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HYDE PARK SELECTBOARD MEETING MINUTES June 12, 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 or 802-851-1592

8 Members Present: David Gagnier, Co-Chair; Lucy Hankinson, Co-Chair; Roger Audet; Susan Bartlett; Roland
9 Boivin
10 Members Absent: None
11 Others Present: Ron Rodjenski, Town Administrator; Hyde Park Road Foreman Mark French; Ryan Nolan;
12 Mark Lehouillier; Brent Lanpher; Kim Jensen, LCCD AOP Culvert Project; Marvin
13 Whitcomb; Diane Stoney; North Hyde Park/Eden Fire Department Asst. Chief John
14 Savage; Michael Griggs; NEMS Executive Director Mike Paradis; Donna Higgons, Chair,
15 Friends of the Lamoille Valley Rail Trail; Dale Nolan; John Rohleder; Hyde Park Town Fire
16 Department Chief Ed Webster; Scott Griswold, NEMS; Scott Audet; GMAVT videotaped
17 this meeting.

- 18 1. **Agenda & Public Comment** – Brent Lanpher asked why the grader can't be used on private road, when
19 town equipment is being used to fill swimming pools and help farmers clean out a clogged manure line;
20 Why for some and not all private owners? Dave explained that the town insurance doesn't cover private
21 road work and Brent asked why he can't pay for grader work. Susan felt that fire was different than highway.
22 Brent asked about providing town service on farms so why not a town grader on private roads, and if not,
23 then all private services should stop, like helping farms. Roland suggested that it deserves a full Board
24 discussion. No changes to the agenda were made.
- 25 2. **Northern Emergency Medical Service (NEMS) FY2018 Contract** – Mike Paradis and Scott Griswold
26 presented the annual NEMS contract noting that the amount is the same amount and terms as last year.
27 Dave asked about Morristown mutual aid and Mike reported that things are improved. Roland reported that
28 he spoke with Morristown Rescue and they reported the mutual aid use of NEMS is reduced and ambulance
29 operations are running well. Motion by Roland to accept the FY2018 contract for NEMS in the amount of
30 \$78,784. Seconded by Roger. Voting: 5 in favor, 0 against, motion passed. Scott provided an overview of
31 the history of NEMS, noting \$26.67 per person is the ambulance service cost and he is reviewing other
32 comparable towns, with Morristown over \$63.00 per person. In future NEMS budgets, Scott foresees a need
33 to reduce the ambulance replacement cycle to reduce maintenance costs, address the loss of Medicaid
34 revenue, and the adjust for increased insurance costs now that the legislature is requiring emergency
35 services to provide workers' comp insurance reserve funds. NEMS will send an invitation to all five towns
36 to attend a proposed FY2019 budget meeting to discuss these budget issues this coming September. Mike
37 P. noted that transport revenue pays a significant portion of the total NEMS costs to the five towns. Scott
38 stated that the group meeting will allow the towns to help prepare the final NEMS budget. Dave thanked
39 NEMS for their service to the Town.
- 40 3. **Hyde Park Town Fire Department** – Chief Ed Webster stated that the department needs to start replacing
41 their turn out gear, noting that about \$15,000 remains unspent in FY2017 due to a lower number of calls
42 and shorter duration of calls. Chief Webster would like to have unspent FY2017 funds assigned to FY2018
43 to allow the department to start replacing turn out sets (coat and pants only); the estimated cost being
44 \$1,800 to \$2,200 per unit with 25 sets needing to be replaced. Chief Webster noted that a grant in 2007
45 allowed replacing all the gear at once, which results in replacement of those units coming at the same time,
46 every 10 years. Dave suggested moving to a replacement rotation so it doesn't hit at one time and Chief
47 agreed it could be done. Roger confirmed that \$24,000 would then be available in FY2018, if approved, and
48 Chief Webster stated those funds could replace 12-15 sets with 23 current firefighters. Roger stated that
49 \$1,700/each was the cost for turn out gear recently purchased by North Hyde Park/Eden Department. Susan
50 asked if a statewide purchase could be organized to reduce the per unit cost and Roland agreed it would
51 be good to pursue. Motion by Roger to assign the estimated \$14,751 surplus from FY2017 to FY2018 for
52 bunker gear to be combined with the \$9,000 budgeted in FY2018. Seconded by Roland. Voting: 5 in favor,
53 0 against, motion passed.

1 **4. North Hyde Park/Eden Fire Dept. Inc.**

- 2 a. Fire Reserve Fund - Roger asked if anyone present objected to Asst. Chief John Savage speaking
3 since he is a non-resident; no objection. John noted that the 15-year oxygen bottles expire Oct. 2020
4 and need to be replaced, at \$900 per bottle. \$15,250 is the estimated cost to replace, and Hyde
5 Park's 50% share is \$4,000 per year for two years. A thermal-imaging camera for \$7,100 is also
6 being looked at as an immediate need which could be purchased by increasing this request to \$6,000
7 per year for two years. John explained the purpose of the thermal imager is to see hot spots to more
8 quickly respond to life risk situations. John explained that ideally each of their two engines would
9 carry imagers, which is what the Town Fire Department has now. Dave asked about the conditions
10 of other equipment needs at NHP/Eden and Brent explained that they have been trying to replace
11 hose lengths with their annual budget, noting hose is generally good for 25 years, but should be
12 tested annually. The Board agreed to place the \$4,000 thermal imager purchase on the June 29th
13 agenda. Motion to reserve the \$6000 per year, for two years, if the \$4,000 imager is approved on
14 June 29th. Seconded by Susan. Voting: 4 in favor, 0 against, 1 abstain (Roger as he is a member of
15 NHP/Eden). Motion passed.
16 b. Request for clarification on dry hydrant maintenance costs now in town budget – Brent discussed
17 the need to maintain dry hydrants and asked if NHP/Eden should add funds to their budget for
18 maintenance. Dave Gagnier stated that the new line item in the Town fire department's FY2018
19 budget of \$1,000 is for all dry hydrants in Hyde Park. Whether the new dry hydrant line item stays
20 under fire will be discussed during the Fall budget process. Dave asked about the status of the 911
21 signs and Ryan reported that it is on-going through the volunteer work of Brad Carriere. NHP/Eden
22 Asst. Fire Chief John Savage stated the new reflective E911 signs are reducing response times.

23 **5. Highway Department Matters:**

- 24 a. Comp Time – The Board discussed paying down earned comp time this June versus December.
25 The current policy is to pay down comp to 80 hours each December. Susan stated it was cleaner to
26 reduce the comp time in June, following the winter months and within the same fiscal year hours are
27 earned, rather than carrying the hours from one fiscal year to the next. Motion by Roger to reduce
28 earned compensatory time to 80 hours before June 30, 2017. Seconded by Lucy. Voting: 5 in favor,
29 0 against, motion passed. Susan would like to see a new policy on comp time drafted by Oct 1st.
30 b. Rodman Brook AOP Culvert – Kim Jensen reported that the VTrans grant was awarded and the
31 estimated costs are in the \$170,000 range with installation planned later this summer. Kim noted
32 that due to the heavy town highway work schedule, the additional grant funds would allow a cash
33 match instead of previously planned town highway in-kind match. Kim will be reviewing the bid
34 documents from Watershed Consulting soon and construction is estimated to take two weeks with
35 road closure; Cleveland Corners Road east of Trombley Hill Road, to ensure the two-week
36 timeframe. Lucy noted that the road closure needs to end before school starts.
37 c. MRGP Pilot Project Grant (80% State grant) - Letter of Intent due July 5 – Lucy suggested working
38 on grant funding for Sylvan Drive. Ron reported that only official town highways are eligible for this
39 grant program, noting that work on acceptance of Sylvan Drive as an official town highway was
40 planned after Crabapple Lane, per the previous Selectboard decision. Ron asked the highway crew
41 members present for suggestions for possible road sections that might be eligible for the grant and
42 the topic will be added to a future agenda.
43 d. Crabapple Lane road survey cost estimate – The Board agreed to pursue the June 3rd work outlined
44 by Little River Survey, but capping the town cost at \$4,000.
45 e. Village Roads Working Group – New town member to replace Lucy – Susan reported that the village
46 road working group would benefit from having Richard Grogan, Webster Road resident, who works
47 for the Town of Stowe water department. Motion by Roland to appoint Dick Grogan to the Village
48 Roads Working Group to replace Lucy. Seconded by Roland. Voting: 5 in favor, 0 against, motion
49 passed.
50 f. Class 4 Town Highway Issues – The Board discussed adopting a new policy. Mark French noted
51 that with the new state water quality standards we need to closely look at existing conditions of all
52 roads, and understand that the town highway crews would be doing more work on Class 4's. The
53 topic will be discussed at the July monthly meeting.
54

1 g. Purchase Orders –

2 i. Amend PO #FY2017-07 – Motion by Roger to approve the amendments: purchase a 2017
3 Dodge Plow Truck (not 2018), clarify item descriptions and increasing the not to exceed
4 amount to \$94,200 from \$93,000. Seconded by Roland. Voting: 5 in favor, 0 against, motion
5 passed.

6 ii. Approve PO #FY2017-08 – Annual Bulk Diesel Purchases – Deferred to June 29th.

7 h. CDL and Steel Toed Shoes Reimbursement – Lucy noted that the recent MSHA inspection for the
8 gravel pit resulted in a notice from the inspector that steel-toed shoes are required for employees
9 working in the pit. Motion by Roger to approve reimbursement at \$200 per fiscal year, per employee,
10 for steel-toed or composite boots to comply with MSHA safety requirements. Seconded by Roland.
11 Voting: 5 in favor, 0 against, motion passed. Lucy proposed that the town reimburse highway crew
12 members for the renewal cost of the CDL license, noting that the cost is \$100, and renewal is
13 required every four years. Lucy noted that current employees are on a schedule resulting in one
14 renewal per fiscal year. Dave felt it was a job requirement and Roland agreed that it was a part of
15 the job to be hired and to maintain a current license. Dave polled the members that were in favor
16 the town reimbursing for CDL renewal with 2 supporting the idea (Lucy and Susan) and 3 not
17 supporting (Roger, Roland and Dave).

18 i. LVRT mowing request for 2017 – The Board reviewed the request from VAST that the Town assist
19 with trailside mowing as a donation. Dave Gagnier felt that as a resident he does not like the rail trail
20 donation request but as a board member, he thinks the town should mow it. Donna Higgons was
21 present from the Friends of the LVRT to confirm that the town highway work would only involve the
22 sides to the ditch line as VAST has mowed the immediate trail edge. Ryan Nolan estimated the time
23 it would take as under 5 hours for the one mowing. Motion by Roger to approve the mowing of the
24 LVRT trailside for this year only. Seconded by Lucy. Voting: 5 in favor, 0 against, motion passed.
25 Susan noted that she has spoken to town residents and the village residents regarding the welcome
26 center grant that was not supported by the Selectboard at the last meeting, noting they understand
27 the reasons, but had hoped the project would have moved forward.

28 j. 2008 Chevy – The Board would like to re-advertise with \$12,000 OBO.

29 6. **Annual Dog Warrant from Town Clerk** – Dave reviewed the warrant list containing 84 unlicensed dogs.
30 Motion by Susan to sign the 2017 Dog Warrant. Seconded by Roger. Voting: 5 in favor, 0 against, motion
31 passed. The warrant will be turned over to the animal control officers to then contact residents.

32 7. **Annual Dog Census** – Animal Control Officer Diane Stoney reviewed a proposed dog census program
33 which would involve the ACO's visiting Hyde Park homes to introduce the ACO's, provide information rabies,
34 and possibly licensing the dogs during the visit. Lucy liked the educational aspect as well and Diane agreed
35 that a flyer could be prepared. Motion by Roger to approve of the dog census program with Diane and ACO
36 Crystal Maxham visiting homes. Seconded by Roland. Voting: 5 in favor, 0 against, motion passed.

37 8. **Vendor Contracts** – Businesses without workers' compensation coverage – Motion by Roger to sign the
38 contract for services with Brock Carriere for mowing services. Seconded by Susan. Voting: 5 in favor, 0
39 against, motion passed.

40 9. **Fiscal Year End Action Items:**

41 a. **Assignment of FY2017 funds to carry to FY2018** – deferred to June 29.

42 b. **Annual "Approved Vendor List"** – Businesses the Town works with have all required paperwork
43 are on the list. The Board reviewed the list of vendors. Motion by Susan to accept the 2017 Approved
44 Vendor List. Seconded by Roger. Voting: 5 in favor, 0 against, motion passed.

45 c. **Financial Management Questionnaire** – Motion by Roger to accept and sign the 2017 Financial
46 Management Questionnaire. Seconded by Roland. Voting: 5 in favor, 0 against, motion passed.

47 d. **Lamoille County Sheriff's Department Patrol & Communication Contract** – Ron noted that the
48 contract is for the amount approved at Town Meeting. Motion by Roger to accept and sign the LCSD
49 patrol and communications contracts. Seconded by Lucy. Voting: 5 in favor, 0 against, motion
50 passed.

- 1 e. **Town Garage Renovation** – Susan asked about the status of the work at the town garage and
2 Dave stated that the preliminary cost estimate was very high, so that major renovation planning was
3 tabled. Dave thought that local contractors could provide cost estimates for needed improvements.
4 Roger noted that \$7,500 was approved by voters to make some repairs. Roland noted that the oil-
5 water separator would be one upcoming mandated cost.
- 6 f. **July 1 employee pay adjustments** – FY2018 budget includes a 2.0% pay increase for employees.
7 The Board would like to see a formal personnel review process be developed, and for this year,
8 some form of review should be completed by July 1. Motion by Roland to approve the 2.0%
9 employee pay adjustments effective July 1. Seconded by Roger. Voting: 5 in favor, 0 against, motion
10 passed.
- 11 10. **Little Free Libraries** – Locations on town property NHP & LVRT. Susan suggested fire stations. Motion
12 by Roland to allow Susan to grant final approval for Little Free Libraries locations on town property,
13 including NHP and the Village. Seconded by Roger. Voting: 5 in favor, 0 against, motion passed.
- 14 11. **Errors and Omissions** – Dave reviewed the proposed corrections related to two property owners listed in
15 the original 2017 Grandlist resulting in minor changes to the Grandlist value. Motion by Roger to approve
16 the changes to the Grandlist. Seconded Roland. Voting: 5 in favor, 0 against, motion passed.
- 17 12. **Approval to open Savings Account for Recreation Reserve** –The Town Treasurer would like to open a
18 new bank account to manage the reserve of surplus recreation funds per the 2016 Town Meeting vote.
19 Motion by Lucy to approve the opening of the savings account for the new Recreation Reserve Account.
20 Seconded by Roger. Voting: 5 in favor, 0 against, motion passed.
- 21 13. **Review Monthly Reports** – The Board reviewed the Task List; Grants Watch; LCSD; Town Expense
22 Reports and Cash Account reports.
- 23 14. **Minutes** – Motion by Roland to approve the 05/08/2017 & 05/15/2017 minutes, as written. Seconded by
24 Lucy. Voting: 5 in favor, 0 against, motion passed.
- 25 15. **Town Orders** – Motion by Roland to approve the town orders as presented by the town treasurer.
26 Seconded by Lucy. Voting: 5 in favor, 0 against, motion passed.
- 27 16. **Other Business and Notices**
- 28 a. Special Meeting to vote on FY2018 Tax Rate and work on tonight’s deferred items. The Board will
29 meet on Thursday, June 29th at 8:00 a.m.
- 30 b. June 13 – Hyde Park Elementary School Celebration – 10 AM rain or shine
- 31 c. July 12 – VT National Guard Ribbon Cutting – North Hyde Park 10 AM
- 32 d. Delinquent Tax Report – DTC Collector Kim Moulton provided a summary of delinquent taxes, now
33 at \$168,069, which is the amount after the first full year of the new delinquent tax policy, and about
34 \$30,000 less delinquent compared to this time last year.
- 35 e. Paving – Roland reported that the Town of Morristown will be using Johnson St Ext, Main and Depot
36 St to get to their Cady’s Falls Road summer paving due to the weight-limited bridge over the Lamoille
37 River. Roland expected only a couple of days and will ask haulers to not use “Jake Brakes” on the
38 upper section of Depot St. Paving can be expected in the next few weeks.
- 39 17. **Adjourn** – Motion by Susan to adjourn. Seconded by Roland. So voted at 9:20 p.m.