

# TOWN OF CLARENDON, VERMONT

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## MINUTES

### SELECT BOARD MEETING - REGULAR

MONDAY, March 25, 2019

#### ATTENDEES:

##### SELECT BOARD

Michael Klopchin, Chair

Robert "Bob" Bixby, Clerk

Cash Ruane

Robert Congdon

Board Secretary Janet Arnold

William Chmielewski, PEG-TV

#### 1. ON-SITE EXAMINATION OF SUNNY HILL DEVELOPMENT

Board members convened the meeting on location at Sunny Hill Drive at 5:30 p.m., and formally inspected the development in anticipation of the Town taking over maintenance of Sunny Hill Drive and Sherri Lane. There are 18 houses in the development, and Cash noted that, in the spring, when conditions warrant, all grading will be finalized and smaller stone will be laid at the end of the road. Board members also discussed the need to map the underground electric lines to enhance safety for the road crew.

Following the viewing of the site, Board members then returned to the Town Hall. Prior to formally commencing the meeting, Bob, Cash and Mike shared their observations regarding taking over the road. Cash noted that the Town will need to have Green Mountain Power (GMP) provide a map of the underground electric facilities, and Sonny Young noted that GMP has done a field visit. Their survey maps will indicate the locations of the underground facilities.

Cash stated that the roads in the development are currently stable and serviceable, with no erosion, even in the steeper sections. Overall, the roads are holding well. Mike commented that the "turn around", which is not yet completed due to winter weather conditions, will need to be addressed in the spring. Sonny and Cash agreed to work together to resolve final issues, some of which are actually seasonal in nature, and not a matter of the road base or construction being sub-standard.

Having completed their site visit, Board members reconvened at the Clarendon Town Hall.

#### 2. CALL TO ORDER

At 6:18 p.m., Chairman Klopchin continued the meeting at the Town Hall, and welcomed audience members.

#### 3. REVISIONS TO AGENDA

The Board added discussion of mowing bids to the agenda.

#### 4. MEETING MINUTES

The Board considered the minutes of the March 11, 2019 Meeting. Mike called for revisions to the minutes, and with none noted, Robert moved to approve the minutes as presented. Bob seconded the motion, and it passed.

#### 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

##### *a. Proceedings for Town to Take Over Maintenance of Sunny Hill Drive Development*

The Board discussed the site visit to the Sunny Hill Drive development (see above), and a group of Sunny Hill residents, who were in attendance, indicated that they are very pleased with their roads. They therefore voiced full support for the Town taking over the roads.

Mike reported that, based upon the site visit just completed (see above), the roads are up to standard. As a result, the issue will be addressed by the full Board at its next meeting on April 8. Mike commented that, as the road improvements come to conclusion, some of the newspaper boxes may need to be relocated.

Chairman Klopchin indicated that the Town will take official action to take over maintenance of the Sunny Hill Road development at its next meeting.

***b. Execution of State of Vermont Certificate of Highway Mileage***

The Board indicated that this will be addressed at the Board's next meeting.

**8. OLD BUSINESS**

None.

**9. NEW BUSINESS**

***a. Clarendon Elementary School – Potential Dates for Commencing Community Project***

Fred Valastro, Principal of Clarendon Elementary School, joined the Board to provide an update on the proposal for a community walking path. He was chagrined to report that the school did not get the grant, as a result of which the school is now focusing on the walking path, which was their first step in the grander plan. He provided a "Request for Partnership Support of the Walking Path". He indicated that a community member has offered to skim the soil from the walking trail, and there have been some offers for heavy equipment to use. He discussed a number of potential specifics for the project, indicating that the school's plan dovetails well with the Town's planning. Mr. Valastro also noted that they have already worked with the state to assess soils and wetlands, and there are no wetlands in the area for the walking path.

Cash indicated that the Town is going to have very limited available funds for the project. It has been a particularly hard winter, so the highway budget is stressed. As a result, there may not funds be available.

Audience members noted that there are opportunities for donation to such a community effort, and Robert suggested that there may be other options available. Audience members discussed a number of different potential avenues, after which Mr. Valastro and Clarendon Emergency Management Coordinator Matt Jakubowski discussed potential businesses in the area that could offer assistance.

***b. Town Liquor Licenses***

Town Clerk Gloria Menard presented the approved liquor license for Loretta's Good Food Deli for Board approval. Robert moved to approve the license, Cash seconded the motion, and it passed.

***c. Consideration of Draft Ordinance re: Sale and Distribution of Marijuana***

The Board reviewed two different draft marijuana ordinances modeled after those that have been adopted in other towns. Mike emphasized that the Selectboard has the authority to create ordinances, and suggested that a draft be reviewed by the Vermont League of Cities & Towns to secure their input before moving forward, so as to ensure that the action the Town proposes to take will be supportable. Heidi noted that she has already reached out to the VLCT to examine the issue. Other audience members voiced their opinions regarding the bounds of the draft ordinances, and whether hemp or other substances should be addressed as well.

Discussion with Board and audience members ensued, examining a number of different aspects of any proposed ordinance. Robert noted that the Board must be clear on what the process requires, after which Mike suggested the Town get a formal opinion from the Vermont Leagues of Cities and Towns (VLCT) on the issue, emphasizing that whatever action the Town takes on the subject, it must be within the bounds of current law.

***d. Reappointment of Members of Recreation Committee***

Robert noted that reappointments to the recreation committee were approved at the last meeting. However, should any member of the recreation committee not wish to continue on

that committee, they should make their wishes known to the Selectboard as soon as possible so new members can be named.

***e. Reappointment of Members of Rutland County Solid Waste***

The Board discussed this position, noting that there hasn't been much interest voiced. As a result, the Board indicated that they are seeking interested parties to take the position.

***f. Mowing Bids***

The Board reviewed the draft contract for mowing, and provided input. The Board noted that, per the terms of the draft, the Town must do a "Request for Bids" as specified in Article 1. Audience members also questioned the period of the contract, which is for more than one calendar year. Heidi indicated that, for this contract, the Town will be transitioning to a fiscal year contract, which is why this contract is for more than one year. Audience members expressed differing opinions as to the period of the contract, and the fact that it is transitional contract. Heidi explained that the contract term is for more than one calendar year so as to synchronize the contract with the fiscal year. The Board then discussed what information from the contract must be provided in the Request for Bids ("RFB"), and the Board, Treasurer and audience members provided input. Following additional discussion, Robert moved to publish an RFB, including specifications for the work to be performed, in the newspaper. Bob seconded the motion, and it passed.

**10. TOWN OFFICER REPORTS**

Heidi reported that the Town is entering a very busy time, with a State grant audit scheduled for tomorrow (Tuesday, March 26). Next Sunday (March 31) the accounting firm of Sullivan Powers will be conducting the annual external audit. Finally, the Vermont Leagues of Cities & Towns (VLCT) will be performing a Worker's Compensation audit next week.

**11. ADMINISTRATIVE ASSISTANT REPORT**

Janet reported that she will be working with Heidi and the State Agency of Transportation as they conduct a Grant Assessment tomorrow.

She was also very pleased to report that the Town received a letter from an individual in Scranton, Pennsylvania, who is generously donating an antique Queen Elizabeth clock, circa 1890, to the Town. The letter indicated that his grandparents loved Clarendon, and he expressed his desire to have their clock placed in the Town Hall. Board members were very pleased with the thoughtful gift to the Town, and all expressed gratitude. Robert moved to accept the donation, with the thanks of the Town and the people of Clarendon. Cash seconded the motion and the motion passed.

**12. SELECTBOARD COMMENTS**

Bob Bixby commended the Road Crew for their diligent work through the recent round of storms. Cash shared that sentiment, commending the road crew, and indicating that, because of the numerous winter storms as well as a "real mud season", road expenditures are likely to be over budget. He noted that the crew is making every effort to economize in other areas, and thanked Art Menard for providing some parts that will save the Town quite a bit of money.

Robert noted that the new road standards are out, and the Board should take a close look at them, as there have been numerous changes. Comments on the new Standards are due on or before April 26, 2019.

Marjorie Southard asked about the status of the Hazardous Mitigation Plan, and Matt Jakubowski indicated that the Mitigation Plan is not due until next year (2020).

**13. ADJOURNMENT**

Business having concluded, Rob moved to adjourn the meeting. Cash seconded the motion, and the meeting was adjourned at 7:02 p.m.