

APPROVED 8/16/11

A special meeting of the Selectboard was scheduled to discuss and approve the 2011-2012 tax rates. Also discussed were various concerns brought forward by the Town Clerk.

Minutes of the Special Meeting of the Sandgate Selectboard August 4, 2011

Selectboard Members Present: Don Trachte, Chair; Judy Boehlert, Vice Chair; Junior Bentley.

Selectboard Members Absent: Tom Fierravanti, Betsy LaVecchia.

Non-Selectboard Members Present: Erica Lin, Treasurer; Marlene Roderick, Town Clerk; Lee Arrington Selectboard Assistant.

1. Meeting Time: 6:00 – 7:00 PM: Approve the 2011-2012 tax rates and discuss matters concerning the Town Hall.
2. The Treasurer addressed the Selectboard and presented them with a report summarizing the 2011-2012 tax rates, the drivers of the tax changes as compared to the previous year, and a calculation of cash on hand.
 - a. The Grand list completed for the tax year 2011-2012 calculated the total municipality at \$639,462.
 - b. The Tax rate is determined by the following three components with the total taxes to be raised at \$1,239,423.
 - i. The first is the voted-on municipal budget totalling \$301,870;
 1. General Fund taxes to be raised are \$69,669; and
 2. The Highway Fund taxes to be raised are \$232,200.
 - ii. The second is the school budget which totals \$936,274.
 - iii. The third is the local agreement rate which provides veterans with a \$30,000 exemption. The total local agreement taxes to be raised are \$1,279.
 - c. Discuss cash on hand, bills to be paid and prioritize expenditures while waiting for taxes to come in.
 - d. Drivers for changes in taxes.
 - i. Discuss possible drivers for the increase in school taxes including 2010 census changes, local allocation changes and State rates that cannot be influenced locally.
 - ii. Discuss the difference between the homestead and non-homestead tax rates.
 - iii. Discuss the local agreement and how it reduced the Grand List total municipality.
 - e. Summary: The Grand List is slightly up which is as expected and the municipal budget is essentially flat. Non-residential property owners will see a greater increase in their taxes than residential homeowners. Ms. Boehlert moved to

approve the tax rates as set before the Selectboard and the motion was seconded by Mr. Bentley and unanimously agreed. The Treasurer expects to print the tax bills tomorrow and mail them out by Monday.

3. Town Clerk's Report:

- a. Dog Licenses and Registration: There is only one dog that remains unregistered and it also needs a rabies shot. Discuss excuses for non-payment and requests that the Selectboard send the Constable and the Animal Control Officer to assist in getting the dog owner to comply.
- b. Internet grant balance: Question as to how much of the \$50,000 received from the grant is remaining and a question as to who is managing the funds. The Town Clerk has requested that the account be audited so the balance remaining may be discovered. The Town Clerk also informed the Selectboard that the radio receivers have been picked up and are believed to be being resold. The Town Clerk suggested that the Town should receive the money for the resold equipment and that the funds could be used for purchasing signal boosters to extend internet service to residents living in more remote parts of Sandgate. Ms. Boehlert suggested asking the internet committee about the matter and the Town Clerk estimated the remaining internet grant balance to be approximately \$14,000.
- c. Road Crew: Confirm that complaints about the road crew go to Mr. Trachte.
- d. Garbage Removal: Discussed the fact that the garbage hasn't been picked up for the past two weeks and inquire as to how the road crew disposes of their garbage. The Town Clerk plans on contacting Casella about the missing pick-ups and will inquire as to scheduling once a month pick ups in the future.
- e. Office Equipment:
 - i. The office shredder has broken and the estimated cost to replace it is \$30 to \$40.
 - ii. Discuss replacement options for the broken copy machine and the differences between the models researched. The Town Clerk recommended the Ricoh Kyocera copier (XM-255) at the cost of \$3,195 with an annual service contract of \$198 which includes parts, labor and travel time. Discuss lease verses purchase options and where to take the funds from until the taxes arrive. Ms. Boehlert moves to approve the XM-255 copy machine and the motion was seconded by Mr. Bentley and unanimously agreed.
- f. Discuss personal issue of a ditch on Ms. Roderick's property not being clear and a part disappearing which helps the drainage. Ms. Roderick suggested that Mr. Trachte look at it before discussing it with the road crew.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 9/6/11

Copies of the Agenda for the meeting of August 16, 2011 were available to all who were present prior to the meeting being called to order.

**Sandgate Selectboard
Minutes for Meeting of August 16, 2011**

1. **Call to Order:** The Meeting was called to order at 6:40 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Junior Bentley; Lee Arrington, Selectboard Assistant. **Selectboard members absent:** Tom Fierravanti; Betsy LaVecchia.
3. **Approve outstanding minutes from August 1, 2011.** Ms. Boehlert moved to approve the minutes from August 1, 2011 as written and the motion was seconded by Mr. Bentley and unanimously agreed. Mr. Bentley moved to approve the minutes from the special meeting of August 4, 2011 as written and the motion was seconded by Ms. Boehlert and unanimously agreed.
4. **Appearances by Local Citizens and Visitors:** None.
5. **Announcements:** None.
6. **Reports:**
 - a. Treasurer's Report: None.
 - b. Highway Report: Discuss grading that was done just after long rainfall that is now mud and is a mess to drive on. Discuss incomplete roadside mowing in West Sandgate and the bill received for services rendered.
 - c. Checks have been received from art sales at the Sandgate 250th Celebration and will be donated to the Wueslin-Stuecklen Scholarship fund.
7. **New Business:** None.
8. **Old Business**
 - a. Review of action item list: Discuss the VLCT Health Trust deadline of August 15th which was to help communities choose the best insurance plan for their area. Discuss existing insurance providers in Bennington and the difference between the two organizations. Mr. Trachte will contact VLCT for more information. Discuss personnel policies and the need to forward it to the attorney for his review. Briefly discuss policies and ordinances and the need to finalize them so they can be removed from the action item list.
9. **Review of Bills and Signing of Selectboard and Highway Orders:** Selectboard members reviewed and signed the orders presented by Mr. Trachte.
10. **Adjourn:** Mr. Bentley moved to adjourn the meeting at 7:00 PM. The motion was seconded by Ms. Boehlert and unanimously agreed.
11. **Next Meeting:** September 6, 2011 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

AMENDED and APPROVED 10/3/11

Copies of the Agenda for the meeting of September 6, 2011 were available to all who were present prior to the meeting being called to order.

**Sandgate Selectboard
Minutes for Meeting of September 6, 2011**

1. **Call to Order:** The Meeting was called to order at 6:34 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Tom Fierravanti; Junior Bentley; Betsy LaVecchia; Erica Lin, Treasurer; Lee Arrington, Selectboard Assistant.
3. **Approve outstanding minutes from August 16, 2011.** Mr. Bentley moved to approve the minutes from August 16, 2011 as written and the motion was seconded by Ms. Boehlert and unanimously agreed.
4. **Appearances by Local Citizens and Visitors:** Jeanne Zoppel, Ed Pike.
5. **Announcements:** Reminder that the Town Fair held at Killington is coming up on October 6th which will include presentations, training and the discussion of various issues.
6. **Reports:**
 - a. **Lister's Report:** Ms. Zoppel informed the Selectboard of the following Lister omissions and corrections.
 - i. Paul and Patti Stannard lost Current Use status for the next five years. Discuss breach of contract and the increase in the Grand List. The Treasurer will revise and reprint the bill and forward it along with the penalties involved.
 - ii. Mr. Nevin gave his land to the Conservation Fund and received a bill for taxes due on the land that was given away. Discuss the tax filing oversight on behalf of the Conservation Committee and what is needed to correct the situation.
 - iii. Ms. Zoppel sold 5.09 acres to the Phelps and did not update the records and as a result the Grand List needs to be changed.
 - iv. Mr. Fierravanti moved to approve all three changes that were brought forth by the Listers and the motion was seconded by Ms. Boehlert and unanimously agreed.
 - b. **Treasurer's Report:** The General Fund balance is \$163,109 and includes taxes received in the amount of \$177,800 which represents 14% of the total tax revenue due. Discuss the recent use of the overdrawn protection on the account while the Treasurer was on vacation and review the summary of accounts and recent payments. Discuss Fire Protection reserves and the recent purchase of the new office copier. The Highway Fund balance is \$79,022 and line item payments are pending the transfer of tax revenue into the account which the Treasurer expects to be done by October 20th. Ed Pike discussed the need to get into restricted funds to pay for highway projects and Mr. Fierravanti inquired as to the solvency of the Town Hall maintenance reserves with the painting of the Town Hall to be completed shortly.
 - c. **Highway Report:** Discuss problems created by the recent hurricane/tropical storm Irene along the Green River. Review photographs taken by Mr. Trachte and discuss the before and after pictures and a summary of the bills involved so far. Discuss the need to use GPS tracking to inventory each site separately so each matter can be managed as a separate account. Discuss FEMA's protocol and their upcoming visit to the damaged sites next week. Discuss Rupert Road and the hydraulic studies that will be needed to receive funding. Mr. Trachte suggested using larger culverts in the future (over 18" in diameter) so that water will not jump the culverts when they are most needed.

- i. Discuss highway expenses that are waiting for tax revenue to be received and FEMA' obligation to pay for 75% of the work needed after the storm damage. Mr. Pike expects the cost to be around \$52,000 and recommends taking \$50,000 from the restricted fund to pay the bills. The Treasurer suggested that funds can be temporarily moved from the Materials and Hauling reserves if needed. Mr. Trachte requested the Treasurer's recommendation for handling the funds so they can be carefully tracked and replenished in the future. Mr. Trachte scheduled a meeting with Mr. Pike for September 7th at 12:30 PM to continue work on this matter. Discuss the need to provide information to homeowners for individual assistance. Mr. Fierravanti moved to transfer up to \$55,000 from the Material and Hauling restricted account to pay for emergency expenses related to the hurricane/tropical storm Irene and the motion was seconded Ms. Boehlert and unanimously agreed.

7. **New Business:** None.

8. **Old Business**

- a. Review of action item list: Discuss the Bridge Report and the possibility of using FEMA funding to help with local bridges. Discuss additional damages to bridges and the need to take more photographs of the damage. Discuss FEMA Food Insurance and the demands and restrictions imposed on homeowners as a result of joining the program. A summary of Town Policies was distributed to the Selectboard along with three policies that Ms. Boehlert requested the Selectboard review and decide on whether these policies be approved or revised. The policies include Summer Maintenance Operations, Winter Maintenance Operations and Disposition of Fill. Ms. Boehlert requested that these be reviewed and either approved or revised by the next meeting. Mr. Pike's opinion of the policies was also requested. There is no update on the progress of the Website, but Katie Kenney wants to meet with the Selectboard to discuss options and finalize the particulars. The independent audit is still pending a follow up conversation with the Treasurer to find out what the next step is. Discuss the grant needed for the geotextile work and the particulars that need to be followed in such a process. Discuss priorities and limitations and the need to create a Highway Priority Plan to manage all of the work that needs to get done. The Selectboard reached an agreement that the work needed on Rupert Road was the priority and the geotextile work was to be removed from the action item list. Other items to be removed from the action item list include The Humane Treatment of Animals, the unrestrained dogs at the Green Mountain Inn, VLCT Health Trust inquiry, and the Batchelar's complaint about the road work done in West Sandgate. Discuss the DFIRM flood management plan, the restrictions involved and that fact that 41 towns in Vermont have not joined the program. Discuss the new contracts and policies regarding the road crew and the need to complete this matter. Mr. Trachte will follow up with the attorney reviewing the contract and Mr. Fierravanti suggests making this the top priority.

9. **Review of Bills and Signing of Selectboard and Highway Orders:** Selectboard members reviewed and signed the orders presented by Mr. Trachte.

10. **Adjourn:** Mr. Bentley moved to adjourn the meeting at 7:48 PM. The motion was seconded by Ms. Boehlert and unanimously agreed.

11. **Next Meeting:** September 19, 2011 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 10/3/11

Copies of the Agenda for the meeting of September 19, 2011 were available to all who were present prior to the meeting being called to order.

**Sandgate Selectboard
Minutes for Meeting of September 19, 2011**

1. **Call to Order:** The Meeting was called to order at 6:35 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Tom Fierravanti; Junior Bentley; Lee Arrington, Selectboard Assistant. **Selectboard Member Absent:** Betsy LaVecchia.
3. **Approve outstanding minutes from September 6, 2011.** Ms. Boehlert moved to approve the minutes from September 6, 2011 as written and the motion was seconded by Mr. Fierravanti and unanimously agreed.
4. **Appearances by Local Citizens and Visitors:** None.
5. **Announcements:**
 - a. Vandalism of mail boxes stretched from Southeast Corner to Perry Hill and Camden Valley Roads is believed to have occurred around 12:30 PM on September 14th. Discuss witness and sighting of white pickup truck doing the vandalism and the belief that mailbox vandalism occurred about the same time last year on West Sandgate Road. The Town Clerk has informed the State Police and discuss plan of informing the Constable and the Arlington Post Office of the damage done.
 - b. Vandalism of the information boards at Baldwin Corners and South East Corners Road occurred the same night as the mailbox vandalism. Discuss the need to repair or replace the damaged doors with glass.
6. **Reports:**
 - a. Treasurer's Report: Approximately one third of the tax money has been received and the Treasurer will be at the Town Hall on the morning of October 1st to collect taxes before they are deemed late. Discuss the ongoing independent audit and the need for the Treasurer to provide the auditor with additional information so the audit can be completed. The Treasurer expects to get the information to the auditor following the completion of tax collection on October 1st.
 - b. Highway Report regarding FEMA status: Discuss the two ways bills are prepared for FEMA, dividing the expenses into short and long term categories, and review the forms to be used in the process. Discuss the 16 sites for potential repair and the fact that work has begun on 7 of the sites already, incurring a cost thus far of about \$20,000 in materials and labor. The FEMA representative is expected to visit tomorrow, September 20th to visit the 16 sites and Mr. Trachte plans to sit down with Ed Pike beforehand to discuss the itinerary. Mr. Fierravanti raised the issue of inspecting every road before the FEMA visit so that everything is included and there are no omissions. Mr. Trachte will contact

Mr. Pike to schedule his meeting with Mr. Fierravanti to inspect all roads in Sandgate tomorrow.

7. New Business:

- a. Announcement that Phil Monahan has resigned from the zoning board and the need to fill the vacancy and appoint a new board chairman. Discuss potential candidates and the need for a diverse board. Also discuss the need to revise the Zoning Bylaws and the expectation of more information by the next Selectboard meeting.

8. Old Business

- a. Review of action item list: Nothing new regarding the Bridge Report but discussion of the storm damage included the need for larger culverts and the connection of trenches and ditches to the roads. With respect to the Sandgate Website, Mr. Trachte suggests Ms. Boehlert and Ms. LaVecchia contact Katie Kenney and set up a time to meet and move the website construction forward. Discuss involving the Town Clerk in the process. DFIRM is still pending a decision and discuss where to report storm damage and how to forward contact numbers. Discuss management plans, requirements for joining the program, and the impact on all residents. The new Contracts and Policies for the road crew is still pending attorney review and will be followed up on this week. Discuss summary of compensation, meeting with the road crew and the need to finalize this process as soon as possible. Discuss the three Town Policies distributed at the last meeting which include Summer Maintenance Operations, Winter Maintenance Operations and Disposition of Fill. Note that the checklist was not attached to the Summer Maintenance policy and discuss the need to locate the checklist before the policy can be approved. Mr. Fierravanti will search for the missing attachment and Ms. Boehlert will verify that the mileage mentioned within the policy is accurate and will correct the various typos so the policies can be approved at the next meeting. Discuss Class IV roads that do not need to be maintained during the winter. Ms. Boehlert assembled and distributed the Alcohol Policy to the Selectboard members for their review and recommended modifying the language of the policy to reflect the actual procedure being followed. Discuss statement of supervisor requiring 10 hours of training and the fact that the town has been working under this policy for a year now.

9. Review of Bills and Signing of Selectboard and Highway Orders: Selectboard members reviewed and signed the orders presented by Mr. Trachte.

10. Adjourn: Mr. Bentley moved to adjourn the meeting at 7:35 PM. The motion was seconded by Ms. Boehlert and unanimously agreed.

11. Next Meeting: October 3, 2011 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 10/17/11

Copies of the Agenda for the meeting of October 3, 2011 were available to all who were present prior to the meeting being called to order.

**Sandgate Selectboard
Minutes for Meeting of October 3, 2011**

1. **Call to Order:** The Meeting was called to order at 6:35 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Junior Bentley; Betsy LaVecchia; Erica Lin, Treasurer; Lee Arrington, Selectboard Assistant. **Selectboard Member Absent:** Tom Fierravanti.
3. **Approve outstanding minutes from September 19, 2011.** The Town Clerk discovered several errors in the previously approved minutes from September 6, 2011 and Mr. Trachte requested that the Selectboard Assistant make the indicated changes and resubmit as "Approved as Amended." Ms. Boehlert moved to approve the minutes from September 19, 2011 as written and the motion was seconded by Mr. Bentley and unanimously agreed.
4. **Appearances by Local Citizens and Visitors:** Ed Pike.
5. **Announcements:** None
6. **Reports:**
 - a. **Treasurer's Report:** The taxes collected on time totalled \$928,839 with \$81,821 remaining to be collected. The amount of delinquent taxes has increased in 2011, as it was approximately \$55,000 last year. The Treasurer's Report was reviewed and included a breakdown of the tax revenue received, the Delinquent Tax List, and the School and Highway transfers that need to occur by October 20, 2011. Discuss the Delinquent Tax List and expected timeline for receipt of funds. Mr. Trachte will forward the list to the Town Clerk for her review before forwarding it to the Delinquent Tax Collector. The Treasurer informed the Selectboard that there is no Summary Report ready at this time and expects it to be completed by the next regular meeting.
 - b. **Highway Report:**
 - i. **FEMA Status:** Review the map and discuss the sixteen sites affected by the hurricane/tropical storm Irene. Seven out of the sixteen sites were considered an emergency and required immediate work. The worst damage done by the hurricane was found in Beartown where a new culvert bridge is needed and could be expected to total \$50,000 including labor for that one bridge. The Town has spent \$20,000 so far and FEMA has been helpful and informative thus far.
 - ii. **Meetings and the road survey with Timothy Brunette of FEMA** were helpful and provided organizational information needed to proceed. The town will need to categorize all work done in terms of cost per hour in the following categories:
 1. segregate materials,
 2. subcontracting,
 3. force labor, and

4. force equipment.
 - iii. The Emergency application is in process and Ed Pike suggested that every site has its own folder containing invoices and any relevant information. The Treasurer raised a question as to invoices that cover multiple sites and how to make accounting as streamlined as possible. The Treasurer and Mr. Pike discussed accounting, record keeping and responsibilities as well as defining costs in terms of hours. Mr. Trachte indicated that he had received the Hydraulic Study for Rupert Road and the Vermont Official Disaster Recovery Handbook was provided to the Treasurer for her information and use. Discuss a wrap-up meeting with FEMA in a few weeks and the questions that should be presented at that time.
7. **New Business:** None.
8. **Old Business:**
- a. Review of action item list: The website meeting is scheduled for October 12 at 6:30 PM and the independent audit remains pending for the Treasurer's response to the Auditor's questions. Ms. Boehlert distributed a Special Report titled "Understanding Flood Insurance" and discussed the need for the Zoning Board to make a recommendation on this. Discuss FEMA's disaster coverage of 80% of the costs incurred and the possibility of flood insurance covering an additional 12%, provided that the town joins the program. The deadline for Sandgate to join DFIRM is March 1, 2012. Discuss the Road Crew's contract and policies and the attorney's response that it was one of the best plans he has ever seen. Mr. Trachte will review the Personnel Policy one last time before submitting it for Selectboard approval. Ms. Boehlert submitted the finalized Fill, Summer Maintenance and Winter Maintenance Policies, along with the missing checklist for Selectboard approval. Ms. LaVecchia moved that the Fill, Summer Maintenance and Winter Maintenance Policies be approved and the motion was seconded by Mr. Bentley and unanimously approved. Ms. Boehlert distributed the revised Drug and Alcohol Testing Policy for review and approval. Ms. LaVecchia moved to approve the Drug and Alcohol Testing Policy and the motion was seconded by Mr. Bentley and unanimously agreed.
 - b. Phil Monahan has resigned from the zoning board and his service was very much appreciated.
9. **Review of Bills and Signing of Selectboard and Highway Orders:** Selectboard members reviewed and signed the orders presented by Mr. Trachte.
10. **Adjourn:** Mr. Bentley moved to adjourn the meeting at 7:28 PM. The motion was seconded by Ms. Boehlert and unanimously agreed.
11. **Next Meeting:** October 17, 2011 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 11/7/11

A special meeting of the Selectboard was scheduled to discuss a dog bite along with several other matters.

**Minutes of the Special Meeting of the Sandgate Selectboard
October 13, 2011**

Selectboard Members Present: Don Trachte, Chair; Judy Boehlert, Vice Chair; Tom Fierravanti.

Selectboard Members Absent: Junior Bentley; Betsy LaVecchia.

Non-Selectboard Members Present: Suzanne dePeyster, Animal Control Officer; John LaVecchia, Town Health Officer; Lisa Robinson; Kathy Paz; Edward Seaton; Lee Arrington, Selectboard Assistant.

1. Meeting Time: 6:30 – 7:15 PM: Investigate and discuss a dog bite.
 - a. On October 12, 2011 Lisa Robinson was bitten on the leg by a small dog owned by Kathy Paz and Edward Seaton while dropping off her son to play. The incident occurred in Ms. Paz's home as she walked in the front door. Ms. Robinson stated that she was okay after the dog bite and has already been to see a doctor. While there was no infection at the time of her doctor visit, an infection has since occurred at the site of the dog bite and warrants a second doctor appointment to obtain the necessary antibiotics. Both parties contacted the Animal Control Officer and the Selectboard after the dog bite occurred and there are no bad feelings between the parties as a result of the accident.
 - b. Ms. Paz explained to the Selectboard, the Health Officer and the Animal Control Officer the history of the dog and its introverted demeanor. The dog was a rescue and is reported to be very shy, runs away from children, and appears to be terrified most of the time. Ms. Paz reported that the dog is not typically aggressive, does not bite people, and typically runs away when visitors enter the home. The dog resides within the home and only goes outside within a fenced-in area and is only believed to be a threat to someone invited inside the home.
 - c. The Selectboard inquired as to the dog's history and reported that the dog is unregistered as well as another dog in the home. The Town Clerk reported that her attempts on getting the dogs registered resulted in unreturned phone calls and that this was not the first year Ms. Paz and Mr. Seaton were non-compliant. It was also discovered that the dog's rabies vaccination was not current and had expired a few months ago back in August. When asked if the dog had ever bitten anyone before, it was discovered that the dog had bitten a thirteen year-old and an adult within the past two months, making this the third dog bite in a two month span¹.
 - d. The Animal Control Officer previously discussed the incident with both parties and observed the dog in question where it was her determination that the dog is a very frightened animal. The Animal Control Officer asked Ms. Paz to go to the vet to obtain rabies vaccination information and reviewed the records which confirmed that the dog missed the recent rabies vaccination, but was vaccinated in the past and believes that the dog is not a rabies threat as the vaccination only expired two months ago.
 - e. The Health Officer reported that he was informed of the dog bite directly from the hospital, as it is obliged to report dog bites to the town health officer. The vet reported that the dog's only problem was fleas, and verified that the dog had received a rabies shot in the past. The Health Officer also agreed that there was very little chance the dog had rabies but the 10 day quarantine period is still required by law so that any strange behavior can be observed safely and rabies infection can be ruled out. The dog is to be quarantined within the owner's home and will be

¹ Information pertaining to the previous two dog bites was obtained in a secondary meeting between Mr. LaVecchia and Ms. Paz on October 19, 2011.

visited again by the Health Officer at the end of the 10 day quarantine period which is October 22, 2011.

- f. Mr. Trachte informed the parties that the Selectboard has 7 days to make a decision on the matter and the dog must be quarantined for 10 days. Ms. Boehlert read the town policy concerning dog bites and the non-registration of dogs and discussed the town's options including impounding the animal. Mr. Fierravanti raised a question as to the town's policy on repeated dog bites as the dog in question has bitten now three times. Financial matters were also discussed as there are medical bills to be paid and vet appointments that need to be made. Mr. LaVecchia suggested filing a home insurance claim and explained that it should not concern liability or increased payments and would probably fall under a general medical provision. Ms. Boehlert suggested posting a sign outside the home warning visitors that a dog that bites lives on the premises so the owners take some responsibility on protecting people and children within the home. Mr. Trachte explained to the parties that it is the board's responsibility to decide the best path forward and they will make their decision by October 20, 2011. In the meantime Ms. Paz and Mr. Seaton are to get both of their dogs vaccinated and registered, provide all necessary paperwork to the Town Clerk and quarantine their dog for 10 days until the next visit by the Health Officer. It was also requested that they make payment arrangements with Ms. Robinson to cover the medical bills she has incurred as a result of the dog bite.
2. Green Mountain Inn Dogs: The Animal Control Officer informed the Selectboard of her recent visit to the Green Mountain Inn to discuss the three dogs that have been repeatedly observed outside barking after nightfall. She explained to the owner that the dogs need to be inside after dark and cannot bark all night long or they will be impounded. She reports that if the situation continues she may have to impound two or three animals and discussed the potential expense if this needs to be done. Discuss annual budget for Animal Control and note that a list of dogs organized by description would be helpful in the future. Mr. Fierravanti requested that the Selectboard look into Animal Control funding and raised a question as to how many dog bites occur in Sandgate in a year.
3. Dry Hydrant: Ms. dePeyster asked Ed Pike about installing a dry hydrant on Rupert Road and wanted to petition the Selectboard to get the work completed before the ground freezes this year. Discuss the possibility of using a \$2,500 grant to help pay the upcoming bills for pipes, labor, etc. and the estimate for the work if done by outside contractors would be approximately \$1,500 if the road crew cannot do the work. Mr. Trachte explained that Sandgate has one month to get everything wrapped up before the cold weather is here for good and the need to prioritize everything before they could decide on how to proceed.
4. Vermont Forum: Mr. LaVecchia informed the Selectboard that he plans on attending the upcoming Vermont Forum as he has done in years past and requested that he split the expense of his trip with the town. The expenses will include a hotel and mileage and will not include his meals during his stay. The Selectboard approved his request.
5. The Personnel Policy and Contract has been reviewed by an attorney and Mr. Trachte suggested that they pass it on to the road crew for their review and execution with an effective date of November 1, 2011. Ms. Boehlert moved to approve the Personnel Policy and Road Crew Contract as written and the motion was seconded by Mr. Fierravanti and unanimously agreed.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

AMENDED AND APPROVED 11/21/11

Copies of the Agenda for the meeting of October 17, 2011 were available to all who were present prior to the meeting being called to order.

Sandgate Selectboard Minutes for Meeting of October 17, 2011

1. **Call to Order:** The Meeting was called to order at 6:30 PM by Ms. Boehlert.
2. **Selectboard members present:** Judy Boehlert, Acting Chair; Tom Fierravanti; Junior Bentley; Betsy LaVecchia; Lee Arrington, Selectboard Assistant. **Selectboard Member Absent:** Don Trachte.
3. **Approve outstanding minutes from October 3, 2011.** Mr. Bentley moved to approve the minutes from October 3, 2011 as written and the motion was seconded by Ms. LaVecchia and unanimously agreed.
4. **Appearances by Local Citizens and Visitors:** Ed Pike.
5. **Announcements:**
 - a. Vermont Clean-Up Day is scheduled for October 22, 2011 and is a new voluntary effort sponsored by the governor. Additional information on the event can be found online at vermontcleanup.org.
 - b. The Secretary of State is conducting a "Transparency Tour" across Vermont and will be in Bennington on November 9, 2011 for anyone who is interested.
6. **Reports:**
 - a. **Treasurer's Report:** The appropriate funds for the highway and school accounts were recently transferred as follows:
 - i. Highway Transfer: \$232,200
 - ii. School Transfer: \$744,092
 - iii. Delinquent Tax Summary: Taxes have been received in the amount of \$7,447.83, leaving a remaining outstanding balance of \$78,467.70 to be collected.
 - b. **Highway Report:** Mr. Pike and Mr. Fierravanti discussed purchasing the winter sand this year from Sheldon at \$100 per ton delivered. There is nothing new to report regarding the ongoing FEMA effort. Discuss the section of Sandgate Road north of the covered bridge that has been considered a federal highway and therefore qualifies for 100% State funding to repair it. Discuss problems with the new truck, their resolution, the truck's sanders and attachments, and being prepared for the winter. Discuss work to be done on Wilcox Hollow Road and the wait for the final paperwork to be completed. Discuss the hydraulic report that came back for Rupert Road and the possibility that FEMA could pay

approximately \$50,000 toward the repairs and the fact that upgrading a 4 foot culvert to an 11 foot culvert is considered an improvement rather than a repair. Discuss the old truck and request Mr. Pike's opinion on it lasting another three or four years when finances will allow the purchase of a second new truck. Mr. Pike believes it will last if maintenance is done regularly, but could not guarantee that there will not be issues to deal with within this time frame. Mr. Fierravanti requested that the Selectboard approve a regular maintenance schedule to keep the old truck in top shape.

7. New Business: None.

8. Old Business:

- a. Review of action item list: Nothing new to report regarding the Bridge Report/Culvert Review. The Personnel Policy was approved on October 13, 2011 and was distributed to the road crew on October 14, 2011 with an effective starting date of November 1, 2011. Three new policies were distributed by Ms. Boehlert to the Selectboard for their review and included "Use of Engine Brakes," "Signs," and "Transportation Construction and Improvements." Ms. Boehlert moved to approve the "Use of Engine Brakes" policy and the motion was seconded by Mr. Fierravanti and unanimously agreed. Discuss the "Signs" policy, the proofreading notes, and the revisions suggested by Ms. Boehlert. Discuss the "Transportation Construction and Improvements" policy and the need to verify that the highway information is correct and up to date. Ms. Boehlert requested that the Selectboard review and be prepared to revise or approve the policies by the next regular meeting. Discuss the recent Sandgate website meeting which included Ms. Boehlert, Ms. LaVecchia, the Treasurer and Katie Kenney. Ms. Boehlert forwarded the last approved minutes to Ms. Kenney for her to convert to a PDF file and post online. The independent audit is still pending the Treasurer's response to the auditor's questions. Discuss the Zoning Board's need to make a decision regarding DFIRM and the changes in the Town's By-Laws if Sandgate joins the FEMA Flood Insurance Program.

9. Review of Bills and Signing of Selectboard and Highway Orders: Selectboard members reviewed and signed the orders presented by Ms. Boehlert.

10. Adjourn: Mr. Bentley moved to adjourn the meeting at 7:03 PM. The motion was seconded by Ms. LaVecchia and unanimously agreed.

11. Next Meeting: November 7, 2011 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 11/21/11

Copies of the Agenda for the meeting of November 7, 2011 were available to all who were present prior to the meeting being called to order.

**Sandgate Selectboard
Minutes for Meeting of November 7, 2011**

1. **Call to Order:** The Meeting was called to order at 6:33 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Tom Fierravanti; Junior Bentley; Betsy LaVecchia; Erica Lin, Treasurer; Lee Arrington, Selectboard Assistant.
3. **Approve outstanding minutes from October 17, 2011.** Ms. Boehlert moved to approve the minutes from October 17, 2011 as written and the motion was seconded by Mr. Fierravanti and unanimously agreed. Ms. Boehlert also moved to approve the minutes from October 13, 2011 as written and the motion was seconded by Mr. Fierravanti and unanimously agreed.
4. **Appearances by Local Citizens and Visitors:** Rick Dahm, Adair Rowland, Richard Colgan, and Jerry Hall were in attendance to discuss the health issues and other ramifications of Smart-meters being installed in the State of Vermont. Suzie dePeyster also arrived at the end of the meeting to discuss recent Animal Control issues.
 - a. Rick Dahm requested that the Selectboard review articles and information regarding the issue of Smart-meters arriving in Vermont and the effects on people and the environment. Newspaper articles and a report were distributed to the Selectboard for their review regarding the \$69,000,000 grant received from the Department of Energy to be used to improve Vermont's energy grid. CVPS is attempting to begin installing the Smart-meters before their safety report is due to be completed in January 2012; their plan is to install meters in Rutland first and Southern Vermont shortly thereafter. The digital meters produce electromagnetic radiation and it is CVPS's intention to put one on every house, transmitting a signal 24 hours a day, seven days a week. Outdated studies from 1996 report that only 3% of the population would have problems with the electromagnetic radiation and Mr. Colgan expressed that he was one of those individuals who did experience problems with other devices that transmitted signals, like a cell phone. The research presented to the Selectboard by Mr. Dahm included the reactions of other states with regards to Smart-meters and reports that California is presently trying to remove them from homes with great difficulty, Maine is attempting to involve a choice in the process, and Connecticut and Maryland do not want them. NPR has reported that unless Towns stand up, CVPS will proceed as planned with great haste as the stimulus money must be used by 2012 or it will be lost. Mr. Dahm, Ms. Rowland, Mr. Colgan and Mr. Hall presented today in hopes that the Selectboard can schedule a Town Meeting to discuss this matter further in the very near future. The Selectboard agreed to review the information provided and conduct additional research before scheduling a Town Meeting.
 - b. Suzie dePeyster discussed the recent car accident that killed a stray dog and the euthanasia expense incurred as a result. At the time Ms. dePeyster expressed that the Town would pay for the euthanasia and proceeded to have a veterinarian put the dog

down as its back was broken. Upon reflection, Ms. dePeyster expressed that she did not believe it should be Town Policy to incur medical bills for stray, unregistered animals and informed the Selectboard that she would pay the vet bill herself since she was in error. The Selectboard agreed that while it should not be Town Policy to incur bills for stray dogs, they also believed that, as Animal Control Officer, she did what she believed was right at the time and the Selectboard supports her in her decision.

- c. Ms. dePeyster also briefly discussed the Zoning Board's decision on the church walkway, and are pursuing an idea brought forth by viewing the RK Miles setup of going straight in, instead of along side the building.

5. Announcements:

- a. Animal Control Issue concerning two stray dogs. One stray was adopted and the other was hit by car last week and had to be put down. Discuss the \$200 budget with the Treasurer and the possibility of increasing the allowance for Animal Control by using the unallocated registration tag revenue.
- b. Congratulations letter was received from Congressman Peter Welch for Sandgate's 250th Anniversary.
- c. VLCT Renewal for 2012 Application was received and completed.
- d. NEMRC (New England Municipal Resource Center) announced two seminars that were held on October 13th and 14th.

6. Reports:

- a. Treasurer's Report: The General Fund balance is presently \$130,291 after payments were made to the Highway and School District funds. Discuss new bank accounts and the increase in minimum wage effective January 1, 2012. Review delinquent taxes, tax payments received, and taxes owed from the 2009/2010 tax year. The Treasurer reported that she is now printing out the collection letters and the Town Clerk has been receiving the taxes. The Listers are over the budget by 4% and this amount is expected to be their final bill of the year. The Cemetery is also over the limit by less than 1% and is expected to be over budget again by the spring. The Treasurer informed the Selectboard that they will need to pay the State of Vermont approximately \$50,000 for school around December 1, 2011 and will need to be paid out of \$130,000 in the General Fund.
- b. Highway Report: The Highway Fund balance is currently \$258,652 and an additional \$30,000 in state aid still to come. The paving loan was paid off on September 30, 2011. The Treasurer's Report was distributed and both September and October's activities were reviewed. Mr. Fierravanti raised the question as to who is overseeing the road crew and their personal days and the new Personnel Policy was forwarded to the Treasurer to be worked out with Ed Pike. Discussion as to whether or not to pay for personal day taken by both Ed and Charlie Pike on November 4, 2011. Brief discussion regarding receiving FEMA money back and a warning that the allocation for Garage Maintenance was already at 67%. The Treasurer reports that the Highway Fund is in good standing and in just about the same shape as last year.

7. New Business: None.

- a. 2011 US Census Bureau survey questionnaire was received and Mr. Trachte will complete it before forwarding it to the other board members for their review.

- b. CSM Lou Lertola requesting property tax relief for veterans, and will be placed on the agenda for the next Town Meeting in 2012.
- c. Zoning variance for Church to build the handicap ramp was denied as it did not comply with one of the requirements. Ms. Boehlert moved to request that the Selectboard direct the Zoning Board to rehear the request for a variance and the motion was seconded by Mr. Bentley and unanimously agreed.
- d. The new Personnel Policies remain unsigned past their due date of November 1, 2011. Time sheets were reviewed and the Selectboard plans on getting the executed contracts next week from the road crew.

8. Old Business:

- a. Review of action item list: A new FEMA representative has been appointed to Sandgate and as a result, the process is starting from scratch. Mr. Trachte has given the new forms and information to Ed Pike for completion. The Sandgate website training has commenced and Ms. Boehlert expects to get up to speed soon and load the bimonthly minutes onto the website for the past six months. The independent audit is still pending. The Zoning Board is hosting a meeting on November 16, 2011 at 6:30 PM with special guest Ned Swanberg, Vermont Flood Hazzard Mapping Coordinator. The Policy for "Alcohol and Controlled Substances Testing" has been signed by Ed Pike, but not Charlie Pike yet. Ms. Boehlert distributed the Sandgate Official Documents summary as well as the revised policies on "Signs" and "Transportation Construction and Improvements" to the Selectboard for their review and approval. Mr. Fierravanti moved to approve the "Signs" policy as written, and the motion was seconded by Mr. Bentley and unanimously agreed. Mr. Fierravanti also moved to approve the "Transportation Construction and Improvements" policy as written, and the motion was seconded by Mr. Bentley and unanimously agreed. Ms. Boehlert requested that the Selectboard review the "Street Naming and Street Addressing" policy by the next regular meeting.

- 9. Review of Bills and Signing of Selectboard and Highway Orders:** Selectboard members reviewed and signed the orders presented by Mr. Trachte.

- 10. Adjourn:** Mr. Bentley moved to adjourn the meeting at 8:24 PM. The motion was seconded by Ms. LaVecchia and unanimously agreed.

- 11. Next Meeting:** November 21, 2011 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 12/19/11

Copies of the Agenda for the meeting of November 21, 2011 were available to all who were present prior to the meeting being called to order.

Sandgate Selectboard Minutes for Meeting of November 21, 2011

1. **Call to Order:** The Meeting was called to order at 6:27 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Tom Fierravanti; Lee Arrington, Selectboard Assistant. **Selectboard Members Absent:** Junior Bentley; Betsy LaVecchia.
3. **Approve outstanding minutes from November 7, 2011.** The Town Clerk discovered a spelling error in the previously approved minutes from October 17, 2011 and Ms. Boehlert requested that the Selectboard Assistant make the correction and resubmit as "Approved as Amended." Mr. Fierravanti moved to approve the minutes from November 7, 2011 as written and the motion was seconded by Ms. Boehlert and unanimously agreed.
4. **Appearances by Local Citizens and Visitors:** Rick Dahm, Ed Pike, Charlie Pike.
5. **Announcements:**
 - a. National Flood Insurance Program Information is now available. Discuss revising Zoning By-Laws and the possibility of joining the program. Discuss the advantages, implications, and how it impacts the Town's zoning specifications.
6. **Reports:**
 - a. Treasurer's Report: None.
 - b. Highway Report:
 - i. Personnel Policy: Discuss the new policies with Ed and Charlie Pike. Ed Pike expressed his upset regarding reduced personal time, the previous personnel policy from 2007 and his fifteen years of service. Mr. Pike also expressed his upset at being presented with a new policy just before the winter season. Mr. Fierravanti summarized the timeline of when the contract was distributed and the fact that Mr. Pike had previous opportunities to discuss the new policy before the deadline of November 1, 2011 and did not. Mr. Fierravanti also stated that Mr. Pike knew that the previous personnel policy expired in June 2011 and that the policy needed to be discussed before it became effective. Discuss the difference between a contract and a policy and the Selectboard's viewpoint that there has never been a contract for the road crew, only a policy. Mr. Pike disagreed

with the Selectboard's interpretation of the 2007 personnel policy and Ms. Boehlert read and explained that the 2007 policy clearly states that there is no contract in effect. Discuss complaints from town residents observing the road crew working in places other than Sandgate and being worried that they are being paid for work done in other towns each Friday. Mr. Fierravanti suggested that they bring the issue of having every Friday off to the next Town Meeting for a vote if they feel that strongly about it, and emphasized that the Selectboard did not take away any vacation days, holidays or 100% medical coverage with no employee contribution. Discuss difference between Personal Days, Sick Days and Vacation Days. Discuss the new November 1, 2011 Personnel Policy and a duplicate page that needed to be removed along with a few typo corrections that needed to be made. The corrected Personnel Policy was redistributed to the Selectboard members and the road crew and Mr. Fierravanti moved to approve the revised Personnel Policy as written and the motion was seconded by Mr. Trachte and unanimously agreed. The Policy was reviewed in its entirety, section by section, and Ed Pike petitioned for Veteran's Day or Martin Luther King's Day off. Discuss compensation time in detail and how days are accrued on a monthly basis. Mr. Pike inquired as to a pay raise and the Selectboard informed him that they would have to make their case and discuss it when the 2012-2013 budget was being drafted beginning at the next regular meeting on December 5, 2011. After a complete review of the new personnel policy, the policies were signed, dated, photocopied and executed signature pages were distributed to the road crew for their records.

- ii. Review the Winter Maintenance Policy regarding plowing the roads in time for school bus pickup in the morning and Ed Pike's belief that he had never seen the policy before in spite of the fact that it was a 12 to 15 year old policy. Mr. Fierravanti suggested that Mr. Pike revise the policy so it makes more sense and submit it for Selectboard approval. Discuss changing the policy from 2:00am to something closer to 6:00am as the plow time so that school bus operation would not be impeded.
- iii. Ed Pike inquired as to the status of the ongoing FEMA process and Mr. Trachte explained that their representative has changed and the work has stopped pending the completion of new forms and requirements.
- iv. Ms. Boehlert asked Ed Pike about the work being done on Wilcox Hollow Road and this work is also pending due to the FEMA process and application requirements. Discuss new FEMA contact and provide Mr. Pike with his name and telephone number so that a progress report can be obtained.

7. New Business:

- a. Rick Dahm presented additional information regarding the Smart Energy Grid and wanted to discuss the Selectboard's review of the materials he previously provided. Discuss Vermonters for a Clean Environment and the \$10 per month fee for not installing the new wireless meter. Discuss the need to register for an intervention and the need to get the word out. Discuss the possibility of scheduling a special meeting, representing both sides, and the possibility of placing a 6-month moratorium on the issue until more information can be gathered and distributed. The Selectboard agreed to review the materials and research the possibility of writing a moratorium. Mr. Dahm suggested that time is of the essence as CVPS is to commence installation in January or February 2012.

8. Old Business:

- a. Review of action item list: Discuss the revised policy "Street Naming and Street Addressing" and the lack of any evidence that it was ever approved as the previous versions of the policy found by Ms. Boehlert were unsigned or not dated. Additional research needs to be completed before the policy can either be approved or created.

9. Review of Bills and Signing of Selectboard and Highway Orders: Selectboard members reviewed and signed the orders presented by Mr. Trachte.

10. Adjourn: Mr. Fierravanti moved to adjourn the meeting at 8:05 PM. The motion was seconded by Ms. Boehlert and unanimously agreed.

11. Next Meeting: December 5, 2011 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 12/19/11

Copies of the Agenda for the meeting of December 5, 2011 were available to all who were present prior to the meeting being called to order.

**Sandgate Selectboard
Minutes for Meeting of December 5, 2011**

1. **Call to Order:** The Meeting was called to order at 6:32 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Junior Bentley; Betsy LaVecchia; Erica Lin, Treasurer; Lee Arrington, Selectboard Assistant. **Selectboard Member Absent:** Tom Fierravanti.
3. **Approve outstanding minutes from November 21, 2011.** Minutes could not be approved since a quorum of Selectboard members from the previous meeting could not be met.
4. **Appearances by Local Citizens and Visitors:** Ed Pike.
5. **Announcements:**
 - a. BCRC Holiday Gala invitation received for event held on December 15, 2011 from 5:00 to 7:00 PM.
 - b. FEMA Hazard mitigation and informational meeting scheduled for December 14, 2011 from 12:00 to 2:00 PM at the Congregational Church, Manchester Village.
 - c. Annual Assessment Rates for unemployment insurance was received and forwarded to the Treasurer for use in the upcoming 2012-2013 budget.
6. **Reports:**
 - a. Treasurer's Report: Discuss outstanding taxes still owed, tax revenue received and the current balances in various accounts. Discuss the increase in the Listers' salaries and the Cemetery Fund being over budget by 17% with additional work needed to be completed in the spring. The Treasurer recommended increasing the budget for the Cemetery Fund in the upcoming 2012-2013 budget. The current balance for the General Fund is \$82,200 and is considered to be in good shape with minimal expenses expected to go over budget by the end of June 2012. Mr. Pike was also forwarded the information regarding the benefits calculation for FEMA.
 - b. Highway Report: Discuss the Codes and Standards for Highways that are required by the FEMA representative and the need to locate and forward the information to Mr. Pike. Discuss the FEMA process and their assistance only covering improvements that are made up to the standard set by the state. Mr. Pike raised the issue of the Selectboard list not being up to date and containing several errors regarding up to date contact numbers. Mr. Pike also raised a concern that the Selectboard meetings have not been posted. Mr. Trachte suggested updating the posted signs regarding the bimonthly Selectboard meetings and speaking to the Town Clerk about updating the list of contact telephone numbers for Sandgate.
7. **New Business:**

- a. 2012-2013 Budget: Review the budget for 2011-2012 and begin to discuss and outline the budget for next year. Mr. Trachte distributed a report to the Selectboard members with an extra column for comments and requested that they review and insert their comments for discussion at the next regular meeting. Discuss insurance particulars with the Treasurer and the possibility of breaking it down to a monthly allocation. The Treasurer will provide up to date information regarding expenditures and email it to the Selectboard members before the next regular meeting.

8. Old Business:

- a. Review of action item list: FEMA is currently awaiting the completion of new paperwork. There is nothing to report with respect to the new policies or the Sandgate website. The independent audit is still pending the Treasurer's response regarding amounts that need to be reconciled between the printout provided to the auditor and the actual checkbook. The Treasurer believes that the auditor has some good recommendations that will be in his report once his work has been completed. Discuss where the auditor is in terms of completion and Mr. Trachte's plan to contact the auditor to find out what is needed to complete the audit. The Treasurer reviewed her conversation with Mr. Pike regarding his Fridays off for the past two weeks and clarifying that he has taken two vacations days off so far since the new Personnel Policies came into effect on November 1, 2011. Ms. Boehlert announced that the Zoning board is considering joining the National Flood Insurance Program. The Personnel Policy and the Policy for Alcohol and Controlled Substances are to be removed from the action item list. Discuss telephone call received from Rick Dahm about the Smart Meters, an article written on the subject from the Manchester Journal, and the need for a petition if the matter is to be discussed in a Town Meeting. Mr. Trachte reported that the Town Clerk informed him that the Town Hall has a lot of maintenance issues that need to be dealt with. Repairs needed include loose shingles, problems with the hot water, musty smells and wall damage. The Selectboard reviewed ceiling damage in the Town Hall and Mr. Trachte plans to speak to the Town Clerk for her recommendations on getting the necessary work done. The Selectboard members discussed the upcoming Town Election in March 2012, the need to search for new Selectboard member candidates and questions regarding other offices that may need to be filled. Discuss holding Selectboard meetings once a month instead of bimonthly and coordinating the payment of bills if the meetings were to change.

- 9. Review of Bills and Signing of Selectboard and Highway Orders:** Selectboard members reviewed and signed the orders presented by Mr. Trachte.

- 10. Adjourn:** Mr. Bentley moved to adjourn the meeting at 7:30 PM. The motion was seconded by Ms. LaVecchia and unanimously agreed.

- 11. Next Meeting:** December 19, 2011 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 1/2/12

Copies of the Agenda for the meeting of December 19, 2011 were available to all who were present prior to the meeting being called to order.

**Sandgate Selectboard
Minutes for Meeting of December 19, 2011**

1. **Call to Order:** The Meeting was called to order at 6:30 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Tom Fierravanti; Betsy LaVecchia; Lee Arrington, Selectboard Assistant.
3. **Approve outstanding minutes from November 21, 2011 and December 5, 2011.** Mr. Fierravanti moved to approve the minutes from November 21, 2011 as written and the motion was seconded by Ms. Boehlert and unanimously agreed. Ms. Boehlert moved to approve the minutes from December 5, 2011 as written and the motion was seconded by Ms. LaVecchia and unanimously agreed.
4. **Appearances by Local Citizens and Visitors:** None.
5. **Announcements:**
 - a. Junior Bentley submitted a letter stating his resignation from the Selectboard as of December 14, 2011. Ms. Boehlert moved that the Selectboard go into executive session at 6:40 PM to discuss replacement candidates and the motion was seconded by Mr. Fierravanti and unanimously agreed. Ms. Boehlert moved that the Selectboard end their executive session at 6:50 PM and the motion was seconded by Mr. Fierravanti and unanimously agreed.
6. **Reports:**
 - a. Treasurer's Report: None.
 - b. Highway Report: None.
7. **New Business:**
 - a. 2012-2013 Budgeting Process: The Selectboard reviewed the previous years' budget, and proceeded to go through the entire budget line by line. The following is a summary of the suggested changes proposed for the 2012-2013 budget:

Listers Salaries & Expenses - Increase by \$200 and discuss with the Listers.
Zoning Administrator Salary - Decrease by \$500
Zoning Administrator Expenses - Decrease by \$200
ZBA/Planning Expenses - Decrease by \$300
Office Training - Decrease by \$100
Town Hall Utilities - Decrease by \$500
Town Report Expense - Decrease by \$200
Total above Admin & General Expenses - Decrease by \$1,600

BCRC - Increase by \$52
BCA Meetings / Appeals Hearings - Decrease by \$500
Cemetery - Increase by \$700
Fire Protection - Decrease by \$2,000
ISWAP/Haz Waste/Recycling - Decrease by \$500
VLCT Dues - Increase by \$3
Total above General Services & Fees - Decrease by \$2,245

Winter Maintenance Materials & Hauling - Increase by \$7,000
Summer Maintenance Contract Labor - Increase by \$1,000
Health Insurance - Increase by \$2,000
Fuel & Oil (Trucks & Equip) - Increase by \$6,000
Equipment Fund Appropriation - Decrease by \$35,000
Paving Loan - Decrease by \$5,680 (paid off)
Grant Proposals - Decrease by \$1,000
Total above Highway Expenses - Decrease by \$25,680

- b. Discuss potential FEMA impact on the budget and that 20% of the costs incurred to complete the repair work will need to be paid for by Sandgate. Determine that the expenses would be taken out of the Winter and/or Summer Materials and Hauling budget.

8. Old Business:

- a. Review of action item list: Nothing to report with respect to the Bridge Report and work on the Town Policies has been postponed until after the holidays. Ms. Boehlert announced that the Sandgate Website now has three sets of minutes posted. Ms. Boehlert suggested that she complete her website training before the Town Clerk so that she may be able to assist in the training process. The Independent Audit is pending a telephone call from Mr. Trachte and a petition regarding Smart meters is currently circulating at the Wayside Country Store. Discuss the Town Hall maintenance issues and the need to have someone look at the roof before there is a snow storm.

- 9. Review of Bills and Signing of Selectboard and Highway Orders:** Selectboard members reviewed and signed the orders presented by Mr. Trachte. Discuss two hours of overtime paid for Ed Pike's attendance at the last Selectboard meeting and the need to discuss this with Mr. Pike in the future.

- 10. Adjourn:** Ms. Boehlert moved to adjourn the meeting at 7:48 PM. The motion was seconded by Ms. Fierravanti and unanimously agreed.

- 11. Next Meeting:** January 2, 2012 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 8/16/11

A special meeting of the Selectboard was scheduled to discuss and approve the 2011-2012 tax rates. Also discussed were various concerns brought forward by the Town Clerk.

Minutes of the Special Meeting of the Sandgate Selectboard August 4, 2011

Selectboard Members Present: Don Trachte, Chair; Judy Boehlert, Vice Chair; Junior Bentley.

Selectboard Members Absent: Tom Fierravanti, Betsy LaVecchia.

Non-Selectboard Members Present: Erica Lin, Treasurer; Marlene Roderick, Town Clerk; Lee Arrington Selectboard Assistant.

1. Meeting Time: 6:00 – 7:00 PM: Approve the 2011-2012 tax rates and discuss matters concerning the Town Hall.
2. The Treasurer addressed the Selectboard and presented them with a report summarizing the 2011-2012 tax rates, the drivers of the tax changes as compared to the previous year, and a calculation of cash on hand.
 - a. The Grand list completed for the tax year 2011-2012 calculated the total municipality at \$639,462.
 - b. The Tax rate is determined by the following three components with the total taxes to be raised at \$1,239,423.
 - i. The first is the voted-on municipal budget totalling \$301,870;
 1. General Fund taxes to be raised are \$69,669; and
 2. The Highway Fund taxes to be raised are \$232,200.
 - ii. The second is the school budget which totals \$936,274.
 - iii. The third is the local agreement rate which provides veterans with a \$30,000 exemption. The total local agreement taxes to be raised are \$1,279.
 - c. Discuss cash on hand, bills to be paid and prioritize expenditures while waiting for taxes to come in.
 - d. Drivers for changes in taxes.
 - i. Discuss possible drivers for the increase in school taxes including 2010 census changes, local allocation changes and State rates that cannot be influenced locally.
 - ii. Discuss the difference between the homestead and non-homestead tax rates.
 - iii. Discuss the local agreement and how it reduced the Grand List total municipality.
 - e. Summary: The Grand List is slightly up which is as expected and the municipal budget is essentially flat. Non-residential property owners will see a greater increase in their taxes than residential homeowners. Ms. Boehlert moved to

approve the tax rates as set before the Selectboard and the motion was seconded by Mr. Bentley and unanimously agreed. The Treasurer expects to print the tax bills tomorrow and mail them out by Monday.

3. Town Clerk's Report:

- a. Dog Licenses and Registration: There is only one dog that remains unregistered and it also needs a rabies shot. Discuss excuses for non-payment and requests that the Selectboard send the Constable and the Animal Control Officer to assist in getting the dog owner to comply.
- b. Internet grant balance: Question as to how much of the \$50,000 received from the grant is remaining and a question as to who is managing the funds. The Town Clerk has requested that the account be audited so the balance remaining may be discovered. The Town Clerk also informed the Selectboard that the radio receivers have been picked up and are believed to be being resold. The Town Clerk suggested that the Town should receive the money for the resold equipment and that the funds could be used for purchasing signal boosters to extend internet service to residents living in more remote parts of Sandgate. Ms. Boehlert suggested asking the internet committee about the matter and the Town Clerk estimated the remaining internet grant balance to be approximately \$14,000.
- c. Road Crew: Confirm that complaints about the road crew go to Mr. Trachte.
- d. Garbage Removal: Discussed the fact that the garbage hasn't been picked up for the past two weeks and inquire as to how the road crew disposes of their garbage. The Town Clerk plans on contacting Casella about the missing pick-ups and will inquire as to scheduling once a month pick ups in the future.
- e. Office Equipment:
 - i. The office shredder has broken and the estimated cost to replace it is \$30 to \$40.
 - ii. Discuss replacement options for the broken copy machine and the differences between the models researched. The Town Clerk recommended the Ricoh Kyocera copier (XM-255) at the cost of \$3,195 with an annual service contract of \$198 which includes parts, labor and travel time. Discuss lease verses purchase options and where to take the funds from until the taxes arrive. Ms. Boehlert moves to approve the XM-255 copy machine and the motion was seconded by Mr. Bentley and unanimously agreed.
- f. Discuss personal issue of a ditch on Ms. Roderick's property not being clear and a part disappearing which helps the drainage. Ms. Roderick suggested that Mr. Trachte look at it before discussing it with the road crew.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 9/6/11

Copies of the Agenda for the meeting of August 16, 2011 were available to all who were present prior to the meeting being called to order.

**Sandgate Selectboard
Minutes for Meeting of August 16, 2011**

1. **Call to Order:** The Meeting was called to order at 6:40 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Junior Bentley; Lee Arrington, Selectboard Assistant. **Selectboard members absent:** Tom Fierravanti; Betsy LaVecchia.
3. **Approve outstanding minutes from August 1, 2011.** Ms. Boehlert moved to approve the minutes from August 1, 2011 as written and the motion was seconded by Mr. Bentley and unanimously agreed. Mr. Bentley moved to approve the minutes from the special meeting of August 4, 2011 as written and the motion was seconded by Ms. Boehlert and unanimously agreed.
4. **Appearances by Local Citizens and Visitors:** None.
5. **Announcements:** None.
6. **Reports:**
 - a. Treasurer's Report: None.
 - b. Highway Report: Discuss grading that was done just after long rainfall that is now mud and is a mess to drive on. Discuss incomplete roadside mowing in West Sandgate and the bill received for services rendered.
 - c. Checks have been received from art sales at the Sandgate 250th Celebration and will be donated to the Wueslin-Stuecklen Scholarship fund.
7. **New Business:** None.
8. **Old Business**
 - a. Review of action item list: Discuss the VLCT Health Trust deadline of August 15th which was to help communities choose the best insurance plan for their area. Discuss existing insurance providers in Bennington and the difference between the two organizations. Mr. Trachte will contact VLCT for more information. Discuss personnel policies and the need to forward it to the attorney for his review. Briefly discuss policies and ordinances and the need to finalize them so they can be removed from the action item list.
9. **Review of Bills and Signing of Selectboard and Highway Orders:** Selectboard members reviewed and signed the orders presented by Mr. Trachte.
10. **Adjourn:** Mr. Bentley moved to adjourn the meeting at 7:00 PM. The motion was seconded by Ms. Boehlert and unanimously agreed.
11. **Next Meeting:** September 6, 2011 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

AMENDED and APPROVED 10/3/11

Copies of the Agenda for the meeting of September 6, 2011 were available to all who were present prior to the meeting being called to order.

**Sandgate Selectboard
Minutes for Meeting of September 6, 2011**

1. **Call to Order:** The Meeting was called to order at 6:34 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Tom Fierravanti; Junior Bentley; Betsy LaVecchia; Erica Lin, Treasurer; Lee Arrington, Selectboard Assistant.
3. **Approve outstanding minutes from August 16, 2011.** Mr. Bentley moved to approve the minutes from August 16, 2011 as written and the motion was seconded by Ms. Boehlert and unanimously agreed.
4. **Appearances by Local Citizens and Visitors:** Jeanne Zoppel, Ed Pike.
5. **Announcements:** Reminder that the Town Fair held at Killington is coming up on October 6th which will include presentations, training and the discussion of various issues.
6. **Reports:**
 - a. **Lister's Report:** Ms. Zoppel informed the Selectboard of the following Lister omissions and corrections.
 - i. Paul and Patti Stannard lost Current Use status for the next five years. Discuss breach of contract and the increase in the Grand List. The Treasurer will revise and reprint the bill and forward it along with the penalties involved.
 - ii. Mr. Nevin gave his land to the Conservation Fund and received a bill for taxes due on the land that was given away. Discuss the tax filing oversight on behalf of the Conservation Committee and what is needed to correct the situation.
 - iii. Ms. Zoppel sold 5.09 acres to the Phelps and did not update the records and as a result the Grand List needs to be changed.
 - iv. Mr. Fierravanti moved to approve all three changes that were brought forth by the Listers and the motion was seconded by Ms. Boehlert and unanimously agreed.
 - b. **Treasurer's Report:** The General Fund balance is \$163,109 and includes taxes received in the amount of \$177,800 which represents 14% of the total tax revenue due. Discuss the recent use of the overdrawn protection on the account while the Treasurer was on vacation and review the summary of accounts and recent payments. Discuss Fire Protection reserves and the recent purchase of the new office copier. The Highway Fund balance is \$79,022 and line item payments are pending the transfer of tax revenue into the account which the Treasurer expects to be done by October 20th. Ed Pike discussed the need to get into restricted funds to pay for highway projects and Mr. Fierravanti inquired as to the solvency of the Town Hall maintenance reserves with the painting of the Town Hall to be completed shortly.
 - c. **Highway Report:** Discuss problems created by the recent hurricane/tropical storm Irene along the Green River. Review photographs taken by Mr. Trachte and discuss the before and after pictures and a summary of the bills involved so far. Discuss the need to use GPS tracking to inventory each site separately so each matter can be managed as a separate account. Discuss FEMA's protocol and their upcoming visit to the damaged sites next week. Discuss Rupert Road and the hydraulic studies that will be needed to receive funding. Mr. Trachte suggested using larger culverts in the future (over 18" in diameter) so that water will not jump the culverts when they are most needed.

- i. Discuss highway expenses that are waiting for tax revenue to be received and FEMA' obligation to pay for 75% of the work needed after the storm damage. Mr. Pike expects the cost to be around \$52,000 and recommends taking \$50,000 from the restricted fund to pay the bills. The Treasurer suggested that funds can be temporarily moved from the Materials and Hauling reserves if needed. Mr. Trachte requested the Treasurer's recommendation for handling the funds so they can be carefully tracked and replenished in the future. Mr. Trachte scheduled a meeting with Mr. Pike for September 7th at 12:30 PM to continue work on this matter. Discuss the need to provide information to homeowners for individual assistance. Mr. Fierravanti moved to transfer up to \$55,000 from the Material and Hauling restricted account to pay for emergency expenses related to the hurricane/tropical storm Irene and the motion was seconded Ms. Boehlert and unanimously agreed.

7. **New Business:** None.

8. **Old Business**

- a. Review of action item list: Discuss the Bridge Report and the possibility of using FEMA funding to help with local bridges. Discuss additional damages to bridges and the need to take more photographs of the damage. Discuss FEMA Food Insurance and the demands and restrictions imposed on homeowners as a result of joining the program. A summary of Town Policies was distributed to the Selectboard along with three policies that Ms. Boehlert requested the Selectboard review and decide on whether these policies be approved or revised. The policies include Summer Maintenance Operations, Winter Maintenance Operations and Disposition of Fill. Ms. Boehlert requested that these be reviewed and either approved or revised by the next meeting. Mr. Pike's opinion of the policies was also requested. There is no update on the progress of the Website, but Katie Kenney wants to meet with the Selectboard to discuss options and finalize the particulars. The independent audit is still pending a follow up conversation with the Treasurer to find out what the next step is. Discuss the grant needed for the geotextile work and the particulars that need to be followed in such a process. Discuss priorities and limitations and the need to create a Highway Priority Plan to manage all of the work that needs to get done. The Selectboard reached an agreement that the work needed on Rupert Road was the priority and the geotextile work was to be removed from the action item list. Other items to be removed from the action item list include The Humane Treatment of Animals, the unrestrained dogs at the Green Mountain Inn, VLCT Health Trust inquiry, and the Batchelar's complaint about the road work done in West Sandgate. Discuss the DFIRM flood management plan, the restrictions involved and that fact that 41 towns in Vermont have not joined the program. Discuss the new contracts and policies regarding the road crew and the need to complete this matter. Mr. Trachte will follow up with the attorney reviewing the contract and Mr. Fierravanti suggests making this the top priority.

9. **Review of Bills and Signing of Selectboard and Highway Orders:** Selectboard members reviewed and signed the orders presented by Mr. Trachte.

10. **Adjourn:** Mr. Bentley moved to adjourn the meeting at 7:48 PM. The motion was seconded by Ms. Boehlert and unanimously agreed.

11. **Next Meeting:** September 19, 2011 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 10/3/11

Copies of the Agenda for the meeting of September 19, 2011 were available to all who were present prior to the meeting being called to order.

**Sandgate Selectboard
Minutes for Meeting of September 19, 2011**

1. **Call to Order:** The Meeting was called to order at 6:35 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Tom Fierravanti; Junior Bentley; Lee Arrington, Selectboard Assistant. **Selectboard Member Absent:** Betsy LaVecchia.
3. **Approve outstanding minutes from September 6, 2011.** Ms. Boehlert moved to approve the minutes from September 6, 2011 as written and the motion was seconded by Mr. Fierravanti and unanimously agreed.
4. **Appearances by Local Citizens and Visitors:** None.
5. **Announcements:**
 - a. Vandalism of mail boxes stretched from Southeast Corner to Perry Hill and Camden Valley Roads is believed to have occurred around 12:30 PM on September 14th. Discuss witness and sighting of white pickup truck doing the vandalism and the belief that mailbox vandalism occurred about the same time last year on West Sandgate Road. The Town Clerk has informed the State Police and discuss plan of informing the Constable and the Arlington Post Office of the damage done.
 - b. Vandalism of the information boards at Baldwin Corners and South East Corners Road occurred the same night as the mailbox vandalism. Discuss the need to repair or replace the damaged doors with glass.
6. **Reports:**
 - a. Treasurer's Report: Approximately one third of the tax money has been received and the Treasurer will be at the Town Hall on the morning of October 1st to collect taxes before they are deemed late. Discuss the ongoing independent audit and the need for the Treasurer to provide the auditor with additional information so the audit can be completed. The Treasurer expects to get the information to the auditor following the completion of tax collection on October 1st.
 - b. Highway Report regarding FEMA status: Discuss the two ways bills are prepared for FEMA, dividing the expenses into short and long term categories, and review the forms to be used in the process. Discuss the 16 sites for potential repair and the fact that work has begun on 7 of the sites already, incurring a cost thus far of about \$20,000 in materials and labor. The FEMA representative is expected to visit tomorrow, September 20th to visit the 16 sites and Mr. Trachte plans to sit down with Ed Pike beforehand to discuss the itinerary. Mr. Fierravanti raised the issue of inspecting every road before the FEMA visit so that everything is included and there are no omissions. Mr. Trachte will contact

Mr. Pike to schedule his meeting with Mr. Fierravanti to inspect all roads in Sandgate tomorrow.

7. New Business:

- a. Announcement that Phil Monahan has resigned from the zoning board and the need to fill the vacancy and appoint a new board chairman. Discuss potential candidates and the need for a diverse board. Also discuss the need to revise the Zoning Bylaws and the expectation of more information by the next Selectboard meeting.

8. Old Business

- a. Review of action item list: Nothing new regarding the Bridge Report but discussion of the storm damage included the need for larger culverts and the connection of trenches and ditches to the roads. With respect to the Sandgate Website, Mr. Trachte suggests Ms. Boehlert and Ms. LaVecchia contact Katie Kenney and set up a time to meet and move the website construction forward. Discuss involving the Town Clerk in the process. DFIRM is still pending a decision and discuss where to report storm damage and how to forward contact numbers. Discuss management plans, requirements for joining the program, and the impact on all residents. The new Contracts and Policies for the road crew is still pending attorney review and will be followed up on this week. Discuss summary of compensation, meeting with the road crew and the need to finalize this process as soon as possible. Discuss the three Town Policies distributed at the last meeting which include Summer Maintenance Operations, Winter Maintenance Operations and Disposition of Fill. Note that the checklist was not attached to the Summer Maintenance policy and discuss the need to locate the checklist before the policy can be approved. Mr. Fierravanti will search for the missing attachment and Ms. Boehlert will verify that the mileage mentioned within the policy is accurate and will correct the various typos so the policies can be approved at the next meeting. Discuss Class IV roads that do not need to be maintained during the winter. Ms. Boehlert assembled and distributed the Alcohol Policy to the Selectboard members for their review and recommended modifying the language of the policy to reflect the actual procedure being followed. Discuss statement of supervisor requiring 10 hours of training and the fact that the town has been working under this policy for a year now.

9. Review of Bills and Signing of Selectboard and Highway Orders: Selectboard members reviewed and signed the orders presented by Mr. Trachte.

10. Adjourn: Mr. Bentley moved to adjourn the meeting at 7:35 PM. The motion was seconded by Ms. Boehlert and unanimously agreed.

11. Next Meeting: October 3, 2011 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 10/17/11

Copies of the Agenda for the meeting of October 3, 2011 were available to all who were present prior to the meeting being called to order.

**Sandgate Selectboard
Minutes for Meeting of October 3, 2011**

1. **Call to Order:** The Meeting was called to order at 6:35 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Junior Bentley; Betsy LaVecchia; Erica Lin, Treasurer; Lee Arrington, Selectboard Assistant. **Selectboard Member Absent:** Tom Fierravanti.
3. **Approve outstanding minutes from September 19, 2011.** The Town Clerk discovered several errors in the previously approved minutes from September 6, 2011 and Mr. Trachte requested that the Selectboard Assistant make the indicated changes and resubmit as "Approved as Amended." Ms. Boehlert moved to approve the minutes from September 19, 2011 as written and the motion was seconded by Mr. Bentley and unanimously agreed.
4. **Appearances by Local Citizens and Visitors:** Ed Pike.
5. **Announcements:** None
6. **Reports:**
 - a. **Treasurer's Report:** The taxes collected on time totalled \$928,839 with \$81,821 remaining to be collected. The amount of delinquent taxes has increased in 2011, as it was approximately \$55,000 last year. The Treasurer's Report was reviewed and included a breakdown of the tax revenue received, the Delinquent Tax List, and the School and Highway transfers that need to occur by October 20, 2011. Discuss the Delinquent Tax List and expected timeline for receipt of funds. Mr. Trachte will forward the list to the Town Clerk for her review before forwarding it to the Delinquent Tax Collector. The Treasurer informed the Selectboard that there is no Summary Report ready at this time and expects it to be completed by the next regular meeting.
 - b. **Highway Report:**
 - i. **FEMA Status:** Review the map and discuss the sixteen sites affected by the hurricane/tropical storm Irene. Seven out of the sixteen sites were considered an emergency and required immediate work. The worst damage done by the hurricane was found in Beartown where a new culvert bridge is needed and could be expected to total \$50,000 including labor for that one bridge. The Town has spent \$20,000 so far and FEMA has been helpful and informative thus far.
 - ii. **Meetings and the road survey with Timothy Brunette of FEMA were helpful and provided organizational information needed to proceed. The town will need to categorize all work done in terms of cost per hour in the following categories:**
 1. segregate materials,
 2. subcontracting,
 3. force labor, and

4. force equipment.
 - iii. The Emergency application is in process and Ed Pike suggested that every site has its own folder containing invoices and any relevant information. The Treasurer raised a question as to invoices that cover multiple sites and how to make accounting as streamlined as possible. The Treasurer and Mr. Pike discussed accounting, record keeping and responsibilities as well as defining costs in terms of hours. Mr. Trachte indicated that he had received the Hydraulic Study for Rupert Road and the Vermont Official Disaster Recovery Handbook was provided to the Treasurer for her information and use. Discuss a wrap-up meeting with FEMA in a few weeks and the questions that should be presented at that time.
7. **New Business:** None.
8. **Old Business:**
- a. Review of action item list: The website meeting is scheduled for October 12 at 6:30 PM and the independent audit remains pending for the Treasurer's response to the Auditor's questions. Ms. Boehlert distributed a Special Report titled "Understanding Flood Insurance" and discussed the need for the Zoning Board to make a recommendation on this. Discuss FEMA's disaster coverage of 80% of the costs incurred and the possibility of flood insurance covering an additional 12%, provided that the town joins the program. The deadline for Sandgate to join DFIRM is March 1, 2012. Discuss the Road Crew's contract and policies and the attorney's response that it was one of the best plans he has ever seen. Mr. Trachte will review the Personnel Policy one last time before submitting it for Selectboard approval. Ms. Boehlert submitted the finalized Fill, Summer Maintenance and Winter Maintenance Policies, along with the missing checklist for Selectboard approval. Ms. LaVecchia moved that the Fill, Summer Maintenance and Winter Maintenance Policies be approved and the motion was seconded by Mr. Bentley and unanimously approved. Ms. Boehlert distributed the revised Drug and Alcohol Testing Policy for review and approval. Ms. LaVecchia moved to approve the Drug and Alcohol Testing Policy and the motion was seconded by Mr. Bentley and unanimously agreed.
 - b. Phil Monahan has resigned from the zoning board and his service was very much appreciated.
9. **Review of Bills and Signing of Selectboard and Highway Orders:** Selectboard members reviewed and signed the orders presented by Mr. Trachte.
10. **Adjourn:** Mr. Bentley moved to adjourn the meeting at 7:28 PM. The motion was seconded by Ms. Boehlert and unanimously agreed.
11. **Next Meeting:** October 17, 2011 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 11/7/11

A special meeting of the Selectboard was scheduled to discuss a dog bite along with several other matters.

**Minutes of the Special Meeting of the Sandgate Selectboard
October 13, 2011**

Selectboard Members Present: Don Trachte, Chair; Judy Boehlert, Vice Chair; Tom Fierravanti.

Selectboard Members Absent: Junior Bentley; Betsy LaVecchia.

Non-Selectboard Members Present: Suzanne dePeyster, Animal Control Officer; John LaVecchia, Town Health Officer; Lisa Robinson; Kathy Paz; Edward Seaton; Lee Arrington, Selectboard Assistant.

1. Meeting Time: 6:30 – 7:15 PM: Investigate and discuss a dog bite.
 - a. On October 12, 2011 Lisa Robinson was bitten on the leg by a small dog owned by Kathy Paz and Edward Seaton while dropping off her son to play. The incident occurred in Ms. Paz's home as she walked in the front door. Ms. Robinson stated that she was okay after the dog bite and has already been to see a doctor. While there was no infection at the time of her doctor visit, an infection has since occurred at the site of the dog bite and warrants a second doctor appointment to obtain the necessary antibiotics. Both parties contacted the Animal Control Officer and the Selectboard after the dog bite occurred and there are no bad feelings between the parties as a result of the accident.
 - b. Ms. Paz explained to the Selectboard, the Health Officer and the Animal Control Officer the history of the dog and its introverted demeanor. The dog was a rescue and is reported to be very shy, runs away from children, and appears to be terrified most of the time. Ms. Paz reported that the dog is not typically aggressive, does not bite people, and typically runs away when visitors enter the home. The dog resides within the home and only goes outside within a fenced-in area and is only believed to be a threat to someone invited inside the home.
 - c. The Selectboard inquired as to the dog's history and reported that the dog is unregistered as well as another dog in the home. The Town Clerk reported that her attempts on getting the dogs registered resulted in unreturned phone calls and that this was not the first year Ms. Paz and Mr. Seaton were non-compliant. It was also discovered that the dog's rabies vaccination was not current and had expired a few months ago back in August. When asked if the dog had ever bitten anyone before, it was discovered that the dog had bitten a thirteen year-old and an adult within the past two months, making this the third dog bite in a two month span¹.
 - d. The Animal Control Officer previously discussed the incident with both parties and observed the dog in question where it was her determination that the dog is a very frightened animal. The Animal Control Officer asked Ms. Paz to go to the vet to obtain rabies vaccination information and reviewed the records which confirmed that the dog missed the recent rabies vaccination, but was vaccinated in the past and believes that the dog is not a rabies threat as the vaccination only expired two months ago.
 - e. The Health Officer reported that he was informed of the dog bite directly from the hospital, as it is obliged to report dog bites to the town health officer. The vet reported that the dog's only problem was fleas, and verified that the dog had received a rabies shot in the past. The Health Officer also agreed that there was very little chance the dog had rabies but the 10 day quarantine period is still required by law so that any strange behavior can be observed safely and rabies infection can be ruled out. The dog is to be quarantined within the owner's home and will be

¹ Information pertaining to the previous two dog bites was obtained in a secondary meeting between Mr. LaVecchia and Ms. Paz on October 19, 2011.

visited again by the Health Officer at the end of the 10 day quarantine period which is October 22, 2011.

- f. Mr. Trachte informed the parties that the Selectboard has 7 days to make a decision on the matter and the dog must be quarantined for 10 days. Ms. Boehlert read the town policy concerning dog bites and the non-registration of dogs and discussed the town's options including impounding the animal. Mr. Fierravanti raised a question as to the town's policy on repeated dog bites as the dog in question has bitten now three times. Financial matters were also discussed as there are medical bills to be paid and vet appointments that need to be made. Mr. LaVecchia suggested filing a home insurance claim and explained that it should not concern liability or increased payments and would probably fall under a general medical provision. Ms. Boehlert suggested posting a sign outside the home warning visitors that a dog that bites lives on the premises so the owners take some responsibility on protecting people and children within the home. Mr. Trachte explained to the parties that it is the board's responsibility to decide the best path forward and they will make their decision by October 20, 2011. In the meantime Ms. Paz and Mr. Seaton are to get both of their dogs vaccinated and registered, provide all necessary paperwork to the Town Clerk and quarantine their dog for 10 days until the next visit by the Health Officer. It was also requested that they make payment arrangements with Ms. Robinson to cover the medical bills she has incurred as a result of the dog bite.
2. Green Mountain Inn Dogs: The Animal Control Officer informed the Selectboard of her recent visit to the Green Mountain Inn to discuss the three dogs that have been repeatedly observed outside barking after nightfall. She explained to the owner that the dogs need to be inside after dark and cannot bark all night long or they will be impounded. She reports that if the situation continues she may have to impound two or three animals and discussed the potential expense if this needs to be done. Discuss annual budget for Animal Control and note that a list of dogs organized by description would be helpful in the future. Mr. Fierravanti requested that the Selectboard look into Animal Control funding and raised a question as to how many dog bites occur in Sandgate in a year.
3. Dry Hydrant: Ms. dePeyster asked Ed Pike about installing a dry hydrant on Rupert Road and wanted to petition the Selectboard to get the work completed before the ground freezes this year. Discuss the possibility of using a \$2,500 grant to help pay the upcoming bills for pipes, labor, etc. and the estimate for the work if done by outside contractors would be approximately \$1,500 if the road crew cannot do the work. Mr. Trachte explained that Sandgate has one month to get everything wrapped up before the cold weather is here for good and the need to prioritize everything before they could decide on how to proceed.
4. Vermont Forum: Mr. LaVecchia informed the Selectboard that he plans on attending the upcoming Vermont Forum as he has done in years past and requested that he split the expense of his trip with the town. The expenses will include a hotel and mileage and will not include his meals during his stay. The Selectboard approved his request.
5. The Personnel Policy and Contract has been reviewed by an attorney and Mr. Trachte suggested that they pass it on to the road crew for their review and execution with an effective date of November 1, 2011. Ms. Boehlert moved to approve the Personnel Policy and Road Crew Contract as written and the motion was seconded by Mr. Fierravanti and unanimously agreed.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

AMENDED AND APPROVED 11/21/11

Copies of the Agenda for the meeting of October 17, 2011 were available to all who were present prior to the meeting being called to order.

Sandgate Selectboard Minutes for Meeting of October 17, 2011

1. **Call to Order:** The Meeting was called to order at 6:30 PM by Ms. Boehlert.
2. **Selectboard members present:** Judy Boehlert, Acting Chair; Tom Fierravanti; Junior Bentley; Betsy LaVecchia; Lee Arrington, Selectboard Assistant. **Selectboard Member Absent:** Don Trachte.
3. **Approve outstanding minutes from October 3, 2011.** Mr. Bentley moved to approve the minutes from October 3, 2011 as written and the motion was seconded by Ms. LaVecchia and unanimously agreed.
4. **Appearances by Local Citizens and Visitors:** Ed Pike.
5. **Announcements:**
 - a. Vermont Clean-Up Day is scheduled for October 22, 2011 and is a new voluntary effort sponsored by the governor. Additional information on the event can be found online at vermontcleanup.org.
 - b. The Secretary of State is conducting a "Transparency Tour" across Vermont and will be in Bennington on November 9, 2011 for anyone who is interested.
6. **Reports:**
 - a. **Treasurer's Report:** The appropriate funds for the highway and school accounts were recently transferred as follows:
 - i. Highway Transfer: \$232,200
 - ii. School Transfer: \$744,092
 - iii. Delinquent Tax Summary: Taxes have been received in the amount of \$7,447.83, leaving a remaining outstanding balance of \$78,467.70 to be collected.
 - b. **Highway Report:** Mr. Pike and Mr. Fierravanti discussed purchasing the winter sand this year from Sheldon at \$100 per ton delivered. There is nothing new to report regarding the ongoing FEMA effort. Discuss the section of Sandgate Road north of the covered bridge that has been considered a federal highway and therefore qualifies for 100% State funding to repair it. Discuss problems with the new truck, their resolution, the truck's sanders and attachments, and being prepared for the winter. Discuss work to be done on Wilcox Hollow Road and the wait for the final paperwork to be completed. Discuss the hydraulic report that came back for Rupert Road and the possibility that FEMA could pay

approximately \$50,000 toward the repairs and the fact that upgrading a 4 foot culvert to an 11 foot culvert is considered an improvement rather than a repair. Discuss the old truck and request Mr. Pike's opinion on it lasting another three or four years when finances will allow the purchase of a second new truck. Mr. Pike believes it will last if maintenance is done regularly, but could not guarantee that there will not be issues to deal with within this time frame. Mr. Fierravanti requested that the Selectboard approve a regular maintenance schedule to keep the old truck in top shape.

7. New Business: None.

8. Old Business:

- a. Review of action item list: Nothing new to report regarding the Bridge Report/Culvert Review. The Personnel Policy was approved on October 13, 2011 and was distributed to the road crew on October 14, 2011 with an effective starting date of November 1, 2011. Three new policies were distributed by Ms. Boehlert to the Selectboard for their review and included "Use of Engine Brakes," "Signs," and "Transportation Construction and Improvements." Ms. Boehlert moved to approve the "Use of Engine Brakes" policy and the motion was seconded by Mr. Fierravanti and unanimously agreed. Discuss the "Signs" policy, the proofreading notes, and the revisions suggested by Ms. Boehlert. Discuss the "Transportation Construction and Improvements" policy and the need to verify that the highway information is correct and up to date. Ms. Boehlert requested that the Selectboard review and be prepared to revise or approve the policies by the next regular meeting. Discuss the recent Sandgate website meeting which included Ms. Boehlert, Ms. LaVecchia, the Treasurer and Katie Kenney. Ms. Boehlert forwarded the last approved minutes to Ms. Kenney for her to convert to a PDF file and post online. The independent audit is still pending the Treasurer's response to the auditor's questions. Discuss the Zoning Board's need to make a decision regarding DFIRM and the changes in the Town's By-Laws if Sandgate joins the FEMA Flood Insurance Program.

9. Review of Bills and Signing of Selectboard and Highway Orders: Selectboard members reviewed and signed the orders presented by Ms. Boehlert.

10. Adjourn: Mr. Bentley moved to adjourn the meeting at 7:03 PM. The motion was seconded by Ms. LaVecchia and unanimously agreed.

11. Next Meeting: November 7, 2011 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 11/21/11

Copies of the Agenda for the meeting of November 7, 2011 were available to all who were present prior to the meeting being called to order.

**Sandgate Selectboard
Minutes for Meeting of November 7, 2011**

1. **Call to Order:** The Meeting was called to order at 6:33 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Tom Fierravanti; Junior Bentley; Betsy LaVecchia; Erica Lin, Treasurer; Lee Arrington, Selectboard Assistant.
3. **Approve outstanding minutes from October 17, 2011.** Ms. Boehlert moved to approve the minutes from October 17, 2011 as written and the motion was seconded by Mr. Fierravanti and unanimously agreed. Ms. Boehlert also moved to approve the minutes from October 13, 2011 as written and the motion was seconded by Mr. Fierravanti and unanimously agreed.
4. **Appearances by Local Citizens and Visitors:** Rick Dahm, Adair Rowland, Richard Colgan, and Jerry Hall were in attendance to discuss the health issues and other ramifications of Smart-meters being installed in the State of Vermont. Suzie dePeyster also arrived at the end of the meeting to discuss recent Animal Control issues.
 - a. Rick Dahm requested that the Selectboard review articles and information regarding the issue of Smart-meters arriving in Vermont and the effects on people and the environment. Newspaper articles and a report were distributed to the Selectboard for their review regarding the \$69,000,000 grant received from the Department of Energy to be used to improve Vermont's energy grid. CVPS is attempting to begin installing the Smart-meters before their safety report is due to be completed in January 2012; their plan is to install meters in Rutland first and Southern Vermont shortly thereafter. The digital meters produce electromagnetic radiation and it is CVPS's intention to put one on every house, transmitting a signal 24 hours a day, seven days a week. Outdated studies from 1996 report that only 3% of the population would have problems with the electromagnetic radiation and Mr. Colgan expressed that he was one of those individuals who did experience problems with other devices that transmitted signals, like a cell phone. The research presented to the Selectboard by Mr. Dahm included the reactions of other states with regards to Smart-meters and reports that California is presently trying to remove them from homes with great difficulty, Maine is attempting to involve a choice in the process, and Connecticut and Maryland do not want them. NPR has reported that unless Towns stand up, CVPS will proceed as planned with great haste as the stimulus money must be used by 2012 or it will be lost. Mr. Dahm, Ms. Rowland, Mr. Colgan and Mr. Hall presented today in hopes that the Selectboard can schedule a Town Meeting to discuss this matter further in the very near future. The Selectboard agreed to review the information provided and conduct additional research before scheduling a Town Meeting.
 - b. Suzie dePeyster discussed the recent car accident that killed a stray dog and the euthanasia expense incurred as a result. At the time Ms. dePeyster expressed that the Town would pay for the euthanasia and proceeded to have a veterinarian put the dog

- down as its back was broken. Upon reflection, Ms. dePeyster expressed that she did not believe it should be Town Policy to incur medical bills for stray, unregistered animals and informed the Selectboard that she would pay the vet bill herself since she was in error. The Selectboard agreed that while it should not be Town Policy to incur bills for stray dogs, they also believed that, as Animal Control Officer, she did what she believed was right at the time and the Selectboard supports her in her decision.
- c. Ms. dePeyster also briefly discussed the Zoning Board's decision on the church walkway, and are pursuing an idea brought forth by viewing the RK Miles setup of going straight in, instead of along side the building.

5. Announcements:

- a. Animal Control Issue concerning two stray dogs. One stray was adopted and the other was hit by car last week and had to be put down. Discuss the \$200 budget with the Treasurer and the possibility of increasing the allowance for Animal Control by using the unallocated registration tag revenue.
- b. Congratulations letter was received from Congressman Peter Welch for Sandgate's 250th Anniversary.
- c. VLCT Renewal for 2012 Application was received and completed.
- d. NEMRC (New England Municipal Resource Center) announced two seminars that were held on October 13th and 14th.

6. Reports:

- a. Treasurer's Report: The General Fund balance is presently \$130,291 after payments were made to the Highway and School District funds. Discuss new bank accounts and the increase in minimum wage effective January 1, 2012. Review delinquent taxes, tax payments received, and taxes owed from the 2009/2010 tax year. The Treasurer reported that she is now printing out the collection letters and the Town Clerk has been receiving the taxes. The Listers are over the budget by 4% and this amount is expected to be their final bill of the year. The Cemetery is also over the limit by less than 1% and is expected to be over budget again by the spring. The Treasurer informed the Selectboard that they will need to pay the State of Vermont approximately \$50,000 for school around December 1, 2011 and will need to be paid out of \$130,000 in the General Fund.
- b. Highway Report: The Highway Fund balance is currently \$258,652 and an additional \$30,000 in state aid still to come. The paving loan was paid off on September 30, 2011. The Treasurer's Report was distributed and both September and October's activities were reviewed. Mr. Fierravanti raised the question as to who is overseeing the road crew and their personal days and the new Personnel Policy was forwarded to the Treasurer to be worked out with Ed Pike. Discussion as to whether or not to pay for personal day taken by both Ed and Charlie Pike on November 4, 2011. Brief discussion regarding receiving FEMA money back and a warning that the allocation for Garage Maintenance was already at 67%. The Treasurer reports that the Highway Fund is in good standing and in just about the same shape as last year.

7. New Business: None.

- a. 2011 US Census Bureau survey questionnaire was received and Mr. Trachte will complete it before forwarding it to the other board members for their review.

- b. CSM Lou Lertola requesting property tax relief for veterans, and will be placed on the agenda for the next Town Meeting in 2012.
- c. Zoning variance for Church to build the handicap ramp was denied as it did not comply with one of the requirements. Ms. Boehlert moved to request that the Selectboard direct the Zoning Board to rehear the request for a variance and the motion was seconded by Mr. Bentley and unanimously agreed.
- d. The new Personnel Policies remain unsigned past their due date of November 1, 2011. Time sheets were reviewed and the Selectboard plans on getting the executed contracts next week from the road crew.

8. Old Business:

- a. Review of action item list: A new FEMA representative has been appointed to Sandgate and as a result, the process is starting from scratch. Mr. Trachte has given the new forms and information to Ed Pike for completion. The Sandgate website training has commenced and Ms. Boehlert expects to get up to speed soon and load the bimonthly minutes onto the website for the past six months. The independent audit is still pending. The Zoning Board is hosting a meeting on November 16, 2011 at 6:30 PM with special guest Ned Swanberg, Vermont Flood Hazzard Mapping Coordinator. The Policy for "Alcohol and Controlled Substances Testing" has been signed by Ed Pike, but not Charlie Pike yet. Ms. Boehlert distributed the Sandgate Official Documents summary as well as the revised policies on "Signs" and "Transportation Construction and Improvements" to the Selectboard for their review and approval. Mr. Fierravanti moved to approve the "Signs" policy as written, and the motion was seconded by Mr. Bentley and unanimously agreed. Mr. Fierravanti also moved to approve the "Transportation Construction and Improvements" policy as written, and the motion was seconded by Mr. Bentley and unanimously agreed. Ms. Boehlert requested that the Selectboard review the "Street Naming and Street Addressing" policy by the next regular meeting.

- 9. Review of Bills and Signing of Selectboard and Highway Orders:** Selectboard members reviewed and signed the orders presented by Mr. Trachte.

- 10. Adjourn:** Mr. Bentley moved to adjourn the meeting at 8:24 PM. The motion was seconded by Ms. LaVecchia and unanimously agreed.

- 11. Next Meeting:** November 21, 2011 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 12/19/11

Copies of the Agenda for the meeting of November 21, 2011 were available to all who were present prior to the meeting being called to order.

Sandgate Selectboard Minutes for Meeting of November 21, 2011

1. **Call to Order:** The Meeting was called to order at 6:27 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Tom Fierravanti; Lee Arrington, Selectboard Assistant. **Selectboard Members Absent:** Junior Bentley; Betsy LaVecchia.
3. **Approve outstanding minutes from November 7, 2011.** The Town Clerk discovered a spelling error in the previously approved minutes from October 17, 2011 and Ms. Boehlert requested that the Selectboard Assistant make the correction and resubmit as "Approved as Amended." Mr. Fierravanti moved to approve the minutes from November 7, 2011 as written and the motion was seconded by Ms. Boehlert and unanimously agreed.
4. **Appearances by Local Citizens and Visitors:** Rick Dahm, Ed Pike, Charlie Pike.
5. **Announcements:**
 - a. National Flood Insurance Program Information is now available. Discuss revising Zoning By-Laws and the possibility of joining the program. Discuss the advantages, implications, and how it impacts the Town's zoning specifications.
6. **Reports:**
 - a. Treasurer's Report: None.
 - b. Highway Report:
 - i. Personnel Policy: Discuss the new policies with Ed and Charlie Pike. Ed Pike expressed his upset regarding reduced personal time, the previous personnel policy from 2007 and his fifteen years of service. Mr. Pike also expressed his upset at being presented with a new policy just before the winter season. Mr. Fierravanti summarized the timeline of when the contract was distributed and the fact that Mr. Pike had previous opportunities to discuss the new policy before the deadline of November 1, 2011 and did not. Mr. Fierravanti also stated that Mr. Pike knew that the previous personnel policy expired in June 2011 and that the policy needed to be discussed before it became effective. Discuss the difference between a contract and a policy and the Selectboard's viewpoint that there has never been a contract for the road crew, only a policy. Mr. Pike disagreed

with the Selectboard's interpretation of the 2007 personnel policy and Ms. Boehlert read and explained that the 2007 policy clearly states that there is no contract in effect. Discuss complaints from town residents observing the road crew working in places other than Sandgate and being worried that they are being paid for work done in other towns each Friday. Mr. Fierravanti suggested that they bring the issue of having every Friday off to the next Town Meeting for a vote if they feel that strongly about it, and emphasized that the Selectboard did not take away any vacation days, holidays or 100% medical coverage with no employee contribution. Discuss difference between Personal Days, Sick Days and Vacation Days. Discuss the new November 1, 2011 Personnel Policy and a duplicate page that needed to be removed along with a few typo corrections that needed to be made. The corrected Personnel Policy was redistributed to the Selectboard members and the road crew and Mr. Fierravanti moved to approve the revised Personnel Policy as written and the motion was seconded by Mr. Trachte and unanimously agreed. The Policy was reviewed in its entirety, section by section, and Ed Pike petitioned for Veteran's Day or Martin Luther King's Day off. Discuss compensation time in detail and how days are accrued on a monthly basis. Mr. Pike inquired as to a pay raise and the Selectboard informed him that they would have to make their case and discuss it when the 2012-2013 budget was being drafted beginning at the next regular meeting on December 5, 2011. After a complete review of the new personnel policy, the policies were signed, dated, photocopied and executed signature pages were distributed to the road crew for their records.

- ii. Review the Winter Maintenance Policy regarding plowing the roads in time for school bus pickup in the morning and Ed Pike's belief that he had never seen the policy before in spite of the fact that it was a 12 to 15 year old policy. Mr. Fierravanti suggested that Mr. Pike revise the policy so it makes more sense and submit it for Selectboard approval. Discuss changing the policy from 2:00am to something closer to 6:00am as the plow time so that school bus operation would not be impeded.
- iii. Ed Pike inquired as to the status of the ongoing FEMA process and Mr. Trachte explained that their representative has changed and the work has stopped pending the completion of new forms and requirements.
- iv. Ms. Boehlert asked Ed Pike about the work being done on Wilcox Hollow Road and this work is also pending due to the FEMA process and application requirements. Discuss new FEMA contact and provide Mr. Pike with his name and telephone number so that a progress report can be obtained.

7. New Business:

- a. Rick Dahm presented additional information regarding the Smart Energy Grid and wanted to discuss the Selectboard's review of the materials he previously provided. Discuss Vermonters for a Clean Environment and the \$10 per month fee for not installing the new wireless meter. Discuss the need to register for an intervention and the need to get the word out. Discuss the possibility of scheduling a special meeting, representing both sides, and the possibility of placing a 6-month moratorium on the issue until more information can be gathered and distributed. The Selectboard agreed to review the materials and research the possibility of writing a moratorium. Mr. Dahm suggested that time is of the essence as CVPS is to commence installation in January or February 2012.

8. Old Business:

- a. Review of action item list: Discuss the revised policy "Street Naming and Street Addressing" and the lack of any evidence that it was ever approved as the previous versions of the policy found by Ms. Boehlert were unsigned or not dated. Additional research needs to be completed before the policy can either be approved or created.

9. Review of Bills and Signing of Selectboard and Highway Orders: Selectboard members reviewed and signed the orders presented by Mr. Trachte.

10. Adjourn: Mr. Fierravanti moved to adjourn the meeting at 8:05 PM. The motion was seconded by Ms. Boehlert and unanimously agreed.

11. Next Meeting: December 5, 2011 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 12/19/11

Copies of the Agenda for the meeting of December 5, 2011 were available to all who were present prior to the meeting being called to order.

**Sandgate Selectboard
Minutes for Meeting of December 5, 2011**

1. **Call to Order:** The Meeting was called to order at 6:32 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Junior Bentley; Betsy LaVecchia; Erica Lin, Treasurer; Lee Arrington, Selectboard Assistant. **Selectboard Member Absent:** Tom Fierravanti.
3. **Approve outstanding minutes from November 21, 2011.** Minutes could not be approved since a quorum of Selectboard members from the previous meeting could not be met.
4. **Appearances by Local Citizens and Visitors:** Ed Pike.
5. **Announcements:**
 - a. BCRC Holiday Gala invitation received for event held on December 15, 2011 from 5:00 to 7:00 PM.
 - b. FEMA Hazard mitigation and informational meeting scheduled for December 14, 2011 from 12:00 to 2:00 PM at the Congregational Church, Manchester Village.
 - c. Annual Assessment Rates for unemployment insurance was received and forwarded to the Treasurer for use in the upcoming 2012-2013 budget.
6. **Reports:**
 - a. Treasurer's Report: Discuss outstanding taxes still owed, tax revenue received and the current balances in various accounts. Discuss the increase in the Listers' salaries and the Cemetery Fund being over budget by 17% with additional work needed to be completed in the spring. The Treasurer recommended increasing the budget for the Cemetery Fund in the upcoming 2012-2013 budget. The current balance for the General Fund is \$82,200 and is considered to be in good shape with minimal expenses expected to go over budget by the end of June 2012. Mr. Pike was also forwarded the information regarding the benefits calculation for FEMA.
 - b. Highway Report: Discuss the Codes and Standards for Highways that are required by the FEMA representative and the need to locate and forward the information to Mr. Pike. Discuss the FEMA process and their assistance only covering improvements that are made up to the standard set by the state. Mr. Pike raised the issue of the Selectboard list not being up to date and containing several errors regarding up to date contact numbers. Mr. Pike also raised a concern that the Selectboard meetings have not been posted. Mr. Trachte suggested updating the posted signs regarding the bimonthly Selectboard meetings and speaking to the Town Clerk about updating the list of contact telephone numbers for Sandgate.
7. **New Business:**

- a. 2012-2013 Budget: Review the budget for 2011-2012 and begin to discuss and outline the budget for next year. Mr. Trachte distributed a report to the Selectboard members with an extra column for comments and requested that they review and insert their comments for discussion at the next regular meeting. Discuss insurance particulars with the Treasurer and the possibility of breaking it down to a monthly allocation. The Treasurer will provide up to date information regarding expenditures and email it to the Selectboard members before the next regular meeting.

8. Old Business:

- a. Review of action item list: FEMA is currently awaiting the completion of new paperwork. There is nothing to report with respect to the new policies or the Sandgate website. The independent audit is still pending the Treasurer's response regarding amounts that need to be reconciled between the printout provided to the auditor and the actual checkbook. The Treasurer believes that the auditor has some good recommendations that will be in his report once his work has been completed. Discuss where the auditor is in terms of completion and Mr. Trachte's plan to contact the auditor to find out what is needed to complete the audit. The Treasurer reviewed her conversation with Mr. Pike regarding his Fridays off for the past two weeks and clarifying that he has taken two vacations days off so far since the new Personnel Policies came into effect on November 1, 2011. Ms. Boehlert announced that the Zoning board is considering joining the National Flood Insurance Program. The Personnel Policy and the Policy for Alcohol and Controlled Substances are to be removed from the action item list. Discuss telephone call received from Rick Dahm about the Smart Meters, an article written on the subject from the Manchester Journal, and the need for a petition if the matter is to be discussed in a Town Meeting. Mr. Trachte reported that the Town Clerk informed him that the Town Hall has a lot of maintenance issues that need to be dealt with. Repairs needed include loose shingles, problems with the hot water, musty smells and wall damage. The Selectboard reviewed ceiling damage in the Town Hall and Mr. Trachte plans to speak to the Town Clerk for her recommendations on getting the necessary work done. The Selectboard members discussed the upcoming Town Election in March 2012, the need to search for new Selectboard member candidates and questions regarding other offices that may need to be filled. Discuss holding Selectboard meetings once a month instead of bimonthly and coordinating the payment of bills if the meetings were to change.

- 9. Review of Bills and Signing of Selectboard and Highway Orders:** Selectboard members reviewed and signed the orders presented by Mr. Trachte.

- 10. Adjourn:** Mr. Bentley moved to adjourn the meeting at 7:30 PM. The motion was seconded by Ms. LaVecchia and unanimously agreed.

- 11. Next Meeting:** December 19, 2011 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant

APPROVED 1/2/12

Copies of the Agenda for the meeting of December 19, 2011 were available to all who were present prior to the meeting being called to order.

**Sandgate Selectboard
Minutes for Meeting of December 19, 2011**

1. **Call to Order:** The Meeting was called to order at 6:30 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Tom Fierravanti; Betsy LaVecchia; Lee Arrington, Selectboard Assistant.
3. **Approve outstanding minutes from November 21, 2011 and December 5, 2011.** Mr. Fierravanti moved to approve the minutes from November 21, 2011 as written and the motion was seconded by Ms. Boehlert and unanimously agreed. Ms. Boehlert moved to approve the minutes from December 5, 2011 as written and the motion was seconded by Ms. LaVecchia and unanimously agreed.
4. **Appearances by Local Citizens and Visitors:** None.
5. **Announcements:**
 - a. Junior Bentley submitted a letter stating his resignation from the Selectboard as of December 14, 2011. Ms. Boehlert moved that the Selectboard go into executive session at 6:40 PM to discuss replacement candidates and the motion was seconded by Mr. Fierravanti and unanimously agreed. Ms. Boehlert moved that the Selectboard end their executive session at 6:50 PM and the motion was seconded by Mr. Fierravanti and unanimously agreed.
6. **Reports:**
 - a. Treasurer's Report: None.
 - b. Highway Report: None.
7. **New Business:**
 - a. 2012-2013 Budgeting Process: The Selectboard reviewed the previous years' budget, and proceeded to go through the entire budget line by line. The following is a summary of the suggested changes proposed for the 2012-2013 budget:

Listers Salaries & Expenses - Increase by \$200 and discuss with the Listers.
Zoning Administrator Salary - Decrease by \$500
Zoning Administrator Expenses - Decrease by \$200
ZBA/Planning Expenses - Decrease by \$300
Office Training - Decrease by \$100
Town Hall Utilities - Decrease by \$500
Town Report Expense - Decrease by \$200
Total above Admin & General Expenses - Decrease by \$1,600

BCRC - Increase by \$52
BCA Meetings / Appeals Hearings - Decrease by \$500
Cemetery - Increase by \$700
Fire Protection - Decrease by \$2,000
ISWAP/Haz Waste/Recycling - Decrease by \$500
VLCT Dues - Increase by \$3
Total above General Services & Fees - Decrease by \$2,245

Winter Maintenance Materials & Hauling - Increase by \$7,000
Summer Maintenance Contract Labor - Increase by \$1,000
Health Insurance - Increase by \$2,000
Fuel & Oil (Trucks & Equip) - Increase by \$6,000
Equipment Fund Appropriation - Decrease by \$35,000
Paving Loan - Decrease by \$5,680 (paid off)
Grant Proposals - Decrease by \$1,000
Total above Highway Expenses - Decrease by \$25,680

- b. Discuss potential FEMA impact on the budget and that 20% of the costs incurred to complete the repair work will need to be paid for by Sandgate. Determine that the expenses would be taken out of the Winter and/or Summer Materials and Hauling budget.

8. Old Business:

- a. Review of action item list: Nothing to report with respect to the Bridge Report and work on the Town Policies has been postponed until after the holidays. Ms. Boehlert announced that the Sandgate Website now has three sets of minutes posted. Ms. Boehlert suggested that she complete her website training before the Town Clerk so that she may be able to assist in the training process. The Independent Audit is pending a telephone call from Mr. Trachte and a petition regarding Smart meters is currently circulating at the Wayside Country Store. Discuss the Town Hall maintenance issues and the need to have someone look at the roof before there is a snow storm.

- 9. Review of Bills and Signing of Selectboard and Highway Orders:** Selectboard members reviewed and signed the orders presented by Mr. Trachte. Discuss two hours of overtime paid for Ed Pike's attendance at the last Selectboard meeting and the need to discuss this with Mr. Pike in the future.

- 10. Adjourn:** Ms. Boehlert moved to adjourn the meeting at 7:48 PM. The motion was seconded by Ms. Fierravanti and unanimously agreed.

- 11. Next Meeting:** January 2, 2012 at 6:30 PM.

Respectfully submitted,

Lee Arrington, Selectboard Assistant