

MONKTON SELECTBOARD MEETING
MINUTES
Tuesday, February 27, 2024
DRAFT

The meeting was called to order by Stephen Pilcher at 7:01 pm.

Members in attendance: Stephen Pilcher (chair), Paul Low, John McNerney, Marikate Kelley, Walter Crandall

Members absent: none

Others in attendance: Jessica Demeritt (recording secretary), Stan Wilbur (town administrator), Ellie de Villiers, Jaime Schulte, Robin Hopps, Shane Lawrence, Spencer Putnam, Roger Nishi, Debra Sprague, Jane Low, Therese Schwegl

ANNOUNCEMENTS:

S. Pilcher noted that this was P. Low's last meeting.

REGULAR BUSINESS:

APPROVE MINUTES

J. McNerney moved to approve the minutes of February 13, 2024 as amended. P. Low seconded. All voted in favor.

REVIEW AND APPROVE CHECK WARRANTS

J. McNerney moved to approve PR 40226 in the amount of \$15,003.79. P. Low seconded. All voted in favor.

J. McNerney moved to approve AP 40226 in the amount of \$31,280.23 P. Low seconded. All voted in favor.

REVIEW AND APPROVE OVERWEIGHT PERMITS, ETC

The following overweight permits were reviewed and approved:

Curtis Lumber Co, Inc

T & C Trucking LLC

Don Weston Excavating

Poulin Grain, Inc

Phoenix Grains & Nutrition Inc

Structures R.B.R., Inc

Bud Carpenter Inc

Champlain Construction Company, Inc / Bear Dog Enterprises

LJM Construction LLC

Spence Excavating & Construction, Inc

W. Crandall noted that one was rejected for lack of proof of insurance.

FACILITY USE REQUEST

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S. Pilcher asked to use the room 3/14 from 6-8pm for Bike/Ped Study outreach and the Local Hazard Mitigation Plan.

P. Low said there were two requests. W. Crandall asked if food trucks were permitted at the town hall. P. Low said they were not restricted in the facilities use application.

PUBLIC COMMENT

none

NEW BUSINESS:

OPIOID SETTLEMENT FUNDS REQUEST - TURNING POINT CENTER
no action taken

BROADBAND FIBER UPDATE / MAPLE BROADBAND/WCVT

E. de Villiers is the Executive director of Maple Broadband. She explained that Maple Broadband is in partnership with Waitsfield and Champlain Valley Telecom(WCVT). R. Nishi of WCVT spoke about broadband in Monkton. He demonstrated how to use the WCVT site to check on fiber availability. The vast majority is being engineered to be built in the next few years. 71 sites will receive fiber in the next year, and 580 will receive fiber in the next few years. 47% of Monkton has access to cable. R. Nishi noted it takes time and money to roll out fiber. He noted that he wished the money had been available earlier.

CLIMATE ECONOMY ACTION CENTER - REQUEST FOR MUNICIPAL ENERGY RESILIENCE PROGRAM FUNDS - SPENCER PUTNAM

S. Putnam said CEAC is five years old and its focus is a healthy economy through reduction of greenhouse gasses. CEAC proposed funding a program called the energy navigator program. It would provide one-on-one counseling to individuals and public outreach. They need to match a \$130,000 grant, and they are half way. S. Putnam asked would the Monkton Selectboard be willing to apply for and allocate their \$4000 MERP toward the program. The Addison County Regional Planning Commission supports it. M. Kelley asked if Monkton applied for the grant, CEAC would administer it? S. Putnam noted CEAC's role is as a consultant. M. Kelley asked if there had been contact with the energy committee? S. Pilcher noted that the energy committee had not been active lately. Weybridge and Middlebury have active energy committees and they are interested, replied S. Putnam. He explained that the energy navigator program would have a professional who knows the energy programs inside and out, in combination with volunteers. It was not just suggesting weatherization, but assisting accessing programs. He noted that Efficiency Vermont would be one of the programs they would access. P. Low asked if there would be door to door service? S. Putnam responded yes. S. Putnam noted that meeting with the energy committee made sense. **M. Kelley moved to apply for a \$4000 MERP**

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grant and if awarded retain CEAC to administer it. J. McNerney seconded. All voted in favor.

HIGHWAY FOREMAN REPORT - SHANE LAWRENCE

S. Lawrence noted that they posted Monkton roads on 2/26. The road crew has been grading roads hauling gravel while it is mild. They are wrapping up winter maintenance. This year Mountain Road will be a major project: ditching, resurfacing, gravel. S. Lawrence said they are doing brush clearing to get roadsides opened up. There was discussion about truck repair. S. Lawrence noted equipment was in good shape. S. Lawrence said he emailed Todd Eaton of VT Local Roads this week to learn more about trainings. He thinks signups open up at the end of March. S. Lawrence updated the town website with current projects, on the highway department page under agenda. S. Pilcher asked about the culvert inventory. S. Lawrence said the crew is working on it. There was discussion about culvert replacement. They are waiting to hear on bids for a paving project – plan is for Bristol Road from Meader Hill towards the fire pond. There was discussion regarding where on Bristol Road to pave. It was noted that it depends on how much the grant is and how far it will go.

LOWER PARKING LOT STATUS

J. Low noted that the library had been awarded a second grant for \$15,000. S. Pilcher asked if the project was sufficiently bid out. He asked if there were timing constraints. T. Schwegl said that work would hopefully start in spring or summer 2024. S. Pilcher said he is asking for a bid as a design build. T. Schwegl explained that there would be a paved ADA path from the patio to the parking lot. S. Pilcher confirmed that the town would help with the cost. J. Low asked if the Selectboard would oversee the process. S. Pilcher said it would. There was discussion about whether the library being part of the town or independent. S. Pilcher asked how many parking spaces would be added. It was estimated that 4 to 8 spaces may fit. S. Pilcher confirmed that S. Wilbur would put it out for bid.

EMPLOYEE PERFORMANCE EVALUATION PROCESS

S. Pilcher said he made some changes to the form. He tried to clarify how the process would work. He asked if reviews would be with the whole Selectboard, or with a representative. There was discussion about the process and structure. P. Low said he would share an alternative performance evaluation form. M. Kelley said it makes sense to have the evaluation be one on one. P. Low agreed to be available to do a review until the end of April.

CURBCUT - POMARICO POND ROAD

S. Pilcher asked someone to take a look at the proposed curb cut. W. Crandall agreed to take a look with the road foreman. The curb cut will be reviewed at the next meeting.

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REVIEW TOWN OFFICE DOOR BIDS

S. Wilbur took the Selectboard through the bids and they were discussed. **J. McNerney moved to accept the bid from Middlebury Lock LLC dated 2/22/24, estimate #657, to repair the front door in the amount of \$5575.** It is an estimate for the front doors. **M. Kelley seconded. All voted in favor.**

M. Kelly moved to accept the bid from Middlebury Lock LLC dated 2/22/24, estimate #658, to repair the other three exterior doors. J. McNerney seconded. All voted in favor.

Commented [1]: Were there two motions for two invoices? I may have become confused.

HIGHWAY RIGHT OF WAY POLICY

There was discussion about the policy. **M. Kelley moved to adopt the Monkton Right-of-Way policy amended with the paragraphs correctly numbered. J. McNerney seconded. All voted in favor.**

CURB CUT FORM UPDATE

Curb cuts should be recorded in the land records, said S. Pilcher. There was a discussion about how many pages would need to go into the land records. **J. McNerney moved to update the Road Curb Cut and Accessibility form. M. Kelley seconded. All voted in favor.**

CLASS 4 HIGHWAY POLICY

M. Kelley moved to approve the amended town of Monkton Class 4 Highway policy. J. McNerney seconded. All voted in favor.

NEW PERSONNEL POLICY REVIEW SECTIONS 12-18

There was discussion about revisions to sections 12-18 of the personnel policy. S. Wilbur has been preparing a clean document as revisions are completed. W. Crandall, who was attending remotely, noted that his laptop was about to lose charge.

OLD BUSINESS:

none

OTHER BUSINESS:

The town attorney asked that the Selectboard consider, move, and approve a motion considering Old Airport Road. **J. McNerney moved that the Selectboard affirm its initiation of a highway proceeding to lay out and accept the so-called Old Airport Road (OAR) as a 50' wide, class 4 Town Highway along its currently traveled surface from its southerly terminus at its intersection with Hardscrabble Road (T.H. #5) to its northerly terminus at its intersection with Hardscrabble Road (T.H. #5) and as the same is generally depicted in the attached Map of Subdivision Sales on The A. Johnson Company's Bostwick Lands by Kennth Weston and dated 2/15/82. The**

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laying out and acceptance of OAR as a class 4 town highway to be conditioned on: (1) the dedication, without consideration, satisfactory to Monkton, of OAR as a town highway by all landowners who own or possess and interest in OAR, and (2) the successful acquisition by Monkton of lands abutting OAR for use as a public town forest. P. Low seconded. All voted in favor. W. Crandall did not vote, having left the meeting.

S. Pilcher asked if properties that were only delinquent for 2023 should be considered for a tax sale. The town treasurer had posed the question. There was discussion about tax sales.

S. Pilcher noted that Steve True, Zoning Administrator, had requested a change in fees.

P. Low asked if the Selectboard would like him to continue to approve facility use requests. S. Pilcher replied yes, for the short term.

There was discussion about moving the Selectboard meetings to Mondays.

The next meeting will be Tuesday, March 12, 2024 at 7:00pm.

EXECUTIVE SESSION:

none required

M. Kelley moved to adjourn the meeting at 9:46 pm. All voted in favor.

Respectfully submitted,

Jessica Demeritt