

Approved

Minutes of the September 13, 2011
Select Board meeting

Present: Peter Hood, Bill Callnan, Mary Just Skinner, Matt Dwire, Cindy Carlson, Mary Alexander, Tammy Thompson, Gary Lamell, Paul Cerminara, Steve Martin, Paula and Joe Gosselin

Meeting called to order at 5:30 pm

Cindy is authorized to give authority to the tax attorney to bid on the two properties that are to be sold at the tax sale.

Tammy Thompson – Health Officer

Tammy advises the Board that she is resigning as Health Officer. Tammy reports that she is still receiving complaints against the 165 Wood Road Property. The sills are rotten and the foundation is compromised. There is water damage due to leaky roofs. There is no power and no water to the building. The power company will not turn the power on for tenants since there is an outstanding electric bill. The Board cannot condemn the building because there is no imminent danger. Currently there are no tenants in the building. The Board agrees to issue a health order. Motion: Mary Just Skinner moves to issue an Emergency Health Order for the property at 165 Wood Road. Bill seconds, motion carries.

Gary Lamell, Paul Cerminara, Steve Martin – Highway Department

Gary reports that he has met with FEMA concerning the roads damaged by the recent flooding. The projects are all set for reimbursement. FEMA has advised Gary to move forward with an engineer's report and to obtain 3 bids for the Shady Rill culvert. The engineer report will give a recommendation on what type of structure will be needed to replace the culvert. Gary recommends doing some excavation work around the culvert and to plan on doing the repairs/replacement in the spring. Gary feels that Lower Sunny Brook Road would be a good project to apply for a FEMA mitigation grant to install two box culverts.

Motion: Mary Alexander moves to offer Gary a consulting position at the current rate of pay as a consultant to be available for both Paul and Steve, through December 31, 2011 and for no more than \$1,000. Mary Just Skinner seconds, motion carries.

The Board discusses hiring a fourth member for the road crew. Paul states it is important to have four road crew members during the summer due to vacations also more equipment can be used to

expedite completion of projects. Having 4 crew members during the winter allows someone to load sand into the trucks faster so there is less down time for sanding and plowing.

Gary suggests that the 5-year plan be extended another year due to the repairs needed because of the recent flooding. The Board would like to think about a financial plan to better handle regular maintenance and emergency repairs.

Other business

All orders signed

Personnel policy is deferred until next meeting.

Tax collection policy

The Board discusses developing a policy for tax collections processes. The Board agrees if the bank or the property owner pays the tax bill in full and then decides they only want to pay the first installment a refund can be requested. It is agreed to continue the process of depositing payments when received if the correct amount is not paid and working with the property owner concerning the balance.

Emergency Management

The Board discusses the recent flood and the possibility of developing a better procedure for emergencies such as the floods this year.

Fire Department

The Board discusses funding \$5,000 for an administrative assistant and paying stipends. The board discusses implementing a 6 month trial period for \$5,000 annual for an administrative assistant, Liz Fortman, and pro-rated to \$3,750 for the current budget period. Second, the Board discusses having the Fire Department allocate up to \$2,000 from their budget for a stipend for fire fighters attending calls. The rate of pay for the administrative assistant will be the same as the other office staff, \$12.03 per hour.

Motion: Bill moves to hire Liz Fortman as administrative assistant to the Fire Department at a rate of pay of \$12.03 per hour and to allocate up to \$3750 from the discretionary fund. Matt seconds. Motion carries. There is one no vote.

Correspondence

Letter from Corey Kline concerning a Boy Scout Eagle Project. Corey is proposing to build a bridge and kiosk at the entrance of the Middlesex Town Forest. Gary Lamell, Road Commissioner has reviewed the submitted proposal and supports Select Board approval.

Motion: Mary Alexander moves approval of Corey Kline's Boy Scout Eagle Project subject to review of design plans and state permits. Matt seconds, motion carries.

Thank you card from Janet McKinstry

Notice from Vermont League of Cities and Towns with proposed member agreement changes.

The Board agrees to cancel the 9/27/11 meeting due to board members being away and meet on 10/4/11 and 10/25/11.

Meeting adjourns at 8:05 pm.

Respectfully submitted,

Cindy Carlson, Assistant