**SELECTBOARD MEETING MINUTES**

Tuesday, February 15, 2022, 5:00 p.m., Orange Town Hall

**Present:**

Selectboard Members Emily Ruff-Chair, Samantha Lefebvre-Vice Chair, and Eric Holmgren-Member.

**Visitors:**

Angela Eastman-Town Clerk, John Barnes-Road Foreman, Lee Youngman-Treasurer, and Aaron Blaisdell-Town Resident

At 5:01 p.m. the meeting was called to order by Chair Emily Ruff

**Agenda Revisions**: Ms. Youngman added a discussion regarding the Sullivan and Powers letter of engagement. Mrs. Eastman added a discussion to sign the MRGP Permit and Mrs. Lefebvre asked to add a brief State of Vermont Representative report.

**Approval of Minutes**

The selectboard minutes dated 1/10/2022 were reviewed. Ms. Ruff moved and Mrs. Lefebvre seconded to approve the Selectboard Minutes. The motion passed 3-0.

The selectboard minutes dated 1/24/2022 were reviewed. Ms. Ruff moved and Mr. Holmgren seconded to approve the Selectboard Minutes. The motion passed 3-0.

The selectboard minutes dated 1/27/2022 were reviewed. Ms. Ruff moved and Mrs. Lefebvre seconded to approve the Selectboard Minutes. The motion passed 3-0.

The selectboard minutes dated 2/7/2022 were reviewed. Mrs. Lefebvre moved and Ms. Ruff seconded to approve the Selectboard Minutes with the amendments made. The motion passed 3-0.

**Guest Speaker/Public Comment:**

Mr. Aaron Blaisdell, Town Resident addressed the Selectboard regarding the need for a 3rd road crew member. He is concerned with the conditions of the town roads and concern if a road crew member was out sick or on vacation. He expressed a suggestion to have an engineer assess the roads This was discussed amongst the Selectboard members.

Ms. Lefebvre spoke regarding redistricting and they are starting from the bottom of the state working their way upward to have continued discussion regarding redistricting at the State House. Mrs. Lefebvre also discussed other bills in the house.

**Town Treasurers Report:**

1. AP and Payroll Warrants

 Ms. Youngman reviewed the AP Warrant and three payroll warrants with the Selectboard.

 On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the payroll warrant was approved as presented. All in favor.

 On a motion made by Ms. Ruff and seconded by Mr. Holmgren, the accounts payable warrant was approved as presented. All in favor.

 On a motion made by Ms. Ruff and seconded by Mr. Holmgren, the Selectboard acknowledges that the banking fee and the town hall line items are over budget and the Selectboard is authorizing those bills to be paid. All in favor.

1. Review the Sullivan and Powers Audit Engagement Letter

Ms. Youngman reviewed the engagement letter with the Selectboard and reviewed what needs to be done.

1. Review Current Budget

 Ms. Youngman reviewed the current budget with the Selectboard.

1. Review January Journal Entries

 Ms. Youngman circulated the January Journal Entries for the Selectboard to review. On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the journal entries were approved as presented. All in favor.

**Town Clerk Report:**

Mrs. Eastman discussed that the Town Report is at the printers and will be mailed out soon. The school ballots have been mailed out for Orange and have been slowly coming back. The water line has been fixed and we have water in the Town Clerk and Town Hall again. Mrs. Eastman and Ms. Youngman have discussed schedules for the entire year.

**Town Garage Report:**

Mr. Barnes discussed that Mr. Smith came out and graded a few of the roads in town due to an early mud season. He also discussed that the grader is in need of a head gasket job and this will take place in a couple of weeks.

**Old Business**

1. Final review/vote of Personnel Policy

The Selectboard reviewed the proposed changes to the Personnel Policy. The changes were discussed amongst the Selectboard members. On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the addition of Juneteenth as a paid holiday was added. The motion passed 2-1. Mr. Holmgren voted against this motion. Mr. Holmgren made a motion that employees must work the shift before and after a paid holiday in order to receive holiday pay. The motion failed for lack of a second. On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the Personnel Policy was approved with the amendments as noted.

1. Final review/vote of Job Descriptions

 Adoption of all the road job descriptions will be tabled until a later date. On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the Treasurer and Town Clerk Job Descriptions were adopted with amendments noted.

1. Discuss Town Clerk employment agreement

 The Selectboard reviewed the Town Clerk contract. Ms. Ruff proposed extending the contract until March 31, 2022. On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the Town Clerk was extended until March 31, 2022. All in favor.

1. Discuss Professional Services Appendix List

 The Selectboard reviewed this professional services list and reviewed the single sole source providers. On a motion made by Ms. Ruff and seconded by Mr. Holmgren, the Professional Services Appendix List was approved with the following providers listed: PACIF, NEMRC, MVP, Sullivan and Powers, Jim Barlow-Attorney, VMERS, Barre Town Fire, Barre Town Ambulance, Washington Fire, Tri Village Fire, CTERT and Orange County Sheriff. On a late motion made by Mrs. LeFebvre and seconded by Ms. Ruff, to add Jet Service Envelope as a Sole Source Provider. All in favor.

1. Discuss whether the town will record open meetings

 This was discussed amongst the Selectboard members. Ms. Youngman and Mrs. Eastman will obtain quotes for recording devices and we will follow up regarding this at the March meeting.

1. Discuss ADA Grant

 This will be added with the discussion regarding grants to apply for.

1. Discuss Animal Nuisance Ordinance

 This was discussed amongst the Selectboard. Discussion was had regarding what animals the ACO handles. Mrs. Eastman will find different town ACO ordinances. Ms. Ruff is proposing that we table the ordinance until a later date.

1. Adopt new ACO Contract

The contract was reviewed and will be emailed to the town attorney for review and a possible adoption and signature at the 2nd Selectboard Meeting

1. Sign Park and Ride Project Commitment Form

 This was reviewed by the Selectboard members and signed by Selectboard Chair, Emily Ruff.

**Other Business:**

1. Set Date for ARPA Meeting

This was discussed and will take place on March 21, 2022 at 6:00pm. Mrs. Eastman will warn the meeting and send postcards to town residents.

1. Road Crew Discussion

This was discussed under the Guest Speaker/Public Comment section of the meeting.

1. Review Grants to apply for

The grants were reviewed by Mrs. Eastman and discussed with the Selectboard. Mrs. Eastman will contact CVRPC to obtain more information regarding the Transportation Planning Studies Grant.

1. Sign Certificate of Highway Mileage

This was reviewed by the Selectboard and signed by all members.

1. Sign MRGP Permit

 The Selectboard reviewed the MRGP and this was signed by Chair, Emily Ruff.

On a motion, made by Ms. Ruff the meeting was adjourned at 9:12 pm. This was seconded by Mr. Holmgren.

Action Items:

**Town Clerk:**

\*\*Mrs. Eastman will contact Christian Meyer at CVRPC to talk about Transportation Planning Grant ideas

\*\*Mrs. Eastman will send the proposed ACO contract to the town attorney, Jim Barlow.

**Selectboard:**

\*\*Gather other animal ordinances for review (not assigned)

\*\*Mr. Holmgren will follow up with resident Aaron Blaisdell after Planning Commission meeting regarding road assessment.

Respectfully submitted,

Angela Eastman, Town Clerk

The foregoing is a true copy of the Minutes of the Orange Selectboard Meeting.

A True Record. Attest, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Town Clerk

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