

**TOWN of BRIDPORT
Selectboard Meeting Minutes
Monday, August 10, 2020
Town Office 6:00 PM**



PRESENT: Tim Howlett (Chair), Jessica Stocker, Joan Huestis, David Bronson, and Bob Sunderland.
Also Present: Kathleen King (Town Treasurer) and Dusty Huestis (DPW Road Foreman).

Meeting was called to order at 6:01 pm by Chair, Tim Howlett. Guest recorder: Jess Stocker – Julie was excused from meeting to attend to voting prep.

Public Comments: No Public Comments

Secretary's Report: David made the motion to accept the Minutes of the July 13, 2020 Selectboard meeting. Bob seconded; motion passed.

Treasurer's Report: Bob made the motion to pay bills in the amount of \$53,797.37. Jess seconded; motion passed.

DPW Report:

DPW Operations, Budget & Finance:

Road Foreman's Report: DPW has replaced a few culverts and marked to work on a few more. They have had to continue scraping roads, due to washouts, which has led to the purchasing of additional chloride. Mowing along town roadsides continues. Dusty shared that the town paving projects have been confirmed to begin the last of August/first of September, following the completion of projects in Vergennes and Addison. Dusty was made aware of an issue on Middle Road, where a mower took out part of the guard rail along the road. Dusty also shared that the responsible party did not inform the town of this issue, but another party did come forward and the matter was referred to the State Police.

Off - Road Vehicles: Local residence have asked the board to consider allowing Off - Road Vehicles access to town roads. The board discussed this request and the following outcome was determined: Joan motioned to table the discussion of Off-Road Vehicles indefinitely, it was seconded by Bob. Motion was passed.

Fire Extinguishers/Smoke Detector Monthly Checklist: Concern was made that monthly inspections were not being completed; Dusty shared with the Board that Rick C. is the staff member assigned to this task and that he has reminded Rick that this is a monthly requirement and he will be conducting these inspections monthly moving forward. No further actions needed at this time.

Culvert Report:

Lake Street Culvert: Dusty has not heard anything on the Lake Street Culvert Structures Grant or Better Back Roads Grant...continuing to wait, believe the execution of this project will not take place this season.

Basin Harbor Road: Right-of-way acquisition is nearly complete. Awaiting approval from state to proceed with final design. Due to remaining tasks and availability of precast concrete culverts, it is unlikely that this project will be constructed this season.

Mountain Road Culvert: Project Plans and Documents have been finalized. Advertisement to appear in paper and on websites in support of the bid process, pending approval from the Board. Bob moved to provide Otter Creek Engineering to advertise for bids in support of project, seconded by Jess...4 Ayes and 1 Abstained, Motion Passed.

Rattlin' Bridge Road: Geotechnical sitework investigation complete. We are waiting for the report and recommendations from our Contractor. Initial plans are being developed and will include foundation recommendations. Permitting will take place after foundation sizes have been determined, as this will then determine the potential impacts to waterways and wetlands. Anticipate this project constructions will fall/early winter 2020. Board will continue to work with our legal team to ensure proper documentation is in place and notifications are made to the owners of the land potentially impacted by this project.

Middle Road Bridge: Waiting to hear from the State regarding "bankfull" and the potential requirements for the replacement structure.

Financing of Project: David and Katie spoke with the bank regarding the financing support of the aforementioned road projects. The bank has responded positively to recent discussion. The following motions were made in support of project financing:

- David moved to request paving grant anticipation loan for up to \$47,000.00 from the National Bank of Middlebury. Motion was seconded by Bob; Motion Approved.
- David moved to request a paving current expense loan for up to \$156,000.00 from the National Bank of Middlebury. Motion was seconded by Joan; Motion Approved.
- David moved to authorize Tim, on behalf of the Board, to authorize Otter Creek Engineering to do preliminary work for up to \$6,000.00. Motion seconded by Bob; Motion Approved.

New Business:

Pre-Buy for Propane: Jess made the motion to Pre-Buy Propane, with the understanding that the Mason's will Pre-Buy their portion of Propane for the Masonic Hall. Motion was seconded by Bob; Motion Approved.

Business Phones for Town Office: One phone line has not been sufficient to support town business, especially with all the adjustments made to support COVID 19 requirements. Request is being made to upgrade telephone services to support expanding need, to include a directory and separate voicemail for Town Departments. Jess moved to upgrade telephone services that will include rental of equipment and one-year contract with an assessment of upgrade in 10 months to determine future contract agreements. Motion seconded by Bob; Motion Approved.

Opening Community Hall for Church: Request was made to the Board to consider opening the Community Hall for Church. After and extended conversation about the use of the Community Hall by anyone during this time and requirements of the town regarding max capacity and cleaning guidelines, the board concluded as follows: Joan moved to not open the Community Hall for any purposes at this time. The motion was seconded by Jess; Motion Approved.

Dog Warden Animal Welfare Calls: Dog Warden has recently shared that he is receiving calls for all types of Animals. The Board emphasized that our Dog Warden is specifically the town point of contact for issues concerning dogs only. The board recommends that the Human Society and or local authorities be notified if there are any non-dog related animal concerns.

Old Business:

Town Clerk Contract: Tim stated that he was not prepared to discuss this topic at this time and would like to table this discussion at a future meeting.

RJ Turner: RJ Turner provided a contract to previous Board Chair with old letterhead and business name. Board believes that a new contract with new letterhead reflecting business name and ownership change should be provided to town for consideration, review, and signature. Jess made the motion for contract, on new letterhead that reflects current ownership, be sent to the town for consideration, review, and signature. Motion was seconded by Bob; Motion Approved.

Other Business: No Other Business

Executive Session: Entered into executive session at 7:53 PM for personnel matters. Came out of Executive Session at 8:20. No action taken.

Adjourn: Bob moved to adjourn; Jess seconded. Motion passed; meeting adjourned at 8:21.

Respectfully Submitted,