

TOWN OF WILLIAMSTOWN
WILLIAMSTOWN SELECTBOARD MEETING
MARCH 11, 2024 – PUBLIC SAFETY BUILDING

Present: Larry Hebert, Clayton Woodworth, Chris Wade, Scott McCarthy, Tyler Mitchell

Town Manager, Jackie Higgins

Call to Order: Larry Hebert called the meeting to order at 7 pm. Larry welcomed Tyler Mitchell to the Board and thanked Chris Peloquin for his service on the board to our community.

Elect a Chairman: Jackie called for a nomination of Selectboard Chair, Chris nominated Larry to Chair, Scott seconded. So moved.

Elect a Vice-Chair: Larry called a nomination for Vice Chair, Clayton nominated Chris, Scott seconded. So moved.

Elect a Clerk: Larry called a nomination for Clerk, Chris nominated Scott, Clayton seconded. So moved.

Set the Agenda: Clayton made the motion to set the agenda as written, Scott seconded. So moved.

Review of Open Public Comments

Selectboard Announcements: N/A

Public Announcements: N/A

Barre Town EMS Report: David spoke on behalf of the BTEMS, in February there were 42 calls responded to in town with an average response time of 9 minutes. The BTEMS has received positive feedback from Williamstown Residents and continues to serve our community. Dave said that if the Selectboard wanted to provide a template for them to fill out with calls/information, he would be happy to do that.

Dave questioned Tyler on his information he put out to the towns people regarding the BTEMS and comparing responses, Dave said that the information given was not factual information and wanted to clear it up.

Commissions/Committees/Trustees/Other Board Announcements:

Cote Griggs updated the Board on the ARPA funding for lighting at the Saldi Field. Cote stated that the WYSA funding for

Approve SB Warrants: Clayton made the motion to approve the Warrants SB22088, SB22089 and SB22090, Chris seconded the motion. So moved.

Approve Payroll Warrants: Chris made the motion to approve the Payroll Warrants 2/25/2024 & 3/10/2024, Clayton seconded the motion. So moved.

Approve SB Meeting Minutes: Clayton made the motion to approve the minutes from 2/12/2024, Chris seconded. So moved.

Town Manager's Report: Jackie reported that the Fast Squad would like to use the funds from the rent that BTEMS is paying to the town for the use of the PSB for the Fast Squad funding. Clayton made a motion to approve that request, Chris seconded. Tyler abstained. So moved.

Jackie also requested that the Williamstown Ambulance Memorial Fund and the Williamstown Ambulance Fundraising Fund be renamed to the Williamstown Fast Squad Memorial Fund and the Williamstown Fast Squad Fundraising Fund, Chris made the motion to approve the changes, Clayton seconded the motion. So moved.

Jackie asked the Selectboard to schedule a meeting for the Bond Bank Loan signing on 3/18/2024 at 6:00pm at the Town Hall.

New Business:

Laurie Lawless – Heidi’s Haven Concerns:

Rodney Graham spoke regarding Title 20 VSA 2365B and the training that needs to be done for the investigation on situations like this.

Laurie presented information, photos, and documentation of the situation at Heidi’s Haven and recommended the Selectboard look into the Ordinances that would affect the operation of Heidi’s Havens. After much discussion, Larry suggested a committee that could investigate the laws that pertain to the ordinances.

Reorganizational:

Date & Time: Scott made the motion to meet the second Monday of each month at 7pm at the Public Safety Building, Clayton seconded. So moved.

Legal Postings: Scott made the motion to post at the Pump & Pantry, Bank, and Town Hall, Tyler seconded. So moved.

Designated Newspapers & Social Media: Clayton made the motion to post in the Times Argus, Northfield News, Town Facebook as well as Town Website, Chris seconded. So moved.

Meeting Camera: Jackie proposed the Owl Camera System and YouTube for hosting the Selectboard meetings. Chris made the motion to approve the purchase of the camera system for \$1350, Clayton seconded. So moved.

Policing Concerns: The Selectboard took a moment to share their concern for the VSP Officer Cpl. Vitali that was recently injured in an accident on the Interstate.

The Selectboard had a discussion about the Orange County Contract and Night Patrols. Tyler asked Jackie if we can request costs of services from other departments for the next contract.

Chris nominated Clayton to attend the Orange County Selectboard Committee Meetings, Scott seconded. So moved.

Around the Table: Jackie mentioned the Selectboard Representative on the Williamstown Recreation Board vacancy. Megan asked if the board would allow the WRB to have a community member fill the 5 person board vacancy. The Selectboard agreed to move forward with the suggested changes.

Executive Session: N/A

Adjourn: Clayton made the motion to adjourn the meeting at 9:36, Chris seconded. So moved.

Respectfully Submitted,

Megan Keys



Scott McCarthy



Chris Wade



Larry Hebert



Clayton Woodworth



Tyler Mitchell

Town of Williamstown
WILLIAMSTOWN SELECTBOARD MEETING

MONDAY, MARCH 11, 2024

SELECTBOARD MEETING
7:00 P.M.
PUBLIC SAFETY BUIDLING

MEMBERS:

CLAYTON WOODWORTH
CHRIS PELOQUIN
CHRIS WADE
SCOTT MCCARTHY
LARRY HEBERT

TOWN MANAGER – JACQUELINE HIGGINS

SELECTBOARD MEETING

CALL TO ORDER:

ELECT A CHAIRMAN
ELECT A VICE-CHAIRMAN
ELECT A CLERK

SET THE AGENDA:

REVIEW OF OPEN PUBLIC COMMENT:

SELECTBOARD ANNOUNCEMENTS:

PUBLIC ANNOUNCEMENTS:

BARRE TOWN EMS REPORT:

COMMISSIONS/COMMITTEES/TRUSTEES/OTHER BOARD ANNOUNCEMENTS:

APPROVE WARRANTS: SB22088, SB22089 & SB22090

PAYROLL 2/25/24 & 3/10/24

APPROVE SELECTBOARD MEETING MINUTES: 2/12/24

TOWN MANAGER'S REPORT

NEW BUSINESS:

LAURIE LAWLESS – HEIDI'S HAVEN CONCERNS

REORGANIZATIONAL:

SET DATE AND TIME OF SELECTBOARD MEETINGS

SET LEGAL POSTING PLACES

SET DESIGNATED TOWN NEWSPAPERS AND SOCIAL MEDIA SITE

POLICING CONCERNS

OLD BUSINESS:

AROUND THE TABLE:

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

ADJOURN

WILLIAMSTOWN SELECTBOARD

MEETING SIGN IN SHEET

DATE 3/11/24

Wayne M. Dymally Jr

Barbara DeLeon

Mike MacAskill

Courtney Wade

Dusty Mills

Jerry Zeanlowski

Sam Bueh

David Danforth STEM's Director

Cellan Robbins BTEM'S

Aaron Lyons

Proposal for Selectboard Meeting Live Streaming Camera Set Up

We currently spend \$4000.00 +/- for filming and uploading Selectboard Meetings through CVTV a year.

I asked the Selectboard in Chelsea what they used for a camera (as I have watched several live stream meetings). The Town of Chelsea uses a Camera Meeting Owl for their Selectboard Meetings which is live streamed through You Tube at no cost. The meetings can then be uploaded to our website the next day. (Currently it takes three to four days before CVTV sends to Geoff for uploading to our website). Where we could have it to him next morning.

Also there have been times when we cannot get a camera person for our meetings. This would eliminate that issue as we could easily set it up ourselves.

Would also be a time saver when we have to wait for camera guy to break down his equipment for executive sessions.

The cost of a Camera Meeting Owl 3 - 360 is \$1100.00 and an expansion microphone is \$250.00. For a total of \$1350.00 for the whole set up.

Megan and I have talked about this and think it would be a good fit for us.

Also a cost savings – as every little bit helps.

TOWN MANAGER'S REPORT

Delinquent Taxes \$146,365.00 Water \$10,376.23 and Sewer \$15,194.34

Tax Sales – Notice of Tax Sale letter was sent out and delinquent taxes/water/sewer owners on list have until March 14, 2024 at 4:00 p.m. to pay in full or legal tax sale proceedings begin.

Landfill Inspection Report –

911 signs still available \$20.00 each, fundraiser for the Fire Dept. and Fast Squad. Still have some available. Contact the Town Manager's office.

Water/Sewer Department –

Vermont Service Line Inventory requirements. Inventory and replacement plans must be completed by October 16, 2024. Both system owned and customer owned. Replacement plans are for galvanized and lead pipe replacement. High Street and a small section of galvanized water line going south past the Pump and Panty will need to be replaced.

For Water Systems serving a population of 1000 or less: The Division plans to utilize 2022 DWSRF Set-Asides to offer FREE service line inventory development to NTNC and Community water systems serving 1000 or fewer people.

Consulting assistance has started obtaining data from the town for the inventory. Maps scanned and address for property owner submitted.

Vermont Service Line Inventory staff will be out knocking on doors dispensing notices on 3/15/24. Inventory is scheduled for March, 21, 22, 28, 29, and April 1 and 2nd.

Working on Generator for Town Water Tank (ARPA funded). Which was approved in the amount of \$84,000.00. Price came in at \$74,285.00 but will increase slightly due to distance needed between tanks and generator (plowing purposes). Per state regulations can't be a diesel generator. Generator is in stock. No fuels can be stored in the well protection area.

ARPA Funding –

EWP (Emergency Watershed Protection) - Brook Street declined funding. Industry Street pending waiver of engineering study. As required by EWP. Meeting held with Jaron Borg and EWP.

Federal Government has changed the funding from 75% to 100%. Industry Street is scheduled for a bidder site visit on March 22 at 10:00 a.m. with bids due on April 5th for opening on April 8th at Selectboard meeting. Will work with Landowners on Brook Street as engineering will need to be done for those sites. Meadow Street engineering has been waived and we can proceed to setting up RFP and bidder site visit.

HIGHWAY –

December 18, 2023 storm caused roughly \$30,000.00 worth of damage. **Still - Waiting on state to see if a declaration will go through.**

Declaration was granted. First stage of mandatory administrative meeting has been done. Town of Williamstown portal has been set up for submitting damage report.

Extra Grader has been scheduled for mid-May to mid-June.

Washington Road, Rood Pond Road - roads to be ditched.

Weir Road - 1 culvert that is to be replaced.

Erskine/Bearskat culvert will be replaced.

MRGP Grant has been applied for. Ashley from the State will be scheduling a meeting with Road Foreman and myself for review of project areas the end of this month. **UPDATE received a \$21,000.00 MRGP grant.** State has extended the deadline until next year - due to flooding. **Road Foreman and myself will pulled together a list for Ashley.**

Financial Reports:

Fire Department

Recreation

BTEMS AMBULANCE – Per the Barre Town Budget Committee Meeting minutes of 3/5/24. It appears that our per capita will be reduced from \$75.96 to \$65.00 per capita (\$10.96) which will be a savings of \$38,524.40 from what was budgeted for in the 2024/2025 budget. Which is a reduction from the 2023/2024 ambulance budget by \$33,322.20. Plus the \$12,000.00 in rent that goes directly to the Town of Williamstown where BTEMS pays the Berlin Fire Department for rent and not the Town of Berlin that is an additional \$3.38 per capita in revenue.

FAST SQUAD – The license has been issued to the Town of Williamstown Fast Squad as of Friday, March 8, 2025. Marie Graham (Head of Service) and I are requesting that the Selectboard approve a portion of the \$6000.00 rent for the BTEMS first 6 months rent to move forward with the Fast Squad coming on board 4/8/24. If the funding is approved we would like to purchase the FAST Squad license plates and the Fast Squad jackets for the crew. This will give us time to sit down with Dave Danforth from BTEMS and finalize when the FAST Squad will be toned out and give us time to do all the necessary background checks and Adult and Child Protective Services paperwork and also the ryder for the PACIF Insurance. We currently have 6 potential FAST Squad members.

Requesting Ambulance Memorial Fund and the Ambulance Fundraising accounts be changed over to Williamstown Fast Squad Memorial Fund and Williamstown Fast Squad Fundraising account. The Fast Squad would like to continue the Halloween activities as the Ambulance

crew did with money for this activity to continue to come out of the memorial fund. I would continue to split the 911 sign fundraising money between the WFD and the WFS.

FEMA – All projects have been submitted to FEMA portal. HAVE RECEIVED A TOTAL OF \$31,543.85 IN REIMBURSEMENT SO FAR. (DEBRIS REMOVAL AND FERNO ROAD).

FEMA still working on projects submitted to the portal. Down to about 6 as of today.

Library Insurance Claim - I have filed a claim with VLCT PACIF insurance for library basement flooding and fire department equipment loss, Recreation equipment loss. Still pending.

Money should be disbursed by end of February.

Still pending reimbursement.

Working with the landowner/mortgage holder on property on Meadow Street. He is in the works of having tenants evicted and getting 46 Meadow Street signed back from Tender Loving Care over to him so he can have it demolished

Had site visit with Jaron Borg from ANR on Meadow Street brook – Jaron is working on a dredging plan for the brook. Waiting on update from him. Also reviewed the bank along the brook by the Bridge on Rte 14. State AOT is inspecting water undermining the blocks after work was completed on brook by bank from July 2023 flooding.

UPDATE: HAVE PERMIT TO DREDGE MEADOW STREET BROOK FROM JARON BORG – ANR. ARMY CORP OF ENGINEERS CONFIRMED WE DO NOT NEED PERMIT FROM THEM. CAN MOVE ON TO BIDS FOR REMOVAL.

Have applied to EWP for funding for dredging.

Meadow Street Landowner will be dismantling the mobile home destroyed during flood. Will be removed by July 1, 2024. Also assisting landowner with buyout paperwork from FEMA for the property as a whole. This process could take up to a year before it is completed.

Vermont Bond Bank - Applied for the Municipal Climate Recovery Fund Loan through the Vermont Bond Bank in the amount of \$1,600,000.00. This will cover costs associated with the July 10, 2023 flood damage to town roads. The deadline is January 10, 2024. 1.3% interest rate but VLCT – PACIF will be helping to reduce the interest rate on loans. 35 million dollars has been requested – on 15 million was available. Bond Bank is working on allocations and loan paperwork should be available in next couple of weeks.

Need to schedule a Selectboard meeting for 3/18/24 to sign FEMA Bond Bank Loan paperwork. Still don't have a set figure, this will depend on how many stay in the running for funding. They had 35 million dollars in request for 15 million dollars available.

STORMWATER PERMIT GRANTS – APPLIED FOR BUSINESS CENTER ROAD STORMWATER GRANT AND WAS APPROVED FOR \$49,999.00. HAVE APPLIED FOR INDUSTRY STREET GRANT ALSO \$49,999.00 – STILL PENDING.

Both Industry and Business Center grants of \$49,999.00 were approved by the state. Engineering studies have been started and certified letters have been sent out today to all landowners that are within the stormwater area.

PAVING GRANT - PAVING GRANT THROUGH AOT FOR FALLS BRIDGE ROAD HAS BEEN SUBMITTED.

Pending response from the state AOT

LANDFILL INSPECTION WAS COMPLETED ON WEDNESDAY THE 7TH OF FEBRUARY. WORKING WITH THEM TO REDUCE THE SAMPLING TO TRI-ANNUALLY INSTEAD OF ANNUALLY. CLOSURE PLAN IS BEING UPDATED.

Closure plan has been updated with new sampling time line.