

Wallingford Selectboard

Meeting Minutes

April 15, 2024

Selectboard Members Present: Rob Barker, Carolyn Behrendt, Justin Jankus, Kathy Luzader, and Mark Tessier.

Others present: Sandi Switzer, Julie Sharon, Erika Berner, Lucy Thayer, Denise Eddy, Debbie Scranton, Carol Macleod, Ken Welch, Ralph Nimtzt, and Greg McCormack from Peg-TV.

K. Luzader called the meeting to order at 6:34 p.m.

Agenda Amendments. By consensus, the Board added recreation area tree bids and Wallingford Village Market Liquor License permit to the agenda.

Minutes. M. Tessier made a motion that was seconded by J. Jankus to approve the 04/01/24 Meeting Minutes. Motion carried (5-0).

Pay Orders. R. Barker made a motion that was seconded by J. Jankus to approve the 04/16/24 pay order total of \$30,907.12. Motion carried (5-0).

Road Commissioner's Report. None.

Tree bids for the ballfield tree included \$500 from Phil Baker and Sons and \$1,250 from Rob Barker. By consensus (R. Barker abstained), the Board approved Phil Baker and Sons bid. J. Jankus asked R. Barker if he could treat the spot of the tree where the branch broke. R. Barker agreed.

Grants in Aid. By consensus, the Board authorized K. Luzader to sign a Grants in Aid Letter of Intent for FY'25. Funds would be used to upgrade hydrologically connected road segments that do not fully meet state standards.

The Board reviewed the Municipal Roads General Permit progress report. K. Luzader noted the Town was ahead of this year and next year's deadlines for improving hydrologically connected road segments that do not fully meet state standards.

There was a discussion about a complaint for a section of sidewalk on the west side of Route 7 near Wallingford Thrift. K. Luzader said she would conduct a site visit.

Board members agreed the road commissioner should contact Wilk Paving to finish up last summer's paving projects.

It was noted there may be funds available from FEMA's obligation for the recreation area storm damage to conduct a FEMA eligible project. Board members agreed upsizing the culvert on Homer Stone Road (near the Warzocha property) would be a suitable use of the funds.

M. Tessier provided an update on the flashing radar signs with Elancity not communicating when the replacement signs would be delivered. The Board agreed to give the company two more weeks.

Honorable Mentions. Wayne and Debra Kelly for donating funds for Wallingford Recreation.

Public Comments. None.

Quarterly Financials. Town Clerk and Treasurer Julie Sharon provided an overview of revenue and expense line items for fiscal year 2024. She noted \$131,000 would be turned over to the delinquent tax collector. By comparison, she said that figure was \$105,000 last year. J. Sharon noted Highway Department vehicle repairs were over budget. There was a discussion regarding line 5805 Maintenance of the Recreation budget. Due to unexpected concession stand repairs related to the clogged septic, the Board agreed those expenses could come out of the Building Fund.

Emergency Evacuation Site at Town Hall. The Board tabled Kim Osmer's request to list Town Hall as an evacuation site for her day care operation as the facility does not have the services available that were listed on the state form.

Energy Committee Heat Pump Request for Proposal for Town Hall. Board members reviewed a draft Request for Proposal to install heat pumps at Town Hall. M. Tessier said as a structure listed on the Historic Registry, some work may not be allowed. Town Administrator Sandi Switzer agreed to contact Preservation Trust regarding this matter. M. Tessier asked about electrical power to the building to handle the load. Energy Committee member Ken Welch said another 100-amp panel would be installed. There was a discussion regarding lines and compressors situated on the exterior of the building. This item was tabled until information can be obtained from Preservation Trust.

There was a discussion regarding boiler replacement. Energy Committee member Ralph Nimitz urged the Town to go with propane and a buried tank. Mr. Welch noted heat pumps would take the pressure off the boiler and would also offer cooling in the summer.

Municipal Chairs. K. Luzader explained the Board was meeting with all chairs of municipal groups annually to discuss budgets, roles and activities for the year. Board members agreed committees/commissions should review their Mission Statements annually and propose revisions to be approved by the Selectboard. J. Jankus made a motion that was seconded by C. Behrendt requesting all groups to review Mission Statements, update as needed, obtain Selectboard approval of the updated document, and then each group member individually sign the approved Mission Statement and submit to the town administrator by June 30th. Motion carried (5-0). Recreation Committee members have already signed Mission Statements and, therefore, are exempt.

K. Luzader said Conservation's budget for FY'25 was \$2,500. Debbie Scranton said the commission would be pursuing a grant to address Elfin Lake erosion issues. Denise Eddy said upcoming activities included Stone Meadow maintenance projects and working with bees. Carol Macleod said they have plenty of honey from the bees.

K. Luzader said Energy's budget was \$500. Ralph Nimitz recommended hiring a surveyor/engineer to prepare documents to go out to bid on boiler replacement. He said the lowest bid last year was \$4,000. S. Switzer asked if the company would honor that price. Mr. Nimitz said he would find out. This item was tabled until the next meeting.

K. Luzader noted the planning commission and Development Review Board (DRB) did not have individual budgets. DRB Chair Lucy Thayer agreed to the Board's request for the group to review the DRB Rules of Procedure and the Town's Rules of Procedure and merge where appropriate while updating language related to alternates.

Revised Zoning Regulations. Planning Commission Chair Erika Berner provided an overview of the public hearing and Australian ballot voting process for revised zoning regulations. R. Barker made a motion that was seconded by M. Tessier to accept proposed zoning regulations. Motion carried (5-0). By consensus, a Selectboard public hearing for the proposed zoning regulations was scheduled for Monday, June 17, 2024 at Town Hall at 6:00 p.m.

Jordan Jankus – Requesting a Letter of Support for a Spark Grant. Jordan Jankus described the efforts to expand membership to the non-profit Green Mountain Neighbors, a group of volunteers who provide a variety of services to seniors including wellness checks, transportation to medical appointments, educational events and more. He requested the Board sign a Letter of Support for a Spark Grant to expand membership and for scholarships for membership. By consensus, board members authorized K. Luzader to sign the Letter of Support.

Security Policy Key List. By consensus, the Board approved the list of people with keys to Town Hall. J. Jankus noted access was now available via a code system, therefore no new keys should be distributed for the front and side entrances.

Small Project Hires/Transfer Station Hires. By consensus, the Board agreed transfer station temporary employee Bruce Duchesne may be hired for small projects related to municipal facilities at his transfer station substitute rate of pay.

Wallingford Summer Recreation Program Weekly Rates. By consensus, the Board agreed to raise the non-resident weekly rate \$15 to \$95 per week. C. Behrendt said other towns were charging considerably more than Wallingford. She asked about the breakdown between residents and non-residents attending the camp. The town administrator said it was about a 50/50 split.

Concession Stand Hire. R. Barker made a motion that was seconded by C. Behrendt to hire Imogene Burch to work at the Elfin Lake concession stand this summer for minimum wage. Motion carried (5-0).

Wallingford Shade Tree Preservation Committee. R. Barker said the state revised tree laws in 2020 and there were typically grant funds available for tree plantings. He requested board members create a Wallingford Shade Tree Preservation Committee who would also serve as deputy tree wardens. He recommended appointing Jane Quigley, Bill and Debbie Scranton, Denise Eddy, Shannon Pytlik, and himself (with one vacancy) for three-year terms. He said the committee would work on a tree grant application in May and return to the Board for approval before submission. By consensus, the Board agreed to form the committee with recommended appointees who would draft a Mission Statement for approval. It was noted this committee was subject to Open Meeting Laws.

Second Class Tobacco and Liquor Licenses. M. Tessier made a motion that was seconded by J. Jankus to approve first class, third class and outdoor consumption liquor license permits for Stanti, Ltd and a first class liquor license permit for Wallingford Village Market. Motion carried (5-0).

Selectboard Concerns. None.

Other Business. K. Luzader noted S. Switzer and J. Sharon worked with VLCT to close out ARPA funding with a final report. The Town's Asset Fund (formerly ARPA) would be used in the future to complete projects selected by the ARPA Committee and approved by the Selectboard.

The town administrator said the Energy Committee's grant application for solar panels on the town garage was rejected.

There was a discussion about a utility sink at Town Hall. M. Tessier requested the town administrator contact Bill Lohsen to see what could be done.

The town administrator would be on vacation the week of June 10th.

M. Tessier made a motion that was seconded by J. Jankus to adjourn at 8:31 p.m. Motion carried (5-0)

Submitted By: Sandi Switzer/Town Administrator

APPROVED THIS 6th Day of May in the year 2024:

Wallingford Selectboard

Carolyn Behrendt _____

Rob Barker _____

Justin Jankus _____

Kathy Luzader _____

Mark Tessier _____