

MONKTON SELECTBOARD MEETING  
Monday April 13, 2020  
REMOTE MEETING ONLY – Meeting will be recorded and recording posted  
Zoom Meeting ID **802-453-3800**  
Telephone Number to attend meeting by phone **646-558-8656**  
(Approved 4/27/20)

**ATTENDANCE**

**Members Present via video:** John McNerney, Bill Martin, Stephen Pilcher, Paul Low (arrived 7:05), Marikate Kelley (arrived 7:07)

**Members Absent:** None

**Others Present via video:** Scott Gordon, Betsy Brown (recording secretary), Jaime Schulte, Charles Johnston, Mark Boltz-Robinson, Jane Palmer, Nate Palmer

**Others Present via phone:** Curtis Layn

**ANNOUNCEMENTS**

S. Pilcher noted that a letter from the Dog Park Committee was received and that there may be some issues regarding archeology.

**REGULAR BUSINESS**

**APPROVE MINUTES**

**B.Martin moved to approve the minutes of March 23, 2020 as written. J.**

**McNerney seconded. All voted in favor 3-0-0.** M.Kelley and P. Low were not present yet.

**REVIEW AND APPROVE CHECK WARRANTS**

The following check warrants were approved and approved as written.

A/P #00316	3/18/20	\$ 37,739.58
A/P #00324	3/24/20	\$ 21,425.98
P/R #000330	3/26/20	\$ 11,883.45
A/P #00331	3/31/20	\$ 5,427.30
A/P #00407	4/7/20	\$ 26,243.20

**REVIEW AND APPROVE OVERWEIGHT PERMITS, ETC.**

The following overweight permits were reviewed and signed:

Clark-Wright Septic Service

HLG Excavation, LLC

Lewis Excavating LLC

Dennis Casey

Gauthier Trucking Company, Inc.

Doug Cole

Driscoll Brothers Excavating, LLC

Don Westion Excavating, INC.

Mountain View Equipment

Waterman Siteworks,LLC

Arnold Blair/Blair's Forestry Hauling

## PUBLIC COMMENT

None.

## **NEW BUSINESS:**

### LIQUOR LICENSE RENEWAL – YATES FAMILY ORCHARD

**J. McNerney moved to approve the liquor license renewal of Yates Family Orchard. P. Low seconded. All voted in favor 4-0-0.** M. Kelley was not present for the vote.

### LIQUOR LICENSE RENEWAL – SD ALDERMAN INC.

**B. Martin moved to approve the liquor license renewal of SD Alderman, Inc. J. McNerney seconded. All voted in favor. 4-0-0** M. Kelley was not present for the vote.

### INTERNAL FINANCIAL CONTROLS CHECKLIST

This is for the bond application for new town offices/library. **J. McNerney moved to approve. P. Low seconded. Motion passed 5-0-0.**

### REMOTE MEETING POLICY

The Board reviewed the draft remote meeting policy. There was discussion on what “technology that permits attendance of the public” means. There was also discussion of how to get meeting documents to people who want to participate but do not have electronic access. M. Kelley noted that the policy does address some ways to get information out to people so that they have it prior to the meeting. M. Kelley noted that VLCT has put out a checklist for municipalities to use to help with writing remote meeting policies.

J. McNerney commented on Item 1: it appears we are going beyond what the state requires. M. Kelley proposed that the language be changed to say “When meeting electronically the public body must use tech that allows the public to attend electronically or by other means whenever feasible”. M. Kelley noted on #2 it might be good to add “whenever feasible documents will be available prior to the meeting”.

**J. McNerney moved to approve the Remote Meeting Policy as amended. P. Low seconded. All voted in favor 5-0-0.**

### DRB REQUEST TO CANCEL MEETINGS

J. McNerney asked if all Board members would have access to Zoom. B. Brown noted that she can think of 2 members who may not. C. Layn noted that he would have difficulty. C. Layn also noted that it is discouraging and hard to follow when he doesn’t have visual access.

There was discussion on how to get materials to DRBmembers and any interested parties.

M. Kelley would like to see the DRB move forward as we don’t want everything to be on a stand still for a long time.

M. Kelley suggested putting information on the Town Website.

B. Brown brought up the issue of equity - internet access, inability to understand the technology, calling from landline to long distance #. B. Brown had concerns of the added expense to applicant to mail out additional information.

## REVIEW APPOINTMENTS

Charles Johnston has expressed an interest on the being on the DRB. Charles noted that he is a Civil Engineer and just got his PE. He has been interested in joining for a few years and now would be a good time for him. .

S. Pilcher noted that he has spoken with Peter Close and Peter is willing to serve if no one qualified steps up.

**M. Kelley made a motion to appoint Charles Johnston to DRB in P. Close's spot (4 year term). J. McNerney seconded. All voted in favor. Motion passed 5-0-0.**

The following appointments were presented:

Zoning Administrator - Kris Perlee - 3 year term

DRB - Curtis Layn - 2 year term

Recreation Committee - Paul Low - 3 year term

911 Coordinator - Kris Perlee - 1 year term

Emergency Management Director - Stephen Pilcher - 1 year term

Conservation Commission - Ann Miller - 4 year term

Delegates to Addison County Regional Planning - Stephen Pilcher & Wendy Sue Harper - 1 year terms

Transportation Advisory Committee (Alternate) - Stephen Pilcher - 1 year term

ANAC - Jaime Schulte & Laura Farrell - 3 year terms

Recycling Coordinator - Jessica Demeritt - 1 year term

Tree Warden - Mark Boltz-Robinson - 1 year term

Webmaster - Ian Schultze - 1 year term

B. Martin knows the Animal Control Officer and will touch base with her to see if she is interested in continuing in that position.

**J. McNerney made a motion to approve the above slate of appointees. B.Martin seconded. All voted in favor. Motion passed 5-0-0.**

## REVIEW PROCUREMENT POLICY

There was discussion regarding gravel/salt/sand which is usually over \$50K. M. Kelley suggested having some sort of pre-approval language for gravel/salt/sand. The board discussed possible phrasing **M. Kelley moved to approve the**

**Procurement/Purchasing Policy as amended. B. Martin seconded. All voted in favor. Motion passed 5-0-0.**

## NAYLOR AND BREEN CHANGE ORDER – MECHANICAL AND ELECTRICAL DESIGN

This is for design work for HVAC, plumbing and electrical that is happening that is not part of the actual construction.

**B.Martin made a motion to approve Naylor and Breen Change Order 01P to extend the preconstruction services portion of the contract to include the design/build proposals for preconstruction and engineering for HVAC, Plumbing and Electrical**

**for an additional \$18,453.76. J. McNerney seconded. All voted in favor. Motion passed by a vote of 5-0-0.**

#### **CONTRACT AMENDMENT – BELLWETHER ARCHITECTS**

Bellwether is asking for an extra \$10,000 on their contract to cover additional services rendered in preparing for the bond vote. S. Pilcher noted that architects usually get a percentage of the build cost. What Bellwether is asking for is well below that. P. Low noted that this is a good “deal” compared to what they could be getting.

**P. Low moved to approve the contract amendment. B.Martin seconded. All voted in favor. Motion passed by a vote of 5-0-0.**

**J. McNerney made a motion to designate Steve Pilcher, Select Board Chair as the agent to review and approve change orders with Naylor & Breen. P. Low seconded. Motion passed: 5-0-0**

#### **NEW TOWN OFFICES AND LIBRARY STATUS**

RVG was awarded the electrical bid. The mechanical bid came under 50K under what the budget was. The preliminary opinion from the bond attorney is that everything was done correctly. The bond application due May 1.

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

S. Pilcher noted that the numbers are slowly ticking up and is hoping that the numbers will stabilize. J. McNerney noted that Bailee Layn-Gordon has been reaching out for volunteers to help with food shopping etc. for at-risk individuals

#### **REVIEW OF BUDGET STATUS**

no action taken

#### **LETTER TO VT GAS RE: ROTAX RD FROST HEAVE**

re: frost heave on Rotax Road. S. Pilcher shared the letter that will be sent to VT Gas. The town wants an engineer to come out and take a look at the road and make appropriate fixes in coordination with Ben Hollwedel (Road Foreman). The town is also asking for a copy of the engineer's report on his/her investigation.

#### **OLD BUSINESS:**

##### **INFRINGEMENT OF ROW ON JOCKEY LANE**

no action taken

##### **FUTURE TOWN HALL STAFFING**

no action taken

##### **SALVAGE YARDS IN MONKTON**

no action taken

##### **TH 36 ROAD RECLASSIFICATION**

no action taken

##### **TOWN CREDIT CARD AND POLICY**

M. Kelley noted that she is still working on a draft and will have it ready for the next meeting.

#### CLOUD STORAGE AND POLICY

no action taken

#### LETTER FROM VERMONT AGENCY OF TRANSPORTATION – RE: CERTIFICATE OF HIGHWAY MILEAGE

no action taken

#### **OTHER BUSINESS:**

S. Pilcher noted that as a result of COVID 19, the highway dept is working on a reduced schedule. One individual is currently not working as they are higher risk for contracting COVID 19. P. Low questioned whether or not the person should be laid off under these circumstances so they can be paid via unemployment. B. Martin wondered if the person was directed not to come in or made the decision own their own. S. Pilcher noted that he understands that he was directed not to come in. P. Low wonders if it's possible to find road crew work where this higher-risk individual can remain appropriately isolated.

S. Pilcher also noted that there are still some people who are unhappy with grading, especially on Mountain Road. S. Pilcher was wondering if there could be some coaching on grading. P. Low noted that the freeze/thaw cycles started earlier this year and there have been more of them, which does a lot of damage.

J. McNerney noted that he just heard from B. Hollowedel that the new truck is in line for the finish bay. It is in the last stage. He expects it the next couple of weeks. We will need to make the treasurer aware of the need to arrange financing.

M. Kelley noted VLCT language re: payroll and municipal bills. It needs to be done as part of an open meeting. M. Kelley suggested that S. Pilcher ask the town attorney for clarification and options for assuring timely payments continue to be made.

#### DETERMINE TIME/DATE OF NEXT MEETING

April 27 7pm via Zoom.

J. McNerney moved to adjourn. B. Martin seconded. All voted in favor. Meeting adjourned at 9:15 PM.

Respectfully Submitted,

Betsy Brown  
Recording Secretary