

TOWN OF CLARENDON BOARD OF SELECTMEN MEETING
REGULAR
June 16, 2021
Minutes

Attendees:

Select Board

Mike Klopchin, Chair
Bob Bixby, Clerk
Robert Congdon
Cash Ruane

Heidi Congdon, Treasurer
Katie Nop, Secretary
William Chmielewski, PEG-TV
John Weldon, Contractor Sales Company

1. Call to Order

Chairman Klopchin called the meeting to order at 6PM.

2. Agenda additions/deletions

N/A

3. Approval of Meeting Minutes

Selectman Congdon motioned to approve the Regular Meeting minutes from May 24, 2021 subject to any corrections. Selectman Bixby seconded the motion. The Board found no errors and the motion passed unopposed.

4. Highway

John, Excavator Salesman- Road Commissioner Cash has been hard at work to find bids on different excavators that would suit the Town's needs. He found a new Link Belt 75x3 for the price of \$101,475. This price would include a hydraulic thumb, hydraulic tilt, ditching bucket, digging bucket, blade, and steel tracts. John, the excavator salesman from Contractor Sales Company, said that he recommends this specific machine for the Town. He believes it would be a perfect fit for ditching purposes and brush work. John said that if the Town agrees to purchase the Link-Belt, he would need the Letter of Intent (that states the payment process) signed. Selectman Congdon asked the Treasurer where the Town stands with their finances. Heidi explained that the Select Board budgeted \$90,000 to purchase an excavator. That figure includes the sale of the Town's old excavator. There are moneys available in the Highway Fund Balance to make up the difference. The purchase price would be split into two payments with the initial down payment of \$50,000 on or after July 1, 2021 and the remaining balance of \$51,475 to be paid on or after September 15, 2021. Selectman Bixby confirmed with Cash that this machine was the one he most recommends and is satisfied with. Cash confirmed. He had found bids for similar excavators and he thought this was best bang for their buck and would be a durable, reliable asset to the Town. A Kubota KX 080-4(18,280lbs) was available late fall and would cost \$113,250; while a CAT 310 (21, 188lbs) would cost \$133,385 also available later this year. The LinkBelt is available immediately. John said that as soon as the Letter of Intent is signed, they would order the attachments. Selectman Congdon questioned what the lead time is. John responded, right now they are able to get parts/attachments in about 3-4 days, so the excavator would be ready in a couple of weeks. Jeremy, salesman who was present via Zoom, added that they would need the Town to sign a rental agreement until they are paid in full as well as have the excavator insured. The Board agreed. Selectman Congdon motioned to approve the letter of intent,

signed by the Chairman, and to purchase the LinkBelt excavator in FY22. Selectman Bixby seconded the motion, and all of the Board members approved.

Cash will be selling the current excavator through a private sale.

Road Commissioner Report- The Road Crew has finished grading the roads. They're now working on roadside mowing and ditching. Katie reported that Clarendon's grants have been "recommended for approval" for the paving on Walker Mountain Road, and the Hawkins bridge on Creek Road. They're still waiting for official word though.

Downed powerlines / trees- Cash made a public service announcement to not touch trees that are down especially if they've downed a power line. Do not touch the tree OR the powerlines. It can be a very dangerous situation so please wait and let professionals handle it.

Public Works Mutual Aid Agreement- Selectman Congdon motioned to not enter in the Public Works Mutual Aid Agreement, and Selectman Bixby seconded. Katie explained that Steffanie from RRPC asked Clarendon to reconsider after giving a bit more information on it. She likened the agreement to that of the Fire Department's mutual aid response agreement; you can assist a Town and bring in the equipment, but can also decline to help. Additionally, the benefit of this agreement is that if there was a FEMA disaster and a neighboring Town used our equipment, Clarendon would be eligible for reimbursement. The agreement is only for one year and requires re-upping annually to be a part of it. Selectman Congdon said that he stood by his motion. It passed 2-1.

Temporary Flagger Position- Cash expressed his need for an additional flagger to help out on a project on Walker Mountain Road. He reached out to a couple different flagging companies and they were three weeks out. There should be at least 2 flaggers for safety reasons. Because of the delay in getting a flagger, Cash asked the Board to consider allowing him to hire a temporary employee to flag. Selectman Congdon motioned to authorize Cash hiring a temporary employee as a certified flagger for the 2021 construction season for \$17/hour. Selectman Bixby seconded for discussion. Cash commented that the flagger is responsible for the personnel on the job site, the equipment, and the cars driving by; they deserved to be a paid a fair wage. The motion passed unanimously.

5. 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.

6. Guests

N/A

7. Public Comments

N/A

8. Old Business

N/A

9. New Business

FY22 Grants-In-Aid Letter of Intent-Katie explained that the Letter of Intent needs to be signed by June 25 in order to "reserve" Clarendon's funds. The money from this type of grant is to be used on hydrologically connected roads to bring them up to MRGP standards. These funds must be claimed this fiscal year and to be used for projects next construction season. Selectman Ruane motioned that the Chairman sign the letter of intent, Selectman Congdon seconded, and all approved.

Firework Permit- The permit was for Sherri and John Sylvester of Airport Road. They have requested to shoot fireworks on June 24th and/or 28th. Selectman Congdon motioned to approve the permit and have the Chairman sign, Selectman Bixby seconded for discussion.

Approved June 28, 2021

Selectman Bixby commented that they should be careful and watch the weather conditions as it is on the dry side. The motion passed unopposed.

Uniform Policy / Personnel Policy Recommendations- Cash, Heidi, and Katie went through the personnel policy and came up with recommendations. Katie guided the Board through the different changes, most of which were grammatical. The Board decided to insert VLCT's model policy for sections regarding Equal Opportunity Employment, Harassment and Military Leave. They also added Martin Luther King Jr. Day as an observed holiday. Additionally, the Board changed Snow Day Pay to only available on call personnel (ex: if employee is out of town, he does not qualify for Snow Day Pay). The Board also determined that they would offer health and dental insurance benefits upon hire; previously, new hires had to wait until their probationary period was completed to receive these benefits. After going through the Personnel Policy, the Select Board discussed uniforms, which will be a section in the Personnel Policy. A stipend will be given to all full time Road Crew employees, half of which they will receive July 1, and the second half January 1. They are to purchase clothing specific to the nature of their job (work boots, pants, shirts). Road Crew employees will be reimbursed 100% after approval of the receipt by the Road Commissioner. Katie will be working on finalizing the Personnel Policy with the new changes and will have a copy for the Board to review by the next meeting. Katie informed the Board that their Purchasing Policy and Smoking Policy is due for an update and she can work on that in the next several weeks.

10. Town Officer's Report

Heidi reported that the fiscal year is coming to an end, she is waiting on a few more bills to come in and then will be wrapping up the year. There were a lot of grants received this year and that is why the budget looks the way that it does right now.

Katie brought up that she had received a complaint from an individual that the mowing company may have been causing damage to head stones. She made them aware of the damage and sent a friendly reminder to be cautious and follow the contract's instructions. The Board decided they would wait for a response from the mowers and discuss at the next meeting if needed.

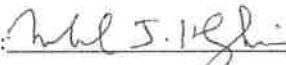
11. Select Board Member Concerns


The Board told Cash that they had heard from many residents in Town that they are pleased with the roadside mowing. Cash said he would let the Crew know.

The Board eliminated the Executive Session as it was no longer needed

12. Adjournment

Selectman Congdon motioned to adjourn at 7:20PM, Selectman Ruane second and the motion passed unanimously.

SIGNED:  Mike Klopchin, Chair

SIGNED:  Bob Bixby, Clerk