

TOWN OF WILLIAMSTOWN
WILLIAMSTOWN SELECTBOARD MEETING
APRIL 08, 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 7:06 pm.

Set the Agenda: Clayton made the motion to set the agenda with the addition of Executive Session for possible litigation, Scott seconded. So moved.

Review of Open Public Comments

Selectboard Announcements: N/A

Public Announcements: N/A

Barre Town EMS Report: N/A

Commissions/Committees/Trustees/Other Board Announcements: Marie Graham spoke on behalf of the FAST Squad. She stated that the FAST squad is ready to start, awaiting some ordered supplies. With the approval of the Selectboard they can move forward.

Rodney Graham spoke regarding the Animal Welfare Bill. Work has gone into it, but the bill died and didn't pass.

Approve SB Warrants: Clayton made the motion to approve the Warrants SB22091, SB22092 and SB22093, Scott seconded the motion. Chris recused himself. So moved.

Approve Payroll Warrants: Clayton made the motion to approve the Payroll Warrants 3/24/2024 & 4/7/2024, Scott seconded the motion. So moved.

Approve SB Meeting Minutes: Chris made the motion to approve the minutes from 3/11/2024 & 3/18/2024, Scott seconded. So moved.

Town Manager's Report: See attached

New Business:

E1- Refurbish Project:

Larry spoke regarding the possible refurbishment of the E1 Truck. He suggested different options using local businesses for the refurbishment versus purchasing a new truck. Chris asked Jackie to contact the town lawyers with the proper wording on the borrowing of funds. After some discussion, Chris made the motion to authorize the Fire Department to spend up to \$375,000 to refurbish Engine 1 Fire Truck with money from the current Fire Truck Replacement account and borrowing \$225,000 from the Ambulance Reserve account. Money from the Ambulance account would be paid back over the next 3 years in \$75,000 payments plus the current interest rate the account is now generating from future Fire Department Truck Reserve Funds. Scott seconded the motion. Tyler opposed. So moved.

Washington Electric ROW Permit: Chris made a motion to approve the permit. Scott seconded the motion. So moved.

Appointment of officers: Larry read the appointment of officers with the vacancies with the addition of Marie Graham under Assistant Emergency Management Coordinator. Chris made the motion to approve the Appointment of Officers, Scott seconded. So moved. See attached.

Lister Appointment: Chris made the motion to appoint Bill Peabody as Lister, Scott seconded the motion. So moved.

Moderator Appointment: Clayton made the motion to appoint Heather King as Moderator, Scott seconded. So moved.

Henry S. Baker Fund Appointment: Tyler made the motion to appoint Heather King and Charlene Helman to the Henry S. Baker Fund Board. Clayton seconded the motion. Chris recused himself. So moved.

Library Board Appointment: Chris made the motion to appoint Judy Woodbeck to the Library Board. Clayton seconded the motion. So moved.

Cemetery Commission Appointment: Clayton mad the motion to appoint Matt Walker and Orvil Lasell to the Cemetery Commission. Chris seconded the motion. So moved.

Trustee of Public Funds: Chris made the motion to appoint Orvil Lasell to the Trustee of Public Funds. Clayton seconded the motion. So moved.

Industry Street Brook St. Dredging Project Bid Opening: Chris opened the bid process for the Industry Street dredging. Scott made the motion to approve the bid from Ward's Excavation of \$44,900. Clayton seconded. Larry recused himself. So moved.

Wards Excavation Bid \$44,900

Hebert Excavation Bid \$52,000

Meadow Street Brook St. Dredging Project Bid Opening: Chris opened the bid process for the Meadow Street dredging. Scott made the motion to approve the bid from Ward's Excavation of \$24,900. Clayton seconded. Larry recused himself. So moved.

Wards Excavation Bid \$24,900

Hebert Excavation Bid \$46,000

Class 4 Fund Request – Tom Bailey: Scott made the motion to approve the funding of \$1,000 for the request. Clayton seconded the motion. So moved.

Around the Table: N/A

Executive Session: Larry made the motion to take a 10 minute recess at 8:40pm and then enter into Executive Session for possible litigation. The Selectboard entered Executive Session at 8:47pm and exited at 9:20pm. No action taken.

Adjourn: Chris made the motion to adjourn the meeting at 9:22, Scott seconded. So moved.

Respectfully Submitted,

Megan Keys



Scott McCarthy



Chris Wade



Larry Hebert



Clayton Woodworth



Tyler Mitchell

Town of Williamstown
WILLIAMSTOWN SELECTBOARD MEETING

MONDAY, APRIL 8, 2024

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

MEMBERS:

LARRY HEBERT
CHRIS WADE
CLAYTON WOODWORTH
SCOTT MCCARTHY
TYLER MITCHELL

TOWN MANAGER – JACQUELINE HIGGINS

SELECTBOARD MEETING

SET THE AGENDA:

REVIEW OF OPEN PUBLIC COMMENT:

SELECTBOARD ANNOUNCEMENTS:

PUBLIC ANNOUNCEMENTS:

BARRE TOWN EMS REPORT:

COMMISSIONS/COMMITTEES/TRUSTEES/OTHER BOARD ANNOUNCEMENTS:

APPROVE WARRANTS: SB22091, SB22092 & SB22093

PAYROLL 3/24/24 & 4/7/24

APPROVE SELECTBOARD MEETING MINUTES: 3/11/24 & 3/18/24

TOWN MANAGER'S REPORT

NEW BUSINESS:

E1 REFURBISH PROJECT

WASHINGTON ELECTRIC WORK IN TOWN RIGHT OF WAY PERMIT – CHELSEA RD

APPOINTMENT OF OFFICERS

LISTER APPOINTMENT

LISTER RESIGNATION

MODERATOR APPOINTMENT

HENRY S. BAKER FUND APPOINTMENTS (2)

LIBRARY BOARD APPOINTMENT

CEMETARY COMMISSION APPOINTMENT (2)

TRUSTEE OF PUBLIC FUNDS APPOINTMENT

INDUSTRY STREET BROOK DREDGING PROJECT BID OPENING

MEADOW STREET BROOK DREDGING PROJECT BID OPENING

2024 LICQUOR LICENSE RENEWALS

CLASS 4 FUND REQUEST – TOM BAILEY

OLD BUSINESS:

AROUND THE TABLE:

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

ADJOURN

WILLIAMSTOWN SELECTBOARD MEETING SIGN IN SHEET

DATE 4/8/24

Helen Horace Duke

Judith C. Nelson

Susan K. Lyons

Marie Graham

TOWN MANAGER'S REPORT

Delinquent Taxes \$124,996.50 Water \$8,601.81 and Sewer \$13,157.87

Tax Sales – Tax Sale Date is May 29, 2024 at 10:00 a.m.

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.

Inventory Survey has been completed – company is compiling data.

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.

Bids were submitted by 4:00 p.m. on April 5th for opening tonight.

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.

FEMA will be contacting within the next couple of weeks.

We have two sites a mudslide on Chelsea Road and Getz Road culvert replacement

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, 2024. 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.

Closing was March 28th and the \$274,000.00 has been electronically sent to our Town Account from the Bond Bank.

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.

SELECTBOARD APPOINTMENTS

2024-2025

PLANNING COMMISSION

VACANT	2026 3 YEAR
HORACE DUKE	2025 3 YEAR
DAVID TRACZYK	2025 3 YEAR
JASMINE COULLIARD	2027 3 YEAR
SUSAN LYON	2027 3 YEAR
RICHARD TURNER	2027 3 YEAR
RAMA SCHNEIDER	2026 3 YEAR

FLOOD PLAIN ZONING ADMIN

JACQUELINE HIGGINS 2025 1 YEAR

FENCE VIEWER

VACANT	2025 1 YEAR
CLAYTON WOODWORTH	2025 1 YEAR
RICHARD POWELL	2025 1 YEAR

CENTRAL VT REGIONAL PLANNING

RICHARD TURNER 2025 1 YEAR

TREE WARDEN

RICHARD TURNER 2025 1 YEAR

CENTRAL VT SOLID WASTE MAN. DIST.

VACANT 2025 1 YEAR

INSPECTOR OF LUMBER, SHINGLES & WOOD

CHRISTOPHER WADE 2025 1 YEAR

WEIGHERS OF COAL

CHRISTOPHER WADE 2025 1 YEAR

SALVAGE YARD INSPECTOR

CHRISTOPHER WADE 2025 1 YEAR

TOWN SEWAGE OFFICER

JACQUELINE HIGGINS 2025 1 YEAR

GREEN UP CO-CHAIRS

JACQUELINE HIGGINS	2025 1 YEAR
BARBARA GRAHAM	2025 1 YEAR

EMERGENCY MANAGEMENT COORDINATOR

JACQUELINE HIGGINS 2025 1 YEAR

Assistant Emergency Management Com. Marie Graham 2025 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 Chris Wade seconded by

Scott McCarthy, and so voted.


Dated: April 8, 2024



Larry Hebert




Christopher Wade



Scott McCarthy



Clayton Woodworth



Tyler Mitchell

Jacqueline Higgins

From: Lisa White <migr135@outlook.com>
Sent: Wednesday, March 20, 2024 2:36 PM
To: Jacqueline Higgins
Subject: Lister position

Hi Jackie,

Gordon tells me that we are shy one lister. I would be willing to help out here. Please consider appointing me to this open position.

Thank you,

Bill Peabody

Jacqueline Higgins

From: Heather King <heather.king.211@outlook.com>
Sent: Tuesday, March 5, 2024 9:35 PM
To: Jacqueline Higgins
Subject: Town Moderator 2025

Dear Selectboard.

I am putting forth my letter of interest for the position of Town Moderator for 2025. I believe that I am capable of fulfilling the duties of Town Moderator, and as no one has stepped forward as of today, I am throwing my hat in the ring. I have 20 plus years' experience in public speaking, both in military and civilian environments, and I am also familiar with Roberts Rules. I hope that you will consider me for the position for next year. My contact information is detailed below. I look forward to speaking with you about this position.

Very respectfully,

/S/

Heather King
1670 South Hill Road
Williamstown, VT 05679
(802) 461-3869
heather.king.211@outlook.com

To: Williamstown Selectboard

This letter is to express my interest in being appointed to the Henry S. Baker Fund board of trustees. I think it is very important to continue this fund in the way that it was intended to be used, and I would like to help spread awareness that such help exists in our community. I think that Marie and I would work very well together, and I would appreciate the opportunity.

Thank you for your consideration,

Courtney Wade

Jacqueline Higgins

From: Barbara Graham
Sent: Monday, March 18, 2024 8:21 AM
To: Jacqueline Higgins
Subject: FW: Trustee

*Barbara Graham
Town Clerk*

*Town of Williamstown
2470 VT Route 14
P O Box 646
Williamstown, VT 05679
Phone: 802-433-5455
Fax: 802-433-2160
clerk@williamstownvt.org*

From: Scott and Charlene Helman <grapeville@gmail.com>
Sent: Sunday, March 17, 2024 4:03 PM
To: Barbara Graham <clerk@williamstownvt.org>
Subject: Trustee

Hello,

After town meeting I became aware that there were positions on the Henry S. Baker fund board. I am writing to express my interest in one of those positions. Is there anything else I need to do to be considered?

Charlene Helman

641 Gilbert Road
Williamstown, VT 05679
802-455-2110
802-272-4666

Sent from my iPad

Jacqueline Higgins

From: Heather King <heather.king.211@outlook.com>
Sent: Tuesday, March 5, 2024 2:46 PM
To: Jacqueline Higgins
Subject: Harry S Baker Fund

Dear Selectboard.

I am putting forth my letter of interest for the position of Harry S. Baker Fund Trustee pursuant to the call from the Selectboard during the Williamstown Town Meeting of March 5th, 2024.

Sincerely,

/S/

Heather King
1670 South Hill Road
Williamstown, VT 05679
(802) 461-3869
heather.king.211@outlook.com

Matt Walker
561 Gilbert Road
Williamstown, VT, 05679



March 29, 2024

This letter is to express my interest in joining the Town of Williamstown Cemetery Commission. I have included a brief overview of my interest.

Although new to Williamstown I have always had an interest in joining a committee and figured that joining the Cemetery Commission makes sense. My wife and I bought a house on Gilbert Road in Williamstown in August of 2020. I have strong family roots in Williamstown and have family members from both sides of my family buried in the Village and East Hill cemeteries.

I have been in the granite industry for around a decade but have been around the industry since I was an adolescent. We own a small family-owned company focusing mostly on laser etching but handle anything granite. My wife and I also clean monuments on weekends. I really enjoy the upkeep of stones and cemeteries.

After attending the first meeting of the year I feel like I would be a good fit and will help keep the Williamstown cemeteries reputation high.

I hope to share my knowledge for years to come and thank you for your consideration.

Matt Walker

A handwritten signature in blue ink, appearing to read "Matt Walker", written over the printed name.

Board of Cemetery Commissioners

Town of Williamstown
PO Box 646
Williamstown, VT 05679

Matt Couillard, Chair
Orvil Lasell
Susan Lyons
Daphne Herwig

Chairman Tel: 433-5455
Town Tel: 433-5455
Town Fax: 433-2160
Email: asstclerk@williamstownvt.org

April 1, 2024

To the Selectboard - - -

At the invitation of the Cemetery Commission Orvil Lasell met with us at our March 28th meeting. We asked Orvil if he would be willing to serve on the board for the next year in one of the two seats that were not filled at Town Meeting. This would be for a 1 year of the 5 year term.

Orvil Lasell has been a valued member of the commission for the past several years but chose not to run for the 5 year seat to give someone else a chance to serve. He indicated that he would be willing to serve for the next year to keep the commission at full membership and to give us time to find someone to fill the remaining portion of the term.

We thank you in advance for your consideration of this request.

Sincerely,

Matthew Couillard, CH

MC/skl

Board of Selectmen
Williamstown, VT.

April 4, 2024

I ask the board to appoint me to the vacant position on the Trustees of Public Funds. I feel I can be useful in this position.

Thank you,
Orvil Lasell

Orvil Lasell

Jacqueline Higgins

From: Thomas Bailey <61bailey@gmail.com>
Sent: Thursday, April 4, 2024 11:25 PM
To: Jacqueline Higgins
Subject: Re: Moore road class 4 rd gravel.

Approved
4/8/24

I would like to request class 4 gravel for Moore road I live at 352 Moore road and I would like some gravel to try and get the crown back on the road thank you . Tom Bailey

On Mon, Apr 1, 2024, 6:20 AM Jacqueline Higgins <twnmgr@williamstownvt.org> wrote:

Good Morning,

Can you email me a brief request for gravel. I will put it on the agenda for April 8. I will pass on the grader request to the road foreman.

Jackie

Get Outlook for iOS

From: Thomas Bailey <61bailey@gmail.com>
Sent: Monday, April 1, 2024 12:10:33 AM
To: Jacqueline Higgins <twnmgr@williamstownvt.org>
Subject: Flint Rd

Hi Jackie ,Tom Bailey here. I hope you had a good Easter I have a couple of requests could we get a grader on Flint road mud's pretty well gone its rough as heck. And I also was hoping to get put on a list for gravel for class 4 this year thank you.