

**TOWN OF TUNBRIDGE
SELECTBOARD MEETING
Tuesday, September 25th, 2018**

Meeting called to order 6:07pm.

Present: Gary Mullen, John O'Brien, Mike McPhetres, Rodney Hoyt, Becky Hoyt, Joe Paquin, Helen O'Donnell, Jonni Spaulding, Rudi Ruddell, Jillian Conner, Jackie Higgins

Road Foreman Report:

- Rodney put together a list of prices for three different backhoes for town. Said John Deere from Nortrax is the best option and sale will come with forks for the loader.
- Mike moves to purchase John Deere backhoe with craig attachment and forks for \$99,050. John Second. So moved.
- Pat Gallagher complained about the culvert near his driveway which continues to cause damage. A culvert may already be located above Gallagher's driveway but could send water across the road if opened up. Rodney would like to avoid that.
- Johnny Smith came to look at the bank falling into the brook on Hanson Road and is writing up an estimate. A grant has been secured to fund most of the repair.
- New windows are at the garage and waiting to be installed by Randy Hoyt.
- Matt Loftus is still working on the town gravel pit. He needs to secure a giant rock that was found in the middle of pit.
- Monarch Hill bridge should be completed soon. Jersey barriers have not been ordered yet.
- Road salt from American Rock Salt will cost \$80/ton this year. 200 tons were ordered last year. There is some left from last year for any unexpected fall weather. Contract should be signed soon.
- Thomas Hoyt's six-wheeler needs a new windshield.

New Business:

Joe Paquin updates board that a few properties are close to being paid off. 15 properties are in some sort of payment plan. Owners have 90 days to come up with a satisfactory payment plan, else their property goes up for tax sale.

Becky Hoyt is revisiting the possibility of accepting credit card payments online and in the office. She is talking with two different companies about setting this up. Joe thinks this could help prevent delinquent taxes.

Jonni Spaulding updates board on town hall kitchen renovation. The new cabinets have arrived and are waiting to be installed. Fire safety permit needs to be submitted, and request for bids should be published soon. The stove could prove to be a challenge because it needs a commercial hood and fire suppression system. Jonni hopes to start remodel after 10/6, which is the date of the last event to be held in the town hall this fall. Project should cost

about \$75,000. Request for bids should be posted as soon as possible. Jonni knows two contractors that are interested in bidding.

Helen O'Donnell asks about the status of Jackie Higgins' resignation, which has been officially stated. Selectboard is waiting on a resignation letter to make it official. Gary spoke with Jackie and she offered to stay on until the end of October. Helen asks whether the board legally needs to post the vacancy and job opening to the public. If the law states that then the board will post it publically.

Becky Hoyt presents a written letter from Shelia Mitchinson stating her resignation as director of the Tunbridge Better Bones group. She has appointed Kay Jorgenson to take over.

John made a motion to enter executive session at 7:46 pm to discuss ambulance contracts with Rudi. Mike second. So moved.

Mike makes motion to exit executive session at 8:10 pm. John second. So moved.

Mike makes motion to accept the line drawn in late July/early August 2018 by the Emergency Services Zone Coordinator and submit to the First Branch Ambulance Service and the South Royalton Rescue Squad to sign the emergency services zone worksheet, and to revisit the issue before next contracts are signed on 12.31.19. John seconds. So moved.

Rudi will submit the emergency zones worksheet to each rescue squad with a map and relay their feedback to Selectboard.

Mike relays list from Betsy Race of suggestions made by town finance auditors.

1. It is recommended that committee chairs and the administrative assistant and Selectboard members should sign warrants for general fund invoices.
2. It was suggested that a standard time sheet be used and should be signed by employee and reviewed by treasurer for accuracy.
3. The treasurer should check to see how long records are kept after a bank account is closed.
4. The treasurer should sign off on a tax sale property.

Gary will give a copy of the new standard timesheet to Becky and let her know that everyone who is being paid out of general fund should use it.

Mike will research the job vacancy policy regarding Jackie's resignation.

Rudi updates board that he is still working on getting another computer for town office. The router will need to be upgraded because it is at capacity. Rudi is taking care of it.

Jackie Higgins joins meeting to describe grants she would like to complete before departing position. Gary asks if Jackie will call Jonni about the RFP for town hall kitchen.

Gary signs American Rock Salt contract mentioned earlier.

Warrants and orders approved.

Mike motions to adjourn. John second. Meeting adjourned at 9:37pm.

Selectboard/Committee Joint Meeting Schedule 1st Tuesday of the Month

Cemetery Commission: April and August

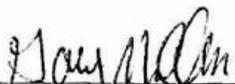
Planning Commission: April, August and November

Recreation Commission: January, April, July and October

Listers: May and November

Auditors: September and November

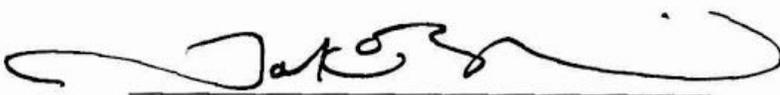
Library Directors: October



Gary Mullen, Chair



Mike McPhetres, Vice Chair



John O'Brien, Clerk