

Selectboard Meeting

Richford Vermont

December 5, 2016

UNAPPROVED MINUTES

Chair Linda Collins called the meeting to order at 7 pm with Board Members, Norris Tillotson, Chris Martel, Wayne Hurtubise, and Tim Green present. Guests in attendance were Eric Collins, Joey Randall, Joe Pollender, Connie Burns, Darlene Gregoire, John Nutting, Susan Smolinski, Annette Goyne, Fiona Lugo, Deb Atherton, and Pam Hazen.

Motion made by Wayne Hurtubise, seconded by Linda Collins to enter executive session at 7:00 pm, to discuss financial matters. John Nutting remained for the executive session.

Motion made by Tim Green, seconded by Norris Tillotson, to exit executive session at 7:20 pm. As a result of the executive session, a motion was made by Mr. Tillotson, seconded by Chair Collins, to purchase the sidewalk plow that Mr. Nutting had test driven over the last few weeks. The motion passed.

Mr Nutting left the meeting.

Motion made by Chris Martel, seconded by Mr Tillotson, to approve the minutes of the November 21, 2016 Selectboard meeting. Motion passed.

Guests Darlene Gregorian and Connie Burns provided an update about keystone projects throughout Richford as a result of meetings that were held with USDA-Rural Development. Numerous potential projects were introduced including a welcome center, Main Street streetscape improvements, recreation projects, art initiatives, NOTCH refinancing, and the acquisition of St Pierre properties. Motion made by Mr. Green, seconded by Mr. Martel, to have the Town submit a letter of intent by December 15, 2016, that they would be submitting a grant application for a feasibility study, for a new welcome center in Richford. The motion passed. Later in the meeting an addendum was added to this motion by Mr. Green, seconded by Mr. Hurtubise to allow the Board Chair to sign the letter of intent, and submit by the December 15 deadline, since the next Board meeting is not scheduled until December 19. The addendum motion carried.

Ms. Burns and Ms Gregoire, left the meeting.

Guest Annette Gojne presented a proposed 2017 budget on behalf of the Library Trustees. A balanced 2017 budget will require \$78,000 in total income. Mr. Green indicated that projected building improvements in 2017, independent of this proposal, will probably run from \$25,000 to \$30,000 – to be determined during upcoming budget meetings. Following Ms. Gojne’s presentation, Chair Collins inquired about the status of the deed situation surrounding the Library and the Town Hall. Ms. Gojne indicated that it should be settled in January 2017.

The Library Trustees – Ms. Lugo, Ms. Gojne, Ms. Hazen, Ms. Atherton, and Ms. Smolinski left the meeting.

Item number 6 on the agenda, the 911 Budget discussion was tabled until the upcoming budget meetings.

Chair Collins, informed the Board that an application was necessary to install the previously approved street lamps for Green Avenue. The application will be completed and submitted by Mr. Tillotson and Chair Collins.

Chair Collins reported that further investigation had been conducted concerning the previously denied water and sewer refund to the owner of the Trailer Park on Troy Street. Motion made by Mr. Tillotson, seconded by Mr. Martel, to refund/credit the \$105.95, from this incident, back to the Trailer Park. Additionally, it was agreed that future instances of water shutoffs or re-establishing service, will be substantiated through a work order system.

Chair Collins, discussed a meeting schedule conflict with the use of Emergency Services building meeting room for December 10. The meeting applicant has agreed to move to the Town Hall meeting space for that particular meeting. A schedule calendar is available in the Selectboard office and it is important that any events get posted to that calendar.

A 2017 budget meeting was scheduled for December 20, 2016 at 4:00pm at the Town Hall. Chair Collins will appropriately warn this meeting.

Chair Collins reported that she is continuing work on grant applications to secure new playground equipment. Other members of the community were identified as potential sources of assistance with this project. Later in this meeting, there was Board consensus agreement that Chair Collins should apply for grant funding for the playground improvements.

Mr. Green reported that the Town has received the first proposal concerning renewal of the May 2018 expiring lease from the USPS for their Post Office lease. Their proposal calls out a \$5400 dollar reduction from the current \$29,000 annual fee that is currently paid. Negotiations for a new lease will continue on an on-going basis.

Mr. Green reported that there are number of building issues at the Town Hall. The new office space that is being constructed is over budget but will be funded through the aggregate public buildings funds available in 2016. It should be completed soon. The Town Hall roof has continued to shed shingles during last week's wind event. A contractor will be engaged to evaluate any emergency repair needs at the current time. Full roof replacement/repair will be budgeted for 2017. Additionally, the building lift/elevator is not working properly and will probably have to be replaced in 2017. Estimated costs for this replacement appear to be \$25,000. Mr. Green will be investigating grant funding for both the roof and elevator replacements.

Mr. Martel reported that the winter parking ban is now in effect for the Town. Various methods have been utilized to remind the public – newspaper ads, flyers, notices, and street signs. In the near future, Sheriff's Deputies will begin ticketing non-compliant vehicles.

Mr. Green discussed confusion around the 4th quarter trash billing in the Village. The current \$85 rate is related to the 53 week of trash in 2016. For the first quarter of 2017 the bill will be lowered to the current \$79 rate.

Chair Collins reported that she had contacted the Richford School System to inquire about school payments for using the playground and Town Hall. She was told that they had not yet budgeted any monies to fund these expenditures and will discuss it with the board.

Mr. Tillotson reported that the contract for the Town generators needs to be renewed in December. Motion made by Chair Collins, seconded by Mr. Hurtubise, to pay \$3636 to Brookfield for the annual maintenance (2 inspections) contract covering all 5 generators in the Town. The motion passed. Payment will be made this week in order to apply discounted rates for early renewal.

Mr. Tillotson reported that the Main Street bridge water project is completed. Final cost are estimated to be about \$75,000 and there is still money in the 2016 budget to pay for these repairs.

A guest, Michael Hranek, who had entered the meeting at approximately 8:00 pm, was recognized and he asked about any barking dog complaints from a Main Street property. Mr. Hranek was told that his concerns would be forwarded to the Animal Control Officer.

Chair Collins announced an invitation from the Richford Beautification Committee to their annual Holiday Party scheduled for December 17, 2016 at 6:00 pm.

Meeting adjourned at 8:55 pm.

Respectfully submitted,

Tim Green