

SELECT BOARD MEETING MINUTES | June 22, 2020 | 6:00 P.M.

COMMUNITY CENTER

Present:

Verne Leach, BOS Chairman / ACO

Ed Munch, Selectman / Historical Commission

Bruce Cullett, Selectman / Police Sergeant

Justin Russell, Highway Superintendent

Caleb Mitchell, Town Administrator

Irene Morrison, Administrative Assistant

Item 1: **Call to order:** 6:00 P.M.

Item 2: **Roll Call:** Chairman Leach present, Selectman Cullett present, Selectman Munch present

Item 3: **State recording status:** Mr. Leach and Irene Morrison recording; Live stream on Town Clerk Facebook page

Item 4: **Review and approve the 5/4/20 Executive Session Minutes & 6/15/20 BOS Meeting Minutes**

Mr. Leach motions to approve the 5/4/20 BOS Executive Session Minutes. Mr. Munch seconds. Mr. Cullett recuses.

VOTE 2-0

Mr. Leach motions to approve the 6/15/20 BOS Meeting Minutes pending changes. Mr. Munch seconds. All agree.

VOTE 3-0

Item 5: **Update of Departments**

Highway Dept. – Justin Russell, Highway Superintendent reporting

Supt. Russell is wondering what the status is regarding the Goshen Stone. Mr. Munch said Linda Judd is going to wait because they are 4 weeks out on cutting the capstone. He also said they're going to put the regular stone on pallets. Supt. Russell said if the regular stone is ready, he can go pick it up, then once the capstone is ready, he can pick it up another day and lay it flat on the trailer. Mr. Cullett said we need to get the invoice from George D. Judd & Sons Stone so that we can get that processed. TA Mitchell said he gave Accountant Osborn all the invoices that he had. Mr. Cullett said it would have come in the mail. TA Mitchell doesn't believe that it has come through the mail yet. Mr. Munch will call them tomorrow. Supt. Russell said a lot of times, the postal service is not putting the mail in the right boxes. Although the envelope is addressed with the suite number on it, TA Mitchell said he has had to distribute some of the mail that was in his box to the appropriate department because it was put in the wrong box. He said his mail could be in somebody else's postal box waiting for them to check their mail. TA Mitchell will call the Post Office to see if we can get a master key to the boxes.

Supt. Russell said Crosier Electric did a great job. The new light that shines behind the Highway Dept. lights up the whole area at night. He said Crosier is wondering how far they're illuminating and if they're alright where they are, because the lights are on notches in increments where they can be adjusted if needed.

Supt. Russell said in the past some accounts were carried over. He asked if it was possible with the Tree Account. He said he has about \$6,000.00 left in there. He said there are some areas on Skyline Trail he'd like to do a lot of work taking multiple days. Mr. Cullett said you can encumber funds if you have a fairly specific number and a specific project. He told Supt. Russell if he put something in writing to give to Town Accountant Osborn, she would set that up. Supt. Russell said there are some bad areas in town

Town Administrator – TA Mitchell reporting

TA Mitchell said we need to get all the invoices & checks on the Reimbursement Form for the 250th Anniversary. Same thing with the Mohawk Trail Woodlands Partnership. He said Supt. Russell has the invoice and has already spent the money.

TA Mitchell said since they voted to rescind the Wetlands By-Law, we need to find out what the next steps are. Mr. Leach said all that goes through the Town Clerk. She will send the minutes from the Annual Town Meeting to the Attorney General.

Item 6: Discussion of NBSWD Contract and other possible alternatives

Supt. Russell said Valley Roll off will be coming here this week. He sent them some numbers he had for recycling and trash hauls for the last year or so. The Trash Compactor formerly was an automatic haul every 2 weeks with an average of 7 ton. The last 3 months he's been calling it in about every 3 weeks, and we've gone up to between 11 & 14 ton. "If we go with the NBSWD contract we're going to be paying for each haul. One more week out of the box will help out but it will cost the town a lot more money to have it hauled. They used to haul their trash compactor for nothing and charge the town for the tipping fee on it." Speaking as Transfer Attendant, Mr. Leach said it only lasted for 1 ½ hours last week.

Supt. Russell said it was 14.0-ton last week when they hauled it. Valley Roll Off told Supt. Russell that 7 towns that are part of the NBSWD already contacted them. They are not happy with the increases through Casella. An e-mail Supt. Russell received today said they were looking to have the contract in place for 8/1/20. He said the only other thing we'd have to look at is the light bulb shed, but he thinks Valley may have avenues of disposing that sort of thing. He said we don't handle that. NBSWD handles that for us. Mr. Munch asked if Valley handles electronics. Supt. Russell said they do, but they would probably want us to have another box up here. He said we should just stay away from collecting any of that stuff.

Mr. Cullett indicates the letter TA Mitchell received from Linda Cernik indicates that we should watch our invoices on the pricing

Item 7: Discussion to install mini split climate control system for Server room, Police Station, and Highway Department utilizing the Green Community Grant

Mr. Cullett read an e-mail he received from Brenda Darby who works for St. Pierre Cooling & Heating. She expressed some concerns about the BOS Meeting we had last week regarding the bid that was awarded to Pioneer Plumbing & Heating for the mini splits. Mr. Cullett said he replied to Brenda explaining that he took a closer look at the 2 bids. He said Pioneer Plumbing & Heating bid had one less unit than what St. Pierre was including. Mr. Cullett has asked Roger Peltier to revise his number to include the upper floor, which raised his number by \$3,400.00. His bid does say "Does not include wiring by an Electrician". Mr. Cullett said there's some confusion now and we need to determine how much St. Pierre included for electrical services so that we can compare. He said, "The lesson to be learned from this is that every project no matter how small or how simple we think it is needs to have a written **"Scope of Work"**. He thinks we need to rescind the award until we determine which bid, we want to go with. He said the big thing is St. Pierre is saying that they included the electrical. He doesn't see that listed in their proposal, but Brenda told him it was included. He said we need to know what they carried for that amount or we ask Pioneer to include the wiring. Mr. Munch doesn't think it's legal or that it's right to change everything after the fact that we've already awarded the contract. Mr. Cullett said something was brought to our attention that was missed. TA Mitchell said if you want to throw the bids out and rebid, then we probably need a legal opinion. He will seek a legal opinion regarding this. *(See e-mail from Brenda and e-mail response from Mr. Cullett)*

TA Mitchell said in conjunction with the bid and legal opinion, he also inquired with the Green Community Administrator. They sent us back a page of information about that type of system and how they would accept it etc.

Item 8: Discussion and possible Vote to reopen Town Park based on Board of Health recommendations

TA Mitchell presented the BOS with a copy of the Board of Health (BOH) recommendations for re-opening the Town Park. Doug Haskins has volunteered to clean the park at least once a week. He's also installing the swing set, and 2 swings that meet the requirements of social distancing of 6 feet apart. There will be a sign with the BOH recommendations posted at the Town Park. (*See BOH recommendations*)

Mr. Leach motions to let Parks & Recreation open the Town Park under the BOH recommendations. Mr. Munch seconds. All agree. **VOTE 3-0**

Item 9: COVID-19 Updates

TA Mitchell said he thinks the only way Town Hall could re-open is that the Town Offices be open by appointment only and people will be required to wear a mask. Mr. Cullett has reached out to a licensed and insured Contractor who has expressed interest in providing a Proposal. Mr. Munch said he feels we should let the citizens of the Town who are licensed and insured for this type of work be aware that there's a possibility they could get work out of it. Mr. Cullett said small projects like this you have the ability to do it by invitation. TA Mitchell said we first need to put out a written **"Scope of Work"** to put out the bid. Once the BOS agree on that then it can be posted on the website and you can submit an invitation. Mr. Cullett said he can do the "Scope of Work" if TA Mitchell wants to pull together bid documents i.e. Non-Collusion Affidavit, stuff for Chapter 30b, put prevailing wages in place so we can give them to the bidders and a list of insurance requirements. He said there will need to be some Subs because of the licensing. We're going to have to have an Electrical Sub with an S License because of security work camera on the access control. Mr. Munch said we need to have clarity because he thought the BOH was responsible for enforcing these rules. "It's not the Selectmen that are supposed to be enforcing BOH rules." TA Mitchell said if we could come up with reasonable requirements to re-open the Town Office Building based on Personal Protective Equipment (PPE) and everything else that we do we can recommend or request that the BOH issue an order. Mr. Leach said he agrees 100% on the Town Park because they closed it. The BOS is the one who closed Town Hall so he believes the BOS should be the ones to re-open. Mr. Cullett said we're basically in charge of getting the precautions in place. Mr. Munch suggested having a joint meeting with the BOH. Mr. Cullett said they should sign off on what we're doing.

Item 10: Discussion of outcomes of Annual Town Meeting

The BOS said everything passed. The Article to fund IMC for the Police Department did not get included on the Warrant. Speaking as Police Sergeant, Mr. Cullett said he would like to try to figure out a way to do it. The IMC that we didn't fund with Free Cash could easily be funded with revenue that the Police Dept. brings in when doing Details. Everyday that he does Detail with the Cruiser, it's \$110.00 for the use of it for the day. On top of that there's another \$40.00 of Administration Fees for a total of \$150.00 of revenue generated every time he uses the Cruiser doing Detail. It goes in the General Fund. He doesn't know the specifics of accessing that money. Irene Morrison asked if the Police Dept. could have their own Future Equipment Account. Mr. Cullett said he's sure it would have to go to a Town Meeting to be approved. TA Mitchell said that account wouldn't have to be set up because there is already a Future Equipment Account. Mr. Cullett said what it comes down to with the IMC with roughly \$10,000.00 that we were looking for Free Cash funded. He said we wouldn't have asked for Free Cash if we had access to the revenue that is generated.

Item 11: Review and approve accounts payable, Treasury Warrants

Item 12: Adjourn

Mr. Cullett motions to adjourn the BOS Meeting of 6/22/20. Mr. Munch seconds. All agree **VOTE 3-0**

The BOS Meeting of 6/22/20 adjourned at 7:33 P.M.

Articles used:

Executive BOS Minutes of 5/4/20
BOS Meeting Minutes of 6/15/20
E-mail correspondence from Brenda
E-mail response from Mr. Cullett
BOH recommendations

Respectfully submitted

Irene J. Morrison

Administrative Assistant

Verne Leach, Chairman _____

Ed Munch, Selectman _____

Bruce Cullett, Selectman _____

Approved: 6/29/20
Date