

**Town of Ferrisburgh
Selectboard Minutes
December 1, 2020**

Members present: Chris Campbell, Jessica James, Jim Benoit, Clark Hinsdale, Michael “Red” Muir

Town officials present: Pam Cousino, Town Clerk, Deb Healey, Treasurer. All town officials participated electronically using Zoom.

Visitors present: Jean Richardson, Andy Kirkaldy, Brian Goodyear

1. 6:30p.m. Call regular meeting to order

Jessica James called the meeting to order at 6:32 p.m.

2. Approve Minutes – Regular meeting, November 17, 2020, budget work session, November 17, 2020

Jessica James asked for approval of the minutes. Jim Benoit moved to approve the regular meeting minutes of November 17, 2020 as submitted. Chris Campbell seconded the motion. All voted in favor with Red Muir abstaining. MOTION PASSED.

Jim Benoit moved to approve the budget work session minutes of November 17, 2020 as submitted. Clark Hinsdale seconded the motion. All voted in favor with Red Muir abstaining. MOTION PASSED.

3. Selectboard New Business

(a) Capital Budget Plan for town buildings – general discussion

Jessica James stated this is a broad discussion continued from the last meeting. Chris Campbell began with the current situation being a year by year, piece meal approach to the maintenance issues with the town buildings. There is no plan looking ahead at things like roof replacement, driveway replacement, etc. As things like this come up there are one-off expenses. If we want to keep control of the budget and not have peaks and valleys we need to plan for these things so there are no surprises. Clark Hinsdale agreed with Chris and believes there needs to be a committee to help develop the capital budget. Clark said Bill Wager has indicated this is a goal for the fire department. Clark doesn't want to wait for John Bull to retire and involve a new road commissioner in a capital budget that should include depreciation schedules and replacement of all equipment as well as the buildings. The building committee has developed expertise in this area and should be represented. Clark suggested that someone from the community that has special financial expertise should be included, perhaps with capital budget plan experience. Clark believes the committee should be 5 to 7 people. A capital budget plan is a requirement if a town wants to have impact fees for new development. Jim Benoit mentioned that John Bull has a schedule on town equipment for depreciation and replacement. Jessica James mentioned she received part of Bill Wager's plan for the fire department after the last meeting. Red Muir mentioned it's hard to pinpoint costs when they don't have the scope of the problems. The town owns a leased property that will exist for at least six more years and it's hard to know what might be uncovered once the roof replacement begins. There is also the moisture problem in the grange hall that isn't just a maintenance problem and there would be a lot of discovery involved. Clark Hinsdale added that the expenses may be higher in one year and lower in another but there will be a block of money to work with and that will help level out the budget. Jean Richardson added that there is a standard template by the VLCT (Vermont League of Cities and Towns), that has some good examples of town budgets citing Richmond's as a good

one that spells out how you ask the right questions. The criteria are spelled out very clearly in the statutes. Jessica James is thinking there needs to be a capital planning and capital budget committee. This committee would review the plans for capital improvements like major repairs, infrastructure replacement and expenses like a new truck. This committee would make recommendations for the annual budget planning. There would be someone from the Selectboard on this committee and they would report back to the Selectboard. They would look at capital inventory, project identification, cost estimates, have a master project list, look at debt, then draft a capital budget plan, then identify and adopt a capital budget plan. She has also reviewed some templates and town plans. The town has such powerhouses like John Bull and Pam Cousino and we need to prepare for losing their knowledge. Jessica will share the resources she has and said the committee needs to be open to the public. Pam Cousino asked if it should go in the Addison Independent and Front Porch Forum to determine interest. Jessica James replied yes it should to gather interest and expertise.

4. Selectboard Old Business

a) Formal motion to authorize electrical work by RCI at Union Meeting Hall

Clark Hinsdale moved to authorize the electrical work by RCI at the Union Meeting Hall. Jim Benoit seconded. All voted in favor. MOTION PASSED

5. Selectboard General Business

a) COVID-19 updates

Jessica James received information from VLCT to be on the alert for phishing scams. There are new town operation COVID FAQ's posted, finance and tax COVID FAQ's, and town meeting FAQ's. The Selectboard has already reviewed the town meeting FAQ's. Jessica James attends a weekly call, on Thursdays, for municipal leaders and emergency directors along with Chief Wager. They were informed of a couple of grant opportunities that Chief Wager is looking into. Red Muir had previously mentioned to Jessica the use of UV lights. Red said there is a guideline for municipal buildings as far as maximum air intake, outside air intake, running fans 24x7 for maximum air turnover, and adding UV lights to air handlers. Mountain Air is coming to install the MERV 13 filters and will install the ultra violet tubes in the air handlers that will kill 98% of the bacteria. After the installation, ATC will perform an air circulation test to make sure the maximum outside air and air turnover is appropriate and balanced.

6. Public Comment

No public comment

7. Other Business

Clark Hinsdale received an email from Howard Hall indicating he wants to continue the conversation with the surrounding towns working on the Vergennes border issue.

Clark Hinsdale received an email from Joe Segale with the VT Department of Transportation asking him to serve on the committee that will review the consultant proposals for the Vergennes economic corridor. Clark asked Jessica James if Joe had been in contact with her and she replied yes.

Jessica James sent an email from Sheila Soule regarding the community engagement meeting on December 8th. Sheila indicated this would be a good time to get questions answered. Red Muir asked if they had a plan yet. Jessica responded that this is still to gather information. Andy Kirkaldy

commented that they are dealing with a draft budget that is essentially the same as this years but slightly reduced. What happens after next year is what's up in the air and will be discussed on the 8th. The finances get a lot worse in FY '23.

8. Correspondence

a) Consideration for an endowment from Michael J. McGarry, Esq.

Jessica James mentioned a letter has been received from Michael J. McGarry regarding consideration for an endowment. Jessica and Jean Richardson spoke and Jean is trying to get a sense of what she could work with.

b) Bixby Memorial Free Library – thank-you note for funding

Jessica James mentioned a thank-you note was received from the Bixby Memorial Free Library for funding.

c) Age Well – thank-you note for funding

Jessica James mentioned a thank-you note was received from Age Well for the funding.

d) Rokeby Museum – thank-you note for funding

Jessica James mentioned a thank-you note was received from the Rokeby Museum for funding.

9. Selectboard to approve or Sign

a) Listers correction – Clark & Suzanne Hinsdale, Parcel ID# 04/01/03, 225 Bay View Road

Jessica James asked for a motion to approve the Listers correction for Clark & Suzanne Hinsdale, 225 Bay View Road. Chris Campbell moved to approve the Listers correction for Clark & Suzanne Hinsdale, Parcel ID #04/01/03, 225 Bay View Road. Jim Benoit seconded the motion. Chris Campbell, Jim Benoit, and Red Muir voted in favor. Clark Hinsdale and Jessica James abstained. MOTION PASSED

b) Listers correction – David & Mika Frechette, Parcel ID # 04/01/01, 375 Bay View Road

Jessica James asked for a motion to approve the Listers corrections for David & Mika Frechette at 375 Bay View Road. Chris Campbell moved to approve the Listers correction for David & Mika Frechette, Parcel ID #04/01/01, 375 Bay View Road. Jim Benoit seconded the motion. Jessica James, Chris Campbell, Jim Benoit and Red Muir voted in favor. Clark Hinsdale abstained. All voted in favor. MOTION PASSED

c) Selectboard warrant

Jessica James asked for a motion to approve the warrants. Red Muir made a motion to approve the selectboard warrants in the amount of \$35,629.31. Jim Benoit seconded the motion. All voted in favor. MOTION PASSED

10. Adjourn

Jessica James asked for a motion to adjourn. Red Muir moved to adjourn the meeting at 7:09 Clark Hinsdale seconded the motion. All voted in favor. MOTION PASSED

Respectfully submitted,

Carol Allen