

**Town of Moretown  
Office of the SELECT BOARD**

**DRAFT** – Notice of unapproved minutes of the 6/16/14 Selectboard meeting

Board members present were: Michelle Beard, John Hoogenboom, Tom Martin

Guests included: Ricky Blake, Martha & Tom Douglass, Martin Cameron, LPM bidders: Kevin Russell of Community Development Services; Pat Travers of Staff Sterling Management; Doug Hanson of Lamoureau & Dickinson, Dara Torre, and Cheryl Brown as assistant to the board

**Public Comment Period** – There was no public comment tonight.

**Approval of Minutes** – Michelle moved to approve the minutes of 6/2/14 as written. John seconded. All were in favor.

**Reports & Communication, Announcements –**

**Youth Service Bureau** – Partnership for Success (PFS) – A letter from John Boyer, who works for Washington County Youth Service Bureau, is directing efforts of PFS within Washington County to support communities in reducing binge drinking and prescription drug misuse among youths ages 12 to 25. John would like the opportunity to speak with the selectboard about the services PFS offers.

The board will thank Mr. Boyer for the information and pass it along to the schoolboard, who might know better if this service is something Moretown needs to take advantage of.

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**Two Rivers – Ottauquechee Regional Commission (TRORC)** – An email from Bob Ennis of TRORC regarding a reimbursable grant opportunity that would help plan and design the reuse of the old town office site once the building is removed. Sites must be reused as a river access, park, or a picnic spot, and the grant could be used for planning/design; soils and plantings; benches; lighting; pole structures (without sides); etc. The minimum grant is \$5,000 and the maximum is \$30,000, with a 10% match from the town. Letters of intent to apply are due by 6/27/14.

The board requested that Cheryl submit a letter of intent.

**Open Meeting Law changes effective 7/1/14** – Notice that effective 7/1/14 the open meeting law has changed. The selectboard needs to designate two locations, other than the town website and the town offices, where meeting notices will be posted.

John moved; Michelle seconded that to comply with the new open meeting law, meeting notices will be posted at the Moretown town offices, on the Moretownvt.org website, at the Moretown General Store and on the bulletin board on Cobb Hill Road.

Discussion that the Cobb Hill Road bulletin board was chosen because it is the closest to the town offices and therefore less distance to travel for posting notices.

Vote: All were in favor.

**Notice to Abutters – Jolley Associates (Moretown General Store)** – Notice that the Moretown General Store is going before the Moretown Development Review Board to install LED lighting in the gas sign. Because the Moretown property abuts the Jolley property, the Town was notified of the hearing.

**Jim Boylan email re: Utility Pole Patriotism** – which included a copy of his opinion that will be in the Valley Reporter and the Waterbury Record, saying that the way Moretown’s display of US Flags violates the US Flag Code because they are not illuminated after dark.

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Discussion that Moretown places considerable money in the town budget to keep the flags displayed in the village in good shape; and that the flags are up at the people's request; and are only up between Memorial Day and Labor Day. The board will find out though if we are violating the law by hanging the flags as we do.

**Animal Control Officer report of a complaint** – Tom reported a call from Shane Grace, that a woman was being chased by a big black dog on the River Road. She ended up having to go into the river to get away from the dog. Shane placed a call to the Vermont State Police, and was told they weren't going to respond, but as it turned out they did show up. Come to find out the incident actually happened in the town of Berlin. No one knows who owns the dog.

**E911 change** – Tom reported that he did notify Shane that the E911 Coordinator job had been rolled into the Zoning Administrator duties.

**Request for help from the Charles O. Davis Fund** – Michelle moved to enter into executive session at 6:22 p.m. to review a confidential letter requesting help from the C.O. Davis Fund. John seconded. All were in favor. Cheryl was invited to stay.

Michelle moved to come out of executive session at 6:25 p.m. Tom seconded. All were in favor.

Michelle moved to approve the request for \$3,272.17 and expend the same from the Charles O. Davis Fund. John seconded. All were in favor.

### **Sidewalk Project – bid results for Local Project Management interviews –**

**Kevin Russell** of Community Development Services – points of interest:

- Bid was \$29,840
- Familiar with the VTrans Enhancement Grant program, criteria and standards
- Vigilant design work

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- Collaborative relationship between town and state; between neighbors and town
- Challenges – none really possibly the utility ( 3' or 4' shoulder); rights of way; drainage; all of which can be worked out during the contract phase of the project. The Mountain Road/Rt. 100B intersection.
- Early conversations with those to be impacted by the project
- 5' sidewalks versus 4' sidewalks – 5' are ADA standards unless circumstances do not allow
- Former Vermont Municipal Project Manager so it's very valuable to have a working relationship with the State of Vermont people.

**Pat Travers** of Staff Sterling Management – points of interest:

- Bid was \$22,560
- 10 projects through VTrans and Vt. State Parks, so he is familiar with the VTrans staff
- Resident engineer for sidewalk project in Plainfield
- Project Manager Rutland project
- Challenges – Vtrans requirements is a long/slow process; easements; utilities
- Action plan: Establish priorities; establish schedule; notify people of the project right away and keep them involved; be in tune of what the impacted residents want and what is important to them; permits; conceptual design; and budget schedule should all begin as soon as the LPM is selected.
- 18 – 24 month project – expects to be walking on the sidewalks in the fall of 2016.
- Knows the requirements of VTrans procurements to ensure the town gets its money.

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**Doug Hanson** of Lamoureau & Dickenson – points of interest:

- Bid was \$29,137
- Local Project Manager experience – Colchester sidewalk project; bike project in South Burlington; Market Place Project planning; 3<sup>rd</sup> lane by Staples in South Burlington
- Challenges – Village Hill intersection; stormwater upgrades may be needed; utilities; design.
- Keep residents impacted by the project involved from the beginning.

End of interviews. Michelle moved; Tom seconded, to enter into executive session at 7:43 p.m. for contract negotiations for LPM bids, whereby premature public knowledge would clearly place the town at a disadvantage. All were in favor. Cheryl and Dara were invited to stay for the discussion.

Michelle moved; Tom seconded to leave executive session at 8:12 p.m. No action was taken during the session.

**Martin Cameron was present – Open bids for design and supervision of the Moretown Mountain Road village hill reconstruction – Bids were as follows:**

Weston & Sampson	\$22,800
Kingsbury Companies	\$20,750 + \$10,000 = \$30,750
Engineering Ventures	\$12,900 + \$6,400 = \$19,300

Martin and Rae will review the bids to be sure all are “apples to apples” and because this is a time sensitive project, what the timeframe for job completion is before any contract is awarded. Martin would like to start the construction phase of the project late July or early August so the school bus isn’t impacted.

The Town received a \$160,904 grant from VTrans for this project.

**Quick overview by Martin of other highway business:**

- Griffin & Griffin is hauling road sand
- Martin is getting some stone from MLI

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- Greg Wagner is mowing the recreation fields/town & school land now.

**OLD BUSINESS:**

**Host Town Agreement for cell 4 – F & G** of the objective outlines was reviewed tonight and revised. At the next meeting H, I & J will be addressed.

**Maloney culvert** – Rae was absent tonight so this discussion was tabled.

**Selection of Local Project Manager (LPM) for sidewalk project** – There will be a special meeting of the selectboard on Monday, June 23<sup>rd</sup> at which time the board hopes to hire a LPM.

**Blodgett 6/9/14 litigation hearing** – Little about the hearing was discussed tonight, but it was clear that more legal advice/information was needed before the entire board could agree to the conditions set forth at the 6/9/14 court session. So there will be a special meeting of the selectboard on Monday, June 23<sup>rd</sup> to allow time for the town’s attorney Paul Gillies, to come and talk about how to proceed with the 7/9/14 reply due to the court if the Town wants to make changes to the 6/9/14 settlement.

**New Business:**

**Bids for the Village Hill Project** - were opened and discussed earlier in the meeting.

**Fire Department finances** – Michelle expressed concerns about what oversight the town might have over the fire department finances, and wonders if there should be restructuring done.

**VLCT – PACIF** – A grant was applied for to buy two new self-contained breathing apparatus (SCBA) for the fire department. The grant is for \$12,700. The town’s share for the purchase was budgeted.

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**Review invoices, sign warrants, and other documents –**

Warrant #'s 30 and 31 were approved as submitted

The Investment Reserve Fund Policy dated 6/4/14 was officially adopted tonight by signing the document.

Tom moved to adjourn; Michelle seconded. All were in favor.