

**APPROVED**

**In attendance:** Kelli Eckroth, Kenneth Beattie and Michael Eramo, Selectboard and Nancy Needham, Town Treasurer

**Public:** William Brokhof, Bruce Hyde, Marilyn and Shawn Dougherty, Sarah Wraight (call-in), Bryan Kovalick, and Kyle Katz, Two Rivers Ottaquechee Regional Commission

6:00 pm call to order.

**Public Communications and Comment:**

Kelli advised the meeting that Sarah from TRORC would be calling in at 6:05 pm.

Shawn Doherty inquired about the final payments for the Bowl Mill gravel. Selectboard referred to Nancy Needham who confirmed payment had been received. Also inquired about potential conflict of interest about a \$10,300 payment to Kenneth Beattie for gravel deliveries. Questioned if multiple bids were acquired. Kenneth Beattie explained deliveries and associated work.

Sarah Wraight from TRORC called at 6:05 pm in to review three draft emails to be sent requesting quotes on design services for Historical Architecture Consultant Services, Archaeology Consultant Services, and Toxics Assessment Services to support the state environmental review of the CDBG grant for the Town Hall ADA modifications. The selectboard agreed to the language of the draft emails and approved their use by Sarah.

**Amend/Approve Agenda:**

**Approve Minutes of 03/04/2025 and 03/10/2025 Meetings**

Approved minutes of 03/04/2025 Town Meeting – Ken moved; Mike seconded. All in favor. Kelli made a motion to table the minutes of 03/10/2025 as we don't have a copy for review. Ken seconded. All in favor.

**TRORC Visitors:**

Bryan Kovalick provided a Transportation Survey Update and issued all selectboard members a copy of the survey results. Discussed key concerns including safe places for cycling – road and bike trails, narrow road shoulders for walking or cycling, consistency of speed through town and minimizing speeding. Brian proposed that we invite the respondents, approx. 8 people, to participate in a focused committee to discuss issues and identify more defined objectives regarding transportation concerns. The selectboard agreed and requested that this be the next step to gain public input on desired projects.

Kyle Katz provided an updated final draft of the Flood Hazard Plan. Kyle reviewed all highlighted updates with the selectboard. Kyle outlined timing on the next steps to adopting the plan by June 20, 2025. First decide on a hearing date at the next selectboard meeting, possibility is to plan for ½ hour before the June selectboard meeting. Final changes to the draft will need to be ready for approval no later than that meeting. The selectboard agreed that this timeline will work. Kyle stated he will follow up with a proposed plan and send the draft document with tracked changes for the selectboard to review.

**Financials:**

**TAN Loan Renewal/Discussion:**

The selectboard reviewed the TAN loan documents for opening an account with Mascoma Bank. Nancy Needham informed the selectboard that current balances in our bank accounts would not meet planned monthly expenses. Selectboard signed loan documents. Kelli moved to approve the TAN loan. Ken seconded the motion. All in favor.

Nancy requested to use funds from the Highway Surplus Account to pay road-related expenses. Upon review, the accounts would be short by approximately \$25,000 this month. Taxes due in May will replenish the account, however this does not align with expenses. The selectboard discussed using the TAN loan to cover expenses and reviewed this would have a 5.99% interest rate. Use of the Highway Surplus account would not accrue interest; however, these funds were promised to the 2025-26 FY budget. After discussion, the selectboard was in agreement to use the Highway Surplus Account funds to cover April expenses, upon the condition that all borrowed funds be returned to this account prior to July 1, 2025 as future taxes are collected. Kelli made a motion to conditionally allow the use of Highway Surplus Account funds to cover April expenses, Mike seconded. All in favor.

Approve payment orders:

The selectboard reviewed and signed off on 4 order sheets outlining April expenses. Kelli made a motion to approve the payment orders, Mike seconded. All in favor.

Open Meeting Law – Recording and Access of Meetings:

Kelli outlined possible use of Teams, creating an Open Meeting account on one of the possible 5 seats on the town MS365 plan for the Selectboard. Looking into a one seat upgrade for Teams, possibly 2, which would allow meetings with a dial in number and recording of the session. Setting up a YouTube site for the town where all open meetings may be hosted and a link provided to Marilyn to post on the website.

Marilyn inquired about the length of time that is required to post the videos. Kelli stated she would find this information as there was a recent update. Marilyn asked if there are requirements to hold the files permanently. The selectboard did not know. Kelli stated that we might be able to save them on a drive and keep them in the locked safe. Kelli shared that as this meeting is being recorded on her computer, she would look at setting up the YouTube account to share the link with Marilyn for the website. She stated that she would look into getting Teams ready in advance of the next selectboard meeting.

Training & Bookkeeping Review for Town Treasurer

Kelli shared that she and Nancy are planning to meet with a local accounting consultant who is a Quickbooks ProAdvisor and has experience with municipal accounting and account clean up. Nancy is planning to host training in May and June, and possibly more in the new fiscal year. Potential costs are estimated at \$5000, \$2500 in FY 24/25 and \$2500 in FY 25/26. We have possibly two additional resources should the local consultant not be available. Nancy added, there are bookkeeping issues dating back many years that continue to affect current accounts. the overall chart of accounts and set up could be cleaned up and she is looking forward to training. More to come soon on the plan.

LEMP Meeting and Assignments (04/04/2025):

Kelli updated the selectboard on revisions to the Local Emergency Management Plan, including newly assigned responsible people in the plan. Kelli shared that there was a recommendation to allow crated or leashed pets into any emergency shelter. This was a concern when vulnerable people refuse to leave their homes without their pets. The select board was in agreement and supported this change to the plan. Kelli moved to adopt, Mike seconded. All in favor. Plan signed and adopted.

Open Town grant discussion and updates:

Bruce Hyde mentioned that our CFP grant for Granville Fire Department Building Upgrades project submission was being resubmitted by the office of Becca Balint, by Thomas Renner. Initial submission and review and had halted under the current federal administration. We remain in communication with Sarah Wraight at TRORC on updates.

Ken noted that he talked to Chris Bump two weeks prior about VTrans structures grants and class 2 road paving grants. Discussed next steps and grant support on the repair of the culvert on Town Line Road, located near the Granville Rochester town line, currently there are jersey barriers. Will follow up.

Constable Report:

Not present

Town Reappraisal:

No updates

GVFD and First Responders Update:

Not present. The selectboard noted that there has not been representation from the GVFD for some time. Bruce Hyde and the selectboard discussed holding a review of the last grant agreement with the town, and to review their continuation as a non-profit entity. Concerns about abilities to manage with limited volunteer resources and past audit response was discussed. Kelli agreed to request the current documents and GVFD/town agreement for review at the next selectboard meeting.

Buildings and Grounds RE: Town Hall Roof Repair:

Kelli updated that the roof repair was complete and 50% paid by insurance.

Planning Commission Update:

William Brokof updated that he is still seeking a 3<sup>rd</sup> Planning Commission member, plans to recruit on Front Porch Forum. He has invited the selectboard to the upcoming Planning Commission meeting for the Regional Land Use Mapping presentation. Updated the selectboard on activities related to the Town Plan, due in 2027.

Cell Tower Update

No full update. Mike shared that there has coring has been underway for engineering of the slab.

Website Update:

No updates. Marilyn shared that she is looking forward to minimizing the time on file uploads for meeting recording.

Redetermination of Equalized Education Property Tax Value:

The Selectboard made copies and reviewed the state of Vermont forms related to the redetermination. Kelli moved to table this approval to gain more information from Richard Favor. Mike seconded. All in favor.

Roads Commissioner Update

Crushed Ledge Quote – Mike requested quote get product to the fire station. Requested a product list. Asked if we could get a quote on cost to distribute to the hollows. Ken will call and follow up on this request. Ken will get quote from Chris Aker from Middlebury for gravel and trucking.

Public Communications and Comment

William Brokow shared concern with the gabions on the main section West Hill Road. There are trees growing into them and he saw some erosion of the rocks and wanted to make the selectboard aware. He also shared that he has a quote to fix the old King Bridge and post a placard on the end.

Adjourned at 8:55 pm.

Respectfully submitted,

Kelli Eckroth, Selectboard Chair