

# SelectBoard Minutes – DRAFT – Sept 10 2020

**Present:** Steve Hall, Michael Jeffrey, Chrystal Cleary, Andrea Ogden and John Ogden by phone

Call to order: 8:13 AM

**Item 1:** Tightening up procedures around approval of minutes each meeting, to both be proper and also to refresh past topics in our minds before beginning. **Action:** Chrystal will circulate draft minutes via email to the Board within the legal 5 day timeframe, and will provide copies of those with the current agenda the morning of SB meetings. Chrystal will also look up the requirements for Agenda timing, so as to ensure that is in compliance as well.

**Item 2:** Audit process update. Andrea has a call with today at 10AM with VLCT, for recommendations of someone to get “professional eyes” on the Town’s financial practices. She expects to have a cost estimate for that service for the next meeting. Michael reminds the Board that he would like to be involved in an Auditor meeting and be part of the process.

**Item 3:** Memo from the Listers was received regarding a few properties that have had adjustments since the Grand List was lodged.

**Item 4:** An Assistant. Job description to be written by Chrystal and Andrea, hiring by C & A as well, will work together to write that and to include rate of pay and expected hours/week. There is already a budget for an Assistant. Goal is to have this written and ready by the end of the year.

**Item 5:** Unallocated reserve fund. Andrea will kickstart the writing of a formal Policy on what the URF can be used for, what can be borrowed from it for, how much it should contain and how it gets replenished – for the Selectboard to work from and finalize.

**Item 6:** Fire Truck. The fire dept called last week to say they are ready for the disbursement of the \$25,000 approved last year for the new truck (which has arrived). Chrystal told them to mail the Town a written letter for documentation, but we haven’t received that yet to pay them.

**Item 7:** Clerk Actions. Chrystal described the processes around ballot issuance and return for the General election in November. The state is offering a grant for reimbursement of the cost of a secure dropbox or mail slot, but Chrystal feels the town doesn’t need this at this time, based on the patterns of the August primary. The Secretary of State’s office pulled the list of active, registered voters on Sept 2 and will be mailing those voters ballots directly, which will be returned in a various ways (mail, drop off) before November 3<sup>rd</sup>. The locked mailbox out front should be able to handle the daily volume of ballots is checked every other day. John volunteered the SB/BCA members to take the ballots from the mailbox inside the Office daily, but because the ballots returned must be logged into the system, and keys to the mailbox would need to be made and distributed, it is easier if Chrystal continues to do frequent mail checks, but will call upon the board for help if for whatever reason she can’t get to the box for a few days and needs a hand.

**Item 8:** Internet Survey. John says the Internet Survey put together by Susan Lenox had a good response of over 50 residents, and Susan is compiling the results to send to the Internet Service providers for a picture of the desire and market in Landgrove for high speed internet (federally considered minimum 25 Mps/2Mps). At this time, early adopters of service are paying privately for the lines run to their homes, and all are ‘business’ service fiber. Consolidated, who serves Landgrove, has yet to roll out residential packages on these lines.

**Item 9:** Roads. With the ditching repair on Landgrove Hollow Road, the last of the FEMA work is complete, only one more invoice from Jay is coming. Residents are NOT to take complaints to Jay at any time, and should speak with the SelectBoard (of which Road Commissioner Steve Hall is part). Michael suggests that the Town website should have a Roads page which would list what projects are in progress, or coming soon that year.

**Item 10:** SandBox. There is no clear response on a price from the landowners of the parcel being considered. Michael will speak with local realtors about possible value for the piece in order to keep the discussion moving.

**Item 11:** Speed Limits on Landgrove Road. Steve has contacted the State Police, the county sheriff and is waiting for replies. He did receive a quote of \$200/week, \$600 month for rental of the electronic sign. Steve spoke with VTrans about a traffic study, which we hope could be completed this fall before winter patterns shift.

**Item 12:** Planning commission. Harry Lux spoke to Steve about more members taking a more active role. (The Planning Commission are appointed by the SB for three year terms) Steve will reach out to Harry about speaking with Michael Mole, whose term expires this December, about his interest in service continuing or not.

**Item 13:** Cameron Chalmers wrote to ask the SB to look into replacing the YIELD sign at the bottom of Old County Road West where it meets Cody Road with a STOP sign. The Board was asked last meeting about putting STOP signs on Landgrove Road where it intersects Hapgood Pond Road and Old County West. Action: Steve will look at the intersection with Cody, but Landgrove Road signage will be a part of the traffic study mentioned above in Item 11.

Meeting Adjourned at 9:20 AM

Minutes are subject to approval at the next SB meeting

Respectfully submitted by Town Clerk, Chrystal Cleary