

Select Board Meeting, Monday, February 13 in the Cavendish Town Office
Meeting Room at 6:30 pm

Present: Bob Glidden (Chairman), George Timko, Mike Ripley, Brendan McNamara (Town Manager), Bruce McEnaney (Assistant to the Town Manager), Jen Leak (Recording Secretary), Ed McEaney from LPCTV and citizens as listed on the attached sheet.

Absent: Jill Flinn

1. Call the meeting to order

Bob Glidden, Chairman, called the meeting to order at 6:31 p.m. He said that Jill Flinn had been called out on an animal control issue and might not be able to attend tonight.

2. Act upon minutes of the meetings of January 3rd, 5th, 9th, 11th, 18th and February 1st, 2017

Mike Ripley moved/George Timko seconded a motion to approve the minutes of the meetings of January 3rd, 5th, 9th, 11th, 18th and February 1st, 2017 as written. All voted in favor.

3. Sign Orders

Bob Glidden, Chairman, directed the Select Board to sign orders at their convenience during the course of the meeting.

4. Review Correspondence

Bob Glidden, Chairman, directed the Select Board to review correspondence at their convenience during the course of the meeting.

5. Adjust agenda

Brendan said that item #14, Town Manager to update Board on Wastewater Plant Aeration System Replacement, was a duplicate item covered under item #10. He would like to change item #14 to Select Board to Review and Sign Certificate of Highway Mileage.

The Board said that they needed to enter executive session after item #16 Other Business to discuss a personnel matter.

6. Hear Citizens

There were no citizens wishing to be heard.

7. Mary O'Brien from the Solid Waste Management District to speak on Act 148.(Universal Recycling)

Ham Gillett, from the Southern Windsor County Solid Waste District, was present as Mary O'Brien could not attend tonight's meeting. Ham said that Mary is completing a recycling resource handout for distribution at Town Meeting. The district will be selling home composting containers again this spring. Ham said that the hazardous waste collection days have been scheduled for 2017, and they are posted on the district's website.

Ham said that on July 1st, 2017, the state will be requiring transfer stations to provide food scrap collection/drop off. Bruce said that he is working on this requirement, and added that encouraging home composting is important since it will reduce the need for food scrap collection. Bruce said that the Board will need to discuss this topic further, but he would suggest that the Town not charge for food scraps collection in order to encourage participation.

Ham said that the company which is interested in picking up food scraps in this area, GrowCompost, is actively pursuing a composting site in the Upper Valley area. He added that home owners cannot add meat scraps to home composting containers. However, since commercial operations achieve higher composting temperatures, they can accept meat scraps because the higher temperatures should destroy harmful pathogens which could be present in animal materials. Bruce commented that food scrap collection will need to be included when the solid waste district contract is up for renewal.

Ham said that the district was awarded a USDA grant to provide outreach to smaller communities and he has been doing a number of presentations in the area. He reviewed paint and battery recycling options. He said that all types of batteries are recyclable, and are collected at the Cavendish Transfer Station at no charge to residents.

The Select Board thanked Ham for coming tonight.

8. Consider Lister's request for approval of contractual agreement regarding Town Wide Reappraisal with New England Municipal Resource Center. (NEMRC)

Diane McNamara, one of the Town Listers, was present. She said that NEMRC submitted a quote of \$100,200 to conduct a town wide reappraisal during the period of July 2017 to April 2019. This would be paid in monthly installments of \$4,175 per month for 24 months. Diane said that state reappraisal funds, which will total \$90,610 by the end of FY19, will be used to cover most of the reappraisal costs. She suggested that any budget surpluses which might result over the next several years could be used to cover the rest. NEMRC has done the Town's last two reappraisals and currently handles our professional assessment and computer support.

Diane said that the Listers are asking the Select Board to approve this contract. George asked if the Town needed to request proposals from other companies. Diane said that she had discussed that issue with our Property Valuation advisor, Cy Bailey, who said we did not. Rich Svec, who was present, added that there was enough history with this company in order to support a sole-source procurement without violating the Town's procurement policy.

George Timko moved/Mike Ripley seconded a motion to approve the contractual agreement for a town wide reappraisal with NEMRC, with sole source procurement so as not to conflict with the Town of Cavendish procurement policy, for \$100,200 to be paid over 24 months in monthly payments of \$4,175 per month. All voted in favor.

Diane passed the contract to the Select Board to sign and thanked them for their approval.

9. **Consider liquor license applications for Singleton's Store and Jill's Place.**

Diane read the two applications aloud:

Liquor License Renewal Application for Singleton's VT Inc., doing business as Singleton's Store, for a 2nd Class License to sell malt and vinous beverages.

Liquor License Renewal Application for Jillian Flinn, doing business as Jill's Place, for a 2nd Class License to sell malt and vinous beverages.

George Timko moved/Bob Glidden seconded a motion to approve the 2nd Class Liquor License Renewal Applications for Singleton's Store and Jill's Place. All voted in favor.

10. **Town Manager to update Board on Wastewater Plant Aeration System Replacement.**

Brendan said that he and Diane met with Terisa Thomas, from the Vermont Department of Environmental Conservation, to discuss funding for this project. Brendan said that the Town will need to bond for the full amount of \$790,000. However, the Town of Cavendish is eligible to apply for 50% loan forgiveness on design and planning costs, and 50% loan forgiveness on construction costs (up to \$500,000), since our resident median income is below the state average.

In order to apply for this loan forgiveness, the bond needs to be in place by June 30th, 2017.

Brendan said he believes that will be possible. The Town will need to vote on and bond for the full \$790,000, but he anticipates that the utility users will only need to repay half of that amount.

Brendan added that one of the malfunctioning blowers is being rebuilt so that it will be available as a back-up if needed.

11. **Select Board to consider adoption of a Necessity Resolution for the replacement of the Wastewater Treatment Facility Aeration System.**

Diane said that Paul Guiliani, VT Bond Bank counsel, prepared this resolution to support the February 1st, 2017, Select Board Warning of the Bond Vote. She reviewed the resolution with the Board. Brendan clarified that the sludge removal cost was included in the total amount to be bonded, but that it might not be eligible for the loan forgiveness program. He said that Mike Smith, Weston & Sampson Engineering, is working on this issue.

George Timko moved/Bob Glidden seconded a motion to amend the Necessity Resolution for the replacement of the Wastewater Treatment Facility Aeration System to read "aeration system" in place of "wastewater treatment facility" in the second paragraph. All voted in favor.

George Timko moved/Bob Glidden seconded a motion to approve the Necessity Resolution for the replacement of the Wastewater Treatment Facility Aeration System as amended. All voted in favor.

12. **Select Board to consider adoption of a Declaration of Official Intent so that the Town can use proceeds of its tax exempt bonds and notes to reimburse itself for project advances in the construction of the Wastewater Treatment Facility improvements.**

Diane said that this declaration was also prepared by Paul Guiliani. It will allow the Town to include any expenses incurred over the previous 60 days for engineering, advertising, etc to be reimbursed from the proceeds of this bond.

Mike Ripley moved/Bob Glidden seconded a motion to approve a Declaration of Official Intent so that the Town can use proceeds of its tax exempt bonds and notes to reimburse itself for project advances in the construction of the Wastewater Treatment Facility improvements. All voted in favor.

13. **Continued discussion regarding the tax sale of Apt. 4 of North Country Condos Phase 2. (Former Giglio Property)**

Brendan reminded the Board that, at the January monthly meeting, they had discussed an offer from the North Country Condo Association of \$10,000 for this property. Brendan said that \$12,112 is owed to the Town as of today on this property, and fees continue to accrue from taxes, electricity, etc. He spoke with the Town Attorney and Town Treasurer, and recommends that the Select Board make a counter offer of \$13,185 to the Association. He said that amount should cover all costs accrued by the time a closing could take place. Diane added that any unpaid taxes and utilities would be owed by the new owner if a balance remained after closing. The Condo Association will forgive a \$10,000 lien if they purchase the property. However, that lien would go with the property if the Town sold it to someone else, which would make it harder to sell.

George Timko moved/Mike Ripley seconded a motion to make a counter offer to the North Country Condo Association of \$13,185 for the purchase of Apt. 4 of North Country Condos Phase 2 for a closing on or before June 15. All voted in favor.

14. **Select Board to Review and Sign Certificate of Highway Mileage**

Brendan noted that the only change for this year was the reclassification of 0.5 miles of Quent Phelan Road from Class 3 to Class 2.

George Timko moved/Mike Ripley seconded a motion to accept the 2017 Certificate of Highway Mileage. All voted in favor.

15. **Asst. Town Manager to update Board on research regarding preservation of town rural roads.**

Bruce said that some town residents raised this issue in response to back road ditch cleaning, which sometimes creates an unsightly scar along the roadsides. He added that recent state regulations concerning runoff from town roads/ditches may require that ditches at the base of steep slopes be stone-lined. Bruce said that vegetation could be allowed to grow on top of the stone lining, which would help to improve its appearance.

Bruce said that he would like to evaluate ditching plans with the Town Highway crew on a case by case basis rather than drafting a Town-wide ordinance or policy. George commented that historic features, such as stone walls, should be protected from overaggressive ditching. The Select

Board agreed that ditching plans should be considered on a case by case basis.

16. **Other business**

Brendan - Brendan handed out the amended snowmobile ordinance, which was approved at the monthly meeting in January, for the Select Board to sign. This ordinance went into effect on February 9th, 2017, as there were no objections from any members of the public.

Mike Ripley – none.

George Timko – George asked for an update on the Bridge 58 RFP utility crossing. Brendan said that the RFP is advertised, and bids are due by 3 p.m. on February 21st. The Board will need to meet to review the bids and make the award. Brendan said that this schedule will keep us in compliance with AOT’s request to hire an engineer by March 1st. Construction on the replacement is anticipated to begin in 2019.

Bob Glidden – none.

Mike Ripley moved/George Timko seconded a motion to enter executive session at 7:21 p.m. All voted in favor.

The Select Board invited Brendan McNamara and Rich Svec to join them, and recessed to the Town Clerk’s office to discuss a personnel matter.

Mike Ripley moved/George Timko seconded a motion to adjourn at 7:44 p.m. All voted in favor.

17. **Adjourn**

George Timko moved/Mike Ripley seconded a motion to adjourn at 7:44 p.m. All voted in favor.

Minutes Approved: _____

Date: _____