

Select Board Meeting, Monday, March, 13 in the Cavendish Town Office
Meeting Room at 6:30 pm

Present: Bob Glidden (Chairman), George Timko, Mike Ripley, Brendan McNamara (Town Manager), Bruce McEnaney (Assistant to the Town Manager), Jen Leak (Recording Secretary) and citizens as listed on the attached sheet.

1. Call the meeting to order

Bob Glidden, Chairman, called the meeting to order at 6:31 p.m. Mark Huntley arrived at 6:33 p.m. and Jill Flinn arrived at 6:38 p.m.

2. Conduct Annual Board of Selectman Organizational Meeting including discussion of recent election results and Town posts which remain vacant.

Bob turned this portion of the meeting over to Brendan, who reviewed the positions which were expiring this year with the Select Board.

Bob Glidden moved/Mike Ripley seconded a motion to approve the second Monday of each month at 6:30 p.m. as the monthly meeting day and time for Select Board meetings for a period of one year. All voted in favor.

Mike Ripley moved/George Timko seconded a motion to approve the Vermont Journal as the Official Newspaper of Advertisement for the Town of Cavendish for a period of one year. All voted in favor.

Mike Ripley moved/George Timko seconded a motion to appoint Robert W. Glidden to the position of Chairman of the Select Board for a term of one year. All voted in favor.

Bob Glidden moved/Mike Ripley seconded a motion to appoint George Timko to the position of Vice-Chairman of the Select Board for a term of one year. All voted in favor.

Bob Glidden moved/George Timko seconded a motion to appoint Mike Ripley to the position of Clerk of the Select Board for a term of one year. All voted in favor.

George Timko moved/Bob Glidden seconded a motion to appoint Brendan McNamara to the position of Town Manager for a term of one year. All voted in favor.

Brendan informed the Select Board that Alan Regier did not wish to be reappointed to the position of Fence Viewer. Bruce said he believed that George Griggs would serve in this position. Jen said that she would contact George if the Select Board wished to appoint him to verify he would accept the position.

Mike Ripley moved/George Timko seconded a motion to appoint George Griggs and Hollis Quinn, Jr, to the positions of Fence Viewers for terms of one year each. All voted in favor.

Bob Glidden moved/Mark Huntley seconded a motion to appoint Jillian Flinn and Seth Perry to the positions of Animal Control Officers for terms of one year each. All voted in favor.

Mike Ripley moved/Bob Glidden seconded a motion to appoint Wayne Gilcris to the position of Inspector of Lumber, Shingles and Wood for a term of one year. All voted in favor.

Mike Ripley moved/Bob Glidden seconded a motion to appoint Wayne Gilcris to the position of Weigher of Coal for a term of one year. All voted in favor.

George Timko moved/Bob Glidden seconded a motion to appoint Brendan McNamara to the position of Collector of Delinquent Taxes for a term of one year. All voted in favor.

Mike Ripley moved/Bob Glidden seconded a motion to appoint Tim Calabrese to the position of Tree Warden for a term of one year. All voted in favor.

Bob Glidden moved/George Timko seconded a motion to appoint Mike Ripley to the position of Emergency Management Coordinator for a term of one year. All voted in favor.

Mark Huntley moved/Mike Ripley seconded a motion to appoint Doris Eddy to the position of Health Office for a term of three years. All voted in favor.

Mike Ripley/Bob Glidden seconded a motion to appoint Brendan McNamara to the position of Town Service Officer for a term of one year. All voted in favor.

Mike Ripley moved/George Timko seconded a motion to appoint Etienne Ting to the position of Regional Planning Commissioner for a term of one year. All voted in favor.

Mike Ripley moved/Bob Glidden seconded a motion to appoint Bruce McEnaney to the position of Alternate Regional Planning Commissioner for a term of one year. All voted in favor.

Mike Ripley moved/Bob Glidden seconded a motion to appoint Bruce McEnaney to the position of Solid Waste District Representative for a term of one year. All voted in favor.

George Timko moved/Mark Huntley seconded a motion to appoint Bruce McEnaney to the position of Solid Waste District Alternate for a term of one year. All voted in favor.

George Timko moved/Jill Flinn seconded a motion to appoint Mark Huntley to the position of Selectmen's Representative to Local Planning Commission for a term of one year. All voted in favor.

The Select Board discussed the vacancies on the Planning Commission, caused by the resignations of three members, which have proved difficult to fill. This has made it difficult to gather a quorum at some recent Planning Commission meetings. The Board agreed that reducing the number of Commissioners would make it easier for the Planning Commission to conduct its business, and that the numbers of Commissioners could be increased if, in the future, there were persons willing to serve.

Mike Ripley moved/Jill Flinn seconded a motion to reduce the number of Town Planning Commissioners from nine to seven. All voted in favor.

George Timko moved/Mike Ripley seconded a motion to appoint Etienne Ting and Dan Churchill to the positions of Town Planning Commissioners for terms of three years each. All voted in favor.

Bob Glidden moved/George Timko seconded a motion to appoint Richard Svec to the position of Energy Coordinator for a term of one year. All voted in favor.

George Timko moved/Mike Ripley seconded a motion to appoint Diane McNamara and Tim Calabrese to the positions of Green-Up Committee Chairperson(s) for terms of one year each. All voted in favor.

George Timko moved/Bob Glidden seconded a motion to appoint Daniel Churchill to the position of Budget Committee member for a term of one year. All voted in favor.

George commented that anyone could attend the Budget Work Sessions and encouraged interested persons to contact the Town Office if they wished to do so.

Mike Ripley moved/Bob Glidden seconded a motion to appoint John Saydek to the position of Representative to the Regional Transportation Advisory Committee for a term of one year. All voted in favor.

George Timko moved/Bob Glidden seconded a motion to appoint Bruce McEnaney to the position of Representative to the Regional Transportation Advisory Committee Alternate for a term of one year. All voted in favor.

George Timko moved/Jill Flinn seconded a motion to appoint Brendan McNamara to the position of Board of Water Commissions for a period of one year and Gerry Martel to the position of Board of Water Commissioners for a term of three years. All voted in favor.

Jill Flinn moved/Mike Ripley seconded a motion to appoint the Lucy McKenzie Humane Society as the Primary Animal Pound for the Town of Cavendish, and the Springfield Humane Society as Alternate Animal Pound for the Town of Cavendish, for terms of one year each. All voted in favor.

Bob Glidden moved/Mike Ripley seconded a motion to appoint Daniel Churchill to the position of Town Representative to the Council on Aging Board for a term of two years. All voted in favor.

Mike Ripley moved/Bob Glidden seconded a motion to appoint Daniel Churchill to the position of Town Representative to the Black River Valley Senior Center for a term of three years. All voted in favor.

Diane McNamara, Town Clerk, was present and said that the positions of Town Auditor for terms of two and three years, and Town Agent for a term of one year, were not filled at the town election. Brendan said he will post those vacancies on the Town website. Diane also reported that the school budgets and bond votes were all approved. She added that using the voting tabulator made the vote counting at the end of the day much smoother and faster, and she plans on using it for all future elections.

3. **Convene the regular monthly meeting.**

The regular monthly meeting was convened at 6:48 p.m.

4. **Act upon minutes of the meetings of February 13th, 24th and 28th, 2017.**

Mike Ripley moved/Jill Flinn seconded a motion to approve the minutes of the meetings of February 13th, 24th and 28th, 2017 as written. All voted in favor.

5. **Sign Orders**

Bob Glidden, Chairman, directed the Select Board members to sign orders and review correspondence at their convenience during the course of the meeting.

6. **Adjust agenda**

Brendan said there were no adjustments to the agenda.

7. **Hear Citizens**

There were no citizens wishing to be heard.

8. **Denise Gebroe to present Select Board with proposal for “Fire Fighter Olympics” fund raiser.**

Denise was present and said she is planning this event for June 11, 2017, from 10 a.m. to 2 p.m. She has spoken to several teachers at the Cavendish Town Elementary School and they are agreeable to involving the students in some of the events. She plans to invite two member teams from Cavendish and surrounding fire departments to compete. Mike asked if both Cavendish and Proctorsville Fire Departments would be invited. Denise said that she has spoken with Chief Glidden from Proctorsville, and will contact the Cavendish Department as well. She said that she plans to split the profits between both departments.

Bruce asked if there would be any physical changes to the Green, and Denise said that she would be mindful of that. George noted there was a town policy on using the green, and asked Denise to review that policy before the Board granted her permission. Diane said that she did not find an approved policy or ordinance on using the Town Green, but she did say that previously the Board had required a one-day event insurance policy for use of town properties. Denise said that she would have insurance in place, and agreed that she would not cause any structural damage to the Green.

Mike Ripley moved/Jill Flinn seconded a motion to approve the “Fire Fighter Olympics” fundraiser proposed by Denise Gebroe, provided that she follow the Town’s guidelines. All voted in favor.

Denise thanked the Board for their approval.

9. **Review and act upon Liquor License Renewals for Inn at Glimmerstone Masion, Brook Farm Vineyards, Table 19, Cavendish Pointe Hotel and Castle Hotel.**

Diane read the applications aloud to the Select Board.

George Timko moved/Bob Glidden seconded a motion to approve a 1st class commercial catering license to sell malt and vinous beverages for the Inn at Glimmerstone Mansion. Mary Jane Abate, owner, was present and added that, once this license is approved, she would apply for a permit from the Select Board for each event she caters. All voted in favor.

Bob Glidden moved/Jill Flinn seconded a motion to approve an outside consumption permit to serve alcohol for Brook Farm Vineyards. All voted in favor.

Jill Flinn moved/George Timko seconded a motion to approve a 1st class restaurant/bar license to sell malt and vinous beverages and an outdoor consumption permit for Table 19. All voted in favor.

Mark Huntley moved/Jill Flinn seconded a motion to approve a 1st class hotel license to sell malt and vinous beverages and an outside consumption permit for Oleo Corporation, doing business as the Cavendish Pointe, Castle Hotel. All voted in favor.

George Timko moved/Mike Ripley seconded a motion to approve a 1st class hotel license to sell malt and vinous beverages and an outside consumption permit for Oleo Corporation, doing business as the Cavendish Pointe Hotel. All voted in favor.

10. **Town Manager to update Select Board on Town Garage status.**

Brendan informed the Board that he and Bruce are getting quotes from environmental clean up companies regarding the clean-up costs for the asbestos inside the garage and the oil/fluid contaminated materials on the garage floor. There is a fair amount of asbestos wall board which was damaged by the fire and needs to be removed. Brendan thought that this will be a slow and potentially costly process. Bruce added that there may be vermiculite insulation in the concrete blocks of one section, which is another hazardous material which could potentially require removal of that part of the building.

George asked if the asbestos could be covered rather than removed. Brendan said he hopes to have more information in the next several weeks in order to start considering our options. Bruce said that he believes it won't be possible to cover the asbestos, but that the removal should be covered under our insurance policy. He added that rebuilding the garage to it's original state before the fire is not advisable, since it was not meeting the current needs of the town crew in several respects. For example, the plows needed to be removed before the trucks could be put away inside, and the floor drains were no longer functional which allowed several inches of water to accumulate on the floor, causing a potential electrical hazard.

Brendan said that he and Bruce will gather information and put together some options to discuss with the Select Board as soon as possible. He said that VLCT sent a check for the destroyed truck in the amount of \$52,500. The Town Treasurer will put this money into the Capital Equipment Fund which was used to purchase the new replacement truck. In addition, the town crew is using a rented truck from S.G. Reed and a truck which the Town of Ludlow is letting us borrow, plus Bill's truck which wasn't damaged in the fire. Bruce said that the crew is ready for tomorrow's predicted snowstorm.

The two damaged trucks are still at S.G. Reeds being inspected and repaired. George suggested that a sprinkler system should be included in the plans for the garage repairs/rebuild. Brendan added that an alarm which will send a direct call to the fire department should be added as well.

Bruce said that he received authorization from VLCT to purchase a power washer, to keep the trucks clean. He has started a list of tools which need to be replaced, which he estimates at a total cost of about \$10,000. He added that all tools which are taken off premises are insured at replacement value, while tools which remain in the shop are insured at their current values and will need to be evaluated.

Mark asked if there would be a line item spreadsheet of damages/repairs costs available. Brendan said that he will email that information to the Board when he has a more complete list. Bruce said that the insurance company has so far authorized all his requests, including a storage trailer and a break room trailer on site at the garage.

Brendan said that the Town can solicit bids for gutting the building, and cleanup of the asbestos and oil sludge, before we start getting bids for rebuilding/repairs, rather than getting one large bid for the entire project. Mark asked if the highway crew will have input on the design of the proposed repairs and/or replacement. Bruce and Brendan said absolutely.

Brendan said that they are moving slowly to make sure they follow all environmental rules, and to ensure they are making good decisions for the future. He thanked the highway crew for putting up with these conditions with grace and humor.

11. **Other business**

Jill Flinn – none.

Mark Huntley – none.

Mike Ripley – none.

George Timko - George said that he wanted to discuss the Town website. He said there is money in the website fund, which could be used to update the site and keep it current. He added that a private Facebook site recently listed erroneous information about the hours the polls were open, which caused confusion for some residents. Brendan said that the office staff has discussed this topic, and recognizes that updating the site and making it more user friendly is a priority. He said there are other platforms which might be easier to use and maintain, while keeping our same domain name, which he plans to investigate.

George said that the Town Office space is becoming crowded since we have added several staff members who now work out of the Town Meeting Room. He thought that the Town Office Renovation Fund should be used to make it easier for people to get their work done. Brendan agreed, and suggested a first step might be to bring in a consultant to evaluate our space and suggest options.

Bob Glidden –Bob said that he wished to welcome Mark Huntley back to the Select Board. Mark said that he was glad to be serving again in this position.

12. **Adjourn**

Mark Huntley moved/Mike Ripley seconded a motion to adjourn at 7:30 p.m. All voted in favor.

Minutes Approved: _____

Date: _____