



**SELECTBOARD
Meeting Minutes
Tuesday, September 6, 2016**

PRESENT : Patty McGrath
Chris Bianchi
Ken Lee

ALSO

PRESENT: Debby Schwartz, Town of Killington (the “Town”) Manager (the “Manager”); Jane Ramos, Library Director (the “Library Director”); Chet Hagenbarth, Highway and Facilities Director (the “Director”); Amy Morrison, Events and Marketing Coordinator, (the “Coordinator”)

PUBLIC

PRESENT: Curt Peterson (Vermont Standard), Jill & Marty Post, Ed Bove (Rutland Regional Planning Commission), Diane & Dave Rosenblum, Ely Kirschner, Vito Rasenas.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Meeting Minutes of August 16, 2016 and Special Meeting Minutes of August 24, 2016
4. Selectboard Member Concerns
5. Citizen Input
6. Contracts
 - Library Roof
 - Bicycle & Pedestrian Scoping Study
 - Up and Downhill Roll Road Use Agreement
7. Fire Station Site Investigation
8. Rt. 4 Sewer Assessment & Repair
9. 2016-17 Strategic Operating Plan Update
10. Financial Updates
 - FY2018 Budget Preparation Timeline
 - Operating Note
 - Delinquent Tax Notices
 - Updated Credit Card Policy
11. Lists Errors & Omissions

12. Manager's Report
13. Board of Liquor Control
14. Executive Session, if necessary
15. Adjourn

1. CALLED TO ORDER

The Chairwoman called the meeting to order at 7:30 p.m.

2. AGENDA

On a motion made by Mr. Lee, the Agenda was unanimously APPROVED.

3. APPROVAL OF MEETING MINUTES OF AUGUST 16, 2016 AND SPECIAL MEETING MINUTES OF AUGUST 24, 2016

Mr. Lee noted that on the Minutes of August 16th, in the outstanding debt review section next to the last paragraph, it says, "finally settling out what The Town owes"; that the Town doesn't owe anything, so it should be written as what the Town is due.

A motion by Mr. Lee to approve the amended minutes of August 16, 2016 was unanimously APPROVED.

4. SELECTBOARD MEMBER CONCERNS

None.

5. CITIZENS INPUT

Ed Bove with the Rutland Regional Planning Commission introduced himself and said that the Rutland Regional Planning Commission wants to help The Town, citing various areas of current involvement and inviting additional assistance.

6. CONTRACTS

Library Roof -

Diane Rosenblum, Chair, Library Board of Trustees, stated that the estimated contract for the roof project came in over the \$200,000 loan amount request at \$244,000 +, noting that most of the additional money is actually in the insulation figure, which was based on the Zero by Degree study. The Library Board gave the contractor, Jeff Findeisen, the

authorization to proceed on the design, drafting, and permitting. Diane and the Director worked on a revised capital plan to come up with the additional money needed to pay the additional cost.

The Director stated that the insulation difference was due to two different factors: One factor was the code that came into play due to the size of the attic where an ignition barrier costing approximately \$15,000 is needed within the insulation to prevent easy ignition of flammable materials. The other part of the increase in cost was the move from 5 ½ inches of insulation to 8 inches of insulation which will bring the attic from R38 to R49 rating factor, the new standard for insulation since the Library was originally constructed. He added that R49 is the only rating anybody will guarantee to prevent icing and issues on the roof, noting that the additional insulation will cost about \$11,000 an inch.

The Director reported that \$17,000 was allocated to the 2015-16 18 month capital budget for the reroofing project. He added that an additional \$20,200 was allocated to the 2016-17 capital budget for the reroofing project.” Those sums plus an additional \$8,700 from the Library’s operations budget will pay for this increase.

The Director continued that the Town had the option to reduce the insulation to get the price down to where it was, but then the contractor would not guarantee that the problem would be corrected. At this point, the Town has hired a design-build contractor to ensure that shingle deterioration doesn’t happen. He added that he feels that to meet our long term goals, this is the way to go.

Diane stated that the library was not originally designed for a northern climate because the architect was a library architect not familiar with a winter northern climate. She added that the library is also pushing off the HVAC, flooring, and plumbing upgrades to accommodate the increased costs for the roof.

The Director reported that according to the Zero by Degrees study, the roof should save a little over \$2000 a year in fuel.

The Library will be using R Roof and R Factor as the contractors for the roof.

Vito Rasenas asked if there was more than one bid for the balance of the work, aside from the insulation. The Director responded that there were seven direct phone calls made to solicit bids, and that the RFP was also listed in the “Works in Progress,” and the Town received only the one bid. The Chairwoman added that is it not uncommon to receive only one bid when there is a lot of building going on.

A motion by Mr. Lee for the Director, Diane, and Jill to move forward with the new numbers presented to the Board for the roofing project was unanimously APPROVED.

Bicycle & Pedestrian Scoping Study -

The Manager stated that three firms responded to the RFP to perform the grant-funded study. The Town selected Dubois & King for the Bicycle and Pedestrian Scoping Study. The grant amount is for \$30,000 and Dubois & King's bid was \$29,999.

The Director stated that the Town will start locating potential sites for bus pull-offs and crosswalks to be able to apply for grants to do the projects resulting from the study.

Mr. Lee commented that on a side note, the walkway and the road looks really nice.

The Chairwoman stated that it is wise to move forward to make sure that the Town and business district is pedestrian and bicycle-friendly to help support businesses and the resort.

A motion by Mr. Lee to move forward on the scoping study was unanimously APPROVED.

Up and Downhill Roll Road Use Agreement -

The Coordinator stated that the Up and Downhill Roll will be held on Sunday, October 2nd. She explained that it is a relay-style bicycle event with road cycling, cross-country mountain biking, and downhill mountain biking, followed by a critical mass ride of spectators and participants from Killington Resort down to the after-party at Sushi Yoshi. The event proceeds go to support the Killington Trails Initiative.

She added that she's seeking permission to use East Mountain Road which will not be backed up because bikers will be single file.

A motion made by Mr. Lee to allow the Up and Downhill Roll road use was unanimously APPROVED.

The Coordinator then requested authorization to transfer the \$15,000 budget allocated for Killington Oktoberfest to Killington Witchcraft, which will include a maze, haunted house, and pumpkin-chucking. For this first year, it will be held Columbus Day weekend and in subsequent years, the plan is to hold the event every weekend in October. She added that it is a more family-friendly event than Oktoberfest; that there is more market saturation of Oktoberfest in New England and not as many fall celebrations like this.

A motion made by Mr. Lee to put the \$15,000 from Oktoberfest into Killington Witchcraft was unanimously APPROVED.

7. FIRE STATION SITE INVESTIGATION

Vito Rasenas stated that the Fire Department Facilities Review Committee explored a favorable site, noting that the Director did some research and that wetlands became an issue because they would cut the buildable area in half. Vito said the committee would like explore any other possible sites before making a firm commitment to go forward.

The Director said the site was across the street from Moonridge and its a 2 ¼ acre site with a Class 2 wetland, adding that the station could fit but it would not allow for any future expansion. The committee doesn't want to totally write-off the site but would like to look into any other opportunities before making a commitment.

8. RT. 4 SEWER ASSESSMENT & REPAIR

The Manager stated that the authorization to levy and collect the annual assessment is in the warrants for the Selectboard's signatures.

The Manager reported that the Town is in discussion with two potential vendors to replace the pump controls and communications, noting that they have been problematic and need an intensive level of service. The Manager requested the authority to spend up to \$20,000 to repair the pump control and communications before winter. The Town will also need to do a system clean-out as well, bringing the total to approximately \$25,000.

The Chairwoman asked if this would be something that could be billed into the rates. The Selectboard discussed this possibility to help cover repair cost.

A motion made by Mr. Lee to allow the Manager to spend up to \$20,000 to repair the pump controls and communications for the RT 4 Sewer was unanimously APPROVED.

9. 2016-17 STRATEGIC OPERATING PLAN UPDATE

The Manager presented an updated draft of the 2016-17 Strategic Operating Plan, noting that the current draft didn't include some Selectboard actions. The Chairwoman stated that some of the actions, such as provide infrastructure and amenities to make the Town a four season destination, were discussed when doing the scoping study. The Chairwoman said she would like to see the Town get through as many current goals as possible and there is a lot to work on before adding anything else.

Mr. Bianchi stated that now that the Town is almost finished with “this wave of sidewalk,” the Selectboard has a clearer vision of where they would like to go with the road.

A motion by Mr. Lee to accept the Selectboard’s 2016-17 Strategic Operating Plan was unanimously APPROVED.

10. FINANCIAL UPDATES

FY2018 Budget Preparation Timeline -

The Chairwoman asked when the Board would get the Town audit and the preliminary results. The Manager stated the letter of engagement for the Town audit was on her desk and there is a considerable amount of preliminary work that needs to be gathered before the work commences.

The Chairwoman stated that because of the fiscal year the time of year to do the audit has changed.

A motion made by Mr. Lee to accept the budget preparation timeline was unanimously APPROVED.

Operating Note -

The Manager stated that the \$900,000 operating note taken out in June was paid off on August 17th, ahead of the September 1 deadline, saving approximately \$500 in interest.

Delinquent Tax Notices -

The Manager reported that she has sent out delinquent tax notices requesting that individuals either pay in full or contact the Manager to set up a payment plan.

Updated Credit Card Policy -

The Manager reported that in an effort to reduce expenses, the credit card bills have been set up to be paid automatically, eliminating any late fees or interest charges. She added that the addition of a dated deadline for submitting coded receipts is to ensure that the charges are fully reconciled before the payments are automatically made.

A motion by Mr. Lee to accept the updated credit card policy was unanimously APPROVED.

Marty Post asked what happened if the reconciliations aren't received when needed. The Manager replied that according to the policy, she has the authority to rescind credit card privileges or hold the user responsible for their charges.

11. LISTER'S ERRORS & OMISSIONS

The Manager reported that the education portion of one of the taxpayer's bills was split into a homestead and non-residential when it should have been 100% homestead, which would increase the tax bill by \$127.19.

A motion made by Mr. Lee to accept the listers errors & omissions was unanimously APPROVED.

The Manager then reported on an individual who was late filing their homestead, had received a penalty, and had requested a reduction in the penalty, noting that the matter had been tabled at the August 2, 2016 Selectboard meeting.

The Manager reported she did some research regarding the history of waiving penalties for late filings. From 2009 forward, she found that in 2013, penalties were waived because the state changed the frequency of when homesteads needed to be filed.

The Manager stated that including this one late filer, there are eight other individuals who would be affected by the Selectboard's decision.

The Manager added that there were also four-five who were waived in 2012, and another six or seven in 2014.

The Chairwoman stated that this was because the state changed the frequency when filing.

Mr. Bianchi asked if the other filers have paid their penalty. The Manager stated she could go research that and report back to the Board..

Vito recalled that from the previous discussion that the individual did not want to waive the fee but wanted a more reasonable fee.

The Selectboard decided to table the matter for the next discussion.

12. MANAGER'S REPORT

The Manager stated that the pool was closed following a very successful season. She also distributed to the Selectboard, copies of the new fall schedule.

The Manager reported that the Town is working on a tabletop exercise in preparation for World Cup, and that she would provide updates in future meetings.

The Manager acknowledged the concern regarding the repairs of the potholes on Bridge 008 (River Road) turning the discussion over to the Director.

The Director stated that the bridge will have to be closed for two months to be repaired. The substructure of the bridge is still good but the deck and rails are in need of replacement per the AOT bridge inspection reports. He added that the project needs to be rebudgeted and, for that reason, it could be a year out before the bridge can be repaired.

The Chairwoman asked if the potholes could be filled in the meantime. The Director stated that they were not potholes but elevation variation issues which could not be fixed until the bridge deck was replaced. He added that he would see if there were any holes that could be patched.

The Director then gave a Killington Road update. He stated that the walkway project has reached substantial completion and that the project was approximately \$25,000 under budget. He added that he is just waiting for a firm date to get the painting done, and that within the next week and a half, it should be 100% complete.

The Manager stated that she concluded the Killington Connects program the end of August, noting that there were a handful of attendants which accommodated good conversations.

A locking mailbox will be installed outside the Town Office to increase efficiency and reduce mail runs. Erosion and drainage issues at that location were addressed by the Highway Department at the same time.

13. BOARD OF LIQUOR CONTROL

A motion made by Mr. Lee to ratify the consumption change for the Resort to move the umbrella bar from Killington Base Lodge to the Snowshed Base Lodge was APPROVED with one abstention from Patty McGrath

A motion made by Mr. Bianchi to allow Lucrecia to renew two first class liquor licenses for Baha Burrito Company and Highland Lodge Incorporated was APPROVED with one abstention from Patty McGrath

A motion made by Mr. Lee to authorize Lucrecia to approve an outside consumption permit for Killington Restaurants DBA Killington Base Lodge was APPROVED with one abstention from Patty McGrath

14. EXECUTIVE SESSION, IF NECESSARY

A motion made by Mr. Bianchi for the board to go into executive session for a personnel matter was unanimously APPROVED

15. ADJOURN

The Meeting was adjourned at 9:20 PM