

# TOWN OF CLARENDON, VERMONT

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## MINUTES

### SELECT BOARD MEETING - REGULAR

MONDAY, JUNE 24, 2019

#### ATTENDEES:

##### SELECT BOARD

Michael Klopchin, Chair  
Robert "Bob" Bixby, Clerk  
Robert Congdon, Jr.  
Cash Ruane  
Richard Wilbur

##### MEDIA

William Chmielewski, *PEG-TV*

#### 1. CALL TO ORDER

Chairman Klopchin called the meeting to order at 6:03 p.m.

#### 2. ADDITIONS/DELETIONS TO AGENDA

Robert moved to add, under Highway, the opening of paving bids, and under "Old Business", matters regarding the R. Clark Forest. With those additions, Cash seconded the motion, and it passed with no opposition.

#### 3. APPROVAL OF MEETING MINUTES

The Board reviewed the meeting minutes of the June 10, 2019 Selectboard Meeting. Robert moved to approve the minutes subject to correction. Rick seconded the motion. Robert amended his motion to make approval of the minutes contingent upon confirmation of the correct number of Dog Licenses issued. Bob also noted, under Selectboard Member Concerns, that the last line should specify a concern regarding speeding on Middle Road. With those corrections, the motion passed.

#### 4. PUBLIC COMMENTS

No comments were offered.

#### 5. ROAD COMMISSIONER REPORT

Cash reported that the recent spate of storms has caused significant damage to the roads. Gorge Road remains closed with a large washout off the end of the road, and numerous other areas where damage needs to be repaired. He has been in contact with both the Airport and VTRANS and will continue to work with them. He noted he has already commenced preparation on FEMA paperwork in the event that an emergency is declared, so that the Town can be proactive in submitting applications for aid. Mike added that the Board has conducted site visits, along with personnel from Markowski Excavating to assess what will likely be necessary. Cash also indicated that another large culvert at the western end of Gorge Road washed out. This culvert was one slated for replacement in the next five years. It will now be replaced as expeditiously as possible.

The Board discussed water flow coming from the Airport Industrial Park and the configuration of culverts that resulted in significant damage. Cash stated that it will be a time-consuming and, therefore, costly project. At this time, the road is closed, with Jersey Barriers in place.

Board members then discussed additional steps to ensure that the road cannot be accessed.

#### 6. PAVING BIDS

The Board opened the paving bids that have been submitted, and critically evaluated same, comparing "per ton" pricing and other factors, including the number of jobs bid on. By virtue of the fact that some bidders bid on more jobs than others, Cash indicated that the "per ton" price is key. Selectboard members compared the bids, which came from Wilk Paving, Pike Industries

and Polar. Following review, the Board concluded that the lowest bidder is Pike. The Board then discussed financial resources for the paving work, including grants, as well as prioritization of paving projects. Following significant discussion, Robert moved to approve the Pike Industries bid with the Road Commissioner's recommendations relative to jobs to be performed and order of same. Rick seconded the motion. There was then additional discussion relative to staging of projects, after which the motion passed.

**7. CONTRACT WITH SHERIFF'S DEPARTMENT**

Heidi indicated that there was an error in the original contract, and the Sheriff's Department. As a result, a new contract with the correct dollar figures was presented for execution by the Board. Following Board review, Robert moved to execute the corrected Sheriff's Department contract, with the designation of Rick Wilbur as administrator of the Agreement. The motion was seconded by Bob, and the motion passed, with Rick abstaining from the vote due to the potential for a perception of conflict of interest. As the administrator of the contract however, Rick executed the Agreement.

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

The Chair noted that the AP and Payroll warrants were being circulated for execution by Board members.

**9. ART CLARK FOREST**

Mike indicated that he has spoken with Joe Peterson, and there is currently approximately \$4,000.00 available for clean-up at the Art Clark Forest. The estimated cost from TimberCraft, the contractor, is \$3,500.00. Board members discussed the matter, after which Robert moved to authorize Joe Petersen to facilitate the work on the forest, issue Timber Craft Forestry the budgeted amount of \$4,000.00 and make payments as the contractor completes the work. Cash seconded the motion. There was brief additional discussion regarding contractor insurance, after which Robert amended his motion to include a requirement that the contractor provide the Town with proof of insurance (i.e. insurance certificates). The Board voted on the amended motion, and it passed.

**10. PUBLIC COMMENTS**

None offered.

**11. HIGHWAY**

Cash reported that they are cleaning ditches, replacing culverts and getting the sand stockpile, which is the same salt the State uses, built up. Cash indicated that the cost was to be \$75 per ton. However, just prior to the end of the day, he had determined that there might be an issue with the salt insofar as it may not be the same salt we can contracted for. He will be following up in the coming days and will provide a report at the next meeting.

Bob suggested that the Selectboard go back to monthly meetings with the Road Crew, so different members of the Selectboard can get the feedback of the road crew. Cash noted that he would be willing to step out. Rob C. cautioned against that, as it would undermine the authority of the Road Commissioner.

Board discussed how Board contact could be accomplished without. Rob – meetings should be Cash and one other. Do not remove Cash from the discussion. Mike proposed, one Selectman goes with Cash to a meeting. Bob Bixby noted next Monday morning is free for him. So Bob will go with Cash to visit road crew.

**12. OLD BUSINESS**

None.

**13. NEW BUSINESS**

***a. Burial Request***

Heidi reported that, at the end of last week, the Town received a request for a burial in Chippenhook Cemetery on July 6. She reported that they located the plot, but the Town needs a certificate of cremation. Once that is received, if the Board approves, the decedent can be buried. However, there is some work that needs to be done at the cemetery prior to the service and subsequent interment.

Cash queried whether or not the Town had a contractor already engaged to do the work, and Robert noted that the Board had authorized tree trimming and removal, cemetery fencing repair and replacement and cemetery lawn mowing. The Board discussed the matter, recognizing that, with a burial coming up, time is of the essence. Cash noted that the growth is fairly minimal at this point, and volunteered to do the work in the area of the burial plot in order to ensure that it is presentable for the upcoming funeral. The Board discussed the matter at some length, examining different options to accomplish the goal, including mobilizing members of the cemetery committee and Board members, and use of Board contingency funds.

Following discussion, Robert moved to approve burial in the Keogh Lot (Lot 36). Bob seconded the motion, and it passed.

#### **14. TOWN OFFICER REPORTS**

##### ***a. Treasurer's Report***

Heidi reported that, so far, there has been one applicant for the open position on the Planning Commission. She will be running a final check run on Thursday so everything is processed for the end of the Fiscal Year.

##### ***b. Administrative Assistant's Report***

In Janet's absence due to a family emergency, Mike noted that she had provided VLCT Model ATV Ordinance and Guidance from the Vermont Leagues of Cities and Towns (VLCT), and indicated that the Board would like to begin working on ordinances during the second meeting in July (July 22), at which time the Board will discuss setting up a workshop for that purpose.

#### **15. SELECTBOARD MEMBERS CONCERNS**

Cash noted that the roads still have some erosion that the Town Crew is working diligently to address, so he asked that people in town be mindful and drive safely for the conditions. Rick thanked Cash and the road crew for all their hard work.

#### **16. ADJOURNMENT**

Business having concluded, Robert moved to adjourn the meeting, Bob seconded the motion, and with no objection, the motion passed. The meeting was adjourned at 6:41 p.m.