

Selectboard
October 6, 2021
Hybrid Meeting Minutes

*All minutes are draft until approved by the Selectboard; please check future minutes for approval of these minutes. Meetings may be videotaped and posted on YouTube; GMATV info: PO Box 581, Hyde Park
info@greenmountainaccess.tv or 851-1592*

Members Present: Susan Bartlett, Chair; Roland Boivin; Chasity Fagnant; Brian Shackett

Members Virtual: Dave Gagnier

Members Absent: None

Attendees Present: Ron Rodjenski, Town Administrator; Roger Audet and Dave Harvey, from Hyde Park
Fire District #1

Attendees Virtual: Kim Moulton, Town Clerk; Pat Ripley, LEDC; GMATV did record this meeting.

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

1. **Welcome.** No changes to agenda and no public comment.

2. **Gottsegen Design for LVRT Trailhead** – Susan reviewed the process to date which concludes with the Selectboard acceptance of the design. Funding is from the VT Arts Council and the art selection committee supports acceptance with the design being well-received at the final presentation event. Motion by Brian to approve the Gottsegen design and move forward with fundraising. Discussion: Susan noted the installation cost is estimated at \$60,000 with grants hopefully funding \$30,000 of the costs and crowd-funding for the balance. Voting: 4 in favor, 0 against, motion passed.

3. **Kick-Off Budget FY2023** – Review schedule for budget presentations to Selectboard & capital projects. It will be hard to keep to 3% tax rate increase goal due to commitments within the new union collective bargaining agreement and inflation in some products the town uses. Kim noted that she would like to have online land records to allow a 40-year search and she has been waiting for a quote for several months. Kim estimates that the cost would be about \$12,000 for records back to 40-years and about \$50,000 for land records going back to Book #1. Roland asked about improvements to Church St property at Marquis Houle's foundation for safety and Susan noted that Fork & Gavel is now vacant and the need to investigate both properties to see if the town can improve safety or attract new tenants. The Board talked about ways to increase the tax base and Ron noted that the time and effort is not insignificant to focus on these types of long-term projects like North Hyde Park public sewer system.

4. **ARPA Overview** – Pat Ripley from Lamoille Economic Development Corporation (LEDC) noted that the logistics for determining eligibility and accounting for the funds is best done through VLCT. Pat stated that he has reviewed the town's project list and LEDC has a similar regional economic development priority list with five current projects and five more hoped for within the county for a total of ten. Priorities are set, in part, on job creation and the amount of prior investment, such as the Johnson Industrial Park, costing about \$1.4 million to complete, and the Morrisville/Stowe airport improvements, costing under \$1.0 million. NVU renovations for a childcare project is another project. Pat noted that Wolcott's sewer project is on the list, capped at \$50,000. Pat recommended that the decentralized sewer and water system upgrades in North Hyde Park should be added to the regional list of projects maintained by LEDC., noting that tomorrow is the State's ARPA meeting for water and sewer projects. Pat noted that a major NHP water system upgrade could be \$300,000 and some preliminary engineering is needed now to move projects forward. Susan noted that HVAC upgrades are also a high priority for library, highway garage and town office, along with public records going online. Pat noted that transformative economic development projects could be a priority as well, such as Trailhead parking upgrades, noting that other federal and state grant programs should be explored first before ARPA. Pat noted that HVAC upgrades should be explored with Efficiency Vermont before bidding. Pat will send Ron the forms needed to add projects to the county economic development list. Pat advised water and sewer projects are costly and can take a long time but would help the town in many ways from housing to economic development, it is a good time to see if any of those can get off the ground with ARPA that might not normally have had a chance to begin. The Board thanked Pat for his time. Dave Harvey asked for a request of \$30,000 for an assessment of needed water system upgrades. Dave explained that the State has advised upgrades to the pressure

1 system and the engineer needs to prepare a plan and develop costs for a potential upgrade, possibly
2 having two pressure tanks in case one fails. Dave will connect the Fire District's engineer with Ron.
3 Motion by Roland to approve the use of \$32,000 of town ARPA funds, if ARPA guidelines can be
4 met. Seconded by Brian. Voting: 4 in favor, 0 against, motion passed. Quotes for HVAC at library,
5 town office and town garage are being pursued now and adding more online public records will be
6 a priority if the vendor sends Kim a quote, which has been pending for several months. Brian noted
7 that the east wall repairs at the town garage are still needed. Roland advised to seal the building
8 before adding HVAC. The Board would like to move forward with additional garage repairs and Ron
9 reviewed a repair list from 2017 that is partially completed. Susan asked about other revenues for
10 the projects and Ron advised that the unassigned fund balance will be published in the forth coming
11 FY2021 town audit as a source in addition to FEMA reimbursements and ARPA.

12 5. Town Finance:

- 13 a) **Report on Town Audit** – One year extension Glenna Pound \$10,000. Need non-major
14 funds schedule as part to FY2021. Motion by Brian to authorize Susan to sign the one-
15 year extension for \$10,000. Seconded by Chasity. Discussion: Ron and Chasity will work
16 on non-major fund reporting being in the FY2021 audit. Voting: 4 in favor, 0 against, motion
17 passed.
- 18 b) **Letter of Hire** – Town Finance Director Alyson Cusson resigned effective yesterday
19 October 5th. Ron is proposing an interim Payroll Assistance for three months during the
20 search for a new Finance Director & discussed the benefits of a permanent Recording
21 Clerk position for Selectboard, Planning Commission and Development Review Board.
22 Ron spoke about the town growing, along with demands from state and federal agencies,
23 and need to re-evaluate the Town Administrator job duties and priorities in the future,
24 completing that task before advertising for the next Town Administrator. Kim advised that
25 combining zoning and town administrator could be looked at as they are two separate
26 jobs. Susan agreed that a long complex discussion is needed. Ron advised that the
27 funding for recording clerk is in the current town budget for the town office. Motion by
28 Chasity to approve the Finance and Payroll Assistant job description and offer the position
29 to Alyson Cusson for a 3-month period at \$25.00/hr. Seconded by Roland, Voting: 4 in
30 favor, 0 against, motion passed. Motion Chasity to approve the creation of recording clerk
31 position and offer the job to Alyson Cusson with pay based on the meeting time plus 30
32 minutes to proof and publish the minutes at \$17.00/hr. with Ron reviewing the minutes
33 before posting. Seconded by Brian. Voting: 4 in favor, 0 against, motion passed.
- 34 c) **NEMRC Payroll Support \$5,000** – Ron stated that the contract can be cancelled at any
35 time when the new Finance Director takes over payroll processing. Ron noted that the
36 contract would start on 12/01/2021. Motion by Brian to approve the payroll services
37 contract with NEMRC for \$5,000. Seconded by Chasity. Discussion: Voting: 4 in favor, 0
38 against, motion passed.
- 39 d) **Revised Job Description** – The Board discussed a revised Finance Director job
40 description which allows some remote work after the employee's probation period. Ron
41 noted that town policy requires an initial period of internal advertising before going to
42 external advertising. Motion by Chasity to approve the JD and advertise. Seconded by
43 Brian. Voting: 4 in favor, 0 against, motion passed.

44 6. Other Business - **Prospect St** – Ron reported that parts and pieces for stormwater improvements in
45 the loop are due to be received in mid-October with a project cost of about \$70,000 with a grant award
46 condition. The roadway will be shifted westerly to provide space on a utility pole that otherwise would
47 have cost \$30,00 to move out of the snowplow zone. **GPS pilot project** for town highway vehicles will
48 be on the agenda for October 18th with Michel Renaud's winter seasonal on-call letter of hire. Ron
49 advised he wanted to take a vacation, noting there is a lot going on right now, and the Board told Ron
50 to take a **vacation** and work with Susan on the details.

51 7. **Adjourn** – Motion by Brian to adjourn, seconded by Chasity, so voted at 9:01 p.m.