The Selectboard reviewed correspondence.

Tim moves to adjourn at 8:55pm. Nattie seconds. All in favor. So moved.