

**MINUTES – SELECTBOARD MEETING  
TOWN OF BARNET, VERMONT  
MONDAY, MARCH 24, 2014**

**Meeting convened at 7:00 p.m. in the conference room of the Barnet Town Clerk's Office.**

**Board members present:** Chair Jeremy Roberts, Gary Bunnell, and Dylan Ford.

**Others present:** Road Foreman Keith Gadapee, Town Clerk Benjamin Heisholt, Zoning Administrative Officer Shirley Warden, Ernest Bourtelle, Alan Boye, Sheri Colby-Schenck, Sherry Tolle, and David Warden.

**1. Approve minutes of regular meeting held March 10, 2014**

Mr. Bunnell moved to approve as presented the minutes of the regular meeting held March 10, 2014. Seconded by Mr. Roberts and approved by voice vote.

**2. Appearances by members of the public**

There were no appearances by members of the public.

**3. Appearance by Library Trustees regarding library matters**

Trustee Alan Boye presented a letter to the Board, and spoke regarding the library building maintenance concerns expressed in the letter. Specifically, the Trustees requested that the Board acquire cost estimates and approve 2014 expenditures for: 1) repair of rot and decay on front windowsills and clapboards; 2) improvement of walkway lighting; 3) replacement of porch light with motion-sensor light; 4) cosmetic improvements to entry hall; and 5) repair and improvement of bathroom. Discussion ensued.

- The Board agreed to pursue completing these projects in 2014, while acknowledging that time and budgetary constraints may interfere.

**4. Appearance by Road Foreman Keith Gadapee regarding Highway Department matters**

**a. Vermont Municipal Highway Association's Equipment Show & Field Day.** Mr. Gadapee asked for the Board's approval for the Highway Department to attend this annual event at the Barre Auditorium.

- The Board agreed to approve the Highway Department's attendance at this event.

**b. Retiree safety equipment.** Mr. Gadapee asked for the Board's approval for retiring Highway Department employee Ernest Bourtelle to retain his safety equipment when he leaves the Town's employment.

- The Board agreed to approve Mr. Bourtelle retaining his safety equipment.

**c. Meeting with Vermont Agency of Transportation (VTrans) regarding annual financial plan for Town Highways.** Mr. Gadapee indicated that the annual meeting with VTrans will be held Tuesday, April 1, 2014 at 9 a.m. at the Town Clerk's Office. Mr. Gadapee presented the Board with a Certification of Compliance for Town Road and Bridge Standards, an annual requirement for submission at the annual meeting, to indicate that the Board has reviewed, understands, and complies with the Town's own standards.

- The Board signed the Certification.

**d. Incident and Reprimand Reports.** Mr. Gadapee presented a sample incident report and sample letter of reprimand. The incident report would be used to document incidents wherein a Highway Department employee makes an error that is not an infraction of the Personnel Policy or safety procedures. The letter of reprimand, which is already in use, documents incidents that do constitute an infraction of the Personnel Policy or safety procedures, and indicates any applicable penalty resulting therefrom. Discussion ensued.

- The Board agreed to approve the use of the letter of reprimand. The Board also instructed Mr. Gadapee to inform the Road Commissioner of incidents, but that this should not be in a formal report; Mr. Gadapee was instructed to keep a record of these incidents in his files.
- e. **Structures Grant project.** Mr. Gadapee reported that this grant application will be ready to be submitted at the meeting with the Vermont Agency of Transportation (VTrans) on April 1. He asked if the Board would like to obtain bids for this project now, or to wait until the result of the grant application is known. Discussion ensued.
  - The Board instructed Mr. Gadapee to wait to request bids until after the result of the grant application is known.
- f. **Class 2 Roadway Grant project.** Mr. Gadapee reported that this grant application is also ready for submission at the VTrans meeting. He asked the Board about the timing of bid requests for this project also.
  - The Board instructed Mr. Gadapee to wait until after the meeting with VTrans to request bids for this project.
- g. **Winter sand and gravel.** Mr. Gadapee discussed the addition of categories in the 2014 budget for overburden removal (\$5,000 each for sand and gravel), and planning for crushing gravel and screening winter sand this year. Discussion ensued.
  - The Board agreed to hire Kenneth Bunnell & Sons Excavating to perform overburden removal at a per-yard cost.
- h. **Dump truck body maintenance.** Mr. Gadapee asked the Board if they had arrived at a decision regarding the repair of the body of one of the dump trucks, as discussed at the previous Board meeting. Discussion ensued.
  - The Board agreed that Mr. Bunnell will visit the Town Garage to inspect the bodies under consideration and give a recommendation to the Board.

## **5. Correspondence from Edward Swoszowski, Jr. regarding Highway Department incident complaint**

The Board read a complaint received via facsimile, in which Mr. Swoszowski indicates that a near-accident occurred between a Town dump truck and Mr. Swoszowski's vehicle on East Peacham Road on March 21. Discussion ensued.

- Mr. Bunnell moved to table this matter, and send Mr. Swoszowski the Board's form letter inviting those filing written complaints to attend a meeting to discuss their complaint with the Board. Seconded by Ms. Ford and approved by voice vote.

## **6. Appoint Budget Committee members**

Mr. Roberts indicated that the three-year terms of William Hoar and Sylvia Laferriere have expired. Discussion ensued about the decline in participation of the Budget Committee, and whether the Board should consider dissolving it.

- The Board requested that Town Clerk Benjamin Heisholt inquire with Town Agent Jay Abramson about the legality of dissolving the Budget Committee.

## **7. Correspondence from Northeastern Vermont Development Association (NVDA) regarding proposed contract for Municipal Planning Grant Project Management services**

The Board reviewed the proposed Cooperative Agreement, which defines the scope of services, costs, effective period, et cetera, for NVDA's assistance of the Planning Commission with development of a new flood resilience element for the Town Plan and with updates and revisions of the Town Plan. Discussion ensued.

- Mr. Roberts, with the Board's approval, executed the contract.

**8. Correspondence from the Town of Lincoln, New Hampshire regarding proposed telecommunications facility**

The Board reviewed an informational notice from the Town of Lincoln, NH regarding the formal submission of an application for Town of Lincoln Planning Board approval of site plan review for a proposed telecommunications facility.

**9. Applications for Uniform Municipal Excess Weight Permit**

The Board reviewed and approved the application of Stan Robinson.

**10. Other business**

- a. **Mowing of town properties.** Town Clerk Benjamin Heisholt indicated that he had spoken to Jeremy Bean of J & B Property Maintenance, as discussed at the previous Board meeting. Mr. Bean quoted a price of \$2,400 for the 2014 mowing season, which is an increase of \$200 from 2013. Discussion ensued.
  - The Board agreed to hire J & B Property Maintenance to perform 2014 mowing services at Mr. Bean's quoted price.
- b. **Correspondence from David Warden regarding Town Hall renovations.** The Board reviewed and discussed a letter containing suggestions for design of the renovation. Discussion ensued.

**11. Outstanding check warrants**

The Board reviewed and approved all outstanding check warrants.

**12. Discussion regarding hiring of Highway Department employee (executive session)**

- Mr. Bunnell moved to enter executive session. Seconded by Ms. Ford and approved by voice vote. Entered executive session at 8:25 p.m. Attendance in executive session: Mr. Roberts, Mr. Bunnell, Ms. Ford, Mr. Gadapee and Mr. Heisholt.
- Mr. Bunnell moved to exit executive session. Seconded by Ms. Ford and approved by voice vote. Exited executive session at 9:25 p.m.
- The Board agreed to meet on Thursday, March 27, 2014 at 6:00 p.m. at the Town Clerk's Office to conduct interviews of candidates for the Highway Department position.

**13. Discussion regarding legal proceedings (executive session)**

- Mr. Bunnell moved to enter executive session. Seconded by Ms. Ford and approved by voice vote. Entered executive session at 9:25 p.m. Attendance in executive session: Mr. Roberts, Mr. Bunnell, Ms. Ford, and Mr. Heisholt.
- Mr. Bunnell moved to exit executive session. Seconded by Ms. Ford and approved by voice vote. Exited executive session at 9:35 p.m.
- The Board agreed to appoint Ms. Ford to represent the Board at a mediation session regarding the tax appeal of TransCanada Hydro Northeast.

**14. Adjournment**

Mr. Bunnell moved to adjourn. Seconded by Ms. Ford and approved by voice vote. Meeting adjourned at 9:35 p.m.

*A true copy.*

Attest: \_\_\_\_\_  
Town Clerk