Wallingford Selectboard

Meeting Minutes

Selectboard Chair Kathy Luzader called the regular Selectboard meeting to order at 6:30 p.m.

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

Others present: Sandi Switzer, Julie Sharon, Denise Eddy and Tom Fort.

Agenda Amendments. None.

Minutes. M. Tessier made a motion that was seconded by C. Behrendt to approve the 07/15/24 Meeting Minutes. Motion carried (5-0).

Pay Orders. M. Tessier made a motion that was seconded by R. Barker to approve the 08/06/24 pay order total of $99,688.57. Motion carried (5-0).

Road Commissioner's Report. None. Town Administrator Sandi Switzer reported the road commissioner had inspected the paving job on North End Drive and approved it. M. Tessier said the Town should explore options for communication among road crew workers in areas without cell service. He suggested a small GPS unit. The Board agreed to explore options.

Honorable Mentions. Maria French, Wallingford Day Committee, and all the vendors, volunteers and citizens who participated in the annual Wallingford Day celebration; Richard and Susie Korchak donated a mini refrigerator to Town Hall; Brian Ferguson for installing a surveillance system at the concession stand;

Public Comments. None.

Municipal Tax Rate. Town Clerk and Treasurer Julie Sharon said the state set the Homestead Education tax rate at $1,6978 and the Non-Homestead rate at $1.8098. She said factoring in the $19,926.96 surplus carried over into FY'25 required $1,060,461.04 to be raised in taxes and a municipal tax rate of $.4513 (up from $.4158 last year). R. Barker made a motion that was seconded by J. Jankus to set the municipal tax rate at $.4513. Motion carried (5-0).

Homestead Late Filing Penalty. M. Tessier made a motion that was seconded by C. Behrendt to assess Homestead Late Filing penalties. Motion carried (5-0).

Heating and Cooling Systems at Town Hall. There were no bids on the Town Hall Request for Proposal for Heating and Cooling (including heat pumps). Town Administrator Sandi Switzer said contractor Lohsen Plumbing and Heating anticipated submitting an estimate this week. C. Behrendt noted Bill Lohsen was the only contractor to attend the site visit. M. Tessier suggested the RFP be revised to install heat pumps on the first floor with an option for heat pumps on the second floor. He noted a concern with accepting a bid after the deadline.

There was a discussion about revising and simplifying the Town Hall boiler replacement RFP. J. Jankus suggested posting revised RFPs on Bid Net. C. Behrendt said the timing of the RFPs may have discouraged contractors already booked for installations before the winter. Energy Committee member Tom Fort arrived at the meeting and joined the discussion. Mr. Fort provided an overview of a memo submitted to board members incorporating a viable heating

and cooling plan as requested by R. Barker and incorporated data presented at the last meeting by M. Tessier. He said the goal was to heat and cool Town Hall with minimum financial and environmental impacts. He said with a plan that included solar, heat pumps and electric resistance made sense.

M. Tessier said perhaps more contractors would submit bids if the RFP was simplified and installation was limited to the first floor with the second floor a separate option. C. Behrendt said she wanted to give contractors the option of bidding one or both floors. R. Barker made a motion to modify the RFPs (boiler replacement and heat pump). M. Tessier seconded the motion for discussion. Mr. Fort said the Energy Committee was not ready to draft a revised RFP for the boiler replacement project that required revisions of technical language included by an engineer. After further discussion, the motion failed (1-4).

M. Tessier made a motion that was seconded by C. Behrendt to modify the Heat Pump RFP to include installation of heat pumps on the first floor and the option to include a separate cost for installing heat pumps on the second floor. Motion carried (5-0).

J. Jankus clarified the reason he voted against R. Barker's motion to revise the Boiler Replacement RFP was that the Energy Committee was not in the position to amend the engineer's language.

By consensus, the Board agreed to a revised Heat Pump RFP timeframe of 8/19 for review/approval; 8/20 issuance; 9/3 site visit; and 9/16 bids due.

Board members indicated language in the RFP should provide some leeway for project completion that would extend second floor heat pump installation to the spring. M. Tessier said at some point the boiler replacement RFP should be revised.

Recreation Facility Subcommittee Update. Denise Eddy, C. Behrendt and J. Jankus provided an update of this committee's work, including plans to submit a grant application for Elfin Lake public beach erosion reduction measures and a separate grant for upgrades to the Concession stand. They said the erosion reduction grant application was due the end of August and they were following plans submitted to the Town by Fitzgerald Environmental Associates (funded by a another grant). Ms. Eddy said the subcommittee reviewed the Concession facility inside and out and would like to bring it up to code. She said plans included upgrading three bathrooms with one restroom ADA accessible. J. Jankus said Ralph Nimtz had created a design to improve the flow of the facility and he said the subcommittee intended to submit an application with the Board's approval by the end of September. C. Behrendt said the design included few major structural changes and mainly cosmetic upgrades. The town administrator said recent break-in attempts should be kept in mind if considering any new entry points (windows or doors).

Proposed Zoning Article on November Ballot. By consensus, the Board agreed to place an item on the November ballot asking voters to approve revised zoning. By consensus, the Board agreed not to mail out all ballots to voters but rather put items in October and November newsletters reminding voters of the upcoming election with proposed zoning on the Warning. By consensus, the Board agreed on the following wording for the article:
"Shall the Town amend Wallingford Zoning Regulations and thus make the changes found in the draft dated August 5, 2024?"

Selectboard Liaison to the Gilbert Hart Library Board of Trustees. J. Jankus made a motion that was seconded by M. Tessier to follow Gilbert Hart Library Truteees' recommendation to appoint Todd Galiano as Selectboard liaison. Motion carried (5-0).
Wallingford Day and Shade Tree Committee Resignations. By consensus, the Board agreed to accept with regret Maria French's resignation from the Wallingford Day Committee. K. Luzader read aloud a letter of appreciation to Ms. French.

By consensus, the Board accepted Shannon Pytlik and Denise Eddy's resignations from the Shade Tree Committee. R. Barker said both individuals wanted to concentrate their efforts on the Recreation Facility Subcommittee.

VT Emergency Management Buyout Revised Documents. By consensus, the Board authorized K. Luzader to sign revised documents related to the Buyout Program for the Hunter property at 33 Weston Road after Craig Hunter deeded the property to Ben Hunter.

Selectboard Concerns. None.

Other Business. M. Tessier explained a West Hill Road lot line adjustment application submitted by Manchester surveyor Debra Daniels Mithoefer included a map showing the Stan Taylor house off West Hill Road in the Town of Tinmouth. He said the Town should NOT be endorsing any documentation that indicates the Taylor house was in Tinmouth. He said documentation dating back hundreds of years including a legislative charter change showed the homestead was in Wallingford. After several days of back and forth – phone calls, emails and a meeting including the surveyor, Assessor John Tiffany, K. Luzder and the town administrator on 7/29 – it was agreed the surveyor would meet the following conditions:

* the surveyor removes the map showing the house in Tinmouth from the lot line adjustment application OR
* take the town line out completely from the map.
* Take out any references to the house location on the map and in the file.
* Add documentation/language from legislative charter change that moved the town line so residents resided in Wallingford.

He noted it was also requested the same documentation/action filed in Wallingford also be filed in Tinmouth Town Offices so both towns have the same records. K. Luzader requested proof of similar recordings in Tinmouth.

M. Tessier made a motion that was seconded by C. Behrendt to adjourn at 8:04 p.m.

Submitted By: Sandi Switzer/Town Administrator

APPROVED THIS 19th Day of August in the year 2024:

Wallingford Selectboard

Carolyn Behrendt _____

Rob Barker_____

Justin Jankus _____

Kathy Luzader _____

Mark Tessier_____