

HYDE PARK SELECTBOARD MEETING MINUTES

October 13, 2011

Members Present: Rick (Jim) Heath (RH), Chairman; David Gagnier (DG), Vice-Chair; Brian Jones (BJ), Mike Dubie (MD) and Roger Audet (RA)

Members Absent: None

Others Present: Ron Rodjenski, Town Administrator; Tom Torrey, Green Mountain Access Ch 15; Amanda Holland, LCPC; Ralph Larson; Jeff Gangemi, Front Porch Forum; Jim Lipinski, HPES Director and Andrew Martin from News and Citizen Reporter;

RH called the meeting to order at 6:05 p.m.

1. Public Comment – No public comment received.
2. Tim Torrey, General Manager, Green Mountain Access Television – Torrey requested that the Selectboard approve the installation of video equipment in the lower level meeting room, similar to what is being done in other nearby towns. Torrey stated that the room would have microphones and two cameras and town volunteers would ideally turn on the recording equipment instead of GMA staff to keep costs of producing meetings as low as possible. Torrey confirmed that GMA would provide and maintain equipment at the town office and the Town would not be liable for damage to the equipment. GMA would stop by the office after meetings to pickup the DVD and then prepare the video for airing on the Comcast system. Motion by DG to allow GMA to set up video equipment in the downstairs meeting room. Seconded by MD. Discussion: Roger Audet will work with GMA on the final set up of equipment. Voting: 5 in favor, 0 against. Motion passed.
3. Review minutes of Sept. 8, 2011 (monthly meeting) and Sept. 20, 2011 (special meeting) - Motion by DG to approve the 09/08/11 and 09/20/11 minutes with one change to both minutes - change Vice-Chair to Dave Gagnier. Seconded by MD. Voting: 5 in favor, 0 against. Motion passed.
4. Hyde Park Elementary School Board – Parking discussion with Hyde Park Elementary School Director Jim Lipinski. The HPES Board talked about using the grassy strip along East Main Street to expand the parking area for a bus lane. JH suggested looking at staff parking in the rear of the school where dumpsters are now located. The school board has considered the Safe Routes to Schools program to help design a long-term solution. DG asked about the number of spaces needed and what exists to which Lipinski stated that the number varies quite a bit. DG thought there was a need for 62 spaces when there are only 45. DG suggested using off-site parking, including the town park & ride or church locations but Lipinski stated that carpooling creates a problem due to various work schedules and suggested that redesigning for one entrance would increase parking and reduce congestion. JH suggested that the school board work on a new design for review by the town at a later time and suggested working with LCPC or the State as a next step.
5. 'Public Stuff' Online System – Rodjenski discussed the requests from the public in seeking better access to town department's work plans and permit information. One option, as people become more comfortable with using email, online software and iPhones, is to consider making town information available 24/7 through an online reporting system, such as Public Stuff, to accept complaints and track town projects. The Board agreed that this might be an option in the future, but not in the near future.

6. MVP Health Plan – Contract documents were ready to sign for the new town health plan that began July 1, 2011. Motion by RA to authorize JH to sign the MVP contract documents. Seconded by BJ. Voting: 5 in favor, 0 against, motion passed.
7. Town Service Officer. Motion by RA to sign the appointment memo that officially appoints Ron Rodjenski as Town Service Officer. Seconded by BJ. Voting: 5 in favor, 0 against. Motion passed.
8. New Signs at Town Office. Discussion of new town logo and preliminary cost estimates from proposal from the Stowe Sign Company. The Board will review the estimates for the various signs and whether painted or carved signs are preferred and discuss the topic again in November.
9. NEMS – RA will make sure that the clerk has a copy of the new contract that includes all of the signatures from the other towns.
10. **PUBLIC HEARING – 2016 Town Plan** (warned for 7:00 p.m.) Jim Heath opened the hearing at 7:05 p.m. Greg Paus was present to review the 2016 Town Plan and advised that the planning commission did not know of any items that were controversial. Ralph Larson commented that the word “condominium” was not in the town plan or local regulations. Paus stated that the type of ownership is not in the regulations or plan and that the town only regulates the number of units created. Motion by RA to close the public hearing, making no changes to the 2016 Town Plan draft and setting the second and final public hearing for November 10, 2011. Seconded by BJ. Voting: 5 in favor, 0 against. Motion passed.
11. **PUBLIC HEARING – Interim Zoning Bylaw** (warned for 7:00 p.m.) JH opened the public hearing at 7:19 P.M. Larson objected to the deletion of clustered lots and felt that small lots were a good idea for the town. Larson offered that the formal PUD process is more expensive increasing the cost of lots in the town. Paus stated that the planning commission feels that administrative approval allowing 1 acre lots is against the concept of local zoning because residents expect that lot sizes will reflect the underlying district, such as 2 acre lots in the RR2 District. Paus also expressed the planning commission’s belief that clustered lot developments should be reviewed by the DRB not the administrator. Motion by DG to close the hearing and adopt the interim ordinance. No second. Motion failed. RH encouraged the members to research any issues with the planning commission’s proposed interim bylaw and that it could be taken up again at a later date. Motion by BJ to close the public hearing. Seconded by RA. Voting: 5 in favor, 0 against, motion passed.
12. Front Porch Forum for Hyde Park – Jeffrey Gangemi was present to review the e-newsletter bulletin board system for residents that connects neighbors with neighbors. The start-up one-time fee is \$2,500 for Hyde Park. Jeff mentioned the Orton Family Foundation and local businesses as a way to fund the start-up fee. The Board supported the concept and asked Rodjenski to research grant opportunities and local support and if not possible, the Board would bring the funding question to town meeting.
13. Highway Department Issues
 - a. Town Road Standards – Discussion with Amanda Holland, LCPC regarding Act 110 and the 2011 state highway standards that are recommended to be adopted by towns as minimum town road and bridge standards. Hyde Park currently follows the state’s 2001 road standards. MD advised that some of the 2011 standards will increase the cost of regular maintenance, especially ditching. MD will review new minimum standards with the highway crew and provide comments back to Amanda and the topic will be reviewed again in November.
 - b. Better Back Roads 2012 Grant – Discussion with Amanda Holland on highway project development idea, in particular beginning an update to the 2005 capital report by Summit Engineering. Motion by DG to authorize Rodjenski to act as town representative to apply for and administer grant applications under both the Better Back Roads capital project update grant and erosion control improvements grant. Seconded by RA. Voting: 5 in favor, 0 against. Motion passed.

- c. Garfield Road Culvert Upgrade – Amanda reported that the L&D Consulting Engineers has completed its preliminary assessment of options for repairs with a recommendation to line the culvert as a way to save funding. MD noted that a few years ago another firm recommended against lining the culvert due to its level of deterioration. Amanda Holland noted that a Hazard Mitigation Grant might be a good fit for this site. Rodjenski advised that there was a January 2012 deadline to apply for hazard mitigation funds. Rodjenski will work with LCPC to determine if Garfield Road qualifies and MD will talk with other highway crew members and see if there are any other projects to be considered for the Hazard Mitigation Program.
 - d. Wolf Den Road Drainage – DG reported that the project is half done and more work at the intersection is needed, which the highway crew hopes to have completed this fall.
 - e. New Plow Truck – MD reported that it appears to be on time and due to us by November 18th.
 - f. New Lighting in Garage – MD reported that the Green Mountain Technical School can't do the work this fall so Rodjenski will pursue electrical bids for November.
 - g. Roadside Planting Issue at Trudell Property – Update by MD who reported that he spoke with Trudell and the highway crew will continue to work with the landowner.
 - h. Webster Road Sign Request & 911 Signs – MD explained that the costs are increasing for signs and he recommended that private road sign costs be paid by the landowners. Motion by BJ to charge homeowners the town's invoice cost for new private road signs, brackets and posts. Seconded by DG. Voting: 5 in favor, 0 against. Motion passed. JH will check with the town treasurer to see if funds are available for the purchase of a Webster Road "No Outlet" sign. MD will see if the highway garage has an old 'No Outlet' sign in storage. MD was approved to install the old sign if it is found at the town garage.
 - i. Veterans' Memorial walkway on Main St – MD is waiting for a return call from the project organizer, Gary Rushford, to see if any assistance is needed from the town.
 - j. Highway Access/Driveway Permits. The road foreman has reviewed all of the applications and recommends approval with conditions. Motion by DG to approve the following driveway access permits: Judkins (3108 Garfield), Stoll (Trombley/443 Longmore Hill Road), Parker (137 East Main), Locke (Locke Ave) and Kerwawycz (187 Cooper Hill). Seconded by BJ. Voting: 5 in favor, 0 against. Motion passed.
14. Spring 2011 FEMA Grant 1995-DR-VT – Motion by RA to authorize Rodjenski to act as town representative for the 1955-DR-VT and sign any necessary paperwork. Seconded by BJ. Voting: 5 in favor, 0 against. Motion passed.
 15. Town Office Basement Project – RA reported that the contractor has stated that he is on schedule and that he will meet the November 1, 2011 deadline with the following changes; no air conditioner installation in the exterior wall facing Route 15 between the two windows, adding new work to ensure ADA compliance at the lower level entrance, and these two changes not resulting in a change in the contract price.
 16. Town Project List – Rodjenski to update monthly for board review.
 17. Town Grants Watch Report – Rodjenski to update monthly for board review.
 18. Town Lister request to correct 2011 Grand List. Motion by RA to accept and approve the errors and omissions report prepared by the town listers. Seconded by BJ. Voting: 5 in favor, 0 against, motion passed.
 19. Animal Control Officer Appointment. Motion by RA to appoint Heather Murphy as an Animal Control Officer. Seconded by BJ. Voting: 5 in favor, 0 against, motion passed.
 20. Gary Anderson, 911 Coordinator. Motion by MD to accept the resignation of Gary Anderson as the town's 911 Coordinator. Seconded by RA. Voting: 5 in favor, 0 against, motion passed. Motion by BJ to appoint Rodjenski as 911 Coordinator, no second and BJ retracted motion. Rodjenski provided the Board with the name of Jim Lipinski who had offered to serve as 911 Coordinator after seeing Gary's resignation on the agenda. Motion by MD to appoint Jim Lipinski as 911 Coordinator. Seconded by RA. Voting: 5 in favor, 0 against, motion passed.

21. Monthly Financial Report – The Board would like to begin the FY13 budget process in November. JH reported that the Sheriff’s budget may increase slightly but he would work with the Sheriff to see if there was a way to level-fund for FY2013.
22. Review Town Orders - Motion by BJ to approve town orders. Seconded by MD. So voted. MD abstained from payroll .
23. Other Business
- Purchase Order Policy – The Board asked that a draft policy be prepared, especially to require bidding on items like lawn mowing and construction supplies, with some requirement to make sure local contractors and suppliers are contacted to provide quotes and bids.
 - Warrants – In November, the Board will discuss designating a Selectboard representative to sign warrants outside of regular monthly meetings.
 - Demar Zoning Violation – Rodjenski is continuing to work with the landowner.
 - Sweeper – Rodjenski is waiting for VTrans approval before proceeding with bidding.
 - Crosswalk Signs – Sue Roberge thanked the town for the new crosswalk signs in the village. Her request to trench across the blacktop was denied. Crosswalk signs have been removed at night and installed in the morning by MD but he is only going to continue to do that on a volunteer basis on weekdays and only until plow season begins. The Board agreed that a village person should take over this task in the spring and no crosswalk signs should be placed in the road over the winter.
 - Town Garage Door – Motion by DG to approve the low bid from Simpson Door co. to replace one 12’ X 12’ overhead door. Seconded by RA. Voting: 5 in favor, 0 against. Motion passed.
 - Myette Pond Court Appeal - Rodjenski asked that a Selectboard representative be appointed to represent the town in the upcoming environmental court appeal. Motion by DG to authorize Rodjenski to represent the town in the appeal with regular reports back to the Board and the requirement that the Board review any proposed agreements. Seconded by RA. Voting: 5 in favor, 0 against. Motion passed.
 - ATV Ordinance – Rodjenski relayed comments from Deputy Plante concerning the new ordinance and suggestions he had to improve it. DG will follow up with the Sheriff.
 - Opt Out Policy for Health Insurance – Rodjenski distributed a draft opt out policy, dated 10-05-11 for comment as was suggested by the Chair. Some board members were reluctant to act since prior boards had considered the option and told employees health benefits could be taken or not without any compensation. Rodjenski encouraged the board to review the memo and the Chair noted that the topic may be placed on a future agenda.
24. Adjourn – MD motion to adjourn at 9:32 p.m. Seconded by RA. Motion approved.