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## Wallingford Selectboard

### Meeting Minutes

December 4, 2023

**Selectboard Members Present:** Carolyn Behrendt, Bruce Duchesne, Justin Jankus (via telephone) and Mark Tessier. Kathy Luzader did not attend.

**Others present:** Sandi Switzer, Julie Sharon, David Fox, and Karen Smith.

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

**Agenda Amendments.** By consensus the Board agreed to delete Canopy Tree Grant application from the agenda as Tom Fort withdrew the request.

**Minutes.** M. Tessier made a motion that was seconded by B. Duchesne to approve the 11/20/23 Meeting Minutes. Motion carried (3-0). C. Behrendt abstained as she was not at the meeting.

**Pay Orders.** M. Tessier made a motion that was seconded by C. Behrendt to approve the 12/05/23 pay order total of \$131,175.04. Motion carried (4-0).

**Road Commissioner's Report.** Road Commissioner Phil Baker said the road crew was busy hauling sand and there were no issues with the latest snowstorm. B. Duchesne asked about attaching the mulcher to the excavator. Mr. Baker said he had requested a quote from Milton CAT.

Mr. Baker noted the road crew had opened up sections of the town garage interior wall flooded in July and insulation and plywood had dried out so no other action was needed. By consensus, the Board agreed to withdraw its VLCT insurance claim as well as any FEMA claim for town garage flood damage from the July 2023 storm. M. Tessier suggested expanding the grate in the middle of the garage for drainage.

B. Duchesne asked about the Better Roads grant application due December 20. Mr. Baker replied he would work with the road crew and town administrator on the application.

There was a discussion regarding repair and drainage work on Homer Stone Road near the Warzocha property and Mr. Baker said he would revisit the matter in the spring.

**Honorable Mentions.** Don and Annie Glendenning for a generous donation to the food shelf; Wallingford Rotary and Mill River Union High School's Interact Club for holding a baby diaper drive for the food shelf; Mary Bilz and Bert Jones for a generous donation to the food shelf; Gilman Chapter 88 Order of Eastern Star for their annual food shelf donation.

**Public Comments.** None.

**FY'25 Public Safety.** Rutland County Sheriff David Fox said hourly rates would increase 10 percent starting July 1, 2024 largely due to rising insurance costs, training requirements and maintaining competitive wages. There was a discussion regarding combining law enforcement coverage with Clarendon similar to Proctor/West Rutland coverage for increased visibility. B. Duchesne said the Board could revisit the topic in the spring.

By consensus, the Board agreed to set line 5402 First Constable stipend at \$250; 5406 Special Officer Contract at \$63,700 (24 hours/week coverage); 5408 Dog Warden stipend at \$1,260; and 5410 Dog Warden expenses at \$50.

**FY'25 Town Government.** Board members set Town Government line items as follows: 5112 Elections & Town Meeting \$1,300; 5114 Office expense \$14,000 (new computers needed); 5114-A Del Collector Office Expenses \$425 (postage increase); 5115 Legal Expenses \$3,000; 5116 Planning and Zoning Notices \$750; 5117 Ads & Warnings \$750; 5118 Seminars/Meetings & Mileage \$500; 5122 Records Restoration \$4,000 (offset by Revenue 4518); 5123 Memorial Day expenses \$300; 5125 VLCT Dues \$4,025; 5126 Rutland Reg. Planning Commission Dues \$1,000; 5130 Workplace Safety \$250; 5133 Dog License Fees to State \$2,500; 5134 Civil Marriage Licenses \$650; 5150 Transfer Station Operating Expenses \$100,000; 5151 Town Hall Operating Expenses \$20,000; 5153 Cemeteries \$0 (\$5,000 in a CD for cemetery expenses/projects); 5155 Rutland County Tax \$20,000; 5157 Conservation Commission \$2,500; 5158 Energy Committee \$500; 5160 Communications Group Expenses \$5,500 (offset by Revenue 4553); 5161 ARPA Funds \$0; 5540 Miscellaneous \$0.

**FY'25 Capital.** Board members set the Capital budget line item as follows: 5710 Route 140W Bridge \$0; 5712 Bridge Reserve Fund \$40,000; 5713 Building Reserve Fund \$20,850 (offset by Revenue Cell Tower Income line 4546); 5716 Highway Reserve Fund \$20,000.

**Town Hall Use Request.** B. Duchesne said Justin Jankus had obtained a quote of \$926.81 (with an additional annual service fee) from Royal Glass for a code system to be installed at Town Hall for access to the building. This was in response to a dance instructor's request to hold classes on the second floor. J. Jankus said the new system would be convenient for all access moving forward. B. Duchesne said Town Hall was not a recreation hall and the Building Use Policy was for single events. J. Jankus suggested the expense could be combined with a cybersecurity project to be paid with ARPA funds. C. Behrendt said the code system would provide information about who was accessing the building and when as each user would have a specific code. M. Tessier expressed concern about noise from dance classes interrupting municipal meetings. J. Jankus suggested a two-month trial period. B. Duchesne advised obtaining additional quotes for the system from Catamount Electric and others. J. Jankus agreed. There was a discussion about user fees and deposits.

M. Tessier made a motion that was seconded by C. Behrendt to approve Susan Czechel's Building Use Request for Wednesday dance classes from 4:30 p.m. to 7:45 p.m. with

access to be determined. J. Jankus suggested amending the motion to include a two-month trial period. M. Tessier made a motion to amend the original motion to include a two-month trial period. C. Behrendt seconded the amendment. Motion carried (4-0).

By consensus, the Board agreed to set a \$25 weekly fee for Susan Czechel's Wednesday classes and a \$75 deposit.

**Tax Sale.** By consensus, the Board approved Delinquent Tax Collector Jill Stone Teer's request to go to tax sale on the Raymond Blanchard, Michael and Gayle Morabito, Spencer Nimitz, and Richard Skiba properties. By consensus, the Board approved B. Duchesne representing the Town at the sales with the Town not bidding. No date set.

**Resolution ARPA Allocation.** B. Duchesne provided an overview of a discussion between VLCT Attorney Katie Buckley, Town Clerk and Treasurer Julie Sharon, Town Administrator Sandi Switzer and himself regarding ARPA allocations. He said VLCT representatives were advising Vermont towns to obligate ARPA funds by March 31, 2024 rather the end of 2024. He said Ms. Buckley advised towns spend the money rather than risk returning unobligated or unspent funds. She recommended transferring ARPA money into the general fund to be used for municipal salaries and then at the end of the fiscal year transferring the general fund surplus into a Reserve Account. B. Duchesne said the Reserve Account would need to be approved by voters at Town Meeting in March and would then be used to fund the ARPA projects without fear of missing federal obligation or spending deadlines. Board members reviewed a draft Resolution to transfer the ARPA funds to the general account. J. Jankus made a motion that was seconded by C. Behrendt to adopt the Resolution for ARPA Allocation. Motion carried (4-0).

**Selectboard Concerns.** M. Tessier provided details regarding a new telephone system for Town Hall that would require just one line with an auto-attendant for various offices. All other landline numbers would be disconnected to reduce costs of about \$150/month and decrease spam calls. Discussion to continue at a future meeting.

B. Duchesne said a new copier was needed at Town Hall. He said the weatherization project at Town Hall would result in a \$5,000 rebate that could be put toward a copier. M. Tessier suggested leasing one with a warranty could be less expensive. C. Behrendt cautioned it would depend on the cost and copying count in the clerk's office.

B. Duchesne said the Recreation Committee was advertising for a few people to join the committee. He noted it was a five-member group with four current members and only one vacancy.

**Other Business.** None.

M. Tessier made a motion that was seconded by C. Behrendt to adjourn at 8:01 p.m. Motion carried (4-0)

Submitted By: Sandi Switzer/Town Administrator

APPROVED THIS 18th Day of December, 2023 Wallingford Selectboard

Carolyn Behrendt  \_\_\_\_\_

Bruce Duchesne  \_\_\_\_\_

Justin Jankus  \_\_\_\_\_

Kathy Luzader \_\_\_\_\_

Mark Tessier  \_\_\_\_\_