

MONKTON SELECTBOARD MEETING  
MONKTON TOWN HALL  
Monday March 9, 2020  
(Approved 3/23/20)

S. Pilcher called the meeting to order at 7:03pm.

**Selectboard Members Present:** John McNerney, Marikate Kelley, Stephen Pilcher, Bill Martin, Paul Low

**Selectboard Members Absent:** none

**Others Present:** Renee McGuinness, Betsy Brown (Recording Secretary), Jane Palmer, Nate Palmer, Will Bown

**ANNOUNCEMENTS**

None

**ANNUAL ORGANIZATIONAL MEETING:**

ELECT CHAIR, VICE-CHAIR, SECRETARY

**B. Martin nominated Stephen Pilcher to be Chair. All voted in favor. 5-0-0.**

**M. Kelley nominated Bill Martin as Vice Chair. All voted in favor 5-0-0.**

**M. Kelley nominated John McNerney as Secretary. All voted in favor 5-0-0.**

SET REGULAR MEETING DAYS, TIMES, PLACE

**B. Martin moved to set the regular meeting days, time and place as the 2nd & 4th Mondays of the month, 7:00pm at the Monkton Town Hall. J.**

**McNerney seconded Motion passed 5-0-0.**

DESIGNATE NEWSPAPER OF RECORD AND POSTING LOCATIONS FOR AGENDA AND PUBLIC MEETING NOTICES

**B. Martin moved to set the Addison Independent as the newspaper of record and the posting locations to be outside Alderman's Chocolate Shop and inside and outside of Town Hall. J. McNerney seconded. Motion passed by a vote of 5-0-0.**

REVIEW SELECTBOARD PROCEDURES

S. Pilcher noted that there are a number of policies in place (i.e. modified Robert's Rules, speaking on behalf of Selectboard, public comment period).

## **REGULAR BUSINESS:**

### APPROVE MINUTES

**J. McNerney moved to approve the minutes of February 24, 2020 as amended. B. Martin seconded. Motion passed by a vote of 4-0-1 (P. Low abstained).**

### REVIEW AND APPROVE CHECK WARRANTS

The following check warrants were reviewed and signed:

P/R #00302 3/2/2020 \$9,542.40

A/P #00227 2/27/2020 \$47,184.26

### REVIEW AND APPROVE OVERWEIGHT PERMITS, ETC.

The following overweight permits were reviewed and approved:

J. Hutchins (with edits to weights)

Moe Dubois Excavating

Scott Oberle dba Oberle's Bulldog Trucking

Randall Fisher/R&J Trucking

D&F Excavating & Paving, Inc.

Sid Sumner

Kent Nutrition Group

Panoramic Landscaping & Excavation

New England Quality Service, Inc.

Clarendon & Pittsford Railroad Co.

Roger Fisher

On Septic Solutions, LLC

Claire Lathrop Band Mill, Inc, dba Lathrop Forest Products

Richmond Home Supply, Inc.

Ormond Bushey & Sons, Inc.

### PUBLIC COMMENT

Nate Palmer gave the Selectboard letter he wrote which he will give to all towns along the pipeline. He also passed on some information that is on the EPUC website.

Renee McGuinness wanted to ask the new Selectboard member that he will put biases aside and will do what is best for the town and compromise. She noted that there is a difference between needs and wants. She also commented on the new town hall and would like to see low VOC paints, etc. S. Pilcher invited Ms. McGuinness to attend the next Building Committee meeting or send an email to the committee.

## **NEW BUSINESS:**

### **PACE AND HAWLEY ENGAGEMENT LETTER**

S. Pilcher shared a proposal from Pace & Hawley to do a full audit for the Town. This is needed in order to apply for the Bond for the new Town Hall. The fee will not exceed \$8650.00. Pace & Hawley has agreed to supply the full audit by May 15th, 2020.

**B. Martin made a motion to sign letter of engagement from P&H to complete a full audit by May 15, 2020. M. Kelley seconded. Motion passed by a vote of 5-0-0.**

### **APPROVE 2020 PAY RATES**

**B. Martin made a motion to approve the 2020 pay rates. J. McNerney seconded. Motion passed by a vote of 5-0-0.**

### **REVIEW APPOINTMENTS**

S. Pilcher noted that he has heard from numerous people that it would be more efficient to have the Zoning Administrator be the 911 coordinator. S. Pilcher noted that he will advertise the position with all the others that are open.

B. Martin noted that he would like to see a Parliamentarian, which assists the Moderator with procedure. S. Pilcher suggested they wait until summer to discuss.

J. McNerney will post the positions on the Town website and Front Porch Forum.

### **REVIEW CONSTRUCTION MANAGEMENT CONTRACT WITH NAYLOR AND BREEN**

W. Bown presented the Board with a copy of the contract which is a standard AIA contract.

M. Kelley asked who will be making the decision on contractors if there is more than one bid. W. Bown noted that Naylor & Breen will make the decision.

M. Kelley asked if the plans are consistent with the Town's energy plan. W. Bown noted yes. S. Pilcher noted that this will be a net zero ready building.

**J. McNerney moved to sign the agreement between Town of Monkton & Naylor and Breen as a Construction manager. M. Kelley seconded. Motion passed by a vote of 5-0-0.** A copy of the signed contract will be available at Town Hall.

### **MUNICIPAL ROAD GRANTS PLANNING REPORT**

**B. Martin made a motion to approve Municipal Roads General Permit Planning Report as written. P. Low seconded. Motion passed 5-0-0.**

### **TOWN MEETING MINUTES**

**J. McNerney made a motion to approve as amended. M. Kelley seconded. Motion passed by a vote of 4-0-1** (Paul Low did not vote as was not a Selectboard

member at that time).

#### BOND STATUS

S. Pilcher will give the bond attorney documentation to make sure procedures were followed correctly. S. Pilcher will ask Kathy Nolan to help fill out the application.

#### BUDGET STATUS REPORT

S. Pilcher passed the budget status report out to the Selectboard for their review. It will be discussed at the next Selectboard meeting.

#### NEW TOWN OFFICES AND LIBRARY STATUS

The architects and engineers are working hard at the moment. Someone will be coming in to put test bores (geotechnical engineering) shortly.

#### EMERGENCY MANAGEMENT DIRECTOR STATUS RE: COVID-19

The director (S. Pilcher) is receiving daily emails from the State re: the virus. S. Pilcher noted that this could be something put on the Town website. There was discussion about how quarantining will be difficult for some people to do. S. Pilcher asked how we identify people that may need help and how we can help them. MK noted that there needs to be a plan in place. S. Pilcher would like to put together a task force consisting of the Town Health Officer, Monkton First Response, etc. J. McNerney suggested a link on the Town website specifically for Covid info.

#### TOWN CREDIT CARD AND POLICY

S. Pilcher noted that for the past 4 years, the website and domain name has been running on his personal credit card. S. Pilcher noted his card got hacked, and is no longer valid. If the town were to have a credit card, he suggests it would be locked in the vault and would have a credit limit of \$500.00. MK asked if the League and Cities and Towns have a sample credit card policy that the Town could look at.

#### CLOUD STORAGE AND POLICY

S. Pilcher would like to create a Dropbox account for the Town. This would be used for things such as Town Plan updates, UPD updates, etc. that have multiple people working on them.

#### **OLD BUSINESS:**

#### PUBLIC INFORMATION PAGE

No action taken

#### INFRINGEMENT OF ROW ON JOCKEY LANE

J. McNerney will speak with the Town Attorney to see what the next steps are.

FUTURE TOWN HALL STAFFING

No action taken.

SALVAGE YARDS IN MONKTON

No action taken

TH 36 ROAD RECLASSIFICATION

No action taken.

**OTHER BUSINESS:**

DETERMINE TIME/DATE OF NEXT MEETING

The next meeting is Monday, March 23rd, 7pm at the Monkton Town Hall.

**ADJOURNMENT**

**M. Kelley moved to adjourn. J. McNerney seconded. All voted in favor, 5-0-0. Meeting adjourned at 8:51pm.**