



Regular Selectboard Meeting

April 11, 2022

Unapproved Minutes

MEMBERS PRESENT: Jeff Cathcart, Diane O’Classen, and Thomasina Magoon

MEMBERS ABSENT:

OTHERS PRESENT: Dave Sabatini, Marci Hayes, James Hayes, Susanne George, Vickee Whiting, and Madine Reed.

MEETING CALLED TO ORDER	Jeff Cathcart called the meeting to order.	7:01pm
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CHANGES TO AGENDA	Susane George to add Brandon Fire Department Bill	2 min
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MEETING MINUTES MOTION	Jeff Cathcart, motions to accept minutes as written, Diane O’Classen 2nd.
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NEW BUSINESS Policy and Ordinance	Jeff Cathcart requested Marci to check online for a sexual harrasment training that is available for the Town.	1 hr 31 min.
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Diane O’Classen inquired about the swim lesson reimbursement. There is nothing written about this and inquired if this is still something that happens. Marci stated yes, the Town will reimburse for children's swim lessons, Diane O’Classen would like to have this in writing.

Discussion on written policy of Town Office fees, board would like to remove DVD from the language as these are out of date. The language of 33 cents a minute after 30 minutes, for staff wage should be removed, as this is not being done. The thumb drive is to be kept the same. Marci stated that she believes there is an unopened



thumb drive available for purchase if someone would like a thumb drive, otherwise people would need to bring their own, unopened new thumbdrive, no used thumb drives are permitted.

Discussion occurred regarding Dog Ordinance and License Policy. Marci stated that there were suggested changes recommended by Carly (Salisbury ACO). It was recommended that the offense is lessened, currently Goshen's 3rd offense is to impound the person's dog. Carly suggested to Marci that this is not a good practice, it does not build good relations with people in the Town and the Humane Society does not have room for impounding a large amount of dogs. Carly suggested doing what Salisbury does which is; first offense \$25, second offense \$50, subsequent offenses \$100. Marci stated that this would result in a fine, but not taking a person's dog. Board discussed the Dog Ordinance and would like to table this for further review and consideration.

**Motion for
Homeward Bound
Shelter Contract**

Discussion on Homeward Bound Contract. Two options for the Town are to pay \$450 for up to 3 dogs for impounding, then \$75 for each dog thereafter, or \$600 for unlimited impoundments. Marci stated that last year they had 3 dogs taken to the society, the year before was 1, before that was 0. Marci stated option 1 has been what they have been going with (\$450). Diane O'Classen makes a motion to accept option 1 for the Town to pay \$450.00, Thomasina 2nd.

Madine inquired if their is the same degree of consequence for a dog unregistered versus a problem dog, Marci stated that the offense is the same for each dog.

Discussion on policy which states that no records are to leave the Town Office. Discussion on policy that all meeting minutes from meetings are to be turned into the Town Clerk.

Motion for Town Hall

Town Hall Rental Policy will stay the same. Diane O'Classen makes a motion to accept the updated version



Rental Agreement

of the Town Hall Rental policy, Thomasina 2nd.

Town Report dedication, there is no written policy, Thomasina noted that this should be written up and signed just as all other policies, she thinks this is a nice policy and practice that the Town does.

Policy regarding meetings which are not to be held at the Town Office. Diane O'Classen clarified that elections may be held at the Town Office.

Regarding the Special Events Policy, Thomasina would like to table this and have this as a separate agenda item in the future. Jeff Cathcart stated that this is taken from State guidelines. Jeff Cathcart requested to have Marci put this on the agenda in one month.

Town equipment maintenance policy, this is not written up and should be.

Motion for Conflict of Interest Policy

Conflict of Interest is according to the State statutes. Thomasina makes a motion to approve this as is, in accordance with State statutes, Diane O'Classen 2nd.

Purchasing Policy, Vickee stated this is in regards to bidding, that if a project reaches a certain amount, it must go out to bid. Marci stated that she thought this policy is for Town employees to be able to purchase up to a certain amount without needing to wait and request that purchase during a Selectboard meeting. Diane O'Classen stated that this is something the board discussed at a previous meeting. Jeff Cathcart clarified that this is for emergency or necessary purchases, such as a printer for the Town Office. Marci stated that with roads, often there are emergency purchases necessary, especially when parts are needed if something breaks. Thomasina inquired if this is written anywhere, Marci stated it should be in past minutes, she will see what she can find. This will be discussed at a later date.

Overweight Permits, Town Clerk writes the Policy.



***Motion for Winter
Maintenance Policy***

Winter Maintenance Policy, Marci stated there are grammatical errors, and the bus route is different now then before, as the Policy indicates the bus goes on Carlisle Hill Rd, the bus does not go on that road. Thomasina changed the order of roads to be done, keeping Carlisle Hill Rd on the list, as it is a road done before others. Diane O'Classen makes a motion to accept the Winter Policy with changes, Thomasina 2nd.

***Motion for Records
Management Policy***

Records Management Policy and Schedule. Thomasina makes a motion to accept this as it adheres to State, Diane O'Classen 2nd.

***Motion for Payroll
Policy***

Payroll time sheet policy. Diane O'Classen makes a motion to accept payroll policy as written, Jeff Cathcart 2nd.

Town Office Access Policy, This will be added to the list to be a written policy.

Dog Census Takers

Marci stated that it is required annually for the board to appoint people that will take a census of how many dogs are in Town. This has typically been done by people that are out and about town, such as the garbage crew and lately it has been appointed to the Constables, since they are also the Animal Control Officers. Madine added that this has also been performed by the Listers, as they visit each house. Marci also stated that this perhaps could be added to the annual list of appointments that the board does every year. Jeff Cathcart motions to have the constables perform the dog census annually, Jeff Cathcart. Marci will add this to the list of appointments.

***Motion for Dog
Census Appointment***

***Motion for CUD
Appointments***

Thomasina makes a motion to add CUD (Communications Union District) to the list of appointees and have Cassandra remain on this. Marci stated that there has been an alternate for this position and that has been Geryll, she has since passed. There is a vacant position for the alternate. This will also be added to the list of appointments as it is an annual appointment necessary.



Jeff Cathcart mentioned that Otter Creek Communications is requesting a portion of the ARPA fund money. The board was not in favor of sending a portion of the Town Covid relief fund to the outside organization.

**Motion for CUD
Appointment Alt.**

Madine inquired what the CUD appointees do. Jeff stated that they go to meetings and stay in communication with internet discussion. Madine stated that she would be interested in filling the vacant CUD position. Thomasina makes a motion to appoint Madine Reed as CUD alternate.

**Request for External
Town Audit**

Vickee stated that the external audit request is not mandatory. Vickee clarified that the last time the external audit was done was when she first came into the position. It was not mandatory nor standard practice. Vickee stated that there was a change of the system to quickbooks. Robert Shmidt did the audit and set up quickbooks with Vickee. Vickee stated this cost \$4,200.00 for an external audit (12 years ago), this was for a basic auditing. Jeff Cathcart inquired about having an external audit, if this is something that should be done. Vickee stated that some towns do not have auditors, some towns only have an external audit that comes in and performs a random audit. Thomasina stated that she does not feel that an external audit is necessary when the auditors are doing the auditing meticulously and the Selectboard is checking things as well. Jeff Cathcart inquired what triggers an audit? Do the auditors request an external audit? The board agrees that an external audit is not needed.

Cyber Security

Jeff Cathcart stated that cyber security is constantly changing. Thomasina inquired about using personal emails. Diane O'Classen stated that having the personal email as opposed to work email should happen because if town documentation and correspondence were for some reason requested, then a person's personal email would be obtained, keeping personal and work emails separate is a good practice. Thomasina explained about the



distribution email. Thomasina stated that she would work on writing a policy for this up. Thomasina inquired about why Rosie's computer is the server. She stated that having a server on a personal computer is an issue of security. Most places have a server as its own system, then all computers are workstations and each can individually respond to the main server (which would not be another computer). Jeff Cathcart felt that it was set up this way to save money, and when the office computer technology was set up things were still hard wired. Thomasina would like to look into a purchase of an external server, that would be better for security and all other computers would be work stations. Thomasina will get a price on obtaining this and inquire if it can be utilized with COVID money.

Fire Department Bill

Jeff Cathcart would like to forward the bill to the US. Fire Department for the occurrence of rescue needed on National Forest Land for a National Forest employee. This will be given to Chris Mattrick.

OLD BUSINESS
Historical
Society

Thomasina stated that five people attended the first meeting for a Goshen Historical Society. One of the conversations was about the society being an independent entity versus being a part of the Town and appointed by the Board. Thomasina stated that the people at the meeting unanimously desired to have the Goshen Historical Society be its own entity apart from the Town however, they would like to still recommend three representatives to discuss and communicate between the Society and the Board, this would be an appointed position. Jeff Cathcart stated that he supports whatever the new historical society would like to do and that he is happy that a society is being formed. Thomasina stated that a non-profit will be created and bylaws will be written. Thomasina stated that the next meeting is this Wednesday at 7pm to go over bylaws. Thomasina stated that the Historic Society would like to have the upstairs cleaned. The group would love to have the upstairs be able to be utilized. She will be looking at a lift for the Town Hall, so that the upstairs would be

15min



handicap accessible. Thomasina also mentioned that they would love to get people to clean the upstairs. Madine Reed will be there to help sort out the historical value of things upstairs. Marci stated that the garbage should go with a separate garbage run as there is other garbage from Town (tables, printers, etc.) that needs to go. There was an inquiry regarding the original shutters that were on the Town Hall. Marci stated that they are in the Town Garage. Jim Hayes stated that they were taken down when the Town Hall was being painted, they were not painted and therefore some people did not want to put them back on. Madine stated that there was a discussion and some thought that putting them back on would cause rot to the siding. Madine disagreed with this argument as the shutters have been on the building for hundreds of years. Madine stated that they do need repairing. Madine stated that there are 6 shutters. Jim stated that it would be good to have the shutters repaired and put back on as they originally were, this would also help with the stairs not being visible from the outside. Vickee stated that another Town Hall painted their stairs white, ours are two different colors, she thought if everything was painted uniformly it would look better from the exterior.

Town of Rutland Dispatch Service Jeff Cathcart stated that he received a letter from the Town of Rutland indicating that the Vermont State Police will not be doing dispatch anymore. Rutland wants to organize a dispatch system by 2024 to serve the surrounding areas. Thomasina read the letter aloud for those present. Madine mentioned that State Police come from Addison County to cover Goshen and the Rescue comes from Rutland County. The question was raised whether Rutland County would cover Goshen, an Addison County town. Jeff Cathcart noted that not much information is in the letter. Diane O'Classen would like more information from Rutland regarding this.

South Hill Marci stated the steps for proceeding with South Hill include holding a meeting that is warned 30 days prior to the meeting. This would include a notice in the paper. The meeting will be a hearing regarding information and



intentions for South Hill. After the hearing the board has 60 days to render its decision. Marci further stated that this should not be too complicated as it is not a new road, it is regarding officially recognizing a road that the Town has been using for many years. Thomasina offered to help Marci with the language of the notice for the newspapers.

ROADS Jim stated that the roads are good. Grading was done. Jim reported that all the back tires are bald on the grader. This is a problem, as digging down with the teeth and turning the traction is not adequate. Jim spoke with the guys at Pete's Tires, he recommended that all tires should be changed of which there are 6, at least 4 tires should be changed. Jim would like to keep the spare tire and not use that on the grader. Jim would like to replace 4 tires, installed this would run \$3900.00 These are about \$800 a piece, they are 12 ply rating, these are medium range tires, the better tires would be twice as much. Currently, there is no traction and spinning happens which makes the grading job less than what it could be. Jeff Cathcart stated that this was discussed last year with getting new tires for the grader. Thomasina stated that tires are needed. The board gave Jim the ok to purchase the tires. Jeff Cathcart stated that he will put gravel down tomorrow. 11 min

CITIZENS CONCERNS Dave Sabatini requested money to purchase Green Up food. Thomasina inquired if we could put a notice of Green Up on a sandwich board indicating where to leave bags. Marci stated that the sandwich board may not be big enough to write information because of the block lettering tiles. She will see about condensing the information to make it fit. Marci stated that a notice with time, specials offered, and instructions with where to leave green up bags, will be printed in the paper, also the coordinator should tell people when they correspond with the volunteers. Jim Hayes would like to have the tires left by the side of the road as well. He said it has been a problem with people leaving too many tires in front of the Town Garage. Marci said everything found, tires included should be left at the side of the road. This also helps people know what roads have been 2 min



done.

**ANY OTHER
BUSINESS**

N/A

**EXECUTIVE
SESSION IF
NEEDED**

N/A

**MOTION TO
ADJOURN**

Made by Jeff Cathcart, 2nd by Diane O'Classen

9:34pm

Respectfully submitted by Marci Hayes