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DATE

November 3, 2015



APPROVED Minutes, Selectboard Meeting

Monday October 19, 2015
7 pm Town Office Building, Lower Level

Meeting called to order, 7:01 pm

Selectboard Members in Attendance: Dori Barton, Nancy Stoddard, Roman Livak, Andrew Hendrickson

Selectboard Members Absent: Helen Keith

Others Present: Ruth Blodgett - Times Ink, Jeff Palin - Member of the Public

Highway

Driveway permit application for 2 driveway cuts at 15 Hinesburg Hollow Road

Motion to approve the driveway permit application was made by Roman Livak, seconded by Nancy Stoddard.

Discussion revolved around the Selectboard taking the advisement from the Town Zoning Administrator that there are no specific restrictions in Town zoning against more than one driveway cut per property unless the request pertains to accessory structures.

Motion to approve the permit passed unanimously.

Special Projects

Roman Livak updated the Selectboard on Moody Road work which is "on track".

The Selectboard discussed the State sponsored online culverts inventory. Dori Barton reminded the Selectboard that they had attempted to schedule onsite visits to view culverts in the various State designated levels of functionality, especially "closed" which means plugged at one or both ends. A tentative onsite meeting was scheduled for 1 pm Monday October 26. Roman Livak forwarded login information for viewing the Town's portion of the State inventory.

Nancy Stoddard updated the Selectboard on the status of the new security system for the Town Garage. So far it has been working well.

Other Business

Dori Barton reminded the board that a draft driveway permit application was in process and may be on the road foreman's desk. A point should be made to complete that revision.

Administration and Planning

Administration

Warrants

4 warrants were signed and returned to the Town Administrator.

Minutes

Roman Livak moved to approve the minutes of the 10.05.15 Selectboard meeting; Nancy Stoddard seconded; the motion was approved unanimously with no further discussion.

Contracts

Andrew Hendrickson presented the Buildings and Grounds Committee's recommendation that the Town move forward with a seasonal plowing contract with Green Mountain Earthworks of Richmond. A motion was not required as the Town Administrator is an authorized agent for contracts such as these.

The Selectboard did want it noted that there was only one bid despite due diligence on the part of the Buildings and Grounds Committee to solicit multiple quotes.

Correspondence

Front Porch Forum sent a request for support on behalf of the Town. The Selectboard decided this would be discussed during the budgeting process.

Other business

The Selectboard decided to table further discussion of MMCTV taping of Town meetings and/or events until Selectboard member Helen Keith could be in attendance.

Planning

Human Resources

The Human Resources Subcommittee submitted four town employee job descriptions for review and approval. Helen Keith (via email) and Andrew Hendrickson had a few questions and suggestions that Nancy Stoddard will incorporate and circulate to department heads for approval where necessary.

MOTION: Roman Livak moved to approve the job descriptions as amended; Dori Barton seconded; no further discussion ensued and approval was unanimous.

Buildings and Grounds

Andrew Hendrickson updated the board on progress in updating the town properties maintenance and improvements database. Certain projects should be fast tracked to be done this year; in particular, improving the lighting on the outdoor stairway to the Town Office lower level. Nancy Stoddard mentioned that the board had already approved moving ahead with soliciting bids. Andrew Hendrickson has bids out with Reliant Electric and Fargo Brook Electric. Nancy Stoddard looked at the budget actuals report and determined that there appeared to be some money available in the Town Office maintenance budget for this year.

Andrew Hendrickson presented the proposal from Waitsfield Champlain Valley Telecom to install a telephone system in place of the collection of phone lines currently used in Town administration. The new system would include multiple lines for the Town Office as well as incorporating the Firehouse and Town Garage.

Again a motion is not required to move forward with this proposal however the Selectboard conveyed a sense of urgency since this issue has been under discussion for some time.

Selectboard Top Level

Dori Barton is continuing to review the Town Plan document.

Other/New Business

The Town Hall Committee requested permission to waive the Town's purchasing policy requiring multiple quotes in purchasing replacement windows for the Town Hall because, of their two quotes, one fell into the lower Purchasing Policy requirements category (under \$5,000) and the other bid was over the threshold.

Roman Livak made the motion to grant the waiver to the Purchasing Policy as long as doing so does not violate any purchasing requirements in the grant funding the project. Nancy Stoddard seconded; there was no further discussion and approval was unanimous.

Adjournment

Roman Livak moved to adjourn; Nancy Stoddard seconded; approval was unanimous.

Meeting was adjourned at 8:08 pm

10/19/2015 – Meeting Date

10/21/2015 – Draft Minutes Posted to the Town Website

11/02/2015 – Minutes Approved by Selectboard

11/03/2015 – Approved Minutes Emailed to Town Clerk for Recording & Website Posting