

**HYDE PARK SELECTBOARD
MEETING MINUTES
December 8, 2011**

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

Members Absent: None

Others Present: Ron Rodjenski, Town Administrator; Amanda Holland, LCPC; Kylie Richardson; Bradley Richardson; Rodney Burns; Ralph Larson; Green Mountain Access Ch 15 videotaped this meeting

RH called the meeting to order at 6:00 p.m.

1. Welcome and public comment. No public comment.
2. Review minutes of October 13, 2011 and November 10, 2011. Motion by MD to approve the 10-12-11 and 11-10-11 minutes, as written. Seconded by BJ. Voting: 5 in favor, 0 against, motion passed.
3. Review Lanpher Memorial Library Investment Assets – Rodjenski advised that the town treasurer and the library trustees have met and a final report should be available in early 2012 to show the current investments held by the town and under the control of the library trustees. Rodjenski offered that the investments appeared to be restricted to special purposes for the library use and that the amount was in the \$200,000 range. Rodjenski advised that the report will be delivered to both the Trustees and Selectboard with recommendation that the library trustees adopt an investment policy for the future use of those funds.
4. FY13 Town Budget – Review North Hyde Park Fire Department budget. Roger Audet explained that the NHPFD is meeting with Eden next week and they are anticipating that towns will see a 2% increase to the operating budget and a proposal that each town contribute \$85,000 for a new rescue truck. The rescue vehicles replacement has been put off for 5 years. Roger offered that the department feels that the truck replacement schedule could be 25 years instead of 20 years.
5. FY13 Town Budget – Review Lamoille County Courthouse proposed budget. RA questioned an apparent surplus of funds from FY11 budget of \$92,000 and why the town appropriation for the current FY12 did not go down by \$92,000. The annual budget hearing is set for Wednesday, Dec. 14 at 7:00 p.m. at Lamoille County Courthouse and RH will attend.
6. Highway Department Issues
 - a. Town Road Standards – Discussion with Amanda Holland, LCPC. Rodjenski reviewed the new “Complete Streets” initiative and the 2011 VTrans Road Standards which can be adopted by resolution or ordinance. Amanda Holland offered that Cambridge, Johnson and other towns are moving toward an ordinance process. MD offered that there are additional costs to the 2011 standards which need to be weighed against any incentives in state grants, such as stone lining or seeding and mulching every ditch which is not being done on all projects at the current time. DG noted that since round bottom ditching won’t last, is it a cost-effective practice. Amanda offered that the benefits from the state are only available if standards are adopted. Rodjenski will prepare a report on costs and benefits before the board considers adoption of the new standards.
 - b. Better Back Roads 2012 Grant – A \$4,000 Clean and Clear Grant request to update the 2005 Roadway Drainage Report was submitted in November and the award decision is pending.

- c. New Lighting in Garage – DG offered that he is researching options for returning the lights now stored at the town office for a credit and then doing a retrofit for new T-8 lights.
- d. Sweeper Grant; Bids Due 12/05/11 – DG has asked Harvest to provide a quote for the water component.
- e. Highway Access/Driveway Permits; Richardson at 968 Jones Road. Rodjenski advised that the town policy on number of new access onto a town highway from a subdivision should be to limit the number as much as feasible but this can create problems for future owners, including who pays for maintenance costs on shared driveways or private roads. Kylie advised that the shared driveway is a problem due to the steepness of the drive and curves as it enters the neighbor's parcel, so a straight drive to Jones Road would be safer. BJ advised that safety vehicles will have problem on the curved driveway. The original approved town permit for the Richardson house shows a driveway through the septic system and did appear to receive review by the DRB to address potential safety for emergency vehicles. RA noted that the road foreman has recommended approval of the recently built driveway, in its current location, which would be the third access into this subdivision. Motion by BJ to approve the driveway cut permit as built. Seconded by Dubie. Voting: 5 in favor, 0 against. Motion passed. RA asked that subdivisions and new roads be reviewed by both fire departments before approval and Rodjenski offered to review the current DRB review process to see what the current review process requires.
- f. Spring 2011 FEMA Grant 1995-DR-VT, Site Visit 12/01 – No funds have been received to date, pending amount is about \$99,000.
- g. TH #38, Webster Road – Ralph Larson asked if the Town would consider discontinuing a portion of the Class 4 town highway from the end of the Class 3 portion near Route 100, and to a point northwesterly toward Grimes Road, a distance of about 3,400 feet. JH advised that prior boards have debated discontinuance of similar unmaintained right-of-ways when they reviewed ancient roads in town. JH advised that the current board should review those discussions before acting on this request. Ralph Larson advised that the good section of the Class 4 near Grimes Road is not being requested to be discontinued but the proposed discontinuance section is under water and the land adjacent to it has very little septic capacity. Ralph Larson will provide some history on this road to the town. No action taken at this time.

7. Town Administrator Report

- a. Front Porch Forum – No community donations have been received yet after an email appeal from the Town Administrator to pay for the \$2,500 start up fee. The Vermont Community Foundation (VCF) has a grant opportunity which may assist the town and Rodjenski suggested that the Selectboard appropriate some funds to show town support with funds from the current FY12 town office budget. Motion by MD to approve the submittal of the grant application to VCF for the start-up fee with the town contributing \$200 to the effort. Seconded by BJ. Voting: 5 in favor, 0 against. Motion passed.
- b. Review 'Town Project List', minor edits made. RH appreciated the information acknowledging that while projects have been closed, many others are still being worked on.
- c. Review 'Grants Watch' report reviewed, no edits.
- d. Annual employee appreciation gifts. Motion by DG to approve \$60 gift certificates for full-time employees and \$30 gift certificates for regular part-time employees, as presented in the memo, and to be purchased by the town clerk. Seconded by BJ. Voting: 5 in favor, 0 against. Motion passed.

- e. Resignation of Jim Lipinski from 911 Coordinator position. Motion by BJ to accept the resignation of Jim Lipinski. Seconded by DG. Voting: 5 in favor, 0 against. Motion passed. DG recommended that Brad Carriere be contacted to see if he is interested in the position.
 - f. Resignation of Kara Lanphear Gates from Town Lister position. Motion by BJ to accept the resignation of Kara Lanphear. Seconded by DG. Voting: 5 in favor, 0 against. Motion passed. The Board asked that Ron work with Kim Moulton to advertise for the various positions in town government and due to the closeness of Town Meeting Day, the board will leave this position open.
 - g. Comcast Annual Community Letter. The Board asked for an update on what town departments are receiving the free internet service through Comcast and asked that Comcast be invited to a future meeting. RA thought there were two free internet locations provided to each town.
 - h. Town Administrator's End of Probationary Period Discussion. Motion by DG to discuss TA probation period in executive session. Seconded by BJ. So voted. Rodjenski and videographer from PEG station left the room. The Board left executive session and resumed the open meeting. DG stated that Rodjenski had brought a great deal of expertise and professionalism to the office and the Board has received no concerns and only compliments from residents. Comments included that he is very easy going and helpful. Motion by DG to approve the end of the probationary period immediately and approve a salary increase from \$46,000 to \$48,500, effective January 1, 2012. So voted. Rodjenski thanked the board for their confidence and salary increase.
8. Monthly Financial Report – Report reviewed by members.
9. FY13 Town Budget – Review H.P. Fire Department budget. No one appeared to represent the fire department so the board felt that the FY13 amount should be the same as FY12.
10. Review Town Orders - Motion by BJ to approve town warrants. Seconded by RA. Voting: 5 in favor, 0 against, motion passed. Motion by BJ to approve payroll warrants. Seconded by RA. Voting: 4 in favor, 0 against, 1 abstain (Dubie), motion passed.
11. Other Business
- a. Lamoille County Sheriff's Department – JH reported that he and Ron Rodjenski met with Johnson Town Administrator Duncan Hastings and Johnson Selectboard Member Eric Osgood regarding the Lamoille County Sheriff's Budget which has doubled over the last 10 years. A joint meeting of the three patrol contract towns (Hyde Park, Johnson and Wolcott) is being proposed to review the annual police patrol budget process. RH mentioned the possibility of adding a code enforcement officer to serve the three towns now under contract with the Sheriff for patrol coverage. RH offered that the department could reduce the 24 hour coverage to 20 hours or less to provide funds for this new position and that this topic, along with overall town-Sheriff communication, may be discussed at the proposed joint meeting on Dec 22nd. The Selectboard wondered if the Sheriff's department would be invoicing the landowner for the costs to assist the Orleans County Sheriff Department at Lowell Mountain. Rodjenski offered that this meeting would be a good date to review the first draft of the budget which will be in a new Excel format instead of the current NEMRC format.
 - b. 2012 Town Election - Jim Heath announced that he will not be running again in FY2012 and he encouraged Roger to continue to run for the 3-year position, leaving the board to reach out to someone to run for the 2-year position.

- c. Emergency Plan for Roundabout – DG advised that the recent article in the News and Citizen highlighted the risk of shutting down the roundabout for an extended time should a tractor trailer incident occur during inclement weather. If truck traffic is re-routed into the village, it will be very dangerous along Main Street through the village and by the school with the change in traffic. The Board felt that the Sheriff's department should advise the town on how that traffic will be controlled if they re-route through the village.
- d. Warrant Authorization for Selectboard Member - In November, the Board authorized DG to approve payroll warrants and warrants with invoices that had time-sensitive discounts. Rodjenski offered that clarification was needed to address other situations, such as simply paying bills on time, payments at the end of the year, and legal or contractual reasons and the town treasurer should be able to propose other situations as they come up that should not wait for the Selectboard's monthly meeting. DG will work with the Town Treasurer Moulton and come back to the Board with a proposed policy and JH advised that in the meantime DG should continue to work with Kim Moulton to pay bills on time in addition to the two specific situations approved in November (payroll and discounts).
- e. Rodjenski noted for the record that the new ATV Ordinance passed, without a petition to call a town vote, and that now all gravel Class 3 and Class 4 roads are open to ATV use, with conditions. Rodjenski confirmed with the Board that if there are objections or concerns on the use of town highways by ATV's, then the person should meet with the Selectboard to determine if those sections should be closed to ATV use.
- f. MD confirmed that the North Hyde Park – Eden FD is not owned by the town and is owned by the Fire District #1 thus any vehicles or equipment are not owned by the town, and JH confirmed that the relationship is similar to that of the Town and Sheriff's department. RA offered that if the fire department were to be discontinued, then he would recommend that any assets be sold and split equally between Hyde Park and Eden, since both towns contribute equally to the annual operating budget of the fire department.

12. Adjourn – MD motion to adjourn at 8:36 p.m. Seconded by DG. Motion approved.