

**Town of Tinmouth  
Select Board  
Tuesday, April 28, 2020  
Virtual Meeting Due to COVID-19 Pandemic**

**Members present via teleconference:** Cathy Reynolds, Michael Fallar and Frank Sears

**Others present via teleconference:** Michael Fannin-Emergency Management Director, Eric Buffum – Road Commissioner, Sherry Johnson and Kim Harbaugh, Grant Reynolds, Lenny and Iris Klinger, Doug Fontein (briefly) Hollis Squier and Gail Fallar – Select Board Assistant.

**After a bit of technical difficulty, Frank Sears,** called the meeting to order at 7:08. Board reviewed agenda, moved the Health Officer Request (Klinger) to the top, and added repair on East Road, extend dog penalty waiver, and update on school slide to the agenda.

**Minutes** of 4/9/20 were approved as written, Michael moved Cathy 2<sup>nd</sup>, all voted in favor.

**Health Officer Request for a Health Order** ~ Frank, as Health Officer, reviewed paperwork he had submitted to the Board, explained the situation at 12 Ezra Stone Road – trouble with electrical, garbage, and sewage, and asked for approval for a Health Order for violation of housing codes. The Klingers explained the difficulties they have experienced over the past couple of years, the efforts they have made to correct problems with water, electric, garbage, etc. and are willing to make the repairs but need to evict the tenants in order to do them. Tenants are many months behind in rent as well. They asked the Board to condemn the property. Frank explained the process, once the Health Order is written and served on the tenants and landlord, wheels are put in motion. However with the current Covid-19 pandemic, he was not sure how fast anything would progress, as there is a no eviction order in effect for the time being. After discussion, Michael F. moved and Cathy R. 2<sup>nd</sup>ed to issue the Health Order, all voted in favor.

**Warrants Reviewed** ~ No questions. Frank S. had signed payrolls #40 \$4,439.54, dated 4/6/20 and #41 \$1,469.86, dated 4/13/20, and #42 \$2,481.49, dated 4/20/20; and account payables # 25 for \$ 18,019.86, dated 4/13/20 and #26 for \$11,801.15, dated 4/21/20.

**COVID-19 Emergency** ~ Michael Fannin, EMD, reported he is reading daily reports and passing them along to the Select Board. Food assistance is an ongoing issue he will continue to monitor. He advised he will ask the fire department for help if needed at this point as volunteers are not really covered by the town's insurance company. Gail F. advised that the insurance company suggested the town adopt a volunteer policy, but doesn't have a model for towns to use. Board will review draft volunteer waiver at its May 14<sup>th</sup> meeting.

**Town Trails** ~ Doug Fontein, as Chair of the Conservation Commission, advised that the CC had voted to close the town's cabin and trails at its meeting on April 20<sup>th</sup>. He now feels the trails should be open, but signs posted at the kiosks advising that the cabin is closed as there is no way to clean, disinfect or maintain social distancing at the cabin. Michael F. moved to close the cabin, but keep the trails open. Cathy 2<sup>nd</sup>ed, all voted in favor. Frank S. thanked Doug for his work on the trails.

**Covid-19 Safety Training** ~ All employees are now required to take this and get certified that they did, by May 4<sup>th</sup>. Select Board instructed SBA to make sure all employees complied.

## Highway ~

**Eric Buffum** reported the road crew is nearly done with first round of grading and cleaning brush and fallen trees from ditches to help with road side mowing. He asked the Board for approval to install an under-drain on the East Road near the Beckett residence. Water seeps up through the pavement and causes ice buildup during cold weather. He would like to fix it before it is paved this summer. Work is within the town's right of way, water will drain into some bushes. Board took under advisement, Frank S. volunteered to take a look and report back on May 14<sup>th</sup>. Board inquired about ditching, Eric B. advised they will be starting soon near the Danby town line to get it out of the way before paving that section of road.

**Status of Public Works re: Governor's Order** ~ now a moot question as road crews up to 5 members can work when following guidelines.

**Part-time road crew** ~ Eric B. clarified work will include ditching and changing culverts, at the availability of the new hire – he will track expenses and insure everyone wears masks – they have them.

**VLCT PACIF Risk Inspection Report** ~ Eric B. advised he is working on the issues raised.

**Building Committee (BC)** ~ Board reviewed draft guidelines, removed proposed 7 & 8 and decided there should be nine (9) members. Select Board Assistant will provide support – declined to be a member of the committee – advised it would be better to have participation from someone from town. Michael F. moved, Cathy R. 2nded to approve as edited, all voted in favor. Board agreed the role of the BC is to work with the architect and others to develop a plan for the Select Board to review and approve. It may involve many decisions to pull it together. VLCT staff has advised two SB members may be on the BC, as long as they are acting as members of the BC, and not as SB members. All concurred. Guidelines will be sent to potential BC members, Board appoint BC at its May 14<sup>th</sup> meeting. SBA will send Board names and qualifications of those folks.

**Driveway Permit for John Buckles** ~ Eric B. advised he had spoken with Mr. Buckles, it is a tight spot, but he does not need a culvert, will leave a small swale to allow water to run to the north. Cathy R. moved to authorize Frank to sign the permit subject to Eric's conditions. Michael F. 2nded, after brief discussion, Cathy R. amended the motion to authorize Michael F. to sign (he was present at the town office), Michael F. agreed to the amendment, all voted in favor.

**Draft RFP for Audit** ~ Board reviewed, Cathy R. moved to approve as written, Michael F. 2nded. All voted in favor. SBA will send to accounting firms ASAP.

## Old Business ~

*East Road Right of Way* – Inquiry from town resident on progress. None, Gail F. advised the Town is still waiting for State to enforce junkyard law.

*Trash and Dogs at 605 Mountain View* – Frank advised again that he will contact Rutland County Sheriff Dept. for enforcement – once the Klinger situation is underway – as with the winter snow having melted, there is lots of trash visible that seems to have blown across the road. Frank was thanked for his work on this property. David Birdsall, animal control officer, was not present, but has spoken to the dogs' owner, Ron Hill, and advised him to keep them at home.

*FY21 Wage and Salary Schedule* – Michael moved to approve, Cathy R. 2nded. Discussion included clarification that the Select Board sets the hourly rates/wages, determines rates for new hires, and will review Wage and Salary Schedule each year at budget time. Also clarified that

the town clerk/treasurer hires town office assistants and sets hourly rates based on qualifications and experience, from the range approved by the Select Board. All voted in favor with those edits/corrections.

**New Business ~**

**Waiver of Late Penalty for Dogs** ~ Frank S. moved and Michael F. 2nded to extend the waiver of the penalty for late dog owners to June 1<sup>st</sup>, as the Town office is still closed to the public. All voted in favor.

**Town Office Opening:** Board urged the town clerk to be careful when deciding when and how to let the public in. Gail F. advised that appointments can be made, but masks, gloves and health status, are a must, until further notice. Folks have been registering dogs, getting copies, and dump cards via a phone call or email, and mail.

**RFP for Town Office Roof Over Library** ~ Postponed until May 14<sup>th</sup>

**Town Fence Repair** ~ Board extended its appreciation to Ann Czar for fixing the split rail fence on the town green/school yard.

**School Slide** ~ Gail reported that Gary Marcy, Facility Operations Manager for the school district, advised their intention to replace the school slide that has to be removed, but with the pandemic, it may be a couple of months before that happens. Board briefly discussed removal, as a couple of folks have expressed interest. They will need to dig out the feet (huge cement anchors). No decision on process/timing of that.

**Fire Warden Re-appointment** ~ Michael F. moved and Cathy R. 2nded to recommend the re-appointment of Glenn D. Merrill as Tinmouth's Fire Warden. All voted in favor.

**Wallingford Town Line Update** ~ No progress. Gail F. noted the 2020 grand list will need to be filed soon, will contact town attorney regarding status/progress.

**Grand List and Tax Bills** ~ Gail F. advised that the State had granted an extension to all Listers regarding deadlines for filing the grand list due to the pandemic, and has advised Listers to send letters to property owners who had built something as opposed to them doing site visits. The extension may affect setting the town's tax rate and when taxes will be due – tax payers have to 30 days notices. State also extended the deadline for property owners to file their Homestead Declarations – which also affects the taxes due and the grand list.

**Members Concerns** ~ None.

**Next Meeting** ~ May 14<sup>th</sup>.

**Meeting adjourned at 8:55 pm.**

Respectfully submitted,

Gail Fallar      Select Board Assistant