

Granville Selectboard Meeting Minutes
December 14, 2020 via Zoom Meeting ID #88907785969
DRAFT

In attendance:

Bruce Hyde, Chair, James Dague and Jennifer Page; Selectboard, Kathy Werner, Town Clerk/Treasurer, Mark Belisle, Constable, Dan Sargeant, Fire Chief, Victoria Crowne, Town Representative to GVFD, Marilyn Dougherty, Website Manager and Cheryl L. Sargeant, Clerk

Public: Shawn Dougherty, Stephanie Walker, Sabon Neil, Kim Warner, Stephen Werner, Jennell; AT&T Representative and Thomas & Jacquelyn Hammond

Call to Order: 5:00 p.m. with Bruce reading a paragraph regarding holding public meetings using video conferencing as recommended by the Vermont League of Cities and Towns (VLCT).

Public Communication:

- Bruce mentioned that on Thursday evening at 6:00 p.m. There would be a public informational meeting regarding the proposed cell tower on the Eramo property on North Hollow Road and there will not be any detailed discussion at tonight's meeting. Jim asked if the pictures from the balloon test were available and Jennell said that they are being posted to Downs Rachin & Martin's website. Bruce asked that law enforcement and fire services be looped into e-mail and Jennell would look into it.
- Mark asked if in the future the Selectboard could change its meeting time so that those working would be able to attend rather than while driving home from work.

Amend/Approve Agenda:

- Bruce asked to add under New Business a discussion on Town Computer Usage Policy and under Roads a discussion on a Driveway Permit as the property owner would like permission prior to snowfall. Jim mentioned that the permit is incomplete and would like to table it until the next meeting in January.

Financial Reports:

- Orders were e-mailed on Thursday; December 10th in the amount of \$24,469.08, one for a Debit Card payment and 2 invoices on the Highway order from Charles Smith, Jr. Jim had no objections with the first 2 orders but did ask for a reduction in the payment for the sand screen repair from \$2,000.00 to \$1,800.00 as quoted and questioned the \$250.00 loader moving charge and sanding roads at \$1,448.00.. Bruce to look into the loader charge. Jim moved to have Bruce sign on behalf of the Selectboard and approved all bills except the 2 changes and Jennifer seconded. All in favor.
- Review Financial Reports Jim had a few comments regarding the Balance Sheet at the bottom Net Income on the right summarizes last month Town was a negative \$51,496.00 this month it is plus \$56,000.00 which is property taxes collected. Current Liabilities for next 12 months needs to be updated by removing the Drinking Water and loans need to add 20 days after due payment needs to be made to the State for Education taxes. Kathy mentioned that the State is looking into billing directly. Sullivan & Powers recommended not tracking as a liability. Jim mentioned that the Profit & Loss line item 52060 Highway is overstated by \$4,450.00 it is an extra payment from the State of Vermont of \$7,450.00 which they disbursed in 3 payments needs to be treated as grant money. Kathy asked Jim to forward the e-mail regarding this.
- Treasurer's Report Jim mentioned that the Grants In-Aid Culverts billed after deadline no word from Two Rivers Ottauquechee Regional Commission. Change the Status to read submitted. Tree Removal is okay as paid. Kathy mentioned that they all have been submitted.
- Procurement of Town Credit Card Bruce mentioned that Kathy was having problems getting one as they are asking for her personal credit information and she is not comfortable doing that. Jennifer asked why the Town was not using its Debit Card to make purchases which Kathy explained has a limit. Bruce will seek advice from Vermont League of Cities and Towns.

Financials: (continued)

- Update on Town Audit Schedule Kathy mentioned that Quickbooks has been sent to Sullivan & Powers. The elected auditors are not involved and Nancy said that they are not coming and we need the Town Report from the auditors. Bruce will send them an e-mail to find out what is going on.
- Review Budget Development Kathy prepared the municipal portion and Jim prepared the highway with Ken Beattie's input. Jim requested to increase the Auditor's line item but Kathy and Bruce both indicated that they were not there to be paid and they have done nothing so far.
- Fire Protection Victoria and Dan both said no need to increase this year. Jim asked if the line item could be split between fire and EMS and Dan mentioned that it already was within the budget worksheet in their report; he was okay with that. Jim ask what his thoughts were on the First Net Tower. Dan said that it would be an independent tower for EMS, federal, state and local officials and not for the general consumer. The selectboard would like him and Mark present for the meeting on Thursday evening. Bruce questioned him about the pumper. Dan said that they were denied the grant and cannot dispose of it until they receive it. They are going to reapply and should hear something by June to September from FEMA. Understands there is concern about water and we have 2 engines with water and with the pumper down reduced by 50 percent. The Town has mutual aid with Hancock, Rochester with 15,000 gallons between the 3 towns. Shawn and Marilyn are good with that explanation.
- Jim asked about the Office ComputerSoftware line item and Kathy explained that it is for Payroll. The town needs \$150.00 for the Zoom Meetings and \$200.00 for Quickbooks for the Auditors. Kathy will look into further.
- Jim indicated the Outside Auditor should be Zero.

Financials: (continued)

- Office Printing/Advertising should increase as the Town will need to advertise more for projects and tree maintenance. Kathy indicated that the septic tank needs to be pumped. Mark asked that the Buildings/Grounds Maintenance be increased by \$1,000.00.
- Bank Fees Jim feels should be increased by \$2,600.00. Bruce indicated \$2,300.00 has been spent so far; Kathy to look into.
- Marilyn asked if the fees for Solid Waste increased. Kathy indicated she may have switched the line items and will look into further. Bruce indicated that we may not need the Saturday pick up any more due to lack of attendance; he will look into further.
- Kathy indicated that NEMRC will need to be increased by \$430.00. Appropriations are listed per request. Jim would like to add Front Porch Forum after a brief discussion it was decided not to add them to the list and freeze the list and allocations for this year.
- Marilyn asked about the Constable Supplies. Mark indicated that he needed the \$1,500.00/year to set up a replacement fund for things like laptop, radar gun, etc. Jim asked how much the Town was paying for a Constable; \$10,250.00 currently and with the requested increase it would be \$14,748.00 in the proposed budget. Marilyn asked if Mark filled out log sheets; Mark submits them every month and they are on file at the Town Clerk's Office. Mark indicated that the increase in salary is due to a request from the Selectboard and Jennifer indicated the request was from her. Kathy keeps track of that under Judicial Fines/Revenue. So far July through December it is \$808.00. Bruce would rather Granville not be know as a ticketing town.
- Highway budget for East Granville Plowing okay for this year Jennifer will be looking into for changes next year.
- Bruce indicated that we should hear soon on the Steeple grant. Mark indicated that the shingle roof needs to be replaced and should be putting out for bids. Steve indicated that Saun Keown in Rochester would be a good contractor to contact.

Financials: (continued)

- Bruce questioned the \$32,000.00 increase in the gravel budget. Jim indicated that they need work to bring up to standards. Bruce indicated in some areas the road level is too high for some driveways. Shawn indicated that he would like to see other roads worked on to remove from the red indication and he agrees with Bruce.
- Jim indicated that with those changes the Proposed Budget is almost complete and should be able to approve at the next meeting and Bruce seconded. All in favor.

Minutes:

- Jim made the motion to accepted the November 9, 2020 minutes as posted and Jennifer seconded. All in favor.

New Business:

- Town Meeting Preparation/Schedule Kathy to attend a webinar for training on Election Officials Duties and Bruce to sign up for training on the Selectboard Duties during COVID.
- Report Preparations need officer reports no later than January 14th and Consent of Candidates forms Cheryl was asked to contact all officers for reports and inform about consent forms. Cheryl was also asked to prepare the Table of Contents for the Town Report. Kathy will forward the information she has on preparing Town Reports to Bruce for his information.
- Vote to Establish Australian Ballot Jim made the motion to table until after the training on Thursday and Jennifer seconded. All in favor.
- Granville Fire Department Bruce indicated that they were all set and that Dan would need to get their proposed budget in by January 14th. Jim asked if anything was done with the building feasibility study and Dan indicated due to the circumstances nothing had. Dan also indicated that there was no need for a Warning Article at this time.

New Business: (continued)

- Planning Commission Appointment Stephanie Walker is interested in joining. Jim made the motion to accept the appointment and Jennifer seconded. All in favor.
- ABLE Waste Management Contract after a brief discussion Bruce made the motion to accept the new contract and Jennifer seconded. All in favor.
- Tree Warden Appointment Rachel Grigorian indicated that she was interested in the position. Jim made the motion to accept the appointment and Jennifer seconded. All in favor.
- Cell Tower Public Hearing Thursday; December 17th at 6:00 p.m. Jim made the motion to accept the hearing date and time and Jennifer seconded. All in favor.
- Extend Cell Tower Notice Period by 30 Days Jim made the motion to extend the notice period by 30 days and Jennifer seconded. All in favor.
- Policy for Town Officer Computer Use with the new computers for each board/commission Jim would like a policy written. Bruce and Marilyn agreed that they should be for Town use only NO personal use. Should look into having e-mails for Town business too. Bruce will put on agenda for next meeting.

Old Business:

- Constable Report none presented although discussed some things during the budget section.
- Buildings and Grounds Update discussed earlier in the budget section indicating that the shingle roof needs to be repaired in the upcoming year.

Old Business: (continued)

- Review Job Descriptions Buildings and Grounds Manager and Granville Volunteer Fire Department (GVFD) Representative descriptions need to be written. Mark to write the Buildings and Grounds Manager and Victoria to write the GVFD Representatives description.

Roads:

- Road Commissioner Update Jim indicated that the weight limits on the roads need to be updated as the pavement on Post Office Hill Road will fail with the heavy trucks traveling over it.
- It was agreed that the Town would focus on partial sanding for most storms. Complete sanding should be authorized by the Road Commissioner, Road Foreman or Selectboard Chair. Definitions as follows: Complete Sanding; all road surfaces shall be sanded. Partial Sanding; all road surfaces with a slope greater than 15 degrees shall be sanded. All road surfaces within 100 feet of other Town or State road intersections shall be sanded. The blacktop road surface located within the Upper Village shall be sanded. All road surfaces of West Hill road surfaces from Route 100 to the intersection of West Hill Extension shall be sanded. All road surfaces of West Hill Extension shall be sanded. Bruce made the motion to approve the process and Jennifer seconded. All in favor.
- East Granville Winter Road Contract Bruce indicated that he spoke with Jason and he knows the selectboard is not happy with the expense but agreed to compensate him a \$1,000.00/month for the next 6 months. The Town will put the contract out for bids next year. Jim made the motion to accept the contract and Jennifer seconded. All in favor.
- Driveway Permit is postponed until January.

Roads: (continued)

- Road Signs North Hollow Road sign Ken took care of at the intersection of VT Route 100 in the Gulf. Bruce received an e-mail from Chris Bump of Vtrans indicating there was an illegal sign in East Granville that needed to be removed. Bruce looked into the matter and it has been taken care of. Jim indicates that the Kennedy Road sign still has to be installed.

Public Communication and Comments

- Jim Articles for Town Meeting; increase pavement fund by \$6,000.00; reclassify \$20,000.00 of Highway Surplus to Emergency Highway Repairs; Five year loan for Steeple Repairs and Surplus from Highway Budget to be deposited into Highway Capital Fund. Bruce to look into them as some may already be able to be used for those.
- Shawn asked about changing money around Jim indicated to look at the Balance Sheet. Shawn asked if it was already included and Jim replied no. Bruce will look into further as he already feels that is what can happen with the surplus money for highways.
- Kim asked if overweight trucks needed permits. Jim indicated that they do especially during mud season.

Next meeting will be December 17, 2020 special meeting at 6:00 p.m. And the next regular meeting is January 11, 2021 at 5:00 p.m.

Jim made the motion to adjourn the meeting at 8:09 p.m. and Jennifer seconded. All in favor.

Respectfully submitted,
Cheryl L. Sargeant
Selectboard Clerk