

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

MIDDLESEX SELECT BOARD
Tuesday, December 1, 2020
REMOTE VIA ZOOM
Middlesex Town Clerk's Office
5 Church Street
Middlesex, Vermont 05602
(802) 223-5915

MINUTES.

PRESENT: Peter O. Hood, Chair, Mary Just Skinner, Vice Chair, Members Steve Martin, Phil Hyjek and Liz Scharf. Treasurer Dorinda Crowell. Budget Committee members George Longenecker, Elias Gardner and Bill McManis. Listers Amy Whitehorne and Eric Young. Kevin Thompson. Select Board Assistant Sarah Merriman took the minutes and the meeting was recorded by ORCA.

Call to Order/Amendments

Peter called the meeting to order at 5:03PM and welcomed guests. There were no amendments to the agenda.

EXECUTIVE SESSION

Phil moved and Liz seconded entering into executive session under 1 VSA § 313(1) (3) and to include Sarah and Dorinda. The motion passed and the Board entered executive session at 5:05 PM. Executive session ended at 5:29 PM

Hiring Shane Brickey as Road Foreman

MOTION: Liz moved and Phil seconded offering the job of Road Foreman to Shane Brickey contingent upon the salary Peter and Liz proffer, effective January 4, 2021. Steve recused. The motion passed.

Appointing Kevin Thompson as Zoning Administrator

The Planning Commission at its last meeting recommended Kevin Thompson be appointed Zoning Administrator. Elias, who is on the PC, said the Commission was impressed by how Kevin prepped for the interview by studying the Town zoning regulations. Kevin said he's interested in the job because he's retired, he wants to serve the community and is looking for part-time job. He's been a carpenter and contractor for past 30 years and has also worked as a tax pro for H&R Block and has assisted in setting up local farmers markets. Mary asked if as a carpenter he's dealt with the zoning regulations. Kevin said he has. Liz noted Kevin is accustomed to working with the public, a definite asset in being a Zoning Administrator.

MOTION: Phil moved and Mary seconded appointing Kevin as Zoning Administrator. The motion passed.

Passing over the E911 Coordinator

Considering Kevin was just appointed ZA, a position often tied to the E911 Coordinator, the Board decided to pass over this agenda.

Holding the 2021 Town Meeting by Australian Ballot

Liz recommended passing over the vote until the next meeting so moderator Susan Clark, who's been researching this issue, can participate and until the Legislature possibly passes emergency legislation regarding procedures for holding Town Meeting during COVID. The Board agreed to take this up at its December 15 meeting.

FY22 BUDGET WORKSHOP

Listers

Amy said budget the Listers are proposing is the same as last year except it has been reduced two areas and rounded up one area for a change of a half of a percent. She said the Listers anticipated they would be reworking the grand list to comport with the State of Vermont's new grand list software. However, because of COVID, that change from NEMRC to Axiomatic's new cloud-based system has been pushed back a year. She said there will be quite a bit of savings this year due to the restrictions imposed by COVID and also the following fiscal year. Amy left the meeting.

Recreation/Zoning/General Government

Dorinda said based on some numbers from Mitch Osiecki, Recreation Director, \$17,203 should be allocated toward recreation, including mowing Town fields. Zoning will run about \$10,533 which includes hourly pay for the Zoning Administrator and assorted legal and training expenses.

The Board discussed computer issues. Phil said the Town probably won't need new computers or a server for about two years, though the Board budgeted \$1,000 for the occasional replacement. Dorinda said digital support services will run about \$19,000. Adding other costs, before Special Articles, the proposed FY22 budget is \$1,322,075 with a 2% place holder for wages. Peter noted the missing piece is hiring a financial manager. The Board discussed this and Peter suggested that Dorinda, Sarah and Peter should get together and put together a job description. Phil offered to help.

Highway Report

Steve said that with the weather, potholes have developed so the Road Crew needs to find a way to repair them between varying conditions. The crew found a metal table for \$300 to serve as a work surface so they don't have to repair chains on the floor.

Treasurer Report

Dorinda said she has yet to receive reimbursement for the last part of a Village Planning Grant in payment to Dubois and King. Authorized people have not drawn down the third portion of that grant. Apparently, a report needs to be filed. Liz said she would attempt to reach Mitch about this since he's on the Planning Commission.

OTHER BUSINESS

MOTION: Mary moved and Steve seconded approval of the minutes for the November 17, 2020 Select Board meeting Mary and Phil. Motion passed.

All orders were approved via email

The Board reviewed an approved curb cut for Chris and Kelly Theroux at 253 Culver Hill Road and found no objection. Peter will sign later.

CORRESPONDENCE:

In response to a November 20, 2020, email from lawyer Jim Jamelle requesting an easement from the Town so a prospective buyer of property on a legal trail that's 375 feet off Lower Sunnybrook Road can have access to the trail, the Board decided no easement was necessary. Instead Road Commissioner Steve Martin said the owner will need to submit a letter to him requesting a one-time upgrade of the trail and also submit an access permit application. Peter stressed this does not mean the Town is upgrading the trail to Class 4 status; Steve concurred. He said the prospective landowner simply wants to make that section passable; he'd like to upgrade that portion of that trail for his own personal use. But it will remain a town trail.

The Board reviewed the VTRANS Project Commitments Form. Peter said in reviewing the grant, he noted the Town would be required to provide \$3,000 of administrative services. It's a \$30,000 project with a 20% match or \$6,000 of Town funds. Peter said he doesn't feel ready to support sidewalks in the Village, so why would support this scoping study? Steve asked why the Town is entering into a second grant when we can't get the money from the first grant. Liz said the Board did approve applying for the grant and, therefore, others did not receive a grant. Phil said he's not sure the Town currently has the capacity to handle this grant since it might have a new financial structure to deal with. The Board tabled this until December 15th and invited the chair of the Planning Commission to attend.

The meeting adjourned at 7:08 PM

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

THE ABOVE MINUTES WERE REMOTELY APPROVED AS A WARNED AGENDA ITEM AT A REGULARLY SCHEDULED MEETING OF THE MIDDLESEX SELECT BOARD ON DECEMBER 15, 2020.

PETER O. HOOD, CHAIR

MARY JUST SKINNER, VICE CHAIR

PHILIP HYJEK

STEVEN MARTIN

ELIZABETH SCHARF

DRAFT