

**TOWN OF CLARENDON BOARD OF SELECTMEN SITE VISIT**

**August 22, 2022**

**97 Teer Road**

**Minutes**

**Attendees:**

Select Board

Mike Klopchin, Chair

Bob Bixby, Clerk

Robert Congdon

Art Menard

Katie Nop, Secretary

Gloria Menard, Clerk

Mike Lanfear

Mike Lanfear, Jr.

Pat Lanfear

Rose Lanfear

**SITE VISIT NOTES:**

The Lanfear family presented the Select Board with pictures of Teer Road that runs along their property. The pictures showed snowbanks that had been plowed very close to their well, and pictures that showed deep washouts due to rainfall and lack of proper drainage. The Lanfears property is situated at the bottom of a winding hill. The hill had boards placed along the guardrails to guide water. Previously the boards had cutouts to allow water to flow down the bank, not down the road. However, the road has been built up with gravel and the cutouts have been plugged. Pat Lanfear was adamant that the town doesn't take any more of her property, as she feels the road has been getting wider. The fence along their property currently lies in the town's ROW according to the most recent survey filed. The group also discussed the ditching work that was done by Markowski's several years ago. Selectman Congdon explained MRGP requirements and the ditching the state requires with projects under the permit. The section of Teer Road that runs in front of the Lanfears is marked as medium priority under MRGP. The Board and Lanfears decided that unplugging the boards along the guardrail may alleviate the road washing out along their driveways. The site visit was then concluded.

SIGNED:  Mike Klopchin, Chair

SIGNED:  Bob Bixby, Clerk

**TOWN OF CLARENDON BOARD OF SELECTMEN MEETING**  
**REGULAR**  
**August 22, 2022**  
**Minutes**

**Attendees:**

Select Board

Mike Klopchin, Chair

Bob Bixby, Clerk

Robert Congdon

Cash Ruane

Art Menard

Heidi Congdon, Treasurer

Katie Nop, Secretary

Gloria Menard, Clerk

Matt Jakubowski, Fire Chief

William Chmielewski, PEG- TV

**Call to Order**

Chairman Klopchin called the meeting to order at 6PM.

**Agenda additions/deletions**

Selectman Congdon motioned to add a driveway permit under Highway, Selectman Bixby seconded, and all approved.

Selectman Ruane motioned to add a short executive session to the end of the meeting, Selectman Bixby seconded, and the motion passed 4-0.

**Approval of Meeting Minutes**

Selectman Bixby motioned to approve the Regular Meeting minutes from July 25, 2022 as presented and Selectman Congdon seconded the motion. All Board members approved.

**Highway**

*Road Commissioner Report-*

The road crew has been working on the back of Teer Road which is a grant funded project. The work is almost complete. The Cold River berm removal project has also been completed, which had been long overdue.

*Driveway Permit*

There was an access permit submitted for approval by Tim Colvin. The access requested is across the road from Jack Flood's house (just past the Town Hall). Selectman Congdon wondered if that was actually "Town Common" property. The Board tried to recollect the history of it. They asked that the property issue be clarified before granting approval. Gloria offered to check the survey maps.

**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.

**Guests**

*Matt Jakubowski-*

Approved September 12, 2022

Rec Committee Chair, Matt Jakubowski, reported that the 7b Rec Fields have not been mowed in over a month. Chippenhook field has been mowed but it was probably done by a neighbor or Little League parent. Matt tried emailing Guilmette Landworks, with no response. Selectman Menard motioned to terminate the current contractor and have Matt hire someone else for the rest of the season. The Board reviewed the termination clause in the contract. Selectman Congdon seconded the motion and all approved. Selectman Menard amended his motion to include a letter from the Select Board notifying him of the termination, with Chairman signature, and Selectman Congdon seconded. The motion passed unanimously. The Board also asked that the letter be sent certified mail.

### **Public Comments**

N/A

### **Old Business**

#### *Heat Pump quote-*

Katie received a heat pump quote from GSK Climate Control. The quote included 2 options available: 1) have 2 wall mount indoor heat pumps for \$7,728 or 2) 2 wall mount single zone systems for \$7,752. Selectman Congdon motioned to approve the single zone systems from GSK for \$7,752. Selectman Menard seconded the motion and it passed unopposed.

#### *Propane quotes-*

Katie collected propane quotes for the upcoming season from Lake Champlain Coal, Irving, Keyser, Suburban. She requested quotes that included a fix rate for approximately 2,000 gallons. Lake Champlain Coal was \$2.30/gal; Irving was \$1.86/gal; Keyser was \$1.98/gal; and Suburban was \$1.98/gal. Selectman Congdon motioned to accept the current provider's quote (Keyser), and Selectman Menard seconded. The motion passed 4-0. Selectman Congdon amended his motion to include having the Chairman sign Keyser's contract, and Selectman Menard seconded the amended motion. It passed unopposed.

### **New Business**

#### *Internal Financial Control checklist-*

Treasurer, Heidi, explained that it is a checklist that is filled out every year and pertains to the town's financial management. Selectman Menard motioned that the Chairman sign it, Selectman Bixby seconded, and all approved.

*\*the signed checklist can be found at the end of the minutes\**

### **Town Officer's Report**

Heidi, Treasurer, reported that the town's external audit will begin tomorrow 8/23.

Matt, Rec Committee Chair, reported that BK Services will start mowing the rec fields immediately.

### **Executive Session- Personnel**

Selectman Bixby motioned to move into executive session for 10 minutes beginning at 6:25PM. Selectman Congdon seconded, and all approved.

Selectman Congdon motioned to come out of executive session at 6:54PM and Selectman Bixby seconded. The motion passed unanimously.

### **Select Board Member Concerns**

Selectman Bixby would like to see the Sheriff's Department back in the village with school opening up soon.


Selectman Ruane mentioned that he heard positive feedback from residents when Middle Road was set at 25mph for the berm removal project.

Approved September 12, 2022

**Adjournment**

Selectman Congdon motioned to adjourn at 6:56PM, Selectman Bixby seconded and all approved.

SIGNED:  Mike Klopchin, Chair

SIGNED:  Bob Bixby, Clerk

Financial Management Questionnaire – Towns and Cities

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?		x		Heidi Congdon/Rachael Goffin
Do you reconcile bank and ledger balances monthly?	x			Rachael Goffin
Are checks always written to specified payees and not to cash?	x			
Does the same individual open the mail and deposit checks?	x	x		Treasurer and Town Clerks office both open mail
Are pre-numbered checks used for all bank accounts?	x			
Are unopened bank statements delivered directly to the treasurer as received?	x			
Do you always provide a numbered receipt for any cash payment made to the town?		x		
Have select board members attended financial trainings?			x	
Are bank statements reconciled on a regular basis?	x			
Does someone other than the treasurer review bank reconciliations?	x			
Have you deposited town monies anywhere other than a town account?		x		
Have you deposited any non-town monies into a town account?		x		
Is interest in town accounts apportioned to each account?	x			
Have there been any changes in authorized signatures during the fiscal year?				
Has a signature stamp ever been used for any town account	x			Prior to my tenure
Has there ever been a theft, or unauthorized use of town funds or equipment?		x		
Are financial records maintained in a computerized system?	x			
Does the town have written policies and procedures for financial operations?	x			
Does each town official have copies of these policies and procedures?	x			
Have you attended trainings on recordkeeping?	x			
Are checks written by the same individual who approves payments?	x	x		
Are you a participant in any business which does business with the town?		x		
Do you maintain separate pages, columns or running balances for each fund?	x			Our computer system maintains each fund
Do elected town auditors attend financial trainings?			x	
Are bank accounts and fund balances reconciled on a monthly basis?	x			
Does the town loan money to town employees?				

As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of Clarendon, Vermont.

Preparer: (signature) Heidi Congdon (printed name) Heidi Congdon Title: Treasurer

Received by Select Board (signature): [Signature] on (date): August 22, 2022