

**Town of Tinmouth
Select Board
August 8, 2019**

Members present: Michael Fallar, Frank Sears, and Cathy Reynolds

Others present: Craig Jewett-Otter Creek Engineering, Sherry Johnson, Kim Harbaugh, Eric Buffum-Road Commissioner, Heather McMahon, Doug Fontein, Michael Fannin (@7:00), and Gail Fallar – Select Board Assistant

Cathy called the meeting to order at 6:00 PM. Board reviewed agenda, no changes.

Meeting was started at an earlier time to discuss the public works facilities with Mr. Jewett. He presented plans with the town garage and salt/sand shed locations. He advised he had met with Jay White, architect, to discuss location and orientation. When asked about the small pond north west of the current town garage, Craig advised as it was man-made, the town could do whatever it wanted, it is not part of a state wetland. It could be removed, but should not have a structure built over it. Board decided they preferred to have the building rotated so that the doors faced the south. Craig advised that they would be obtaining state permits (storm water, wastewater and erosion control) for the town garage as well as those needed for the salt/sand shed – in its largest size (there is discussion to build just the salt shed now, and add the sand shed once the state requires it). They will design for all impervious surfaces. The schedule to proceed: a topo survey and soil survey will be done in August, with paper work and drawings to be submitted to the state by early October. Board advised they would like to review before final permit applications are submitted. Craig advised that it wouldn't be ready by the Board's September meeting, Board would like it done sooner than waiting until the October 10th meeting. Board reviewed email sent by neighbor David Eaton, again requesting a berm of some sort to control sound and sight. Board will keep this in mind as the process continues. They would like to meet with the Eaton's at their convenience – David now works 2nd shift and is unable to attend Board meetings. Board suggested a Saturday morning meeting, Gail will contact the Eatons.

Minutes of 7/11/19 and 7/23/19 were approved as written, Michael moved, Frank 2nded, all voted in favor.

Board reviewed FY19 Final Report, highway budget was overspent due to culvert projects on the McCoy Road, but grant reimbursement will more than cover that, but will not be received until FY20. General fund was underspent, but revenues were under received so there is \$52,338 due to encumbered funds in the general checking account that are used for cash flow. Board voted to pay public works engineering out of regular highway expenses to keep as much as possible in the special Capitol Building Special Fund.

Cathy advised the Energy Committee resolved to ask the Select Board to “Encourage new municipal building design to include efficiency features that exceed the Energy Code and take advantage of Efficiency Vermont's new construction programs.” Board took under advisement for the time being.

Highway ~

Roads Standards ~ Telephone conference with Jim Ryan, VTrans, was postponed until the September meeting.

Road Commissioner ~ Eric advised the loader was down with a blown hydraulic cylinder, cost to repair – new \$5,000, used \$2,900, he's having it rebuilt for \$1,000. He advised that he is going to move the metal recycling dumpster nearer the power pole west of the transfer station to allow for better access for the salt trucks – they are 100' long and need more swing room.

Liquid Chloride ~ Board was emailed proposed contract from Innovative Salt earlier. Members discussed, company will 'lease' the town the tanks and equipment needed if the town agrees to buy \$12,000 in liquid chloride each year for three years. Michael Fannin urged the Board to approve this proposal as the dust on Gulf Road was bad and will get worse now that a number of trees have been removed. This amount will cover about 12 miles of gravel road, the town has 17, but many do not need the chloride for dust control. The material is supposed to be applied after road grading as well to help hold the gravel on the road. Frank moved and Cathy 2nded to approve the 3 year contract. They voted yes, Michael voted no. Motion passed. Eric advised he will be making a flat spot for the tanks behind the transfer station attendant's shed to be able to gravity feed the material into the back of the truck.

North End Road Culvert ~ Eric advised that the culvert for Potter's Brook needs replacing, it will need a 97" x 67" squashed culvert – cost of culvert is nearly \$5,800. Two culverts were proposed at one time, but state wetland folks will need to get involved. Eric suggested applying for a state structures grant. No action taken.

Fuel Bids ~ Bids were not sent until last week, only one vendor responded (10 requests sent). Board did not open and decided to re-bid for September meeting to allow more time for proposals.

New One Ton Truck ~ Board opened two bids (four requests were sent). Eric advised that he had requested a wing for the back of the truck to allow it to be "the spare" in case one of the big trucks is not available during winter plowing. He also noted that central hydraulics increased the cost by \$6,000. It was suggested that the rock rake be retro fitted with hydraulics so that each new one ton truck did not need to have it added each time. The wing would need the central hydraulics however. The bid request was for a 550, current truck is a 350. Eric and Gail prepared the bids. After much discussion as to what the Board had requested to be bid, Michael moved and Frank 2nded to pursue gas as well as diesel options on a one ton truck. They both voted yes, Cathy voted no. Motion passed. After more discussion on the bid process, Frank moved and Michael 2nded to reject both bids. They voted yes, Cathy abstained. Motion passed. Michael volunteered to write new bid specs, Board will need to approve before they are sent out. Cathy advised a bid form needed to be included to make sure comparisons were easily determined and clear.

Bid Specs ~ Board voted that they will have to review and approve any and all bid specs before they are sent.

Hay Bale Mulcher ~ Eric advised it was no longer for sale. He has been renting it to the town for \$200 per day and had offered to sell it to the town at the last meeting. Discussion ensued about the need, how much it would be used, could the road crew spread the hay by hand, was mulching required?

Road Cut-Outs ~ Brian Sanderson, District 3 VTrans Administrator, advised that the town has a right to maintain current cut-outs, but might need land owner permission to create new ones. Board asked that all current cut-outs be maintained.

Road Commissioner Job Description ~ Cathy noted the Select Board had approved a job description in January of 2018. The Board would like to have a better understanding of what is being done, which projects are slated for when, etc. Eric advised it was hard to explain what needs to be done, that it changes for a variety of reasons, and can't always tell what it will turn into. Concern was raised with micro managing. One Board member noted that the Board should not micro-manage, but does need to manage. Much discussion about better communication, paperwork, time cards, expectations, employee who is also elected, etc.

General Business ~

Wallingford Town Line ~ Gail advised that the Wallingford Town Administrator, emailed to say that the Wallingford Select Board voted unanimously at its August 5th meeting to "leave the Grand List as it is with regard to the Taylor property." There was no mention as to what Wallingford wanted to do next.

2020 Census ~ Gail advised that Peter Hathaway, Partnership Specialist, had stopped by to explain the process for the 2020 census being undertaken by the federal government, how important it is for every town and city, its mission and purpose, that there are many job opportunities with the census, that they would like town officials to encourage everyone to fill it out, etc. Board took under advisement.

Old Business ~

Right of Way Use on East Road – Gail advised that Gary Kupferer, Esq., had been contacted.

Trash on Mountain View Road – Frank advised that over 50 bags had been removed, he offered to help, took trash bags, but no one was home. Now the problem is how to keep the situation from developing again.

Members Concerns ~ Cathy expressed concern with Michael's actions regarding the road commissioner and felt a more professional approach between the select board and road commissioner needed to be worked on. The process needs respect and communication on all sides.

Meeting adjourned at 9:00 pm.

Respectfully submitted,

Gail Fallar ~ Select Board Assistant