

**Wolcott Selectboard Meeting
Minutes
October 5, 2016**

All minutes are draft until approved by the Selectboard;
Please check future minutes for approval of these minutes.

Members Present: Belinda Clegg, Bessie Martin, Richard Lee, Eric Furs, Kim Gravel
Members Absent: None
Town Employees: Bernard Earle, Skip Patten
Public: Rob Moore, Greg Williams, Leonard Percy, Kimberly Percy, Phil Ryder
Reporter: None
Correspondent: Val Mason

Eric called the meeting to order at 6:03 p.m.

Amendments to the Agenda:

- **Sign Warning for Proposed Amendments to the Zoning and Subdivision Regulations; Australian Ballot Vote:** Discussion. Motion by Belinda to sign the Warning for the Proposed Amendments to the Zoning and Subdivision Regulations so that it may be posted in the appropriate locations by the Town Clerk. Seconded by Eric. Voting: 5 in favor, 0 against. Signed by all Board members.
- **Payroll Orders:** Signed
- **Respond to three findings in the Town of Wolcott 2015-2016 Audit:** Belinda explained the three internal weakness findings that the auditors presented in draft form to the town. She explained that each requires a response in order for it to be finalized. The first being that the town issued a check in June for road work services for the fiscal year 2016, but due to the work being postponed by Gray's Paving, the audit report stated that the check, which was held until the work was done should have been voided and reissued when the services were actually performed. Belinda commented that the town's response could be that in the future the town will not record the expenses until the services have been performed. The second is that the draft stated that the town purchased a significant amount of highway supplies (sand, gravel, tires and calcium chloride) in June, but were meant for consumption in fiscal year 2017. The report stated that these should have been recorded as inventory at year end and expensed in the year that they are consumed. They recommended that the inventory for highway supplies be calculated at year end and adjust the related expenditures. Belinda commented that the response could be that the town, in the future will better record material supplies on hand at the end of June and the highway department will track it at the town garage with a list of materials bought and used. The town office will verify the values with invoices and adjust the related expenditures to show what has been used and what remains. The last being the Transfer Station. The auditors stated that the Transfer Station again this year had several instances where receipt amounts exceeded or were short of

the amounts recorded on the daily tally sheet. It stated that this could be an indication that not all activity is being recorded or that there is a cash handling issue. The auditors recommended that this be addressed to ensure that all activity is recorded on the tally sheets and that cash received reconciles to those sheets. The auditors recommended that the town review the transfer station activity to design a cash out reconciliation to reduce the amount of shortages and they also made some suggestions. Discussion. Belinda will email a copy of the auditors draft report to the rest of the Board members for their review. No action taken. Tabled.

Rob Moore, LCPC – Grant Opportunities: Rob presented three grant opportunities that are available to the town. The first project is from the Vermont Department of Fish and Wildlife and the grant is from Vermont Department of Transportation. The proposal is that a wildlife shelf is created at the west end of the Frazer Road Bridge (former bridge #7) coming out of the river. They then propose plantings of grass and seedlings which is all on state lands and lastly to remove the bridge. Existing wildlife cameras show active wildlife use of the area. They are requesting a letter of support from the town as well as documentation of the discussion from tonight’s meeting. The location to store the bridge for future use was discussed as well. The discussion also included the massive expense that it would cost the town if the bridge ever had to be removed. The Department of Fish and Wildlife have indicated they would try to find a way to cover the match for the town. Motion by Eric to approve support of this grant project application with no consideration of town funds due at this time, but will consider this in the future if no other funds are available to cover the possible match due from the town. Seconded by Richard. Voting: 5 in favor, 0 against. Another project which has been discussed previously is the East Hill Road culvert #14-45. Rob explained that he and Skip have set this project aside for over one year and have revisited it several times. In 2013 the engineer’s estimate for the project was \$77,000 with a twenty percent match through a few different grant project options. Rob recommends not submitting an application but to evaluate all of the options and review and refine the existing proposed design. He stated that the existing structure is sufficient at this time that only requires maintenance. Discussion. Project tabled. The last project was brought to LCPC’s attention from the Agency of Natural Resources. They stated that an Ecosystem Restoration Program Grant is available for the highway department and fire station building which is a Storm Water Management Enhancement Project to address the drainage and sand erosion issues. Rob stated that this project is estimated to cost between \$14,000 to \$15,000. Belinda mentioned that there is money available in the Building Maintenance Fund. Discussion on the awareness of these issues and the savings that will occur in the long term. Motion by Belinda to apply for the grant with a \$4000 cap due from the town. Seconded by Bessie. Voting: 5 in favor, 0 against.

Leonard and Kimberly Percy

Tax Payment Extension: The Percys explained to the Board that they have inherited Kimberly’s ill father’s property on Morey Hill Road and that \$1100 is past due for the property taxes. They have resided on Flat Iron Road for five or six years and they stated that they have never been late paying their property taxes. The Percys recently made a good faith payment. Discussion. Motion by Kim to enter into an agreement with the

Percysto extend their delinquent property tax plus interest to be paid by the end of January 2017. Seconded by Belinda. Voting: 5 in favor, 0 against.

Diane “Tuffy” – Transfer Station: Tuffy did not show for tonight’s meeting. Bessie said that when she spoke with “Tuffy” she thought she was on the October 19, 2016 agenda. Belinda questioned Bessie as to what she said to Tuffy because Scott was at the Transfer Station when she went with her garbage last weekend even though another worker was there. Bessie could not remember what was said exactly. Discussion. Motion by Eric to mail a certified letter to Diane “Tuffy” Audet informing her that she will be placed on the October 19, 2016 agenda to discuss her job description and that Scott is suspended until further notice until these responsibilities are defined and boundaries are established. Seconded by Richard. Voting: 4 in favor, 1 against (Bessie).

BUDGET HEARINGS

Health Officer: Bernard stated that in a letter to the Selectboard that he is satisfied with his current amount of \$1150 for the position of Health Officer and does not request an increase.

Constable: Bernard stated in his letter to the Selectboard that he is requesting an increase from \$750 to \$900 for mileage due to having to visit two or more times for animal issues plus driving to Morrisville to the kennel. He did not ask for an increase in his salary which is currently \$2500. Discussion.

Fire Warden: Arlo was unable to attend tonight’s meeting. A letter was submitted to the Board from Arlo stating that his \$800 remain the same. Discussion.

Motion by Kim to approve the amounts presented tonight from the Health Officer, Constable and Fire Warden and to present this in the budget to the voters at Town Meeting. Seconded by Belinda. Voting: 5 in favor, 0 against.

Skip Patten & Claude Cross – Employment: Claude was not present for tonight’s meeting as there was a communication error. Motion by Belinda at 7:35 p.m. to enter into executive session to discuss personnel issues. Seconded by Kim. Voting: 5 in favor, 0 against. Motion by Belinda to come out of executive session at 7:47 p.m. and to allow Skip as Highway Supervisor to address two issues regarding two employees. This will be confirmed at the October 19, 2016 Board meeting. Seconded by Richard. Voting: 5 in favor, 0 against. Skip has received the permit to repair an issue on Fort Hill Road. Skip will explain the road signage to Phil Ryder on the North Wolcott Road.

Comments from the Community: None

Approve Minutes of September 21st: Discussion. Motion by Kim to accept the minutes as amended by removing the end of the sentence on page 2, line 2 which says “that he placed at the Transfer Station”. Seconded by Richard. Voting: 5 in favor, 0 against.

New Business:

- **Insurance Renewal:** The Board reviewed the 2017 Property Schedule from the Vermont League of Cities and Towns. Discussion. Motion by Belinda to renew the

insurance policy but the Board will request the town's listers to compare their building value assessments before the renewal is due again for 2018. Seconded by Richard. Voting: 5 in favor, 0 against.

- **Draft Sherriff's Budget:** Belinda reviewed the meeting that she and Bessie attended and presented copies of the Sherriff's patrol budget. The increase is \$34,000 which Belinda stated is less than one cent. Wolcott pays for twenty percent of the budget and receives twenty percent of their patrol time. Belinda mentioned that Johnson complained about the increase and so there may be another meeting and this amount may change if the department can find any way to make cuts. Discussion. Motion by Eric to approve the requested budget and present it to the voters at Town Meeting. Seconded by Bessie. Voting: 5 in favor, 0 against.

Review Correspondence/Sign:

- **Town Hall Permits (3):** Diane Holbrook for November 5, 2016 from 12:30 p.m. until 7:00 p.m. No alcohol. Motion by Belinda to accept the permit. Seconded by . Voting: 5 in favor, 0 against. Barbara Gifford for November 12, 2016 from 1:00 p.m. until 10:00 p.m. No Alcohol. Motion by Richard to accept the permit. Seconded by Kim. Voting: 5 in favor, 0 against. Rebecca Ventrice for October 23, 2016 for the entire day. No Alcohol. Motion by Belinda to accept the permit. Seconded by Eric. Voting: 5 in favor, 0 against.
- **Appointment of GreenUp Coordinator:** Discussion. Motion by Belinda to appoint Kee Gillen of the Recreation Committee again as Green Up Coordinator. Seconded by Richard. Voting: 5 in favor, 0 against.
- **Radar Speed Sign:** A sale flyer on radar speed signs was received by Elan City. Discussion. Motion by Eric to keep the flyer on file. Seconded by Richard. Voting: 5 in favor, 0 against.
- **Request for Tax Payment Extension:** Reviewed letter received by Laurie Cochran on September 30, 2016 for an extension on her delinquent property taxes totaling \$541.51 due to unexpected expenses that she has incurred. Motion by Belinda to accept this request and to extend the \$541.51 in overdue taxes until the end of December 2016. Seconded by Kim. Voting: 5 in favor, 0 against.

Motion to Adjourn: Motion by Eric to adjourn the meeting at 7:53p.m. Seconded by Richard. Voting: 5 in favor, 0 against.

Respectfully submitted by Val Mason.