

**Selectmen's Meeting, Monday, June 13th, 2016 in the Cavendish Town Office
Meeting Room at 6:30 pm**

Present: Bob Glidden (Chairman), George Timko, Mike Ripley, Wendy Regier, Jill Flinn, Rich Svec (Town Manager), Bruce McEnaney (Assistant to the Town Manager), Jen Leak (Recording Secretary), Fred Marin from LPCTV and citizens as listed on the attached sheet.

1. Call the meeting to order

Bob Glidden, Chairman, called the meeting to order at 6:30 p.m.

2. Review/approve minutes of the meetings of May 9th and May 23rd, 2016

Mike Ripley moved/Wendy Regier seconded a motion to approve the minutes of the meetings of May 9th and May 23rd as written. All voted in favor.

3. Sign Orders

Bob Glidden, Chairman, advised the Select Board that there were no orders to sign.

4. Review Correspondence

Bob Glidden, Chairman, advised the Select Board that there was no correspondence to review.

5. Adjust agenda

Rich said he would like to move item #9, follow-up discussion with the Cavendish Fire District, ahead to follow item #6, since a number of people were present for that discussion.

6. Hear Citizens

Carl Snyder was present and said that the stone culvert on High Street near Ranney Drive is developing a hole and needs attention. Bruce said he will have the Highway Department look at it.

The Select Board moved to item #9

7. Board of Listers to discuss a matter of adjustments to the grand list as a result of grievance hearing proceedings and discussion with regard to planning for a future town-wide reappraisal.

Diane McNamara was present and said that the listers feel a town-wide reappraisal needs to be done soon. She requested that the Select Board move into executive session in order to discuss a legal matter. *Mike Ripley moved/George Timko seconded a motion to enter executive session at 6:48 p.m. All voted in favor.*

The Select Board members moved into the Town Clerk's office for the executive session so as not to inconvenience LPCTV or the members of the public who were in attendance.

George Timko moved/Wendy Regier seconded a motion to adjourn from executive session at 7:07 p.m. All voted in favor.

Bob Glidden moved/George Timko seconded a motion to reconvene the regular monthly Select Board meeting at 7:08 p.m. All voted in favor.

8. Diane McNamara, Town Treasurer to discuss with the Board of Selectmen the need to make some minor adjusting entries in the accounting system to resolve some long needed corrections.

Diane said there are two accounts which have been carrying õbalances dueö for a number of years. The Cavendish Sidewalk Project incurred some expenses, in the amount of \$5,730.49, which were not reimbursed because the grant was withdrawn when the project was not completed in a timely manner. This amount should be considered an expense and not as an outstanding liability that will be reimbursed.

The Diesel account carries a balance due of \$1,702.51 for diesel fuel expenses incurred by the two Fire Districts several years ago. These expenses were repaid by the Districts long ago but the payments were not credited to the correct account, and so the balance showing due is in error.

Diane said that she would like the Select Board to give their approval for the Auditor to work with her to make adjusting entries and remove these amounts from the Balance Sheet. Rich asked if the adjustments would change the Town's overall financial situation. Diane said she was not sure exactly what the adjustments would look like but she didn't believe that the overall finances would change. Rich commented that these adjustments would be documented in the next Cavendish Annual Report.

Mike Ripley moved/Bob Glidden seconded a motion to authorize the Town Treasurer to work with the Town Auditor to make adjusting entries to in order to remove the balance of \$1,702.51 from the Liability Wash – Diesel account and the balance of \$5,730.49 from the Liability Wash – Cavendish Sidewalk Project account. All voted in favor.

Margo asked the Select Board if they had made a decision on item #7. George said the Select Board agreed to start planning for a town-wide reappraisal.

9. Follow-up to discussion which took place at the May 23rd meeting with Cavendish Fire District #2 Prudential Committee chair and the Cavendish Fire Department Chief on Fire District and Departmental affairs.

Rich asked Stuart Lindberg, who was present, if he would like to start this discussion. Stuart said that the Cavendish Fire Department has a shortage of volunteers. They would like to discuss unifying with the Proctorsville Fire District into one taxable fire district. He said he felt that a combined district would provide more efficient responses to fire emergencies in Town.

Bob asked Stuart if the two fire districts had talked together to come up with a plan. Stuart said that the Cavendish Fire District is willing to discuss that issue with the Proctorsville Fire District. Bob said the districts needed to have a discussion, and then they could bring their ideas to the Select Board. Jeff Davis asked if those meetings could be made public. Bob said that all Fire District meetings are public meetings. Rich suggested that the two prudential committees, if they desired, could host a public meeting, either at the Town office or at the Elementary School.

Margo asked Stuart to clarify if the two districts would be merging into one fire district. Stuart said it would not be a merger, rather a dissolution of one district and the formation of a new one. This would need state legislature approval. Stuart said that action would create one taxing district. However, both fire stations would remain open in order to not change the ISO ratings for home insurance purposes.

Bob suggested that Stuart speak with Dexter Lockwood, the Proctorsville Fire District Prudential Committee chairman, and set up a date for discussion. Rich said he and Margo could help to publicize the date if the districts so desired.

Stuart said the study of the Weathersfield/Ascutney Fire District situation could prove useful, although their situation is slightly different. Bobby Glidden added that he read that study, and felt there were some inaccuracies, but overall it was informative. Jeff said he thought having a similar study done by an outside source could prove useful for Cavendish Fire District as well.

The Select Board said that they appreciated the Cavendish Fire District taking this initiative, and thanked everyone for coming.

The Select Board moved to item #7.

10. Update on town cemetery operations and review of the activities during the past year under the general supervision of the Board of Selectmen

Bruce said the revised fee schedule for burials in the Town cemeteries has resulted in increased revenues for cemetery operations and better covered Town expenses. Bruce said he has hired two people who worked in the cemeteries last year and one new person to do the mowing and trimming this season, which is now in full swing.

Although many stones were cleaned last year by volunteers, there are still stones that need cleaning to remove lichens. Bruce said the Baptist church in Cavendish has arranged for two different youth community service crews to be in town this summer, and they will help to clean stones and assist in resetting some which are leaning.

Bruce said the pine trees along the edge of Cavendish Village cemetery will be taken down soon.

Rich commented that the Town cemeteries have functioned well and cut expenses under the direction of the Town since the dissolution of the Cemetery Commission.

Bruce said the Hillcrest cemetery vault has been rebuilt. He hopes it will be maintained and not be allowed to deteriorate to the state it was in previously. The roof on the Cavendish Village cemetery vault was been replaced last season.

Rich said he appreciated the Cavendish Baptist Church's efforts in arranging for the youth work crews to lend assistance to our community. Bruce commented that anyone needing to give community service hours was welcome to contact him as he can find projects for them to work on in Cavendish. Margo added that the Cavendish Historical Society could use help, too, especially with the upcoming plant sale.

11. Review of update draft of the Cavendish Municipal Water System By-Laws. The Board of Water Commissioners has made proposed modifications to the existing document

and has submitted it to the Board of Selectmen for review and adoption. Board of Selectmen to establish a date for public hearing and adoption of the by-laws.

Rich suggested that the Select Board discuss the bylaws this evening and hold the public hearing as part of the next regular monthly meeting on July 11th, 2016. Rich and the Select Board discussed several sections of the bylaws which the Board felt needed clarification.

Wendy asked if the Town Manager should be the 5th member of Water Board or whether that was outside the scope of regular Town Manager duties. Bruce and Bob both said that, as the utility administrator, the Town Manager needed to be on that Board and at the meetings.

Neil Snyder was present and asked if older houses being sold or undergoing extensive renovations might be required to place their water meters 1 foot above the 100 year flood level, the same as for new construction. Rich thought that might be an expensive requirement for property owners, but it could be added as a recommendation when extensive renovations are performed. Rich added that meters damaged by floods which are not placed above the 100 year flood level are the owners responsibility and they are and will be charged for the replacement. Mike noted that there is already a damage clause which holds owners responsible for damaged meters. Mike suggested that meters which were replaced after a flood could be required to be placed at least 1 foot above the 100 year flood level. Rich agreed that such a clause could be added to the bylaws.

Wendy asked if the Town Manager's guidelines for discontinuance, referenced in Section 9, had been written yet. Rich said he would have those ready before the bylaws come into effect in September.

Bob Glidden moved/Jill Flinn seconded a motion to hold a public hearing and adopt the Water By-Laws on July 11, 2016. All voted in favor.

12. Set date for review and discussion of Cavendish Flood Hazard Area Regulations update with John Broker-Campbell, Floodplain Manager for Southern Vermont.

Rich said he had spoken with John Broker-Campbell and he is willing to come and discuss the Flood Regulations with the Select Board. Rich said he suggests that the Board schedule a special meeting to do this, since the Water By-Laws public hearing is already scheduled for the next monthly Select Board meeting in July. The Select Board chose 5:00 p.m. on Monday, June 20, for this meeting. Rich said he will check John's availability for that date and email the Select Board members to confirm.

13. Discussion of the new (effective July 1, 2016) E-Waste (electronics waste) state plan program and Cavendish contract with NCER. Review of revisions to the Cavendish Transfer Station fee schedule for approval and establishment of effective date.

Rich said he received a new contract for the state E-Waste program which includes some compensation for the participating Towns for waste collected and becomes effective July 1, 2016. They will pay up to 8 cents per pound for sorted, covered electronics if there is at least 8 gaylords per pick-up. Bruce added that large items, such as televisions, take up lot of space and provide no revenue, so the Town may not always get that premium rate.

Bruce handed out a draft of the revised special item fee schedule for review. The Select Board discussed each item. Neil asked if ventilated propane tanks could go into the scrap metal pile at no charge. Bruce said that they could if the valve was removed. However, he highly discouraged anyone from doing this from a safety and environmental standpoint.

Bruce commented that the municipal solid waste token prices have been the same since 1991. He said he would recommend doubling the rates in order to better cover our actual costs. Rich said that this increase would also put us more in-line with nearby towns as we are presently charging far less than surrounding communities. Bruce said that, with the current disposal rates, the Town is not in compliance with state waste policy which specifies that the users support the costs of waste disposal by user fees. Carl asked if the zero-sort recycling is generating revenue. Rich said yes, but that these days the hauling costs and processing fees are greater than the revenues generated. Rich said he had asked the Solid Waste District to include recycling and recycling haul charges in the latest district contract but they did not.

Rich said that, if the token fees don't increase, the tax rate would need to increase in order to cover the costs of operating the transfer station. Mike commented that increasing the token costs would impact those who generate the most trash while increasing the tax rate would impact all property owners. Rich commented that the goal of "put and pay" waste disposal is to proportionally cover the disposal costs by user fees and that people pay according to the amount they deposit. Recycling items are presently taken without a fee. Jill added that she has heard many people say that, due to inattention on the part of the attendants, not all fees due are being collected. Rich commented that this is an area we are working on with the attendants. Bruce commented that, when the Town recently placed an advertisement to hire a new attendant, only one person responded and then declined to submit an application. He therefore feels that we need to work with the attendants that are currently employed.

Neil commented that each bag of trash that doesn't end up on the road sides is a value to the Town residents, and felt that was a cause worth supporting with his property taxes. He added that the amount of road side trash collected on Green-up Day shows how much garbage is currently being thrown on the road sides, and he expressed concern that raising the disposal fees would cause that amount to increase. He said that he felt that it was appropriate for some of his tax money to support the operation of the transfer station. Rich said that, even with increased disposal fees, the Town would still be subsidizing some of the transfer station operating costs, especially recycling. Mike suggested publicizing the fact that trash disposal fees had not increased in 25 years, and that recycling is still available at no charge for the users.

George asked Rich and Bruce what other nearby towns charge for trash disposal. Rich explained that there are various systems. Several towns charge for trash disposal based on weight, which would require additional equipment, space which is not available at our location, and two attendants on duty at all times which would increase our operating costs. Ludlow also requires the yearly purchase of a transfer station permit sticker while Cavendish uses the permit stickers for many years.

Bruce said he and Rich anticipate implementing the new fees on September 1st, with plenty of advertising beforehand. Bruce would also strictly enforce the requirement for all vehicles to have transfer station permits. He feels that this would also reduce the amount of out of town materials which are brought to our transfer station.

Carl asked if out of town property owners also received stickers. Rich clarified that each property receives one sticker at no charge. Renters and property owners who want additional stickers are charged \$5.00 per sticker. Rich said that residents can peel off their old stickers and get a replacement at no charge, for example when selling a vehicle or replacing a broken windshield. Margo suggested that, if the Town issued new stickers each year, we could cut down on the problem of renters who may move out of town but keep the sticker and continue using our transfer station. The Select Board discussed whether the \$5.00 fee for property owners who want additional stickers was appropriate. Bruce suggested that the Select Board discuss the issue of permit sticker policies again at a later date. He asked if the Board could vote on the proposed special items fee schedule that night.

Mike Ripley moved/Bob Glidden seconded a motion to accept the special waste items and MSW fee schedule as proposed by Bruce McEnaney and make these rate changes effective September 1, 2016. All voted in favor.

14. Updates on other town activities

Rich said the new truck #3 should be delivered by the end of June.

Rich said that the ERP grant program paperwork is almost completed. The Town has received a reimbursement check in the amount of \$64,000. Rich said he thought the Town might consider applying for another ERP grant for one piece of property. The Select Board will discuss that application later this summer.

Rich noted he became Town Manager 28 years ago this month, and announced that he plans to retire in September of this year. He said he is trying to finish some larger projects, such as the water bylaws previously discussed tonight, before he leaves.

Wendy suggested that the Select Board should put together a search committee soon. Rich agreed and said he is working on an updated a Town Manager's job description for the Select Board to review in July. Wendy said she spoke with someone at VLCT, and they are willing to help with the search. Rich commented that VLCT can advertise the vacancy in appropriate places, including with similar organizations outside of Vermont. Rich suggested that the Board consider an interim Town Manager if the hiring process is protracted, and suggested that Bruce could be considered as a good candidate for an interim position as well as a candidate for a permanent appointment if they decided such an interim position was in the best interests of the Town.

Bruce said that the maple trees on the Town Office front lawn and by the Black River Academy building were fertilized and treated with gypsum to neutralize the road salt which was damaging them. Wendy asked if the dead spruce tree on the Cavendish Green will be taken down. Rich said it was not completely dead, but was certainly dying and would be removed. Bruce added that the Town started a tree nursery this spring near the water filtration plant.

Bruce said that the new addition to the Twenty Mile Stream Road Cemetery has been surveyed recently and the plots have been laid out. He asked the Select Board to consider whether to allow only cremations in this section, as this would significantly increase the number of burials possible. Rich said another possibility was to have one area for full burials and reserve the rest of the new section for cremations only. Wendy asked how many full burial plots were available in all the other Town cemeteries put together. Bruce said he thought 1500 at least.

15. Other business

Jill Flinn ó Jill said there has been an ongoing dog issue in Town which she feels may become a public safety concern. She said she will discuss it with the other two Animal Control officers and may bring it before the Select Board for further enforcement action if the matter is not resolved by the owner.

Wendy Regier ó none.

Mike Ripley ó none.

George Timko ó none.

Bob Glidden ó Bob said that he has spoken with the Hartford dispatch center, and they are willing to dispatch ambulance calls directly to Ludlow Ambulance rather than involving the state police. He said they need a letter from the Town to authorize this change. Rich asked the Select Board to make a resolution for him to write a letter to the 911 board to recommending this change.

Wendy Regier moved/Mike Ripley seconded a motion to make a resolution stating that the Board of Selectmen of the Town of Cavendish approves of the Hartford dispatch station dispatching 911 calls directly to the Ludlow Ambulance Service rather than to the Vermont State Police. All voted in favor.

16. Adjourn

George Timko moved/Mike Ripley seconded a motion to adjourn at 9:25 p.m. All voted in favor.

Minutes Approved: _____

Date: _____