

**HYDE PARK SELECTBOARD
MEETING MINUTES
April 12, 2012**

All minutes are draft until approved by the Selectboard; please check future minutes for approval of these minutes. Meetings may be video taped and such recordings are held by Green Mountain Access Television – Recording Info: PO Box 581, Hyde Park, VT 05655; info@greenmountainaccess.tv or 802-851-1592

Members Present: David Gagnier (DG), Chair; Brian Jones (BJ), Vice-Chair; Mike Dubie (MD); Roland Boivin (RB); and Roger Audet (RA)

Members Absent: None

Others Present: Ron Rodjenski, Town Administrator; Brad Carriere and George Cook, Hyde Park FAST Squad; Eric Aither, NHP/Eden Fire Department; Green Mountain Access Television videotaped this meeting.

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

1. **Welcome and Public Comment** – No public comments.
2. **Review Minutes** - Motion by RA to approve the March 8, 2012 as written. Seconded by MD. Voting: 5 in favor, 0 against, motion passed.
3. **Organizational Meeting** – Motion by BJ to approve the 2012 Town Organization Chart and the 3-page 2012 Slate of Officers, with the following changes: Jim Heath to the LCSD Budget Committee and Maxine Adams as HPES School Director, both through 2013. Seconded by RA. Voting: 5 in favor, 0 against, motion passed.
4. **Myette Zoning Appeal - Mediation Update** – Jim Mahoney appeared. Motion by RA to move into executive session to discuss pending litigation. Seconded by MD. So voted. The Board came out of executive session. The Board will meet with Mark Myette on-site on Monday, April 30, 2012 at 5:00 p.m. Rodjenski noted that he will be on vacation the week of April 23rd.
5. **New Town Highway Standards** – The State has recommended that all towns adopt the 2011 state road standards. Discussion occurred on increased costs for regular maintenance of ditches and higher cost for major capital improvement projects but also the new standards result in reduced environmental impacts and a 10% bonus for some state grant programs. Motion by RA to adopt the 2011 state standards as the new town highway road standards replacing the prior road standards. Seconded BJ. Voting: 5 in favor, 0 against, motion passed.
6. **Better Back Roads 2012 Grant** – Grant Awarded; For the Board's review in May, Rodjenski will prepare a scope of services to be sent to consultants to complete an update of the 2005 Capital Improvement Plan.
7. **New Lighting in Garage** – MD reported that the project is complete and the \$3,000 grant for labor and materials can now be closed out.
8. **Trailhead Grant** – The planning commission is recommending that the town apply with a number of other Lamoille County towns for funding of specific construction projects along the Lamoille Valley Rail Trail. Rodjenski noted that the grant requires a match of 20% which can be partially from in-kind materials and town services, of about \$4,000. The Selectboard had earlier denied a request from LVRT for \$5,000 for maintenance of the trail as permits for construction are still pending. The Selectboard was not sure when the project would move forward but Rodjenski advised that the town could apply to this, or other grant programs, if not approved tonight. Motion by MD to approve the grant application to Northern Borders Commission. Seconded by BJ. Voting: 0 in favor, 5 against. Motion failed.

9. **Ditch Cleaning Fill Sites** – Rodjenski suggested waiving town zoning fees for landowners that are working with the highway department to provide places for disposal of ditch cleaning material. Motion by MD to waive town permit fees for ditch cleaning sites. Seconded by RB. Voting: 5 in favor, 0 against, motion passed.
10. **Highway Use Permit** – Roger Audet's house lost power and he needed to complete emergency repairs within the town highway in front of his house. Motion by BJ to approve the highway right-of-way permit for Roger Audet on Heath Road. Seconded by RB. Discussion: Roger said work was successful but repairs to the town's pavement are pending the opening of the asphalt plants. Voting: 4 in favor, 0 against, 1 abstained (RA), motion passed.
11. **New Policies - General Fund Balance Policy; Purchase Order Policy; Facility Use Policy.** New policies will be reviewed for potential adoption at the May meeting.
12. **Approve 125 Plan** to allow Pre-tax health deductions – The final draft of the AFLAC Document was not submitted so it will be reviewed at the May meeting.
13. **FAST Squad Policies and Procedures Discussion;** Brad Carriere and George Cook appeared to review the Standard Operating Guidelines for the FAST Squad and reported that a revision is due, hopefully to be submitted to the Selectboard by June 2012.
14. **North Hyde Park / Eden Fire Department** –Eric Aither, NFP/Eden Fire Chief stated that the Selectboards and fire officers should meet to review the dual tone agreement now in place between the HPFD and NHP/Eden FD. Aither advised that it was a pilot agreement that should have been reviewed a couple of years ago. Rodjenski will set up a meeting in the near future with town representatives from Hyde Park and Eden.
15. **Hyde Park Fire Department** – Brad C stated that the Engine W1's gear box had water in it from a butterfly valve failure and the cost to repair was unknown, but could be about \$10,000. Brad said that if the engine is back in service but now has a stainless steel plate to protect the rods from creating any new wear. Brad said it was a mechanical failure, not human error, so there would be no insurance coverage for this event. The Board questioned the existence of an underground storage tank at HPFD and Rodjenski noted that it is not on the state list. Brad believed it has been in place since the station was built, about 35 years. Rodjenski will proceed with planning its removal and contacting the state Underground Storage Tank program.
16. **Use of town vehicles and fringe benefits** - The Board will continue to review these two policies for possible adoption at the May meeting.
17. **Receive Reports:** The Board accepted and reviewed the March 2012 LCSD Police Incident Report, the Town Project List & and the Town Grants Watch reports.
18. **LCSD Advisory Board** – Motion by MD to appoint Roger Audet as town representative to the Advisory Board. Seconded by BJ. Discussion: Rodjenski found that they meet quarterly and the Advisory Board is made up of representatives from the entire county. Voting: 5 in favor, 0 against, motion passed.
19. **Other Business** –

Online Business Directory – Rodjenski handed out screen shots of the new software that has been researched by the town's webmaster Elisa Clancy. DG felt that this type of enhancement to the town website supports the Village Trustees' interest in making Hyde Park more business friendly. Motion by RB to approve the expenditure of \$75.00 for the purchase of software with a one-time fee to businesses of \$15.00. \$10.00 of the fee will go to Elisa Clancy for setting up the new page and contacting businesses each year to update any information and \$5.00 will stay with the town for website costs. Seconded by MD. Voting: 5 in favor, 0 against, motion passed.

Plow Truck damage – MD reported that there was a bill for \$2,300 to pull a town highway plow truck back onto the road with an additional \$700 in cost for minor repairs. Clarke's Truck Center will reduce the towing bill to \$1,700, if the town does not go through insurance, as they normally charge the full rate for non-regular business customers and when there is an insurance claim but to maintain customer relationships, they provide discounts to regular customers that do not submit insurance claims. The Board asked that an insurance claim be put through for the incident and MD will provide an incident report form to VLCT.

Locke Avenue Covenants - The Selectboard advised that Rodjenski should engage Paul Gillies or Steve Stitzel to review the Locke Ave legal documents submitted by David Polow. David represents the town in many cases but is representing Marvin Locke on this road acceptance matter. Rodjenski will bring back to the board the attorney's comments on the documents and next steps to complete acceptance of Locke Ave. The Board would also like to check on the condition of the existing roadway and see how it complies with the new 2011 Road Standards, which were adopted earlier tonight.

ROW permits – Motion by RB to authorize Brian Jones to act as the Selectboard's representative to approve right-of-way permits that 1) are recommended by the road commissioner for approval, and 2) do not have significant concerns which would then be referred to the full board. Seconded by MD. Voting: 5 in favor, 0 against, motion passed.

Monthly Financial Reports – Motion by RA to accept the monthly financial reports showing funds spent to date. Seconded by MD. Voting: 5 in favor, 0 against, motion passed.

End-of-year Invoices – Rodjenski noted that town departments will be advised to place end-of-year orders for equipment and supplies by the first week of June to help the town treasurer close out the year with less invoices being received after June 30.

20. **Town Orders** – Motion by RA to approve the payroll orders. Seconded by BJ. Voting: 4 in favor, 0 against, 1 abstained (MD – town employee), Motion passed. Motion by BJ to approve town warrants. Seconded by MD. Voting: 5 in favor, 0 against, motion passed.

21. **Executive Session** – Motion by MD to move into executive session to discuss personnel matters. Seconded by BJ. So voted. The Board came out of executive session. Motion by BJ to authorize DG to sign a letter to Ed Webster stating that the Selectboard believes that all town personnel matters, including firefighters, fall under the jurisdiction of the SB and that the Chief should inform the Board of potential employee-related actions. Seconded by RA. Voting: 5 in favor, 0 against, motion passed.

22. **Adjourn** – Motion by BJ to adjourn at 9:04 p.m. Seconded by MD. So voted.