

TOWN OF CLARENDON BOARD OF SELECTMEN MEETING
REGULAR
March 13, 2023
Minutes

Attendees:

Select Board

Mike Klopchin
Robert Congdon
Cash Ruane
Art Menard
George Ambrose

Heidi Congdon, Treasurer
Katie Nop, Secretary
Gloria Menard, Treasurer
William Chmielewski, PEG-TV
Bob Bixby
Kevin Peck

Call to Order

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

Election of Board Officers

Selectman Congdon motioned to have Mike Klopchin continue as Chair and George Ambrose be the Clerk. Selectman Ruane seconded.

Agenda additions/deletions

Selectman Congdon motioned to have Steve's Country Store liquor/tobacco license under New Business, Selectman Ruane seconded, and the motion passed unopposed.

The Board went back to the motion about election of Board officers since they did not vote on it. The motion passed 3-1. Selectman Menard noted that he voted opposed.

Approval of Meeting Minutes

Selectman Congdon motioned to approve the Regular Meeting minutes from February 27, 2023 and Selectman Ruane seconded. The motion passed 3-0. Selectman Ambrose abstained from the vote because he was not present at the meeting.

Highway

Road Commissioner Report-

Road Commissioner Ruane reported that LaFayette's is coming down on Thursday to look at the guard rails on S. Creek Road.

Town Highway Grant application approval – Cash and Katie are applying for a VTtrans grant for paving. The section would be on Walker Mountain Road from just north of Bowens bridge to Route 133. A part of that section needs to be reclaimed and shimmed/overlay (Bowens Bridge to Wilder's Bridge), while the other part only requires a shim and overlay (Wilder's Bridge to RT 133). Selectman Congdon asked about paving on north Creek Road and if there were funds to do that in addition to Walker Mountain. He questioned if Cash had plans of doing that in conjunction with the box culvert project. Cash said it was going to be pricey to do the section he was thinking, and wasn't sure if there was enough of town funds. Heidi said that for FY23 after receiving paving reimbursement, there's around \$114,000 left in the

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paving budget. Selectman Congdon noted that most town residents like to see road improvements and it wouldn't be good to leave that money untouched. He asked what other section of road in town could be completed with \$100k. Cash mentioned Cold River Road and Squier Road needing improvements. The Board discussed how Squier Road used to be dirt and will have to have the base built up before it could be paved. The Board discussed roads being of high importance and not sitting on the money. Selectman Congdon wondered if you could roll the \$114,000 in to the next year so it goes further. Cash noted Windy Lane and Firehouse Road also being areas of concern.

Katie said that the estimate for Walker Mountain Road is included in the grant application packet, and in that Cash had also gotten an estimate for North Creek Road. Heidi reported that there is a highway fund balance of \$124,000. Katie figured if the town receives the grant for paving Walker Mountain Road, there should be enough town funds to also do North Creek Road. Walker Mtn Road was an estimated \$212,700 while Creek Road was quoted around \$227,000 for reclaim and pave, or around \$103,500 for just shim and overlay. Selectman Congdon thought he had heard from the State that there was going to be additional money put towards paving this year.

Katie said as part of the grant application she needs Board approval of the FY24 Annual Financial Plan (AFP), required by VTrans. The AFP is a reflection of the approved FY24 budget. The Board asked if the Treasurer had reviewed it and she had. Selectman Menard motioned to approve the AFP, Selectman Congdon seconded, and all Board members approved.

The Certificate of Compliance is also part of the grant application and requires Board signature. The certificate indicates that the town is following the State template of Town Road & Bridge standards and certifies that the town has a highway network inventory. Katie thought the Board was good to check off the Road and Bridge box because they approved that document back in 2019. She explained that the VTrans paperwork pertaining to the inventory is slightly outdated because it refers to when towns had to use the Road Surface Management program (a computer software that consolidated all highway inventory) to take inventory of town infrastructure- bridges, dirt roads, paved road, culverts, etc. That management program is no longer supported and Katie has not been able to access the information off of it. Technically the town has a partial inventory because of the Road Erosion Inventory required by MRGP. The state has compiled a culvert inventory, but it doesn't describe when/if there's been updates. The town has a list of its highways and bridges but not the conditions they're in or cost of repair- to make it a complete and up to date inventory. The Board said to have the town's computer service IT take a look at the laptop and see if he can get the information off of it and then go from there. Selectman Congdon motioned to check both boxes on the Certificate of Compliance that the town does comply with the Town Road and Bridge Standards and the network inventory. Selectman Menard seconded and the motion passed unanimously. With all those documents reviewed and approved, Katie will be able to submit the paving grant to VTrans.

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

N/A

Public Comments

N/A

Old Business

Spafford Cemetery/Gene Stone land discussion-

Katie said that the Board had asked her and the Cemetery Committee to reach out to Hugh Spafford if he had any information about the burials on Gene Stone's land. Katie spoke with Hugh and he had no recollection of the burials being town or private. He eluded to the fact that landowners probably figured they were able to have a private burial. Katie said it wasn't a concrete answer one way or the other. Kevin Peck said he reviewed multiple sets of minutes to find if the town had ever approved the burials on the Stone's land and was not successful. He noted that there was a special meeting on October 8, 2007 up at the Spafford Cemetery and it was noted that the Board had "discovered" those 2 plots outside of the cemetery, so the Board had obviously not approved them as town burials. With that information the Board decided to take no further action on the matter.

AARP Community grant review and approval -

Katie presented the Board with the AARP grant application for a speed feedback sign. RRPC suggested that she focus on one location for the sign and it was decided Middle Road would be the focus. She discussed the project timeline, possible staff costs, and project deliverables. The Board decided to change one of the project deliverables and add staff cost to the total grant cost. Selectman Congdon motioned to approve with the edits, Selectman Menard seconded, and the motion passed 4-0.

Purchasing Policy drafting- Katie had presented the Board with VLCT's model policy, Town of Wallingford's and Rutland Town's policies, as well Clarendon's 2004 purchasing policy. Katie said she had highlighted some areas for discussion. One of the topics of discussion were the thresholds for Major Purchases, Regular Purchases, and Incidental Purchases. In the current policy, Clarendon's thresholds were \$3,000 and up for Major, \$500-\$2,999 for Regular, and \$500 and under for Incidental purchase. Katie asked the Board if they would like to keep those numbers or change them, Wallingford's and Rutland Town's were higher. The Board decided on \$5,000 and up for Major Purchases, \$1,000-\$4,999 for Regular Purchases and under \$999 for Incidental. Heidi inquired about how that would work for purchases of commodities. The salt price per tonnage is approved by the Select Board, but the salt bills are well over \$5,000 at a time. Selectman Congdon motioned to table the policy until Heidi, Cash, and Katie could get together and come up with language about the purchasing of commodities. Selectman Ambrose seconded and the motion passed unopposed.

New Business

Letter of resignation from George Ambrose- Lister Position- Chairman Klopchin read George Ambrose's letter of resignation from the Lister position aloud. Selectman Ambrose motioned to accept and Selectman Congdon seconded and expressed his thanks to George for being a Lister for the Town for many years. The motion passed unanimously. Selectman Congdon motioned to post the vacancy for a minimum of 14 days, and Selectman Menard seconded. All Board members approved. Selectman Ambrose added that the Listers are going to be hit with new software so when speaking with a potential candidate for Lister, the Board should consider candidates with computer skill competency.

Appointed Officials discussion-

Katie explained there was some discussion in the office about State statute not requiring certain appointed positions anymore (24 § 871 (b)). There are 3 positions the Board could eliminate if they choose to: Special Police Officer, Grand Juror, and First Constable. Katie said that Mike Pedone who has held Grand Juror and C.J. Frankiewicz who has been First Constable were willing to serve another term if the Board decided to continue with those

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positions. Special Police Officer has been vacant for a couple of years. Selectman Ruane motioned to remove those 3 positions and Selectman Menard seconded. The motion passed unanimously.

Reappointments for Appointed Officials.

Katie asked that the Board figure out amongst themselves who would serve on the Airport Committee and Liaison to the Rutland County Sheriff's Department. Chairman Klopchin will serve as the primary for the Airport Committee and Selectman Menard as the alternate. Selectman Menard would serve another term on both Community Center and Rec Committee. The Board decided to remove Liaison to the VT State Police Advisory Committee because they had not met in several years. Dave Potter and Bob Bixby were willing to serve as Regular and Alternate reps (respectively) to the Rutland County Solid Waste District. Selectman Congdon asked if Dave had been giving any reports on what was going on RCSWD and asked how frequently they met. Katie said if Dave is reappointed then she will let him know that the Board would appreciate email updates after meetings.

Kevin Dougherty was willing to serve on the Regional Ambulance Board again and that would be a three-year term.

Katie said she was still waiting to hear back from 3 ZBA members about their terms.

Selectman Congdon motioned to reappoint all those listed with the Select Board member changes, as well as the ZBA members pending their responses, and fill out proper paper work for RCSWD and RAS. Selectman Ruane seconded. The motion passed unopposed. **see appointed officials page at the end of minutes**

Selectman Congdon motioned to have Katie write thank you notes to those who's positions were eliminated, Selectman Menard seconded, and all Board members approved.

Katie clarified that Cash's Road Commissioner appointment is listed as 3/23 in the town report. That was her mistake- looking back at the minutes, he was appointed for a 3-year term in April of 2020 and the Board said they would reevaluate at the first meeting in April of 2023. The Board will discuss his appointment then.

Steve's Country Market-

Selectman Congdon motioned to approve Steve's Country Market's liquor and tobacco license, Selectman Menard seconded and the motion passed 4-0.

Town Officer's Report

Heidi, Treasurer, gave the Board an updated budget status.

Gloria, Town Clerk, congratulated all those who were elected at the last election.

Select Board Member Concerns

Selectman Ruane advised the public to be careful with the inclement weather coming in.

Selectman Ambrose wondered if on the next agenda there should be a discussion about setting a time limit if a conversation is running long and a solution is not being met. Cash said that within longer discussions it brings up other important matters to discuss.

Selectman Congdon pleaded with the public to exercise their right to vote. The turnout for towns across Vermont was pathetic. For Clarendon, about 300 people made the decision

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for a town of about 2,000. He encouraged the public to get involved. Selectman Congdon wished Dave Allaire all the best as he was not re-elected as Rutland City Mayor.

Selectman Menard agrees with Selectman Congdon but finds the public getting discouraged when their voices are not heard.

Adjournment

Selectman Congdon motioned to adjourn at 7:31PM and Selectman Ambrose seconded, all approved.

APPOINTED OFFICE:	TERM EXPIRES
Airport Committee Mike Klopchin, Primary Art Menard, Alternate	3/24
Community Center (5) Matthew Jakubowski, Chair Bob Bixby Marjorie Southard Art Menard Gloria Menard	3/24
Community Center Board Town Representatives Nancy Buffum Vacant	3/24
Emergency Management Director Matthew Jakubowski	3/24
E911 Contacts/Coordinator Katie Nop, Primary Matthew Jakubowski, Secondary	3/24
Recreation Committee Members (7) Matthew Jakubowski, Chair Art Menard Heather Robilotto Mike Robilotto Sarah Kurnm	3/24
Cemeteries Fact Finding Committee Kevin Peck Bob Underhill	3/24
Tree Warden Vacant	3/24
*Road Commissioner Cash Ruane	3/23
Rutland County Solid Waste District Representatives Dave Potter, Regular Bob Bixby, Alternate	3/24
Rutland County Sheriff's Office – Select Board Liaison George Ambrose	3/24
**Zoning Board of Adjustment (7) Brownson Spencer, Chair John Colvin Gale LiCausi	3/23 3/23 3/23
Regional Ambulance Service Inc. Kevin Dougherty	3/26

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**Road Commissioner appointment will be discussed at SB meeting in April*

***Waiting to hear back*

SIGNED:  Mike Klopchin, Chair

SIGNED:  George Ambrose, Clerk