

Wallingford Selectboard

Meeting Minutes

April 17, 2023

Selectboard Members Present: Carolyn Behrendt, Bruce Duchesne, Justin Jankus, and Mark Tessier. Kathy Luzader did not attend the meeting.

Others present: Sandi Switzer, Julie Sharon, Gary Fredette, Barb Boucher, Phil Baker, Ken Welch, David Castonguay

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

Agenda Amendments. None.

Minutes. J. Jankus made a motion that was seconded by M. Tessier to approve the 04/03/23 Meeting Minutes. Motion carried (4-0).

Pay Orders. J. Jankus made a motion that was seconded by C. Behrendt to approve the 04/18/23 pay order total of \$40,736.97. Motion carried (4-0).

Road Commissioner's Report. Road Commissioner Phil Baker reported he reviewed the invoice for work done on the 2014 Kenworth prior to inspection and confirmed rates were reasonable. He said the 2016 Kenworth had a check engine light on and also needed to be inspected. Mr. Baker said Finn Turf replaced the debris blower with the correct model.

M. Tessier asked about the amount of gravel added to Cook Drive raising the road 6 to 8 inches. Mr. Baker said Road Foreman Steve Lanfear indicated there were ruts and the material was needed. He added it was the same issue on Haven Hill Road. M. Tessier said the culvert at the end of Cook Drive needed to be replaced.

Mr. Baker said the Board should be aware considerable work needed to be done on Wallingford Pond Road pass the turnaround if someone will be living there year round. He added the road crew would be starting the Maple Street retaining wall project next week. B. Duchesne asked about Haven Hill Road complaints and Mr. Baker said a ditch would be installed from the Choiniere property to Route 7 to improve drainage.

The Board reviewed the \$5,989 estimate from Rut Mfg for a mower attachment. B. Duchesne requested the town administrator add the item to the May 1 agenda.

Mr. Baker advised before new sidewalks were constructed on School Street that a sleeve be installed under the catch basin.

Catch Basin Cleaning. Mr. Baker agreed to contact A1 to schedule the spring catch basin cleanings.

Honorable Mentions. Jim Regula for installing the tennis court net and fixing the Elfin Lake gate lock; Deborah Malette for sponsoring a child for four weeks of the Summer Recreation Program; Mill River Interact Club for hosting a bake sale at the Town Hall Concert Series.

Public Comments. Gary Fredette asked for an update on the next Board of Civil Authority meeting and any relative legal advice obtained. Town Clerk and Treasurer Julie Sharon said she was in the process of scheduling the next meeting.

Quarterly Financials. J. Sharon said April 17 was property tax due date with \$104,650 in delinquencies compared to \$126,200 last year. She noted transfer station revenues were well over the projected total for the fiscal year and transfer station expenses were down. It was noted road crew overtime was over budget and board members agreed there should be no more Highway Department overtime unless necessary.

Town Administrator Sandi Switzer said the debris blower cost was \$7,300 and the grant was \$5,600 for that piece of equipment. She added the mower attachment was nearly \$6,000. Mr. Baker said line #5314 in Fy'23 would cover the balance of the debris blower and only \$1,000 was needed to order the mower attachment (same line item) with the balance paid from line #5314 in FY'24.

Wallingford Day Group. Barb Boucher representing the Wallingford Day group requested the Selectboard approve a recommendation to make the Wallingford Day group a subcommittee of the Recreation Committee with five members serving one-year terms each. She said the subcommittee would follow the Town's Rules of Procedure and Open Meeting Law. Ms. Boucher said the group recommended Maria French, Michael Luzader, Jane Duda, Jenn Galusha and Barb Boucher be appointed as subcommittee members.

J. Jankus made a motion that was seconded by C. Behrendt to authorize Wallingford Day as a subcommittee of the Recreation Committee. Motion carried (4-0).

J. Jankus made a motion that was seconded by C. Behrendt to approve Wallingford Day as a five-member committee with one-year terms. Motion carried 94-0).

J. Jankus made a motion that was seconded by C. Behrendt to appoint Maria French, Michael Luzader, Jane Duda, Jenn Galusha and Barb Boucher as subcommittee members. Motion carried (4-0).

Energy Committee. Energy Committee members Ken Welch and David Castonguay provided a detailed overview of energy efficiency projects for Town Hall, to include: basement insulation \$22,700; air sealing and weather stripping windows \$9,600; first floor heat pumps \$27,000; and a new boiler and replacement of the HVAC for second floor.

Mr. Welch indicated exterior trim painting during the window sealing phase would be an additional cost. B. Duchesne said the size of the project required a bid process. Mr. Welch said the Energy Committee would be willing to draft the Requests for Proposals (RFP).

There was a discussion regarding project funding options with the Board agreeing by consensus to use the Building Fund and ARPA funds but not pursue MERP funding since awards would not be announced until the end of 2024. B. Duchesne noted the boiler replacement was a priority. He added the Board would table any definite decisions on Town Hall energy efficiency projects until the ARPA Committee makes its recommendations at the May 1 meeting. By consensus, the Board agreed to request the Energy Committee begin drafting RFPs for the following:

- 1) New boiler for Town Hall.
- 2) Heat pumps for the Town Hall first floor.
- 3) Town Hall basement insulation, window sealing, and exterior window and trim.

Lifeguard Hourly Rate. By consensus, the Board set the Ari LeFebre's hourly rate as lifeguard at \$15/hour.

Town of Wallingford Event Release Form. Board members reviewed a draft Event Release Form following VLCT's recommendation to use releases for municipal events and collect Certificates of Insurance from outside organizations hosting events at Town facilities. J. Jankus said anything advertised by the Town with some kind of sign up process required releases. B. Duchesne noted VLCT advised Wallingford Day volunteers also sign releases. By consensus, the Board approved the Event Release form. J. Jankus clarified any event organized with capacity required releases. He noted any event with no control over capacity such as Green Up Day did not require releases.

C. Behrendt suggested updates to the Summer Recreation Registration form's liability section.

VEM Grant - Town Hall Generator. There was a discussion regarding ongoing requests and demands from Vermont Emergency Management as part of a final review process following the award and execution of a grant agreement for the purchase of a generator to be installed at Town Hall, the designated emergency center location. The agreement included a strict September 15, 2023 deadline. J. Jankus requested the town administrator clarify whether that was the closeout date or just the award expenditure deadline. Board members agreed Emergency Management Director Jim Bagnall should not respond to further VEM requests until the Town received a response.

Selectboard Concerns.

Other Business. Gary Fredette asked for the name of the attorney who contacted the selectboard chair as part of the BCA matter last month. B. Duchesne replied it was Rodney McPhee.

K. Luzader made a motion that was seconded by J. Jankus to adjourn at 9:07 p.m.

Submitted By: Sandi Switzer/Town Administrator

APPROVED THIS 1st Day of May, 2023 Wallingford Selectboard

Carolyn Behrendt _____

Bruce Duchesne _____

Justin Jankus _____

Kathy Luzader _____

Mark Tessier _____