

**Selectmen's Meeting, Thursday, January 5<sup>rd</sup>, 2017 in the Cavendish Town Office  
Meeting Room at 6:00 PM.**

**Present:** Bob Glidden (Chairman), George Timko, Mike Ripley, Brendan McNamara (Town Manager), Rich Svec (Consulting Town Manager), Bruce McEnaney (Assistant to the Town Manager), Phon Chambers (Highway Foreman), and Jen Leak (Recording Secretary).

**Absent:** Jill Flinn

**1. Call the meeting to order**

Bob Glidden, Chairman, called the meeting to order at 6:03 p.m.

**2. Continue work on FY 2017-2018 Selectmen's Budget.**

Brendan reviewed the Garage section with the Select Board. Bruce said last year the Town spent \$4500 on uniforms, which exceeded the allowable 3% yearly increase on our contract signed with Unifirst. He is talking with Unifirst to clarify the reason(s) for the increase, and is looking into other uniform companies in the area which might be more affordable and provide better service. Bruce and Brendan suggested that the Board wait to approve this item. The Board agreed.

Bruce said that the fuel/diesel pump needs significant repairs, which he estimated would be around \$5200. The Board agreed to ask the elementary school and both fire departments to contribute to this expense, in proportion to the amount of diesel fuel they each consume, and agreed to wait to approve this item until each entity had been notified and approved of this expense.

Under the category of **Garage**, page 1 of 1, *George Timko moved/Mike Ripley seconded a motion to approve the page as requested excluding items (d) Work Uniforms & Wipers and (g) Fuel Tank/Diesel Pump Maintenance. All voted in favor.*

Brendan reviewed the Equipment section with the Select Board. Bruce and Phon commented that Truck #2 is now the oldest truck in the fleet, and should be considered for replacement in FY19. They said that the Backhoe should be scheduled for replacement in the spring of FY18. Bruce estimated a new backhoe would cost around \$135,000 and would be paid for out of the Capital Equipment Fund.

Under the category of **Equipment**, page 1 of 6, *Bob Glidden moved/Mike Ripley seconded a motion to approve the page as requested. All voted in favor.*

Under the category of **Equipment**, page 2 of 6, *Bob Glidden moved/Mike Ripley seconded a motion to approve the page as requested with the exception of a decrease from \$2000 to \$1200 for Truck #3 Maintenance and Repair. All voted in favor.*

Under the category of **Equipment**, page 3 of 6, *George Timko moved/Mike Ripley seconded a motion to approve the page as requested. All voted in favor.*

Under the category of **Equipment**, page 4 of 6, *Bob Glidden moved/Mike Ripley seconded a motion to approve the page as requested. All voted in favor.*

Under the category of **Equipment**, page 5 of 6, *Bob Glidden moved/Mike Ripley seconded a motion to approve the page as requested. All voted in favor.*

Under the category of **Equipment**, page 6 of 6, *George Timko moved/Mike Ripley seconded a motion to approve the page as requested. All voted in favor.*

Brendan reviewed the Summer and Winter Roads categories with the Select Board. An increase of \$2,000 in the Road Signs/Traffic Control line item is anticipated to cover the Town share of a grant which would be used to purchase a traffic control emergency trailer. The trailer would make it easier to quickly set up traffic control at worksites on the Town Highways.

Under the category of **Summer Roads**, page 1 of 2, *Bob Glidden moved/Mike Ripley seconded a motion to approve the page as requested. All voted in favor.*

Under the category of **Summer Roads**, page 2 of 2, *Mike Ripley moved/George Timko seconded a motion to approve the page as requested. All voted in favor.*

Under the category of **Winter Roads**, page 1 of 2, *Bob Glidden moved/Mike Ripley seconded a motion to approve the page as requested. All voted in favor.*

Under the category of **Winter Roads**, page 2 of 2, *Mike Ripley moved/George Timko seconded a motion to approve the page as requested. All voted in favor.*

Brendan reviewed the Bridges category with the Select Board. He asked to increase the Bridge Capital Fund item from \$7,500 to \$10,000 in anticipation of repairing the Depot Street bridge. Rich said the bridge engineering plans are in progress. Rich and Brendan are working to prepare an RFP for the engineering of the Town water/sewer utility lines. George asked if those expenses would come out of the bridge fund or a water/sewer fund. Rich suggested that the Board needed to discuss how to pay for the water/sewer line portion of the bridge construction.

Under the category of **Bridges**, page 1 of 1, *Mike Ripley moved/Bob Glidden seconded a motion to approve the page as requested. All voted in favor.*

Under the category of **Street Lights & Storm Sewers**, page 1 of 1, *Mike Ripley moved/Bob Glidden seconded a motion to approve the page as requested. All voted in favor.*

Under the category of **Personnel**, page 1 of 1, *Mike Ripley moved/Bob Glidden seconded a motion to approve the page as requested. All voted in favor.*

Brendan reviewed the General Services category with the Select Board. The Board discussed some of the issues which impede traffic flow in/out of the transfer station, including the collection of returnable bottles and cans to benefit the Proctorsville Fire Department Junior Firefighters. Bruce will investigate creating a designated space for people to leave their returnables for the Junior Firefighters.

Bruce discussed replacement of the electronics storage building, which he estimates at \$24,000. He has discussed using pressed-glass aggregate fill materials, which he believes the Town could obtain from the Solid Waste District at no charge if the Town Highway crew hauled the materials. Bruce said that the District might split the construction costs with the Town in order to use this project as a demo for the pressed-glass fill. In that case, the Site Improvements/Maintenance line item could be reduced to \$12,000. George recalled that prior discussions about replacing this building included the need to build a retaining wall. Bruce said he has modified the building footprint to avoid that need. The new design also moves the building farther back, which would move it out from under the electric lines. The Select Board decided to put \$12,000 into Site Improvements/Maintenance, and to put \$12,000 into a new Special Waste Building Fund, which could be carried over into the next fiscal year if not spent in FY18.

The Transfer Station budget also includes a proposed \$1,000 increase for administration, since it has been very time consuming to oversee.

Under the category of **General Services**, page 1 of 2, *Mike Ripley moved/George Timko seconded a motion to approve the page as requested with the exception of a decrease from \$24,000 to \$12,000 for Site Improvements/Maintenance and to create a Special Waste Building Fund in the amount of \$12,000. All voted in favor.*

The Board decided to discuss section (c) Police Services at a later date, since Jill Flinn was not present to discuss the Animal Control budget, the Constable will present his budget next week, and the Sheriff's Office Services needs to be recalculated after hearing Michael Chamberlain's presentation on Tuesday.

Under the category of **General Services**, page 2 of 2, *George Timko moved/Mike Ripley seconded a motion to approve sections (d) Legal, (e) Planning, (f) Town Tree Program Fund, (g) Halloween Safety Program (Fire Depts) and (h) Town Grounds-Mowing/Trimming as requested. All voted in favor.*

Brendan reviewed the External Appropriations requests with the Select Board. The Board discussed whether future appropriation requests should be discussed individually at Town Meeting, whether all organizations should receive the same amount regardless of their requests, or whether the total amount of appropriation money available should be capped.

Under the category of **Appropriations**, *Bob Glidden moved/Mike Ripley seconded a motion to approve the following amounts for External Appropriations:*

*Visiting Nurse Association & Hospice reduced from \$5000 to \$4,500*

*HCRS Services of VTt reduced from \$600 to \$0*

*Black River Senior Center reduced from \$4,300 to \$2,900*

*Green Mountain RSVP in the amount of \$200*

*Black River Good Neighbors in the amount of \$400*

*VT Adult Learning reduced from \$75 to \$0*

*SEVCA reduced from \$1,000 to \$500*

*VT Rural Fire (No. VT Resource Council) in the amount of \$100*

*Windsor County Youth Service reduced from \$400 to \$350*

*Council on Aging (Senior Solutions) reduced from \$750 to \$350*

*VT Center for Independent Living reduced from \$100 to \$0*

*LPC/TV reduced from \$600 to \$500*

*Women's Freedom Center in the amount of \$250*

*American Red Cross in the amount of \$500*

*For a total External Appropriations amount of \$10,550. All voted in favor.*

### **3. Adjourn by 8:00 pm sharp**

*Mike Ripley moved/Bob Glidden seconded a motion to adjourn at 7:52 p.m. All voted in favor.*

Minutes Approved: \_\_\_\_\_

Date: \_\_\_\_\_