

**Town of Royalton**  
**Selectboard Meeting Minutes DRAFT**  
**9/12/2023 6:30 PM**  
**Virtual / In-person Meeting**

**Royalton Selectboard:** Stuart Levasseur, Chris Noble, Jerry Barcelow, Tim Murphy, John Dumville

**Town Staff & Committee Members:** Victoria Paquin (Town Administrator), Rita Hull (Treasurer), David Barker (Health Officer)

**Public:** Tim Jones (Green Mountain Power), Kathy Hassey (WRV Energy Committee), Nicole Cyr (WRV Energy Committee), June Neclario, Bea Cole, Evan Krajcik, Jo Levasseur

**Agenda:** John moved to approve the agenda. Jerry seconded and the motion carried.

**Public Comment:** Bea Cole inquired who made the decision to close Broad Brook Rd and presented a petition to open the road to one lane. Bea expressed that residents are concerned about the lengthy detour, delay in emergency services, and difficulties travelling in winter and mud. Chris Noble noted that we are working on contracting engineers to establish whether the road can be safely opened to one lane. The bids received for the request for proposal will be discussed later in the meeting.

**Green Mountain Power:** Tim Jones from Green Mountain Power presented a request to allow installation of new poles in the town's right of way on North and South Windsor st. The board expressed some dissatisfaction with communication on previous jobs in the town's right of way – namely work done on Oxbow Rd. Tim Murphy will schedule a meeting with Tim Jones to review pole siting and discuss any additional concerns, which includes siting poles well with consideration to the Chelsea St. sidewalk project. We will revisit at a future meeting.

**WRV Energy Committee:** Nicole Cyr and Kathy Hassey updated the board on the work of the White River Valley Energy committee. Their intent is to coordinate resources within the White River Valley to complete energy efficiency, resiliency, and other climate-oriented projects with more efficiency by pooling resources. The group is looking into hiring an administrative position to help meet those goals. The position would be supported through TRORC and funded by the group's towns who would then be able to utilize the resource. The board was invited to attend the meetings of the committee.

**Highway Department:**

Line painting: Victoria will contract Vtrans regarding the schedule for painting the lines on the crosswalks at Route 14 & 110. It was noted that the painting of these lines usually occurs around this time of year. Tim will contact L&D safety marking regarding scheduling the line painting in S. Royalton Village.

Replace One Ton: The insurance company has determined that the one ton that was impacted by flood water will be totaled. Demi will bring quotes for a replacement vehicle to the board.

Tablet: There is an application that can be used to document culverts in the field. It was requested that the board authorize the purchase of a tablet for the road crew to utilize. This will aid in photo taking, culvert documentation etc. *Jerry moved to authorize the purchase of a suitable tablet with cellular connectivity for the road crew. Tim seconded and the motion carried.*

Broad Brook Slide Engineering Bids: ***Jerry moved to accept the bid from Dubois & King for engineering and construction supervision of the Broad Brook Slide. John seconded and the motion carried.*** There was continued discussion of the road closure, the potential for a shorter detour, and future planning to meet local needs if the road continues to be closed.

Other recovery updates: Chris asked Demi about his progress on his list of roads to repair. Demi noted that there is a burden to hauling materials – we are going to Lebanon for gravel etc, which is roughly a 2 hour round trip. Demi noted that he has complete employee evaluations and will be meeting with Tim to review next week.

**Conservation Commission:** ***Jerry moved to appoint Greg Stoloski to the Conservation Commission. Tim seconded and the motion carried.***

**Town Administrator:**

Victoria reports that the draft of the FY 23 audit has been sent along to the board. Additionally, Victoria has sent the board a line by line FY 23 budget to actual as audited and a first draft FY25 budget. In FY23 the general fund surplus was spent down by \$129,934 and the highway fund surplus was spent down by \$40,382. The general fund was better than budgeted by \$38,243 and the highway fund was better than budgeted by \$22,362.

Jerry reports that the rescue squad is looking ahead to a fundraising event for their new building sometime this fall. Requests the board authorize alcohol to be served at the event by an appropriate vendor. ***Tim moved to approve the alcohol permit for a South Royalton Rescue Squad event. John seconded and the motion carried.***

**Minutes:** John moved to approve the minutes as presented. Jerry seconded and the motion carried.

**Warrants:** The warrants were reviewed and signed.

**Health Officer:** David reports that he has visited a number of properties in recent days. He asked the board to consider creating a landlord database so that he has relevant contact information readily available when complaints are received. There was some discussion on how to go about this work.

The Windsor County Sheriff was not able to serve the necessary documents to initiate a health order on the Tuller property. David visited the property and did not see any sewage leaking, but the tank will likely need to be pumped again soon.

Evan raised a concern that a missing health inspection form may have contained personal identifiable information. ***John moved to enter executive session to discuss a legal matter at 8:33 PM Victoria, Evan and David were invited to stay. Tim seconded and the motion carried.*** Executive session concluded 8:47 PM, no action taken.

**Other / Old Business:**

Town manager: It was noted that the public meetings & discussion regarding a town manager need to be held. If the board would like to move forward with this idea, everyone needs to understand the parameters being proposed.

Parking ordinance: It was noted that if we are going to have an ordinance related to parking, it ought to be enforced. Chris noted that this may not be the best use of the police department's time

& that anyone can enforce the ordinance. Stuart noted that the lack of consistent enforcement creates difficulties. Stuart noted that there is graffiti in town that needs to be addressed. Victoria reports that she has taken care of some of it and Walter was trying to get to the remainder.

Constable job description: not addressed.

Employee reviews / raises: not addressed.

Tim noted that the events at 53 Park street were well received and that the people were great, but that five hours of music and the road being closed for six events was a burden. Requested that the board not approve the closing of the road in the future and suggested that the events be located on the green.

Jerry moved to adjourn at 8:59 PM. Tim seconded and the motion carried.

Respectfully submitted,  
Victoria Paquin  
Royalton Town Administrator

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