

Select Board Members  
 Peter Hood, Chair  
 Mary Just Skinner,  
Vice Chair  
 Phil Hyjek  
 Steve Martin  
 Liz Scharf

MIDDLESEX SELECT BOARD  
Tuesday, February 14, 2017  
5:00 PM  
Middlesex Town Clerk's Office  
5 Church Street  
Middlesex, Vermont 05602  
(802) 223-5915

MINUTES

**Present:** Chair, Peter Hood, Vice-Chair Mary Just Skinner, members Steve Martin, Liz Scharf and Phil Hyjek. Treasurer Dorinda Crowell. CVRPC Emergency Management Planner Laura Ranker and GIS Planner Ashley Andrews, Select Board Assistant, Sarah Merriman.

**Call to Order/Welcoming of Guests/Amendments**

Peter called the meeting to order at 5:00 pm and welcomed the guests.

**Hazard Mitigation Plan**

After updating the Town's 2012 Hazard Mitigation Plan and holding a public hearing with the Select Board on June 28, 2016, to take input on the revised draft plan, the process needed to be updated due to the unexpected death earlier this year of Steve Gladczuk, the CVRPC Emergency Management Planner before Laura, who also attended the June public hearing. Laura incorporated Steve's suggestions into a new draft of the plan that was drawn up by the Town after the public hearing and reviewed them with the Select Board at this February 14 meeting.

Laura said that after the Select Board signs off on this draft, it will be delivered to the Vermont Department of Emergency Management Services which will possibly make suggestions and return the plan to CVRPC. Once the Town makes its changes, the report will go to FEMA which will review and return to the Town for final adoption after the Select Board holds a public hearing on the final version.

Laura assured the Board that once the plan is submitted to DEMS it will be considered current because it is in the review stage.

**MOTION: Mary moved and Phil seconded allowing the CVRPC to send the 2017 Draft Hazard Mitigation Plan to DEMS for review. The motion passed.**

**Approval of the Audit of Town Finances for the Fiscal Year ending June 30, 2016**

The Board reviewed the final audit of the Town's finances that had been prepared by Batchelder Associates and presented in draft form to the Board at its January 24, 2017 meeting.

**MOTION: Steve moved and Liz seconded approval of the final audit of the Town's Finances for the fiscal year ending June 30, 2016. The motion passed.**

**Appointment of Mitch Osiecki as Zoning Administrator**

The Board reviewed a February 13, 2017, letter from Mitch Osiecki in which he applied for the Zoning Administrator position being vacated by Cindy Carlson. The Board also reviewed an email from Cindy asking that the Board delay the effective date of the new appointee to March 1, 2017, so she could finish approval of a few building permits and certificates of occupancy. Peter noted that Mitch is very personable and has dealt with some tricky situations since becoming the Town's Recreation Director last summer and would be well suited to similar personal interactions as Zoning Administrator. The Board discussed compensation, starting Mitch off at a lower hourly rate – as he noted in his letter – and then perhaps increasing that as he gained more experience.

**MOTION: Phil moved and Mary seconded appointing Mitch Osiecki as Zoning Administrator effective March 1, 2017 at a rate of \$18 per hour for his zoning work. The motion passed.**

**Downgrading Five Town Roads**

The Board discussed the timeline for downgrading Bolio, Warren, Merritt, and Colby roads, as well as the end of Chase Road, from Class 3 to Class 4, a process that will require notification and public hearings. In all of the above cases, each of these roads leads to only one house and are, effectively, driveways. This issue has become more urgent now that the state is requiring towns to engineer runoff plans for each town-maintained road in order to comply with Clean Water legislation. The Board discussed assertions made by Jim Colby in a January 17, 2017 letter, that Colby Road was not a Town road, as designated on the state's town highway map, because the Certification of Completion and Opening of a Highway for Public Travel dated February 27, 1970, had never been properly recorded in Town records. Steve noted that since Colby Road has always been listed on the state's official map of Middlesex highways, it would be prudent for the Board to include it in the downgrading process as outlined by state statutes. The Board agreed to start the process in April.

**OTHER BUSINESS**

All orders were signed.

**MOTION: Mary moved and Steve seconded approving the January 24, 2017 Select Board meeting minutes. The motion passed.**

**MOTION: Mary moved and Steve seconded approving the January 31, 2017 Select Board Special Meeting minutes. The motion passed; Liz abstained because she did not attend the meeting.**

**MOTION: Phil moved and Steve seconded approval of the location of Bolduc Auto Salvage at 239 Bolduc Road. The location has not changed, but must be approved by the Select Board every five years. The motion passed.**

**MOTION: Mary moved and Steve seconded approving a liquor license renewal for Red Hen Bakery. The motion passed.**

Sarah updated the Board about Assistant Town Clerk Maryke Gillis's meeting with members of the E-911 Board and what must be done to bring the Town's E911 map into compliance.

Peter adjourned the meeting at 6:15 p.m.

Respectfully submitted, Sarah Merriman, Town Clerk/Select Board Assistant