

# TOWN OF CLARENDON, VERMONT

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## MINUTES

### SELECT BOARD MEETING - REGULAR

MONDAY, January 28, 2019

#### ATTENDEES:

##### SELECT BOARD

Michael Klopchin, Chair

Robert "Bob" Bixby, Clerk

Robert Congdon, Jr.

Cash Ruane

Richard (Rick) Wilbur

Heidi Congdon, Treasurer

Board Secretary Janet Arnold

William Chmielewski, PEG-TV

#### 1. CALL TO ORDER

Chairman Klopchin called the meeting to order at 6:00 p.m.

#### 2. INITIAL PUBLIC INPUT HEARING REGARDING THE SUNNY HILL DEVELOPMENT

With no representative of the applicant in attendance, the hearing will be rescheduled.

#### 3. REVISIONS TO AGENDA

The following additions/revisions to the agenda were noted:

Under "New Business", Rick suggested that the Board investigate strategies for not only ensuring steady revenues to the Town, but potentially increase them, which might be able to offset the inevitable unanticipated expenses.

The Executive Session at the beginning of the meeting was deleted, as Board members concluded that it would not be necessary.

Cash moved to approve the Agenda as amended. Rick seconded the motion, and it passed.

#### 4. MEETING MINUTES

The Board considered the following minutes:

November 19, 2018 (Budget)

December 5, 2018 (Budget)

December 13, 2018 (Budget)

December 18, 2018 (Budget)

January 14, 2019 (Regular)

In light of the volume of minutes to be reviewed and the length of the evening's agenda, the Board elected to address the group of minutes at the next meeting.

**5. APPROVAL OF AP AND PAYROLL WARRANTS**

Accounts Payable and Payroll warrants were executed by the Board.

**6. PUBLIC COMMENTS**

Community members greeted the Board.

**7. HIGHWAY**

Cash reported that the Road Crew has been working long days in light of the spate of recent storms. He also stated that, at this point, given the number of storms, salt purchases are greater than expected at this time. As the next storm approaches, he is hopeful that the weather will relent, but indicated that the Town will do what it takes to ensure that the roads are safe.

Cash also informed the Board and audience about the fact that there has been some recent road damage, including a number of lost shoulders on Walker Mountain Road. As a result, he advised the audience to proceed with caution as the Road Crew works to both keep the roads clear and make repairs once the next storm has passed.

**8. OLD BUSINESS**

None.

**9. NEW BUSINESS**

***a. Town Mowing – Request For Proposal (“RFP”)***

Janet indicated that she is preparing a Request for Proposal (“RFP”) for the coming year's mowing of Town properties, since the Town's previous vendor stated at the end of last year that he would not continue providing the service in the 2019-2020 season. The Board discussed the length of the season, which can vary based upon weather conditions, and other potential contractual parameters. Heidi added that she will be shifting the contract from Calendar Year to Fiscal Year. This will result in an initial bid commencing at the start of Spring 2019 and going through June of 2020. Ergo, it will be for more than one calendar year.

Matt Jakubowski asked if the bid could include the Grange Hall, as this might help to achieve efficiencies for the Town, since a portion for the Grange Hall is itemized for accounting purposes.

Audience members advocated for prompt reporting of damages to cemetery fencing and headstones, as well as thorough trimming, such that the edges of stones and markers are level with the lawn. In addition, trimming should be particularly precise for specific key dates including, but not limited to, Labor Day, Memorial Day, Mother's Day and Father's Day.

The Selectboard suggested that the Town reach out to the previous contractor prior to issuing the bid document, as he will be able to provide guidance on any special needs or issues that should be included in the bid document.

Concluding the discussion, audience members reported that there have again been disturbances at some cemeteries.

***b. Reappointment of Town Health Officer***

Janet indicated that Richard Griffith, Clarendon's Town Health Officer, has indicated that his term is coming to a close, and he would like to be reappointed. The Board briefly discussed the matter, after which Rob moved to reappoint him. The motion was seconded by Bob B., noting that the Chair executes contracts on behalf of the Board. The motion passed, at which time Chairman Klopchin executed the contract on behalf of the Board. The Administrative Assistant was directed to submit the required forms to the State.

***c. Good Points Recycling***

Janet noted that the contract for Good Points Recycling, the vendor the Town utilizes for electronic recycling, is up for renewal. Following brief review by Board members, Robert moved to approve the contract and Cash seconded the motion, noting that the Chair executes the contract on behalf of the Board. The motion passed.

***d. Law Enforcement Issues***

Cash reported that he has been made aware of an older citizen who was ticketed for speeding by one of the designated Deputy Sheriffs in town. That individual elected to go to court, at which time, due to the fact that there was no representative from the Sheriff's Department in Court, the ticket was dismissed.

Rick explained that it is the policy of the Sheriff's Department to appear for all scheduled court appearances, unless exigent circumstances exist. In addition, and in response to prior queries about whether the Sheriff's Department could perform speed control on Route 7, Rick reported that the Sheriff's department cannot patrol that road because it is a 55 MPH road. They can, however, patrol Routes 103 and 133.

***e. Town Officers Reports***

Matt reported that he is not aware of any damage in town as a result of the recent storm, and Heidi reported that the internal auditors will be in the office for several days to audit the books.

**10. ADMINISTRATIVE ASSISTANT REPORT**

***A. Rutland Regional Planning Commission Request***

Janet shared with the Board the next date for the Rutland Regional Planning Commission meeting, in the event anyone is interested in attending. She also highlighted the document provided by Representative Dave Potter showing State projects in Town, all of which are at the airport.

***B. Kingsley Bridge – Notice from the State***

Janet reported that the Selectboard had received a letter from the State Agency of Transportation regarding the results of a recent inspection of the Kingsley Bridge. Repairs are required, as there are deteriorated timbers and other issues requiring attention. It is recommended that supplemental temporary shoring be installed below the southwest lower corner until more permanent repairs can be made. Cash added that there had been a meeting

scheduled at the site to discuss what will need to be done to repair the historic bridge, but that meeting was canceled due to inclement weather, which resulted in a number of necessary individuals being unable to attend due to the storm.

#### **11. SELECTBOARD CONCERNS**

Bob asked about planned projects on the river, and the Board indicated that the last word was that those would be pursued in spring, when weather conditions are suitable.

Robert and the Board extended their thoughts and prayers to the Knox family as they navigate a very difficult time.

#### **12. CITIZEN COMMENTS**

Marjorie Southard gave a heartfelt “shout out” to Gloria and Heidi for all the work they do.

#### **13. EXECUTIVE SESSION**

At 6:40 p.m., Robert moved to enter into executive session, not to exceed 15 minutes, to discuss confidential legal matters, premature disclosure of which could cause harm to a person or the Town. The motion was seconded by Cash, and it passed.

The Board exited executive session at 6:50 p.m.

#### **14. ADJOURNMENT**

Business having concluded, Cash moved to adjourn the meeting. The motion was seconded by Robert, and with no objection, the motion passed. The meeting was adjourned at 6:52 p.m.