

**Town of Winhall Selectboard
Bondville, Vermont 05340
Meeting Minutes for Wednesday, December 18, 2013**

PRESENT: Bob Oakes, Chair; Bill Schwartz, Steve Blanchard, Lissa Stark, Town Administrator, Lucia Wing, Secretary, Barbara Ferguson (Buildings), Randy Kimball (Roads), Scott Bushee (Transfer Station)

ABSENT: Jeff Whitesell (WPD)

ALSO IN ATTENDANCE: (None)

EXECUTIVE SESSION: At 4:00 PM the Selectboard voted to go into executive session to discuss personnel matters; *motion by Oakes; seconded by Blanchard; unanimous.* At 4:40 PM the Selectboard voted to come out of executive session; *motion by Blanchard; seconded by Oakes; unanimous.* Out of executive session, the Selectboard agreed that the position of Facilities Manager would be reduced to twenty (20) hours per week or part-time beginning January 1, 2014 as school building maintenance was now the responsibility of the Mountain School, and the Fire Department took care of its own building; *motion by Oakes; seconded by Blanchard; unanimous.*

CALL TO ORDER: Oakes called the regular meeting to order at 4:45 PM.

HEALTH OFFICER REPORT: Dave Glabach reported that only one house on Stratton View Road was actually getting water from the spring which had tested "contaminated;" moving forward no property on this road would use water from the spring.

PUBLIC COMMENTS: (No comments)

HIGHWAY & ROADS REPORT:

- 1) Kimball requested that he fill out the application to purchase a load of salt from Cargill before January 1st; Kimball and the Selectboard agreed two suppliers was a good idea and Kimball wanted to test out the product. Discussion followed about the amount of salt used on Town roads during the recent winter storm.
- 2) After review, the Selectboard signed the Winter Roads Maintenance Policy; *motion by Oakes; seconded by Blanchard; unanimous.*

TRANSFER STATION: REPORT:

- 1) Bushee reported the office roof was leaking as a result of serious heat loss; Bushee had shoveled the roof to stop the leak. Bushee then had contacted a contractor to take a look who suggested a sub-ceiling; he could fix it for \$540; the Selectboard agreed to go ahead. Oakes also asked about installing a fan to keep warm air in the building.
- 2) Bushee reported that Good Point stated they would match anything Casella came up with relative to cost for non-electronics. Next Bushee and the Selectboard discussed the RFP- request for proposals-solid waste. The Town was seeking proposals for the handling of materials at the Transfer Station. The Town of Winhall was accepting proposals for any or all of the following materials: collection of municipal solid waste; construction and demolition waste; tires; lawn and yard debris; Freon items; comingled containers; corrugated cardboard; mixed paper; scrap metal (all for recycling); and textiles (for reuse). Discussion followed. The Selectboard agreed to get the proposals out to bid.

FACILITIES REPORT:

Grounds/Friedman Field/Skate Park: No report

New Town Hall: Ferguson reported that LeValley had inspected the heat problems; Oakes would also take a look on the police side of the building which was especially cold. Ferguson reported Sparky had been contacted to replace the lights over the Zoning Administrator's office area; he would also repair the light timer at the school.

Old Town Hall: Ferguson reported the boiler had failed; Vermont Mechanical had eventually fixed it, but it had been difficult to get parts for such an old boiler. The boiler had been cleaned and serviced. Ferguson asked about the plowing area around the old Town Hall.

School/Community Center: Ferguson commented on the plowing at the back of the school; the plow had piled up snow in front of the doors. Oakes reported he had e-mailed the school and asked them to clear and shovel the generator area.

Cemeteries: No report

Library: No report

Fire Station: No report

POLICE/FIRE/RESCUE: REPORT: (No report)

OLD BUSINESS: LAND PARCELS: Schwartz updated the Selectboard relative to Beck Engineering inspecting the Chapin parcels on Lower Taylor Hill Road. Schwartz reported Beck charged \$500 for a walk-through; test pits would cost \$1,500. Oakes questioned the access to the lots which was steep. The Selectboard agreed to wait until spring to get the lots tested. The Selectboard had agreed to sign off on the Dr. Herbert Praklet lot on Stratton Garden Road. They reviewed the letter to Praklet stating the above; they approved some changes before sending the letter.

OLD BUSINESS: COLEMAN PROPERTY: Stark reported she and the Town Clerk had researched Stuart Coleman mother's property relative to the Town throwing up the ancient road portion of his land. Stark reported she could not find anything in the deed that stated you could not build on that portion of the property. Discussion followed about finding a description of the ancient road. Schwartz and Blanchard questioned whether the issue might be setbacks. A suggestion was that Coleman hire a lawyer to research the issue. The Selectboard asked Stark to contact Coleman with her findings along with the Selectboard's comments and suggestions. Schwartz mentioned the State had mandated all ancient roads would disappear by 2015.

NEW BUSINESS: (None)

TOWN ADMINISTRATOR REPORT:

- 1) The Selectboard discussed the revisions to the Winhall Personnel Policy; discussion followed about paid time off. After review, the Selectboard approved the Winter Roads Maintenance Policy as revised (see Highway) and discussed; the Winhall Personnel Policy as revised and discussed; and the Praklet letter as amended; ***motion by Schwartz; seconded by Blanchard; unanimous.***
- 2) After review, the Selectboard authorized Bob Oakes to review the list of employee Christmas bonuses; ***motion by Schwartz; seconded by Blanchard; unanimous.***
- 3) Stark asked the Selectboard how the Town Treasurer should handle property owners who had filed their Homestead tax returns late and had not paid their property taxes. The Selectboard agreed funds

for late Homestead filings should be returned to the taxpayer; however, taxpayers still owed the Town their property taxes.

4) Stark reported she had downloaded Quick Books onto her computer; she would start learning the system; discussion followed.

LIQUOR BOARD MEETING:

At 6:45 the Selectboard closed the Selectboard meeting and opened the Liquor Board meeting. After review, the Liquor Board approved a liquor and tobacco license for Winhall Market; *motion by Oakes; seconded by Schwartz; unanimous.* At 6:55 PM the Selectboard re-opened the Selectboard meeting.

PAYORDERS: After review, the Selectboard approved payorder #12 as presented; *motion by Schwartz; seconded by Oakes; unanimous.*

PAYROLL: After review, the Selectboard approved payroll #45, #46, # 47, #48, #49 & #50 as presented; *motion by Blanchard; seconded by Schwartz; unanimous.*

APPROVAL OF PAST MEETING MINUTE(S): After review, the Selectboard approved the minutes of November 23rd as amended and the December 4th, 2013 as presented; *motion by Oakes; seconded by Schwartz; unanimous.*

EXECUTIVE SESSION: At 7:15 PM the Selectboard voted to go into executive session to discuss personnel matters; *motion by Oakes; seconded by Schwartz; unanimous.* At 7:30 PM the Selectboard voted to come out of executive session; *motion by Schwartz; seconded by Oakes; unanimous.* No decisions were rendered.

ANNOUNCEMENTS/CORRESPONDENCE: (None)

As there was no other business, the meeting was adjourned at 7:35 PM; *motion by Oakes; seconded by Schwartz; unanimous.*

Lucia Wing, Secretary
Winhall Selectboard



Robert Oakes, Chair



Bill Schwartz, Vice-Chair



Steve Blanchard, Member