

**Town of Tinmouth  
Select Board  
March 19, 2020  
Regular Meeting moved the 3<sup>rd</sup> Thursday  
Virtual Meeting Due to COVID-19 Pandemic**

**Members present at town office:** Michael Fallar and Frank Sears

**Others present at town office:** Hollis Squier and Gail Fallar – Select Board Assistant.

**Others present via teleconference:** Cathy Reynolds- Select Board Member, Michael Fannin- Emergency Management Director(EMD), Eric Buffum – Road Commissioner, Sherry Johnson, Kim Harbaugh, Grant Reynolds and Rick Fallar

Gail Fallar, town clerk, virtually administered oath of office to Cathy Reynolds, who was re-elected to the Board at town meeting.

**Cathy Reynolds** called the meeting to order at 7:00 and asked everyone on the telephone to mute their devices. First order of business was to re-organize for 2020. Cathy Reynolds nominated Frank Sears to be Chair, he accepted; Michael Fallar nominated himself, Frank Sears 2<sup>nd</sup>ed. Cathy Reynolds and Frank Sears voted for Frank Sears, Michael Fallar voted for himself. Frank Sears was duly elected.

**Frank Sears** assumed the Chair and continued the re-organization.

*Set Regular Monthly Meetings Day and Time* – 2<sup>nd</sup> Thursday at 7:00 and 4<sup>th</sup> Tuesday (to begin with April meetings)

*Designated Signer for Bills and Orders* - Cathy Reynolds moved to authorize Frank Sears as Chair to sign orders. Frank Sears 2<sup>nd</sup>ed, all voted in favor. Gail Fallar reminded the Board that the other members need to review and approve orders as well.

*Newspaper of Record* – Rutland Herald

*Adopt Robert's Rules for Small Boards* – Cathy Reynolds moved, Michael Fallar 2<sup>nd</sup>ed, all voted in favor

*Appoint Overweight Truck Permit Signer* – Cathy Reynolds moved, Michael Fallar 2<sup>nd</sup>ed to authorize the Board Chair sign, all voted in favor

*Appoint Member to Community Center Board* – Frank Sears nominated Cathy Reynolds, she 2<sup>nd</sup>ed, Frank Sears and Cathy Reynolds voted for her, Michael Fallar voted no.

**Agenda** ~ Board reviewed agenda, Gail Fallar asked to add a request regarding waiving late fees/penalty for dog licenses due to the coronavirus pandemic. Michael Fallar moved, Frank Sears 2<sup>nd</sup>ed, to waive late fees/penalty for dog licenses until May 1<sup>st</sup>, all voted in favor. Board moved Michael Fannin to the top of the agenda.

**COVID-19 Emergency** ~ Michael Fannin, EMD, advised he has posted helpful and informative links to Front Porch Forum and asked Nancy Birdsall to add a page to the Tinmouth town website that would also link to the Middletown Springs town website that was very helpful (with Middletown's permission). He expressed concern for the transfer station, how to keep the attendants and the public safe – keep the six foot separation distance. After brief discussion, Board asked Michael Fannin to contact the transfer station manager, Chris Martone, to address the issue.

Gail Fallar advised that Fire Chief Marshall Squier had requested the Local Emergency Management Team convene to work on the situation created by the coronavirus pandemic. Michael Fannin advised he would do that in the very near future.

Frank Sears moved and Michael Fallar 2<sup>nd</sup>ed to close all town buildings to the public until further notice. All voted in favor. This includes the town office, library, old fire house, and town garage.

Gail Fallar advised that as Town Clerk/Treasurer, she would work behind closed/locked doors to answer the phone and emails, and check mail to help citizens without personal contact.

Michael Fannin noted he is willing to organize a clearing house or collect food, Cathy advised that the Rutland County Mutual Aide group is trying to be the center of that – organizing it by town. Michael will look into it.

**Minutes** of 2/13/20 were approved as written, Michael moved Cathy 2nded, all voted in favor.

**Financial Reports** ~ Skipped due to full agenda

**Highway** ~

**Eric Buffum** (E.B.) reported there is lots of mud, grader is down but has a plan to fix it. He is working on estimates for the culvert replacement on Potter's Brook on North End Road, may cost \$40,000. He noted that he has not had a chance to speak with the property owner on North East Road regarding leaving lots of snow in the road as he plows across it.

**Hollis Squier** noted he preferred to speak to Eric Buffum in person rather than over the phone. Board advised that would not be possible to do in a meeting for a while due to the current pandemic situation. So Hollis continued, noting he is on Eric's side and wants to see him succeed. Hollis had several questions, of his own and from others, regarding highway practices.

*Pre-treating paved roads with salt many (15 in one case) hours in advance of a storm, doesn't it bounce off, get blown off, etc?* Eric Buffum responded that timing of the pre-treatment does not seem make a difference with its performance, but it really helps with removing the snow.

*Size of the new snow plow - it seems to hang over into the middle of the road?* E.B. noted the blade is the same size, hangs on the frame a bit differently.

*Increase in mud – material being pulled from the sides of the road is making mud. Should be adding gravel when grading.* E.B. advised he was not pulling material from the edge of the road.

*Driving town truck to Wallingford for breakfast.* E.B. When out checking the roads, was just scooting down for a breakfast sandwich.

*Lack of signs near mud holes – liability for that, lack of gravel being placed in mud holes, need for fire trucks to be able to traverse roads.* Frank Sears advised that was enough, that he will take these concerns under advisement and talk with the road commissioner.

**Building Committee** ~ Board discussed creating a building committee to meet with architect to determine final size and specs for the new town garage and work on the salt/sand shed. Architect wants to meet during regular working hours. All members of the Board noted they wanted to be on the committee. Cathy Reynolds moved, Michael Fallar 2nded, to establish a Building Committee to meet with the architect to finalize design of the town garage and salt/sand shed. All voted in favor. Members discussed make-up of the committee, three board members, road commissioner, former road commissioner, how about a builder or other interested community members? Board will advertise on FPF and Tales, and finalize at April meeting. Board anticipates committee will meet weekly during business hours for planning purposes.

Board agreed to work on the salt/sand shed costs first and finalize them in order to finalize the budget for the Town Garage.

**Draft RFP for Audit** ~ The Bond Bank requires an outside audit of town finances as part of the application to borrow the money authorized at town meeting. Board reviewed draft, needs a bit more work. Can't send out before 30 day waiting time for possible request for a reconsideration of the town meeting bond vote, will finalize at the April meeting.

**Old Business ~**

*East Road Right of Way* – no progress.

*Trash on Mountain View* – Frank advised as Health Officer, he will contact the Rutland County Sheriff's Department for enforcement.

*FY21 Wage and Salary Schedule* – Postponed, re-send to Board

*Personnel Review* ~ Meeting on 2/18/20 was postponed due to weather conditions. After brief discussion, Frank Sears moved to table it for 60 days, Michael Fallar 2nded, all voted in favor.

**New Business ~**

**Re-determination of CLA** ~ Michael Fallar moved and Frank Sears 2nded to ratify Cathy Reynolds, as Board Chair, signing agreement accepting the redetermination of the Common Level of Appraisal (CLA). All voted in favor. Gail Fallar advised that deadline was March 16, before the Board would meet. This is the result of the appeal of the CLA that was initially set by the state at 93.08, re-determination produced a CLA of 98.14. Last year the CLA was 99.15. The CLA affects education tax rates – the drop from 99 to 93 would have resulted in an automatic 6% increase in education taxes.

**RFP for Town Office Roof Over Library** ~ Board reviewed draft, noting it needed to be beefed up. Michael Fallar volunteered to work on it.

**Hazard Mitigation Grant RFP** ~ Michael Fallar moved and Cathy 2nded to authorized Gail Fallar to prepare and send pending review by the Board. All voted in favor.

**Annual Appointments** ~ Please see attached as well as here. Frank Sears moved and Cathy Reynolds 2nded to appoint Gail Fallar as Zoning Administrator, they voted yes, Michael Fallar abstained. Cathy Reynolds moved and Michael Fallar 2nded to disband the Resilient Roads Committee, all voted in favor. Gail Fallar stepped down from the Website Committee, Board added Sherry Johnson and Todd Dennis. Board discussed whether to appoint a second constable, voters authorized Select Board to appoint rather than elect constables in 2019. 1<sup>st</sup> Constable Paul Morris' term will end March of 2021. 2<sup>nd</sup> Constable Tyler Dana's term expired 3/3/20. No action taken, pending further consideration of proposal from Jeff Warfle.

**Wallingford Town Line Update** ~ Gail Fallar advised the attorneys are working on a resolution.

**Wood Stove at the Town Office** ~ Hollis Squier reminded the Board that the wood stove currently residing in the town office belongs to him, and is still on loan to the town (from about 1995).

**Members Concerns** ~ Michael Fallar expressed concern with other board members spreading rumors about him behind his back, asked that they speak directly to him, face to face.

**Virtual Meetings** ~ As there will likely be several more virtual meetings, it was evident that a protocol is needed to allow everyone to speak in an orderly manner, better equipment is needed, and an arrangement with a company that provides this service.

Meeting adjourned at 9:00 pm.

**Next Meeting** ~ April 9<sup>th</sup>

Respectfully submitted,

Gail Fallar      Select Board Assistant (continued on next page)

**Annual Appointment of Officers 3-19-2020** – one year terms unless otherwise noted ( ).

**Board of Adjustment** ~ Sherry Johnson, Stan Wilbur (2023)

**Planning Commission** ~ Michael Fallar, Larry Carabeau, Vito Macaluso (2023)

**911 Coordinator** ~ Gail Fallar

**Emergency Management Director** ~ Michael Fannin

**Community Center Board** ~ Cathy Reynolds

**Health Officer** ~ Frank Sears

**Rutland Regional Planning Commission** ~ Robert Lloyd, Michael Fallar, Alternate

**RRPC Regional Transportation Council** ~ Grant Reynolds, Michael Fannin, Alternate

**Solid Waste Alliance Communities** ~ Chris Martone, Wheaton Squier, Alternate

**Conservation Commission** ~ Jeff Ams, Nelson Jaquay (2024)

**Safety & Wellness Committee** ~ Ronnie Crossman, Amy Martone, Ray Pratt, Chris Martone, Gail Fallar

**Tinmouth Website Committee** ~ Nancy Birdsall, Pat Psholka, Cathy Reynolds, Sherry Johnson, Todd Dennis

**Solid Waste & Recycling Committee** ~ Jonathan Czar, Helen Mango, Wheaton Squier, Gail Fallar

**Old Creamery Committee** ~ Grant Reynolds, Michael Fallar, Doug Fontein, Vito Macaluso, Stan Wilbur

**Tree Warden** ~ David Birdsall, Wheaton Squier, Deputy

**Green-Up Day Committee** ~ Doug Fontein, Ed Hasenohr, Nelson Jaquay

**Energy Committee** ~ Ray Pratt, Cathy Reynolds, Todd Dennis

**Housing Rehab Loan Review Committee** ~ Select Board

**Animal Control Officers** ~ David Birdsall, Constable

**Town Huggers** ~ Hollis Squier and Patti (Cow Patti) Macaluso

**Pound Keeper** ~ Glenn D. Merrill

**Fence Viewers** ~ Caleb Scott, Ralph Lewis, Glenn D. Merrill, Grant Reynolds, Michael Fallar

**Weighers of Coal** ~ Michael Fannin, Cathy Reynolds

**Inspectors of Lumber & Shingles** ~ Doug Fontein, and Michael Fallar