

**MINUTES - SELECTMEN'S MEETING
TOWN OF BARNET, VERMONT
MONDAY, MAY 27, 2013**

Meeting convened at 7:00 p.m. in the conference room of the Barnet Town Clerk's Office.

Board members present: Selectmen Theodore Faris, Jeremy Roberts, and Gary Bunnell.

Meeting Chair: Co-Chair Theodore Faris presided as Chair for this meeting.

Others present: Road Foreman Keith Gadapee, Town Clerk Benjamin Heisholt, Zoning Administrative Officer Shirley Warden, and Dennis McLam.

1. Approve minutes of regular meeting held May 13, 2013

Mr. Roberts moved to approve as presented the minutes of the regular meeting held May 13, 2013. Seconded by Mr. Bunnell and approved by voice vote.

2. Appearances by members of the public

- a. Dennis McLam regarding mowing of Harvey's Lake Beach field.** Mr. McLam stated that he mowed the field for the first time yesterday. Mr. Faris indicated that he had seen the field after it was mowed, and it looks good.

3. Appearance by Road Foreman Keith Gadapee regarding Highway Department matters

- a. Gravel crushing bids.** The Board opened bids submitted by two contractors. Each was bidding a per-yard price for 8,000 cubic yards 1" crushed gravel, 3,000 yards 3 1/2" road base material, and 1,000 cubic yards 1 1/2" clean stone. Chief Crushing & Excavation bid \$5.80 per yard for 1" crushed gravel and 3 1/2" road base material, and \$6.55 per yard for 1 1/2" clean stone. J.A. McDonald, Inc. bid \$5.75 per yard for all categories. Discussion ensued.
- Mr. Bunnell moved to accept the bid of J.A. McDonald, Inc. Seconded by Mr. Roberts and approved by voice vote.
- b. Anderson Street box culvert project.** Mr. Gadapee reported that he has requested bids for the concrete box for this project. He expects to have these bids available for the Board to open at their next meeting. It is likely that a subcontractor will be required for this project, but one has not yet been hired.
- c. Mill Hill retaining wall.** Mr. Gadapee reported on his investigation into repair of this undermined wall. Barry Cahoon of the Vermont Agency of Natural Resources has provided a verbal plan for how to address the problem. Discussion ensued.
- d. Two small wash outs.** Mr. Gadapee discussed washes on Farrow Farm Road and Brook Hill Road that seem to result from prior years' flooding. The Town will need to hire an excavator to perform necessary repairs. Discussion ensued.
- The Board instructed Mr. Gadapee to hire an excavation contractor of his choice.
- e. Construction and paving budgeting.** Mr. Gadapee distributed and discussed a document containing a calculation relating to the construction and paving expenditures budget and predictions for the costs and revenues relating to grant projects. It is estimated that the Town will have \$109,979 in available budget funds for 2013 projects after the two grant projects are complete. The document also contained a list of smaller projects the Board has considered in the past several years. Discussion ensued.
- The Board instructed Mr. Gadapee to:
 - Proceed with paving the top coat on the Town Forest Road project that was commenced in 2009, and;

- Tentatively plan a Roy Mountain Road drainage, fabric, base, and pavement project, depending on the remaining paving and construction funds after the grant projects are complete.
- f. **Employee evaluations.** Mr. Gadapee reported that it has been six months since the previous evaluation of Highway Department employees. He plans to present the Board with an update of evaluations, per their request, at the next Board meeting.
- g. **Stony Old Silo Road.** Mr. Bunnell reported on complaints of a stony surface on Old Silo Road. Mr. Gadapee responded, indicating that several roads have had this problem in dry weather after grading this spring. He believes that the Town's gravel is too stony and needs more fines. Discussion followed regarding avoiding this problem when crushing gravel this year.
- h. **West Main Street project pedestrian considerations.** Mr. Bunnell discussed the offer made last year by John Bishop to allow the Town to use a part of his land to construct a safe walkway for pedestrians at the sharp corner near his residence at the intersection with Stevenson Road. Mr. Faris also discussed his conversation with John Heartson, the owner of the creamery building opposite Mr. Bishop's property. Mr. Heartson would like the Town to lower the road near his residence. Discussion ensued.
 - The Board agreed to pursue installing a safe walkway using a part of Mr. Bishop's property.
- i. **Farrow Farm Road dam.** Mr. Faris indicated that he had received reports of a man-made dam constructed in the ditch along Farrow Farm Road. Mr. Gadapee indicated that he was aware of this situation, and has already addressed it.
- j. **Pleasantview Cemetery gravel request.** Town Clerk Benjamin Heisholt reported that Marvin Bailey, Trustee of the Pleasantview Cemetery, has requested that the Town deliver a load of gravel to the cemetery to repair a wash out. Mr. Bailey indicated that the Town has done this in the past. Discussion ensued.
 - The Board instructed Mr. Gadapee to deliver a load of gravel to the cemetery.
- k. **Susan Clark zoning permit.** Zoning Administrative Officer Shirley Warden discussed a zoning permit application recently received. Susan Clark plans to move a carriage shed from the property of the West Barnet Presbyterian Church, across West Main Street, to her property on Old West Road. Discussion ensued.

4. Correspondence from Robert Dufresne regarding landfill monitoring well

Mr. Faris read emails from Dufresne Group Consulting Engineers, who report that it may be unnecessary to relocate the monitoring well about which the Board had inquired, because the landfill is at the end of its post closure period.

5. Discussion regarding Vermont Health Connect health insurance system

Mr. Heisholt discussed changes in health insurance commencing in 2014 due to new legislation. Mr. Heisholt reported that there are a number of ways in which these complex changes will affect the Town, and recommended that at least one member of the Board attend a seminar prior to plan rates becoming final in July. Discussion ensued.

- The Board requested that Mr. Heisholt inquire whether a Vermont League of Cities & Towns representative may be available to attend a Board meeting to discuss this matter.

6. Discussion regarding 2011 financial audit findings:

- a. **Segregation of duties – compensating controls.** Mr. Heisholt discussed an audit finding recommending that a system of report reviews be in place as a compensating control for the segregation of duties. The Assistant Treasurer, Cathy McLam, according to the Board's response to this finding, is to review monthly reports for transactions in which she is not involved. Mr. Heisholt reported that Ms. McLam now processes payroll once per month, and is

therefore involved in transactions appearing on about half of the reports required to be reviewed. Discussion ensued.

- Mr. Roberts agreed to review reports containing transactions in which Ms. McLam is involved.

b. Proposed Fund Balance Policy. Mr. Heisholt discussed another audit finding recommending that the Town establish proper reporting practices in accordance with Government Accounting Standards Board Statement 54, which requires that fund balance amounts be reported in one of five fund balance categories. This recommendation included the advice that the Town should establish a Fund Balance Policy to establish and guide these practices. Mr. Heisholt presented his proposed Fund Balance Policy. Discussion ensued.

- The Board agreed to adopt the proposed policy, and signed the same. A copy of this policy follows these minutes and is a part thereof.

7. Uniform Municipal Excess Weight Permit applications

The Board reviewed and approved the applications of Chief Crushing & Excavation, Inc, Chief Logging & Chipping Services, Inc., Nutbrown's Construction, Inc., and William Murray.

8. Other business

No other business was discussed.

9. Outstanding check warrants

The Board reviewed and approved all outstanding check warrants.

10. Adjournment

Mr. Roberts moved to adjourn. Seconded by Mr. Bunnell and approved by voice vote. Meeting adjourned at 7:45 p.m.

A true copy.

Attest: _____
Town Clerk