

Town of Royalton
Selectboard Meeting Minutes DRAFT
5/10/2022 6:30 pm
Virtual/In-person Meeting

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

Town Staff & Committee Members: Victoria Paquin (Town Administrator), Rita Hull (Treasurer), Loretta Stalnaker (Police Chief), Todd Ballentine (Constable), Megan Fuerst (Community Garden Manager), Walter Hastings (Buildings & Grounds Manager), Rosella Gwin (Underpass art project)

Public: Jo Levasseur (Our Herald), Todd Tyson (Royalton Community Radio)

Meeting called to order @ 6:30 PM

Approve the Agenda: The agenda was approved by consensus with agreement to schedule a meeting for discussion of potential ARPA projects.

Tim Murphy disclosed a conflict of interest in regard to the alcohol permit request and the VLS scholarship applicant. The board determined that Tim would recuse himself from those votes.

Public Comment: There were no public comments this evening.

Royalton Community Radio: John moved to approve the request from Royalton Community Radio to have alcohol served at an event to be held at Marx Park on Saturday, May 14th. Jerry seconded and the motion carried with Tim Murphy recused.

Some discussion was had regarding individuals sleeping on the green overnight. The board agrees that this is a complex issue and should be talked about as part of a future agenda.

Royalton Community Garden: Megan Fuerst gave the board an update on the status of the community garden. They are getting underway for the season and have all of the private plots being utilized and enough volunteers to work in the public spaces. Megan discussed whether the board would find it acceptable for the garden managers to establish the community garden as its own entity separate from the town. This will allow the garden to be more easily managed in terms of accepting donations and applying for grants. Victoria noted that establishing this type of structure with agreements on managing the space could simplify the process for all involved. The board was in general agreement with this course of action. Chris Noble strongly recommended that Megan speak with an accountant regarding the financial implications of the endeavor to ensure that there are no surprise tax implications.

VLS Scholarship: There was a single applicant for the VLS Scholarship that is offered to graduates of the former Royalton High School. Tim departed the meeting for the discussion of the applicant, Michael Murphy. John moved to recommend Michael Murphy receive the scholarship from VLS. Jerry seconded and the motion carried with Tim abstained.

Royalton Police Department: Tim Murphy returned to the meeting. Loretta discussed the need to purchase radio equipment in order to receive dispatching services from the Town of Hartford. The cost of the equipment and installation is roughly \$36,500.

Buildings & Grounds: Walter was unable to attend the meeting this evening. Moved to future agenda.

Town Administrator:

Victoria notes that the board is allowed to issue a standing order for Rita to be able to submit payroll for processing. This will eliminate the need for a board member to review during working hours. Payroll will still be given to the board for review during a regular meeting. Victoria requested a similar order that will allow Rita to turn over delinquent tax payments to the delinquent tax collector. Jerry moved to allow the treasurer to make payroll payments and remit delinquent tax payments to the delinquent tax collector. Chris seconded and the motion carried.

Rosella Gwin asked to board to officially commit \$20,000 from the Betterment Fund to support the Safford St. Underpass Art Project. As the project is utilizing grant funding, it is necessary to demonstrate that sufficient revenue streams are available to complete the project. Rosella indicated that another grant has been applied for, that if received, would be able to take the place of some of the betterment funds. John moved to approve \$20,000 from the betterment fund be used for the project. David seconded. Discussion continued regarding the project timeline including concerns about changing economic conditions and the difficulty of working with the railroad. The board would feel more comfortable approving the commitment of funds with a time limit. The vote was called and failed with all opposed.

Jerry moved to allocate \$20,000 from the Community Betterment fund for the Underpass Art Project to be used within one year. If the funds are not spent within that timeframe the board will reevaluate. Chris seconded and the motion carried.

Victoria noted that the Railroad will be resurfacing the underpass beginning on June 6th and has requested permission to reduce traffic to one lane. The board agreed that Victoria could coordinate with the railroad as needed.

Victoria asks that the board allow her to rework the procurement policy to include details about regular purchases. We have recently had an increase in individuals asking to be reimbursed for purchasing supplies, which goes against our best practice of the Town paying for supplies directly. Victoria will revise the procurement policy and bring a draft back to the board.

Victoria provided monthly financial reports to the board. There was discussion regarding delinquent tax liability and how it affects the year's profit and loss. In the highway fund, Victoria noted that the mud season contractor expenses came to \$69,000. This will be offset by the Sand and Gravel expense lines as we will no longer be transferring those funds out of the highway fund for the purchase of sand and gravel as demonstrated in the FY 23 budget.

Victoria reminded the board that employee evaluations should be completed by June 30th. The board discussed the evaluation process and whether employees should be asked to complete a self-evaluation. David will bring a revised draft of the employee evaluation form to the board for further discussion.

Warrants: Warrants were reviewed and approved as presented.

Minutes: The minutes of April 26th were reviewed. John requested the addition of the language that will guide the ATV Ordinance Committee. Jerry moved the minutes as amended. John seconded and the motion carried.

Other Business:

Tim notes that if we had a capital plan for the paved roads, we would be able to secure grants. Victoria feels that the road group should work on this project. Tim asked the board if they were comfortable with that agreement.

The board set a meeting to discuss ARPA monies and potential projects for Wednesday, May 18th at 8:30 AM.

Victoria requests permission to spend \$1,200 to acquire 30 new flags and poles to replace our current flags and poles for the town. The board approved by consensus the expense.

Victoria notes that we have received an update to a driveway permit as the location has new owners. Asks whether the board would like the update to be submitted to the Planning Commission ahead of their final review. The board indicated that as the Planning Commission approved the location and intent on the previous application, additional review was not needed.

David Barker extends thanks to all groups who worked to ensure a successful Green Up Day.

John notes that the trees need to be trimmed at the higher levels, which cannot be done by our current tree trimmer. Victoria will check in with Walter and the tree warden to investigate possibilities.

Meeting Adjourned at 8:25 PM

Respectfully Submitted by Victoria Paquin