

**TOWN OF PEACHAM**  
**MINUTES OF THE SELECTBOARD MEETING**  
Wednesday, October 16, 2019  
UNAPPROVED DRAFT

Selectboard Members Present: Mike Heath, Beatrice Ring, Peter Craig  
Public: Town Clerk Thomas Galinat, Road Foreman Jeremy Withers, Selectboard Clerk Rebecca Washington,  
Paul Evans, Ron Craig, Jock Gill, Jonathan Kaplan, Mel Reis, Karen Lewis, Ed Fowler, Nancy Fowler, Jean  
White, John White, Felicia Fowler, Rick Scholes

1. The meeting was called to order by Chair of the Selectboard Mike Heath at 6:30pm.
2. Additions to the agenda
  - a. Executive session for personnel-Ron Craig
    - i. Moved to agenda item 14.
  - b. Executive session for highway personnel
    - i. Moved to agenda item 12.
3. Peacham Fire District #1
  - a. Reis explained that she went to the most recent Fire District meeting and had many of her questions answered. She complimented the Fire District committee on their work on the water line replacement project and expressed concern over the role of the town with projects of this magnitude. Reis would like to make sure there is good communication between the town and the residents and wanted to start a conversation about the way the Fire District is currently structured.
  - b. Kaplan gave an update on the water line replacement project.
    - i. The project won't be completed until next spring.
    - ii. Paving will start the week of October 21st.
4. Devil's Hill Road-Nancy and Ed Fowler
  - a. N. Fowler wanted to talk about the possibility of upgrading Devil's Hill Road from a class 4 road to a class 3 road for more maintenance throughout the year and plowing during the winter.
  - b. Withers explained that it would be very expensive to upgrade and would require ditching, culvert upgrades, and widening the road.
  - c. John White wondered if the road could get more maintenance even if it isn't upgraded and Jean White pointed out that it is a heavily-trafficked road because Devil's Hill is a destination.
  - d. Ring said that it would be useful to discuss during budgeting.
  - e. Galinat suggested including it on the Town Meeting warning as its own article.
  - f. Discussion ensued.
5. Publicity-Jock Gill
  - a. Gill said that Peacham is not on the state chamber of commerce website and that there could be more of an effort to publicize Peacham.
    - i. Galinat thought that it costs \$450 annually to be on the website.
  - b. Ring would like to understand how it would benefit the town and Heath said that it may not be in the purview of municipal money.
  - c. Reis said that there should be a way to let people know what's going on in town and offered to post press releases to the new website's blog.
6. Lister/reappraisal 2019 overbudget approval-Listers
  - a. The Listers spent more time doing the reappraisal than was budgeted for.
  - b. Galinat explained that, if the reappraisal and Lister salary line items were combined, the Listers will go \$4,400 overbudget in total.
  - c. The Selectboard agreed that the Listers should continue doing their jobs for the rest of the year knowing that they'll go roughly \$4,400 overbudget.
7. Old Business
  - a. Solar project update
    - i. The Selectboard reviewed the data submitted by Dori Wolfe on the options for the town's solar project.
    - ii. The Selectboard will review the numbers further before making a decision.
  - b. Cemetery administration
    - i. No update.
  - c. Town Hall ADA improvements
    - i. Galinat pointed out that the 2019 budget includes money to extend the roof over the gym door but does not include money for the ADA improvements to the ramp and driveway.
    - ii. Heath agreed to get quotes for the ADA improvements.
  - d. Soccer field
    - i. No update.
  - e. Policies: updates for review and adoption
    - i. Accounting, Auditing, and Financial Reporting Policy

- a) **P. Craig moved to adopt the Accounting, Auditing, and Financial Reporting Policy. Ring seconded. All in favor. So moved.**
  - ii. Fraud Prevention Policy
    - a) **Ring moved to adopt the Fraud Prevention Policy as written by VLCT. P. Craig seconded. All in favor. So moved.**
  - iii. Purchasing Policy
    - a) The Selectboard will discuss further at the next meeting.
  - iv. Credit Card Policy
    - a) Galinat changed the policy to reflect the fact that the town has debit cards and not credit cards.
    - b) **Ring moved to adopt the new Debit Card Policy. P. Craig seconded. All in favor. So moved.**
  - v. Cash Receipts, Petty Cash, and Returned Check Policy
    - a) **P. Craig moved to adopt the Cash Receipts, Petty Cash, and Returned Check Policy. Ring seconded. All in favor. So moved.**
  - vi. Personnel Policy
    - a) Galinat updated the health insurance and retirement sections of the Personnel Policy to reflect what the town currently offers.
    - b) **P. Craig moved to accept the amended changes in the Personnel Policy. Ring seconded. All in favor. So moved.**
- 8. New 6-wheeler
  - a. Withers is waiting on numbers from two truck companies.
- 9. Highway Department update
  - a. Withers will talk to Tim Ruggles about putting the Aiken Farm Road box culvert out to bid so that it can be manufactured over the winter.
    - i. Discussion ensued on the bid process.
      - a) The whole project could be put out to bid to general contractors who would then buy the box culvert and do all the work themselves.
      - b) The manufacturing of the culvert could be put out to bid and the town could act as the general contractor so that town trucking could be used.
      - c) Heath wanted to make sure the town follows the purchasing policy.
      - d) Galinat pointed out that having the town do the trucking would save a significant amount of money.
- 10. Town Clerk update
  - a. Catamount Electric installed the panel, meter socket, and one outlet at the Roller Barn. After Green Mountain Power runs the overhead service, Catamount Electric will come back and put in more outlets and lights.
  - b. Galinat confirmed that the project to extend the roof over the gym door is still moving forward.
  - c. Consolidated Communications installed a plug and a box at the Transfer Station and will hook up the service within the next day or two.
  - d. 44%, or \$1,036,599.87, of total taxes have been collected.
  - e. There are still pending changes to the Grand List due to BCA hearings.
- 11. Executive session for personnel: rate of pay
  - a. **P. Craig moved to enter executive session for personnel at 8:45pm. Ring seconded. All in favor. So moved.**
  - b. **The Selectboard came out of executive session at 8:47pm.**
  - c. No action taken.
- 12. Executive session for highway personnel
  - a. **Ring moved to enter executive session for personnel at 8:48pm. P. Craig seconded. All in favor. So moved.**
  - b. **The Selectboard came out of executive session at 8:52pm.**
  - c. **Heath moved to reimburse one of the town employees for their health insurance as per the town Personnel Policy for years previous to the current year. P. Craig seconded. All in favor. So moved.**
- 13. Executive session for pending legal matters
  - a. **P. Craig moved to enter executive session for legal matters at 8:53pm. Ring seconded. All in favor. So moved.**
  - b. **The Selectboard came out of executive session at 9:15pm.**
  - c. No action taken.
- 14. Executive session for personnel-Ron Craig
  - a. **Heath moved to enter executive session for personnel at 9:20pm. P. Craig seconded. All in favor. So moved.**
  - b. **The Selectboard came out of executive session at 9:45pm.**
  - c. No action taken.
- 15. Approve minutes
  - a. The Selectboard approved the September 10, 2019 Special Meeting minutes as written.
  - b. The Selectboard approved the October 2, 2019 minutes as written.
- 16. Review and approve bills

- a. The Selectboard reviewed and approved bills.
- 17. Review correspondence
  - a. The Selectboard reviewed correspondence.
- 18. Adjourn
  - a. **P. Craig moved to adjourn. Ring seconded. All in favor. Meeting adjourned at 9:52pm.**

Peacham Selectboard:

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