

**Town of Charleston  
Selectboard Meeting 2/22/18**

MINUTES

A meeting of the town Selectboard was held February 22, 2018. Attending: Selectboard members Meghann Carter, Larry Young and Glenn Peterson; and Selectboard Clerk Colleen Kellogg.

THESE MINUTES ARE UNOFFICIAL UNTIL APPROVED AT THE NEXT MEETING

Meeting called to order at 7:00 pm. Motion by Ms. Carter to approve the minutes of the January 25, 2018 meeting as written, second by Mr. Peterson and approved. No Public Comment.

ROAD REPORT

A letter to Clifford Crowe regarding No Parking areas on Fontaine Rd was picked up by Mrs. Crowe, so the Road Foreman now has the go-ahead to tow any vehicles if needed. A mock-up of new signs for the area was reviewed, with a motion by Ms. Carter to order two of the 12" x 18" size seconded by Mr. Peterson and approved. Ms. Kellogg will place the order.

The Town was awarded a Better Roads grant for culvert replacement, ditching and surface crowning on Streeter Rd. Work can begin once the grant agreement has been fully executed. A grant for similar work on Crawford Hill Rd was denied, with a recommendation that the Town follow up on the reason for denial and how to increase the chances for funding next year. Ms. Kellogg will contact Alan May to discuss.

Proposed changes to the state Tree Warden statute were reviewed by all board members. There was no objection or need to comment.

VTrans District 9 will hold a Road Foreman's meeting on March 22<sup>nd</sup>. Ms. Kellogg will inform Mr. Pepin.

VTrans technical staff will meet Selectboard members, Road Foreman, and the Road Administrative Asst. at the Town Clerk's Office at 8:00am on March 13<sup>th</sup> for the Annual Financial Meeting.

Board members report that Mr. Pepin would like to hire Ted Aldrich as a temporary summer truck driver. Mr. Pepin would like to have him work 40 hours per week during summer—more than last year's summer driver because he would also undergo plow training in case a relief plow driver is ever needed. Ms. Carter suggests an employment contract to clarify the temporary nature and specific expectations and duties. Ms. Kellogg will consult with Mr. Pepin and draft a possible agreement for board review. Board members were generally in agreement about the hiring, but wish to work out the details including speaking again with Mr. Pepin about the contract, duties and expected hourly rate.

OLD BUSINESS

Mr. Peterson and Mr. Young attended Local Government Day in Montpelier. They attended some good discussion, but were disappointed not to see any local reps there.

Ms. Carter attended a February 13<sup>th</sup> visit to the solar array site with Mr. Pepin, Ms. Kellogg, Hap Eliason, Russ Flanagan of Building Energy, and Steve Coulter of VEC, during which the path for underground conduit pin-pointed. In a follow-up conversation, Mr. Eliason and Mr. Peterson made the strong

suggestion that the board consider hiring out the excavation and conduit installation. The highway department needs to focus on road maintenance, and some parts of the job—like pull-box vaults with drainage to daylight—require additional technical expertise. Tom Jensen joined the conversation by phone. Looking at an estimate just received from VEC Engineer Steve Coulter, Mr. Jensen noted that VEC’s connection estimate was higher than expected (\$21,518 vs. the \$15,283 rough estimate VEC provided earlier), as is Mr. Pepin’s estimate to excavate and install conduit (\$3,838 vs. \$2,000). Since the USDA grant is for equipment purchase only, any contracted work is subject to Town procurement policies but not federal requirements. Once their estimate is approved, VEC will issue an invoice that must be paid in full before work is scheduled. Mr. Jensen also referred the board to the payment schedule on page 2 of the Building Energy contract: a progress payment of \$226,006 will be due when the equipment is delivered to site; and a final payment of \$28,250 is due on completion. Ms. Kellogg will start to assemble a scope of work for bidding out site work including: VEC standards, 1000’ of excavation with conduit and pull vaults, pull tape, backfilling, laying caution ribbon. Ms. Carter moved to approve the VEC estimate to move forward with the project, seconded by Mr. Peterson and approved. Mr. Jensen suggests inviting representatives from the Charleston School and Volunteer Fire Department to the March 8<sup>th</sup> Selectboard meeting to discuss agreements with each regarding their share of array costs, and the board instructed Ms. Kellogg to invite them.

#### NEW BUSINESS

Mrs. Paddleford called board members about the top of Dane Hill Rd, where she said ruts are severe enough to create obstacles for her helper/driver and hopes the highway crew will fill them in. The board agreed that it needs to be addressed, and Mr. Peterson will touch base with the Foreman. The board also received reports that Bly Farm Road was being rutted by dragging trees, but neither Mr. Pepin nor board members observed such damage when they viewed the area.

Bills and orders were approved for payment.

#### ANNOUNCEMENTS

Town Meeting is coming up on March 6<sup>th</sup> at 10:00 am at Charleston Elementary School gym.

Seeing no other business, the meeting adjourned at 7:48 pm. The next meeting is March 8<sup>th</sup> at 7:00 pm, with a Planning Commission meeting immediately preceding at 6:30 pm.

Approved this 8<sup>th</sup> day of March 2018:

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Selectboard, Town of Charleston