

Select Board Meeting
April 27, 2022

6:05 pm meeting called to order by Neil Oleson. Meeting suspended to relocate to the Florida Senior Center as to many people were in attendance to hold the meeting in the Town Hall. Meeting opened into regular session at 6:10 pm.

Select Board members present: Mike Bedini, Terry I. Green, Neil Oleson

Select board members absent: None

Others present Vicki Winchell, Tim Bartlett, Ron Bosley, Ron White, Brad Furlon, Tina Emlaw, Jim Therrien, Steve Brown, Mike Gleason, Elizabeth Henderson, Justin Henderson, Jim White, Jamie Rathbun, Janet Bartlett. The following present for partial meeting: Pam White, Ericka Oleson, Stephanie Pare.

Selectboard:

- Vicki asked permission to purchase a proper recording device for the meetings, to be paid out of Selectmen’s Supplies and Expenses. The board agreed.
- Mike asked how the board would proceed regarding the complaint against Terry by Christine Dobbert. This matter was originally scheduled for executive session however Terry felt it was not necessary to go into Executive Session, as listed on the agenda. She was not given the legal 48 hours written notice regarding Executive Session. The matter has been reviewed by the lawyer and the board will discuss the complaint and draft the rebuttal at the next selectboard meeting, scheduled for May 4, 2022. Several in the audience asked what the violation claim was. Mike and Neil read the complaint aloud. Ron Bosley asked if the board felt the open meeting law was violated and if town counsel has reviewed it. Mike did not feel the law was broken and Terry informed the audience that town counsel has been consulted and has drafted a rebuttal for the board to review and vote on at next meeting. Neil agreed they would review the draft and would like to see town counsel review the minutes from the meeting in question. Jamie Rathbun asked for clarification as to what had to be done. Neil explained because it was a formal complain placed through the state, the board will review it at the next meeting. A letter was passed out to audience members. Ron Bosley asked why, if the complaint was filed on 4/1/22, did Terry not receive it until 4/20/22. Neil explained in the absence of a Town Administrator it was just found on the desk on 4/20/22.
- Town Hall Keys - Neil gave Terry a key to Town Hall. Terry suggested they have the locks changed since there is no list of who has keys. Neil replied they are replacing the push bars in July with new locks. Mike also suggested possibly using a push button code. Some can program up to 20 numbers then everyone can have their own code and it would better keep track of who is in and out of town hall.
- Procurement Officer - Neil informed everyone Christine had been the town Procurement Officer. Terry felt the town would need a temporary one and volunteered to do it since she is currently taking the classes related to this position for her job. Mike asked what the job description is. Terry clarified the Procurement Officer reviews contracts, purchasing any materials for building. Neil and Mike agreed Terry could do it temporarily.

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Selectboard (continued):

- Mike Bedini made a motion to appoint Terry I. Green temporarily for Procurement Officer. Neil Oleson seconded. Unanimous.
- Town Bank Accounts - Terry questioned the status of the bank accounts. She would like to know what accounts the town has and wants to confirm the town administrator is not listed on the accounts. Neil responded there is a money market and checking account and Ericka and Stephanie could give her a better idea on that question.
- Emails - Terry brought up emails as a Selectboard and a town. No one should be using personal emails for security purposes as it is not secure enough. If something should ever occur and counsel wants email, they can have access to the person in questions personal emails. They will work on setting those up.
- Local Services Best Practice – Terry clarified it is a Best Practice Audit done by the states division of Local Services. Since there is a change in employees, she thought it would be a good time to do this. There is no cost to have this done. It will take a few months for the local services department to get it scheduled.
 - Mike Bedini made a motion that the Department of Revenue, Local Services Best Practice Audit for the town be scheduled. Neil Oleson seconded. Unanimous. Terry I. Green abstained.
- Selectmen’s Concerns - Terry clarified she was given this wording “Selectmen’s Concerns” by the Ethics Committee to include on the agenda in case any of the selectboard members had concerns to discuss.
- Vicki brought up the Annual Town Meeting Warrant that Neil asked her to prepare at a previous meeting. She discussed that she did find a previous years copy and was able to use it to work on for the next fiscal year but was unsure how to complete several of the figures as they were never discussed during the selectboard meetings. The board instructed to include the finance committee on the agenda for the next meeting so as to finalize the figures with their recommendations.
- Open Job Positions – No applicants received for the Treasurer/Collector or Accounting Officer positions. There were no new applications for the Town Administrator position other than the original six applications received. Discussions held regarding education required to hold these positions. Janet Bartlett volunteered to help out wherever any help is needed until positions are filled. An audience member asked what the pay is for the Treasurer/Collector position to which Neil responded \$20,000 for the combined position for FY23. It would be 2 days per week. Terry mentioned she has two possible candidates for the Accounting Officer position. She would step back and let the candidates discuss with the other board members the position and negotiate salary.
 - Mike Bedini made a motion to table the discussion of Town Administrator applications and who they will be calling in for an interview, until next week. Terry I. Green seconded. Unanimous.
- Ericka asked the board if there was any process in place for preparing the warrant in two weeks because her maternity leave is ending, and she will be back to work at her daytime job and can no longer fill in doing it. Preparing the warrant is an Accounting Officer duty. She stated if everyone can email her their payroll, she can potentially do payroll for one more cycle, but they need to get something else in place. Terry offered to have one of the accountants she knows come in to discuss doing it and she would step back from the discussion since she is recommending them. Ericka offered to assist in training, if needed. They will invite the accountant to come to the next board meeting on May 4, 2022, to discuss.

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Selectboard (continued):

- Mike Gleason pointed out that Christine and he had shared the Emergency Managers Director job. He offered to do it himself. Neil agreed he could do that until they get someone on board. Mike G. said he just needs a letter from the board stating he is the sole director. Mike asked Vicki to meet with Mike G. to draft the letter needed.
- Terry is making corrections on the minutes from April 20, 2022 and would like to review it at the next meeting.
- Terry I. Green made a motion to table the minutes from April 20, 2022, for further review on her part and to approve the minutes of Executive Session and the regular meeting for April 13, 2022, with one correction to Susan Oleson's name on the regular session minutes. Mike Bedini seconded. Unanimous.

Special Permit Hearing:

- Justin and Elizabeth Henderson appeared for a Special Permit Hearing. This hearing started at 6:33 p.m. They explained their plan to erect Storage Units on the property they purchased on Mohawk Trail, in the former Giovanni's Motel/Restaurant property. Their plan is to rehab the parking lot, as well as the building for inside storage. They will use what can be saved and tear down what cannot. They plan to build approximately 40 storage units. The sign will go where the old Giovanni's sign is and the facility will have 24-hour electronic surveillance.
- Mike Bedini made a motion to accept the special permit for Justin and Elizabeth Henderson for storage units. Terry I. Green seconded. Unanimous.

Jim White, Highway Supervisor:

- Dealing with cleaning up brush on the side of Whitcomb Hill Road
- Chipper broke down. Sent for repairs. The estimate is \$4907.00. Some of the repairs needed include: alternator was burnt-out, low-pressure switch, safety override switch, bearing, worn out belt.
- While working on Whitcomb Hill Road it was noticed the culverts were plugged and had not been cleaned out in years. Cleaned out with the fire trucks however it was necessary to call Roto Rooter for one that had a ball of roots in it. They had to use a jet system on it.
- Snowstorm
- Guardrails on Tilda Hill and Stryker Road. Jim brought contractors to do a job but did not want to leave them unsupervised, so he worked the holiday and took another day off as a floating holiday. Mike did not think he could do a floating holiday, legally. An audience member commented you would rather have him take the overtime? Mike replied yes because it may not be legal to take a floating holiday like that as an hourly employee. Brad added you have to pay overtime unless it states in your contract there is a specific reason for a floating holiday. Mike suggested they investigate the issue further. Neil instructed Jim to put in for the extra overtime he should have earned on the next pay cycle.

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Jim White, Highway Supervisor (continued):

- On River Road, where Krutiak's property use to be, the pavement is breaking up. It is to much work for the highway dept to complete so Kevin from Warner's came up to give an estimate. The estimated cost is \$45,558.73. He also gave a quote to do work on Tilda Hill Road from Route 2 to the town line. This would come out of FY23 Chapter 90 funds. The estimate is \$242,587.44. River Road work to be done this year with the funds coming out of Road Maintenance. Discussion held regarding advertising bid requests for these projects. Terry asked Jim if he has used Map It yet. He has. She offered to help with it if he needs it.
- Brad asked about resurfacing Whitcomb Hill Road that was in previous minutes and what was going on. Jim replied he is trying to apply for a Strap Grant to cover these costs. Brad asked if there was any capital improvement plan put together for redoing this road. The road hasn't been resurfaced and there is a tremendous amount of traffic on it. Brad asked if there are any plans to patch it in the meantime. Jim replied they will be patching it this year to hopefully buy another year or two until they can start looking into the Strap Grant. Mike clarified Jim just came upon this grant so it will take some time to look into it.
- Mike asked Jim if he had found any storage containers. Jim has the number but has not had a chance to call. Mike reminded him they approved money for this. Neil has the number of a contact that delivers them at a good price. He will check into it.
- An audience member asked if there was any plan in place to fix roads, replace trucks, etc in case grants do not work out. Neil said they plan on the worse roads first and try to progress on all the roads as they go along. Audience member asked if it is possible to set funds aside. Neil did not think you can do that for roads, but we could possibly set up a separate stabilization account for equipment.
- Tim noticed on North County Road the ditch is about 1 ½ feet deep, very close to the blacktop. Jim said they were looking at it and it will be addressed this summer.

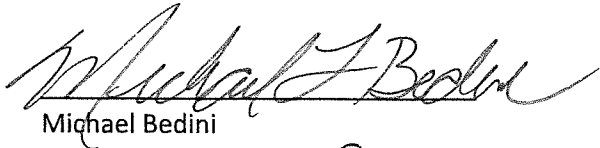
Public Comment:

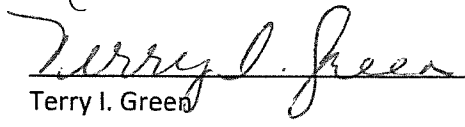
- Ron brought up a concern regarding the FD truck stored in the Hoosac Tunnel section of town. The truck is stored in a heated garage which is full of holes. Mike thought it had been fixed. Ron's concern is the town is spending money on heat. The board agreed that is an issue and thought this had been addressed previously. They will get in touch with Tony Arigoni regarding repairs of the building. Neil thanked Ron for bringing this to their attention.
- Ron heard there was painting to be completed at the highway building. He asked if it had gone out to bid. Neil responded anything under \$35,000 does not require to go out to bid. Brad responded that according to Chapter 30B it does not need to go out to bid but you do need 3 quotes. Under \$10,000 you do not. Neil thought they raised it from \$10,000 to \$35,000. Brad added the high limit was changed from \$35,000 to \$50,000 with 3 quotes and after \$50,000 it needs to go out to bid. Jim will call a couple people to get some quotes. Terry will print Chapter 30B and bring it to the next meeting.

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6:42 pm. Terry I. Green made a motion to adjourn the meeting. Mike Bedini seconded. Unanimous.


Michael Bedini


Terry I. Green

Neil Oleson

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