

**TOWN OF CLARENDON BOARD OF SELECTMEN MEETING  
REGULAR**

**Monday February 24, 2025  
Clarendon Town Hall @ 6:00PM**

**Minutes**

**Guests**

Mike Klopchin, Chairman  
George Ambrose, Select Board Clerk/Parliamentarian  
Robert Congdon, Selectman  
Cash Ruane, Selectman  
Art Menard, Selectman  
Heidi Congdon, Treasurer  
Gloria Menard, Town Clerk  
Kevin Peck, Lister  
Ed Baker  
Jimmy Austin  
Bob Bixby  
Cindy Davis  
Don Pratt  
Wayne Willhouse  
Shelly Lutz  
William – PEG TV

**Call to Order**

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

**Agenda additions/deletions**

NRCA Federal Financial Report needs to be signed  
Selectman Robert Congdon motioned to add the signing of the NRCA Federal Financial Report to New Business. Selectman George Ambrose seconded the motion. The board approved.

**Approval of Meeting Minutes**

Regular meeting minutes from February, 10 2025  
Selectman George Ambrose motioned to approve the meeting minutes. Selectman Congdon provided the second. The motion was approved by all.

**Highway**

Road commissioner's report  
Selectman/Road Commissioner Cash Ruane discusses that the quote from Fuller Paving has been received and thus the Town Highway Grant application process can begin. The location to be paved will be on the Middle Road running bridge to bridge with a total distance of approximately 8/10 of a mile. Shoulder work will be included.

-Warning of Special Meeting

Cash announces that a special meeting has been warned for tomorrow, Tuesday February 25<sup>th</sup> at 1:30 PM. Discussion will include guest Mike Murray, Viking Sales Representative, who will present Brine Application equipment and tanks. This meeting is open to the public.

-Truck Repairs

Cash discusses that the Western Star Truck is in Lebanon, NH for repairs. Earle's Truck Repair in Center Rutland ran diagnostics on it but explained that it would need programming by a Dealer. Earle's then transported it to NH. Cash remarked that the truck is 18 yrs old with about 80,000 miles on it. The Modular is bad and needs to be replaced. A new one will be approximately \$2,700 installed. The parts, labor and wrecker bill will collectively total around \$5,000. A stopping point is reached and guest Jimmy Austin then questions why the brine tank was not yet brought in and thawed out for use. Selectman Cash Ruane replies that it has been too cold and the loader has been problematic to start; it starts hard. Cash says that the brine tank will be addressed within the next week.

### **Approval of Select Board Warrants**

Chair Mike Klopchin hands the warrants to Selectman Robert Congdon to look at. The board will all sign following his viewing them.

### **Guests**

N/A

### **Public Comments**

Guest Wayne Willhouse inquires if the Special meeting will be recorded by Peg-TV. The answer is no it will not be recorded due to time constraints in warning of the meeting. Selectman Ruane adds that Guest Mike Murray was originally scheduled to speak at tonight's regular meeting via zoom, however a conflict arose preventing his ability to attend.

Ruane then adds another thought on brine. He explains that Belden Construction has a set-up of their own brine system. Cash will be meeting with them tomorrow morning at 8:00 AM to view their set up and take pictures to share. Discussion ensues regarding the segment on WCAX news regarding the VT State regulations concerning Brine/Salt usage. Guest Ed Baker remarks that in the neighboring Town of Shrewsbury they sand on their paved roads and follow a Safe Road Policy that utilizes hardly any salt instead of a Bare Road Policy.

### **New Business**

- NRCA Federal Financial Report

Selectman Robert Congdon motions to sign the report once it is received. Selectman George Ambrose provides the second. Administrative Assistant Kimberly Young hands the document to the board. All board members approve. Chair Klopchin signs.

-Certificate of Highway Mileage Year Ending February 10, 2025 to be signed

Selectman Robert Congdon motions to sign the Certificate. Selectman Cash Ruane seconds the motion. All board members approve and sign.

-Appoint an Ethics Liaison to communicate with the State Ethics Commission.

The board receives verbal confirmation from Administrative Assistant Kimberly Young that she is amenable to taking on the appointment of Ethics Liaison. Selectman Robert Congdon makes a motion to appoint Administrative Assistant Kimberly Young as Ethics Liaison for the Town of Clarendon. Selectman George Ambrose provides the second. Motion was approved by all. Selectman Robert Congdon notes that ethics policies will need to be added. Guest Wayne Willhouse asks if public comment will be allowed regarding developing the town's code of ethics. Congdon explains that the new legislation is more of a boiler plate to follow but some variation is possible. Administrative Assistant Kimberly Young confirms that the State Ethics Commission that came out January 1, 2025 is a specific set of rules with some adaptation allowed. Selectman George Ambrose asks Young what is involved and is

there any training for it. Young says that there are guidelines to follow to address any municipal complaints regarding conflict of interest or violations of the codes.

### **Old Business**

-Transfer Station discussion and Punch Card approval

Selectman George Ambrose had previously handed out Transfer Station Procedures. It outlines the station attendant duties and required number of punches on the citizens cards. Ambrose would first like to discuss the new punch cards. They will be printed up in 3 different colors with 3 different values: \$10 Card – 5 punches, \$20 card – 10 punches and \$40 card – 20 punches. Selectman Congdon suggests a limited run on the ten-dollar (5 punch) cards. Everyone agrees that is a good idea. Selectman Congdon motions to approve the new cards as discussed. Selectman George Ambrose provides the second. The new cards are approved by the board.

Guest Wayne Willhouse questions if the punch cards are numbered for tracking purposes. Town Clerk Gloria Menard verifies that they are numbered for accountability. Treasurer Heidi Congdon interjects that the counts will need to be given to external auditors. Congdon assures that the punch card numbers will be tracked and accounted for. Town Clerk Gloria Menard states that the older cards already purchased by the public will be honored and punched with the new guidelines starting April 1<sup>st</sup>, 2025. Selectman George Ambrose then provides 3 different size garbage bags for comparison as well as a measured stick for viewing. It shows the three bag sizes at 24” for a kitchen bag, 30” for a 30-gallon bag and 41” for a contractor bag. Discussion ensues regarding Ambrose’s Document outlining the Transfer Station Procedures and Required numbered of Card Punches. Selectman Robert Congdon thanks George for his work on this. Congdon makes a motion to ratify Ambrose’s write up for the public and transfer station attendants. Selectman Cash Ruane provides the second. All approve the motion. Selectman George Ambrose will meet with Administrative Assistant Kimberly Young to work on making the document in to a sign for the transfer station.

### **Town Officer’s & Committee Member Report**

Treasurer Heidi Congdon thanks Selectman Art Menard for his service as his time as a board member is soon coming to an end. Town Clerk Gloria Menard announces that next Monday night there will be an informational meeting at 6 pm. The following day Tuesday March 4<sup>th</sup> will be Town Meeting and elections. Selectman Robert Congdon states that the current State tend has been a decrease in people coming out to vote at town meetings. He encourages everyone to come out and vote. Selectmen George Ambrose and Cash Ruane both echo the importance of voting and extend their gratitude to fellow Select Board member Art Menard for his service.

### **Select Board Member Concerns**

N/A

### **Adjournment**

Selectman Robert Congdon motions to adjourn the meeting at 6:35 PM. George Ambrose provides the second. All approve and the meeting comes to an end.

*SIGNED* \_\_\_\_\_ *Mike Klopchin, Chair*

*SIGNED* \_\_\_\_\_ *George Ambrose, Clerk/Parliamentarian*