



Regular Selectboard Meeting

July 25, 2022

Unapproved Minutes

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

MEMBERS ABSENT:

OTHERS PRESENT: Chad Chamberlain, Cecile Todd, Marci Hayes, James Hayes, Dave Sabatini, and Bill Mathis.

MEETING CALLED TO ORDER By Jeff Cathcart 7:00pm
Jeff stated as a reminder of what he said at the previous meeting that the board meetings are for selectboard to conduct business, comments, questions, and concerns from citizens present will only be heard under agenda item, Citizen Concerns.

CHANGES TO AGENDA None

MEETING MINUTES Jeff Cathcart motions to accept minutes with no changes, Thomasina 2nd. 1 min

NEW BUSINESS 19 min

Time sheets for Town employees Diane O’Classen stated that although the board discussed and agreed on a new form of employee timesheets at a previous meeting, in retrospect the roadcrew employee timesheet needs to be different. Diane O’Classen stated that the new timesheet is very difficult to use the codes as many jobs are multi-tasking. Thomasina Magoon stated that she agrees with Diane that the roadcrew timesheet should be revised, however she still would like a better way to manage and track spending. Thomasina inquired about a Culvert inventory list, if the board has access to that list. Thomasina would like a running history of the work done. Thomasina stated the Road crew timesheet could be narrowed down



more but there should be a better job with tracking. Diane O'Classen stated that tracking could be figured out by researching back at the timesheet as the road employees are already specific on the timesheet. Thomasina stated that this could be put into a spreadsheet at the time of reviewing the timesheet, this is something the Auditors requested. Jeff Cathcart stated that the culvert inventory is available to the board and Town, the board can call Addison County Regional Planning to get information. Thomasina stated that she will be going to an offered training from VLCT for finances for selectboard. Jeff Cathcart stated that currently what is put on the road crew timesheet is specific and detailed. Thomasina thought having an electronic report of spending would be a good financial managing tool for the board in regards to budgeting. Diane stated that the Town of Brandon does a simple time sheet, the employees do not put the extent of information we are requiring our employees to put down, Ripton a small town like us, the roadcrew does not do a timesheet, they do invoices. Jim Hayes stated that it is good to have an idea of cost but it is hard to project due to variables at different locations.

Dave Sabatini stated that he wrote the grant for the Town of Goshen to get the culvert inventory software. This is the same thing that is used currently with ACRPC (Addison County Regional Planning Commission). Diane appreciates the work that went into this but she feels the timesheets are too much. Diane O'Classen stated that storms should be separated from regular time. Jim stated that when a large storm comes the bookwork for FEMA is extensive. Jeff Cathcart stated that FEMA accepted everything the Town sent them in the past and it is what we are doing currently. Jeff Cathcart stated that he will not be doing the timesheets as they are modified.

Diane O'Classen motions to make an adjustment to the road crew timesheet to make it as it was, Thomasina 2nd.

**MOTION FOR
TIMESHEET**

BMW Event Permit

Jeff Cathcart stated that a Goshen Event Permit for September was received, Camp Thorpe followed the request of the ordinance and submitted a complete and detailed



**MOTION FOR
GOSHEN EVENT**

application. Marci stated that a fee of the one event for three days was paid in full, a check for \$75 has been received. Diane O'Classen motions to approve the BMW Motorcycle event as specified on the application at Camp Thorpe, Thomasina 2nd.

**Boards and
Commissions
organization**

Marci stated that a situation occurred in Town where a citizen requested a meeting by a board, that board hadn't yet organized and needed to do so prior to the public meeting for the individual. Marci thought it would be good to send a letter out to the boards and commissions in Town that they should, annually in March, be sure to meet at least once to organize the board for that year, that way they will be ready to respond when they are needed to do so. Jeff suggested that this could be sent out as an email and would like Marci to draft an email. Thomasina thought that perhaps a deadline should be mentioned in the email, perhaps that all boards who have yet failed to organize to do so by October. Chad Chamberlain stated that a reminder to organize should happen annually. Thomasina stated this could go on the website and the minutes from board meetings should be submitted and uploaded to the site as well.

**Helping Hands
Project**

Diane O'Classen stated that until things are figured out with garbage, she would like to start a project called Helping Hands. The project is a way for neighbors to help other neighbors that can not make the hours of garbage drop off. Thomasina stated that she can help with getting this on the website and making a Helping Hands logo. Diane O'Classen stated that this could have phone numbers of those willing to help neighbors and even be organized by routes. Jeff Cathcart and Thomasina were very pleased with the idea.

IT Access

Jeff Cathcart stated that Dave McKinnon, the current IT person requests to have administrative access to the Goshen Website for IT purposes. Thomasina stated that the IT person does not need that type of access to the website as the website is outside of the Town internal technology. Thoamsina said the website has nothing to do with Goshen IT. Thomasina stated Dave, the IT person is an independent



contractor and does not need access to the website. Thomasina stated that IT people do not customarily have access to a website, the IT (internet technology) has to deal with hardware and the Town computers, it is about the technology talking internally, that is the only thing an IT person should have access to. Jeff Cathcart stated that it was mentioned that more than one person should have access to the website, he inquired if anyone other than Thomasina has access. Thomasina stated that herself and Marci both have administrative access. Diane O'Classen stated that she does not know enough about the technology to have an opinion on this. Jeff Cathcart stated that he is fine with leaving it as is, administrative access will not be given to Dave McKinnon for the Goshen website.

OLD BUSINESS

20 min

Garbage drop-off
update

Marci reported that garbage drop off was really nice, a few people voiced complaints but overall it was very successful and went smoothly. Marci further reported that people seemed to really enjoy visiting with one another as a community. Many comments were made to her of how people were happy that it was back to being a drop off and how they enjoy seeing others from Town.

Jeff Cathcart stated that an individual in Town said they would not be paying for extra garbage bags. Thomasina feels that this is why she would like an outside contractor to be involved, people would pay them and Goshen employees would not have to police the garbage.

Marci stated that she is reaching out to contractors. Thomasina feels that two times would be preferable to offer for drop off. Thomasina drafted a letter of proposal requesting an estimate from the contractor to the Town for Marci to send out.

Thomasina inquired about how the change in garbage would affect the taxes. Marci stated that the Town would pay the contractor instead of the Town employee and one bag would



still be free, anything over the individual would pay the contractor. Then next year it can be removed from the taxes and the people can pay directly with the contractor.

Rutland Regional Dispatch Center Participation

Jeff Cathcart stated that a volunteer is needed to work on being on the advisory board. Rutland dispatch is no longer available. An advisory board is being formed in Rutland and they are requesting towns to send people to be on the advisory board. The board thought that the 911 Coordinator could be interested in this. This is Aaron Corman, the board asked if Marci would contact Aaron to see if he would be interested.

Vault for Treasurer

Tabled until next meeting.

Thomasina stated that she is concerned about a dog issue. Currently an individual as a dog in Town that has been in the road and has acted aggressively towards walkers, bikers, and even vehicles. Thomasina is nervous and does not feel like walking or running by this house, nor does she feel it is safe for children to do so. Both Jeff Cathcart and Jim experienced car chasing from this dog in an aggressive manner. Other complaints have come in as well. Marci stated that a week ago she spoke with the owner and told him of the situation, if further complaints come in she will address the issue with a formal letter, if the problem still persist, she will address it as required in the dog ordinance.

ROADS

21 min

General Update on roads; Hathaway Culvert, cold patching, and roadside mowing.

Jim said Hathaway Culvert is almost done. Jim said more grading will be done on Goshen Ripton, Flora White, and Hathaway. Two loads are needed to take up to South Hill, to Todd's property. Jim said this is to be billed to the Municipal Forest, not the Town. Cecile said that Dave marked where he would like the gravel put. Jim said that the connected stream project on Flora White is next. Jim said there are enough forms to pour six headwall blocks, though it is up to the board if they would like to make more forms in order to avoid the short load fee for a truck to only bring up a small amount of concrete. Jeff said approximately five culverts are



to be replaced, Jim said there are three that are critical to do. Thomasina inquired about the guardrail situation. Jeff Cathcart said that there are no used guardrails available from the State of Vermont. The Town is receiving \$6700 dollars, which will be available to the Flora White area for ditching. This does not include culvert extension or guardrails. Mike Goodspeed told Jeff Cathcart that the Town can put a swale on his property. Jeff Cathcart stated that cold patch will be held off on Carlisle Hill as paving will begin there in a month. Jeff Cathcart stated they spoke with Wilks, surepak is very temporary, it washes out. Thoamsina would like any extra pavement to be spread on Town Hill.

Update on Bids for Paving

Jeff Cathcart invited some people that bid on the paving project to Town and showed them the work site. He is also, as a separate job, requesting prices for bomagging the stretch between the Town garage and Galina and Leo's property.

Jim said the bank on the west side can not be ditched without affecting the bank itself, however after bomagging the road can be brought up. Bomagging will create a 5 inch layer of base, which ontop can be more gravel. This will help bring up the road and create a needed ditch. Diane attested to the difference of bringing the road up. Jeff Cathcart said that this is what the Town should do. Jeff Cathcart stated that in regards to the FLAP grant a letter of support needs to be included from the Forest Service, this will need to be written by Chris Mattrick. Jeff Cathcart hopes that Chris will get to this.

Culvert work and future plans

Already addressed above.

Equipment Maintenance

Jeff Cathcart stated that Ed Hayes used to do all the oil changes and general maintenance on the Town equipment. Jeff Cathcart would like to have the trucks maintained routinely by Jared Lowell. Jim said that Jared is the preferred choice because he will come into town and do the maintenance work in the garage. He is also a CDL driver, he can inspect the trucks as well as he is a trusted mechanic



and works with Green Mountain Garage with vehicle inspections. Jim said that the plow trucks do not fit in Green Mountain Garage with the wing on, the inspection runs out in December, when the trucks have sand, chains, and the plow and wing hung on them. Jim said that Jared works with Green Mountain Garage and he can put the sticker on the truck in Goshen.

CITIZENS CONCERNS	<p>Cecile inquired about getting South Hill officially done. Marci stated that it is official. They received the State Highway Mileage Map which indicated the correct South Hill. Marci stated that the Town officially adopted the roadway as it was altered years ago, this is the official statement that makes it binding. Jeff Cathcart said that South Hill has been dealt with as the board rendered their decision. Dave Sabatini stated that, as he had mentioned last meeting, he urged the Town to write a letter of thanks to the Forest Service for all they do. Jeff Cathcart stated that he appreciates all the money that the Forest Service provides. Jeff further stated that the Town is a service to the Forest and the Forest is a service to the Town, it is a mutual relationship. Jeff Cathcart acknowledged that they are getting better annual amounts financially, which is for payment to Goshen for grading and gravel for the Forest Roads, the increased amount is appreciated. Dave Sabatini stated that Andy Raymond doesn't seem to have a culvert under her driveway, he inquired what can be done. Dave inquired if Tammy did the stone ditching or was it the Town. Dave stated he went by during the rain and the water runs down the minimal stone lined ditch and into the road before Raymonds driveway, as there is no culvert to continue the path of water it goes into the road. Jim said that there is a culvert up further and one below as well. There is no culvert underneath the driveway. Ditching is tricky along the bank, but again, raising the level of the road with gravel and bomagging will help this area immensely. The board can request citizens to install a culvert if the driveway is washing out the road, however much of the water is coming down the road itself due to the lack of a ditch there.</p>	10 min
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Diane O'Classen inquired about buying a truck and having that be put on the next meeting agenda. Thomasina inquired about the process of buying a truck. Jeff Cathcart stated that Jeff can buy the truck or put the down payment on the vehicle and the Town can reimburse him if it is a good truck and the seller does not want to wait, sometimes the seller is agreeable to hold the vehicle until a decision can be made at the meeting, then Susanne can cut a check for the purchase afterwards.

**ANY OTHER
BUSINESS**

EXECUTIVE SESSION IF NEEDED	Executive session entered at 8:11 pm. Discuss among the board regarding board matters, Executive session ending at 8:16pm, with no action taken.	5 min
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MOTION TO ADJOURN	Jeff Cathcart makes a motion to adjourn, Diane O'Classen 2nd.	8:16pm
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Respectfully Submitted by Marci Hayes.