

**SELECTBOARD MEETING MINUTES  
TUESDAY, JULY 16, 2019 at 6:00 PM  
MEETING ROOM – WILLEY BUILDING**

Those attending: Selectboard: Fred Ducharme, Ruth Goodrich, John Cookson, Ted Domey; absent: Mike Hogan

Town Employees: Betty Ritter, Michele Leclerc, Brittany Butler

Other: Chuck Marian, Jen Miner, Steve Godin, Jessica Miller, Clair Pike, Johanna Thibault, Sandy Pond, Rusty Churchill, Will Ameden, Karen Larsen, Jeff Haslett, Deborah Peterson, Jan Westervelt, Tammi and Chuck Mainer, Brittany Butler, Slim Bothfeld, Patricia Brochu-Cox

1. Call meeting to order – The meeting was called to order by Fred Ducharme 6:00 p.m.
2. Approve Agenda – Fred would like to take 5 and move it to 13 and move 13 to adjourn. Motion passed.
3. Approve Minutes from July 1, 2019 Selectboard Meeting – Ruth 1<sup>st</sup>, Ted 2<sup>nd</sup>. Motion passed.
4. Public Comment:
  - a. Jeff came into budget meetings and there were two things signed re the investment policy. CCIF was looking at the investment plan is confused who has responsibility to that money. Is the selectboard or the CCIF responsible to those funds? Fred would like to put that on the agenda on the first Tuesday in August. Jeff thinks we should get a full explanation of the funds.
  - b. Sandy on the minutes and when things are discussed the minutes say to do and with a date when it's done. She would like a running list of things people asked and when they were finished. Betty will do that from now on. We previously did this and will pick this back up again.
  - c. Johanna concerned about CCA and what they are doing or not doing and what money they have and don't have. It's a non-profit organization that cares about Cabot. John stated what they are trying to do for the town is good, but it seems like they are trying to do things behind closed doors. Things are happening that they are not telling the selectboard what's going on. We keep un-digging things after the old road commissioner has left. We are just slowly finding out what CCA is doing. Johanna is wondering what you mean by digging. They aren't trying to go under the selectboard. John said that they should be coming to the selectboard with their ideas. Jen said there has been a lack of transparency with the Fire Dept. and CCA and other committees.
  - d. Karen Larsen would like to speak for the CCA to congratulate the CCA for the 4<sup>th</sup> of the July celebration and it was a wonderful day. Tammi would like to know what happened to the shuttle service. Fred said we are not going to talk about it. Karen would like to offer personal congratulations for the work that has been done. Karen explained what the CCA does for the Town and all of the energy that is put into all of the work that they do as volunteers. The administrator works 10 hours a week.
  - e. Karen would like an update on and town audit job description. She has resigned from the position and she would like to be reinstated. Patricia asked if we are required to have a Town Auditor. Betty stated that we have an outside auditor to audit our books and it is not necessary that we have a Town Auditor audit the books. Karen read the audit statute. And we have not followed that law.
  - f. Jessica stated that the CCA calls themselves a non-profit and that it is a public entity but doesn't want to show their accounting. She is wondering what has been produced so far for economic development. The property they own is rotting to the ground and the gallery is owned by an outside person. She would like to see what else has been done for the economic development of the Town.
5. Fire House Renovations – Ruth had Patrick McLaughlin walk through the fire house and he explained that the sheetrock doesn't need to be done and no wall board on the bay side only use special paint on the walls. Skip said that the paint is expensive. Ruth said it is but the painting is cheaper than replacing the wall. Betty has contacted Jon Raynor about this paint. In order to make the bathroom handicap accessible it would cost approximately \$1,200 to put a handicap toilet, sink and bar. Ruth said the bathroom will be made bigger and the floor would be raised. This will probably change how the bathroom is done. Skip said that the carbon monoxide will settle in the area under the floor from the bay area and that is something we need to consider (perhaps foaming in the open space).

Skip said there is an extension on this which is June, 2020 and he doesn't think we should be in too much of a hurry on this. Ruth asked why? Skip thinks a vote will be brought forward at Town Meeting and that will be voted through. Ruth said that we don't have anything showing what we will be doing with that building. Fred asked how much will everything cost. John is thinking also for the safety of the people using the building. Most of concerns were a steel door and the bathroom. There is a possibility of putting a small gas heater in the office section and that will take care of the heating in that area.

Skip said they also said as long as they are looking for a new station they would go along with that. They are waiting for a vote on Town Meeting on 2020. Skip is wondering about still putting money in a building if we are going to have a new station. Ruth said we will see what happens when that time goes. John said the safety for your firefighters and we should make it safe. John thinks we should keep going forward with the safety of the building.

There was a question about the eye station. Ruth said it could hook up to the wall or sink. John said there is an old eye wash station stored in the garage they could have. Skip is wondering from the heat ducts are coming from the bays and those need to be changed. Chuck stated that even if the town voted in the beginning on March to build a new fire department we still won't have enough time to build a new building by the time the upgrades are supposed to be done.

Jessica is wondering is the time constraints on voting again for the firehouse. The vote we had last August was a non-binding vote.

Skip asked when that all the work will be done. Ruth said as soon as we have the contractors and bids we will let the fire department know. Skip will like to get the approval of a new fire station on the ballot for town meeting. Skip the working committee is to make subcommittees on the new and old building and working on a scaled down version of a new fire house.

6. Office Space – CCA – Betty is concerned that the town clerk's office has no storage space if there's a plan to have the CCA move over to the gallery and if and when that will take place. Fred asked Jan on his input and he has none. Betty asked Jan to look into that. He said he might.

Jeff is wondering if the CCA will be posting their meetings on the town website calendar. John would like to know who they would need to talk about the office space. John would like to have them come in on the first meeting in August to discuss it.

7. Municipal Planning Grant – Who Should Apply and Manage – Ted said the Planning Commission wants to take the lead on that. If they don't they could send it to who they would like. They didn't think they were in the grant writing business. Chuck said they would like to be part of the process and not take it over. It's to look at the grants and which direction to go in. In the Town Plan it states that the Planning Commission would take part of the town plans goal. We have more people on the board and they are interested on what's going on. They would like to review the proposed grants. They don't want to take over but just be involved in. Grants talk about what to do before applying for the grant. The requirements of the grant are to be warned throughout the community so the community understands what's going on and what are the requirements. The selectboard needs to fully understand the responsibility on the town. Nothing comes back from the CCA and the Planning Commission wants to know what is being done. Ted is wondering if they would like to see it twice on understand the grant before and after it has been submitted. Tammi said the grants are to be filed on line and published on the website. If the CCA is the only one filing on line, the town doesn't get to see it. Ruth said the CCA had a lot of "I don't know's" about the grants and still wanted the town to sign. The selectboard didn't get a very good answer and a lack of info on what it is for. Ruth stated that when we look at the grants and it is sub-granted out and then program money goes to the CCA that it caused a lot of questions to be made. Ted said that it sounds like UDAG grant. Ruth said we are accountable for that. Jen thinks that this would be an excellent opportunity to have more people involved and more communication. Karen thinks that the overview is in place. The selectboard has the oversight and it is opportunities for the selectboard to improve the economic development of Cabot. Fred said in the past we have done a thumb's down on grants that they have asked. The selectboard does have the final approval. Ruth wants more clarity on the grant and how it will be used. Karen said it looks like you are doing your duty. John said that he is not being negative but wants all the questions being answered. He couldn't get the answers. That is not being negative. Karen said selectboard is acting in its capacity to accept or reject a grant. Sandy said there is a selectboard member who is going to the meetings and is not reporting back. The secrecy is that person is not coming back with the info. Jessica stated that you can't exercise oversight if we don't know what you are overseeing. Jan is encouraging that the selectboard is doing what exactly what they should be doing.

The Saw Mill Road was with the old road commissioner. He heard that Cabot Creamery needed to move out of Montpelier and other towns are looking for them to move there. Jan talked to Karen to see if they could develop Saw Mill Road. The present road commissioner or the selectboard did know wasn't anything going on about this. Nothing was handed down to him from the old road commissioner. Jan stated that he's happy that the selectboard is doing what they are supposed to do. Jan is pleased with what's going on. Johanna says the only thing CCA is doing is trying to improve the Town. One way to look at the CCA they are groups of volunteers that are trying to see what they can do better. They would like to drum up more ideas. This road, she was bringing information. A lot of information gathering and if it is feasible. Ted is just asking for planning commission involved as early as possible.

Jessica asked will this town crumble if there is no economic development. Fred said yes it will. If we don't do anything, the town will go down. We need to have a strong community. For an example the parking lot has helped the hardware store, village store, library and the post office. We are paving and lighting the municipal parking lot and we now have the playground. We are going in a direction of progress and things to happen in the village.

Jeff asked if the comments are coming from the CCA member or a citizen. Jeff said there is a loan from the CCIF to the CCA. The zoning person asked about low income housing. Jeff asked her where it came from and she couldn't answer and it is in the town plan. Karen said this is a forum to share comments and she has clearly said she is a citizen of the town. Fred thinks we need to be more tolerant with each other and communicate better with each other. John and Ruth are asking questions because they weren't on the board. Everyone should be on the same page. Jeff made several comments on that the housing was in the town plan and he asked her to put the records transparent and audited and in the town reports. He would like to go back to that request to the town report accounting since they are using town money. Ruth spent the afternoon to search on the website of the CCA minutes. Something comes up with how we want to develop of Main Street goes way back. Also acquiring the Maple Festival and the Fall Foliage. There is one thing after another to keep them going but often one entity does way to much you don't do nothing well. Ruth

is glad that they are working together. You may think the person from the selectboard has been going to the meeting but it has not been transferred to the selectboard. John said that this great with the 4<sup>th</sup> of July. Who decided that the CCA took over the 4<sup>th</sup> of the July? Fred said we never have had anything to do with it. Jan said many years ago when they passed the first school reformed thing he was the business manager for the school in Danville. A few principals got together. They would go to the schools organization for a grant for the following. They would use that for non-profit organization. There are a whole variety of activities going on in Cabot. It is used like an umbrella so not everyone needs to file for nonprofit. He understands why they are being looked why they are doing this. This meeting is good to see why the CCA does what it does. The planning grant was brought to the selectboard. The whole point was to see what the strengths and weaknesses. The Fairweather grant has done this very well in the small towns. If you want to move forward, you are going to make some waves. But we are asking questions to see what is going on. We do things here because we like this town. The Selectboard, Planning Commission and the Development Review Board and the CCA are all trying to do things in town. What you are trying to do by seeing what is going on is exactly what you should be doing. Ruth said people would like to get answers. Jan said sometimes you can't get answers right away.

John would like to know what the plan is. Jan said the creamery is trying to do more. Ruth is wondering if the creamery wants to move the visiting center elsewhere. If the Creamery doesn't have that anymore then we will lose. Jan said the creamery is looking in the west for more tourist attraction such as a little mini farm. This is part of the question on accessing that property other than thru their plant.

If we are interested in having more development in Cabot, the Creamer was attacked the last time they asked. Jan said it took five or seven years to let them know that Cabot doesn't hate them. There's an opportunity to make a relationship if the town. This is a good place for them. This is a good location to make a relationship with the creamery. Jan said Mike Hogan knew this and Jan didn't know how bad the communication has been. John would like the town to know. Ruth said she doesn't want the selectboard to say we don't know.

Jeff is wondering how to get information to the town to get the accounting for people to see. He would like documents on previous minutes. He would like something official from the selectboard asking for them to give this information. Jan would like not to confuse the CCLIF with CCA. There's a series of activities in town that are being handled by the CCA. He would have to go back to the organizations to ask them if they would like the accountability of their money to be shared with the town.

Tammi had a question to Ruth about reading the CCA minutes way back. They have plans and working towards those plans and they are not coming forward with those plans. There're people who cross over from the selectboard and the planning comm. There are two from the planning commission that even the planning commission did not know they were on that no one knew about on the CCA. Jan always assumed that if you brought people from other organizational groups that would facilitate conversations. Ruth said the last meeting that Chuck didn't know Dawn Andrews was on the CCA. Is that Jan's fault? Ruth is wondering why is that? Jan said obviously that failed. Jessica seems that the CCA has lots of ideas but there are never any specifics. Wouldn't it be more prudent to have more research on a project? We are bringing ideas on what we are voting on.

Ted is wondering what agenda we are on? Ruth and Fred have said we have wandered. Jeff thinks they should be showing all of CCA. Tammi said we shouldn't give any more money. Jan doesn't see any problem.

## 8. Water/Wastewater

- a. Other business – Ruth said there has been a couple of hookups in Lower Cabot with a couple of mix ups. They talked to Carl Fuller for the ANR. Steve Meyer's didn't have the proper permit from the state. They talked to Aaron Fuller who said they had the permit. The project was stopped. John tried stopping the project and Aaron made some comments to him to not stop the project. The excavating company didn't have the proper parts and it stopped. This was very unprofessional by Aaron Fuller. John has worked on the other project up the road. Fred asked if we let anyone hookup. Ruth said that she was not informed and neither was Utility Partners. Fred said we only have one contractor work on our systems. Ruth said Aaron picked this contractor and that we never had him. John said that he had questions regarding the procedures in hook-ups, and we should have more checks to make sure that we know and how we should do this. John had the town guys dig the road and he already had the hub in place. Fred thinks that Aaron Fuller should have some kind of penalty for what he did. John said that Steve Meyers did come in for the permit but Aaron didn't fill out the permit with the state correctly. There is no permission from the state to hookup. Ruth said the contractor did a fine job and she took pictures of the process and sent the pictures to Utility Partners. Ruth think a note to Aaron Fuller for giving wrong information and not going through the proper channels. Fred thinks there should be a process. John talked to Jim Brimblecombe and that he was fine with it.
- b. Ruth would like to remind that some point shortly that there will be a valve below the reserve.

## 9. Road Commissioner

- a. Bid for Paving – John met with Pikes today about paving. We sent out three bids and the only one that responded was Pike Industry. They will start in September. They will be able to do West Hill Pond Road up thru the school. John made the motion to accept Pike's bid with a second from Ruth. Motion passed.
- b. CCA-Sawmill Road Extension – Ruth asked a question on this because Karen was still emailing with Doug Newton in May and June when her job for road commissioner was done. Ruth thinks it's great to have CCA to pay for this that would be great. Ted thinks Doug Newton will do anything for the town, Ruth should contact Doug for the plans.
- c. Town Road and Bridge Standards – John would like to have the report signed.

- d. Other business –
  - e. John talked to Joe Foss on having him sign the easement for Porter Road.
  - f. Does Aldo have questions? Aldo asked why pave up to the gym as it was just done a few years ago. John said it was voted in for a particular project. Pikes refigured his budget and that we can pave from West Hill Pond Road to the School. Aldo on Cabot Plains isn't finished. The town voted for only those areas and we can deviate from the vote. Chuck read that Montpelier had a problem when they voted on paving and they used it differently they had issues. John explained on the money for the \$40,000. He got some pricing to do more stuff on Old Route 2. Fred said the black top in the village was ten years. John said they will help with the paving on the water and the wastewater shut offs.
  - g. Steve Godin that last time they did the South Walden road that it was done so late that when the snow plowing dug up the side of the road. John explained that the process of the paving with the new fiscal year. John said if you don't put something on the side it would be a hazard.
10. Town Clerk's Office
- a. Orders – done
  - b. Approve Tax Rate - will have to table because not all the info from the state. Steve asked the dates on the tax bills due date. First payment on August 29<sup>th</sup>. 2<sup>nd</sup> payment November 21<sup>st</sup>.
  - c. Other business – There was no other business.
11. Other Business –
- a. Patricia when is the next working group for the Fire Department meeting. It will be July 25, on a Thursday at the fire station. The ambulance is the same meeting. The ambulance is at 6 and fire is at 6:30 pm. Skip says it is at 6:30 pm.
  - b. Sandy was wondering if there has been a letter sent out to the class 4 people from the Fire Dept., they are supposed to get a Class 4 policy. Skip said they will make every attempt to get to the fire on a Class 4 road. Jeff said that there was supposed to have a meeting with the class 4 roads property owners. Skip said that the class 4 road people who purchase new property should notify the fire department. John asked to have it on the website. Ruth thinks we should have a written policy saying that. Ted said it should be on the road policy. Jeff thinks that it should be some way to categorize. Ruth asked Aldo about the policy. They do grade once per year. Some roads are not wide enough for the graders. When graders started throwing up these class 3 roads to class 4 roads, we may have. Aldo heard at one of his meetings that the state is thinking about getting rid of class 4 roads by making it a trail or class 3 road. Tammi thought we were looking into a smaller vehicle to get to these roads. It was discussed at the last meeting. Ruth asked how wide most trucks were. Skip said in a perfect world we could anywhere. Sandy is talking about the transparcy to let people know if they live on a class 4 road the knowledge that they need to be accountable for their own road. Rusty said that a class 4 road is still part of the town. John said Last Road is having issues with Irv Robbins taking boulders and dug in the road with the backhoe making more issues. John is saying it is a fine line on what they can do. John will look at the policies. Bailey Hazen Road is a class 4 road and everyone wants it to remain a class 4 road. Steve said if we have town guidelines at least the people with prospective buyers they would know what they have options on the class 4 roads. Chuck there's a lot of houses on class 4 roads. If it is put on the website a lot more people will see it. It would cause a lot more issues with the bank and insurance companies. The Planning Commission should work on the capital budget for a smaller truck for work on class 4 roads. Tammi suggested that any road that is difficult to get a fire truck to get to. Ruth commented that certain times of the year it is not going to happen. There is dual responsibility to the owner about certain times of the year. Rusty asked if we have a class 4 policy. John said he will review the policy.
  - c. Sandy would think that we should have a smaller fire department with a smaller building. Skip said we should have a variety size of equipment. Fred said we need to tell people what they can maintain and not maintain.
  - d. Chuck said in the Town Plan it was stated to go to a town manager type government. Everyone he talked to wanted to know why we are going to transition to a town manager. Fred said we don't have to follow the Town Plan. Chuck would like to do a revision to the Town Plan and take that out. John would like to have more research done on that. Planning Commission is supposed to do a report on revisions or changes made to the town plan. We will present it to the select board, and why it needs to be changed.
  - e. Ruth would like to complement the Planning Commission from the first meeting until recently. Very pleased of the progress
12. Executive Session – Zoning Administrator - Ruth 1<sup>st</sup>, John 2<sup>nd</sup>. We went into Executive Session at 8:03pm.
13. We came out of Executive Session at 8:23 p.m. A motion was moved by Ruth and seconded by Ted to appoint Brittany Butler interim zoning administrator until Town Meeting. This will be a probationary period. Motion carried.
14. Adjourn – John moved that we adjourn with a second by Ruth. Motion carried. We adjourned at 8:28 P.m.

Respectfully submitted,

Betty Ritter, Town Clerk/Treasurer