

Town of Royalton
Selectboard Meeting Minutes DRAFT
1/10/2023 6:30 PM
Virtual / In-person Meeting

Royalton Selectboard: John Dumville, Tim Murphy, Jerry Barcelow, David Barker, Chris Noble

Town Staff & Committee Members: Victoria Paquin (Town Administrator), Rita Hull (Treasurer), Stuart Levasseur (Planning Commission), Peter Anderson (Planning Commission), Brad Salzmann (Emergency Management Director), Loretta Stalnaker (Police Chief), Geo Honigford (Planning Commission)

Public: Jo Levasseur, Bob Frenier

Meeting called to order @ 6:30PM

Approve the Agenda: John moved to approve the agenda. Jerry seconded. It was noted that technology for the health officer needed to be discussed and an executive session was needed for a personnel matter. The motion carried.

Public Comments: There were no public comments this evening.

Lister's Office VPN Request: The lister's have requested that a software vendor be allowed to utilize a VPN. There was much discussion regarding network security and what other steps might be taken to meet the lister's needs. It was determined that we would continue with the current practice of not allowing a VPN from an non-town owned device. Victoria will work with the listers to come up with a solution to their current difficulty. A laptop may be purchased for the listers if needed.

It was addressed that the town health officer should have access to the town servers in order to create continuity and record security for the position. Chris moved to purchase a laptop for the town health officer. Jerry seconded and the motion carried.

Liquor License Renewal: Jerry moved to approve the liquor license renewal for 802 pizza. Chris seconded and the motion carried.

Transfer Station Security System: The transfer station manager previously brought forward quotes to have a security system installed. Jerry has reviewed the proposals and recommends accepting the proposal from Royal Group. Jerry moved to accept the proposal from Royal Group to install a security system at a cost of roughly \$12,000 with an annual fee of \$500. John seconded and the motion carried.

ECI Field Office Request: ECI has been awarded the contract for the State's work on the railroad underpass at route 14 by Vesper Rd. They have requested permission to locate their field office in the Royalton Town Office Parking lot. David moved to allow ECI to utilize a portion of the Town Office parking lot as their field office. Jerry seconded and the motion carried.

TRORC Technical Assistance Agreement – Grant: Victoria requests permission to pay TRORC a sum of \$1,500 for technical assistance in managing the annual grant in aid that the town received from VTrans for upgrading ditches and culverts. David moved to accept the proposed scope of work Jerry seconded and the motion carried.

Certificate of Road Miles: The annual certification of road miles was reviewed and signed. There have been no changes from last year.

Town Meeting: The board discussed who the town report should be dedicated to. Jerry moved to dedicate the town report to town volunteers. David seconded and the motion carried.

The town meeting warning was discussed including whether to continue voting individually the appropriation for service agencies. It was noted that we can place the articles in such an order that the question of a town manager is voted on before the budget, which will allow the budgeted town manager salary to be adjusted if necessary. The planning commission would like to present a report to discuss planned adjustments to the Town Plan. Tim suggested that he would like to investigate accepting taxes in two payments instead of one. Victoria will gather some information. A draft of the warning will be prepared for the next meeting.

The timing of the issuance of the warning as well as when pretown meeting will be held was discussed. The warning for town meeting must be issued by February 5th. Pretown meeting will be held in place of the selectboard's regular meeting on Feb. 28th and will be held at the academy building.

Health Hub ARPA Funding Request: Bob Frenier was present to request that the board authorize \$50,000 in ARPA funding in support of Health Hub so that they may outfit a new dental trailer and hire on additional staff. They are hopeful to be able to ask the State to approve them to be able to treat cavities utilizing a silver diamine fluoride treatment. Currently, health hub offers dental cleanings and fluoride treatments but is unable to treat dental decay. The board was in general agreement that this was a worthy use of ARPA funding and spoke in general support of the program, but no official authorization of expense was made.

Budgets: The board reviewed the draft budgets. It was requested that Victoria add to the budget the potential health insurance expense for the Town Manager position and that raises be budgeted at 6%. Other than those changes, the board was willing to accept the budgets as presented. Victoria will make the adjustments and resend the draft budgets for final review.

Warrants: The warrants were reviewed and approved as presented.

Minutes: John moved to approve the minutes of December 27th as presented. Jerry seconded and the motion carried.

Other Business: A request was made to utilize the town office as a space where individuals could come to sign a petition. Victoria asks if hanging a petition on the bulletin board would be appropriate. This would allow individuals to come in and sign if they so choose. Some discussion was had regarding the potential for space to be overwhelmed with petitions and the need to ensure

that town staff were not responsible for the petitions and should not be involved in the process in order to prevent the appearance of bias. All were in general agreement that the bulletin board was an acceptable space to hang petitions for the public to review and sign should they so choose.

Jerry motioned to enter executive session at 8:18 pm to discuss a personnel issue. Chris seconds and the motion carried.

Executive session concluded at 8:43 PM.

Chris moved to increase the salary of the Town Administrator by \$15,000 annually to be effective January 1, 2023, due to the increased scope of responsibility compared to what the role entailed when the salary for the administrator was initially set. Jerry seconded and the motion carried.

Adjourned: 8:45 PM

Respectfully Submitted,

Victoria Paquin
Royalton Town Administrator