

TOWN OF LYNDON
SELECTBOARD MEETING
November 13, 2017
5:30 PM

Selectboard

Martha “Marty” Feltus, Chair
Kermit Fisher
Dan Daley

Press

Todd Wellington
LSC News 7

Public

Dawn Dwyer, Justin Smith, Steve Gray
Larry Willey, Annie McLean, Carol Fisher

1. Adjustments to the Agenda:

Add – Review of RFP Trash & Recycling & Memorial Donation for Robert Gensburg

2. Approval of minutes:

Motion made by Kermit Fisher, seconded by Dan Daley, to approve the October 30, 2017 minutes.
Motion carried 3 to 0.

3. Approval & Signing of Orders drawn on the Treasurer:

The Board approved and signed the orders drawn on the Treasurer for weeks #45 & #46.

4. Highway Report:

At 87% through the year, payroll is 90% spent and the entire budget is 75% expended.
South Wheelock paving project – an invoice was received from J Hutchins, Inc. for the difference in cost of asphalt from when the project was bid and the pavement actually procured and applied. The Board agreed that they were only required to pay what the bid was accepted for. Ditching on the Brown Farm Road has been done. Guardrails have been purchased but it’s uncertain if they have been installed at this time.

5. Lister Office Discussion:

Larry Willey spoke with Chris Miele from New England Municipal Resource Center (NEMRC) and the Town already has purchased the software module MSOL CAMA, it was just never installed. Chris does not recommend switching from the current software Patriot until a town wide reappraisal is done, it will be less costly. If NEMRC was to transfer the information from Patriot to MSOL, they would increase all values 10%. This would create a lot of grievances. MSOL is the State approved software. MSOL is what the trainings that the Listers are required to attend are based on. MSOL would roll into the Grand List and Tax Administration modules much easier. The Town went with Patriot during the 2005 Reappraisal on the recommendation of New England Municipal Consult., LTD (NEMC), who conducted the reappraisal. Larry also spoke with Bill Krajieski, an appraisal consultant, regarding the Town going to a private assessor. Bill wasn’t interested in taking on Lyndon as an account because it would require too much office staff as we are not an easy Town to assess since we have the Broad Street businesses, the Village commercial district, Lyndon State College, utilities, mansions and mobile home parks. Bill would do consulting on a part-time basis since Lyndon has been a client since the reappraisal. Bill would establish a schedule (once or twice a month) for a monthly fee.

In discussing other options for manning the Lister’s office, to hire a part-time appraiser for the Town would cost approximately twenty to twenty-five thousand dollars (\$20-25,000). Larry felt with two new listers, the Town needs an assessor, especially during the time the new listers learn the job. Dan Daley voiced that since we have many categories, an assessor may be a good addition. Larry explained that Norwich, VT hired a consultant until the listers could be trained through the State training recommendations. Lyndon could do the same thing. With Larry being the sole lister at this time, he is

falling behind in the work load. The busy season begins in February. Marty would like more information on how either hiring or contracting with an assessor would change the budget as well as pursue filling the vacant lister positions. The second vacancy was created by the resignation of Joan Hahr. Larry also mentioned to the Board the issues created by not having the three listers computers networked. Each computer currently has a function needed to fulfil the listers job. It would be more convenient to be able to access all functions from all the machines. One of the computers needs to be replaced. Motion made by Kermit Fisher, seconded by Dan Daley, to authorize the listers to purchase a new computer to replace the defunct one. Motion carried 3-0.

6. Lister Interview:

Carol Fisher submitted a letter of interest in filling the vacant listers position created when Jack Berube resigned due to him moving out of State. Kermit recused himself from the discussion as Carol's husband. Dan thanked Carol for her interest and Carol shared that she has always been interested in the Town. Marty explained that the opening would be an appointment by the Selectboard until the next Town Meeting at which time any interested person would need to file a petition by January 25th to be on the ballot to be elected to the position. Marty explained the hours and how the time is divided between the three listers by themselves. The office is open Monday through Friday from 9 AM to 3 PM. Marty explained that there is training available through the State. Carol explained that she has been interested in the listers position in the past, but since it did not offer benefits (insurance) she was unable to leave her current job that offered insurance. She has now secured insurance from another source which has allowed her to pursue this position. She has always been interested in real estate and feels the position would be interesting. She is able to contribute 20-30 hours per week to the job. Carol ran a business for thirty-three (33) years and is familiar with the business aspect, and is comfortable with using a computer. Carol spoke with both Larry Willey & Jack Berube a few weeks ago and anticipates needing some training. It was explained that the part-time position does not get paid holidays. The Board will take Carol's interest under consideration.

7. Map Change to Village Center Designation:

Annie McLean, Planning Director and Zoning Administrator, explained that the Village Center Designation was originally applied for in 2012 and renewed in September 2017. At this time they would like to add Williams Street and Broad Street (see attached map-yellow highlighted area). It would increase opportunities for owners to apply for tax credits and grants. When asked about adding additional parcels, Annie explained that Lyndonville has the largest Village Center Designation. To add the requested parcels is acceptable, but to ask for any more would require some parcels to be removed, such as Park Avenue. Motion made by Marty Feltus, seconded by Dan Daley, to sign the Resolution of the Town of Lyndon Selectboard authorizing the Planning Director to submit an application, on behalf of the Town, to the Vermont Department of Housing & Community Development, to amend the Village Center Designation boundary to include parcels 21-161, 23-021, 23-001, 23-020, 23-052 and 23,053. Motion carried 3-0.

8. Kiosks Grants:

The Bike Pedestrian Advisory Committee has applied for a grant to build kiosks to be placed at the Park & Ride on Route 122 and the Municipal Office Building parking lot. The kiosks would be a small structure with a roof to display maps and information on the trails in Lyndon. Structures and locations are conceptual until such time that the grant is awarded. There is no match required for the current grant applied for. There are other grants available to apply for next year. One is an underutilized Park & Ride Improvement grant.

9. Liquor License:

Motion made by Kermit Fisher, seconded by Dan Daley, to approve Walgreens Eastern Co., Inc. (#10337) Second Class License to sell malt and vinous beverages with standard conditions. Motion carried 3 to 0.

10. Review Request for Proposals (RFP) for Trash & Recycling Services:

Two bids were received for the first option only (see attached RFP). The RFP's were sent to 12-13 approved haulers through the Northeast Kingdom Waste Management District, appeared three different days in the Caledonian-Record, was posted on the Town's website and posted in the three designated locations. One of the bidders would like to set up for the remainder of the year. The Board denied this request as we have a current contract with Earley Rubbish & Recycling.

If a change is going to occur on January 1, 2017, the board would like to inform the residents as soon as possible. Justin Smith will reach out to the haulers by personal phone calls extending the deadline to Monday, November 20th as well as another newspaper ad and posting on the website. The Board set a Special Meeting for Monday, November 20th at 5:30 PM to review the RFP's.

11. Memorial Contribution:

Motion made by Marty Feltus, seconded by Kermit Fisher, to make a memorial contribution on behalf of Robert Gensburg to the Northeast Kingdom Classical Series, based on his many years of service to the Town of Lyndon. Motion carried 3-0.

12. Other:

- a. The Emergency Health Order was delivered on Monday, November 13th. The recipient has five days to appeal the order. An emergency meeting may be necessary to hear the appeal.
- b. Marty attended the Secretary of State Transparency Tour in St. Johnsbury. The information gathered will be shared with the Board.
- c. The Board decided that the Restorative Justice funding request should be handled as a Special Appropriation. Justin will send the necessary requirements to have the organization appear as a warrant item for Town Meeting.
- d. Justin has receive the final computer generated "as-built" plans for the Joint Highway Garage from Spates Construction. Once both Rob Nutting and Joe Dauphin approve them we can move forward in closing out the grant.
- e. Annie advised the Board that the Planning Commission is composing a letter to the Selectboard with their thoughts and recommendations for the East Burke property formerly used as the Town Highway Garage. Passumpsic Valley Land Trust has contacted Justin Smith and would like to submit some suggestions as neighboring land owners.
- f. Steve Gray reported the next Waste Management meeting will be held on Tuesday, November 14th at 7PM at the Public Safety Building. An item on the agenda is to speak to Legislatures regarding changes to Act 68, a discussion on composting study, and the proposed budget. After reviewing the proposed budget the Board did not have any concerns.

Meeting adjourned at 6:53 PM

Minutes taken by Dawn Dwyer

Approved by the Selectboard: November 20, 2017