

Approved as written: _____
Approved as corrected: _____

**VERNON SELECTBOARD
MONDAY, NOVEMBER 16, 2015
REGULAR MEETING
6:30PM
DRAFT MINUTES**

MEMBERS PRESENT:

Christiane Howe, Chair
Emily Vergobbe, Clerk
Josh Unruh
Sandra Harris, Vice Chair
Jeffrey Dunklee

OTHERS PRESENT:

Catrina Lawley, Secretary
Nancy Durborow
Lynda Starorypinski, Finance Chair
Nancy Gasset
Marylynn Scherlin
Tim Arsenault
Kristin Mehalick, BDCC/SeVEDS
Adam Grinold, BDCC/SeVEDS
R.T. Brown, BDCC/SeVEDS
Jean Carr
Bronna Zlochiver

MEDIA

Ian Kiehle -BCTV

MEMBERS ABSENT

None

CALL TO ORDER REGULAR MEETING/WELCOME/PLEDGE OF ALLEGIANCE

Chair Christiane Howe, called the meeting to order at 6:30pm and led in the Pledge of Allegiance.

CHAIR'S REMARKS

Howe said that as Emergency Management Director, we have been invited for a Vermont Yankee tour. Right now there are five that are interested.

Howe thanked the Planning Commission for putting on a very informative public forum. It was a great turn out. It was a very interesting meeting. Howe appreciated everyone's views, those for and against as she respects that. Howe stressed that we remember that we stay friends, neighbors and a strong community that we are. Once again, she thanked the Planning Commission for a job well done.

The Board asked for a moment of silence for all of the lives lost in Paris, France.

OPEN PUBLIC COMMENTS (non agenda items)

None

ADDITIONS TO THE AGENDA/APPROVAL WITH OR WITHOUT ADDITIONS

Howe asked to add the following items to the agenda including a cemetery deed under new business, a request for extra sign out keys for the PD door from the Town Clerk's Office under new business and the Library/Girl Scouts/ Town Clerk's office regarding a giving tree under new business. Sandra Harris asked to add a contractual matter under new business and a personnel matter under new business.

A MOTION WAS MADE BY JOSH UNRUH TO ADD UNDER NEW BUSINESS, CEMETERY DEED, EXTRA SIGN OUT KEYS, GIVING TREE, CONTRACTUAL MATTTTER, AND PERSONNEL MATTER. MOTION SECONDED BY JEFFREY DUNKLEE. MOTION CARRIED 5-0.

GUESTS

Brattleboro Development Credit Corporation – SeVEDS

R.T. Brown, Program Manager for WCEDP; Kristen Melahick, Project Manager for SeVEDS and Adam Grinold all came before the Board to talk about Brattleboro Development Credit Corporation, SeVEDS and Windham County Economic Development Program (WCEDP). Grinold spoke about the Southern Vermont Young Professionals Event that is coming up and about the workforce development. Grinold referenced the Worfore Continuum flow chart that he handed out to the Board. They have identified the existing Windham Region Workforce System Projects with goals to improve number of employers, quality of work force, wage parity, and filling existing and new jobs. Many times a person might move to this area for a job, but their spouse is unable to find work. They are working with the high schools to bridge the gap between businesses and the schools. They are also currently working on recruiting in the SoVT Marketing and zone. Grinold stated that the are going around within Windham County to ask for funding from each Town so that they can continue this work.

Howe stated that they would have to get a petition with signatures from 5% of the voting public. Howe also asked out of the requested funds, how much of that would be used in Vernon.

Grinold responded that the funds have been going towards the workforce program and residents can access those services. The funds are not used for Administrative costs. Howe said that the petition could be dropped off in the Town Clerk's Office, Library or in front of the Post Office. Dunklee asked what difficulties they have experienced in regards to retention and cultivation of young people in this area. Grinold answered that BDCC is hiring young professionals that are struggling to find work that they can grow as an individual. Employers state that a lot of the workers reach a ceiling and feel that they have to leave to grow. This program lets them know that there are other options. They have been able to identify what jobs, in what fields, are coming available in the future and having now 9th graders make decisions regarding those types of jobs and their potential schooling.

R.T. Brown, Project Manager for WCEDP, introduced himself and said that he would be happy to answer any questions about the program. Harris asked how as a group WCEDP can change the rate field as currently there are people in the medical field going to Baystate for better wages. Grinold responded that raising livable wage will help with that. As businesses recognize the need to retain employees, that wage will go up. This is going to take time, small steps. Harris asked if the businesses in the area are talking to them. Brown said he is out in the community talking to startup businesses and existing businesses. Eventually this will lead to a better quality of life. As a regional we need to attract other people, increase recruiting. Vergobbe said that she hears that housing is an issue. Does this program work on that issue with affordable housing? Grinold responded that when people are looking to relocate do not always have the time to investigate other communities regarding livable housing, rather than affordable housing. The State just started a new program for first time home buyers, which they are promoting. Unruh commended BDCC on their work and their programs, stating that is was a long road.

Lynda Starorypinski asked them to look into electronic infrastructure. People are not going to come here. We got use to looking at telephone poles; we can get use to looking at cell towers.

Bronna Zlochiver volunteered to work with R.T., Kristen and Adam with the petition. Thanks was expressed.

DEPARTMENTS/COMMITTEES

Town Administrator Search Committee- Update

Tim Arsenault, Chair of the Committee, stated that last Wednesday's meeting went a long way towards getting us off the dime. There were a few schedule issues. The members have come up with a job posting and

placements of those ads with VLCT. Dale Gassett mentioned a contract between VLCT and the Town and it was agreed that one was needed. A contract was already signed, as confirmed by Emily Vergobbe from an email from Abigail. VLCT's recommendation is to keep the job posting open until January 4, 2016. Arsenault expressed his pleasure at the diverse group of members on the committee and have collectively brought a lot to the table. Special thanks to Emily for getting all the paperwork done.

Howe thanked Arsenault and the other committee members for the update.

Recycling Committee Appointment

Howe asked for a decision regarding the appointment of Timothy Franklin to the Recycling Committee.

A MOTION WAS MADE BY SANDRA HARRIS TO APPOINT TIMOTHY FRANKLING TO THE RECYCLING COMMITTEE. MOTION SECONDED BY EMILY VERGOBBE. MOTION CARRIED 5-0.

Public Access TV Representative Appointment

Howe stated that apparently we no longer need to appoint anyone as the Public Access TV Representative. A letter had previously been sent to Patty O'Donnell.

Capital Plan – Update

Lynda Starorypinski, Chair of the Finance Committee, announced that they will be having a meeting on November 19th and at this time they have met with all of the departments. They do not know who to speak to regarding the Town Bus. The Board said that it would be the Highway department, David Walker. Nancy Durborow spoke regarding the Transportation meeting. There was some confusion regarding whether or not the Town bus was already on the Capital Plan. Scherlin spoke up regarding it. It was discovered that it was there but planned out for the future, but that the funding would start this year. Starorypinski will talk to David Walker to adjust those numbers if needed. Starorypinski spoke strongly about the enforcement of the Capital Plan Guidelines. Starorypinski also stated that she has located a diagram that was used in the past to present at Town Meeting. The Finance Committee will come to the Selectboard Budget Meeting scheduled for November 30th with the Capital Plan.

Howe stated that Courtemanche had been working on an upgrade/replacement plan for the computers. There is currently a technology fund and it was felt that the Board needs to start funding that. Starorypinski thanked Nancy Gassett for getting the notices of the meetings out and the handling of the minutes. Vergobbe asked about the possibility of putting the installation of solar panels on the Capital Plan. Starorypinski said they would look into that. It was suggested to contact Integrated Solar for more information. The Board suggested including all departments in the process.

Zlochiver provided the number for Integrated Solar and also suggested Net Metering.

Starorypinski thanked all the department heads for receiving all five of the committee members and said they were very gracious.

Blodgett Fire Pond Grant – Update

Howe asked for Lawley to provide an update on the Blodgett Fire Pond Grant.

Lawley explained that the deadline for the grant was November 15, 2015 and although the work had been completed, there were still requirements that had to be completed in order for the grant paperwork to be submitted. Lawley contacted Robert Miller and he turned in the paperwork to the Treasurer's Office. Turnley then started to review the checklist and found the items that needed additional information. Turnley submitted the paperwork and Lawley confirmed on Friday that the check was cut and being mailed to the Town.

Howe thanked Lawley for her work on the grant to make sure that it was submitted timely. Lawley stated that Turnley receives the credit for her due diligence in making sure all the information was filled out correctly and

filing it timely. Lawley further thanked Robert Miller for his part in getting the grant requirements completed and to being responsive and available as needed.

BILLS AND WARRANTS

The bills and warrants were reviewed by the Board.

A MOTION WAS MADE BY EMILY VERGOBBE TO PAY BILLS AND WARRANTS 15-16.9 ACCOUNTS PAYABLE IN THE AMOUNT OF \$30,581.96; 44S PAYROLL IN THE AMOUNT OF \$9,640.97 AND 45S PAYROLL IN THE AMOUNT OF \$7,943.34. MOTION SECONDED BY SANDRA HARRIS. MOTION CARRIED 5-0.

Approval of Minutes

Minutes of October 27, 2015 – Special Meeting

Minutes of November 2, 2015 – Regular Meeting

A MOTION WAS MADE BY JOSH UNRUH TO APPROVE THE MINUTES OF THE SPECIAL MEETING FOR OCTOBER 27, 2015 AS WRITTEN. MOTION SECONDED BY EMILY VERGOBBE. MOTION CARRIED 3-0-2 WITH JEFFREY DUNKLEE AND SANDRA HARRIS ABSTAINING.

Corrections from Harris were requested. On page 4 under the bills and warrants motion, accounts payable change from "\$32,72.62" to "\$32,272.62". Zlochiver asked to change under public comments "Vermont Artisans" to "Vermont Artisan Market Event". J

A MOTION WAS MADE BY SANDRA HARRIS TO APPROVE THE MINUTES OF THE REGULAR MEETING FOR NOVEMBER 2, 2015 AS CORRECTED. MOTION SECONDED BY JOSH UNRUH. MOTION CARRIED 4-0-1 WITH JEFFREY DUNKLEE ABSTAINING.

OLD BUSINESS

Reassignment of Liaisons

It was the consensus of the Board to have Emily Vergobbe be the Liaison for the Fiber Optics Committee; Jeffrey Dunklee be the Liaison for the Planning Commission; and Sandra Harris be the Liaison for the Recycling Committee.

Storage Room – Update

Nancy Gassett reported that they are still in the process of investigating both places. The Fire Marshall has come and the Marshall and the Archive personnel have agreed that it will be a one hour rated room. The plumber is coming tomorrow for the cost of moving piping and the Electrician is coming to give a price to divide the circuit for the lights in the new part. Gassett stated that she is hoping by the next meeting to have the actual numbers on both possible locations. It was decided to put this on the Agenda for the next Selectboard Meeting scheduled for December 7th.

NEW BUSINESS

Selectboard Pay

Harris asked if this needed to be handled in executive session. Lawley stated that the email that was received by the Board from the Treasurer was public record. Howe stated that the question is should he have to pay back the Selectboard pay that was issued shortly before he stepped off the Board. Vergobbe and Harris both felt that we should ask him to reimburse the Town. Unruh felt that his understanding is that you get paid for what you do and so he should have to reimburse the Town that portion. The Board asked Lawley to write a letter asking for the reimbursement with a deadline date of 30 days.

A MOTION WAS MADE BY SANDRA HARRIS DUE TO THE PRECEDENT TO REQUEST A REIMBURSEMENT TO THE TOWN. MOTION SECONDED BY JOSH UNRUH. MOTION CARRIED 4-0-1 WITH JEFFREY DUNKLEE ABSTAINING.

Cemetery Deed

The Board was asked to authorize the sale of a Cemetery Deed for two plots in the North Cemetery, Lot#154 A&B to Roger and Candace Sak.

A MOTION WAS MADE BY SANDRA HARRIS TO SIGN THE CEMETERY DEED FOR LOTS 154 A&B IN NORTH CEMETERY, SO CALLED, TO ROBERT AND CANDACE SAK. MOTION SECONDED BY JOSH UNRUH. MOTION CARRIED 5-0.

Gassett said that she has found a set of Cemetery Regulations and she is asked permission to give them out when she sells cemetery plots. Harris said that this should be done. Harris thought it was recorded in the Town Record Book #40 or 34. Howe said that the Cemetery Committee is currently working on updating the regulations and it will be coming back to the Selectboard in December. Gassett said that there are a lot of bushes that are overgrown, stone placement, and other issues. Harris said that the committee is working on it a little over time. Unruh said giving people these when they purchase a lot will help with problems. Howe asked Lawley to look into the old Selectboard records for a newer regulation than this one, perhaps in 2008.

Request for Additional sign out keys – Town Clerk’s Office

Howe asked where all the keys are currently. A lot of money has been spent to rekey the doors because there were so many out there. Gassett said that the Town Clerk’s Office has two sign out keys and there are times when more than two people need a key. The Girl Scouts meet regularly and Heather Frost holds a class here regularly as well. The request is for two additional keys. Harris suggested a lock box. Dunklee confirmed that the additional keys were not going to change the procedure. Gassett said it would not.

A MOTION WAS MADE BY EMILY VERGOBBE TO AUTHORIZE KEVIN TURNLEY TO ISSUE TWO ADDITIONAL POLICE DEPARTMENT DOOR KEYS TO THE TOWN CLERK’S OFFICE FOR THE PURPOSE OF PUBLIC SIGN OUTS AND TO HAVE KEVIN TURNLEY LOOK INTO GETTING A LOCK BOX FOR THE RETURN OF KEYS. MOTION SECONDED BY JOSH UNRUH. MOTION CARRIED 5-0.

Library/Girl Scouts/Town Clerk’s Office – Giving Tree

Gassett spoke about a new project that they are hoping to get the community involved in for the holidays. They are looking for the Board’s approval to set up a tree in the foyer with Ornaments on it prepared by the girl scouts that will list gender and age of a child. People would take those and purchase items for distribution. Names will come from the school guidance and work with the Dr. Fagelson’s Secret Santa program. It will not cost the Town anything. The Board thought it was a great idea.

A MOTION WAS MADE BY SANDRA HARRIS TO ALLOW THE LIBRARY/GIRL SCOUTS/TOWN CLERK’S OFFICE SET THE GIVING TREE IN THE TOWN OFFICE BUILDING FOYER. MOTION SECONDED BY JOSH UNRUH. MOTION CARRIED 5-0.

Personnel Policy Handbook Committee – Discussion

Howe said that we need to put together a committee to finish the development of the Personnel Policy Handbook. Howe further said that the committee should be comprised of one Selectboard member (that can attend a daytime meeting), Treasurer, Board Secretary, and two citizens.

It was decided that Sandra Harris would serve as the Selectboard member, Catrina, Cindy, Marylynn Scherlin, Bronna Zlochiver and Emily Vergobbe (advisory). Vergobbe has a lot of experience regarding payroll and human resources and would be a great person to keep in the loop and ask questions of. Zlochiver said that the Library has their own manual and would like it to be an appendix in the Town’s handbook.

Articles for Town Meeting

Harris asked Zlochiver about the terms for the Library Trustees. Janice and Bronna are good until 2018. David Webb, Kathy Korb and Dawn Petrowsky will all be up in March.

The Board reviewed the Articles from last year. The Articles started with number five and will be renumbered once they are finalized, but for now will remain for the purpose of recording. Article 5 will be deleted. Article 6 will be deleted. Article 7 is regarding the budget and will be changed with the correct numbers once the budget is finalized. There was a discussion regarding whether this Article should remain in the beginning or moved to the end. It was determined that it should remain where it is placed now. Article 8 will remain the same. Article 9 will be deleted. Articles 10, 11, 12, and 13 pertain to the Library Trustees. Article 14 will be updated with the correct numbers once the budget is finalized. Article 15 will remain the same. Article 16 will change once all of the petitions are in from the Human Services Organizations. Article 17 regarding the James Cusick Scholarship will remain. There was discussion regarding whether this should be presented or not. At this time it will remain. Article 18 will be updated once the Capital Plan is finalized. Article 19 will remain the same. There was some discussion regarding what roads will be upgraded, but those questions usually are addressed by David Walker during Town Meeting. Article 21 will remain the same. Article 22 will remain until Dunklee talked to Carol Hammond regarding if that amount needs to be increased and how much money is received from the State for the purpose of the reappraisal. There is currently \$171,000 in the fund. Article 23 raised the question of whether or not there could be 3 installments instead of only two. The Treasurer will have to be asked about that.

The Board discussed new Articles for consideration. The Sale of Cemetery Plots (increase) and those suggestions will come from the Cemetery Committee. The establishment of a War Memorial Fund was discussed by the Board. It was the consensus of the Board to ask the Treasurer to add a line under the Selectboard's budget to read Veterans Memorial and to place \$2,500 in it. There was a question regarding the amount for the Parking Lot Fund Article. Lawley will confirm the amount with Walker. An Article to establish a Culvert Fund and what amount needs to be placed in there will also have to be discussed with Walker. An Article to establish an Emergency Reserve Fund will be needed. It was the recommendation of the outside auditors to establish this fund and to place up to 20% (over time) of the budget in this account. The Board discussed using any surplus as a way to start funding this.

There was a general discussion regarding the mailing of the Town Reports. Len Howard had put in an Article to not have to mail the Town Reports to each resident. It failed. Having the Town Reports available would reduce the number of reports that would have to be printed and save on the postage. It was decided to try to do this article again. The complete report could be made available online and only having the financials printed to hand out. Zlochiver suggested checking the Statutes to see if they do need to be mailed out. Zlochiver asked the Board to consider an Article to move the Town Meeting to one day instead of two.

There was a general discussion regarding this request. It was the consensus of the Board to keep it at two days. Further comments included asking Carol regarding clarification on the Town Report and what she will include.

It was decided to take public participation next since the other two orders of business it is anticipated to be in executive session.

PUBLIC PARTICIPATION (Agenda Items)

None

CONTRACTUAL MATTER

A MOTION WAS MADE BY SANDRA HARRIS AT 8:59PM TO FIND THAT PREMATURE GENERAL PUBLIC KNOWLEDGE OF A PENDING CONTRACT WILL CLEARLY PLACE THE TOWN AT A

SUBSTANTIAL DISADVANTAGE BY DISCLOSING IT AND TO ENTER INTO EXECUTIVE SESSION TO DISCUSS THIS PENDING CONTRACT UNDER THE PROVISIONS OF TITLE 1, SECTION 313(A)(1) OF THE VERMONT STATUTES. MOTION SECONDED BY JEFFREY DUNKLEE. MOTION CARRIED 5-0.

EXECUTIVE SESSION ADJOURNED AT 9:26PM WITH NO ACTION TAKEN.

PERSONNEL MATTER

A MOTION WAS MADE AT 9:27PM BY SANDRA HARRIS TO ENTER INTO EXECUTIVE SESSION REGARDING A PUBLIC OFFICER EVALUATION UNDER 1 V.S.A. SECTION 313(A)(3). MOTION SECONDED BY EMILY VERGOBBE. MOTION CARRIED 5-0.

EXECUTIVE SESSION ADJOURNED AT 10:20PM WITH NO ACTION TAKEN.

CORRESPONDENCE

Lawley reviewed the correspondence with the Board. There was an email regarding the VY tour which was addressed by Howe. There was an email from the Windham Regional Commission regarding the PSD Public Advocacy Division Public Hearing that takes place on November 18th. There was an email reminder from Windham Regional Municipal Shared Services that will take place in Townshend Town Hall on November 19th. A mission statement was received from the Windham Regional Commission.

Craft Fair is being held on December 4 & 5 at the Vernon School from 4pm-8pm (on Friday) and 9am-3pm (on Saturday).

FUTURE AGENDA ITEMS

- Regular Selectboard Meeting – December 7, 2015
- Budget Meetings – November 30, 2015
- Selectboard Orientation – tba
- Fire Department Reimbursement Ordinance- tba
- Mission Statements for Committees – tba
- Police Equipment – tba
- Policies and Ordinances – Personnel Manual - tba
- Key policy – tba
- Liaison Guidelines – tba
- Howe Property Culvert – revisit 2 years from now
- Cemetery Rules & Regulations- December 2015
- Wills establishing Cemetery Funds – tba
- Storage Room – December 7, 2015
- Siren Letter from Mark Gilmore – December 7, 2015
- Serious concerns raised by Leon & Susan Cobb – December 7, 2015
- Timeclocks – December 7, 2015
- Articles – December 7, 2015

Media

None

ADJOURNMENT

A MOTION WAS MADE BY EMILY VERGOBBE TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY JOSH UNRUH. MOTION CARRIED 5-0

MEETING ADJOURNED AT 10:26p.m.

Respectfully Submitted by:

Catrina L. Lawley

Catrina Lawley, Secretary