

TOWN OF LYNDON
SELECTBOARD MEETING
August 21, 2017
5:30 PM

Selectboard

Martha “Marty” Feltus, Chair
Dan Daley
Kermit Fisher

Press

Public

Justin Smith, Steve Gray
Nathan Laflamme, Kevin Cole
Mandy Chapman, Trisha Ingalls

1. Two Items were added to the Agenda: A wastewater bill abatement request for Philip Lightbear and an appointment to the Industrial Park Board.
2. Approval of Minutes:
Dan Daley made a motion to approve the minutes from August 7, 2017 as written. Kermit Fisher seconded, and the motion carried 3-0.
3. Approval & Signing of Orders drawn on the Treasurer:
The Board approved and signed the orders drawn on the Treasurer for week 33.
4. Highway Report:
At 63% through the year, payroll is 70% spent and the entire budget is 44% expended.
5. Development Review Board Interview: Kevin Cole was present to express his interest in becoming a member of the Development Review Board. He explained that he currently operates Cole Insurance, which he intends to move to Lyndon from St. Johnsbury where the business was located when he purchased it. Mr. Cole has previous experience as a building contractor and has an interest in Lyndon expanding in a responsible way. He explained that this was his first opportunity to serve the community and felt that the timing was right. Marty Feltus explained the differences between the Planning Commission and the Development Review Board in order to make sure Mr. Cole was sure as to which board might suit him better. Mr. Cole felt his experience as a contractor left him better suited for the Development Review Board, which handles site plan approvals and conditional use permits. Dan Daley made a motion to appoint Kevin Cole to the open seat on the Development Review Board with a term which will expire in 2019. Kermit Fisher seconded, and the motion carried 3-0.
6. Rural Edge: Marty Feltus welcomed representatives from Rural Edge and thanked both Mandy Chapman and Trisha Ingalls for being present to discuss on-going concerns with grant paperwork with regards to the timeliness of the filings. Marty Feltus asked if Ms. Ingalls would like to begin. Ms. Ingalls stated that she had become aware of some concerns with the amount of time the Town was spending on the grants that were obtained by the Town as the lead applicant on behalf of Rural Edge. She stated that both Dan Daley and Justin Smith had raised some concerns and hopefully they can be addressed. Mr. Smith explained that there are basically three categories of concerns; but they center on the inability of documents to be delivered in a timely manner. The late notices result in emails and lengthy phone calls to check on the status of the projects involved. Mr. Smith believes a lot of the issues extend from a large overturn in Rural Edge’s Organization.
 - a. **Current RLF grant-** Mr. Smith stated that Rural Edge does give him a heads up on most occasions that they will be submitting a requisition, and they check to make sure if he will be in on a given day in order to submit it for them. The issue is that the requisitions are regularly coming in at the tail end of the business day, on the day they are due for submission. Mr. Smith or Mr. Daley are

responsible for reviewing the documents and certifying to the best of their abilities that they are true and accurate. Mr. Smith stated that the Town cannot receive paperwork in an email in the last hour of a Friday afternoon or on the due date for a submission and be expected that **A.** he or Mr. Daley will have checked their emails to see if something has come through last minute; and **B.** that they will have enough time to review and submit the requests within their working hours even if they do see it. The last second submissions are not working, regardless of whether or not the Town has been informed that a requisition will be coming the next day.

b. Audits- The Town receives frequent notices that Rural Edge's audits are overdue to be turned in to VCDP. Each time Mr. Smith gets a notice he is spending time as a go between, between Rural Edge and VCDP to see where the Audit is at and when it can be expected. Mr. Smith would like Rural Edge and VCDP to establish a known time frame with a reasonable expectation of when Rural Edge's audit will be ready so that the Town of Lyndon does not have the appearance of being late in its reporting.

c. Reporting Requirements on past Grants: Mr. Smith said the last area of concern is in regards to annual reporting requirements on the accounting for past projects that have been finished for years. There are frequently late notices received on these reporting requirements. Mr. Smith believes this is largely due to the overturn at Rural Edge. He asked that Rural Edge please make sure that someone has been assigned to these reporting requirements when someone from within the organization has moved on. Over the last few years it seems like no one is aware that it is their responsibility to take care of it.

Mandy Chapman said she will attempt to provide some additional time for viewing requisitions. Trisha Ingalls said that she would speak directly with Cassie Bell from VCDP and attempt to change the due date for the Audits so that there would no longer be overdue notices. She also said she would speak with the financial department and make sure that someone was in charge of overseeing the auditing requirements for previous projects. Both sides agreed that if these issues could be worked out things would run much smoother for everyone. Trisha Ingalls asked the Selectboard if the Town would be willing to continue serving as the conduit for funds for their Revolving Loan Fund (RLF). She said they were looking for an amendment to the grant to extend funding by two years the paperwork is due by September 14th, 2017 if the Town is willing to participate. Marty Feltus stated that she felt if these issues were addressed that would be a possibility. Rural Edge will plan on returning with paperwork to sign on September 5th. Since it is only an amendment, it will not require a new application. The Selectboard will need to make a motion supporting the Municipal Administrator submitting the amendment allowing the RLF to be funded for two additional years.

7. Request to Bid: Nathan Laflamme from C & C Bunnell asked that his business be asked to provide pricing for future Town Road projects. He noted that he had provided a roller for the Town's South Wheelock Road project and would have liked the opportunity to provide competitive pricing on the excavator work. Kermit Fisher noted the Town often asks for hourly pricing for labor and equipment from area contractor's and just knows what everyone charges. Mr. Laflamme stated he was not complaining, but with four different sizes of excavators he might be able to provide a better price, given the fact that he has the right size piece of equipment to do the job more quickly in some cases. This would result in the Town saving on the hourly rates by cutting down on the time spent on a job.
8. Insurance Coverage for the former Town Garage: Mr. Smith stated that the former highway garage will continue to have replacement cost coverage through December 2017, which is probably unnecessary at this point. He stated that he was looking for direction from the Selectboard on how they would like to proceed. The Selectboard noted that Vickie Abare from VLCT used the term "cash value" they would like to know what that means and would like to know how much it would save the Town to switch to this form of coverage.

9. Wastewater Abatement Request:

a. Ron & Mattie Barrett are requesting an abatement of a portion of their wastewater bill which covers the 3rd quarter. After an abnormally high reading on their water meter for this last quarter the Barrett's had Fred's Energy inspect their plumbing. It was determined the water was leaking from their silcock due to a lack of thread tape and pipe dope, which resulted in a loose fitting. The result was water leaked in their dirt floor basement. The Town Clerk's office reviewed the last four quarters and found them to be consistent with an average usage of 53,000 gallons per quarter. The reading for the current bill was 96,000 gallons. Based on historical usage the leak accounted for approximately 43,000 gallons of water. The wastewater rate is \$7.02 per 1,000 gallons. Mr. Smith recommended an abatement of \$301.86 ($\7.02×43) based on the information provided by the wastewater billing department. Marty Feltus made a motion to abate the Barrett's wastewater bill in the amount of \$301.86. Kermit Fisher seconded, and the motion carried 3-0.

b. Philip Lightbear is requesting a 28,000 gallon abatement to his wastewater bill which is a result of broken pipes. Mr. Lightbear's leak was discovered during the meter reading from the previous quarter and resulted in some of the leak being recorded on last quarter's bill and a few days of the leak being on this quarter's bill. This is due to the fact that we took a second meter reading to confirm there was indeed an issue and the time that it took to make the repair. As a result 28,000 gallons of water leaked from the broken pipes and did not enter our wastewater treatment system. Dan Daley made a motion to abate the wastewater usage in the amount of \$196.56, Mr. Lightbear will be responsible for the base rate which is \$116.00. Marty Feltus seconded, and the motion carried 2-0-1 with Kermit Fisher abstaining.

10. Industrial Park Board Member Appointment: Marty Feltus provided a letter from NVDA stating that Richard Lawrence's term on the Industrial Park Board had expired on May 31, 2017. Marty spoke with Mr. Lawrence and he was willing to continue serving on the board if the Selectboard wished to re-appoint him. Kermit Fisher made a motion to appoint Richard Lawrence to serve a two year term on the Industrial Park Board. Dan Daley seconded, and the motion carried 3-0.

11. Other:

a. Audit Report: Marty Feltus noted that the Selectboard had recently received the audit report from the auditors. She felt it was important to note that it was a very positive report and that there were no major deficiencies reported on by the Auditing firm.

b. Steve Gray updated the Selectboard on the latest prices for recyclables. He highlighted that the three topics most heavily discussed at the last meeting were composting laws, the conflict of interest policy that the District is working on, and finally what to do with glass. It is currently costing the district \$36.00 per ton to dispose of glass.

Having no other business to conduct the meeting adjourned at 7:10PM.

Meeting adjourned at 7:10 PM

Minutes taken by Justin Smith

Approved by the Selectboard: September 5, 2017