

Wallingford Selectboard Meeting
Minutes
November 15, 2021

Selectboard Members Present: Bruce Duchesne, Kathy Luzader, Patricia Pranger, Rose Regula, and Nelson Tift.

Others present: Sandi Switzer, Julie Sharon, Phil Baker, Steve Lanfear, Debbie Scranton, Ralph Nimitz, Carol Macleod, and Cassie Ahearn.

Selectboard Chair Nelson Tift called the meeting to order at 6:30 p.m.

Agenda Amendments. None. N. Tift noted the Board had received copies of Recreation Minutes featuring an appointment recommendation. He requested Town Administrator Sandi Switzer ask Recreation Chair Trisha Nash for a letter of recommendation regarding the appointment to be discussed at the 12/06/21 Selectboard meeting.

Minutes. R. Regula made a motion that was seconded by K. Luzader to approve the 11/01/21 Meeting Minutes. Motion carried (4-0). P. Pranger abstained as she did not attend the meeting.

Pay Orders. P. Pranger made a motion that was seconded by R. Regula to approve the 11/16/21 pay order total of \$30,427.43 after \$119.18 was added for Econosigns for a Bus Stop Ahead sign. Motion carried (5-0).

Road Commissioner's Report. Road Commissioner Phil Baker said he had reviewed specifications with Road Foreman Steve Lanfear for a Buffalo Turbine debris/leaf blower estimated at \$7,995. The Grants in Aid Equipment Program, if approved, would pay for \$5,600 of the cost with the Town responsible for the balance. He said he talked to members of the Tinmouth road crew, who were very enthusiastic about the equipment. He said it would aid in fall and spring clean-ups.

Mr. Baker asked about updates on the salt shed. The town administrator indicated use of the shed on the old Pike property off Creek Road would require the landowner to see an Act 250 permit amendment in addition to addressing drainage issues. She added Zapata Courage from the state Dept. of Environmental Conservation said there were no wetlands issues related to extending the sand shed for salt storage since it was on the east side of River Street.

Mr. Baker cautioned a number of excavators were stolen in the past week from sites in Manchester and Killington. Mr. Lanfear said he would be sure to secure the Town's excavator.

K. Luzader commended the road crew for installing large rocks at the ballfield in place of the vandalized fence. N. Tift said expenses associated with installing the rocks should come from the insurance claim.

Mr. Lanfear asked about the placement of the Bus Stop Ahead sign on Hartsboro Road. N. Tift responded between Route 7 and the bridge on the outgoing lane outside the state right of way. Mr. Baker advised him to check with DigSafe.

Public Comments. None.

Grants in Aid Equipment Program. R. Regula made a motion that was seconded by P. Pranger authorizing board members to sign the Grants in Aid Equipment Program Letter of Intent prepared by the town administrator for \$5,600 toward the purchase of the Buffalo Turbine debris/leaf blower.

Motion carried (5-0).

FY'23 Draft Budget - Town Government. Board members reviewed year-end figures for FY'21 along with expenses to date for FY'22. By consensus, the Board agreed to set Town Government line items as follows: #5112 Elections \$3,000; #5113 Town Report \$3,000; #5114 Office Expense \$13,000; #5114A Del Tax Collector Expense \$350; #5115 Legal \$2,500; #5116 Planning & Zoning Notices \$750; #5117 Ads & Warnings \$1,100; #5118 Seminars/Meetings \$500; #5123 Memorial Day \$300; #5130 Workplace Safety \$250; #5133 Dog License Fees \$2,500; #5134 Civil Marriage License Fees \$500; #5150 Transfer Station Operating Expenses \$110,000; #5151 Town Hall Operating Expenses \$18,500; #5153 Cemeteries \$500; #5158 Energy Committee \$500.

There was a discussion regarding transfer station operating expenses. The town administrator indicated she along with transfer station employee Art Nemeth agreed Casella Waste should reduce solid waste pulls to once a week in an effort to lower expenses. She further noted Casella Waste was asked about increasing the pressure on the compactor to get more waste into the container. J. Sharon recommended \$110,000 on line item #5150.

R. Regula questioned whether the Town Hall furnace would need to be replaced soon. N. Tift responded Bill Lohsen anticipated it to last about five more years. The town administrator added the Building Reserve Fund funded by cell tower income would offset that expense.

N. Tift said the Building Committee was exploring heat pumps for Town Hall.

Town Clerk and Treasurer Julie Sharon reported in response to a question that there was almost \$6,000 in the Cemetery Fund.

Ralph Nimitz, Debbie Scranton and Carol Macleod presented a \$2,500 Conservation Commission Budget request. Mr. Nimitz explained last year's request of \$1,830 did not include expenses for a number of projects and events due to COVID-19. He said the \$2,500 request was level funded based on pre-Covid budgets. By consensus, the Board approved \$2,500 budget for line #5157.

FY'23 Draft Budget - Capital. By consensus, the Board agreed to set line items as follows: #5710 Route 140W Bridge \$10,835; #5712 Bridge Fund \$30,000; #5713 Building Fund \$19,650; #5716 Highway Fund \$20,000.

N. Tift explained this budget would include the final payment for the Route 140W Truss Bridge. Mr. Baker said he wanted to explore installing a temporary structure over the Creek Road Bridge.

J. Sharon said there was \$63,000 in the Building Fund.

Public Records Request Policy and Municipal Recording Policy. N. Tift explained the Recording Policy had not been consistently applied to municipal groups. After a brief discussion, P. Pranger made a motion that was seconded by K. Luzader to rescind the Municipal Recording Policy. Motion carried (5-0).

N. Tift said recent communication with the Secretary of State's Office (SOS) and VLCT made it clear the Town should adopt a Public Record Request Policy and follow the state's Uniform Fee Schedule. He noted the policy would enable municipal employees to respond efficiently to public record requests and he added fees and staff time should be assessed as outlined by state statute. After further discussion, the Board tabled the matter and requested the town clerk/treasurer, the assistant town clerk/treasurer and the town administrator review and edit the VLCT Model Public Records Request Policy and present it to the full Board at an upcoming meeting.

Selectboard Concerns. None.

Other Business. N. Tift said the Board received an email from a resident sharing a concern the word "budget" was left off the agenda. He offered an apology and he added the terms FY'23 Town Government and FY'23 Capital listed on the agenda were self-explanatory.

R. Regula complimented Amy Picotte of the state Watershed Management Division for participating in a site visit to Elfin Lake on November 10. She said the visit was very helpful and Ms. Picotte offered to send recommendations to the Town to address erosion issues. R. Regula noted Ms. Picotte was complimentary with regard to the access road to the lake and thanked the road crew. K. Luzader added Ms. Picotte also complimented the rain garden.

Meeting adjourned at 7:31 p.m.

Submitted By: Sandi Switzer/Town Administrator Date Approved: 12/06/21