

TOWN OF LYNDON

SELECTBOARD MEETING

December 28, 2015

5:00 PM

Selectboard

Martha “Marty” Feltus
Kermit Fisher (5:15)
Dan Daley

Press

Amy Nixon

Public

Dawn Dwyer, Justin Smith, Rob Nutting, Joe Dauphin,
Mark Stewart (Architect), Andrea Day (Project Engineer)
Steve Gray, Elijah Buss, Cindy Karasinski, Donald Welch

Before calling the meeting to order, an agenda item, Executive Session: Personnel, was added.

1. Joint Garage Discussion: (5:00 PM)

Mark Stewart presented the Board with a “very preliminary” Project Schedule. Mark informed the Board that the Project Schedule is a “living document” and could be updated at each meeting. Mark suggested meeting every two weeks. Andrea Day was assured by Tom Benoit, Environmental Analyst in the Stormwater Program that the Stormwater Permit could be obtained within 60-90 days and Kirsten Sultan, Natural Resource Board District 7 Coordinator, did not anticipate any significant issues with the Act 250 process. Therefore, Andrea felt obtaining all permits would fit inside the Project Schedule presented by Mark.

Andrea is working with Justin Smith on a \$50,000 USDA Community Facilities Grant. There may be some restrictions as to whether the monies can be used for the Construction Manager process. It may need to be used toward equipment such as the paint booth or a generator.

The Board was unanimous in their decision to use the Construction Management Process as opposed to the General Contractor Method of contracting. It was decided to target local contractors by placing the ad in The Caledonian-Record, appearing in the January 4th, 6th and 8th editions with the Qualification Statements being received no later than 11:00 AM on Friday, January 22, 2016. From the interested parties, a short list will be developed and at the January 25th meeting an interview process and time schedule will be established.

Mark provided, via email (attached), a list of asbestos consultants as found on the State of Vermont Asbestos Program website. It is State law to test for asbestos, but Mark does not anticipate any issues. The price is based on the number of samples taken. Mark will select one company, per the Boards agreement, after obtaining quotes.

Mark asked about salvaging the plating equipment left in the building. Danny Allard of Allard’s Metal Recycling on Hill Street offered to remove it when they were ready. Justin will contact him. There was some discussion about the ability to remove it without removing the end wall. Justin thought the equipment went in through the door currently there with no issues.

2. Approval of minutes December 14th, 17th and 22nd:

Motion made by Marty Feltus, seconded by Kermit Fisher, to approve the minutes of December 14, 2015 minutes as amended. Motion carried 2-0-1 with Dan Daley abstaining as he was not in attendance.

Motion made by Marty Feltus, seconded by Dan Daley, to approve the minutes of December 17, 2015 minutes as amended. Motion carried 3 to 0.

Motion made by Marty Feltus, seconded by Dan Daley, to approve the minutes of December 22, 2015 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 #52 & 53.

4. Highway Report:

At 98% through the year, payroll is 91% spent and the entire budget is 92% expended.

5. Library Budget:

Cindy Karasinski, Head Librarian, highlighted the changes in her 2016 proposed budget.

- ✓ 2% increase in wages- Tina McClure, Children's Librarian, left to be a librarian in the public school system for \$10,000 more than she was making at Cobleigh Public Library (CPL). In comparing other libraries, CPL staff is not paid as much as other assistant librarians.
- ✓ Health Insurance – Unsure of the insurance needs of Children's Librarian to be hired. Budgeted for a two-person policy. Cindy's son will be coming off her husband's plan upon his retirement and being added to hers. Have budgeted the increase.
- ✓ Retirement- based on wages.
- ✓ Copier – expenses have increased; cost of toner, etc.
- ✓ Repairs & Maintenance – need to replace air conditioner, alarm costs and clean carpets which haven't been done in a number of years.
- ✓ Automation system – cost increased by \$500

Cindy explained that the Library is currently looking for a children's librarian and a bookmobile librarian. She also gave the Board, for their review, the Bookmobile budget. Marty asked how the Bookmobile was being used. Cindy told her they visit public & private schools, after school programs, and both adult and children daycares. Cindy told the Board that letters are sent to providers during their appeal, and some small donations are made by providers.

6. Property Valuation & Review:

Justin shared a letter with the Board from the State Division of Property Valuation and Review. Lyndon's Coefficient of Dispersion ratio came in at 15.60% and the Common Level of Appraisal is at 101.28%. An explanation of the values and how they are determined can be found on the Tax Department's website (<http://tax.vermont.gov/content/introduction-equalization-study>.)

7. Street Light (New Joint Facility):

After a brief discussion, it was determined that because the road into the facility is gated, they isn't a need for an additional street light at this time.

8. Winterizing Joint Garage:

The facility has been completely winterized.

9. Industrial Pump Station Cleaning:

The contract has been signed with Clean Harbor to clean the pump station. The clean-up is scheduled for Wednesday, December 30th. The cost will be approximately \$4,700, depending on what is pumped out. In addition, we will have to incur the cost of having B&B Septic on site to remove the contaminated waste.

10. Tomb Fees:

Upon review, it was determined that the Town's tomb fee was set at \$100.

11. Dog Pound:

Justin spoke with Cindy Burrington and she is okay with the \$25/month lease payment but needed to confirm it with her husband Doug. The current contract does not expire until November 2016.

12. Other:

- a. The Town received a letter from the Vermont Committee for Employer Support of the Guard and Reserve (ESGR) offering an opportunity to participate in the National Committee's Statement of Support Program, regardless of whether or not we currently employ any service members. The Board thought it would be nice to show the Town's support so will sign a Statement of Support and display the certificate.
- b. The Town received a request from Vermont Veterans' Home, located in Bennington, VT, asking the Town to provide a link on our website to the Home's Facebook page and website. The Board will place a general statement as to where all Vermont State Agencies can be found on our website.
- c. The Trefren Fund Trust had a \$74,000 CD mature on December 28th with Edward Jones. David Gwatkin, Financial Advisor, reviewed the Trust requirements and found that funds can be held in municipal securities. He located two "taxable munis" with better yields than CD's. The Board authorized the investing of \$74,000 in the Worcester, MA security which yields 4.0% with a maturity date of June 15, 2035, callable date of June 15, 2024.
- d. Justin wanted to confirm that the Board would like both Rob Nutting, Town Highway Foreman and Joe Dauphin, Village Public Works Supervisor to attend the Joint Garage Meetings as held. The Board left it to the two's discretion to attend or not but that it wasn't necessary to attend the portion of the Selectboard meeting that did not concern the Joint Garage.
- e. Steve Gray, Lyndon's representative to the Northeast Kingdom Waste District (NEKWD), spoke to the Board about the NEKWMD needing to change their charter to allow a per capita assessment. The last time the NEKWMD charged a per capita fee it was assessed at \$7.50/person.
- f. The proposed Wastewater and Sanitation budgets are complete and will be sent to the Board for their review.

Kermit Fisher made the motion to move into executive session at 6:44 PM to discuss a personnel issue. Dan Daley seconded the motion which carried 3-0.

Upon coming out of executive session at 7:10 PM, no action was taken.

Meeting adjourned at 7:12 PM

Minutes taken by Dawn Dwyer

Approved by the Selectboard: January 11, 2016