



## Regular Selectboard Meeting

May 9, 2022

Unapproved Minutes

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

**OTHERS PRESENT:** Dave Sabatini, Philip Bowman, Galina Chernaya, Susanne George, Carrie Mamidi (visiting Susanne), Barb Walsh, Madine Reed, Fran Viko, Mike Goodspeed, Jim Hayes, and Marci Hayes.

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<b>MEETING CALLED TO ORDER</b>	Jeff Cathcart called meeting to order	7:05pm
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<b>CHANGES TO AGENDA</b>	To be added; no orders / pay processed and Treasurer’s safe	1 min
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<b>MEETING MINUTES MOTION</b>	Minutes accepted as written with no changes, motion made by Diane O’Classen, 2nd by Jeff Cathcart	2 min
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<b>NEW BUSINESS</b>		1 hr 10 min
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Historical Ambassador Appointment	Members present from the Historical Society recommended two Ambassadors to be appointed from the Selectboard to communicate between the Historical Society and the Town. Galina Chernaya and Madine Reed were appointed as Ambassadors for the Historical Society.
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Treasurer signature with Bar Harbor <b>MOTION FOR SIGNING OF CHECKS</b>	Selectboard approves Susanne George, the Town Treasurer to sign checks for the Town and Rosie McKinnon, the previous Assistant Town Treasurer will be removed. Jeff Cathcart motioned, Diane O’Classen 2nd.
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Cemetery	Marci stated that there were some complaints that came into the Town Office regarding the upkeep of the new cemetery. The complaints were involving a tree that has
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been down for some time, across two headstones, and the gate that has been broken since winter. Dave Sabatini, who is hired to maintain the Town lawn and cemeteries, is aware of both issues. He stated that he will work on the tree that came down on both Mott's and Walsh's grave markers. Dave inquired about the gate, if it should be a fixed gate or one that opens. Dave stated that previously the gate barricaded the entrance to the cemetery, it would have to be lifted off to drive into the cemetery. Discussion on leaving the cemetery open or having it as a pedestrian entrance only. There was concern that some people may want to drive down into the cemetery. Marci stated that most cemeteries have a closed gate in the winter and open for the summer. Dave inquired if this should be a double gate, or one that swings open. Jeff Cathcart will call Paris Farmers Union tomorrow to see about gate, latch, and hinge options.

**Compost Collection** Marci stated there are issues with the compost collection and would like for the board to review and reconsider having the Town no longer collect compost. Marci stated that the Town has been complying with the mandatory compost pick up since the State mandated it. Dave Sabatini inquired about how the Town would meet the State requirements for compost pick up. Marci spoke with the transfer station and it is permissible for people to bring their compost to the transfer station. Marci suggested that the Town offers a composting workshop for those interested in composting, that with the ability of individuals to bring compost would meet the requirements. Jeff Cathcart stated that the garbage and recycling collection is being reconsidered as there are many issues with the way it is being done now. There was a suggestion to have garbage continuing as pick up on Wednesdays and recycling as drop off on Saturday. Phil Bowman stated that in Ripton they had garbage and recycling on Saturday, which is a nice time to see everyone. He suggests having the drop off for both on one day, rather than having people need to go down twice. Marci agrees both on one day is good. Diane O'Classen inquired about the tickets for garbage. Marci said that not very many tickets are sold, those that use tickets often put



it on one very overweight bag. Jim said these are typically left, if they are picked up they usually end up ripping the bag when they throw it in due to the weight. Jim Hayes stated that Camp Thorpe will be opening and that is a large load of recycling, often making it necessary for two trips. Dave Sabatini thought that trash pick up was residential only. Marci stated yes, however they are picking up from other businesses in Town, with a limit. For example Blueberry Hill, which is commercial, they have a limit amount they can put out that Marci will pick up. Unlike other businesses, Camp Thorpe is recycling only, no garbage is put out, and it is for two months of the year, not year round. Thomasina stated that this will need to be looked at further. Dave Sabatini stated that per State requirement whoever picks up trash needs to also offer recycling pick up, he doesn't know why Camp Thorpe trash hauler is not picking up the recycling as well. Phil inquired about charging an extra fee for business waste collection. Marci stated that business waste, being commercial, can be dropped off by the owner, unlike residential trash which needs to be brought in by a licensed hauler. Businesses in Town can bring their trash to the transfer station. Fran inquired about alternating the garbage/recycling, having garbage one week, then the next would be recycling. Jeff Cathcart stated that most people would not want to keep their garbage around for two weeks. Jim stated that the truck is having mechanical issues and is making funny noises. Thomasina inquired about having this on the agenda and warned for the voting in November so it could happen before winter. Madine stated that this can be done so long as it is properly warned. Diane O'Classen stated that the Town would pay for the expense of having a special election, but being there is already an election happening, if warned, this could be added. Thomasina also stated that the website is getting ready to be launched. There could be a survey put out to the people to see what they think and if they could offer ideas. Philip inquired about composting bins, Marci will find out more information about composting bins from the transfer station that may be available for the people and speak with Judith about doing a composting workshop.



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- No orders to be processed** Susanne stated that there will be no orders or payments processed on the week of the 23rd of May. Jeff Cathcart stated that time will not go in and payroll will not be processed as the Treasurer will be away. Susanne clarified that she will be here, it is Vickee that is going on a trip and this is a request from Vickee as they are still working together until September. Jeff Cathcart stated that Susanne is the newly elected Treasurer and that she has the say and ability to perform Treasurer duties in the absence of the Assistant, Jeff Cathcart inquired what Susanne thought. Susanne stated that she knows how to do the orders and would be able to process payment and handle the orders on her own, she has been doing them under Vickee's guidance and is comfortable with doing them in her absence. The board supported Susanne with her decision. Orders will go in as usual for the next board meeting.
- Treasurers Safe** Jeff Cathcart looked into the costs of safes and a safe to Vickee's specification would cost the town \$2,176.00, then there would be added cost with delivery and installation. He figures it should be budgeted to spend up to \$3,000.00 for a fire proof safe for the Treasurer. Marci stated that Rosie inquired about the vault situation with Sue Gage during ballot drop off last week. Sue Gage is the Brandon Town Clerk as well as the Treasurer and she said there is no need for a safe the size requested. Any money and checks should be deposited or dropped off at the safe drop at the bank, a filing cabinet size would be all that should be needed. Susanne said that she will be working on Tuesdays while the vault is open and with other people. Diane inquired about having the orders for the Monday meeting, if she will not be doing work until Tuesday. Susanne mentioned that Marci is often in the office Monday morning and she could have the vault open. Jeff Cathcart stated that the vault is the Town Clerk's jurisdiction and it would be good to not have to rely on the vault to be open to perform the duties of the Treasurer, he strongly feels that Susanne should have a place for her things that are apart



from the vault. Marci stated that the Treasurer currently has a designated filing cabinet, perhaps that could be replaced with a locked fireproof filing cabinet. This will be looked into further.

**Payroll Time Sheet** The Auditors have a new time sheet form that they would like to be used. The Auditors also brought up the importance of the time sheet policy. Marci stated that the verbiage of 2 months should be replaced with 60 days. She stated that two calendar months are misleading, when 60 days can span 3 months. There was a case of this where an employee in Goshen had three months on a timesheet and was reprimanded, when she in fact had no more than 60 days, the amount of months is confusing. Jeff Cathcart stated that orders are in every selectboard meeting, no time sheet should be for several months.

Fran stated that it is important to adhere to and enforce the timesheet policy, currently there are time sheets coming in from December and it is May. Susanne also spoke up and said that the time sheet policy has not been adhered to with late time coming in, but she will be sure that it will be. Marci stated that the timesheet policy was directed towards one employee, all other employees when they handed in late timesheets were not reprimanded, it should be the same for every employee, not just a targeted one. Galina brought up the idea of using an electronic timesheet as many businesses have for their employees. Susanne stated that the software company would need to be purchased to do that. Jeff Cathcart stated that policies need to have ramification, something to reinforce the policy, otherwise it does no good having a policy. Jeff stated that if a timesheet is not turned in that person would need to speak with the Selectboard, then if they are an elected person they would answer to the State. Jeff Cathcart stated that if time is turned in beyond the two months then that person still



needs to be paid, but to address it as a personnel issue with the board, if repeated that position for the employee may result in termination. Jeff Cathcart stated that this town is not set up for a reliable way of putting timesheets in electronically. Jeff himself has been having issues with his internet connection at home, Thomasina stated that she worked from the Town Office due to connection issues at her house this past week. Jeff Cathcart stated that this is a small Town and is not currently set up for electronic time reporting.

Susanne stated that at the Training she recently attended she was told that you should make it easy for people to pay you, she stated this could be direct deposit, credit card, paypal. Galina stated that working on electronic payment and timesheets should be considered as this would be good moving forward.

Marci stated that the pay period she has from the State job goes in every two weeks, if she misses reporting time for that week, she needs to report it to her employer, who then needs to get permission higher up and have the system unlocked. Marci stated that the pay goes in every two weeks for the State, she has one day after the pay period closes to enter her time if she has not already done so, after that she needs to report it to be paid.

Diane O'Classen stated that she would like to continue this discussion next meeting with the conversation of repercussions with this policy.

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**OLD BUSINESS**

16 min



**Town Hall Windows** A quote for Brandon Lumber Anderson windows, material only is obtained. Jim stated that he estimates it would take a couple days, with a few men at \$32 per man. Jim did the windows in the Town Office, which didn't take too long. Jim said it is dependent on what he will find when he takes the windows off, he is anticipating needing to do some insulating. The outside and inside of the building around the windows will remain the same, no structural change, only installing new functioning windows. Thomasina inquired about saving the existing windows. Jim said that will be easy to do. Jeff Cathcart makes a motion to use the ARPA funds to purchase the windows, as quoted for, with labor and extra material and for Jim to begin this work when he can. Fran interjected and suggested that others are considered for doing the work rather than Jim, she inquired if he has the time as she would like to see the roads worked on instead of his time being spent on the windows. The board inquired if Jim has the time. Jim said yes, he is currently working at Diane's and after that he can begin on the windows. Jeff Cathcart stated that if they do not use Jim, they would need to find a contractor on the Historic registry list, a quote could be obtained to see what that would cost. Jim has experience working on historic buildings and he was approved to do the windows in the Historic Town Office.

**MOTION  
INSTALLATION AND  
PURCHASE OF  
WINDOWS**

Thomasina motioned to have Jim Hayes purchase and install the windows for the Town Hall original basement section, Diane O'Classen 2nd.

**Town Hall Clean up** Galina stated that the Historical Society discussed a day to clean up the Town Hall. They would like this done on June 24th. Volunteers would be appreciated. Galina mentioned the old piano upstairs and that two of them they would



like to remove from the Town Hall. Thomasina inquired about having the selectboard give permission for the Historical Society to go through certain things and make decisions on keeping them or not. Madine said the old organ in the back is original, the piano was donated by Barb Brown’s mother, Jimmy helped put it up there, the 70’s organ is working. Marci had a conversation with Rosie and she is open to relocating the items in the closet downstairs which is kept locked. Rosie has thought this to be a good place for a lift, it will be a matter of finding another space for these items that she stores there, some need to be secured.

Jeff Cathcart stated that he would like to have the Town historians present on cleanup day to assist with what they find. Madine Reed stated that some from the Historical Society do not like the table (black with red top), however she feels it should remain as it was the schoolhouse table. Marci agrees and Diane stated it is the most stable table the Town has, it is also the dessert table when they have dinners.

Swim Policy Swim Policy as written is favorable with the board. Diane  
**Motion** O’Classen motions to accept swim policy, Thomasina 2nd.

**ROADS** Jim reported that more gravel and grading will be done on Dutton Brook. He will also spread Chloride at the bottom of Carlisle, Galina was thankful. 9 min

Diane O’Classen stated that she is impressed with the job of the grader and roller. She is happy with the purchase and she could see the difference with our roads vs. Ripton’s after they were graded. Jeff Cathcart stated that the roads are in really good shape. Jeff Cathcart inquired about the two culverts that need to be done on Goshen Ripton Rd.



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Jim mentioned the connected waterways grants. He is unsure what area will be done, this would have to be done this fiscal year (before July 1st), he was hoping Jeff Whiting would be present.

Diane O'Classen would like to have something done with the packed culvert from the beaver on Dutton Brook rd. Jim said that thankfully the culvert further down is taking the water and putting it to the other side of the road, if they both get plugged the road will be damaged. Jeff Cathcart would like to have the culvert unplugged.

Jeff Cathcart would like to see the culvert at Suzie Reider's done to prevent further washout on that road from the driveway. Jeff Cathcart would like the road signs done as soon as possible as well.

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**CITIZENS CONCERNS** Galina stated that a large sign is to be made regarding the Silver Lake project. She would like to have it put up at the four corners, Jeff Cathcart stated yes this would be ok. 2 min

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**ANY OTHER BUSINESS** Thomasina stated that Marci and herself have been working on the website. She would like to have it ready to be presented at the next selectboard meeting. Thomasina mentioned that there can be a newsletter and an email sign up from the website. All content will be managed by Marci and herself, nothing controversial will be on there. 19 min

Jeff Cathcart stated that he has been getting spam emails. Thomasina stated that this is transferring from the old selectboard email from Fatcow, she will go in and turn up the spam filters.



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Thomasina stated that while working at the Town Office, she witnessed the running back and forth that the Auditors had to do to wake up Rosie's computer (the main server) so they could continue with their work.

She feels strongly that having an external server will be beneficial for the Town, she will be getting an estimate on a server, hardwiring the computers, and she would like to look at using covid money on this. She stated that everything would be backed up to the Cloud as well.

Thomasina would like to add to the Town Office Access Policy. She believes that in addition to an IT person there should be a selectboard or Town Clerk that has a list and manages the people that have keys, access to the building, and keeps track of the electronic access codes. This should be reviewed and changed each time new personnel are brought on and leave. Jeff Cathcart stated that the Town lawyer has this information, as well as copies of keys and codes. Thomasina and Jeff agreed that this could be governed by the board.

Looking ahead to the policies to be worked on for the next meeting, Jeff will work on the equipment maintenance policy. Thomasina will work on the overweight permit policy, meeting minutes policy, and make some changes to existing policies, some of which are State policies and need to be adhered to per VSA. Diane will work on Dog Ordinance, and payroll timesheet policy.

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**MOTION TO  
ADJOURN**

9:00pm

*Respectfully submitted by Marci Hayes*