

TOWN OF PEACHAM
Wednesday, March 6, 2024
Selectboard Meeting
Hybrid meeting in the Peacham Library Community Room and via Zoom

Attendance

In-person: Peter Craig, Selectboard, Alfred Dedam, Selectboard, Molly Willard, Selectboard, William Kempton, Selectboard, Rebecca Washington, Town Clerk, Jeremy Withers, Road Foreman, Rusty Barber, Neil Monteith

Via Zoom: Andrea Kane, Selectboard, Karen Lewis, David Stauffer, Molly Willard, Selectboard

Minutes

1. Call to order by Alfred at 6:35pm, Wednesday, March 6, 2024
2. Selectboard organization
 - a. Elect a Chair
 - i. **Peter moved to elect Alfred as Selectboard chair, seconded by Will, all in favor, so moved.**
 - b. Determine meeting rules
 - i. Discussion about Vermont League of Cities and Towns recommendation for rules. Board read through the template provided by VLCT in order to make some tailored decisions.
 1. Peter moved to use the VLCT recommendations
 2. Organization
 - a. Item 1 - **Alfred moves to elect Peter as vice-chair, seconded by William, all in favor, so moved.**
 - b. Item 5 – agreement that a second requires a motion
 - c. Item 6 – **Alfred moved to adopt that “members may speak or make a motion without being recognized by the chair” And “Motions to close or limit debate will not be entertained.” Seconded by William, all in favor, so moved.**
 - d. Item 9 – **Peter moved to that “these rules may be amended by the majority vote of the body, and must be adopted annually.” seconded by Molly, all in favor, so moved.**
3. Agendas
 - a. Item 1 – **Alfred moved to adopt “those who wish to be added to the agenda shall contact the Selectboard Chair or the Selectboard Clerk to request inclusion on the agenda.” Seconded by Peter, all in favor, so moved.**
 - b. Item 2 – **Alfred moved that the designated public places in which we post the agenda is on the noticeboard located at the town offices, on the noticeboard outside the library, and on the town website, peacham.org, seconded by William, all in favor, so moved.**
 - c. Item 3 – **Alfred moved to adopt that “any other adjustment to the noticed agenda may be made by majority vote of the body.” Seconded by William, all in favor, so moved.**
4. Meetings
 - a. Item 1 – **Alfred moved that regular meetings shall take place on the 1st and 3rd Wednesday of each month at 6:30pm located in the basement of Peacham Library until further notice, seconded by Peter, all in favor, so moved.**
 - b. Item 2 – **Alfred moved to adopt the same two public locations for special meeting postings, the library, seconded by Peter, all in favor, so moved.**

5. Public Participation
 - a. Item 2 – **Alfred moved to adopt the language “At the end of each agenda item, but before any action is taken by the public body at each meeting, there may be 5 minutes afforded for open public comment. By majority vote, the body may increase the time for open public comment and its place on the agenda.” Seconded by William, all in favor, so moved.**
 - ii. **Peter moved to adopt the rules of procedure recommend by VLCT as tailored by the current board, seconded by William, all in favor, so moved.**
 - c. Determine date and time of meetings
 - i. **Peter moved to meet on the 1st and 3rd Wednesday of the month at 6:30pm at the library, seconded by Will, all in favor, so moved.**
3. Additions to the agenda - None
4. Highway Department Update with Jeremy Withers, Road Foreman
 - a. He knows the roads are rough, but they are trying to make sure all roads are passable.
 - b. Milage certificate – Peacham Pond Road was originally incorrectly listed as 1.89 miles, but it has been corrected to be 1.77 miles based on surveys and deeds.
 - i. **Peter moved to accept the State measurement of 1.77 miles which confirms our Road Foreman’s measurement of 1.77 miles, seconded by Will, all in favor, so moved.**
5. Town Clerk/Treasurer Update with Rebecca Washington, Town Clerk
 - a. Licor licenses
 - i. **Peter moved to give the Town Clerk the authority to approve 1-day liquor licenses for catering or special events in Peacham, seconded by Will, all in favor, so moved.**
 - b. Tax anticipation note – Line of credit for \$300,000
 - i. **Peter moved to authorize the Town Clerk to sign the tax anticipation note not to exceed \$300,000, seconded by Will, all in favor, so moved.**
 - c. Borrowing money for the Town Hall renovation
 - i. Option 1 - VT Bond Bank – outside audit must be done on 2023 year. Would cost \$19,500. Need an audit attorney. Deadline in mid-May. They would fund the full amount immediately with a 2.67% interest rate, but isn’t locked in. Payments would be 5years of payments of \$90,000-96,000 per year.
 - ii. Line of Credit from Passumpsic Bank – operate similar to Tax Anticipation Note. No audit needed. Internal audit accepted. 4.63% interest rate, not locked in. If full amount borrowed this year, there would be 5 payments of \$80,000, which includes interest.
 - iii. Discussion to briefly explain of the purpose of the costs of the renovation.
 1. **Peter moved to authorize Rebecca move forward with the Passumpsic Savings Bank line of credit to get the extra funding for the Town Hall project, Molly seconds, all in favor, so moved.**
 - iv. Town Meeting and Presidential Primary elections went smoothly. Primary turnout was 184 ballots cast, and 125 voters were checked off the entrance checklist at Town Meeting.
6. Town Hall Renovation Request for Bids with Rusty Barber
 - a. Rusty showed the Town Hall renovation plans while explaining some updates and answering questions. Molly recommended looking into VEIC for the HVAC system. Rusty discussed the contract options.
 - b. Peter moved to send the request for bid out for bid as soon as the drawings are finished and the board approves. Peter retracted his motion.
 - c. Peter moved to send out the advertisement for bids with what we have right now so we can get stuff in motion. Rusty doesn’t advise putting out incomplete documents. Molly commented her concerns on sustainability for energy efficiency and protocol for materials, specifically related to

the heat pumps. Peter confirmed Efficiency Vermont did an audit on the building and recommendations. There will be a warned special meeting next Wednesday, March 13th, 2024 at the Town Offices to approve finalized drawings and documents to be able to put the contract out to bid.

7. Emergency Management Coordinator Update with Neil Monteith
 - a. Explained that he must submit a local emergency management plan by May 1st. Requested contact information from the Board for the form he needs to submit. He discussed training, grant, and the hazard mitigation plans.
8. Selectboard Appointments
 - a. Selectboard Clerk
 - i. **Alfred moved to appoint Anna Carvalho as Selectboard Clerk for a term of 1 year, seconded by Peter, all in favor, so moved.**
 - b. Cemetery Committee
 - i. **Peter moved to appoint Annette Lorraine to a 2-year term on the Cemetery Preservation Committee to be transitioned to a 3-year term, Wendy Morgan to a 3-year term on the Cemetery Preservation Committee, Dave Stauffer to a 3-year term on the Cemetery Preservation Committee, and Karen Gallas to a 1-year term to fill Bob Morgan's seat on the Cemetery Preservation Committee after which should be transitioned to a 3-year term, seconded by Will, all in favor, so moved.**
 - c. Cemetery Sexton
 - i. **Alfred moved to accept the recommendation from the Cemetery Preservation Committee to appoint Peter Craig to a 1-year term as Cemetery Sexton, seconded by William, all in favor, so moved.** Peter refrained from voting.
 - d. Conservation Commission
 - i. **Peter moved to appoint Marilyn Magnus and David Magnus to 3-year terms on the Conservation Commission, seconded by William, all in favor, so moved.**
 - e. CUD Representative
 - i. **Peter moved to appoint Jock Gill to a 1-year term as primary CUD representative and Karen Lewis for a 1-year term as alternate CUD representative, seconded by William, all in favor, so moved.**
 - f. Development Review Board
 - i. Alfred commented that he would like to see some more diversity and a better cross-section of the town on this board. Molly commented that she would like to see someone who is familiar with the legislature. Discussion of possibility of expanding board and potential candidates for recruitment. As a commission, there is state mandated cap to the board numbers, which Rebecca believes is 9.
 - ii. **Alfred moved to reappoint Rick Scholes and Morris McCain for 3-year terms on the Development Review Board, and revisit the discussion of expanding the board, seconded by Peter, all in favor, so moved.**
 - g. Energy Committee
 - i. **Peter moved to reappoint Allison Webster to a 3-year term and Bruce Courtot to a 1-year term on the Energy Committee, seconded by William, all in favor, so moved.**
 - h. Emergency Management Coordinator and alternate
 - i. **Peter moved to appoint Neil Monteith to a 1-year term as Emergency Management Coordinator, and Andrea Kane to a 1-year term as Emergency Management Coordinator alternate, seconded by William, all in favor, so moved.**
 - i. 911 Coordinator
 - i. **Peter moved to appoint Sarah Lydon to a 1-year term as 911 Coordinator, seconded by William, all in favor, so moved.**
 - j. Fence Viewers

- i. **Peter moved to appoint Karen Gallas, Kathy Corcoran, and Betsy McKay to 1-year terms as Fence Viewers, seconded by William, all in favor, so moved.**
 - k. Fire Chief
 - i. **Peter moved to appoint Jeff Berwick to a 1-year term as Fire Chief, seconded by William, all in favor, so moved.**
 - l. Green Up Chair
 - i. **Peter moved to appoint Rose Dedam to a 1-year term as Green Up Chair, seconded by Alfred, all in favor, so moved.**
 - m. Deputy Health Officer
 - i. **Peter moved to appoint Katherine Siner to a 3-year term as Deputy Health Officer, seconded by William, all in favor, so moved.**
 - n. Keeper of the Pound
 - i. Empty position – tabled appointment
 - o. Memorial Day Chair
 - i. Empty position – tabled appointment
 - p. NEKWMD Representative
 - i. **Peter moved to recommend Amber Lowell as the NEKWMD representative for a term of 1-year, seconded by William, all in favor, so moved.**
 - q. NVDA Representative
 - i. **Alfred moved to appoint William Kempton to a 3-year term as NVDA representative, seconded by Peter, all in favor so moved. William abstained from voting.**
 - r. Planning Commission
 - i. **Peter moved to reappoint Anna Rubin to a 3-year term on the Planning Commission, and Christian Snow to a 1-year term as alternate to the Planning Commission, seconded by William, all in favor, so moved.**
 - s. Recreation Committee
 - i. **Peter moved to reappoint all individuals on the Recreation Committee for 1 year, seconded by William, all in favor, so moved.**
 - t. Road Foreman
 - i. **Peter moved to reappoint Jeremy Withers as Road Foreman for a term of 3 years, seconded by William, all in favor, so moved.**
 - u. Service Officer
 - i. **Peter moved to appoint Nichole Wolfgang to a 1-year term as Service Officer, seconded by William, all in favor, so moved.**
 - v. Tree Board
 - i. **Peter moved to appoint Christian Snow and Joe Layn to the Tree Board for terms of 3 years, seconded by William, all in favor, so moved.**
 - w. Tree Warden
 - i. **Peter moved to appoint Joe Layn as Tree Warden for a term of 1-year, seconded by William, all in favor, so moved.**
 - x. Deputy Tree Warden
 - i. **Peter moved to appoint Jason Bean as Deputy Tree Warden for a term of 1 year, seconded by William, all in favor, so moved.**
 - y. Zoning Administrator
 - i. **Peter moved to reappoint Robert Hansen as Zoning Administrator for a term of 3 years, seconded by William, all in favor, so moved.**
- 9. Public comment
- 10. Approve minutes
 - a. Agenda item listed the incorrect year for minutes, but the minutes' dates are correct.
 - b. **Peter moved to approve minutes from Wednesday, February 21st, 2024 seconded by Alfred, all in favor, so moved.**

- c. Peter moved to approve special meeting minutes from Friday, February 23rd, 2024, seconded by Alfred, all in favor, so moved.**
- 11. Review and approve bills
 - a. Peter moved to approve bills as presented, seconded by Will, all in favor, so moved.**
- 12. Review correspondence
 - a. Windsong property – documents close to being done, but need a few last corrections
 - b. Red store – update on fire safety inspection – no news
- 13. Executive Session for personnel
 - a. Peter moved to enter executive session for personnel at 9:00pm, seconded by William, all in favor, so moved.**
 - b. Peter moved to exit executive session with no action taken at 9:10, seconded by William, all in favor, so moved.**
- 14. Peter moves to adjourn at 9:11, seconded by Will, all in favor, so moved.

Documents provided to the Selectboard and discussed at this meeting are available by request to the Town Office.