

Select Board Members

Liz, Scharf, Chair
 Randy Drury, Vice Chair
 Vic Dwire
 Peter O. Hood
 X_Zara Vincent

MIDDLESEX SELECT BOARD
Tuesday, April 16, 2024
Middlesex Town Hall and via Zoom*
Middlesex Town Clerk's Office
5 Church Street
Middlesex, Vermont 05602
(802) 223-5915

MINUTES

PRESENT: Chair Liz Scharf, Vice Chair Randy Drury. Select Board members, Peter Hood*, Vic Dwire (who is also the Road Commissioner) and Zara Vincent. The CVRPC Senior Planner Brian Voigt. Town EMC Steve Dennis. Treasurer Cheryl Grandfield. MVFD President Jeff Koonz. Lister Shelly Desjardin. Select Board Assistant Sarah Merriman took the minutes, and the meeting was recorded by ORCA. (*indicates attended via Zoom)

Call to Order

Liz called the meeting to order at 5:01 PM. Guests were welcomed and there were no amendments added to the amended agenda.

MOTION: Zara moved, and Randy seconded approving the minutes from the April 2, 2024, Regular Select Board meeting. The motion passed.

MOTION: Zara moved, and Vic seconded approving the agenda for the April 16, 2024 meeting. The motion passed.

Emergency Watershed Program Engineering Contract Approved

Brian said there was a last-minute change to the contract with New England Consulting Engineers for engineering on ten properties qualified to participate in the Emergency Watershed Program. The contract amount changed by \$7.20 from the engineering firm's bid the Board chose on April 2, 2024, to include the current federal standard reimbursement for mileage, though it remains well within the budget allotment of \$38,011.20.

MOTION: Zara moved that Liz may sign the contract with New England Consulting Engineers and accept the \$7.20 increase; Vic seconded. The motion passed. Brian said the CVRPC would send the revised contract shortly.

2024 Local Emergency Management Plan Adopted

The Board reviewed the 2024 LEMP updated by the Town Emergency Management Committee. A few small changes and typos needed to be corrected, but otherwise the Board approved.

MOTION: Randy moved to adopt the updated 2024 LEMP with corrections; Vic seconded. The motion passed and Steve and Liz signed the adoption sheet.

CVRPC Chosen at Hazard Mitigation Plan Consultant

The Board reviewed four proposals submitted in response to an RFP seeking consulting services to update the Town's Hazard Mitigation Plan. The CVRPC was the lowest bidder at \$9,434, OPH out of Waitsfield was next at \$9,968 followed by Doberman from Missouri at \$11,500 and Fairweather from Alaska at \$12,985. Sarah ranked the four submissions based on a FEMA rubric. The CVRPC came out on top due to its previous experience with Middlesex HMPs and being the lowest bid. The Board agreed.

MOTION: Peter moved to accept a bid for Hazard Mitigation Plan consulting services at \$9,434 as proposed by the Central Vermont Regional Planning Commission; Vic seconded. The motion passed.

Highway Department Update/Paul Fournier Access Permit Approved

The Board discussed oversight of the roads next week since both the Road Foreman Eric Metivier and Commissioner will be off. Randy volunteered to meet with the road crew every workday morning at 6 AM to go over the schedule. He asked Vic to consult with Eric about creating a work plan for clear and inclement weather. Vic said he would review the plan with Eric and contact Randy.

The Board discussed who should sign the contract with DirtTech if Eric is unavailable. The Board agreed that Vic can sign the contract in Eric's place.

MOTION: Randy moved that Vic is authorized to sign the DirtTech contract in Eric's absence; Zara seconded. The motion passed.

MOTION: Vic moved to approve an access permit for Paul Fournier on East Hill Road; Randy seconded. The motion passed and Liz signed the permit.

MVFD Monthly Update

Jeff reviewed the inordinate number of calls the fire department responded to in the last month, many of which had to do with downed trees. (Please see report below.) The Board congratulated Jeff on being recertified as an EMT. Randy asked if the annual numbers of calls and responses are available; Jeff said he did not have those compiled in an annual or quarterly report.

Peter asked about the failing border in the fire station; Jeff said they're still waiting for the auditor's report.

Select Board Goals for 2024

The Board reviewed their goals for 2023. Many of them were achieved, though some, like the Town Hall renovation, span multiple years. Liz noted the Board may place a bond question for the Town Hall renovations on the November 2024 ballot. She said that's a big goal that'll require a lot of work, including a subcommittee to focus on grant writing and grant coordination. Of a \$4,000 MERP grant, \$500 has been allocated to the Town Energy Committee for the energy fair; that leaves \$3,500 to pay for a grant writer to submit another, bigger MERP grant.

Randy suggested hiring a part-time grant manager who could be paid by grants. He said it's not just writing grant proposals and managing grants once they're approved, but also being able to find applicable grant invitations.

Zara has submitted a grant proposal to US Senator Bernie Sanders's office. She said \$881 million is available for bridges and that money from that grant could be used to repair the Wood Road bridge. Vic said there's AOT money available through District 6.

Peter said the Board needs to address the old fire station behind Town Hall and the structural needs of the Town Shed used by the road crew off Shady Rill. Randy suggested updating the personnel policy and also revisiting the Town's IT needs. To that, Cheryl suggested moving the NEMRC apps to the cloud at a cost of \$500 + \$10/person who accesses the NEMRC cloud remotely. She also suggested moving Microsoft 365 to the cloud, noting there's available money in the computer line-item of the FY24 budget to cover these costs.

Sarah suggested posting RFPs for IT services since there have been several companies interested in taking over that contract.

The Board listed the following goals in order of priority:

- Soliciting proposals for IT companies/moving NEMRC to the cloud
- Revising the Town personnel policy
- Town Hall renovation
- An ordinance to address litter/illegal dumping in the Town's right of way
- Wood Road bridge repair/grant
- Hiring a grant writer/manager
- Updating and correcting the Town's speed ordinance
- Addressing the future of Town buildings

The Board authorized moving forward with converting NEMRC to the cloud.

OTHER BUSINESS

The Board accepted Nicole D’Agostino’s resignation from the Planning Commission and thanked her for her service. Sarah said she’s posted a Notice of Vacancy, but no one from Town has applied to fill the spot.

The Board will hold its next regularly scheduled meeting on May 7, 2024, though voting on the revised school budget may be underway.

Correspondence: Liz read an email from Jeremy Goff who felt the Board’s response on April 2, 2024, to a letter he sent the Board complaining about Vic’s behavior when Jeremy was about to dump material on Vic’s land during McCullough Hill flood repairs last summer. Jeremy wrote that the Board was not being transparent. Liz noted there were no witnesses to that exchange and, since the incident involved private land, the Board decided it did not have a role. Vic asked if Liz was taking Jeremy’s side. The other Board members agreed they did take her response that way. Liz said no blame was lain. Randy reiterated he doesn’t feel that this is a Town matter.

Zara noted the inaugural meeting of the Town Roads Committee would take place on April 18th in Town Hall. Shelly said a culvert is washing out on Notch Road after the sand pit. All orders were signed.

The meeting adjourned at 6:37 PM.

Respectfully Submitted by Sarah Merriman, Town Clerk/Select Board Assistant

THE ABOVE MINUTES WERE APPROVED AS A WARNED AGENDA ITEM AT A REGULARLY SCHEDULED MEETING OF THE MIDDLESEX SELECT BOARD ON MAY 7, 2024.

LIZ SCHARF, CHAIR

RANDY DRURY, VICE CHAIR

VIC DWIRE

PETER HOOD

ZARA VINCENT

16 Apr MVFD Meeting Notes

Total calls this year: 31	E-1 out 1 time
Calls during this period: 12	E-6 out 0 time
Mutual Aid out: 3	T-1 out 0 times
Mutual Aid in: 0	R-1 out times
Max members respond: 9	Tk-14 out 0 times
Min members respond: 2	POV out 0 times
Avg members respond: 4.75	

- 20 Mar, Shady Rill, Vehicle accident, Nothing found, Vehicle fitting description found at Rumney, No equipment response, POV, 4 responders
- 20 Mar, I-89 moved to Park-n-Ride, Vehicle fire, E-1, 5 responders
- 20 Mar, US R 2, Camp Meade, Fire alarm, false alarm, No equipment response, 5 responders
- 23 Mar, I-89 NB mm 57.4, Vehicle in median, Cnx’d by VSP, No equipment response, 5 responders
- 25 Mar, Hill St Ext Berlin, Structure fire, T-1, R-1, 9 responders
MA out
- 04 Apr, VT Rt 12, Trees and lines in road, POV, 4 responders
- 04 Apr, VT Rt 100B, Tree on communication line, POV, 2 responders
MA out
- 05 Apr, VT Rt 12, Tree on power line, Nothing found, No equipment response, 4 responders
- 07 Apr, West Hill Rd Berlin, Structure fire, T-1, R-1, 5 responders
MA out
- 10 Apr, VT Rt 12, Power pole smoking, E-6, R-1, 4 responders
- 12 Apr, I-89 NB mm 54.8, Report of flames, Nothing found, POV 5 responders
- 14 Apr, I-89 NB mm 57, Car fire, Nothing found, POV, 5 responders

FAST Sq:
12 total for the reporting period
8 medical only calls

Training: Hydrant work

Repairs: R-1 working emissions sensor issue

Purchases: