



Selectboard Meeting Minutes DRAFT
July 8, 2024

Present:

Jim Haff
Chris Karr
Robert Hecker

Michael Ramsey, Town Manager

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
4. Selectboard Member Feedback and Concerns
5. Open Public Comment
6. Financial Controls Document and Credit Card Policy
7. Recreation Master Plan Update/Presentation
8. East Mountain Road Paving Bids
9. Department Reports
 - a. Fire Department Report
 - b. Police Department Report
 - c. Town Manager Report
10. Open Public Comment
11. Other Business
12. Executive Session (Contract/Labor relations agreements with employees)
13. Adjourn

1. Call to Order

The Meeting was called to order at 6:36pm.

2. Approval of the Agenda

No Board of Liquor Control – add a financial controls document to be signed by the Selectboard and need to talk about a credit card policy. This will be Art. 6. SB Jim Haff made a motion to accept the agenda as amended. SB Chris Karr and SB Rob Hecker seconded. The motion passed unanimously.

3. Approval of the Minutes

- The Selectboard reviewed the June 24 Special Selectboard Meeting Minutes at 1pm. SB Karr made a motion to approve the June 24 Special Selectboard Meeting Minutes as presented. SB Haff seconded. The motion was unanimously approved.
- The Selectboard reviewed the June 24 Emergency Selectboard Meeting Minutes at 3pm. SB Haff made a motion to approve the June 24 Emergency Selectboard Meeting Minutes as presented. SB Karr seconded. The motion was unanimously approved.
- The Selectboard reviewed the June 24 Selectboard Meeting Minutes at 6pm. SB Haff made a motion to approve the June 24 Special Selectboard Meeting Minutes as presented. SB Karr seconded. The motion was unanimously approved.
- The Selectboard reviewed the June 28 Special Selectboard Meeting Minutes at 6pm. SB Haff made a motion to approve the June 28 Special Selectboard Meeting Minutes as presented. SB Karr seconded. The motion was unanimously approved.

4. Selectboard Member Feedback and Concerns

- There was none.

5. Open Public Comment

- There was none.

6. Financial Controls Document and Town Credit Card Policy

Lucrecia Wonsor, Town Clerk, informed the Selectboard that the Town will begin using a credit card after they've switched to Community Bank. Previously, the Town had a debit card with Mascoma Bank. Prior to handing out the credit cards, the Town's procedure is to have the card holders sign the policy. Nothing has changed from the Town's policy. The only change is the list of current cardholders. Wonsor asked the Selectboard to approve the Town's Credit Card policy. SB Haff made a motion to accept the updated Credit Card policy which includes the authorized users and a limit of \$25,000.

Wonsor then presented an internal Financial Controls Checklist for Municipalities, Cities, and Towns. This document has not changed in recent years and is required by the State Auditor. SB Haff made a motion to approve the Internal Financials Controls Checklist for Municipalities, Cities, and Towns. SB Karr and SB Hecker seconded the motion. The motion was unanimously approved.

7. Recreation Master Plan Update/Presentation

Lisa Davis Lewis presented a summary of the Recreation Master Plan. Two years ago, the Planning Commission stated that the Town needed to update the Recreation Master Plan which was 15 years old at the time, to update the Town's pool and pool facilities, and how to transform the current Town Office into a Recreation and Senior Center. The Town applied for a Municipal Planning Grant twice and was denied both times. A Scope of Services was created and vetted by the Planning Commission and Rec Commission. The Town then solicited proposals and received two. The Planning Commission moved forward with Vermont Integrated Architects (VIA)'s proposal. Andrea Murray from VIA attended the Meeting. Murray provided an introduction of their firm, their approach to the project, and answered questions.

Murray stated that VIA would first meet with the Rec Committee to better understand their priorities for the project to develop an OPR (Owner's Priority Requirements). They will also do a site and property evaluation to understand the conditions of the environment. They will produce existing building and site documentation to act as the basis for the Master Plan. They will create design concepts and receive feedback before developing the projects further. Then a final report will be developed and presented to the Town and Residents.

SB Kar made a motion to accept the Recreation Master Plan proposal as presented by the Planning Commission and Rec Committee. SB Haff and SB Hecker second the motion. It unanimously passed.

8. East Mountain Road Paving Bids

Abbie Sherman, Public Works Director, presented the East Mountain Road Paving bids. The first bid was from Pike Industries. Their proposed cost was \$330,511.40 with a start date of Aug. 19, 2024 and five days to complete the project. The second bid was from Wilk Paving. Their proposed cost was \$289,133 with a start date of Aug. 5 and nine days to complete the project. Sherman will review both of these bids.

9. Department Reports

o Fire Department Report

- i. Fire Chief Craig Bowman presented the Fire Department Report. During the month of June, there were 10 fire incidents, 15 EMS incidents, and 3 incidents for both fire and EMS. There have been 231 total incidents since Jan. 1, 2024. Bowman also reviewed the recent training accomplishments of the Fire Department.

- **Police Department Report**
 - i. Police Chief Whit Montgomery presented the Police Department Report. During the month of June, there were 168 incidents, 62 cases, and 106 calls for service. There have been 1,312 total incidents, 540 total cases, and 772 total calls for service since Jan. 1, 2024.
 - ii. New Hire Kayla Delrenzo begins work on July 9th, 2024. The Police Department still has one more position available.
- **Town Manager Report**
 - i. TM Ramsey reviewed the Town Manager Report. This report is available to read at the Town of Killington's website under the calendar event for the July 8 Selectboard Meeting.

10. Open Public Comment

Patrick Cushing asked whether the Selectboard had plans to record and upload Special and Emergency Selectboard Meetings online. The Town is uploading these meetings to their website.

11. Other Business

The Selectboard reviewed the Lister's request to correct their Grand List following a transfer of land parcels between SP Land and GG Killington LP. The Listers were not aware of the transfer and billed SP Land. The Listers recommend that the interest and penalties assessed against the parcels be waived. SB Karr made a motion to accept the recommendation of the Listers to waive the interest and penalties on the parcels of land and for GG Killington LP to pay their bill within 30 days. SB Haff and SB Hecker seconded. The motion unanimously passed.

12. Executive Session

SB Haff made a motion to enter Executive Session for personnel and contracts at 7:56 pm. SB Karr and SB Hecker seconded the motion. The motion passed unanimously. The Selectboard exited Executive Session at 9:18 pm. No action taken

13. Adjourn

The Meeting was adjourned at 9:18 pm.