Wallingford Selectboard

Meeting Minutes

January 2, 2023

Selectboard Members Present: Carolyn Behrendt, Bruce Duchesne, Justin Jankus, Kathy Luzader and Mark Tessier via speakerphone.

Others present: Sandi Switzer, Phil Baker, Julie Sharon, and Greg McCormack.

Selectboard Chair Bruce Duchesne called the meeting to order at 6:30 p.m.

Agenda Amendments. By consensus, the Board approved adding VTrans Bicycle and Pedestrian Safety Grant agreement for the School Street sidewalk project to the agenda.

Minutes. K. Luzader made a motion that was seconded by J. Jankus to approve the 12/19/22 Meeting Minutes. Motion carried (5-0).

Pay Orders. K. Luzader made a motion that was seconded by J. Jankus to approve the 01/03/23 pay order total of $11,876.13. B. Duchesne asked about lifeguard certification reimbursement as the employee had worked about half the eligible hours. It was agreed moving forward lifeguards would be eligible for reimbursement after a certain percentage of hours worked throughout the summer (with exceptions for rain dates). J. Jankus asked about the Vermont Digital invoice and Town Clerk and Treasurer Julie Sharon responded it was for copies. Motion carried (5-0).

Honorable Mentions. Kate and John McClallen for donating funds to the food shelf.

Road Commissioner's Report. Road Commissioner Phil Baker said the road crew would start brush cutting this week and conduct a road inventory of all dirt roads. K. Luzader asked if the road crew would inspect trees near the ballfield parking area to see if any needed attention. Mr. Baker recommended the road crew flag the trees so Tree Warden Rob Barker could conduct an inspection. Board members agreed.

There was a discussion regarding the purchase of a trailer to transport the excavator. Mr. Baker said a new trailer would cost about $25,000. He noted he had a used 20,000 lb., 10-ton trailer for sale at a price of $5,000. K. Luzader made a motion that was seconded by J. Jankus to spend up to $6,000 from the Equipment Fund to purchase and register a used trailer from Mr. Baker to be used to transport the excavator. Motion carried (5-0).

B. Duchesne noted no funds had been set aside in the draft FY'24 budget for a Highway Department sand shed or repairs to the Creek Road Bridge. Town Administrator Sandi Switzer said the VTrans Municipal Highway and Stormwater Mitigation Grant application for sand sheds would be available in September with a 20 percent local match if approved. After some discussion, the Board agreed funds from the Revenue Augmentation Trust to be released in December 2023 could be used for the sand shed local match along with

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money from the Building Fund. It was further agreed interim Creek Road Bridge paving and repairs would come out of the Bridge Fund.

Public Comments. None.

FY'24 Budget Review – Administration. Board members by consensus agreed on totals for the following line items: line 5000 Auditor stipends $150; 5001 Selectboard stipends $7,600; 5002a Assessor Clerk Salary $2,000; 5002b Assessor Expenses $7,250; 5002c Property Tax Maps $2,000 (as recommended by CAI Technologies); 5002g Assessor Contract $18,400.

There was a discussion regarding employee salary increases and it was noted Social Security cost of living (COLA) increase was 8.7 percent. J. Jankus suggested 5 percent increases across the board with a 5.88 percent for the assistant town clerk and treasurer as recommended by J. Sharon. By consensus, the Board agreed. They further agreed to increase zoning administrator hours from 20 to 25 hours per month.

The Board set line 5004 Zoning Administrator Salary at $6,250 (reflecting a 5 percent increase along with more hours each month); 5004a zoning expenses $300; 5007 road crew overtime $15,750 (up 5 percent); 5008 transfer station salaries $28,900 (level funded). Board members agreed there was room in that line item for Jim Regula to work as a handy man as needed. Line item 5009 assistant town clerk/treasurer salary $19,800; 5010 road commissioner stipend $2,000; 5011 tree warden stipend $250; 5012 delinquent tax collector salary $4,800; 5025 Insurance (health, liability, workers compensation, etc). $107,025; 5026 fire wardens $0 (they prefer transfer station punch cards).

FY'24 Revenue. Board members agreed to wait on line 4502 state aid; set 4503 ordinance fines at $7,500; 4505 office rent at $4,000; 4513 zoning permits at $4,000; 4515 scrap metal/recycling $2,000; 4530 overweight permits $250; 4545 Summer Recreation Program $7,000 with weekly program fees to be $80 for residents and $95 for non-residents; 4547 Elfin Lake gate $7,500 (anticipated increasing gate fees); 4548 Elfin Lake Concessions $2,200 (anticipate raising prices); 4554 Wallingford Day $0; 4556 Recreation Programs $0 with line item to be removed from budget.

In other FY'24 business, the Board agreed to add NeighborWorks of Western Vermont to appropriations and set the new line item at $100. J. Jankus made a motion that was seconded by C. Behrendt to add a new line item – Nelson Tift Scholarship – to Appropriations and set it at $100. C. Behrendt said it was the Board's intent to develop guidelines for the scholarship to be awarded to someone entering trade school or seeking certification in a civil service post. Motion carried (5-0).

VTrans Bicycle and Pedestrian Safety Grant Agreement. K. Luzader made a motion that was seconded by C. Behrendt to accept the VTrans Bicycle and Pedestrian Safety Grant for School Street sidewalk rehabilitation ($435,000 federal grant with a $108,750 local match) and authorize the Board chair to sign the agreement. Motion carried (5-0).

Earth Waste & Metal Contract. By consensus, the Board agreed to allow the Earth Waste & Metal agreement for recycling to automatically renew rather than use the 30-day opt out clause.

B. Duchesne noted there had been a tremendous response to the new Trex plastic recycling program at the transfer station.

Fire Protection Budget Committee. By consensus, the Board appointed Mark Tessier to the Fire Protection Budget Committee.

Act 157 – Eliminate Office of Constable. By consensus, the Board took no action on Act 157 that would allow a municipality to eliminate the constable post and appointment another town official to discharge those duties.

Second Meeting in January. By consensus, the Board set the second meeting of this month as Tuesday, January 17, 2023 at 6:30 p.m. at Town Hall. (January 16 is Martin Luther King, Jr Day).

Selectboard Concerns. J. Jankus provided an overview of a meeting with Mark Chila, the town administrator and himself in order to obtain an estimate for an ARPA grant application to provide cybersecurity at Town Hall. There was a discussion about Mr. Chila's request to download software onto municipal computers in order to gain information needed to provide the estimate. M. Tessier said he was concerned about the installation of software on computers by someone without a contract or covered by liability insurance. Board members agreed. C. Behrendt indicated Mr. Chila could utilize average usage of offices with six computers in calculating an estimate to be used for grant application purposes only.

Other Business. Board members discussed language for a special Town Meeting article related to Wallingford Day. By consensus, they agreed on:

ARTICLE VIII. Wallingford Day has historically been a financially independent and separate activity from Town government. The current group seeks planning and financial support thru the Town Recreation Committee. Therefore, the Selectboard has included funds in the currently proposed budget. Do you favor use of taxpayer support and town management (Yes) or Wallingford Day remaining separate from Town government and financing? (No) This article is for the Selectboard to gather a sense of how townspeople feel concerning the Town Recreation Committee taking on Wallingford Day.

B. Duchesne noted the Town of Wallingford was one of 164 municipalities to receive letters from the state requiring reappraisal. He said the Board had already taken the necessary steps by issuing a Request for Proposal for a Townwide Reappraisal prior to the state mandate.

K. Luzader made a motion that was seconded by C. Behrendt to adjourn at 8:16 p.m.

Submitted By: Sandi Switzer/Town Administrator

APPROVED THIS 17th Day of January, 2023 Wallingford Selectboard

Carolyn Behrendt _____

Bruce Duchesne _____

Justin Jankus _____

Kathy Luzader _____

Mark Tessier_____

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