

**SELECTBOARD MEETING
September 14, 2017**

Present: Casey Mathieu Brent Meacham
Allison Weinhagen Nanette Rogers
Greg Barrows

Guests: None

The meeting was called to order at 7:30 p.m.

CHANGES TO AGENDA

The following changes were made to the agenda: under Discussion added review draft RFP for IT services and develop timetable and deleted Karen Munson-culvert on Old Stage Road and begin review process to update Capital Budget; under Highway Department added permission to bury utility line in the right of way on Plains Road to serve the Craig McDonald subdivision and a quote for an excavator.

PUBLIC COMMENT

There was no public comment.

MINUTES

Casey Mathieu made a motion to approve the August 21, 2017 minutes as written, seconded by Allison Weinhagen. Motion passed: 2-0.

Casey Mathieu made a motion to approve the August 24, 2017 minutes as amended, seconded by Allison Weinhagen. Motion passed: 2-0.

Casey Mathieu made a motion to approve the September 5, 2017 minutes as amended, seconded by Allison Weinhagen. Motion passed: 2-0.

RFP FOR IT SERVICES

Nanette provide the Board with a draft RFP for IT services. The current contract expires the end of 2017. The Board will review the draft and provide any changes. The RFP will be published with a submittal date for proposals of October 26.

ROAD SCHEDULE

Allison Weinhagen made a motion to approve the September 14, 2017 through September 27, 2017 Road Schedule, seconded by Casey Mathieu. Motion passed: 2-0.

FY'18 HIGHWAY BUDGET

Brent, the Board and Greg reviewed the FY'18 budget. The total expenditures to date reflect approximately 78% of the amount budgeted for the highway department. It was noted that some of these expenditures are not reoccurring, and that the Town has received more revenue than anticipated due to the FEMA payment for the Seymour Road bridge. Some areas that are over budget are seed and mulch, signs, equipment rental, contracted services for ditching (will be partially offset by grant money), repairs to the excavator and grader, purchase of fire/security system and building maintenance. Some items were identified as fixed expenses, such as salaries/benefits, sand, salt, utilities and equipment reserve funds,

The Selectboard told Brent to seize spending with the exception of the fixed items. If Brent has an expenditure that is going to come in over budget, the Board asked him to consult with them first.

STATUS OF DITCHING PROJECTS

As discussed at the August 24th meeting the Brookside Road project is complete. Brent advised the Woods Hollow Road is almost complete. Nanette contacted Vermont Local Roads and is waiting to hear back on a date site visits can be conducted. The Osgood Hill Road project has begun. The Board wants Brent to manage this project closely so it will come in on budget.

PERMISSION TO BURY UTILITY LINE IN RIGHT OF WAY

Craig McDonald submitted an application to request permission to bury utility lines in the right of way on Plains Road. Brent signed off on the application. The Board granted permission.

QUOTE FOR NEW EXCAVATOR

Casey explained he requested a quote for a new excavator from Milton Caterpillar because of the amount of money being spent to repair the existing excavator. He wanted to see if it would be beneficial to purchase a new excavator sooner than planned due to the high maintenance costs. This was for informational purposes only, therefore no action was taken.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

CORRESPONDENCE

Casey advised that he executed a new contract with the realtor regarding the listing of the Spiller lot.

EXECUTIVE SESSION

Casey Mathieu made a motion to enter Executive Session at 8:40 p.m. to discuss a personnel matter, seconded by Allison Weinhagen. Motion passed: 2-0. People in attendance were Casey Mathieu, Allison Weinhagen, Nanette Rogers and Greg Barrows. The Board exited Executive Session at 9:52 p.m.

ADJOURN

The meeting adjourned at 9:52 p.m.

Respectfully Submitted,

Casey Mathieu, Chair
Selectboard

Nanette Rogers
Town Administrator