

SUNDERLAND SELECT BOARD
Regular Meeting - January 7, 2019

1. Call to order by Mark Hyde
2. Board members present
 - a. Rick Timmerman, Jon French, Mark Hyde, Steven Bendix, and Melanie Virgilio
 - b. Audience
 - i. Marc Johnston (Road Foreman), Rose Keough (Town Clerk/Treasurer), Donna Livingston (Resident), and nephew
3. Session recorded by GNAT-TV
4. Approval of Minutes from November 5, 2018 and December 3, 2018
 - a. Motion made to approve the November 5, 2018 meeting minutes by French, seconded by Timmerman, motion passed
 - b. Amendment to December 3, 2018 meeting minutes
 - i. Audience members should be changed from Brian Keefe and Linda Joy Sullivan to Kathleen James and David Durfee
 - ii. Motion made to approve the amended December 3, 2018 meeting minutes by Timmerman, seconded by French, motion passed
5. Report from Road Liaison and/or Highway Foreman
 - a. Everything is up and running
 - b. VTRANS is asking for more information on road construction project, Johnston will handle
 - c. FEMA is requesting information regarding flooding sources and related questions
 - i. Keough suggested forwarding the information to Jim Sullivan, she will forward
6. Old Business

- a. Update on Pre-Hazard Mitigation Grant status and lack of Sunderland purchasing procedure – discussion & approach for Federal grant
 - i. VCRC may be able to assist in preparing the grant
 - ii. Timmerman shared that there are templates available on the VLCT website
 - 1. The Town would need to decide what dollar amounts to associate with which tiers
 - 2. Bendix asked if this template/policy could apply to Federal matters only, Timmerman was unsure
 - 3. Timmerman will look into further and share at the next meeting, January 21, 2018
- b. Budgeting
 - i. Highway
 - 1. Building Maintenance and Supplies
 - a. Possibly increase from \$8,000 to \$10,000 due to current expenditures (due to new door)
 - b. Consensus to keep it at \$8,000
 - 2. Payroll, current budget proposal includes the raise for Road Crew members
 - 3. Retirement, will remain the same
 - 4. Bridge, Equipment, Guardrails, Paving, and Road Projects
 - 5. Timmerman suggested created a Salt Reserve Fund
 - a. Hyde suggested using National Forest Reserve Fund instead of starting a new fund and raising taxes
 - b. Keough shared that she feels this reserve fund is necessary to have as a buffer while she is waiting for money to come in, after paying it out
 - c. Bendix shared that the reserve fund was useful after Irene

- d. Hyde suggested that instead of relying on the reserve fund while waiting for tax money to come in, the town could get a line of credit from a bank
- e. Timmerman suggested asking voters to use excess money in the Highway Budget for a Salt Reserve Fund in addition to the Equipment Reserve
 - i. Salt Reserve Fund may be used to build a salt shed
 - ii. Article will be warned to use excess Highway funds to form a Salt Reserve Fund
 - 1. This may need to be broken down into two warned articles, Keough will look into
 - 2. Timmerman asked if the voters could be asked to start the fund with \$10,000, Hyde said that would need to be an additional warned article
 - a. Hyde suggested beginning by using excess funds to start with, and if that doesn't amount to enough, ask for a figure to be added next year
- 6. Virgilio asked what stone tailing is, Johnston answered that it is a ditch filling on a hill
 - a. This is necessary to meet new State of Vermont requirements
- ii. General Fund

1. Hyde suggested that with new information regarding recycling fees, the recycling budget should be increased to \$8,000
2. Keough has not heard from the Town of Arlington regarding fire protection
 - a. This cost increased in 2018-2019
 - b. Hyde suggested increasing the budget to \$46,000 tentatively
3. Payroll may need to be increased to reflect an increase for Webmaster (or technology, etc)
 - a. Keough responded that an outside contractor, if used, would be identified under a different budget, Technology Support
 - i. Technology Support can include subscription fees
 - ii. It will begin with \$2,000
 - iii. Technology Reserve (hardware related) is separate
- c. Handicap auto door opener to town hall doors – discuss/approve for budget?
 - i. Two push button panels (wireless, battery operated) would need to be installed by an electrician
 1. Royal Glass, Rutland, quote for the panels and door operators at \$6,097
 2. Garrett Williams quoted \$1,000 for electrical work, but it may be lower
 3. Bendix suggested setting a budget at \$7,000
 4. Timmerman and French expressed concern over the cost when the building does meet requirements

5. Timmerman suggested an alternate system of a camera operated doorbell system
 - a. Other members expressed concerns that this may not be feasible
 6. Keough asked if there are any grants available, Bendix will look into with the help of Samuel List
 7. Keough suggested adding this issue as an article so that town members can vote on it
 - a. This addresses Select Board members and citizen concern over increasing the budget
 - b. A grant would still apply
 - c. Select Board members in agreement on this avenue, Bendix will still work with Samuel List on applying for a grant
 - d. Update on town meeting at school
 - i. Virgilio contacted the school regarding the issue, but has not filled out the paperwork that is necessary, she will complete this week
7. New Business
- a. Discuss training for assistant town clerk for website maintenance
 - i. Assistant Town Clerk is willing to be trained by Hyde in order to take over website maintenance responsibilities
 - ii. Hyde will need to be compensated for his time training, about 3 or 4 hours
 1. Other Board members are in agreement
 - b. Discuss/approve tax sale repayment plan for a town owned property – Livingston Property
 - i. Livingston Property owner, Donna Livingston, has approached the Select Board with intention to buy back her property from the Town of Sunderland

- ii. Livingston informed the Select Board that she was unaware that her property had been deeded over to the Town of Sunderland and requested that the certified letter tracking information be researched
 - 1. Keough advised that this is information that the attorney, Kevin O'Toole, would have
- iii. Back taxes accumulated from 2015-2016 of \$405, 2016-2017 of \$779 , 2017-2018 of \$889, 2018-2019 of \$649, and a tax penalty of tax sale of \$234, for a total of \$3,956
- iv. Livingston would be able to pay \$3,000 now, and can pay off the remaining \$956 over 3 or 4 months
 - 1. The Board requested that the balance be paid by June 30th, 2019, and that all penalties would cease at this point
 - 2. After this balance is paid by June 30th, 2019, the next regular tax payment would resume in October 15, 2019
- v. Livingston is also in disagreement of her property appraisal, Keough told her that anytime after April 1, 2019 she can issue a formal grievance to the town Listers
- vi. After the balance is paid by June 30, 2019, the town will need to transfer the deed back to Livingston
 - 1. This will create an additional lawyer fee
 - 2. If there is no proof that Livingston received notification, the lawyer fee will be waived by the Town of Sunderland
- vii. Keough will ask O'Toole for proof that the certified letter was sent
- viii. Virgilio asked how Livingston found out about her situation, she answered that she found out when the new Delinquent Tax Collector, Richard Davis, contacted her about her late taxes in December of 2018

1. Livingston commented that she had no prior notification by the prior Delinquent Tax Collector
 - ix. Motion made by Bendix to accept the agreement between the Town of Sunderland and Donna Livingston, in that Livingston will pay \$3,000 on January 7, 2019, and \$956 by June 30, 2019, motion seconded by Virgilio, motion passed
 - c. Discuss multiple junk violations on Sunderland Hill Rd and approach
 - i. Hyde reported that there are a number of junk ordinance violations on Sunderland Hill Road, one of which is owned by the Town of Sunderland (Sweeney property)
 1. The Board is unsure of what the procedure is when there are people living in a Town of Sunderland owned property
 - a. An eviction notice must first be given
 - b. The 1 year expiration date has passed
 - c. February 20, 2019, an additional tax sale will be held
 - d. The Town of Sunderland's attorney will be contacted regarding this/these issues
8. Review of Bills, Correspondence, and Signing of Select Board's Orders
 - a. John Williams has sent the service requests
 - i. Martha Canfield Library is asking for an increased amount this years (\$8,200), and a petition is going around in Arlington
 - b. A Board of Abatement meeting is being held Wednesday, January 16, 2019, a few Board members will attend
 - c. Certificate of highway mileage with no changes
 - d. Green Up is in the budget
 - e. Comcast has increased and the budget now reflects this
 - f. BCSWA has a meeting coming up
 - g. Town of Sunderland is at a 97.87% of common level of appraisal
 - h. BCRC will change bylaws and is looking for input from Board members

- i. Hyde and French are in support of this as long as there aren't significant fees involved
 - i. Paperwork necessary to join the Select Board is posted on town website
 - i. There will be 2, maybe 3 openings coming up
- 9. Motion to adjourn made by Hyde, seconded by French, motion passed

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'SMW'. The letters are stylized and cursive, with the 'S' being large and looping, and the 'M' and 'W' being more compact and connected.

Stephanie Muñoz Wells