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Selectboard MEETING MINUTES December 10, 2018

8 *All minutes are draft until approved by the Selectboard; please check future minutes for approval of these minutes.*
9 *Meetings may be videotaped; recordings are held by Green Mountain Access Television. GMATV info: PO Box*
10 *581, Hyde Park, 05655; info@greenmountainaccess.tv or 802-851-1592*

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8 Members Present: Susan Bartlett, Chair; Roland Boivin; Dave Gagnier, Roger Barry and Roger Audet
9 Members Absent: None
10 Others Present: Ron Rodjenski, Town Administrator; Lamoille Neighbors Board – Lisa Dimondstein;
11 Fire Chief Ed Webster; Town Clerk Kim Moulton; David Boera; Dave Curtis; Eugene
12 Dambach; Kathy Geiersbach. Olea Smith-Kaland; Maxine Adams; Brian A.
13 Shackett; Al Spitzer; Jim Heath; GMATV videotaped this meeting.

14 Susan opened the meeting at 6:00 p.m.

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1. **Welcome, Public Comment:** Lisa Dimondstein presented on the new non-profit, Lamoille Neighbors, serving initially Hyde Park and Morristown and planned to become active in April 2019. Lisa explained that staying in homes for older Vermonters is difficult and the “Village Movement” is a national grassroots effort with over 230 opened villages across the country and four in development in Vermont. Vetted volunteers and organized activities will allow residents to stay in their homes and be active, but no medical or case management services will be provided as those are already in place through other organizations. Vermont has the fourth highest aging population in the United States. Lamoille Neighbors goal is to strive to maintain dignity for those living alone. Susan asked about the specific benefits to the community and the board members present explained that residents that reach out to them would benefit from transportation, meals served, changing lightbulbs and smoke detectors that are hard to reach, and connect to vetted service providers for more involved home projects. The non-profit operates by membership dues as compared to existing services through state and federal programs that are often based on income levels. Lamoille Neighbors allows members to pick and choose services. Dave Gagnier asked about funding from the town and the board members said yes, possibly, but not at this time. Dave commented that existing meals on wheels and transportation services are similar, and this program is very beneficial and supportive of those efforts. Dave encouraged the group to present the new program at Town Meeting and see if there is town funding support. The group has started to develop a community of volunteers ready to help their neighbors as they are organizing.

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 2. **Hyde Park Town Fire Department – FY2020 Budget Review.** Ed Webster reviewed the budget which is proposed at \$66,900, \$1,000 more than FY2019. The increase will cover the cost of maintaining the new generator (\$500) and for gas/oil to operate the generator (\$500). Susan mentioned that the state is considering training hour reductions to increase fire department volunteers’ rosters. Chief Webster stated that the training requirements are currently unrealistic for small towns and 45-hour class does increase the roster to help on the scene, but the roster still needs volunteers certified at the higher level of Firefighter 1 to provide service. Ed asked about the fire department bylaws and Dave stated that the fire bylaws would be worked into the new town personnel policy which is still pending with the town attorney.

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 3. **Tech Group Managed Services Contract –** Kim introduced David Boera, Eugene Dambach and Dave Curtis about the managed services contract. Dave Boera explained that the contract would augment what Eugene does for information technologies through automated patch management services, ensuring that all software updates are current and in good working condition for the town’s systems. The managed service provides remote access for any issues, system monitoring for identifying anti-virus issues, notification of potential hardware failure and data inventory capture. Eugene would continue to take care of on-site issues. The cost is \$216 / month plus \$200 / month for an on-site and off-site backup systems that will be monitored daily and reported on weekly. Kim explained that a recent failure of the backup system prompted a need to improve

1 the backup system and system maintenance with an outside vendor because town staff is not
2 trained to do this type of work and ensure that the Town can quickly reinstall the town's computer
3 systems if there is a major issue. Ron asked about email retention requirements and Dave Boera
4 could provide a quote if the Board asked for one to review in the future.

5 4. **Proposal to transition from Conduent to KoFile for land records** – Town Clerk and Town
6 Treasurer Kim Moulton presented the proposal to transition to KoFile from the current Conduent
7 (formerly ACS) land records management system service. Conduent has performed poorly
8 recently and town staff is not satisfied with the level of customer service being provided. The
9 KoFile system is widely used and can be modified by town staff easily instead of always needing
10 to go back to the company as with Conduent. The current Conduent contract is \$685 per month.
11 The new KoFile system will be installed in Dec 2019 at a cost of \$800.00 per month, with \$510.00
12 of the total monthly coming from records restoration fund, \$57.50 per month from Animal Control
13 budget and increasing the existing \$2,100 annual budget to \$2,790 per year (additional \$57.50
14 per month). Kim explained that the proposed system will have a portal to access dog license
15 records at any time by authorized users, versus the current system of requiring town staff to
16 produce paper records for the animal control officers. Ron said that the increased cost for the
17 animal license software can be accommodated in other areas of the administration budget but he
18 would not recommend reducing the current animal control budget of \$4,900. Kim asked if there
19 would be a decision on the two proposals tonight and the Board said they needed to discuss the
20 request later in the meeting.

21 5. **Grange Hall Roof Repair** – Jim Health, Al Spitzer and Brian Shackett appeared. Al reviewed the
22 need for roof repair at the Grange Hall with water seeping into the second-floor ceiling and
23 working its way down through the floors which makes it unusable for the public. Al noted that most
24 of the leaking is at the ridge. Al stated that an engineer reviewed the building roof structure and
25 collar ties were recently added to tie the rafters together which makes the roof stronger for
26 whatever roof is installed. Al stated that Rodd Roofing has estimated the project at \$98,000 and
27 there is a lot of demolition to be done to get to the rafters ready for the new roof. New plywood
28 and standing seam metal roof would result in a roof life expectancy of at least 100-yrs. Al said a
29 cheaper option would be strapping and regular steel, which is maybe ½ as expensive and still
30 exceed 50 years. Jim Heath said that the sheathing is deteriorating so it needs to go down to the
31 rafters then go back up. Jim would like to propose an article at Town Meeting to prevent any more
32 decay of the historic building and then start to reuse the building but with parking possible on
33 adjoining parcels. Roger Audet stated that parking is an issue and needs to be resolved with
34 proposals for reuse. Jim will seek additional bids and come back to the Board in January. Ron
35 thanked Brian Shackett and his DOC crew for the much-appreciated work on the roof collar ties.
36 Brian stated that the trailhead fence could be installed by his Department of Corrections crew in
37 the next couple of weeks.

38 6. **Amend PO #2019-07** – Fire Station Generators – Motion by Dave G. to amend the PO#2019-07
39 to the fire capital equipment expense line. Seconded by Roger A. Voting: 5 in favor, 0 against,
40 motion passed.

41 7. **Highway Department** –

- 42 • Winter Sand Pile Report – The Board reviewed the cost comparison sheet showing
43 the 10-day work period to put up the winter sand pile is about \$44,000 cheaper than
44 the historic 25 days or more.
- 45 • Wetland Easements and Restoration Grant due 12/14 – Ten Bends Drive. Motion
46 by Roger A to apply for the grant contingent on landowner's supporting the project
47 with the application. Seconded by Roland. Voting: 5 in favor, 0 against, motion
48 passed.

- 1 8. **Vermont Arts Council Grant** – Animating Infrastructure – Ron reported that a Letter of Intent to
2 apply for the grant was submitted with Hyde Park Elementary School, Hyde Park Arts and partner
3 support from Vermont Studio Center and Green Mountain Technology and Career Center. The
4 future grant application would only be submitted if VAC selects the project to move forward. The
5 grant would fund an artist to work with the community for the design of the Hyde Park trailhead
6 on the Lamoille Valley Rail Trail.
- 7 9. **2019 Municipal Planning Grant** for Community Flood Study \$16,740 – Ron reported that the
8 MPG funding was awarded and now the Selectboard needs to vote to accept the grant. The grant
9 funds mapping and flood analysis in three towns; Hyde Park, Wolcott and Stowe and the final
10 report will recommend ways the towns can reduce flood insurance premiums following FEMA's
11 Community Rating System. Grant match will be from staff time and regional planning support.
12 LCPC will manage the project and Hyde Park will be the fiscal agent for the grant. Motion by
13 Roger A. to accept the MPG19 for a flood study with Stowe and Wolcott. Seconded by Roland.
14 Voting: 5 in favor, 0 against, motion passed.
- 15 10. **1st Draft FY2020 Municipal Budget** - Overview of Revenue and Expenses. The Board discussed
16 the cuts necessary from the first budget draft now at 8% to get to 3% which is equal to about
17 \$135,000 in expenses cuts because no new revenue is expected in FY2020. Ron estimated that
18 for each \$25,000 in cuts the budget increase could be reduced by 1%. The Board discussed how
19 to best improve roads in a short window, possibly through a loan or bond, and then maintain them
20 in good condition but at a lower annual maintenance cost. If voters don't approve funding for
21 roads, then the public needs to know that deferred maintenance and poorer conditions will be
22 likely until the repairs can be funded. The Board would like to see all departmental costs brought
23 under its own budget rather than having payroll expenses under administration. For example,
24 highway expenses would show as over \$1 million per year not the current \$800,000 that is printed
25 in the town report. A road improvement plan should be developed and presented to voters –
26 invest now and improve roads to a lower cost maintenance plan or maintain current levels of
27 funds and do the best we can. Ron suggested that the town's annual budget could be amended
28 in the printed annual report to show FY2019 in the same breakdown as the new FY2020, for
29 comparison purposes if account coding is changed. The Board agreed to meet again on the
30 FY2020 budget on January 3rd at 5:00 p.m.
- 31 11. **Review Monthly Reports**; Task List; Grants Watch; Town Bank Accounts; LCSD Monthly
- 32 12. **Town Bank Accounts** – Ron informed the Board that a meeting is planned tomorrow with the
33 town outside auditor Glenna Pound, and town staff, including his wife Melanie who is a CPA, to
34 review all town account codes and methods of fund reporting. Ron suggested that the proposed
35 accounting changes discussed tomorrow could result in the closing of bank accounts that could
36 then be managed through NEMRC. Susan explained that the new investment committee was
37 created to discuss ways to improve the interest earned on town accounts. Susan also suggested
38 that transparency is important and reviewing current accounting procedures might show easier
39 ways to complete financial tasks and reports, noting that moving the expense accounts as earlier
40 discussed for highway is another way to improve transparency. Dave asked for a summary of the
41 current checking/saving accounts and Ron read the list of 13 accounts. Motion by Roland to close
42 the 13 town bank accounts except for any checking accounts that are deemed necessary to be
43 closed by Susan B. after reviewing the accounts with town staff. Seconded by Roger B. Voting:
44 5 in favor, 0 against, motion passed.
- 45 13. **Review minutes**; 11/12/2018 – Motion by Roland to approve the 11/12/2018 minutes, as written.
46 Seconded by Roger. Voting: 5 in favor, 0 against, motion passed.
- 47 14. **Town Orders** – Motion by Roger A. to approve the town orders presented by the Town Treasurer.
48 Seconded by Roland. Voting: 5 in favor, 0 against, motion passed.
- 49 15. **Other Business & Notices**
- 50 a. **Vermont Natural Resources Council Grant** – SmartGrowth Guide - \$1,500 awarded.

- 1 b. **LVRT Trailhead** – Fence installation by Department of Corrections being planned in Dec.
- 2 c. **Reappraisal Summary** – The Board received the memo from Town Listers reviewing the
- 3 recently completed town-wide reappraisal, the reappraisal cost of about \$131,000 and
- 4 the resulting Grandlist reduction of 2.71%. This resulted in a municipal tax rate increase
- 5 of 6% when the original projection without reappraisal was projected at 4%.
- 6 d. **Lamoille Community House** – Susan thanked Sheriff Marcoux for his unwavering support
- 7 for trying to provide temporary housing for the 35 people in Lamoille County, both adults
- 8 and children, with most adults working but living in temporary housing or cars. Susan stated
- 9 that the permitting process with the Village is not responding in a timely way and Howard
- 10 Manosh has opened the motel in Morristown to help bridge the gap in housing until the
- 11 conclusion of the Lamoille Community House permit process. Roland asked about the
- 12 delay and Susan said the application was submitted in September by Roger Marcoux.
- 13 Roger A. suggested seeing if there could be an article written in the newspaper, noting that
- 14 it shouldn't be delayed any longer. Susan offered to write a letter to Roger Marcoux and
- 15 Howard Manosh to thank them for what they are doing for the community.
- 16 16. **Adjourn ~ Motion by Roland to adjourn the meeting at 9:21 p.m. Seconded by Roger A. Voting:**
- 17 5 in favor, 0 against, motion passed.