

**Town of Moretown  
Office of SELECT BOARD**

**Draft** – Notice of unapproved minutes of the 2/20/12 selectboard minutes

Board members present were: Stephanie Venema, Clark Amadon, Reed Korrow, Tom Martin, John Hoogenboom arrived at 6:10 p.m.

Guests included: Travis Blodgett, Calvin Blodgett, Rob Townsend, Eric Howes, Guy Martin, Steve Korrow, Evan Detrick and Peter Bero of DuBois & King, Cheryl Brown as assistant to the board

**Public Comment:**

**Eric Howes** – spoke of a road rally (New England Region Sports Car Club of America – NER) event that happened this last weekend. He said cars kept pulling into his yard looking at maps etc., and wondered if the selectboard knew anything about the event, or who approved the event.

This is the first the board has heard about the rally, but will try to find out if it was an event that was supposed to include Moretown roads.

**Approval of minutes:**

**2/6/12** – Stephanie moved; seconded by Tom, to approve the minutes of the 2/6/12 meeting. Stephanie, Reed and Tom were in favor. Clark was absent for the 2/6 meeting. John was not present for this vote.

**2/13/12** - Stephanie moved; seconded by Tom, to approve the minutes of the 2/13/12 meeting. Stephanie, Reed, Tom and Clark were in favor. John was absent for the 2/13 meeting.

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## **Reports & Communication, Mail**

**Laura Schaller re: refund of penalty request** – An email was received from Laura Schaller requesting her desire for a refund of \$700 for a penalty that they were assessed relating to her 2011 property tax bill. Schaller's email states that this penalty was assessed due to late filing of their homestead declaration, because they could not get the information they needed from the Moretown listers to file the declaration. The Schaller's first notified the selectboard about this problem in September of 2011, requesting the penalty be abated; a letter was sent to the Schaller's via the town's attorney Paul Gillies, notifying them this reason did not qualify for abatement under the State Statute guidelines.

Discussion about the Schaller's making a reasonable attempt to get the information from the listers in April of 2011, but not getting the information until June of 2011.

Stephanie moved; seconded by Tom to refund \$350, half of the Schaller's request.

There was more discussion and a letter from Schaller's accountant was read, stating that several attempts were made to reach the listers, and several messages were left on the answering machine indicating that she needed the information by April 15<sup>th</sup>. She said she never received a phone call back from anyone.

Clark thinks based on the facts presented, the Schallers should receive the total \$700 requested not just half, and moved to amend Stephanie's motion from \$350 to \$700; Tom seconded the motion as amended. All were in favor.

**Vermont River Conservancy** – The Vermont River Conservancy (VRC) donated land to the Town of Moretown in October of 2011. It appears provisions were not made in the land conveyance for Moretown to prorate a portion of the property tax on the land being donated to the town. Now VRC wants the town to abate/refund a portion of the property taxes that they paid in full.

Discussion followed that this land was donated by VRC with no costs to the town, and VRC offered to help manage the property.

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Reed moved; seconded by Clark, to refund the Vermont River Conservancy \$358 for the portion of prorated taxes that they paid after the land that was donated and conveyed to the Town of Moretown. All were in favor.

**Tom Gibbs submission for pay of hours worked in 2011** – Tom Gibbs submitted a time sheet (nearly fifteen hours) in 2012 to be paid for work he did in October and November of 2011.

Discussion that for several years town auditors, hired auditors and town treasurers have brought it to the selectboard's attention of the need for better detail of hours and mileage submitted, including from the listers. At a selectboard meeting on September 19, 2011, the selectboard told all three listers present that night (Jeff Ladue, Mary-Jo Davis, Tom Gibbs), that they needed to do a lot more tracking of mileage and hours worked going forward, by submitting bi-weekly mileage reports and hourly tracking sheets, even if they wanted to get paid annually. And stipends are not an option – timesheets are a must. Listers are elected officials not employees, and paid by the town as budgeted.

Overview: Tom G. first handed in a timesheet for the 2011 hours on 1/19/11. Later when John Hoogenboom came to the town offices to sign a warrant, he told Cherilyn to hold off paying Tom until he had the chance to talk with the rest of the board about Tom's submittal. After talking with John, Tom submitted a revised timesheet, which the treasurer wanted approved by the selectboard tonight before she put it on a warrant for approval on 2/27/12.

Stephanie said when Tom G. called her she told him that he was told in a public meeting that all work needed to be paid in the same year it was worked, and handed in bi-weekly. She added that Jeff Ladue got his 2011 hours in on time.

John said he did tell Tom G. to re-submit a more detailed timesheet. But now remembers the problem was actually the submittal is for work done in 2011.

John moved; seconded by Tom Martin, not to pay Tom Gibbs for hours submitted in 2012, for work done last year. All were in favor.

**Rob Townsend – re: the Blodgett trail survey** – Rob showed the existing conditions; located the trail; abutments; brook; and noted other points on the town trail. Rob continued with photos that he took, showing locations and points of interest as he went; depicted the “chain of title”; ownership description (1873); showed roads and lengths, bearings, distances, and lot lines. Rob found an area

which he believes was an error when transcribed from the survey to the deed, and placed the road where he thinks it should be for tonight's review; as it fits the topography and distances. The trail is definitely two rods wide (33').

Rob needs guidance. Does the selectboard want him to pin where he thinks the trail is?

Travis asked what about the State maps?

Rob said this survey overrules the State maps, and added that the trail access off the Mountain Road actually nicks Calvin Blodgett's garage.

Calvin said the garage was there before Moretown had zoning. It was torn down and he has a permit to rebuild it. Calvin suggested moving the trail access toward Tartaglia's, in a low lying area.

Rob said this is the only viable access to three parcels across the Cox Brook.

Travis said the land is still accessible by walking.

Guy (Robert) Martin said he intends to drive to his property as he has always done.

Clark gave an overview of the decisions the board needs to make, beginning with the fact that the legal trail access is hindered by a building that was placed on the trail; and moving a portion of the trail (further up) to Rob's findings, as the coordinates were written in the deed incorrectly.

Discussion will continue at the 3/19/12 selectboard meeting.

## **OLD BUSINESS:**

**Bridge #41 Engineering contract – Evan Detrick of DuBois & King** – Evan said he has spoken with the State Stream Alterations Engineer Patrick Ross. Pat would like the abutments moved out of the channel, and the old abutments should come out too. Evan said he also reviewed the Hydraulic Study prepared by the State of Vermont. Now he wants to talk with the Sainsbury's for their thoughts on moving the bridge from its current location, and about plans for accessing their property during the construction. The board suggested he contact the landowner closest to the bridge too (Mark Austin) so he stays in the loop. After more borings/studies/discussion has been done, Evan wants to talk with FEMA about their guidelines for moving the bridge if studies show that would be the best thing to do, to be sure the town's reimbursement won't be held up.

Stephanie told Evan that the deadline for completing the project is September 1, 2012.

Evan said the construction will take about four months.

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**Website Administrator resumes** – Seven resumes were received and reviewed, all were from very qualified individuals. One of the resumes was from Steve Sharp. Steve has been volunteering his time to set up the website, and so is very familiar its use.

There was discussion about how many hours per week the administrative work will take, and the amount the administrator would be paid.

Clark moved; seconded by John, to ask Steve Sharp to come in to a selectboard meeting, with the intent of hiring him, and to discuss the hourly pay details. All were in favor.

**Town office study committee report from Clark** – Clark reported that the committee met last Thursday and is trying to narrow down site options to two or three sites suitable for the town offices then investigate those sites. The committee thinks the selectboard should move the town offices to a temporary location in the meantime. The committee feels either the Beth Austin property on Pony Farm Road, or the Moretown Landfill (first floor offices) are suitable temporary sites. The town hall was added to the list tonight.

The three options were discussed, for suitable size, vault needs, availability, parking, and rent (the Moretown Landfill property would be rent free). The town's insurance would pay about \$800 per/month toward the rent for the Austin property which Clark believes would be about \$1,200 per month.

Clark moved; seconded by Stephanie, that the selectboard approve the move of the town offices to a temporary site by the middle of May 2012, and choose between the Austin property on Pony Farm Road and the Moretown Landfill offices. All were in favor.

**Town Office – Colonial Adjustment estimate** - Colonial's estimate, not including the vault shelving, flooring etc. or building contents, was \$53,270. FEMA's estimate including the vault damage was \$63,000. Cheryl will talk with VLCT about FEMA's estimate.

**Town Hall – Colonial Adjustment estimate** – Colonial's estimate, not including contents, was \$79,358.

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**Codes & Standards for Moretown’s Roads and Bridges** - Moretown’s Codes & Standards were revised to include language that suits FEMA requirements for rip rap in ditches and streambanks, and the right to choose a box culvert if hydraulic testing recommends.

Stephanie moved; seconded by Reed, to approve the Codes & Standards for Moretown’s Roads and Bridges as revised. All were in favor.

**Resolution proposal regarding zoning permits and curb cut permit** – Because of the loss of most zoning permits and curb cut permits when Tropical Storm Irene swept through Moretown and might cause a delay in closings for sales and refinances, Sheila Getzinger proposed a resolution whereby Moretown would adopt a resolution relating to permitting and enforcement issues for both. Jim Barlow, a VLCT attorney advised against the selectboard adopting due to the fact that to date, there have been no reported problems to date. The board will ask Paul Gillies to review the proposal.

**New Business:**

**High Risk Management Report** – Stephanie provided a copy of a Vtrans High Risk Rural Program (HRRR) report, which is the result of a study that identifies high risk areas for accidents on rural roads. The report shows evidence of nine accidents on the Moretown Mountain Road between 2007-April of 2011. Stephanie said Vtrans is willing to provide a study for recommendations for the Moretown Mountain Road. Steve Gladzcuk from the Central Vermont Regional Planning Commission encouraged having the study done. There is grant funding available and therefore would be no cost to the town. The board agreed to have the study done. Stephanie will let Steve know the board is interested in having the study done.

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**Road Department goals and expectations -**

Stephanie moved; seconded by Reed, to enter into executive session at 9:25 p.m. to discuss employee related matters, whereby general public knowledge would clearly place the town and person(s) involved at a disadvantage. The board’s assistant was invited to stay for the discussion. All were in favor.

Stephanie moved; seconded by Tom to come out of executive session at 9:50 p.m.

Stephanie moved; seconded by Reed, to adopt five goals for the Road Department in 2012 as follows:

1. Be sure all assignments for the day are done first thing each morning.
2. Assess every road in Moretown, by section, by 6/15/12 for any repairs needed. Get the feedback/suggestions from all of the road crew.
3. Prepare a road plan for each year’s budget, by month, and schedule the work around vacations/school bus.
4. Each road crew member attends at least one training per year.
5. Listing of who plows what roads.

Discussion that Stuart will be asked in to talk about the adopted goals.

Vote: All were in favor.

**Tree planning project** – Clark said Sarah Zschau and Caroline Strauss have asked the Friends of the Mad River to plant trees along the riverbank, and wonder if the town is interested in having trees planted on town property free of charge. The answer was yes.

**More on the town offices** – Clark said Moretown Landfill has once again offered to give the town \$250,000 to eliminate the need to renew the Host Agreement every five years. The board gave Clark approval to go to Tom with negotiations.

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**Pre-Town Meeting preparations** – The selectboard will have a special meeting on Monday, 2/27/12 in order to prepare their presentations for Pre-Town Meeting on Monday, March 5<sup>th</sup>.

**Review invoices, sign warrants and other documents presented for signature**

**Warrant # 11** was approved.

Overload permits were approved for:                   Marlin Environmental/Hartigan Co.  
  Bourne Inc.  
  O’Casey Trucking, Inc.

Tobacco license was approved for Jolley Associates/Moretown General Store

Curb Cut was approved for Kenneth Leone

Stephanie moved; seconded by Reed, to adjourn at 10:15 p.m. All were in favor.