**SELECTBOARD MEETING MINUTES**

Monday, June 13, 2022 6:00 p.m. Orange Town Hall

**Selectboard Present:**

Emily Ruff-Selectboard Chair, Samantha Lefebvre-Selectboard Vice-Chair, and Sheila Stone-Selectboard Member.

**Others Present:**

Angela Eastman-Town Clerk, John Barnes-Road Foreman, Matthew Wadsworth-Road Crew, Lee Youngman-Treasurer, Sam Lash-CVRPC Climate and Energy Planner, Michele Boyer-Town Animal Control and Kevin Wilson-Resident.

**Call meeting to order:**

At 6:03 p.m. the meeting was called to order by Selectboard Chair Emily Ruff and Ms. Ruff led the attendees in the pledge of allegiance.

**Consider approving agenda/agenda revisions:**

1. Ms. Youngman asked for item E (discuss Pike Industries paving bill) under Town Treasurer Report, to be moved to item A (approve warrants) under the Town Treasurer Report.

Ms. Ruff made a motion to approve the agenda with the change from Ms. Youngman. Mrs. LeFebvre seconded. The motion passed 3-0.

**Review Selectboard Rules of Procedure and Town Office Policies:**

Ms. Ruff reviewed the Selectboard Rules of Procedure. She also reviewed the Town Office operating hours and procedures.

**Consider approving minutes:**

The selectboard minutes dated 05/08/2022 were reviewed. Ms. Ruff made a motion to approve the minutes as written and Mrs. Stone seconded. The motion passed 3-0.

The selectboard minutes dated 05/09/2022 were reviewed. Mrs. Lefebvre made a motion to approve the minutes with amendments noted Ms. Ruff seconded. The motion passed 3-0.

The selectboard minutes dated 05/16/2022 were reviewed. Ms. Ruff made a motion to approve the minutes as written. Mrs. Lefebvre seconded. The motion passed 3-0.

The selectboard minutes dated 05/23/2022 were reviewed. Mrs. Lefebvre made a motion to approve the minutes with amendments noted. Ms. Ruff seconded. The motion passed 3-0.

The selectboard minutes dated 06/07/2022 were reviewed. Mrs. Lefebvre made a motion to approve the minutes as written. Ms. Ruff seconded. The motion passed 3-0.

The selectboard minutes dated 06/09/2022 were reviewed. Mrs. Lefebvre made a motion to approve the minutes as written. Ms. Ruff seconded. The motion passed 3-0.

**Guest Speakers/Public Comment:**

Ms. Sam Lash joined us from CVRPC to discuss developing the Core Planning Team for the *Local Hazard Mitigation Plan.* Ms. Lash discussed the core team members and their roles and a timeline for the LHMP.

**Town Treasurer Report:**

Review and sign payroll and accounts payable warrants:

Town Treasurer, Lee Youngman, presented the Selectboard with the payroll warrant and the accounts payable warrant for review. On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the payroll warrant and accounts payable warrants were approved. All in favor.

Ms. Youngman presented a separate motion to approve the Pike Industries bill for Reservoir Rd, which was $2,416.23 over budget, and asked for select board approval to authorize the overpayment from Highway Fund Balance. On a motion made by Ms. Ruff and seconded by Mrs. LeFebvre, both payment and use of fund balance were approved.

Review Current Budget:

This was reviewed and discussed by the Selectboard. There was minimal discussion amongst the members.

Approve Journal Entries for May:

The journal entries were reviewed by the Selectboard. There were 2 noted corrections: Kansas State Bank payment is for the ’21 International and date of tax clearing entry is 12/31/21. On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the May journal entries were approved as amended. All in favor.

ARPA Committee proposals for funding:

Ms. Youngman reviewed the recommendations from the ARPA committee to include town clerks’ office well, CV Fiber and digitizing land records. This was discussed amongst the Selectboard members and Ms. Youngman.

**Town Clerk Report:**

Mrs. Eastman gave a report from the Town Clerk’s Office to include a police report update from 2 police agencies, an overview of recent births, deaths and marriages in town. She also advised the Selectboard that she ordered nameplates for each Selectboard members and those should be arriving by Thursday.

**Road Foreman Report:**

Mr. Barnes updated the Selectboard and introduced the road crew member, Matthew Wadsworth. He discussed that he has been working on Warsley Rd and Rock Place to fix some washouts that have occurred.

**Old Business:**

Review/Sign CIP contract:

This was reviewed and signed by all Selectboard members. On a motion made by Ms. Ruff and seconded by Ms. Lefebvre, the contract with SEAM Solutions was accepted to develop a Town Capital Plan. All in favor.

Review Town Hall quotes:

Mrs. Eastman reviewed the quotes for repairs to the Town Hall for the Selectboard. This will be revisited at the June 27th meeting.

Review Town Office repair concerns:

Mrs. Eastman reviewed the quotes for repairs for the Town Clerk’s office. This will be revisited at the June 27th meeting.

Sign Town Treasurer updated job description:

The Selectboard signed the treasurer job description with the changes made.

Sign new employee job description:

The Selectboard signed the job description for the new employee.

Sign Personnel Policy updated 05/23/2022:

The Selectboard signed the Personnel Policy per changes made on 05/23/2022.

**New Business:**

Discuss Purchasing Policy-Major purchases, bid process:

Ms. Ruff made a motion to replace the word “newspaper” in section 4b with the words “electronic publications”. Mrs. LeFebvre seconded. The amendments were approved as proposed.

Discuss Financial Policy:

Ms. Youngman proposed changes to the financial policy to make it comply with the broader purchasing policy. On a motion made by Ms. Ruff and seconded by Ms. LeFebvre, the changes were adopted as presented.

Discuss possible overnight camping at Town Office:

Ms. Eastman advised the Selectboard about an individual wanting to park in the Town Clerk parking lot as she completes her 251 adventures in Vermont. The Selectboard authorized her to park her RV in the Town Clerk’s parking lot for a time of 7 days.

Review Animal & Nuisance Ordinance/propose Reserve Vet Fund:

Ms. Boyer, Town Animal Control Officer, discussed the animal control ordinance and a reserve veterinarian fund with the Selectboard. The select board will build a reserve fund into the budget for 2023.

Review piano repair costs:

Ms. Ruff discussed the possibility of having the piano tuned. Ms. Ruff will report back to the requestor.

Review quote for garage generator work:

This was reviewed by Mrs. Eastman and Brookfield Service will proceed with the repair.

Sign PACIF Grant paperwork:

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

Sign State of VT Grant Agreement for Park and Ride Grant:

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

Sign GIA Letter of Intent:

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

Sign Fireworks permit:

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

**Other Business:**

Executive Session 1 V.S.A § 313(a)(3)

On a motion made by Ms. Ruff and seconded by Ms. Lefebvre, the Selectboard moved into executive session at 9:10pm. All in favor.

On a motion made by Ms. Ruff and seconded by Ms. Lefebvre, the Selectboard exited executive session at 9:34pm. All in favor.

Ms. Ruff made a motion to approve ARPA expenditures to fully fund the well project for the town clerk and town hall buildings, with the stipulation that this work will be considered in consideration of and coordination with Town Hall, Town Office and Park and Ride repairs. Mrs. LeFebvre seconded. The motion passed unanimously.

Ms. Ruff made a motion to fund an ARPA expenditure of $30,000 for CV Fiber. Ms. LeFebvre seconded. The motion passed unanimously.

Ms. Ruff made a motion to fund an ARPA expenditure of $23,060, which includes $2160 for first year operational expenses and all conversion costs. Mrs. LeFebvre seconded. The motion passed unanimously.

**Adjournment:**

On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the Selectboard adjourned at 10:05 pm.

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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