

Town of Ferrisburgh
Selectboard Minutes – Approved
February 18, 2020

Members present: Rick Ebel, Clark Hinsdale, Jessica James, Michael “Red” Muir.

Absent: Jim Benoit

Town officials present: Chris Campbell, delinquent tax collector; Pam Cousino, town clerk; Deb Healey, town treasurer.

Visitors present: Carl Cole, Suzanne Hinsdale, Steve Huffaker, Ashley LaFlam, Jean Richardson, Bessie Sessions, Jeffrey Sherwin, Mike Winslow.

1. 6:36 p.m. Regular meeting — call to order.

Rick Ebel called the meeting to order at 6:30 p.m. Jessica James made a motion to amend the agenda, adding 3. (h) Recognition for a selectboard member. Red Muir seconded. All voted in favor. MOTION PASSED.

2. Approve minutes — February 4, 2020, regular meeting.

Red Muir made a motion to approve the minutes of the February 4, 2020, regular meeting, as submitted. Jessica James seconded. All voted in favor. MOTION PASSED.

3. Selectboard new business

(a) Josh Quinn — RHR Smith & Company auditor. Rick Ebel mentioned the town had received the summary audit that would be in the Town Report. Josh Quinn reviewed the highlights of the audit and comments from the management letter. He said the audit included a test of town processes and procedures, which are in good shape. He also said progress has been made toward completing bank reconciliations within 21 days.

(b) Mike Winslow — Addison County Regional Planning Commission — Highway Department Capital Improvement Plan. Mike Winslow began his remarks by saying the plan is a result of a grant the town of Ferrisburgh received from the Vermont Local Roads Program for planning and a road erosion inventory. He said the plan outlines some of the work that needs to be done in the next couple of years. He went on to say the first of two major areas is equipment budgeting, noting \$113, 500 is needed per year over the next 12 years to replace existing equipment. He said the second area is a road erosion inventory. He talked about five projects to do to bring the roads up to standard, and they should be eligible for funding from the existing Grant-in-Aid Program. After discussion, Jessica James made a motion to approve the town of Ferrisburgh Highway Department Capital Improvement Plan, as submitted. Red Muir seconded. All voted in favor. MOTION PASSED.

(c) John Bull — highway operations report. Due to the weather, John Bull was unable to attend the meeting. Rick Ebel said the highway operations report would be tabled until the March 17, 2020, regular selectboard meeting.

(d) John Bull — 2020 Town Roads and Bridge Standards. Rick Ebel read part of the driveway access standard, which included the following:

The Selectboard or its Designee shall approve all access permits.

a. All curb cuts shall be installed to the applicable guideline standards.

- b. All material used in curb cuts (culvert, aggregate, underdrain, etc.) must be approved by the Selectboard or its Designee.
- c. All curb cut installations must be inspected and approved by the Selectboard or its Designee.
- d. Any and all expense of the installation of the curb cut and any damage done to the roadway during the installation shall be the responsibility of the applicant.

Red Muir made a motion to adopt the 2020 Town Roads and Bridge Standards. Jessica James seconded. All voted in favor. MOTION PASSED.

(e) John Bull — Highway Mileage Certificate to be signed. Red Muir made a motion to sign the Highway Mileage Certificate. Clark Hinsdale seconded. All voted in favor. MOTION PASSED.

(f) John Bull — discussion of town curb cut policy. Due to the weather, John Bull was unable to attend the meeting. Rick Ebel said this agenda item would be tabled until the March 17, 2020, regular selectboard meeting.

(g) Sojourn Bicycling & Active Vacations — bike ride — June 20, 2020. Rick Ebel announced this agenda item would be tabled until the March 17, 2020, regular selectboard meeting.

(h). Recognition for a selectboard member. Clark Hinsdale said he did not want the day to pass without recognizing Rick Ebel's service for the last three years, including two as chair. He and Suzanne Hinsdale passed out cupcakes and a sparkling beverage. Following a poem he read, Clark asked those present to raise their glasses to toast Rick. Rick thanked Clark and Suzanne.

4. Selectboard old business

(a) Judy Elson — re: tapping maple trees at Union Meeting Hall — elementary school students. Judy Elson was not at the meeting. Following discussion, Red Muir made a motion to approve Ferrisburgh Central School students tapping the maples trees at the Union Meeting Hall. Jessica James seconded. All voted in favor. MOTION PASSED.

(b) Jeffrey Sherwin — property damage at 417 Bay Road. Jeffrey Sherwin said he spoke with John Bull who said an error had been made. Jeffrey commented that he still is not comfortable having a right-of-way through his camp, which is an Airbnb, and wants the road moved. He explained that he is grandfathered in because he was in his camp 16 years before the road became a three-rod road. Rick Ebel asked Pam Cousino, town clerk, to do research to find the survey and map from 1936 referenced in the state of Vermont order submitted by Jeffrey. Following more discussion, Rick Ebel said this and further matters would be on the agenda for the March 17, 2020, meeting.

(c) Addison Northwest School District — re: possible Ferrisburgh Central School closure discussion. Jessica James said the school district annual meeting would be on March 2, 2020.

(d) Building maintenance updates. Red Muir said the building maintenance committee has created a Power Point presentation about town-owned buildings, which will be presented at Town Meeting.

i. Union Meeting Hall update. Red Muir said the Friends of the Union Meeting Hall would give a brief update at Town Meeting. He described the progress on the renovation saying the fire marshal inspected the building to determine what is needed for separate access. Red said he is waiting for estimates for repairing the cupola. Ashley LaFlam, a member of the Friends of the Union Meeting Hall, described how the Friends are working on five projects, including fire safety, ADA accessibility, and heating.

When asked by Bessie Sessions if the roof leak at the Sisters house has been fixed, Red Muir replied he has been waiting for Marcel Brunet to contact him. Red said he would reach out to him again this week.

ii. Town offices building — roof (probable executive session).

Prior to the motion for an executive session, Red Muir gave an update on maintenance for the town offices building. He said he met with Nicom, and they would come to the town offices building to seal up the eight places causing the leak in the cupola and the penetrations causing leaks in the basement. He stated he is getting a bid to install two lighting poles in the back parking lot. He added he is meeting with Acorn Paint on April 13 to get an estimate to paint the outside of the building.

Rick Ebel spoke about the need for an executive session after hearing updates from Red Muir prior to the meeting.

7:22 p.m. – Jessica James made a motion to go into executive session finding that premature general disclosure of attorney-client privileged communication of the matter of the failing slate roof on this building and to engage with the contractor that did the work would put the town at a substantial disadvantage. Clark Hinsdale seconded. All voted in favor. MOTION PASSED.

7:23 p.m. – Red Muir made a motion to go into executive session to discuss attorney-client privileged communication regarding the condition of the roof on this town building as stated under provision of Title 1, Section 313 (a) 1 of the Vermont statutes and would like to invite Carl Cole and Jean Richardson to join the board for this discussion. Jessica James seconded. All voted in favor. MOTION PASSED. Rick Ebel announced the board would recess for a brief discussion.

7:36 p.m. – Jessica James made a motion to come out of executive session. Red Muir seconded. All voted in favor. MOTION PASSED.

7:36 p.m. – Jessica James made a motion to reconvene the regular selectboard meeting. Red Muir seconded. All voted in favor. MOTION PASSED. Rick Ebel announced that the action agreed to during executive session is that two members of the building maintenance committee, Red Muir and Carl Cole, would contact Jim Carroll, the town's attorney, to help the town to pursue matters including the roof and the retaining wall at the front entrance.

(e) Vorsteveld tree cutting in ROW update. Rick Ebel stated there had been another communication from the town's attorney; the Vorstevelds are attempting to establish law for the case.

5. Selectboard general business

(a) Appoint Krista Hoffsis to Ferrisburgh Conservation Commission to replace John Mendenwald. Red Muir made a motion to appoint Krista Hoffsis to the Ferrisburgh Conservation Commission to replace John Mendenwald. Jessica James seconded. All voted in favor. MOTION PASSED.

(b) Discuss changing start time of March 3, 2020, meeting to 6:00 p.m. Red Muir made a motion to change the start time of the March 3, 2020, selectboard meeting to 6:00 p.m. Jessica James seconded. All voted in favor. MOTION PASSED.

6. Public comment

There was no public comment.

7. Other business

There was no other business.

8. Correspondence

There was no correspondence.

9. Selectboard to approve or sign

(a) Selectboard warrant. After review, Jessica James made a motion to approve the selectboard warrant, which details town expenditures, for a total of \$77,817.65. Clark Hinsdale seconded. All voted in favor. MOTION PASSED.

10. Adjourn

Red Muir made a motion to adjourn the meeting at 8:00 p.m. Jessica James seconded. All voted in favor. MOTION PASSED.

Respectfully submitted,

Jean Silveira