

Wallingford Selectboard Meeting  
Minutes  
April 1, 2019

Selectboard Members Present: Bruce Duchesne, John McClallen, Rose Regula and Nelson Tift.

Others present: Julie Sharon, Sandi Switzer, Phil Baker, Bill Lohsen, Lisa Williams, Connie Berger, Steve Berger, Bill Brooks, Michelle Kenny, Ron Boucher, Barbara Boucher, and Gary Fredette.

Chair N. Tift called the meeting to order at 6:30 p.m. at Town Hall.

**Agenda Amendments.** S. Switzer added Delinquent Tax Collector Policy and assessor computer bids to the Agenda. By consensus the Board agreed.

**Minutes.** R. Regula made a motion that was seconded by J. McClallen to approve the 03/18/19 Minutes. Motion carried (4-0).

**Pay Orders.** R. Regula made a motion that was seconded by J. McClallen approving the pay order total of \$43,544.63 after \$92.88 was added for Staples. Motion carried (4-0).

**Selectboard Appointment.** N. Tift said the Town received two letters of interest for the Selectboard vacancy – Bill Brooks and Pat Pranger. He asked if anyone wanted to address the Board. Gary Fredette said historically the Selectboard appointed the person who received the highest number of votes of candidates not seated on Town Meeting Day. He said Mr. Brooks received 180 votes and he encouraged the Board to follow the will of the people and appoint Mr. Brooks.

Bill Lohsen supported Mr. Fredette's statement and encouraged the Board to appoint Mr. Brooks. He said Selectboards in the past reverted to the most recent election to appoint the next highest vote getter to a vacant seat.

Phil Baker declared his support for Bill Brooks. He said the Selectboard always seeks out the most qualified candidate with the greatest level of experience when hiring or appointing people to posts. He said Mr. Brooks was the best qualified candidate for the seat and had served many years on the Board. He added Mr. Brooks was knowledgeable about ongoing matters and would be an asset.

Michelle Kenny urged the Board to appoint Mr. Brooks. She said Town Meeting voting results demonstrated strong support for him and she noted the close election results for that particular post.

R. Regula said she had been weighing the pros and cons of both candidates. She said Pat Pranger had experience as a lister and an accountant. R. Regula said she was taken aback by Mr. Fredette's telephone call to her earlier in the day trying to sway her opinion.

After discussion ended, J. McClallen nominated Pat Pranger to the Selectboard. R. Regula seconded the nomination. N. Tift nominated Bill Brooks. There was no second.

B. Duchesne, J. McClallen and R. Regula voted for Pat Pranger, while N. Tift voted for Bill Brooks.

**Road Commissioner Report.** Road Commissioner Phil Baker said the plow frame for the 2014 Kenworth was ready to be installed as soon as the road crew could spare the truck. Town Administrator Sandi Switzer asked if the road crew planned to sell the old one ton. Mr. Baker said they would put it up for sale after mud season.

N. Tift asked what streets would be paved this summer. Mr. Baker replied Mill Street, Railroad Street and the top of East Street.

**State Class 2 Paving Grant/Annual Financial Plan.** By consensus, the Board approved a State Class 2 Paving Grant application totaling \$166,400 for Route 140W requiring a 20 percent local share.

By consensus, the Board approved the Annual Financial Plan to be filed with VTrans.

**Municipal Planning Grant.** N. Tift expressed concern regarding the Town's legal fees related to the \$24,200 Municipal Planning Grant awarded for the Wallingford Block. Property owner Michelle Kenny responded it was the Selectboard's decision to have the Town attorney draft an Agreement between herself, Rutland Regional Planning Commission and the Town. The agreement details Ms. Kenny's responsibility for the \$2200 local match as well as RRPC's role as grant administrator.

B. Duchesne asked if Ms. Kenny had paid the Town the local match. She responded she would submit a check once she received the signed agreement. The town administrator said Rutland Regional Planning Commission provided final drafts of three Requests for Proposals for Board review.

There was a discussion about who would be administering the grant. Ms. Kenny said RRPC would collaborate with the town administrator. Switzer said RRPC's Ed Bove discussed possibly revising the budget to increase RRPC's payment as a result of increased responsibilities. On the advice of the town's attorney, the town administrator said she contacted state grant officials regarding Mr. Bove's request. S. Switzer provided MPG's Jennifer Lavoie's email response to the Board indicating the state had approved the grant based on points awarded for each section of the application. Ms. Lavoie's noted she would have to review any budget revisions before responding. The town administrator further noted Mr. Bove said in a telephone call earlier in the day he was hesitant to sign the Agreement as written by the town's attorney, but he encouraged the Selectboard to move forward with Requests for Proposals. S. Switzer noted board members approved the RFPs at the March 18 meeting and the documents in front of them had the added dates and deadlines.

After further discussion, R. Regula made a motion that was seconded by J. McClallen approving the Agreement as drafted by the town's attorney and authorized the board chair to sign it. Motion carried (3-1). B. Duchesne voted in the minority. Board members expressed no objections to the distribution of the RFPs.

**Public Comments.** None.

**Newsletter.** By consensus, the Board agreed to waive copying fees for the townwide newsletter through July 1.

**Security Policy.** By consensus, the Board approved the annual list of Town Hall key holders as required by the Security Policy.

**Building Use Policy.** By consensus, the Board approved the Building Use Policy for Town Hall.

**Elfin Lake Use Request.** R. Regula made a motion that was seconded by J. McClallen to approve Dan Seiden's request for an end of year picnic at Elfin Lake on June 13 with a rain date of June 14 for Wallingford Elementary chorus and band members. Motion carried (4-0).

**Local Emergency Management Plan.** R. Regula made a motion that was seconded by B. Duchesne to approve the Local Emergency Management Plan and authorize N. Tift to sign it. Motion carried (4-0).

**Selectboard Concerns.** R. Regula asked Recreation Committee Chair Michelle Kenny about who was responsible for cleaning up dog waste at the ballfield. Ms. Kenny responded dog owners were responsible. There was a discussion about signage and possibly providing waste bags. It was also noted the Town had a Regulation of Animals Ordinance detailing penalties and fines for violations.

Ms. Kenny said the Recreation Committee would be updating the Recreation Director job description at the April 8 meeting.

B. Duchesne noted Minutes from the Recreation Committee's meeting March 11 mentioned CD funds totaling \$3000 would be transferred to a 5K race account for a variety of purposes. He asked whether the Recreation Committee was adhering to the Purchasing Policy. He said anything over \$1000 would require Selectboard approval. A brief discussion ensued. Ms. Kenny said the Recreation Committee was not purchasing anything, but rather making funds available for the event.

**Tax Collector Policy.** The Board reviewed a draft Delinquent Tax Collector Policy prepared by Jill Stone Teer. By consensus, the Board approved the policy.

**Assessor Office Computer.** The town administrator provided Board members three estimates for computers to replace the Assessor computer – Vermont Digital's estimate of \$739 for a Lenovo with Windows 10 Pro with a three-year warranty, a Staples estimate for \$479 for an HP with Windows Home and a one-year warranty, and a

Staples estimate of \$620 for a HP with Windows and a one-year warranty. Vermont Digital provided a separate estimate of \$95 per hour plus travel for installation. S. Switzer credited Jill Stone Teer for obtaining the two Staples estimates. The town administrator provided all supporting documentation and estimates to the assessor, who recommended purchasing the Lenovo.

After some discussion, board members by consensus authorized the purchase of the Lenovo computer at a cost of \$739 with Vermont Digital installation of \$95 an hour and travel time, plus the added cost of Word and Excel programs.

N. Tift said he read a note left by Zoning Administrator Jeff Biasuzzi detailing issues with his computer. The board chair said a new computer would be more advisable than extensive repairs on the unit. S. Switzer asked if zoning and recreation budgets could split the cost of the computer if the Recreation Committee wanted the new recreation director to share that computer. Ms. Kenny said the Recreation Committee had discussed the possible purchase of a computer and she agreed it might make sense to split the cost. She said, however, she was not speaking for the entire committee.

**Other Business.** N. Tift acknowledged receipt of Tinmouth Town Clerk Gail Fallar's email response to the Wallingford Selectboard's decision reversing course on an action taken at the August 2017 Selectboard meeting resulting in the removal of the Stan Taylor house, pond and tennis court from the Wallingford Grand List. Board members agreed the assessor should make a Public Records request for Tinmouth's supporting documents and meeting Minutes related to this matter.

N. Tift acknowledged Vermont Country Store's \$1000 donation to the Conservation Commission on behalf of Marc Pramuk's 120 volunteer hours in the community.

N. Tift noted board members received annual bridge inspection reports.

The meeting adjourned at 7:52 p.m.  
Sandi Switzer, Town Administrator

Date Approved: 04/22/19