

MINUTES SELECT BOARD MEETING
6:00 P.M. Thursday, April 7, 2016
HARDWICK MEMORIAL BUILDING
3RD FLOOR MEETING ROOM

Select Board

Eric Remick, Chair, late
Kathleen Hemmens
Kory Barclay
Shari Cornish
Elizabeth Dow

Others Present

Jon Jewett, Town Manager
Brittany Cote, Business Manager
Alberta Miller, Town Clerk
Aaron Cochran, Police Chief
Mary Westervelt-HED

Others Present

Mike Bielawski-Gazette
Nathan Pion-A&E
Jason Booth-A&E
Fred Duplessis-Sullivan & Powers
Jim Lovinsky-Downtown Comm.

6:02 P.M. – Kathleen Hemmens, Select Board Vice-Chair, called the regular Select Board meeting to order.

6:03 P.M. – Approval of the minutes of the regular Select Board meeting of March 17, 2016 & special Select Board meeting of March 24, 2016.

Upon motion by Shari Cornish, seconded by Elizabeth Dow, the Select Board voted to approve the minutes of the March 17, 2016 regular Select Board meeting as written.

Upon motion by Elizabeth Dow, seconded by Shari Cornish, the Select Board voted to approve the special minutes of the March 24, 2016 regular Select Board meeting as written.

6:04 P.M. – Set/Adjust Agenda – Jon requested to adjust the agenda by adding item #6 Select Board to review and approve the Class 2 liquor license and tobacco licenses for Buffalo Mountain Coop and D&L Beverage and to add an executive session to discuss financial information relating to a water bill. He also mentioned that HED report would be by Mary Westervelt instead of Mike Sullivan.

Upon motion by Elizabeth Dow, seconded by Shari Cornish, the Select Board voted to approve the adjusted agenda as stated.

6:06 P.M. - Communication from the Audience – None

6:06 P.M. – 6:17 P.M. Town Manager Report – Given by Jon Jewett

Jon reported about water meters, South Main Street project, Reappraisal, Administration, Delinquent Tax Training, Vermont Better Back Roads Grant, and Lamoille Valley Rail Trail (See attached report for more information).

6:17 P.M. – 6:27 P.M. Road Foreman Report – Given by Jon Jewett

Jon reported that the guys had been out grading and fixing roads and mentioned that there were a lot of road material being used this spring. Kory asked about pulling in Bridgeman Hill Road with the grader, using current material and not adding more material.

6:27 P.M. – 6:33 P.M. Police Department Report – Given by Aaron Cochran

Aaron reported that there were 316 incidents in March. He said he had attended a meeting with the VT Department of Health on April 7th, in which they discussed disaster events and talked about terrorism plans.

They are doing a practice run on April 20th at Hazen, and had discussed that Hazen might be an emergency site for people to go, but they needed to discuss it further. He reported that the basketball tournament went well, with the Fire Department winning by 1 point, and the event raised \$2,171 for charity. He said there would be a training coming up in Newport which would discuss mass shootings and another training in Burlington to discuss reducing officer injuries. He finished with mentioning that he would miss the next Select Board meeting as he was attending an event for first responders.

6:33 P.M. – 6:39 P.M. Hardwick Electric Report – Given by Mary Westervelt

Mary reported about the Evergreen Manor solar project in which Jim Lovinsky explained that the Vermod homes going into the mobile park would include a power purchasing agreement with HED. Mary also reported that HED was actively pursuing a new call response system to activate during power outages. Jon asked about the streetlight project, and Mary said there was a back log in ordering but there should be more product in soon to continue installing in Town. Eric mentioned that the Town owned street lights needed to be looked at and updated in the future. Mary said she had no update on the lawsuit or the solar project, H11.

6:39 P.M. – 6:51 P.M. 3rd Quarter Budget Update – Given by Brittany Cote

Brittany went over the 3rd quarter budgets and reported that most departments were in line of where they should be and she did not foresee the budget being over for FY16 (See attached report for more details).

6:51 P.M. – 7:14 P.M. Item # 1. Sullivan & Powers to discuss Town Audit with the Select Board.

Fred Duplessis discussed the completed FY15 audit, and explained that the only adverse opinion was because the Town did not include the Electric Department in the Town audit, which he suggested should be included. He also explained that FY15 audit was different in that the VMERS liability was now mandated to be reported into the Town's audit financial statements. Elizabeth asked what un-modified meant, and Fred said that the financial statements were fully clean and running correctly and they did not need to make any adjustments. He also mentioned the most important part in the audit was the management discussion and analysis created by the management of the Town. He discussed the fund balance and explained that it currently was only enough to fund the Town for about 18 days and he would recommend trying to build that up. Kathleen asked if that meant to inflate the budget, and Fred said yes in order to add to the fund balance, but Brittany explained that she was already trying to do so in putting a hazard mitigation line in the line items of the Town budget and slowly increasing that every year. Eric asked about what percent should be the goal of the fund balance, and Fred said 20% was the ultimate goal, but 10-15% could be more reasonable short term goal. Fred explained that FY15 was a single audit with no findings, but some recommendations that could be easily dealt with and others were policy things to deal with.

7:14 P.M. – 7:22 P.M. Item # 2, Aldrich & Elliot to update the Select Board on plans for the Church Street Waterline upgrade.

Nathan discussed the final design stage of the water line upgrade for Church Street. With the bond vote being re-voted on, they were fast tracking the final design engineering for construction in order to get this project out to bid on time. Eric discussed that the bond vote would be re-voted on April 26th as the advertising was not adequate for the first vote, so a re-vote was necessary in order to continue with the project.

Upon motion by Kathleen Hemmens, seconded by Elizabeth Dow, the Select Board voted to approve the contract with Aldrich & Elliott for \$35,500 for the final design for the Church Street water project.

7:22 P.M. – 7:28 P.M. Item # 3, Downtown Commission members to update the Select Board about accomplishments to date for acquiring downtown designation.

Jim Lovinsky discussed the USDA grant the downtown commission was applying for \$75,000 to hire a consultant to bring the downtown to the designation they desire. Shari also mentioned that there was someone who was interested in being appointed to the downtown commission, Kristen Leahy.

Upon motion by Elizabeth Dow, seconded by Kathleen Hemmens, the Select Board voted to appoint Kristen Leahy to the Hardwick Downtown Commission.

7:28 P.M. – 7:30 P.M. Item # 4, Select Board to approve and adopt Hardwick’s local emergency operations plan.

Eric asked if there were any changes and Jon said that he had to add every registered daycare in the Town as high risk population, but the rest was the same as 2015.

Upon motion by Kathleen Hemmens, seconded by Shari Cornish, the Select Board voted to adopt the 2016 Local Emergency Operations Plan as written.

7:30 P.M. – 7:31 P.M. Item# 5, Select Board to discuss and approve Hardwick/VTrans Annual Town Highway Financial Plan & Certificate of Compliance for Town Road and Bridge Standards.

Brittany explained that only the item that was available to sign was the Compliance for Town Road and Bridge Standards as the Annual Financial Plan didn't arrive before the meeting.

Upon motion by Elizabeth Dow, seconded by Kathleen Hemmens, the Select Board voted to sign and approve the certificate of compliance for Town Road and Bridge Standards.

7:31 P.M. - 7:34 P.M. Item #6, Select Board to review and approve the Class 2 liquor license and tobacco licenses for Buffalo Mountain Coop and D&L Beverage

Alberta explained that Buffalo Mountain was only a liquor license and not tobacco, and she also said that there were no issues with either business.

Upon motion by Elizabeth Dow, seconded by Kory Barclay, the Select Board voted to approve the Class 2 Liquor License for Buffalo Mountain Coop and the Class 2 liquor and tobacco license for D&L Beverage.

Select Board Reports – Shari reported that there was a movie at the Town House coming up this month, being presented by the Library and the Town House schedule was on the NEKARTS website.

Eric reported that the new website was up and running.

New Business – None

Old Business – None

7:35 P.M. *Upon motion by Kathleen Hemmens, seconded by Shari Cornish, the Select Board voted to go into Executive Session to discuss water/sewer financial business.*

8:05 P.M. – The Board came out of Executive Session and no motions were made.

8:06 P.M. Eric Remick, Select Board Chair, adjourned the meeting.

Minutes approved by: _____
Eric Remick, Chair of the Select Board

Minutes taken by: _____
Brittany Cote, Business Manager