

TOWN OF CLARENDON BOARD OF SELECTMEN MEETING
REGULAR
April 10, 2023
Minutes

Attendees:

Select Board

Mike Klopchin, Chair
George Ambrose, Clerk
Robert Congdon
Cash Ruane
Art Menard

Katie Nop, Secretary
Gloria Menard, Town Clerk
William Chmielewski, PEG-TV
John Conley, Alpine Construction
Carey Conley
Bob Bixby
Sarah Kumm
Kevin Peck

Call to Order

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

Agenda additions/deletions

N/A

Approval of Meeting Minutes

Selectman Ambrose motioned to approve the Regular Meeting minutes from March 27, 2023 and Selectman Congdon seconded. The motion passed unopposed.

Highway

Road Commissioner Report-
N/A

John Conley, Alpine Construction (Kingsley Bridge contractor)

•Traffic Plan

John Conley from Alpine Construction was present to discuss the Kingsley Bridge rehab. Construction is planned to begin May 15. They will essentially build a steel bridge underneath the Kingsley Bridge for support while they work to replace rotten pieces. The bridge has to be re-cambered. They will jack it up about a foot and half and get the camber in that the way, work on the bottom, with shoring up above. Once cambered, they'll put the bridge back down, to work on the beams above. Timber from bridge will not touch the steel directly. The decking is pressure treated wood while the driving surface is oak.

Road Commissioner Ruane met with John last week about the traffic plan for the bridge closure. He said that Alpine will have staging, vehicles, employees, without a lot of room near the bridge. Cash would like to close Gorge Road. Selectman Congdon asked if the town has to get back to the state with their traffic plan. John said he has a preconstruction meeting with the state which will include the resident engineer and the project manager. He said to let him get through that and then the town can present the detour to the state with Gorge Road as a closure. John mentioned it being a benefit to the town to have Gorge Road closed. All deliveries will come via Airport Road and not the backside of East Street. The resident engineer trailer will be near the airport. There was discussion about putting windows in for lighting. John said that would be something the town could submit to the state for review. The Board was agreeable to closing Gorge Road but would wait to make final plans until John's preconstruction meeting. The Board was in agreement that safety of the work zone was most important. They thanked John and his wife for coming.

Transfer Station- Food Waste

At past Board meetings there have been discussions about putting up a kennel type structure for food waste because of bear issues. Cash said that there's a metal bin at the transfer station that the food waste could be stored in. It has a lock on it and he thought it looked bear proof. Cash said they could put it near the cardboard dumpster so the overall flow of the Transfer Station isn't disrupted. The Board told him to go ahead and do that.

Structures Grant application -

Katie and Cash prepared a VTrans grant application for a structure that's located at the intersection of Walker Mountain Road and Teer Road. They're applying for \$20,000 for engineering/scoping only to determine project costs. Selectman Congdon motioned to approve the grant to submit, Selectman Menard seconded, and all approved.

Teer Road survey-

Selectman Congdon motioned to approve the proposal for the Teer Road survey from Farnsworth Surveys, have the Chairman sign off on it, and send letters to abutting property owners letting them know it will be happening. Selectman Ambrose seconded. Selectman Menard noted that the mylar plat should be included. Katie confirmed that the price of the survey would be \$2395 and include the mylar plat. The motion passed unopposed.

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

Sarah Kumm-

Sarah asked the Board what they were going to do with all the crime going on in Clarendon. She lives on the corner of Route 103 and 7b Central ("Pierce's Corner"). She has found hypodermic needles on her property, drug deals on the pull off near her, aggressive hitchhikers, and trespassers day and night. She mentioned catalytic convertors being stolen in East Clarendon and attempted theft in the village. Selectman Congdon added he encountered an odd run in with a shadowy character on Middle Road. He was checking sap in the family farm's milkhouse at 2:30am and someone came up behind him. Sarah said that just the other day she had a run in with hitchhikers that was not pleasant to deal with. The sheriff had pulled up to the intersection near her, viewed it, and drove away. She's attempted contacting both VSP and the Sheriff's Department and they refer her to the other agency. Robert said that Katie should reach out to State Police on behalf of the Select Board to let them know of this situation. Selectman Congdon said to let Dave Fox know about the situation with the hitchhikers. Sarah has had people walking through her barns and drinking in them. She said something needs to happen at the community level to make a point that crime is not acceptable. Selectman Congdon asked Bob Bixby what had happened to the neighborhood watch on Moulton Ave. Bob said things had fizzled out, but there were plans that citizens were going to take shifts watching the neighborhood. The Board discussed the unfortunate reality of the state they live in and for criminals its "catch and release". The police are doing the best they can do but the court system is not helping decrease crime. Selectman Congdon noted that former Rutland City mayor Dave Allaire was at the State House talking with legislatures about the crime in Rutland County and it fell on deaf ears; no bills have come out of that discussion. Selectman Ambrose asked Sarah if she was going to use the pull off near her property for a produce stand and she said yes, she would like to open it up. She'll have to rope it off and get cameras while it's not in use. Selectman Congdon suggested to keep calling the police with any new instances. The Board also suggested she talk to Jim Hetzel and Bob Bixby about starting up a neighborhood watch program.

Public Comments

Bob Bixby questioned if Gorge Road is closed for the bridge construction, where would the barriers be. Cash said there would be road closed signs near Route 7, but barriers up past the last resident's home.

Old Business

Approved April 24, 2023

Purchasing Policy draft-

Selectman Congdon motioned to approve the purchasing policy as presented and Selectman Ambrose seconded. Katie gave the Board the final version to sign off on. Katie asked if a copy and sign off sheet should be given to employees. The Board responded yes that anyone who will be making purchases receives a copy and sign off sheet. The motion passed unopposed.

New Business

Road Commissioner Reappointment-

Cash Ruane would like to be reappointed as Road Commissioner. Selectman Congdon motioned to reappoint Cash as Road Commissioner for a three-year term, Selectman Ambrose seconded, and all approved. Katie clarified that Cash's appointment would be reevaluated in 2026 and the Board confirmed. They also decided to have the term expire in March of 2026, to match the other town appointments (rather than April '26).

State Opioids Settlement discussion-

There was an email sent to towns from the VT Attorney General office offering towns to sign on to an Opioid Settlement with 5 different companies. If towns did not sign off, their portion would go to the State's Opioid Abatement Fund. In 2023, Clarendon's portion was under \$500. Selectman Menard motioned that the town take no action, and their portion go to the statewide Opioid Abatement Fund, Selectman Ruane seconded, and all approved.

Stone Hedge Liquor License- Selectman Congdon motioned to approve Stone Hedge's liquor license and Selectman Menard seconded. Gloria, Town Clerk, clarified that its for the restaurant as well as the golf course. All Board members approved the motion.

Town Officer's Report

Katie announced that Green Up is Saturday May 6. Green up bags are here at the office and they're free. A dumpster has been ordered. Katie will make a post for the website with more information. The State is trying to be better about tracking Green Up activities so if anyone plans on volunteering, if they could let Katie know how many miles of road they cleaned, how many bags collected, number of volunteers, etc.

Select Board Member Concerns

Cash discussed location of the green up dumpster. It will be down at the Town Garage.

Adjournment

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

**TOWN OF CLARENDON, VERMONT
PURCHASING POLICY**

I. PURPOSE

The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the Town of Clarendon at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

II. CODE OF CONDUCT

See Town of Clarendon's Conflict of Interest Policy (2017).

III. DEFINITIONS

1. **Major Purchases:** those purchases calling for delivery of goods or services in the amount of \$5,000.00 or more;

2. **Regular Purchases:** those purchases calling for delivery of goods or services in the amount of \$1,000.00 to \$4,999.99;
3. **Incidental Purchases:** those purchases calling for delivery of goods or services in the amount of less than \$999.99;
4. **Commodity Purchases:** those purchases calling for the delivery/pickup of commodities;
5. **Emergency Purchases:** necessary purchases of supplies and/or services when an emergency threatens the health, lives, or property of the residents of Clarendon, or threatens the property of Clarendon, or the delivery of necessary services to the residents of Clarendon.

IV. PROCEDURES

1. **Major Purchases** require a formal bid process. The Board of Selectmen, Department Head or its designee shall make all major purchases. The Board of Selectmen, Department Head or its designee shall prepare or cause to be prepared, specifications or a request for proposal for the goods or services required, and shall advertise an Invitation to Bid as widely as possible. The Invitation to Bid shall include the following:
 - a. The location, time and place for receiving and opening sealed bids;
 - b. Information on how to obtain bid specifications and bid forms, of the request for proposal;
 - c. A description of the goods or services for which bids are to be received;
 - d. The right of the Town of Clarendon to reject any or all bids if such action is deemed in the best interest of the municipality.
 - e. An outline, where appropriate, of the insurance requirements of the municipality in order to limit the municipality's risk.

Such bids shall be opened publicly at the time and place specified in the published notice. Contracts for major purchases shall be awarded by the Board of Selectmen.

2. **Regular Purchases** must be accomplished through competitive solicitation, but not necessarily through formal bids. The Selectboard, Department Head or its designee shall make regular purchases. Regular purchases may be made through formal bid or written or oral quotation at the discretion of the Select Board, Department Head or its designee. Bids or quotations should be sought from at least three vendors unless a sole source is approved as per Section VII below. Regular purchases shall follow established procedures for requisitions, invoices, verification and payment.
3. **Incidental Purchases** may be accomplished without the solicitation of bids or quotations. However, if practicable, quotations should be solicited. The Selectboard, Department Head or its designee shall make incidental purchases. As with regular purchases, incidental purchases shall be accomplished in a manner consistent with procedures adopted by the Selectboard.
4. **Commodity Purchases** –The Road Commissioner shall solicit prices for goods from vendors and compile a list of said goods for the Board of Selectmen to review, by April 1st of each year. The Board of Selectmen shall review the price list and approve it. If prices rise within that year, the Road Commissioner shall go before the Board with updated pricing, and request approval for the new pricing.
5. **Emergency Purchases**- The Board of Selectmen, Department Head or its designee shall make emergency purchases. The Board of Selectmen shall be notified, within twenty-four (24) hours of the transaction, of all purchases over \$5,000.00 made under this emergency clause.

Emergency purchases can be costly. They are made hurriedly, usually without competitive bidding, and often not at the best price. Consequently, every effort should be made to avoid them.

V. VENDOR SELECTION

Approved April 24, 2023

Vendors will be selected on a competitive basis. Purchases will be awarded to the least costly, best-qualified and most responsible vendor. Any or all bids, quotations or proposals may be rejected if such action is deemed to be in the best interest of the municipality.

VI. TOWN COMMITTEES AND COMMISSIONS

All Town committees and commissions shall follow the guidance within this policy.

VII. EXCEPTIONS

The Board of Selectmen may waive the bid process or approve a sole source solicitation for Major Purchases when they deem it to be in the best interest of the municipality. Sole source solicitations should be reviewed to determine that the price offered is fair and reasonable or that there is only one manufacturer/supplier of the goods or services to be purchased.

The purchase of professional services shall normally be exempt from the formal bid process. It is recognized that proposals for professional services (including, but not limited to, legal counsel, insurance, engineering/architectural services and some other consulting services) are difficult to compare and that weight must be given to many considerations other than price. In any case, the purchase of professional services whose cost is expected to exceed \$5,000.00 for a project must be approved by the Board of Selectmen.

The following items may be exempted at the discretion of the Board of Selectmen, from both the bid and quotation process:

- Repairs on equipment
- Utilities
- Service contracts

Purchases made subject to existing contracts issued by the State of Vermont shall be deemed in compliance with the provisions of this policy.

This amended Policy shall be entered in the minutes of the Board of Selectmen's meeting.

The foregoing amended Policy is hereby adopted by the Board of Selectmen of the Town of Clarendon, Vermont, this _____ day of _____ 2023, and is effective as of this date until amended or repealed.

Board of Selectmen

Michael Klopchin



George Ambrose

Robert Congdon

Cash Ruane

Arthur Menard

SIGNED:  Mike Klopchin, Chair

SIGNED:  George Ambrose, Clerk