

TOWN OF CLARENDON BOARD OF SELECTMEN MEETING
REGULAR
April 12, 2021
Minutes

Attendees:

Select Board

Mike Klopchin, Chair
Cash Ruane
Robert Congdon
Rick Wilbur

Heidi Congdon, Treasurer
Katie Nop, Secretary
Gloria Menard, Clerk
Kelly Jakubowski, Delinquent Tax Collector
Bob Underhill, Lister
Matt Jakubowski
Art Menard
Kevin Peck
William Chemielewski, PEG-TV

Call to Order

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

Agenda additions/deletions

Selectman Congdon motioned to add the Certificate of Compliance for Town Road & Bridge Standards and Highway Network Inventory to the agenda under Highway. Selectman Wilbur seconded and the motion passed unopposed.

Approval of Meeting Minutes

Selectman Congdon motioned to approve the Regular Meeting minutes from March 22, 2021 as presented; Selectman Ruane seconded. All of the Board members approved the motion.

Highway

Road Commissioner Report- Road Commissioner Ruane reported that he had heard there may be additional funding to the paving and small structures grant program. Because of this, the Town will be submitting additional paving grant applications, then originally planned. The Road Commissioner hopes for extra moneys to put towards the upper section of Walker Mountain Road.

The Road Crew has been capping and grading the roads as of late.

Driveway Access Permit- Joshua Towler submitted an access permit to Cash for approval. The location is close to the intersection of Route 133, on Walker Mountain Road. The driveway will require an 18-inch culvert. Selectman Congdon motioned to approve the permit and have the Chairman sign. The motion was seconded by Selectman Wilbur, and all members approved.

Certificate of Compliance- Secretary Katie explained that the certification verifies that the Town has adopted the June 2019 Road and Bridge Standards and has a highway network inventory. Selectman Wilbur motioned to sign the certificate and Selectman Congdon seconded. The motion passed unanimously.

Approval of Select Board Warrants

All new warrants and warrants previously signed by the designated Select Board Member were approved and signed by all Select Board Members.

Selectman Congdon motioned to skip Guests as Alex Ramage was not present, and come back to it when he arrived. Selectman Ruane seconded and all approved.

Public Comments

N/A

Old Business

Sign Letter to Cindy Davis- Selectman Congdon motioned to have the whole Board sign the letter of thanks and Selectman Wilbur seconded. Selectman Congdon read the letter aloud. It explained the Board's thankfulness to Cindy for her years served on the Cemetery Committee. The motion passed unopposed.

Open Bids for Morton Property- The Board received one bid for the Morton Property from the Casella Group, who are the abutting property owners. The bid came in at \$5,202. Selectman Congdon motioned to accept the bid, and Selectman Ruane seconded for discussion. Chairman Klopchin confirmed that the listing had been posted for 30 days, and it had. The motion passed unanimously.

Office Appointments for RAS, Rec Committee, and Cemetery Committee- Robert motioned to appoint all those who had submitted letters of interest be appointed to the respective committees that they were interested in, granted that Kevin Peck write a letter of interest before the end of the night, and Selectman Wilbur seconded for discussion. The Chairman had previously requested that all interested parties write a letter if they wanted to be appointed to a certain committee. All of those individuals did, with the exception of Kevin because he had wanted to hear more information about the Cemetery Committee from Cindy Davis before joining. Unfortunately, he had not spoken with Cindy yet. Kevin also asked for clarification on what the Cemetery Committee does exactly. The Board looked to Heidi Congdon, Cemetery Committee member, to explain. She said that the Committee in the past, has gone out to the different cemeteries to see what projects need to get done and report them to the Select Board. Based on the Select Board's recommendation for the projects, the Cemetery Committee will then coordinate them and see to it that they get done. The Board asked that Kevin give Katie a letter by the end of the meeting so that they could appoint him. Mr. Peck gave Katie a letter, and the motion passed unanimously. *the appointments can be found at the end of the minutes*

New Business

Approve Peck Burial - Katie reported that Kevin Peck requested permission to bury his parents in the Chippenhook Cemetery. They have been cremated and the Pecks own a family lot. Mr. Peck provided a map with the dimensions of the lot as well. The Town will receive further paperwork from the funeral home, closer to the time of burial. Selectman Congdon extended the Board's sympathies to the Peck family and motioned to approve the Peck burial. Selectman Ruane seconded the motion and all approved.

Approve & Sign Underhill's Ballfield Hold Harmless Agreement - Selectman Congdon motioned to authorize the Chairman to sign and enter in agreement with the Underhills. Selectman Ruane seconded and the motion passed unopposed. Selectman Congdon thanked Bob Underhill for allowing the Town to use his field.

Bob Underhill- Cemetery Project proposal- Vermont Old Cemeteries Association (VOCA) approached Bob, who is also a member of the Historical Society, about assisting the Clarendon Cemetery Committee with a project at the Clarendon Flats Cemetery. VOCA will provide the expertise, and the Cemetery Committee will buy the supplies and find the

volunteers. Selectman Congdon asked if there were funds that needed to be authorized to be used from the Cemetery Maintenance budget. Bob described the supplies they would need: surpak, cleaner, and probably some brushes. Selectman Congdon motioned to authorize Bob Underhill and the Cemetery Committee, to go ahead with VOCA and their project and have the Treasurer pay the bills associated with that project, up to \$500. Selectman Wilbur seconded for discussion. Kevin Peck explained that they would like to arrange to use a small excavator (hopefully the Town's) to be able to get the monuments back up. Chairman Klopchin clarified with the Board that it would be okay to use the Town's excavator. The Board agreed it would be fine. Bob explained that this a phenomenal opportunity for the Town to be able to work with VOCA. After discussion, all board members approved the motion. Road Commissioner Ruane asked for timing purposes, when the surpak and excavator would be needed. Bob figured mid-May.

Gouchberg Farms Liquor License - Selectman Congdon motioned to approve the Gouchberg Farms liquor license, Selectman Wilbur seconded, and the motion passed unanimously.

Rec Field Parking Area discussion - Chairman Klopchin had suggested that the Rec Committee leave the lower gate open at the Route 7b Rec Fields, during the summertime. The Rec Committee Chair, Matt, would like the gate closed at all times unless the fields are in use. He thought this would be best since some individuals have used the back field to participate in delinquent behavior. Keeping the gates locked will discourage this kind of behavior. Matt also reasoned that keeping the gates locked will provide a safer and cleaner environment for the children and families using the field. Chairman Klopchin suggested the lower parking be resurfaced and a boundary be put up so that cars don't drive or park on the field. Matt wondered if Casella would donate the material to re-do the parking lot and the Town could provide the labor. Kevin Peck suggested contacting Blanchard's who may have pressure treated wood sold for \$2/piece, to use for a parking lot boundary. The Rec Committee will work on getting those projects off the ground. They also decided that the gates will be closed after use and after hours. Selectman Wilbur said he would put a bug in the Sheriff's ear about patrolling the Rec Fields more frequently.

Guests

Alex Ramage did not show up to present his proposal to the Board. Selectman Wilbur said that Alex has a softball league that would like to use the fields and use metal bats. He would get the league fully insured. The Select Board was fine with that as long as all the details were run though the Rec Committee and they were in agreement.

Town Officer's Report

Secretary, Katie, reported that the planning team is continuing the work on updating the LHMP and they will be meeting this week.

Delinquent Tax Collector, Kelly, reported that she will be reaching out to Bill Bloomer and Casella about the Morton property and next steps to take. Kelly was contacted by Ritter about their back taxes and they would like to meet with her. She is going to direct them to the Board of Abatement.

Town Clerk, Gloria, reported that the new phone system will be live on Wednesday. There will be one main line (802-775-4274) with extensions for the different departments. Treasurer, Heidi, thanked Gloria for her effort in getting the phone system updated. Gloria also reported that the Special Election is scheduled for May 18, 2021 with polls open from 10am-7pm. The election is to vote in a school director for the vacant seat on the School Board. Absentee ballots can be requested.

Select Board Member Concerns

Approved April 26, 2021

The Board extended their thoughts and prayers to fellow Board member, Bob Bixby, as he recovers from some health issues.

Adjournment

Selectman Congdon motioned to adjourn 6:44PM, Selectman Wilbur seconded, and all approved.

SIGNED: Mike Klopchin Mike Klopchin, Chair

SIGNED: Bob Bixby Bob Bixby, Clerk

Office Appointments

Regional Ambulance Service Board
Kevin Dougherty

3/23

Recreation Committee
Michael Robilotto
Heather Robilotto

3/22

Cemetery Committee
Kevin Peck
Bob Underhill

3/22