

Town of Royalton
Selectboard Meeting Minutes DRAFT
4/23/2024 6:30 PM
Virtual / In-person Meeting

Royalton Selectboard: Stuart Levasseur, Tim Murphy, John Dumville, Patrick Dakin, Nell Gwin

Town Staff & Committee Members: Victoria Paquin (Town Administrator), Rita Hull (Treasurer), Karmen Bascom (Town Clerk), Brad Salzmann (EMD), Sandy Conrad (Revolving Loan Fund Committee), Demi Boles (Highway Foreman), David barker (Health Officer)

Public: Jo Levasseur, Tim Parker, Peter Anderson,

Approve the Agenda: Tim requested the addition of an executive session to discuss personnel. Stuart noted the need to discuss trees growing out into the road near Bride St / Royalton Common road. John moved to approve the agenda as amended. Patrick seconded and the motion carried.

Public Comment: Jo asked if there was news on Foxstand Bridge. There is not currently an update, hopefully next week.

Moon & Stars VT: Stuart has contacted Moon & Stars and clarified with them that the Recreation Committee has asked permission to proceed with a plan to relocate the recreation fields and that the lease would most likely terminate at the three year mark. Moon & Stars understood and was still willing to lease the land for the three year period. John moved to sign the three year lease for the farmland at the town office parcel. Patrick seconded and the motion carried.

Moon & Stars has applied for congressionally designated spending to fund the installation of a corn processing facility. They have requested a letter of support from the selectboard to include with their application. There was some discussion on the process of applying for these funds and what details should be included in the letter. Patrick moved to draft and submit a letter of support for the idea. John seconded and the motion carried with Tim abstained.

Emergency Management: Brad presented the board with the updated LEMP for submission to TRORC and VEM. *John moved to adopt the LEMP as presented with the addition of contact information as discussed. Tim seconded.* Nell suggested implementing neighborhood points of contact who could help to pass information between citizens and emergency management during an emergency. *The motion to adopt the LEMP carried with all in favor.*

Brad sent the board a draft MOU that he would like to have in place with different facilities who offer to share their space with us for various reasons. The board has not had a chance to review the document and thinks that VLCT may also need to provide some input. We will put this on a future agenda.

Brad presented some options of Logos for emergency management. There was some discussion about branding and which logos were preferred among the options presented. The board was

generally in support of the emergency management committee developing a logo that will suit their needs.

Brad informed the board about ICS-402 training which is designed for boards to learn about incident command. There is a training upcoming in Williston, but we may be able to get one more locally if we can find enough interest.

Highway Department:

Tim review & approved overweight permits.

John moved to approve the utility permit for installation of poles in the town's right of way on Gee Hill. Tim seconded and the motion carried.

The grader was repaired on Thursday and is running well. We are also utilizing the rental grader to try and get caught up grading all the roads. Demi obtained two quoted for a new grader. One from CAT and one from John Deere. CAT has a grader on route that is available for purchase more expediently than a John Deere would be able to be built. There was discussion on the equipment replacement fund and if there are monies available to replace the grader. Victoria noted that we do not have money in the equipment replacement reserve for a new machine, but could manage a lease agreement as long as the board understands that they will need to make a large increase (60,000 – 100,000 more) in the amount that is going to be contributed to the equipment reserve in the FY26 budget. ***Tim moved to purchase the CAT grader on a lease to own finance schedule over 7 years. Patrick seconded the motion.*** There was additional discussion on the added cost of a lease to own versus buying outright. ***The motion carried with Nell opposed.***

There is a cedar hedge row on Bridge St heading toward Royalton Common Road that is growing out into the right of way. Tim asked Demi if the trees can be cut back. It was also noted that a culvert on Royalton Common Road needs to be replaced. Demi is aware of it and will try to get to it.

Alcohol Permits: John moved to approve the alcohol permits for Irving and McCullough's. Patrick seconded and the motion carried.

Karmen reported that the board has the option of allowing the clerk to approve license renewals without bringing the matter before the board. This would allow for some time savings for both applicants and the selectboard. New applications or catering requests on town owned property would still be brought to the board for approval. ***John moved to grant the clerk the authority to approve liquor license renewals. Patrick seconded and the motion carried.***

Approval of Warrants: Warrants were reviewed and approved as submitted.

Approval of Minutes: Tabled

Other / Old Business: There was no discussion of old business this evening.

Health Officer: The board was updated on a health order for a property on Pleasant street due to a failed septic system. The health order requires pumping of the septic system as needed as well as

application of hay bales and lime to control any leakage that may have occurred. There was discussion on the history of the property, the changes to the process of inspecting rental units and necessary next steps. David requested that the board authorize him to have the septic tank pumped, as it is needed currently and the property owner has not attended to it. ***Tim moved to authorize David to have Wind River pump the septic tank. Nell seconded and the motion carried. John moved to contact a lawyer to speak with David and Stuart on this matter. Tim seconded and the motion carried.***

Peter Anderson noted that there is also a culvert in this area that appears to be blocked, and that he hopes it is high on the list for replacement. Tim noted that there is a need to pave that road and possibility of sewer line extension that would also need to be dealt with, but that the culvert would be looked at.

Revolving Loan Fund Committee: The revolving loan fund committee has met to review an application from Bison Rock LLC. Sandy requested an executive session to discuss the details of the application. Tim moved to enter executive session to discuss a contract at 8:39 PM. Sandy Conrad, Victoria and Rita were invited to stay. Patrick seconded and the motion carried.

Executive session concluded at 9:30 PM

Tim moved to accept the recommendation of the revolving loan fund committee to lend \$200,000 to Bison Rock LLC for a term of ten years at the interest rate prescribed in the fund governance document, contingent on the receipt of an acceptable engineering report and appropriate collateralization of the loan. John seconded and the motion carried.

Personnel: Tim moved to enter executive session at 9:38 PM to discuss personnel. John seconded and the motion carried. Executive session concluded at 9:49 PM, no action taken.

Meeting Adjourned at 9:50 PM by consensus.

Respectfully submitted,

Victoria Paquin
Royalton Town Administrator