

Stockbridge Selectboard

September 15, 2022, 7:00 PM

Zoom Meeting Info: +1 929 205 6099 **Meeting ID:** 825 7519 2788 **Passcode:** 300813

Present: Lee Ann Isaacson, Mike Ketchum, Kevin Bagley, Lori Scott

- 1) Meeting called to order at 7:01pm.
- 2) Additions and Deletions to the meeting. None
- 3) **Previous Meeting Minutes:** Mike moved to approve the minutes as written and Lee Ann seconded. The minutes were approved.
- 4) **Road Update**
 - a) **Handheld Device Quote** – The quote from CVC Paging was completed after a site assessment visit. The current truck radios and bases are very old, not working very well, and not updatable. The cost for new radios for all town trucks and base stations for both the town garage and town office is \$6,255.82. Mike asked if the 50watt radios are robust enough or were 100watt radios required. Kevin reported that the difference in cost is not doesn't justify the small increase in power. The two board members in attendance approved the purchase using ARPA funds. **Action Item:** Mike will confirm with Zach, who was not able to attend the meeting. Kevin will reach out to the Fire Chief to confirm that the fire department radios are up to date.
 - b) **Roadside Mowing**
 - i) Road crew is mowing now using the rental machine. The brush hogging will continue through Saturday.
 - c) **Hours and Mileage on Equipment**
 - i) Kevin provided updated hours and mileage for all town trucks and equipment as Mike requested. **Action Item:** This is for capital planning, and Lori will update the tracking log for any variances to actual number.
 - d) **Taggart Hill Grant**
 - i) Lori reported that the grant reimbursement paperwork is almost completed and will be submitted early next week.
- 5) **Quote and Bid Template Review**
 - a) The board reviewed a standard quote template for use in vendor bidding on project work for the town. The board agreed that this will standardize the quoting process for those projects that don't meet the threshold for the full sealed bid process. This document will be used to advertise upcoming projects to ensure more potential contractors are able to quote on work. Templates and instructions will be on the website and advertised for upcoming work.
- 6) **Dog Ordinance**
 - a) Lee Ann attended a VLCT program on Animal Control ordinances and created a draft policy for the board to work with.
 - b) **Constable Training** - Recent communication from the State of Vermont regarding requirements for town constables may impact all town ordinances going forward. From the communication "For a constable to perform work as a law enforcement officer (including enforcing municipal ordinances) must be a certified law enforcement officer in the State of Vermont and conform with the annual training requirements and any mandatory training as designated by the council or the legislature." The training that will be required is not affordable from a time and cost perspective in a small-town budget.

- c) **Action Item** – the board will table the Dog Ordinance until they learn more about what other towns are doing in this area. Lori to reach out to other local towns.

7) **Road Reclassification**

- a) Lori updated the notice template that was provided by the town attorney. She presented the notice and the maps for the three locations and a notification contact list. Part of the notice requirements include a site visit to the location. Due to it getting darker earlier in the day and board members not being available during the day for a site visit and the yearend processes of budgeting, collecting the 2nd installment of taxes, and the upcoming election, the board is recommending pushing this notice until the spring. The 3 roads will continue to be plowed this winter. **Action Item:** Add to next meeting to formalize the dates for notice in the last spring after mud season. Create a timeline for the full process

8) **Two Rivers Ottauquechee Commission (TRORC) – Survey**

- a) The commission is asking for feedback from local municipalities and their needs for shared services. Examples include GIS Mapping, town administration/assistance and management, grant management, bulk purchasing, IT support, sustainability coordination, energy coordination, human resources, and more. The board filled out the survey and sent to TRORC.

9) **Cell Town Update** – Notice received that the proposed location has passed the effect on historical properties check.

10) **Efficiency VT** – The VLCT provided a link to submit a request for more information. **Action Item:** a form will be submitted listing Mike as a contact

11) **2023 Budget**

- a) Lori provided a budget worksheet for the Selectboard Office, Town Office, Highway and Fire departments. Each worksheet has a detail account listing for line item as reference. An additional reference for the board is the VLCT Annual Compensation survey. **Action Item:** Each person to fill in their 2023 budget request. Each preparer will update the request sheet over the next few weeks and send to the Town Treasurer to combine into the initial budget for review at the 10/6/2022 selectboard meeting.

12) **Capital Planning–**

- a) The board will be looking at the major capital items and work to determine how much money needs to be set aside for major purchases annually. For example – Gaysville bridge replacement
- b) Fire Truck – The chassis will arrive at the fabricator in late November. The first payment of approximately \$100,000 will be due at this time. The balance in the fire department equipment fund with 2022 funding is \$130,000. The board would like to investigate the cost of a note on the balance that will be due sometime in 2023. The last Fire Truck was financed through Mascoma bank. **Action Item:** Lori will obtain quotes
- c) The Highway Equipment fund - balance including 2022 funding is \$285,000.
- d) The board reviewed the criteria they set to rank Capital requests in importance order. **Next Steps:** Finish prioritizing criteria and then apply criteria to the Capital Request item list

Safety	2
Cost Savings	5
Efficiency	3
# Of People effected	1
Aging or Obsolete Equipment	4
Affordability	3
Grant Availability	4

- e) The board discussed how to build contingency funds into the budget.
- 13) The Board reviewed and signed the orders
- 14) The board planned for the next meeting agenda.
- 15) Lori let the board know in December 2021 that she would not be running for re-election as Town Clerk and Treasurer. To date, the board has not been able to recruit anyone else for the roles. Lori reported to the board that her last day would be 6/30/2023
- 16) Mike motioned to adjourn. Lee Ann seconded, and the meeting was adjourned at 9:06pm

Topics for upcoming Selectboard meetings

- a) **October 6**
 - i) September Financials
 - ii) Project Cost Review & Grants
 - iii) 2023 Budget
 - iv) Capital Planning
 - v) Follow up on Radios
 - vi) Follow up on Road Reclassification
 - vii) Construction planning – Gaysville Bridge, Mt Hunger, Town Garage
 - viii) Cyber Security training
- b) **October 20**
 - i) 2023 Budget
 - ii) Delinquent Tax Collector Report
- c) **November 3**
 - i) October Financials
 - ii) Project Cost Review & Grants
 - iii) 2023 Budget
- d) **November 17**
 - i) 2023 Budget - Final
- e) **December 1**
 - i) November Financials
 - ii) Project Cost Review & Grants
 - iii) Town Report Planning
 - (1) Selectboard Report
 - (2) Road Commissioner Report
 - (3) Town Clerk Report
 - (4) Fire Chief Report
- f) **December 15**
- g) **January 5**
 - i) Town Meeting Planning
- h) **January 19**
 - i) Town Meeting Planning
- i) **Topics TBD for upcoming meetings**
 - i) Calendar to Fiscal Year Transition – Ask to have Joyce attend to share Pittsfield’s process
 - ii) Broadband – EC Fiber (Communications Union District)
 - iii) Grant Writer -Work on Job Description
 - iv) ARPA – Add Sarah from TRORC
 - v) Town Garage Relocation

- vi) Sand Pile Relocation
- vii) Cell Service – Zach
- viii) Highway Ordinance
- ix) Road Erosion Inventory – Update from 8/18 Meeting - Selectboard

Lori Scott- Town Clerk
