

TOWN OF PEACHAM
MINUTES OF THE SELECTBOARD MEETING
Wednesday, April 17, 2019
APPROVED

Selectboard Members Present: Mike Heath (via phone), Beatrice Ring, Peter Craig
Public: Road Foreman Jeremy Withers, Selectboard Clerk Rebecca Washington, Tim McKay, Mary Daly, Dave Stauffer, Laurie Kozar, Larry Jensen, Rose Dedam, Paul Evans, Neil Monteith

1. The meeting was called to order by Chair of the Selectboard Mike Heath at 6:28pm.
2. Additions to the agenda
 - a. LEMP-Neil Monteith
 - b. Fire District project update-Larry Jensen
3. LEMP- Neil Monteith
 - a. Monteith stated that the Local Emergency Management Plan (LEMP) needed to be signed by a Selectboard member who has taken the ICS course.
 - b. Monteith went over the details in the plan.
 - c. **Craig moved to adopt the Local Emergency Management Plan. Ring seconded. All in favor. So moved.**
4. Fire District project update-Larry Jensen
 - a. Jensen said that the Peacham Fire District has finalized a contract with Munson Earth Moving for the project which will run from May 6th-July 20th.
 - b. Munson Earth Moving agreed to use the town-owned corn field next to the fire station as a staging area instead of the triangle in the center of town in an effort to reduce the impact on the town's Memorial Day and July 4th activities.
 - c. Jensen will get the town a copy of the engineering plans and ask about a project plan.
5. Green Up Day
 - a. Heath would like to coordinate the roadside pollinator seeding experiment with Green Up Day coordinator Dedam.
 - i. Dedam agreed to recruit a few volunteers to spread the seeds on Green Up Day on the stretch of Bayley Hazen Road from Jonathan Kaplan's house to the Fickes' house.
 - b. Dedam said that the PTF is not going to do a barbeque this year and that there will be coffee and donuts available at the Transfer Station instead.
 - c. Craig presented a request from two residents in town who want to throw a dance the night of Green Up Day and use some of the Green Up Day funds for either a food truck or a DJ.
 - i. The dance would be from 7:00pm-10:00pm at the Town Hall and would be BYOB.
 - ii. Ring expressed concern about the town's liability in having alcohol consumed on town property.
 - 1) Heath explained that since it would be BYOB, the liability would be on the individual and not the town.
 - iii. **Craig moved to let Jennifer Layn and Jen Surat hold an adult-only Green Up Day dance with a possible food truck and DJ with BYOB, subject to confirmation from the town attorney or town insurance that the liability is not on the town. Heath seconded. All in favor. So moved.**
6. Decision on designer of town website
 - a. Ring put together an analysis of the bids that the town received from Terry Miller and Suzanne Rhodes.
 - i. Both bids achieved the parameters set out in the RFP.
 - ii. Discussion ensued on the details of the two bids.
 - iii. Craig read an email from Town Clerk Tom Galinat which explained the differences between the platforms that the two web designers use, WordPress and Squarespace.
 - b. **Craig moved to choose the designer that uses WordPress, Terry Miller. Ring seconded. All in favor. So moved.**
7. Transfer Station punch card update
 - a. Ring explained that residents would buy punch cards from the Transfer Station with a check, the Town Office with cash or check, or a potential third site such as the cafe or the library. Residents would pay at the Transfer Station with either punch cards or checks.
 - b. Evans said that there is already a cash-handling policy for the Transfer Station in place.
 - i. Heath explained that having cash at the Transfer Station was red flagged by the auditors and that it would be cleaner to have it all go through the Town Office. In addition, the Transfer Station Attendant has concerns about having large amounts of cash at the Transfer Station with no telephone or cell service.
8. Pickup truck sale

- a. Withers got a trade-in value for the old pickup truck of \$1,000 from the Ford dealership.
 - i. Withers suggested that the town sell the truck by bid with a minimum bid of \$1,000. He knows of 5 or 6 local people who are interested.
 - ii. Heath would like to put an ad soliciting bids in the Caledonian-Record.
 - iii. Stauffer suggested putting for sale signs in the windows of the truck.
 - b. Heath said that Ford invoiced the town \$305 for additional fees for the new pickup truck. This \$305 was not voted on at Town Meeting.
 - i. The Selectboard agreed to hold off on paying the invoice until they can find out more about what the additional fees are for. The board will call a special meeting if needed.
9. Traffic calming devices
- a. Heath suggested installing plastic breakaway posts in the middle of the road as speed deterrents.
 - b. Withers suggested buying another radar sign.
 - c. Heath agreed to look into other traffic calming devices.
10. Highway department update
- a. There were some roads that washed out with the heavy rain, but the road crew has a handle on it.
 - b. There are a few troubled culverts that they're working on.
 - c. Withers would like to get the hiring process started for the road crew position that's opening up and would like to advertise in the paper.
11. Decision on RFP for after-school childcare program
- a. Ring presented a draft RFP for the after-school childcare program which included Mckay's plan for how the subcontractor would invoice the town.
 - i. Mckay explained that the provider would collect funds from the state and the families and the town would offset the costs.
 - b. Kozar pointed out that additional staff would be needed if the program was opened up to pre-k children as the RFP draft stated.
 - i. The Selectboard agreed to keep the program structure as close to the current program as possible and to not include pre-k children.
 - c. Kozar said that the current program generally has between 6-11 children per day and that enrollment might change if the cost of the program goes up.
 - d. Stauffer said that he thinks the school budget would have passed as it was at town meeting and is concerned that things are getting too complicated and worries about the town's liability.
 - e. Ring asked Heath what would happen if the program was moved back into the school's budget.
 - i. Heath said that if the school is in penalty, moving the money back into the school budget would come with penalty dollars attached.
 - f. Ring reiterated that the RFP is being sent out for a childcare provider until the end of December and that the provider will carry liability insurance and invoice the town monthly.
 - g. **Ring moved to issue an RFP for an affordable childcare program for the balance of the year 2019. Heath recused himself from voting. Craig seconded. All in favor. So moved.**
 - h. Heath will look at VLCT's best practices for posting and advertising RFPs.
12. Post Office lease
- a. The Selectboard reviewed the lease renewal for the Post Office.
 - b. **Craig moved to sign the Post Office lease when there are enough witnesses and a notary present. Ring seconded. All in favor. So moved.**
13. Town Clerk update
- a. Town Clerk not present. The Selectboard read an emailed update from Town Clerk Tom Galinat.
14. Review and approve bills
- a. The Selectboard reviewed and approved bills with the exception of the \$305 invoice from Twin State Ford.
15. Approve minutes
- a. April 3, 2019
 - i. **Craig moved to approve the April 3, 2019 minutes as written. Ring seconded. All in favor. So moved.**
16. Review correspondence
- a. No correspondence present.
17. Adjourn
- a. **Craig moved to adjourn. Ring seconded. All in favor. Meeting adjourned at 8:31pm.**