

**Town of Tinmouth  
Select Board  
Thursday, June 10, 2021  
Virtual Meeting Due to COVID-19 Pandemic  
Regular Monthly Meeting Minutes**

**Members present:** Frank Sears, Cathy Reynolds, and Meadow Squier (@6:55)

**Others present:** Eric Buffum – Road Commissioner, Rick Symrski from Morton Buildings, Michael Fallar, David W. Birdsall (DWB) – Tree Warden, Sherry Johnson, Kim Harbaugh, Hollis Squier, and Gail Fallar – Select Board Assistant (SBA).

**Frank** called the meeting to order at 6:35 and welcomed everyone.

**Board** reviewed agenda – moved DWB up and added road side-mowing.

**Minutes:** Minutes of 5/25/2021 - Cathy moved to approve with minor corrections, Frank 2nded, both voted in favor.

**Public Works Facilities Update** ~ Rick from Morton Buildings reported since the last meeting with the SB that contact with sub-contractors and material providers has provided steep increases in pricing. So much so, that Morton cannot build this fall, they would like to hold off further work on the Design Phase, and he encouraged the Board to wait and hope that building prices go down. Some increases were 300%. Cathy and Frank expressed disappointment in the garage not being built this year and asked that the garage be first on the schedule for spring. Rick could not commit to that but noted he would continue to monitor conditions and do his best. The Select Board noted they are making a choice of going slow now for the potential to save money in the long run, with the goal of construction in the spring of 2022 and done before winter of 2022-2023. Rick noted he shared that goal.

As Stan was unable to attend, other public works agenda items were skipped over.

**Emerald Ash Borer** – David noted he had three things to discuss.

1) EAB update – he has learned that ash trees won't die as fast as he first thought – some infested trees are standing 3 years later, so the SB has time to take the dead ones down, budgeting over several years. There is an EAB trap on the Gulf Road to check for their presence – David Potter is assisting with that on Michael Fannin's property. The EAB kit DWB received has been updated – now has bugs, larvae, and bark to show school kids, he would like to hold a workshop in conjunction with the Conservation Commission to help educate town folks. Discussed insecticide – better to not try a homemade remedy – may do more harm to other insects. Frank volunteered to help organize a meeting – July was discussed – maybe in conjunction with a pizza night.

2) Tree Committee – he doesn't need one – he's a professional forester, will accept help as long as there are no formal meetings. He agreed to keep Board updated with steps he's taken (he sent an email to Board with that info), and agreed that there needed to be a process to budget and spend money.

3) Board needs to ensure whoever is hired to cut the ash trees are qualified, professional tree cutters – Marshall, Wheaton and himself, are offering to help the town with this project and they are all qualified.

Board discussed the need to plan for the \$5,000 budgeted for FY22 – identify the really nasty trees that need to come down first, and use common sense to determine where those are. Hollis advised that some of that money should be used to take down dead maple trees now, there are

quite a few along the road sides. Gail advised that a taxpayer stopped in to inquire why the Board was talking about taking down live trees when there were so many dead ones already on the roadsides that are dangerous. Board discussed how to prioritize; that Green Mountain Power has advised they are working on a plan for trees in the powerlines; that in the past the road crew took care of the dead trees; adding a third road crew member to help with that project; that David is a national trainer for safely felling trees.

**Highway-** Eric advised grading was underway with gravel and chloride being applied (to hold the gravel in place). He noted the quote from Dan Allard for the culvert for Wright’s Road - \$3,955 and an extra \$5,000 if blasting through the ledge is required.

Hollis advised that it should be closer to the stream and run through the parking area into the meadow – he doesn’t believe any blasting would be necessary there. He also noted that he had spoken with Doug Inkley and advised if they wanted it done sooner than later, they should think about asking the town for permission and have it installed on their own.

Eric advised he would look into it once he was back from vacation, it would be quite long. Board wondered where it would fit into the budget of stormwater work to be done – would be at the end, but there is still no plan or budget – will probably be a five year plan.

Board discussed proposal from Matt Patry – Frank noted the town can’t do the work he wants as it is out of the town’s right of way, hopes the current roadside ditching project will take care of the issue. Board discussed the driveway into the field, with the ditch dug out, it looks like it now needs a culvert to allow vehicles to enter. There was an entry there, town should not remove it, stone lined ditch will not provide that. Eric has not seen it, will try to stop and take a look. Ditching project is on North East Road, about ½ done.

**Roadside mowing** – Hollis advised he is available, will get started soon to help keep the poison parsnip under control in the town’s right of way. He noted he will continue until he decides not to. Board approved his mowing for this summer.

**Buried cable on Channel Road** – Hollis advised that VTel had finally taken care of the line – re-buried it properly – but he again advised the SB and VTel that written permission has to be granted by the SB for any underground burial of lines. He also noted that DigSafe is marking dead phone lines – wondered why.

**Fuel Bids** – There were 3 bidders – 9 requests for proposals were sent.

<b>Vendor</b>	<b>Heating Oil</b>	<b>Diesel Fuel</b>
<i>Champlain Valley</i>	10 cents over rack price	15 cents over rack price
<i>Marcell Oil</i>	25 cents over rack price	25 cents over rack price
<i>Irving Oil</i>	<i>Variable rates based on the State’s contract</i>	

\*Rack price is the price charge by Valero at its Rutland depot.

After brief discussion, Cathy moved and Meadow 2nded to award the contracts to Champlain Valley Fuels. All voted in favor.

**Grant status** - SBA advised that the State denied the paving grant, but they did approve the structures grant application to replace the culvert on Potter’s Brook on North End Road. Eric will order the culvert for delivery after July 1<sup>st</sup>. Project will need to go out to bid – need docs for the Board to review.

**Rutland Region Mutual Aide for Highways** – After brief discussion, Meadow moved and Cathy 2nded to approve joining again. All voted in favor. Designated the road commissioner and select board as contacts, positions-not people, the same as last year.

**Grant-in-Aide Letter of Intent** – Cathy moved and Meadow 2nded to approve applying for a grant and to authorize SBA Gail Fallar to sign on behalf of the Board (in order to meet deadline). All voted in favor.

**Driveway Permit** for 690 Route 140 – Rainbow Squier requested one curb cut on the southern end of the property to access the back and one on the northern end-which will replace the existing curb cut. Eric reported a culvert would be needed on the northern, not the southern – but they will have to cut trees for visibility and build a landing there. Cathy moved, Frank 2nded, both voted in favor, Meadow recused herself as Rainbow is her sister. Rainbow advised work on the southern driveway will not be done until next spring.

Frank asked Rainbow regarding the speed limit on Route 140 – she responded that she’s working on a petition to bring to the Board for its consideration.

### **Financial ~**

**Financial Report** – Meadow moved to accept, Cathy 2nded, all voted in favor. Board discussed budgeting or not for delinquent taxes – Sherry volunteered to compile a chart from the past ten years – what was budgeted and received for delinquent taxes – for the Board to review.

**Warrants Reviewed ~ Payroll Warrants** #48 dated 5/31/21 for \$2,994.26; and #49 dated 6/7/21 for \$1,923.08; and **Accounts Payable Warrants** #25 dated 5/31/21 for \$25,972.09; were reviewed. Meadow moved, Cathy 2<sup>nd</sup>, to approve, all voted in favor.

**Audit** ~ Discussed Auditor’s recommendations – keep on agenda – Accounting Policy and Procedure target date is June 30<sup>th</sup>.

**Covid \$’s Report** – Cathy reported that there is lots not yet figured out, not much for Tinmouth, VLCT and RRPC are working on it. May be able to use it to set all meetings on Zoom, more to learn about it.

### **Old Business ~**

**Personnel Policy Final Review** – Postponed until meeting on the 22<sup>nd</sup>.

**COOP (Continuity of Operation Plan)** – Work continues.

**Select Board Operation – Delegation of Tasks – Efficiencies Discussion** – Deferred for now.

### **New Business ~**

Cathy moved and Meadow 2nded to open town buildings in conjunction with state guidelines, all voted in favor. The July 8<sup>th</sup> SB meeting will be in person, but will try to maintain virtual accessibility as well.

**Animal Control Officer Job Description** – Board discussed draft, Frank will continue to work on it for the meeting on the 22<sup>nd</sup>. Frank advised that he used state and 3 other towns as a model.

**Unlicensed Dog Warrant** – Meadow moved and Cathy 2nded to approve the warrant for unlicensed dogs. All voted in favor, Board will stop by town office to sign.

**Bond Bank Application** - Need to start process to get approval – otherwise another outside audit will be required.

**Members Concerns** – Cathy advised that the Tinmouth Community Fund would be awarding community grants (Round 2), business grants and continuing education scholarships at the Community Center on the 15<sup>th</sup>.

**Mail/Correspondence** – None

**Executive Session** – None

**Next Meetings Schedule** ~ June 22<sup>nd</sup> (4<sup>th</sup> Tuesday) and July 8<sup>th</sup>

**Meeting adjourned at 8:58 pm.**

Respectfully submitted,

Gail Fallar  
Select Board Assistant

DRAFT