

WILLIAMSTOWN SELECTBOARD MEETING MINUTES

March 9, 2020 - 7:00 p.m.

Williamstown Middle/High School Library

Present: Francis Covey, Matt Rouleau, Rodney Graham, Jasmin Coulliard and Jessica Worn.

Meeting called to order 7:00 p.m.

Jackie Higgins, Town Manager opened the meeting with nominations for Selectboard Chairman.

Francis nominated Matt. Jessica Second.

Jasmin nominated Rodney. Jessica Second.

No discussion.

All those in favor of Matt were Francis and Matt.

All those in favor of Rodney were Jasmin, Jessica and Rodney.

Rodney Graham voted in as Chairman of the Selectboard.

Rodney then took over the meeting.

Francis nominated Jasmin as Vice-chair. Matt second. So moved.

Jasmin nominated Jessica as Clerk. Francis second. So moved.

Selectboard Appointments:

Jasmin nominated Rich Turner as Tree Warden. Francis Second. So moved.

See attached signed approved Selectboard Appointments.

Set the Agenda – Jasmin made motion to amend the agenda as follows: Add SB1096, SB1100, SB1105 and SB1112 and Payroll 2/16/20 and 3/1/20 to approval of warrants and add Executive Session for Personnel issues. Francis Second. So moved.

SB Announcements – None

Public Announcements – None

Commissions/Committees/Trustees/Other Board Announcements – Jill McGlynn Plastridge, Karla Perkins, Library Trustees and Sara Snow, Librarian. Discussed concerns with the library budget. Town Manager answered most of the questions will meet with them at a later date to discuss unanswered questions.

Approve Minutes – Matt made motion to approve 1/20/20 and 2/10/20 Selectboard Meeting minutes. Francis second. So moved. Rodney recused himself as he was not on the board at the time of the meetings.

Approve Warrants – Payroll – Francis made motion to approve payroll warrants 2/16/20 and 3/1/20 warrants SB1096, SB1100, SB1105, SB1089 and SB1112. Jasmin second. So moved.

Town Manager's Report - See attached.

New Business –

Lister Appointment – The Lister's submitted a letter requesting Kirk Strassberger be appointed for 1 year as Lister, until next election in March 2021. Matt made motion. Francis second. So moved.

Set Date and Time of Selectboard Meetings – Matt made motion to set the second Monday of the month at 7:00 p.m. as the regularly scheduled Selectboard Meetings. Francis second. So moved.

Designate Newspaper for Postings – Matt made motion to designate the Times Argus and the Northfield News as newspapers for posting town notices. Francis second. So moved.

Designate Public Posting Areas – Matt made motion to designate the Pump and Pantry, Bar Harbor Bank, Farm and Country Hardware, inside and outside bulletin boards at town office as public posting areas. Francis second. So moved.

Designate Online Posting – Jasmin made motion to designate the Williamstown Website and the Town of Williamstown Facebook Page as the online posting sites. Francis second. So moved.

Liquor Licenses – Jessica made motion to approve Dollar General, The Pub (3), Pump and Pantry, and Rock Solid Catering (2) liquor licenses. Jasmin second. So moved.

Article 10 of Town Meeting Warning – Jessica made motion to correct a typo in the Article 10 of the town meeting warning to 2020/2021 from 2019/2020. Jasmin second. So moved.

ATV Petition Acceptance/schedule special vote – Matt made motion to accept the petition for a special vote. Francis second. So moved.

Matt made motion to schedule a special Australian ballot vote on April 21, 2020 from 8:00 a.m. to 7:00 p.m. at the Public Safety Building. Francis second. So moved.

Foxwoods Estates Proposal/Hebert Project – Reviewed two separate proposals. 54 lot residential subdivision with town septic for all and 6 with town water and a 36 lot residential subdivision with 6 on town water and sewer and 30 with own septic systems and drilled wells. Proposals attached. No action taken at this time. Selectboard did agree that this project was within the Town Plan realm. Hebert will talk to the Lister's in regards to tax stabilization while lots are being sold. More information to come.

Old Business – None

Open Public Comments – None

Around the Table – Francis stated that he had been researching the 2A Sanctuary and possibly a simple statement could be incorporated.

Jasmin thanked the Assistant Treasurer for his report.

Jessica thanked the public for coming to town meeting and voting. Also hopes more people will attend Selectboard meetings.

Francis congratulated Rodney on election.

10 minute break before entering executive session 9:05.

Executive Session – Personnel Issues

Jasmin made motion to enter executive session 9:15 p.m. Jessica second. So moved.

Jasmin made motion to exit executive session 9:35 p.m. Jessica second. So moved.

No action taken.

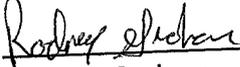
Adjourned – Francis made motion to adjourn 9:36 p.m. Jasmine second. So moved.

Respectfully Submitted

Jacqueline Higgins

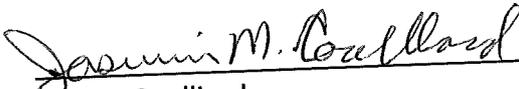
Matt Rouleau

Francis Covey



Rodney Graham

Jessica Worn



Jasmin Coulliard

Town Of Williamstown
WILLIAMSTOWN SELECTBOARD MEETING

MONDAY, MARCH 9, 2020
SELECTBOARD MEETING – 7:00 P.M.
WILLIAMSTOWN MIDDLE/HIGH SCHOOL LIBRARY

MEMBERS: MATT ROULEAU
JASMINE COULLIARD
JESSICA WORN
FRANCIS COVEY
RODNEY GRAHAM

TOWN MANAGER – JACQUELINE HIGGINS

SELECTBOARD MEETING

CALL TO ORDER: (1 MIN)

SET THE AGENDA: (1 MIN)

REVIEW OF OPEN PUBLIC COMMENT: (1 MIN)

SELECTBOARD ANNOUNCEMENTS: (5 MIN)

PUBLIC ANNOUNCEMENTS: (2 MIN)

COMMISSIONS/COMMITTEES/TRUSTEES/OTHER BOARD ANNOUNCEMENTS: (5 MIN)

APPROVE SELECTBOARD MINUTES

APPROVE WARRANTS - PAYROLL

TOWN MANAGER'S REPORT

NEW BUSINESS: (10 MIN)

REORGANIZATIONAL MEETING

SELECTBOARD APPOINTMENTS

LISTER APPOINTMENT

SET DATE AND TIME OF SELECTBOARD MEETINGS

DESIGNATE PUBLIC POSTING AREAS – PUMP AND PANTRY, BAR

HARBOR BANK, INSIDE BULLETIN BOARD AT TOWN OFFICE AND OUTSIDE BULLETIN BOARD AT TOWN OFFICE

DESIGNATE NEWSPAPER FOR POSTING – TIMES ARGUS AND

NORTHFIELD NEWS

DESIGNATE ONLINE POSTING – WILLIAMSTOWN WEBSITE AND

WILLIAMSTOWN FACEBOOK PAGE

LIQUOR LICENSES

ARTICLE 10 CORRECTION

ATV PETITION ACCEPTANCE/SCHEDULE SPECIAL VOTE

FOX RUN – HEBERT PROJECT

OLD BUSINESS:

OPEN PUBLIC COMMENTS AND QUESTIONS: (3 MIN)

AROUND THE TABLE:

EXECUTIVE SESSION IF NEEDED – 1 V.S.A. § 313

ADJOURN

WILLIAMSTOWN SELECTBOARD
MEETING SIGN IN SHEET
DATE 3/9/2020

Horace Dike, Jr.

Ausae Lyons

Barbara C. Graham

Wayne W. E.

Frank Jones

Jim H. Starbird

John B.

David J. Allister

Wendy K. Adair

Nanette

WILLIAMSTOWN SELECTBOARD
MEETING SIGN IN SHEET

DATE 3/9/2020

Karla D. Perkins

TRAVIS PIERCE BILLETOWN WHITEECKS

Larry Helmer

RICH CHARMERS

Conrad E. Ernst

SELECTBOARD APPOINTMENTS

2020-2021

PLANNING COMMISSION

MATT ROULEAU	2022 3 YEAR
HORACE DUKE	2022 3 YEAR
VACANT	2020 3 YEAR
JASMINE COULLIARD	2021 3 YEAR
SUSAN LYON	2021 3 YEAR
RICHARD TURNER	2021 3 YEAR
VACANT	2020 3 YEAR

FLOOD PLAIN ZONING ADMIN

JACQUELINE HIGGINS 2021 1 YEAR

FENCE VIEWER

VACANT	2020 1 YEAR
VACANT	2020 1 YEAR
RICHARD POWELL	2021 1 YEAR

CENTRAL VT REGIONAL PLANNING

RICHARD TURNER 2021 1 YEAR

TREE WARDEN (STATE APPOINTMENT)

Richard Turner
EDWIN FARNHAM 2021 1 YEAR

CENTRAL VT STATE POLICE ADVISORY

BARBARA GRAHAM 2021 1 YEAR
MATT ROULEAU 2021 1 YEAR

INSPECTOR OF LUMBER, SHINGLES & WOOD

2021 1 YEAR

WEIGHERS OF COAL

2021 1 YEAR

SALVAGE YARD INSPECTOR

2021 1 YEAR

TOWN SEWAGE OFFICER

JACQUELINE HIGGINS 2021 1 YEAR

GREEN UP CO-CHAIRS

JACQUELINE HIGGINS 2021 1 YEAR
BARBARA GRAHAM 2021 1 YEAR

The above residents would serve in the positions noted if the Board chooses to appoint them.

Motion to appoint the above residents made by _____ seconded by _____

_____, and so voted.

Dated - March 9, 2020

Jasmine M. Coulliard

Jasmine Coulliard

Francis Covey

Francis Covey

Matt Rouleau

Matt Rouleau

Jessica Worn

Jessica Worn

Rodney Graham

Rodney Graham

Foxwoods Estates 36 Lot Residential Subdivisions

Homes-

Modular, custom built or double wide.

Value \$225,000.00 to \$375,000.00

Estimated average tax revenue annually \$130,000.00

Infrastructure-

5400LF of paved roadway

Base gravel 12"x24'

Surface Gravel 6"x24'

Pavement 3"x22'

Power-

5100LF of overhead power

Underground home site services

Sewer-

Section A- six lots on town sewer

Section B- thirty lots with onsite septic systems

Sewer connection fees 6x750.00 \$4,500.00

Annual sewer user fees 6x400.00 \$2,400.00

Water-

Section A- six lots on town water

Section B- thirty lots with drilled wells

Water connection fees 6x1,000.00 \$6,000.00

Annual water user fees 6x500.00 \$3,000.00

Proposed pavement agreement

At today's prices 2100ton of pavement installed would cost approx. \$180,000.00. At each closing \$5,500.00 would be put into a dedicated paving account that would total \$198,000.00 on the 36 lots. This money would be used at a mutually agreed upon time to install the base coat when there is sufficient funds or sooner if owner desires. And then the top coat upon completion of the project with any balance left over returned to the owner.

Proposed Taxation Agreement-

Would ask that the select board allow me to pay taxes on the current land value estimated at about \$2,000.00 per year until project sold out. Estimated time period 3-5 years.

Estimated project value at an average \$280,000.00 home value- \$10,080,000.00

11,000 gallons
210 gallons per day

Foxwoods Estates 54 Lot Residential Subdivisions

Homes-

Modular, custom built or double wide.

Value \$225,000.00 to \$375,000.00

Estimated average tax revenue annually \$190,000.00

Infrastructure-

6,950LF of paved roadway

Base gravel 12"x24'

Surface Gravel 6"x24'

Pavement 3"x22'

Power-

5800LF of overhead power

Underground home site services

Sewer-

Section A- six lots on town sewer

Section B- 48 lots

Sewer connection fees 54x750.00 \$40,500.00

Annual sewer user fees 54x400.00 \$21,600.00

Water-

Section A- six lots on town water

Section B- thirty lots with drilled wells

Water connection fees 6x1,000.00 \$6,000.00

Annual water user fees 6x500.00 \$3,000.00

Proposed pavement agreement

At today's prices 2900ton of pavement installed would cost approx. \$246,000.00. At each closing \$5,000.00 would be put into a dedicated paving account that would total \$270,000.00 on the 54 lots. This money would be used at a mutually agreed upon time to install the base coat when there is sufficient funds or sooner if owner desires. And then the top coat upon completion of the project with any balance left over returned to the owner.

Proposed Taxation Agreement-

Would ask that the select board allow me to pay taxes on the current land value estimated at about \$2,000.00 per year until project sold out. Estimated time period 4-6 years.

Estimated project value at an average \$260,000.00 home value- \$14,040,000.00

February 24, 2020

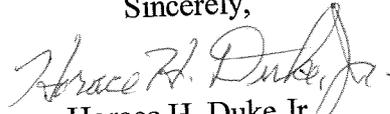
Selectboard:

Today I finished my reconciliation of the checkbook accounts for January. All the automated transfers, the transfers initiated by the Treasurer, and the transfers initiated by outside entities were confirmed with the records of the respective Banks and supporting confirmation reports.

All Accounts Payable check amounts agreed exactly with their respective Warrant amounts. All deposits matched with their respective Bank's information. All of the cashed checks, as well as those checks outstanding, matched the respective Bank's information, the appropriate Town checkbook, and the Warrants.

The Treasurer's math was correct and the balances for all reconciled accounts agreed with the balances reported by confirmation^s and Bank statements.

Sincerely,



Horace H. Duke Jr.

Asst. Treasurer

Cc: Treasurer

Williamstown, Vermont ACO Report

January 20, 2020 - February 18, 2020

January 26, 2020: Picked up two stray dogs at 441 Casino road. No tags and one was very thin. I brought them to stray hold at the Central Vermont Humane Society. Owner of dogs ended up being Sheila McGregor's. She licensed them the next day.

February 10, 2020: Received a random call from an Alexia. Who was searching for her kitten she had given away? Unfortunately, I couldn't assist in the search for the animal. One, she gave the kitten away and two, she lives in Orange.

February 14, 2020: Received a call about a stray dog picked up on Route 64. Met Michelle Blanchard and picked up a black and tan, female, Rotti Mix, who appeared to have recently had puppies. Owner was found. Stella belonged to Susan Garcia.

February 16, 2020: A call came in about an old black dog found at 2726 Flint road, at Tim Poure's home. Owner was found, dog belonged to Jake Macauley.

TOWN MANAGER'S REPORT

Delinquent Taxes \$131951.01, Water \$13,758.66, Sewer \$15,269.53

Tax Sale process has begun 28 properties now down to 22. Tax Sale will be scheduled for first part of May.

Will have new email addresses set up by end of the week for Selectboard/Cemetery/Planning/Fire Chief/Animal Control Officer and Health Officer.

Memorial Day Committee Meeting May 16th at 6:00 p.m. Town Office Meeting Room. Looking for volunteers for committee.

911 signs available \$20.00 each, fundraiser for Fire Department and Ambulance. Contact the Town Manager's Office.

Cogswell Street Sanitary Sewer Evaluation Study available for review.

Have requested meter readings for Cogswell and Robar Road from Graniteville Fire District to re-evaluate sewer rates.

Received a \$5000.00 PACIF grant towards the new hydraulic gurney for the ambulance.

HIGHWAY –

Attending a FEMA Risk Mapping Assessment and Planning meeting (to identify, assess and reduce flood risk, March 31st in Bethel.

Keeping in close contact with School Bus Company and school on road conditions. Have not gone to mud routes yet.

Met with Pikes on paving prices for Graniteville Road and Chelsea Road.

Working with the State/Regional Planning Commission on possible funding for sidewalk from Elementary to Middle/High school. In the early stages. I have asked Chris Locarno for preliminary plans that were done about 12 years ago as a starting point.

Billing Transport Company for damage to Clark Road going into the Repo business. 6 loads of material and time and equipment to repair. Also notified OCSD no overweight permit.

Done:

Winter Maintenance

Equipment Maintenance

Brush Cutting on Bluebird Road Done.

Trees cut on Birch Road.

Mud Season/Road Maintenance

Material put on Berlin Pond, Stone Road and Rood Pond Road

To Do:

Mud Season/Road Maintenance

McGlynn Road Tuesday morning.

Hauling material out of pit.

Equipment maintenance

MEMORANDUM

To: Members, Williamstown Selectboard

From: Board of Listers



Subject: Appointment as Lister

Date: March 4, 2020

Bill Peabody and I wish to request the Board to appoint Kirk Strassberger to the uncontested listers position recently vacated by Andrew Hollyer.

Kirk agreed to run for the vacant listers position, but as this was his first run for an elective office, he inadvertently did not return his signed petition by the cut-off date in January.

Kirk has extensive experience in construction and estimating as well as a knowledge of the real estate market. Has a work schedule that will allow him the time to work when needed. He is a volunteer on the Williamstown ambulance and fire departments. His wife, Ulrika volunteers on the ambulance. They live on Ava LN, a private road just off VT RT 64.

We feel Kirk will be a valuable addition to our listers team. We appreciate your taking our knowledge and confidence in Kirk's ability into consideration.



BILL BOHNYAK
SHERIFF

March 5, 2020



STATE OF VERMONT
ORANGE COUNTY SHERIFF'S OFFICE
11 VT. ROUTE 113
CHELSEA, VERMONT 05038
WWW.ORANGECOUNTYSHERIFF.COM



TELEPHONE
(802) 685-4875
FAX
(802) 685-3204

Town of Williamstown
Attn: Board of Selectmen
P O Box 646
Williamstown, VT. 05679

To Whom It May Concern:
Please consider this your invoice for services rendered for the month of February 2020.

DATE	OFFICER	HOURS
1/31/20	Wilson	3
TIME	SUMMARY	
1200	Moving Radar: Rte 14, Rte 64, Construction Hill, High St, Baptist St Chelsea Rd, Graniteville Rd, Flint Rd and Railroad	
1500	Detail complete	

DATE	OFFICER	HOURS
2/4/20	Redmond	5
TIME	SUMMARY	
0730	Moving Radar: Rte 64, Rte 14, Main St, Jameson Rd, Economy, Industry Rd, Meadow St, Garden St, High St and Construction Hill	
1230	Detail complete	

DATE	OFFICER	HOURS
2/5/20	Redmond	1.75
TIME	SUMMARY	
0700	Moving Radar: Rte 64, Rte 14, Main St, Jameson Rd, Economy, Industry Rd, Meadow St, Garden St, High St and Construction Hill	
0900	Detail complete	

DATE	OFFICER	HOURS
2/6/20	Satterfield	7
TIME	SUMMARY	
0545	Moving Radar: Rte 14, Rte 64, Baptist St, Construction Hill, High St and Chelsea Rd	
1245	Detail complete	

DATE	OFFICER	HOURS
2/8/20	Bariteau	3
TIME	SUMMARY	

1800	Moving Radar: Rte 14, Rte 64 Main St Construction Hill, Industry Rd, Meadow St, Garden St, Chelsea Rd
2100	Detail Complete

DATE		OFFICER	HOURS
2/9/20		Bariteau	10
SUMMARY			
TIME	Moving Radar: Rte 14, Rte 64, Brockway Hill, Graniteville Rd, Cogswell Rd, Robar Rd, Baptist St, Sugar House Rd, South Hill Rd, Graham Rd, Chelsea Rd, Construction Hill, Herbert Rd, Flint Rd, Cold Spring Rd, Ferno Rd, Rood Pond Rd and Boyce Rd		
0700			
1700	Detail complete		

DATE		OFFICER	HOURS
2/10/20		Bariteau	.5
SUMMARY			
TIME	Moving Radar: Rte 64, Rte 14, Brockway Hill, Graniteville Rd, Cogswell Rd, Robar Rd, Baptist St, Sugar House Rd, South Hill Rd, Graham Rd, Chelsea Rd, Construction Hill, Herbert Rd, Flint Rd, Cold Spring Rd, Ferno Rd, Rood Pond Rd and Boyce Rd		
1230			
1300	Detail complete		

DATE		OFFICER	HOURS
2/11/20		Satterfield	8
SUMMARY			
TIME	Moving Radar: Graniteville Rd, Brockway Rd, Route 14, Chelsea Rd, Meadow, Economy, Route 64 Main, Depot St, Flint, Pine and Vesper		
1000			
1800	Detail complete		

DATE		OFFICER	HOURS
2/12/20		Bariteau	5
SUMMARY			
TIME	Moving Radar: Rte 14, Industry, Construction Hill, Main St, Rte 64, Spider Web Hill, Meadow St, High St, Depot St and Pleasant St.		
0830			
1330	Detail complete		

DATE		OFFICER	HOURS
2/13/20		Satterfield	8
SUMMARY			
TIME	Moving Radar: Rte 14, Rte 64, Chelsea Rd, Economy, Depot St, Construction Hill, High St and Flint		
0800			
1600	Detail complete		

DATE		OFFICER	HOURS
2/18/20		Bariteau	3
SUMMARY			
TIME	Moving Radar: Rte 64, Rte 14, Chelsea Rd, Meadow Rd and Graniteville Rd		
1600			
1900	Detail complete		

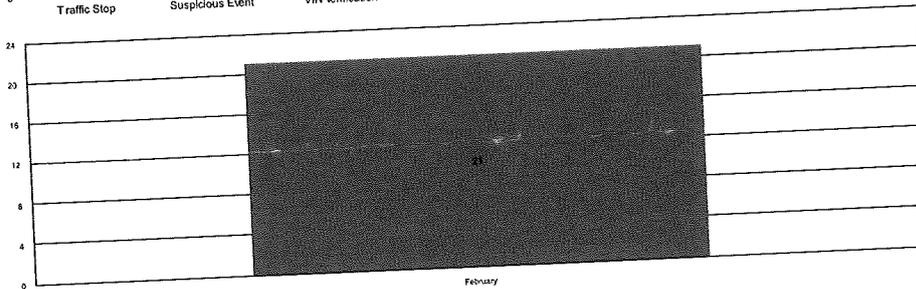
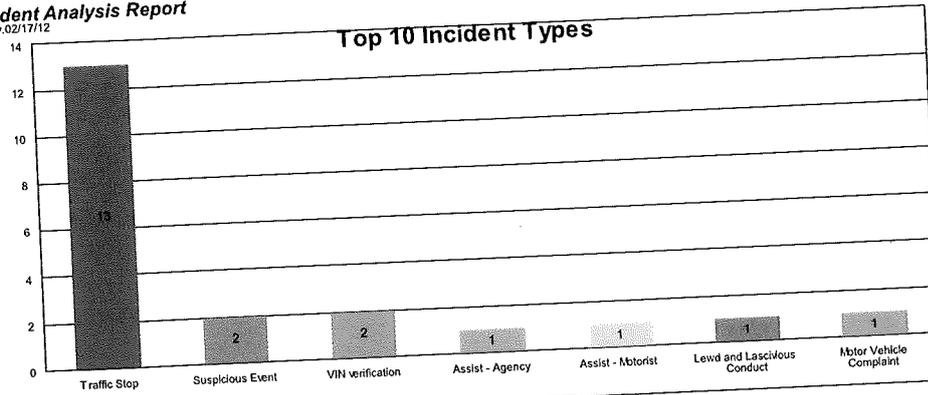
DATE		OFFICER	HOURS
2/20/20		Bariteau	2
SUMMARY			
TIME	Moving Radar: Rte 14, Rte 64, Graniteville Rd, Chelsea Rd and Main		
2030			
2230	Detail complete		

DATE		OFFICER	HOURS
2/21/20		Bariteau	3
SUMMARY			
TIME	Moving Radar: Rte 64, Rte 14, Brockway Hill, Graniteville Rd, Cogswell Rd, Robar Rd, Baptist St, Sugar House Rd, South Hill Rd, Graham Rd, Chelsea Rd, Construction Hill, Herbert Rd, Flint Rd, Cold Spring Rd, Ferno Rd, Rood Pond Rd and Boyce Rd		
0900			
1200	Detail complete		

DATE		OFFICER	HOURS
2/28/20		Bariteau	2.5
SUMMARY			
TIME	Moving Radar: Rte 64, Rte 14, Brockway Hill, Graniteville Rd, Cogswell Rd, Robar Rd, Baptist St, Sugar House Rd, South Hill Rd, Graham Rd, Chelsea Rd, Construction Hill, Herbert Rd, Flint Rd, Cold Spring Rd, Ferno Rd, Rood Pond Rd and Boyce Rd		
0600			
0830	Detail complete		

Williamstown

Incident Analysis Report
Rev. 02/17/12



Incident Analysis Report

From: 02/09/2020 12:25

To: 02/29/2020 19:16

Orange County Sheriff's Office

ORI: VT0090000

Call Type

Call Type	Count of Inc.	% of Total Inc.	Month	Count of Inc.	% of Inc. Type
Assist - Agency	1	4.76%	February	1	100.00%
Assist - Motorist	1	4.76%	February	1	100.00%
Lewd and Lascivious Conduct	1	4.76%	February	1	100.00%
Motor Vehicle Complaint	1	4.76%	February	1	100.00%
Suspicious Event	2	9.52%	February	2	100.00%
Traffic Stop	13	61.90%	February	13	100.00%
VIN verification	2	9.52%			

Incident Analysis Report

From: 02/09/2020 12:25

To: 02/29/2020 19:16

Orange County Sheriff's Office

ORI: VT0090000
Call Type

Count of Inc.	% of Total Inc.	Month	Count of Inc.	% of Inc. Type
		February	2	100.00%

Total: 21

Ticket Summary Report

Rev 02/16/17

From: 02/11/2020 15:05

To: 02/29/2020 19:16

ORI: VT0090000 Orange County Sheriff's Office

Traffic		9	69.23% of all tickets in this report
<u>Count</u>			<u>% of Traffic Tickets</u>
1	CEL - Using Portable Electronic Device - subsequent violation within 2 years		11.11%
1	DEF - Condition Of Vehicle		11.11%
2	NR - Persons Required To Register		22.22%
2	PNA - Misuse Of Number Plates		22.22%
3	SL2 - 11-20 MPH Over Speed Limit		33.33%
Warning		4	30.77% of all tickets in this report
<u>Count</u>			<u>% of Warning Tickets</u>
2	DEF - Condition Of Vehicle		50.00%
1	SL1 - 1-10 MPH Over Speed Limit		25.00%
1	SL1 - 1-10 MPH Over Speed Limit-Work Zone		25.00%

Total Tickets 13