

# TOWN OF WILLIAMSTOWN SELECTBOARD MEETING

## July 11, 2022 – PUBLIC SAFETY BUILDING

**Present:** Jasmin Couillard, Clayton Woodworth, Chris Peloquin, Rodney Graham, Chris Wade

Town Manager, Jackie Higgins

**Call to Order** – Meeting called to order by Jasmin at 7:00 p.m.

**Set the Agenda** – Chris P. made the motion to amend the agenda and remove Warrant SB22001 and replace with SB22003. Also to remove the Fire Truck Outfitting and Add the Pick-Up Truck Bids. Add the Road Crew position to Executive Session as well. Chris W. seconded. Chris P. did ask about the Fire Truck outfitting and if there was a time frame for the bids to come in. So moved.

**SB Announcements & Public Announcements** – Chris Dessureau gave an update on the July 16<sup>th</sup> event at Hoyt-Seaver Field. The WRB is requesting use of donated funds to rent a Porta Toilet for the towns people attending the event. Donations have been made from local vendors for the event as well.

**Open Public Comments and Questions** – None

**Approve Minutes & Warrants** – Rodney made the motion to approve the payroll warrants 7/3/2022 as well as Warrant SB 20147, SB20149, SB22002 & SB2203 Clayton seconded. So moved. Chris P. made the motion to approve the Meeting Minutes from 6/23/2022 with the corrected spelling of Chris Dessureau's name in the minutes. Clayton seconded. In the discussion, Chris P. questioned the billing with Hebert Construction and the Hydrant Repairs and how they were approved on the budget. Larry Hebert explained the repair process as well as the updating to the systems. So moved.

**Town Manager's Report** – See Attached

**New Business** –

Code of Ethics - Rodney reminded the board that we do live in a small town so family sometimes will be associated with other board members. Chris P. suggested that the Code of Ethics be put out for people in town to read as well as table the discussion until the next Selectboard meeting. Clayton seconded. So moved.

Town Garage Plans – Jackie has met with the Road Crew regarding their "wants" for the Town Garage. Jackie gathered the building plans from Chelsea and South Royalton for comparison. Chris P. questioned if ARPA funds can be used towards the garage. Also if the funds are marked for a certain time period, Rodney explained that they need to be marked for spending by 2024, and used by 2026.

Chris Dessureau suggested some companies that offer design services that the town might utilize. Rodney explained the process that was used when the Public Safety Building was planned and executed. Chris W. suggested that the Town Manager create a committee to help along the planning process, to consist of towns people that are experienced in the field as well as road crew members. Chris P. seconded. So moved.

ARPA Funds- Chris P. made the motion that the ARPA funding be used for the Town Garage. Chris W. seconded. So moved.

Pick-Up Truck Bids – Bid Request for Highway Department Pick-Up was placed around town and advertised online, one bid was emailed to the Town Manager for \$800. Chris P. made the motion to accept this bid. Chris W. seconded. So moved.

**Around the Table –**

Chris P. requested an update on the Solar Project on Rood Pond Road. With the new projected start date, Chris P. suggested new paperwork be given to the Selectboard.

Barbara Graham noted that the Primary Elections were going to be on August 9<sup>th</sup>, 2022 at Williamstown Middle High School. Also the last day to receive ballots is August 8<sup>th</sup> at the Town Office. The Selectboard and JOP's will assist in overseeing the voting results.

The Town Clerk will be on vacation from July 18-22<sup>nd</sup>, the Town Clerk Assistant will be in the office.

Jill from Ainsworth Public Library asked if there was any update on the Library Parking on VT RT 14. Jackie informed her that there was none. Chris P. asked if the Library was town property and if it could be discussed at the next meeting.

Chris P. made the motion to take a 10-minute recess and then enter into Executive Session. Rodney seconded. So moved.

**Executive Session** – Motion made by Chris P. to enter executive session 8:13 p.m. Second by Chris W. So moved.

Motion made by Chris P. to exit executive session at 9:10 p.m. Second by Chris W. So moved.

Motion made by Chris P. to enter into an agreement with Megan Keys to IT support person for the Town of Williamstown, at \$750.00 per month stipend, effective July 1, 2022. Town Manager to draft a letter of intent that if Megan left employment of the town as Staff Assistant that she would still fulfill the duties as IT support person. Chris W. second. So moved.

Motion made by Chris P. to hire Mike St. Lawrence to fill the open road crew slot. Pay will be the same as other road crew employees. For vacation time will start at the one-year level (two weeks' vacation). Chris W. second. So moved.

Motion made by Chris P. to send letter to Ainsworth Public Library Trustee Board stating that they would not get a check for the balance in the reserve account as it was voted on at town meeting to be used for major repairs. If they wish to ask voters to change how the reserve is used, then they must have an article on the warning for town meeting. Chris W. second. So moved.

Chris P. made motion to send signed Memorandum of Understanding and send with response letter to the Ainsworth Public Library attorney. Chris W. second. Yes Vote – Chris P., Chris W., Clayton, Jasmin. No vote – Rodney. Motion approved.

**Adjourn** – Jasmin made the motion to adjourn at 9:14pm, Chris P. seconded. So moved.

Respectfully Submitted,

Megan Keys

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Jasmin Couillard

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Clayton Woodworth

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Chris Peloquin

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Rodney Graham

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Chris Wade