

# HYDE PARK SELECTBOARD MEETING MINUTES March 13, 2017

*All minutes are draft until approved by the Selectboard; please check future minutes for approval of these minutes. Meetings may be videotaped; recordings are held by Green Mountain Access Television. GMATV info: PO Box 581, Hyde Park, 05655; [info@greenmountainaccess.tv](mailto:info@greenmountainaccess.tv) or 802-851-1592*

Members Present: David Gagnier, Chair; Roland Boivin; Lucy Hankinson; Roger Audet; Susan Bartlett

Members Absent: None

Others Present: Ron Rodjenski, Town Administrator; Road Foreman Mark French; Mark Lehouillier; Brian Jones; Zac Cota; GMAVT videotaped this meeting.

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1. **Agenda & Public Comment:** No changes to the agenda. The Board welcomed Susan Bartlett.
2. **Organizational Meeting:**
  - a. Nominate Chair: Roger nominated Dave Gagnier, seconded by Susan. Discussion: Dave stated that he had previously stated he would not be Chair but would like to be Co-Chair for 6-8 months with Lucy, if she was willing to consider Chair at that time. Roger amended to Lucy and Dave G. as co-chairs. Susan seconded the amended motion. Voting: 5 in favor, 0 against, motion passed.
  - b. Nominate Vice-Chair: Deferred until co-chair terms end and vice-chair to be nominated.
  - c. Appoint Clerk of the Board: Nominate Ron R. as Clerk, seconded by Roger, so voted.
  - d. Assign Liaisons: Dave stated that he would like to have liaisons speak to their department's issues at each meeting and during Town Meeting.
    - i. Highway – Lucy
    - ii. Town Administration & Trustees – Dave
    - iii. Fire, NEMS, FAST Squad – Roland
    - iv. Sheriff, Police Advisory for Communications – Roger
    - v. Community & Economic Dev., Library & Recreation – Susan
  - e. Review & Adopt the Board Rules of Procedure: Motion by Roger to adopt the Selectboard Rules of Procedure as presented. Seconded by Roland. Voting: 5 in favor, 0 against, motion passed.
  - f. Review proposed Conflict of Interest Policy for all employees & volunteers: The Board will look at the information in the supplemental meeting packet and discuss at a future meeting.
3. **Interview for Planning Commission:** Zac Cota introduced himself as a current college student and employee at the high school. Zac stated that he was interested in land use planning and hoping to obtain his master's degree in that field from UVM. Motion by Lucy to appoint Zac Cota to a 4-year term on the Town Planning Commission. Seconded by Roger. Voting: 5 in favor, 0 against, motion passed.
4. **Reappointments to DRB:** Motion by Roger to appoint Craig Fowler & Gary Houston to 4-year terms on the Town Development Review Board. Seconded by Roland. Voting: 5 in favor, 0 against, motion passed.
5. **Appointment to Historical Society:** Motion by Lucy to appoint Al Spitzer to a continuing term on the Historical Society. Seconded by Roger. Voting: 5 in favor, 0 against, motion passed.
6. **Highway Department Matters:**
  - a. Review Overtime report – Three employees are over 200 hours this fiscal year, so the employees are now accruing comp hours until they reach the maximum of 240 hours. After 240 hours of comp, the employee goes back on OT pay each week. Every December, accrued comp time is paid down automatically by the town treasurer to 80 hours. The Board will look at overtime and comp time again at the April board meeting, hopefully with final amounts from this winter. If accrued hours are large, Mark French could see the benefit of paying overtime as it is earned rather than comp and the benefit of having some limited amount of comp time for use in the summer in addition to regular vacation time. Dave cautioned that the department needs to look at town budget constraints and operation controls to best manage time. Mark French agreed that the crew does that now and calls out the number of crew members needed for each job.

- b. Town Garage Project – Voters approved \$7,500 at Town Meeting: The Board thought that the mandated work, the soffits and a gable roof over the front door could be looked at with the funding. Roland suggested the Department of Corrections might be able to help with some parts of the project. Susan asked about whether a contractor would have ideas on breaking up the project over several years at a better cost.
  - c. Road Foreman Probation Period Ended March 11, 2017. Motion by Roger to authorize Dave to sign the end of probation letter for Mark French. Seconded by Roland. Voting: 5 in favor, 0 against, motion passed. Dave noted that Michael Griggs also recently successfully completed his probation as Equipment Operator.
  - d. Mark French reported that Highway Equipment Operator Michael Griggs Probation Period Ended March 4, 2017. There is no action required by the Board.
  - e. HydroSeeder Collaborative Purchase – Ron summarized the purchase as a multi-town purchase with use scheduled by each foreman. The cost is \$250 per year and the equipment will be paid for by a grant through the Lamoille County Conservation District. Motion by Roger to authorize Mark French to sign any necessary grant documents. Seconded by Roland. Voting: 5 in favor, 0 against, motion passed.
7. **Update on Pocket Park and Hyde Park Trailhead Plans** – Ron provided an update on both projects. The pocket park is needing attention and Susan agreed to work on it with Ron. The trailhead is on the April 4<sup>th</sup> DRB agenda and Ron will invite David Ring to the meeting to see if he has any concerns with expanding the parking lot area westerly, the same as the original plan, along the north side of the trail.
  8. **New Road Name** – Change north end of TH38; Webster Road to Quiet Lane. Motion by Roland to rename the north end of TH38 to Quiet Lane. Seconded by Roland. Voting: 5 in favor, 0 against, motion passed.
  9. **Delinquent Tax Collector Appointment** – Motion by Roland to appoint Kim Moulton as Delinquent Tax Collector. Seconded by Roger. Voting: 5 in favor, 0 against, motion passed.
  10. **Newport Ambulance** – Annual Contract July 1 – Ron will invite Newport Ambulance representatives to a meeting to review the contract and discuss mutual aid demands on NEMS.
  11. **Liquor License Renewal from VFW Post 7779** – Annual License – Motion by Roland to sign the VFW liquor license. Seconded by Roger. Voting: 5 in favor, 0 against, motion passed.
  12. **Review Monthly Reports;** Task List; Grants Watch; LCSD; Town Accounts
  13. **Review Minutes:** Motion by Roger to approve the 02/13/2017 minutes as written. Seconded by Roland. Voting: 4 in favor, 0 against, 1 abstention (Susan as she was not present), motion passed.
  14. **Review Town Orders:** Motion by Roger to sign the town orders as presented by the Town Treasurer. Seconded by Roland. Voting: 5 in favor, 0 against, motion passed.
  15. **Other Business and Notices:**
    - a. REMINDER - Site Visit – 4:45 p.m. **April 10<sup>th</sup>** to walk Sylvan Drive & Crabapple Lane (meet on Crabapple Lane). Susan noted she will be on vacation.
    - b. Goals for 2017 – Agenda item for May discussion. Dave offered two goals for 2017: 1) Liaisons to meet with their departments and try to come up with a level-fund FY2019 budget due to the new reappraisal which might see a reduced Grandlist value in April 2018. Dave explained that with 3% or 4 % increases in the town budget are likely to result in a large tax rate increase. Susan felt that there could be specific items to reduce or level-fund but there is likely to be other items that can't be reduced, so the goal is a good place to start. Dave stated that he did not feel there was Board support for making 0% happen in the next budget. 2) To resolve the town highway control matter with the Village Trustees, and if not resolved, then the Selectboard would not support grants or funding requests. Dave stated that the town needs one ordinance for parking and traffic control, not the current situation with two highway ordinances.

- c. Selectboard Institute – Susan and Lucy will attend the training on March 18<sup>th</sup>.
- d. Organizational Matters: Motion by Dave to approve the *News & Citizen* as the official newspaper for public hearing notices and to continue holding regular monthly meetings on the second Mondays at 6:00 p.m. Seconded by Roland. Voting: 5 in favor, 0 against, motion passed.
- e. Diggins Road – Mark French asked if some minor repair work on the Class 4 section at one culvert location near 1614 Diggins Road, noting that the new Road and Bridge Policy requires any town work on Class 4 roads to receive the prior approval of the Selectboard. The Board agreed to allow the limited work requested at one culvert site. Ron noted that due to some recent Supreme Court decisions, Selectboards have the option of making repairs to Class 4 roads and are no longer required to repair town culverts and bridges.

16. Adjourn – Motion by Roger to adjourn. Seconded by Roland. So voted at 7:52 p.m.