

Select Board Meeting, Monday, December 11th, 2017 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 Town Manager), Jen Leak (Recording Secretary), Patrick Cody from LPCTV and citizens as listed on the attached sheet.

Absent: Mark Huntley

1. Call the meeting to order

Bob Glidden, Chairman, called the meeting to order at 6:30 p.m.

2. Act upon minutes of the meetings of November 13th, 2017.

George Timko moved/Mike Ripley seconded a motion to accept the minutes of the meeting of November 13th, 2017, as written. All voted in favor.

3. Adjust agenda

Brendan said that he had two adjustments to the agenda:

Item #9 “Consider letter of resignation from Select Board Member and Animal Control Officer Jill Flinn” should read “Consider letter of resignation from Select Board Member Jill Flinn.” Brendan said that he received an email today that Jill was willing to continue as Animal Control Officer.

Item #11 “Town Manager to distribute and review a calendar with the Select Board regarding upcoming Town Business for January to March 2018” will be a discussion regarding upcoming events. Brendan said that he will not have a calendar to distribute tonight.

4. Hear Citizens

Suzanne Strong was present and said that she wished to discuss a rat problem at her mother’s house at 243 Main Street in Proctorsville. She said that she believes the rats are attracted to the garbage in the driveway of the house next door owned by the Merritt’s. Suzanne said that she has discussed this issue with Brendan several times. Brendan said that he and Doris Edy, Town Health Officer, will visit the property and put together a report regarding both the health issues and junk ordinance violations. He asked the Select Board to act as the Board of Health and to review this report and promptly address the issues. The Board agreed to review the report as soon as Brendan and Doris have it ready and to try to resolve this issue quickly.

Margo Caulfield was present. She said that she and Brendan have tried to contact TDS regarding their plans to expand service in Town but have not been successful. She suggested that TDS be invited to discuss their plans at a Select Board meeting. The Board agreed that Brendan should contact TDS to arrange this. Margo said that Comcast received state funding to expand service in the Tarbell Hill & Knapp Pond areas only. She added that TDS and Comcast will consider moving into new areas based on the number of e911 addresses for that area, and some property owners are concerned that their property assessments will increase if they add e911 addresses for apartments or other dwellings on their properties. She asked if the Town could clarify that issue. Brendan said that he will talk with Ginny, who is the e911 coordinator in the Town Office, and the listers to clarify how multiple e911 addresses might affect property assessments.

5. Chris Yurek from Southern Windsor County Regional Planning Commission to present and discuss the recently completed Cavendish Road Erosion Report.

Chris Yurek and Katharine Otto of SWCRPC were present. Katharine said that she and Chris have been looking at the Town’s roads, bridges, culverts and how they affect road erosion and water quality in order to comply with Act 64, the Clean Water Act. She said that she assisted the Town to apply for a Better Roads grant to identify areas which need work

in order to comply with the Municipal Roads General Permit guidelines. She presented the results of the roads/culvert/bridges survey to the Select Board.

Overall, 47% of Town roads meet the standards. Chris said that he, Bruce, Brendan and Phon identified several areas which needed significant improvements and could be brought up to standard.

George asked what the suggested maintenance for stone-lined ditches was, since the current dirt-lined ditches are fairly easily dug out when they become filled with silt. He thought that removing silt from the stone-lined ditches would be much more costly for the Town. Chris agreed that maintenance was a concern which he did not have an answer for. He suggested that ditches which were adequately lined with stone might not fill with silt as quickly as the current dirt-lined ditches. Katharine commented that ditches under 5% slope could be grass-lined rather than stone-lined. Bruce added that a hydro seeder would make the seeding process much easier.

Katharine said that they will continue to share ideas and provide training for highway crews as these standards are implemented. The Board thanked Chris and Katharine for coming.

6. **Presentations regarding External Appropriation Requests for inclusion in the FY 2018-19 Select Board Budget including: Green Mt RSVP; Black River Good Neighbors; Windsor County Youth Service; Visiting Nurse Association & Hospice; SEVCA; The Current; Okemo Valley TV; Council on Aging; Black River Senior Center; Cavendish Historical Society; Women's Freedom Center.**

Representatives from these organizations were present and gave short presentations of their respective organizations activities and how they benefit the Cavendish community.

7. **Select Board to consider approval of the loan agreement for the Step 2 Engineering Services Agreement from Weston & Sampson for the WWTF Aeration System Improvements.**

Brendan reminded the Board that they had signed the Step 1 Agreement for pre-engineering services in April.

Mike Ripley moved/Bob Glidden seconded a motion to approve the loan agreement for the Step 2 Engineering Services Agreement from Weston & Sampson for the WWTF Aeration System Improvements. All voted in favor.

George asked when the construction would begin. Brendan said that once the design is completed they will schedule the sludge removal and hope to begin construction by June 1st, 2018.

8. **Board to consider approval of the FY '17-'18 Sewer Budget that was distributed at the November 13th Meeting.**

Brendan reminded the Board that he had passed out a draft sewer budget at the November meeting for them to review. He noted that the biggest increase was for personnel costs. He said that the base rate would increase about \$3 per quarter, and the next quarter billing will be mailed out later this week with the new rates. He added that there are a number of meters which are broken and need to be replaced. The meters costs about \$250 apiece and would be read by remote, which would make meter readings much easier and quicker. He added that the Town is losing money with properties which use over the allotted 10,000 gallons per connection but are not being charged for their overage.

George Timko moved/Mike Ripley seconded a motion to approve the FY 17-18 Sewer Budget as written. All voted in favor.

9. **Consider letter of resignation from Select Board Member Jill Flinn.**

Brendan read Jill's email aloud to the Select Board.

George Timko moved/Bob Glidden seconded a motion to accept with regret Jill Flinn's resignation from her Select Board member position. All voted in favor.

George suggested that, at this time of year, the Board should wait until the election in March to fill her position. The Board members agreed.

Brendan added that Jill is willing to continue as Animal Control Officer. He said that he has heard another resident has expressed interested in being animal control officer, and if she is still interested he would recommend that the Board appoint a second animal control officer. The Board agreed. Brendan said that he will contact that resident and ask her to submit a letter if she is still interested.

10. **Board to continue discussion regarding location of New Municipal Highway Garage.**

Brendan reported that the alternate sand pit site would not require an Act 250 permit. He said that he spoke with Greg Heaton of Green Mountain Power today about the feasibility of moving the existing utility poles and running power to a new building at that site and Greg seemed agreeable to doing that. Brendan said that the coring reports were favorable for the sand pit site so there should be no problem placing a foundation there. He said that the coring report at the former garage site showed an area of loose, insufficient fill which would need to be removed and replaced if the new garage was built there. Brendan said that the highway crew believes either site would work for them.

Brendan said that he would recommend placing the new garage at the sand pit site. If the Board agreed he would continue to pursue permits and bids for the site work there. Brendan said that Weston & Sampson needs approval from the Board in order to continue with the site design.

George agreed that the sand pit site had some advantages, but added there would be higher costs to connect water, sewer and electricity. Brendan said that the need to excavate and replace fill at the old site might even out some of those price differences between the two sites.

George Timko moved/Bob Glidden seconded a motion to designate the sand pit on Route 131 as the official site of the new town garage. Jen asked if the rental expenses for the winter would come out of the \$400,000 bond. George said that he thought it couldn't come out of the bond for the garage construction. He said that it would have to be paid out of some emergency fund or perhaps could be reimbursed by part of the insurance settlement. *George Timko and Bob Glidden voted yes. Mike Ripley voted no. The motion did not pass.* Mike commented that not passing the motion would only cause more delays in the construction process. *Mike Ripley changed his vote to yes. The motion passed.*

11. **Town Manager to review calendar with the Select Board regarding upcoming Town Business for January to March 2018.**

Brendan asked the Board members which days would work best to schedule budget workshops. The Board agreed that Monday and Thursday evenings were best for those present. They decided that the monthly Select Board meeting would be held on Monday, January 8th, and the first budget workshop meeting would be held on Thursday, January 11th, 2018. Brendan said that he would check with the rest of the office staff to get deadlines for other events coming up, and then distribute a calendar to the Board members.

12. **Assistant Town Manager to update Board on construction progress of new E-Waste Building at the Transfer Station.**

Bruce said that the electrical work should be completed this week, and the shelving has been installed. He added that he was able to use credits the Town had built up with a vendor to purchase the shelving. The exterior of the shed will be painted red in the spring. Bruce said that he recently hired a new attendant, John Pisciotta, who is working out well. George agreed that the Transfer Station looks very clean recently. Brendan thanked Bruce for all his work at the Transfer Station.

13. **Update on other town activities.**

Brendan said that four properties with unpaid delinquent taxes went up for tax sale last Thursday, December 7th. Three of the properties were bid on and purchased. The owners have a year in which to redeem their properties, otherwise the winning bidders will take ownership. The 4th property was not bid on during the auction but was paid off by the owner later that day. Brendan said that he is discussing another delinquent property, currently occupied by Skip Norton, with the Town Attorney.

Brendan said the property on Route 131 at the east end of Cavendish village, which has many junk cars in the yard, is being cleaned up as the renters have been evicted. He thanked Bruce for keeping on top of that situation.

Wendy Regier was present and said that she missed the “Hear Citizens” item, but wished to report on the Cavendish Tapestry Project. The tapestry is almost finished. She would like to present it at Town Meeting to be hung in the Cavendish Fletcher Memorial Library, along with plaque containing all the names of those who worked on it. She asked if that could be added onto the Town Meeting Agenda. George said that he thought it could be done under “Other Business.” She added that anyone wishing to help finish the tapestry would be welcome and should call her.

14. **Other business**

Mike Ripley – none.

George Timko – George said that he noticed that the stop sign at the intersection of Twenty Mile Stream and Heald Roads was leaning. Bruce said that he thought it had been fixed today, but he would check with the Highway Foreman to be sure.

Bob Glidden – none.

15. **Adjourn**

Mike Ripley moved/Bob Glidden seconded a motion to adjourn at 7:54 p.m. All voted in favor.

Minutes Approved: _____

Date: _____