Town of Orange

Selectboard Minutes

Orange Town Hall

March 14, 2022 5:00 p.m.

**Members Present:** Emily Ruff-Chair, Samantha Lefebvre-Member and Sheila Stone-Member

**Others Present:** Angela Eastman-Town Clerk, John Barnes-Road Foreman, Kevin Wilson-Resident, Tim Stone-Resident and Lee Youngman-Treasurer.

Mrs. Eastman called the meeting to order at 4:59 p.m.

**Consider approving agenda/agenda revisions:**

No agenda revisions

**Consider approving minutes:**

The Board approved the following minutes:

The selectboard minutes dated 02/28/2022 were reviewed. Ms. Ruff moved and Mrs. Lefebvre seconded to approve the Selectboard Minutes. The motion passed 3-0.

The selectboard minutes dated 03/03/2022 were reviewed. Ms. Ruff moved and Mrs. Stone seconded to approve the Selectboard Minutes. The motion passed 3-0.

The selectboard minutes dated 03/04/2022 were reviewed. Ms. Ruff moved and Mrs. Stone seconded to approve the Selectboard Minutes. The motion passed 3-0.

The selectboard minutes dated 03/08/2022 were reviewed. Ms. Ruff moved and Mrs. Lefebvre seconded to approve the Selectboard Minutes. The motion passed 3-0.

The selectboard minutes dated 03/11/2022 were reviewed and Ms. Ruff moved and Mrs. Lefebvre seconded to approve the Selectboard Minutes. The motion passed 3-0.

**Reorganize after town meeting:**

Angela opened the meeting and asked the Selectboard to begin the reorganization meeting by nominating positions for the upcoming year. The following appointments were made:

**Selectboard Chair:** On a motion made by Mrs. Lefebvre and seconded by Mrs. Stone,

Ms. Ruff was nominated Selectboard Chair. All in favor.

**Selectboard Vice Chair:** On a motion made by Mrs. Lefebvre and seconded by Ms. Ruff,

Ms. Lefebvre was nominated Vice Chair Selectboard. All in favor.

**Road Commissioner:** On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre,

Mrs. Stone was nominated Road Commissioner. All in favor.

**Road Foreman****:** On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, Mr. Barnes was nominated Road Foreman. All in favor.

**Emergency Preparedness Officer:** On a motion made by Ms. Ruff, Mr. Coronado was nominated for Emergency Preparedness Officer. This will be tabled to the meeting on the 28th.

**Pound Keeper:** On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, Ms. Boyer was nominated Pound keeper. All in favor.

**Regional Planning Development Representative:** On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, Mr. Cattaneo was nominated Regional Planning Development Representative. All in favor.

**Economic Development Representative:** On a motion made by Ms. Ruff and seconded by Mrs. Stone, Mr. Cattaneo was nominated Economic Development Representative. All in favor.

**Energy Coordinator:** On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, This will be tabled to the meeting on the 28th.

**Health Officer:** On a motion made by Ms. Ruff and seconded by Mrs. Stone, Ms. Boyer was nominated Health Officer. All in favor.

**Central Vermont Transportation Advisory Representative:** On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, Mr. Cattaneo was nominated Central Vermont Transportation Advisory Representative. All in favor.

**Recreation Committee:** On a motion made by Mrs. Lefebvre and seconded by Mrs. Stone, Ms. Ruff was nominated Selectboard Chair. All in favor.

**Green Up Chair:** On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, Mrs. Eastman was nominated Green Up Chair. All in favor.

**Update Animal Control Officer Contract and nominate ACO:**

Ms. Ruff nominated Ms. Michele Boyer for the ACO position. On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, Ms. Boyer was appointed the Animal Control Officer. All in favor.

**Set Meeting schedule for Selectboard Meetings:**

The meeting schedule was set for the upcoming year for the 2nd and 4th Monday’s at 6:00pm. There will be two meetings per month to include the first meeting to include all current town business and warnings and the second meeting to include review and sign warrants and address any emergencies. On a motion made by This was seconded by Ms. Ruff. All in favor.

**Update Local Emergency Management Plan:**

The Local Emergency Management Plan was reviewed by the Selectboard and Ms. Eastman will complete it with the new information and forwarded it on. Ms. Eastman will contact the State of VT to see if someone could come to a meeting to go over things.

**Reappoint CVSWMD representative:**

Mrs. Lefebvre nominated Mr. Lee Cattaneo for the CVSWMD Representative position. On a motion made by Mrs. Lefebvre and seconded by Ms. Ruff, Mr. Cattaneo was appointed the CVSWMD Representative. All in favor.

**Guest Speakers:**

None noted

**Town Treasurer’s Report:**

Approval of Warrants-Accounts Payable and Payroll:

The warrants were reviewed by Selectboard. On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the payroll and accounts payable warrants were approved. All in favor.

Review of Current Budget:

The budget was reviewed with the Selectboard.

Review February Journal Entries:

On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the February journal entries were approved. All in favor.

Discuss gasoline account:

This was discussed amongst the Selectboard members. On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the Selectboard approved Ms. Youngman to open a Citgo charge account for the town garage gas purchases. All in favor.

**Town Clerk/Town Garage Reports**

Town Clerk: Mrs. Eastman reported that there is a town potluck on Friday March 18, 2022 at 6pm and noted that there will be a seed swap at the Potluck. Mrs. Eastman also stated that the food shelf and the book lending library is doing well. Also Mrs. Eastman also stated that the office has registered about ½ of our dogs and asked to please register your dog(s) before April 1st.

Town Garage Report: Mr. Barnes stated that they made it through the recent storm this past weekend.

Discuss Paving Bid:

Mr. Barnes also discussed putting the paving out to bid. The Selectboard decided that the Town Clerk will develop an RFP send out letters to paving companies. There will be two separate bids, one for shimming and paving and one for grinding and paving.

Discuss Highway Department:

Discussion was had regarding adding a 3rd member to the highway department and it was decided that this would be discussed at a later meeting.

**Old Business**

Approve purchase an installation of new garage door for addition:

On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the VT Door quote was approved for purchase. All in favor.

Continued discussion regarding VCDP, Tucker Rd and Town Hall Repairs:

The VCDP grant was reviewed and discussed amongst the Selectboard and Ms. Eastman and it was decided that this grant will not be pursued and this grant will be released. Tucker Rd grant was discussed and will be discussed at the meeting on March 28th. Town Hall Repairs discussion was tabled until the April 11 Selectboard Meeting.

Continued discussion regarding Animal Ordinance Review:

This was tabled until the April 11 Selectboard Meeting.

Discuss Road Crew Job descriptions:

The road crew job descriptions were discussed and this will be tabled until the April 11 Selectboard Meeting. The Road Commissioner position was taken off the table.

Sign two job descriptions:

These signatures were obtained at the Town Meeting held on March 1st 2022.

Discussion recording meetings:

A discussion was had regarding purchasing the OWL Recording Device or something similar. Ms. Eastman will obtain prices for all equipment involved and bring to the ARPA meeting on Monday.

Sign Town Highway Grant:

The Town Highway grant was not signed as the numbers will need to be reviewed. Ms. Eastman will set up a meeting to finalize the paperwork with the VT AOT.

Sign Annual Financial Plan for Highway:

The Annual Highway Financial Plan was not signed as the numbers will need to be reviewed. Ms. Eastman will set up a meeting to finalize the paperwork with the VT AOT.

**New Business**

Discuss OCSD:

Discussion was had regarding police presence in town. Ms. Ruff discussed that it would be nice to have some type of “police blotter” to be aware of criminal and non-criminal activity happening in town. Ms. Eastman will reach out to the OCSD and the VT State Police for assistance with this.

Conti Oil discussion:

A discussion was had regarding Conti Oil and the fact that they are no longer doing any type of burner service. It was discussed that we would look into other people to service the burners for us.

Discuss quotes on pest control mitigation:

This was discussed in brief as there is a need for pest control at the town hall. Ms. Eastman presented a few options for mouse traps but will get a quote from a professional as well. This will be further discussed at the April 11 Selectboard Meeting.

Review RFP for Capital Plan:

This was reviewed earlier in the meeting as Ms. Eastman had presented the Selectboard with the completed RFP from CV Regional Planning.

Discuss Mr. McNeil and Ms. Boyers wages:

The Selectboard discussed increasing the wages for both the IT position and the ACO position. It was deemed they would visit the ACO position next year as the contract was already signed for this year and they increased the IT salary to $25.00 per hr.

Discuss replacing town flag and town flagpole:

Ms. Eastman discussed that the flag and flag pole are in need of replacing. This was discussed and it was deemed that a jar would be placed at the town office to replace the flag pole. A flag has been purchased for the flagpole by a donor. Ms. Eastman will bring a fundraising report to the Selectboard on March 28th.

Discuss Spring Town Hall Cleaning:

Ms. Eastman presented the Selectboard with the idea of Spring Cleaning in the Town Hall. The Mission church is willing to help. Ms. Eastman will reach out to them and get back to the board.

Review Bulletin Board quotes:

Quotes for a new outside bulletin board were reviewed. They will be further reviewed at the April 11th meeting.

Discuss putting mowing bid out for 3 years:

This was discussed amongst the Selectboard members and on a motion made by Mrs. Lefebvre and seconded by Ms. Ruff, the mowing bid will be a contract for 3 years. The bid will be reviewed at the

April 11th Selectboard meeting.

Discuss Selectboard email addresses:

Ms. Eastman discussed that new email addresses have been created for each Selectboard member and will be active soon.

**Other Business:**

At 9:03pm, 1 V.S.A §313(a)(3) to discuss the appointment or employment or evaluation of a public officer or employee., seconded by Mrs. Lefebvre. All in favor.

At 9:37pm, Ms. Ruff made a motion to exit executive session, seconded by Mrs. Lefebvre. All in favor

Ms. Ruff made a motion to hire Mr. Tim Stone as Per Diem/On Call Road Staff, Mrs. Stone recused herself from voting. Mrs. Lefebvre seconded. All in favor.

**Adjournment:**

On a motion by Ms. Ruff and seconded by Mrs. Lefebvre, the meeting was adjourned at 9:39pm. All in favor.

Respectfully submitted by

Angela Eastman, Town Clerk