

**HYDE PARK SELECTBOARD
MEETING MINUTES
November 14, 2013**

*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: POB 581, Hyde Park, VT 05655; info@greenmountainaccess.tv or 802-851-1592*

Members Present: David Gagnier (DG), Chair; Brian Jones (BJ), Vice-Chair; Pete Couture (PC); and Roland Boivin (RB)
Members Absent: Roger Audet (RA)
Others Present: Ron Rodjenski, Town Administrator; LCSD Sheriff Roger Marcoux; HPFD Assistant Chief Kevin Audet; HPFD Fire Chief Ed Webster; HP Emergency Management Director/Fast Squad Brad Carriere; Firefighter Ryan Nolan; FAST Squad George Cook; Town Clerk Kim Moulton; 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 comment.
2. Minutes – Motion by RB to approve the October 10, 2013, as written. Seconded by BJ. Voting: 4 in favor, 0 against, motion passed.
3. Payroll Services through NEMRC – Kim Moulton was present to review her memo dated October 4, 2013 which detailed a proposal to pay NEMRC for payroll services. Asst Clerk Dawn Slayton spends 2 to 6 hours per week processing payroll through a NEMRC software module but NEMRC would take over the responsibility of complying with payroll-related human resource issues, such as reporting to the state tax department and others as required. The annual cost is \$5,000. The Village of Hyde Park contracts out for a similar service at a lower cost, but they have less employees and their payroll is bi-weekly, not weekly. DG felt that this service would free up about 5 hours per week office time for Dawn, and at times also free up Kim's time, to complete other tasks and assist others in the office. The Board would like to know the savings with moving to a bi-weekly payroll and since this is an upfront payment, would NEMRC pro-rate a refund if the town discontinued or modified the service mid-year. Motion by BJ to move to NEMRC payroll services. Seconded by RB. Discussion: Kim said she would have those questions answered as soon as possible. Voting: 4 in favor, 0 against, motion passed.
4. FY2015 Budget Discussion; Revenues and Administration Expense – RR and Kim provided an overview of the changes in the revenue lines, including a new revenue line for \$6,000 as the state payment to the town to collect the state school tax. RR noted that most revenue lines are stable but will need to be reviewed again at the end of the first six months of FY2014. Expenses are consistent with FY2014 and board discussions on salary and health benefit costs were deferred to a later meeting.
5. FY2015 Budget Discussion; Patrol and Communications Budget – LCSD Sheriff Marcoux reviewed the October Selectboard minutes regarding a complaint from Marquis Houle that his four-wheeler was stolen. Sheriff Marcoux noted that following the report to LCSD in August 2013, LCSD was able to locate and return the four-wheeler to him in September and the threat to Houle is being reviewed by the state's attorney. Regarding the proposed FY2015 budget, Sheriff Marcoux stated that the starting wage in area police departments is about \$3.00 per hour more with a 20-year retirement plan, that combination increases the rate of turn-over of his deputies. A proposed pay scale increase drives a significant portion of the budget which was kept to 2.92%. Sheriff Marcoux and the board agreed that next year the proposed budget committee should meet one or more times in late summer in 2014 before the budget goes to the Selectboard. For FY15, a 3.48% communication budget increase is being proposed and will be discussed at the December 3rd police advisory meeting. The advisory meeting typically focuses on only communications for all the entities benefiting from the dispatch services, including Barre and State 911 payments to off-set costs to Hyde Park. This year a portion of the meeting will be for the review of the LCSD patrol services.

6. FY2015 Budget Discussion; Fire Budget and FAST Squad – Brad Carriere requested the same amount as FY2014 of \$2,000 to support the FAST Squad. Fire Chief Ed Webster submitted a memo regarding the FY15 budget request with attached budget sheets and call information. The Board agreed that the proposed budget was reasonable. Chief Webster pointed out that there remains a need for a generator at the fire station, as grant opportunities have not been successful. Chief Webster advised that having a capital equipment reserve for breathing apparatus and emergency repairs to avoid spikes in the fire budget, this fund could be used for furnace replacements and other large capital replacement items in the department. Chief Webster is currently looking into a new round of fire equipment grants, but the town can't depend on those funds. The department is also looking at the possibility of a new bay to create some space for the pickup and adding a mechanic room for small repairs and storage. The Board thanked the firefighters for the work on the proposed budget. George Cook reviewed the status of the effort to improve 911 house numbering to improve response times. Cook understands that some folks have purchased house number signs, but many have not. The FAST Squad would like to ask voters for an appropriation to complete the signing effort in the entire town. Cook will work with RR on sign costs.
7. **LEDC Foreign Trade Zone Support Letter** – Motion by RA to table the letter request until information from a local business on this topic can be presented to the Board. Seconded by RB. Voting: 4 in favor, 0 against, motion passed.
8. **Invasive Species** – Town Tree Warden Jared Nunery would like to organize volunteers to complete an invasive species inventory, focusing on public lands and right-of-ways, with the state reimbursing volunteers for materials and mileage. This project is similar to one just completed in the Town of Johnson. Motion by BJ to approve the invasive species inventory. Seconded by RB. Voting: 4 in favor, 0 against, motion passed.
9. **Purchase Orders** – Motion by BJ to amend PO #0020 to \$30,000 for gravel crushing. Seconded by RB. Discussion: RR noted that the highway budget is being adjusted to match budget requests to actual expense, rather than using the general fund balance to save money for use in future years. Voting: 4 in favor, 0 against, motion passed. Motion by RB to approve PO #0023 in the amount of \$8,325 for one culvert replacement on Depot St. Seconded by BJ. Voting: 4 in favor, 0 against, motion passed.
10. **Tallman Road** – Motion by RB to approve Tallman Road off Silver Ridge Road. Seconded by BJ. Voting: 4 in favor, 0 against, motion passed.
11. Reviewed 'Town Project List'; 'Grants Watch' report; and **LCSD Sept & October Reports**.
12. **Review Town Orders** – Motion by BJ to approve the warrants for September. Seconded by RB. Voting: 4 in favor, 0 against, motion passed.
13. **Other Business**
 - a. **Purchase Order** – The Board noted that the Selectboard's fire department liaison was not contacted prior to a major repair being ordered on a truck. RR will remind town staff that for emergency repairs, or potential significant expenditures, departments must contact their Selectboard liaison before incurring costs.
 - b. **Quarterly Staff** - A town employee staff meeting is planned for Nov 18 at noon.
 - c. **VTrans submitted of license agreement for use of State land** – The town was advised not to sign the proposed license agreement, related to the town's use of a portion of VTrans rail corridor for the LVRT trailhead structure and parking area, until the terms are reviewed by Bonnie at LCPC.
 - d. **VTel submitted a new application for a new tower on Lanphear Farm on VT100**. Comments are due by Dec 3rd. The Board reviewed the new location and felt that it was an improvement over the prior location which was closer to Webster Road.

- e. **Ken Harvey / LCSD Tower** - Motion by BJ to send letters of support for the reuse of the Ken Harvey wind tower by LCSD and for the VTel application at Lanphear Farm. Seconded by RB. Voting: 4 in favor, 0 against, motion passed.
- f. **Puckerbrush West Survey** – Town staff is working with the surveyor to draft a survey for the town road right-of-way to include those areas within 25-feet of the center of the built road. Once drafted, RR will approach landowners to gauge their interest in granting easements to the town. Most of the built road is within a strip of land that was deeded to the town in the early 1970's. The areas not within the strip of land are the areas that require town easements.
- g. **Ken Harvey Refinancing** – Rodjenski asked if DG could be authorized to work with town attorney, Tim Sargent, and to sign any necessary paperwork to complete the refinancing of the Ken Harvey loan at 3% over 15 years. Motion by RB to authorize DG to sign any necessary paperwork to complete the refinancing with Ken Harvey. Seconded by BJ. Discussion: RR noted that the Town of Wolcott will also need to approve the final documents. Voting: 4 in favor, 0 against, motion passed.

14. **Adjourn** – Motion by RA to adjourn. Seconded by RB. So voted at 8:12 p.m.