

## **Approved**

Minutes of the Middlesex Select Board  
Meeting of January 9, 2007

**Present:** Walter Kelley, Mary Just Skinner, Mary Alexander, June Lakin, Cindy Carlson, Kendall Downen, Bill Callnan, Richard Alderman, John Lincoln, Duncan Nichols, Abe Lewis, Bill Yaccavoni, Helen Weed

Meeting called to order at 6:32

### **Middlesex Listers**

The town has received the latest CLA from the State. In 2004 the town's percentage was 103.38, 2005 it was 96.95% and 2006 it was 88.28%. The 2006 percentage is an 8.9% reduction. If the CLA percentage is below 80%, the State requires a reappraisal and allows the Town 2 years to start the reappraisal process. There is State funding available for appraisal services. The town received \$8,500 in 2006 from the State for the reappraisal fund. The Listers estimate the town will have a fund balance of \$40,000 by 2010, which should cover the cost of an update to the latest appraisal.

The possibility of doing a 10% increase by category was also discussed instead of a complete reappraisal. The Listers are concerned about land values, as some parcels of land have sold at a higher than expected price. The Listers budget was discussed.

### **John Lincoln, Zoning Administrator**

An updated Zoning Permit Application, request for Certificate of Occupancy and Certificate of Occupancy prepared by John Lincoln was reviewed and approved. The term "substantially complete" was discussed. John feels the definition means that the structure is enclosed and can be occupied. At that time he will consider the Certificate of Occupancy request. No permits were submitted during the change to the new Zoning By-Laws that would require issuance of a Certificate of Occupancy.

The current fee schedule and a proposed rate schedule were reviewed. John feels that passage of the new Zoning By-Laws will triple his time spent on the permit process. John researched fees in surrounding towns in developing his proposed fee schedule. The proposed fee schedule is as follows:

Residential, commercial or industrial project under \$25,000 - \$75.00

Residential project over \$25,000 - \$200

Commercial or industrial project over \$25,000 - \$325.00

Subdivision – each parcel created - \$125.00

Home Industry - \$125.00

Board of Adjustment Appeal - \$75.00

**Motion:** Bill moves to adopt the above fee schedule. Mary Alexander seconds, motion carries.

The zoning wages were discussed for the 07-08-budget period. The line item was increased to \$3,500. It is expected that the income from the above fees will be approximately \$6,000.

**June Lakin, Town Clerk**

The General Government budget for 07-08 period was reviewed.

**Bill Yacavoni, Town Auditor**

The Audit Report was reviewed for the period 07/01/05 – 07/01/06. The Auditor has submitted the following recommendations:

The Town Treasurer perform a reconciliation of the property taxes to verify the total property taxes billed agrees to the amount of property taxes collected and the amount of property taxes that are delinquent and abated.

To prevent a potential loss, all funds invested by the Town be covered by the Federal Deposit Insurance Corporation or properly collateralized by the financial institution.

The Town currently accepts property tax payments by the “post mark” not “the date received”. The NEMRC accounting program automatically marks payments that are not received by the due date as delinquent, no Grace Period is allowed. A manual adjustment can be made to the accounting program, but it does allow for potential error. It was decided after further discussion that an article would be placed on the Town Warning to have residents vote to change the due date of property taxes from “postmarked” to “date received”.

**Other Business**

**Motion:** Bill moves appoint Scott Gurley to the Middlesex Conservation Commission. Mary Alexander seconds, motion carries.

**Motion:** Bill moves to approve the minutes of 12/12/2006. Mary Alexander seconds, motion carries

**Motion:** Bill moves to approve Jason Merrill as the Town Forest Fire Warden for the period 7/1/2006 – 6/30/2011. Mary Alexander seconds, motion carries.

The Board received a letter from Mary Collins asking the Board to consider reducing the present 50 mph speed limit on the western end of US#2 to a maximum speed of 35mph. The Board will hold a public meeting on 2/13/2007 to discuss further.

**Motion:** Bill moves approval of the First/Second Class Liquor License Application for SDP, Inc., Middlesex Auto Sales. Mary Just Skinner seconds, motion carries.

The Town of Moretown is updating flood maps near the Middlesex/Moretown Bridge and a revision had to be done which affected Middlesex Residents. Peter has signed the necessary documents. Middlesex residents have been notified.

## **Correspondence**

Quinlan letter of introduction regarding assistance in locating grants

VLCT Municipal Policy Priorities

VLCT presents Municipal personnel Primer

Public Agency Training Council – Training Seminar Phase I Practical Kinesic Interview and Interrogation

VLCT News

Superior Court of Vermont – Washington County proposed budget for fiscal year 2007 – 2008

VT State Police contract summary for November 2006

VLCT present Local Water Quality Protection

VLCT Weekly Legislative Report

VLCT News

Letter from Sunwise Surveying concerning mapping completed for the town.

VT State Police contract summary for 10/06

Central VT Regional Planning Commission – Minutes of 12/12/06

Meeting adjourns at 9:30 pm.

Respectfully submitted,

Cindy Carlson  
Assistant to the  
Middlesex Select Board

## **Approved**

Middlesex Select Board  
Meeting of January 30, 2007

**Present:** Walter Kelley, Bill Callanan, Mary Just Skinner, Cindy Carlson, Gary Lamell, Mary Alexander, Abe Lewis, Kendal Downen, Bill Rossmassler, Dave Shepard, Scott Gurley, Peter Bluhm, Thea Schwartz

Meeting called to order at 6:30 pm.

### ***Gary Lamell, Road Commissioner***

Gary Lamell reports that loggers have abused the 3-Mile Bridge lately, so the bridge has been posted for a 16,000 lbs weight limit. The Board requests that when the overweight permits are approved language be added stating the 3-Mile Bridge and Wood Road Bridge have weight limits.

The Board received a letter from Senator Patrick Leahy thanking the Road Crew for quickly responding by sanding and plowing during a recent storm.

The States Certificate of Highway Mileage was signed. The Board clarifies that 770' of Town Highway-29 was reclassified from a Legal Trail to Class 3 Road on Zdon Road.

### ***Susan Clark, Town Meeting Solutions Committee***

There are approximately 90 new registered voters. The Town Meeting Solutions Committee will send a letter to all new voters welcoming them to town meeting.

Last year pie charts were developed outlining the town's expenses between general government, school budgets and special articles for Town Meeting. A spreadsheet was developed showing how the budget might affect a family's tax rate using property valuations as an example. It was decided to include the pie chart in these years Town Report. There will be a hand out with the spreadsheet showing "What each item means for your taxes" and a display will be at Town Meeting of both the pie chart and the spreadsheet.

The Board discussed the article on the warning seeking that all financial issues be voted on by Australian Ballot. The Board feels that Town Meeting gives residents the opportunity to voice their opinion. The Board is concerned that if this article passes it has been the town's history has been to approve all financial requests brought before the voters. There is evidence that shows voting financial matters by ballot, does not bring out more voters.

Special Articles – The Town Meeting Solutions Committee suggests that the Board form a committee to review the special articles and make a recommendation at Town Meeting. The Town Meeting Solutions Committee will make recommendations at Town Meeting.

It was recommended that the Select Board make a verbal report at Town Meeting.

### ***Kendal Downen***

On 12/13/2006, Kendall received a letter from the Planning Commission advising him of a meeting concerning the Henry Niles Project. This project is on property located adjacent to him and is accessed by a right-of-way across his property. Kendall tried to obtain information at the meeting concerning what the plans were to improve this right-of-way. Both the Planning Commission and the Zoning Administrator advised him that there was not information available concerning the right-of-way. He was also advised that the meeting was to review the permits not the right-of-way.

The Board reviewed documents Kendall provided concerning the permits approved by the Planning Commission. The permits were approved based on additional information be provided concerning the right-of-way. Kendall was advised that the right-of-way is described in his deed and that he should consult with an attorney to represent him in this matter. It may be that this permit application was filed under the old zoning regulations, but was approved under the new regulations. Kendall was advised to write a letter to the Planning Commission pointing out the discrepancy in reference to the zoning regulations.

Kendall feels that the Planning Commission did not treat him respectfully. He also feels it was pre-mature to approve the permit without knowing what will happen to his right-of-way. Kendall states that he has a right to know how his property will be affected by this project prior to any activity taken place on his property.

### ***Conservation Commission***

The Conservation Commission asked the Board about the intent of the \$5,000 Ancient Roads Grant. Paul Gillies stated that he would teach volunteers to help in the research. Interested volunteers have approached the Conservation Commission. The Board and the Commission decided a notice should be placed in the paper asking for interested volunteers. The Board prefers to use volunteers rather than paying for consultants. A summary will be put together for the Town Meeting and the Conservation Commission will present a scope of the project to the Board at the 3/13/07 meeting for review.

### ***Correspondence***

Vermont Coalition of Municipalities invitation to become a member of their coalition.

Letter from National Flood concerning the revision to the Flood Insurance Rate Maps.

VLCT – Local Government Day in the Legislature 2/14/2007

Opinions News Letter

Advanced Zoning and Land Use in Vermont seminar 3/29/07

Weekly Legislative Report

***June Lakin, Town Clerk***

A proposed budget for 2007 – 2008 was reviewed and discussed. All salaries and debt services were reviewed and discussed, June pointed out several corrections she made. The Budget Committee recommends that the Select Board increase their rate of pay.

**Motion:** Bill moves to increase the Road Crew Salary budget by \$7,000, add a new line item for a truck purchase \$11,000, increase the discretionary fund by \$500, increase the Town Hall Maintenance by \$4,000 to \$5,000, increase Legal Fees from \$6000 to \$7000, increase other salaries and related expenses by \$1,523 and Select Board salaries be increased \$100 (\$600 for members) \$150 to the chair (\$750) for a new total budget of \$795,666 before special articles. Mary Alexander seconds, motion carries.

**Motion:** Bill moves approval of the 2007 – 2008 proposed budget as amended to \$795,666. Walter seconds, motion carries.

It is noted that the total increase in the proposed budget for the General Government including special articles is slightly less than 4% over the 2006-2007 budget.

The Special Articles for Town Meeting were reviewed.

**Motion:** Bill moves to approve the warning for Special Articles as presented with the addition of the VT Trails and Greenways in the amount of \$30.00. Mary Alexander seconds. Motion carries.

**Motion:** Bill moves approval of the 9/26/06 minutes. Mary Alexander seconds, Motion carries.

Meeting adjourns 9:12 pm.

Respectfully submitted,

Cindy Carlson  
Assistant to the  
Middlesex Select Board

Approved

Middlesex Select Board  
Meeting February 13, 2007

**Present:** Peter Hood, Cindy Carlson, Mary Hood, Mary Just Skinner, Martin Hahn, Mary Alexander

Meeting called to order at 6:52 pm

**Kellogg Hubbard Library** – Martin Hahn, Mary Hood

The Board was provided copies of comparative statistics for Vermont libraries, 2007 Budget and 2007 Funding Formula worksheets. The library's endowment grew last year at approximately 13%. The book mobile has been eliminated from the program for this upcoming year. The Board asks why the funding request for Middlesex is 20% higher than last years request, when the endowment has increased 13% and the budget is only up 4%. The library is trying to eliminate the previous year's deficit.

The library is now charging a nominal fee for use of its meeting rooms. It was reported that use of the library is up over previous years and other libraries report increased usage. The Board encourages the library to increase its fees for use of its meeting rooms and promote the availability of the rooms to the public. The Board feels there is a need for local business to have conveniently located meeting rooms. It is important to show members of the communities that the library is trying to raise funds from within. Martin Hahn & Mary Hood thank Mary Alexander for her participation in their recent meetings which has been appreciated.

**Other Business**

The Town Meeting Solutions Committee has written a letter and a brochure they would like to place in the Middlesex newspaper concerning the Special Article VIII which will be voted on at Town Meeting. The Special Article is regarding all money issues be voted by Australian Ballot. After further discussion, the Board is in favor of supporting Town Meeting and hopes that people vote no on Article 8. The Board will ask the Solutions Committee to add this as a bullet point to the notices.

**Motion:** Mary Alexander moves to accept the following overweight permits: The Hartigan Company, McCullough Crushing, Inc. Allen Lumber Company, Inc. Mary Just Skinner seconds, motion carries.

Meeting adjourns at 8:00 pm.

Respectfully submitted,  
Cindy Carlson  
Assistant to the Select Board

Approved

Middlesex Select Board  
Meeting of 2/27/2007

**Present:** Walter Kelley, Bill Callnan, Peter Hood, Cindy Carlson, Gary Lamell, Mary Alexander, Mary Just Skinner, Peter Bluhm, Greg Fabor, Bill Rossmassler, Dave Sheppard

Meeting called to order at 7:05 pm

**Gary Lamell, Road Commissioner**

Gary reports that the Town's insurance company has completed an inspection of the Town Garage. The inspector has requested the air compressor be moved out of the oil room and put into the shop. The furnace in the garage has not been running properly. The oil company has suggested that a new tank be installed as the furnace is drawing sediment from the tank. Gary will review the options to replace the tank and to replace the furnace with a propane burner. Gary will post the roads as soon as they start to thaw.

Peter Bluhm addresses the Board concerning ditch erosion in town. He feels that additional seeding needs to be done when ditches are dug to help protect the soil. Peter provides photos that were taken this fall showing erosion of several ditches along town roads. Peter states that he realizes the road crew has taken steps to plant grass and that some volunteers have assisted in the past, but feels additional planting needs to be done. Peter has reviewed the state guideline for ditches created by the State and feels the Town should follow this policy.

Gary advises the Board the Town has adopted the State Guidelines. Ditching that has been completed within the past several years have had seed planted but older ditches have not, nor has the road crew gone back and planted along these areas. There are some areas ditched last fall that will be planted this spring. Gary states he is trying to implement the plan the best he can, as it is difficult to have grass grow along these areas since it is easily washed out. If matting and additional visits to the ditched area were done until the grass grew, there would be additional costs associated for both materials and labor. Gary states that less ditching would be done in town, as the matting is very expensive. It has also been difficult to obtain mulch hay in previous years. Peter Bluhm states that it may prevent having to re-ditch the same areas.

Gary feels that the road crew may be able to go back and update some of the older erosion areas this year. Peter Bluhm provides the Board with a draft policy on ditching and erosion control. There is discussion of renting a hydro-seeder, which plants the seed and mulch at the same town.

**Motion:** Mary Alexander moves to adopt the following Implementation Policy:

During construction of new ditches, all ditch construction areas will be seeded and mulched as soon as reasonably possible. Mulch and seeding will be inspected and repaired on a regular basis until grass is established to serve as a permanent and effective erosion control.

Mary Just Skinner seconds, motion carries.

Peter Bluhm addresses his concerns about a policy on notice given to landowners when projects are completed within the town right-of-ways. He feels it is courteous to town's people. Peter does not feel all the work completed in the town right-of-way is routine. A draft policy on Notice is given to the Board for future review.

### **Ancient Road Policy, Bill Rossmassler, Dave Sheppard**

A proposal was given to the Board for an announcement to be made at Town Meeting, with the same notice placed in the Middlesex Occasional concerning the Ancient Road Study. The Board is in support of the announcement.

Discussion of the town obtaining a GPS unit, the highway department will need to purchase one in the near future.

### **Lydia Menenez, Central VT Solid Waste Management District**

There are 22 member towns and the district helps the towns implement waste management. The State approved a plan in December 2006 requesting that illegal burning of household trash be further addressed. The Solid Waste Management has obtained a grant to educate towns on the policy and advocate the towns to adopt a policy.

The town can do any of the following:

1. The Town can choose not to enforce and leave it up to the Solid Waste Management District.
2. Town Enforcement of the state statute.
3. See what other towns have done – there is a link on their website to other towns and model ordinances.
4. Adopt a town policy.

Central Vermont Solid Waste is recommending that a town policy be adopted to address privately owned burn barrels. The Board has concerns about enforcement with this type of town ordinances. If there is a complaint received within town, the Town Health Officer, Town Constable or Fire Warden can enforce the state statute.

Lydia will be invited back to give a summary of the Central VT Solid Waste Management benefits to the Town and to discuss this in further.

### **Other Business**

**Motion:** Mary Just Skinner moves to approve overweight permits for: Mclure Moving & Storage DBA Excel Transport Inc., A. Withers Trucking, Thomson Timber Harvesting & Trucking LLC, Newport Sand & Gravel, Inc./Carroll Concrete Co., Inc., Griswold.

Bill seconds; motion carries

**Motion:** Bill moves approval of the minutes of 1/9, and 1/30/2007. Mary Alexander seconds; motion carries.

**Motion:** Mary Alexander moves approval of the minutes of 2/13/07. Mary Just Skinner seconds; motion carries. Bill abstains.

Notice from the Planning Commission of a public hearing on a proposed update to the Middlesex Town Plan along with copies of the proposal for the Board

Meeting adjourns at 9: 15 pm.

Respectfully submitted,

Cindy Carlson  
Assistant to the Middlesex Select Board

## **Approved**

Minutes of the March 27, 2007  
Middlesex Select Board Meeting

**Present:** Peter Hood, Mary Alexander, Mary Just Skinner, Cindy Carlson, Lt. John Imburgio, Peter Bluhm, Gary Lamell

Meeting called to order at 6:35 pm

### **Lt. John Imburgio – VT State Police**

The Enforcement Contract for speed control between the Town of Middlesex and the VT State Police is discussed. Lt. Imburgio was given a list of roads the Board has concerns regarding speed enforcement.

The Board asks how the State Police would feel about reducing the speed limit on the northern section of Route #2. There is a considerable amount of traffic traveling this road. The State Police would be able to enforce a reduced speed limit since the State Police barracks is in the line of traffic.

The Board is in support of lowering the speed limit to 35 mph; and recommends that it be reduced before entering the bridge on the Waterbury side and continues through the Village of Middlesex.

### **Gary Lamell, Road Commissioner**

Peter Bluhm addresses the Board concerning reasonable notice on highway projects. Gary presents the Town's existing Town Road and Bridge Standards as adopted 2/8/2005. The Board discusses the possibility of publishing the town's work plan or a notice to the resident's house in writing. Gary advises the Board that he does talk to residents so they are aware that work will be done in advance on major projects. The Board is in agreement that a work plan will be developed prior to 5/1/2007 prepared by Gary, to include, culvert replacement, ditching and re-ditching, paving, resurfacing and tree cutting which will be posted in the paper. Monthly updates will be posted on the town's website. There will be a disclaimer based on the weather and other emergencies. Gary will make an effort to put a notice inside resident's doors on a major project.

The Board discusses the intersection of Center Road and East Hill. There is concern about the speed of traffic at the intersection. Recreating an island, lowering the height of the road and the use of stop signs were discussed.

A letter from Donald Jones was received with concerns about the slate that was spread on the town roads. The Road Crew will put gravel on the Brook Road to cover the slate that was laid. There are plans to gravel the Center Road. It was the intention to cover the slate sooner, but the road crew had to take care of some other emergency spots in town.

There is discussion of the condition of the town roads and the use of slate versus gravel. Gary is going to get updated re-paving estimates for this year's project.

## **Other Business**

**Motion:** Mary Just Skinner moves approval of minutes 3/13/2007. Mary Alexander seconds; motion carries.

An Act 250 Municipal Impact Questionnaire for White Out, LLC and The Gumbo Group, LLC was received. The Board would like additional information concerning the projects before completing the questionnaire.

**Motion:** Mary Just Skinner moves approval of the 2007 Liquor License Renewal Application for Middlesex Country Store. Mary Alexander seconds; motion carries.

**Motion:** Mary Just Skinner move to approve the following overweight permits: Ran-Mar Corporation, Western Pulpwood Sales, Inc., Green Mountain Power Corporation, Griffin & Griffin Excavating, Inc., B&R Powers Trucking, LLC, Sundown Corporation, Harrison Concrete Construction, Inc., Harrison Redi-Mix Corp., Limlaw Pulpwood, Inc., E.E. Packard Enterprises, Inc., Camp Precast Concrete Products, Inc., P&D Excavating, R. P. Frost, Inc. dba Vermont Well & Pump, Bourne's Inc./Propane, Gillespie Fuels, & Propane, Inc./Randolph Coal & Oil, G.W. Tatro Construction, Inc., Thomas E. Foster, Walker Construction, Inc., Ultramar. Mary Alexander seconds; motion carries.

## **Correspondence**

VT State Police February enforcement contract summary

VLCT Weekly Legislative Report

Letter from State of Vermont, Director of Policy and Planning advising the town that they did not receive the Sidewalk and Traffic Calming Grant that had been applied for.

VLCT notice of Seminar 4/12/2007 – Climate Change: Impacts and Opportunities for Local Governments

VLCT notice of the availability of on-site training for municipals

Letter from State of Vermont, Department of Tourism and Marketing regarding a cyclists race August 5 – 12

Vermont Rural Fire Protection Task Force 2007 Dry Hydrant Grant Program

Letter from Jim Chalmers, Central VT State Police asking about a representatives to the Community Advisory Board.

Letter from Robert Benzing regarding the 2007 Town Meeting

Copy of the Central Vermont Interstate, State & Town Bridge Projects

Meeting adjourns at 8:45 pm.

Respectfully submitted,

Cindy Carlson

## **Approved**

Minutes of the April 10, 2007  
Middlesex Select Board Meeting

**Present:** Walter Kelley, Bill Callnan, Cindy Carlson, Peter Hood, Mary Alexander, Mary Skinner

Meeting called to order at 6:35 pm.

## **Other Business**

**Motion:** Mary Just Skinner moves to accept a request from App Gap to use the town roads for the Green Mountain Stage Race on 9/2/07. Mary Alexander seconds, motion carries.

A letter from Jeffrey Doris asking if improvements can be made to Molly Supple Hill Road and if it is a candidate for paving. This will be referred to Gary Lamell, Road Commissioner.

Notice from FEMA stating that the flood map has been revised for the area near the Moretown Bridge.

Eric Seidel submitted a letter of interest for the Ancient Road Research Project.

**Motion:** Bill moves to approve The Vermont State Police Traffic Control and Security Services Contract for the period 7/1/07 – 6/30/08. Mary Alexander seconds, motion carries.

**Motion:** Mary Alexander moves to accept the Annual Financial Plan for Town Highways TA-60. Bill seconds, motion carries.

**Motion:** Mary Alexander moves to accept the overweight permits for: Scott Brown, Dennis Demers Trucking, Huntington Homes, Newton Construction LLC, Green Mountain Heritage, Inc., Jack Corse, Inc., Jerry Haskins Sr., Black Rock Coal, Inc. Bill seconds, motion carries.

## **Ron Morrissette, Town Constable**

The Junk Ordinance was discussed, Ron will start issuing tickets for those that have been notified and have not cleaned up their property. Ron will contact those that had received letters in the past and report back to the Board. The Board discusses a letter submitted by neighbors of Arthur Shatney and Laurie Garrett concerning a possible violation of the Junk Ordinance. Ron will investigate and report to the Board.

## **Correspondence**

Notice of Community Presentation on Emergency Preparedness on May 7, 2007

VLCT Weekly Legislative Reports

VLCT Seminar - What is a growth center and where can we get one? May 10, 2007

VLCT Seminar – Conducting effective property tax appeals April 26, 2007

Letter from Ray Atwood, President of the Cycle Conservation Club of Vermont offering assistance in the ancient road study

The meeting on 4/24/07 will stand as scheduled.

Meeting adjourned at 7:50 pm.

Respectfully submitted,

Cindy Carlson  
Assistant to the  
Middlesex Select Board.

## **Approved**

Minutes of the  
Middlesex Selectboard Meeting  
Of 4/24/2007

**Present:** Walter Kelley, Bill Callnan, Karen Greenwood, Eileen Sayers, Cindy Carlson, Janet McKinstry, Peter Hood, Gary Lamell

Meeting called to order at: 6:36 pm

Eileen Sayers, June Lakin's niece provided an update on June's condition.

**Motion:** Bill moves to go into Executive Session due to personnel reasons. Walter seconds, motion carries.

Board comes out of executive session at 7:25 pm.

### **Gary Lamell, Road Commissioner**

**Motion:** Bill moves to apply to the State of Vermont Agency of Transportation for repaving, reclaim and grading of Shady Rill Road in the amount of \$172,050.00. Walter seconds, motion carries.

Gary will obtain bids for a replacement grader.

The Board discusses a revised proposed Town Road and Bridge Standards. It was decided to defer until all Board members were present.

The Board will review the Town Vacation and Sick days at a future meeting.

### **Other Business**

All orders were signed.

### **Overweight Permits**

Motion: Bill moves to approve overweight permits for: Gregory Supply, Dubois Construction, RG Paving Inc., Willies Village Auto, Cox Trucking Inc./Clement Cox, Bolduc Auto Salvage. Century Recyclers, Inc. is also approved subject to verification of its insurance certificate. Walter seconds, motion carries.

### **Correspondence**

Notice of Claim Assignment for a worker's compensation claim submitted to VLCT

VLCT notice of seminar "Finding Solutions" to issues facing local community leaders 6/7/07

VLCT Weekly Legislative Report

VLCT notice of Model Riparian Buffer Ordinance

Notice of 2008 Enhancements Program Schedule and Process

Central Vermont State Police Community Advisory Board Minutes of March 20, 2007

13<sup>th</sup> Annual Historic Preservation Conference and Preservation Awards 5/16/2007

Notice from VTrans acknowledge that the Traffic Operations Section has received the Town of Middlesex's letter requesting a reduction of the speed limit along US Route 2 in Middlesex from the intersection with Center Road (I-89 interchange) through the steel truss bridge near the State Highway Garage.

Copies of the Town's Response to Motion to Postpone and Motion to Bifurcate for filing from Tarrant, Marks and Gillies.

The Board discusses the town raising the level of the road above the driveways. It was agreed to discuss further with Gary Lamell, Road Commissioner, at a future meeting.

**Motion:** Bill moves to appoint Neely Washington as the Middlesex Town Service Officer. Walter seconds, motion carries.

Meeting adjourns at 8:18 pm.

Respectfully submitted,

Cindy Carlson  
Assistant to the Middlesex Select Board

## **Approved**

May 8, 2007

Middlesex Select Board Minutes

**Present:** Walter Kelley, Mary Just Skinner, Bill Callnan, Peter Hood, Mary Alexander, Karen Greenwood, John Rahill, Cindy Carlson, John Lincoln, Bill Rossmassler, Gary Lamell, Don & Lise Wexler

Meeting called to order at 6:30 pm.

### **Municipal Facilities Report**

The Rough Cost Projection section of the report was discussed. The Board feels that Scenario A which includes a new fire station, new town offices and meeting space, new historical society space and an added bay at the town garage is cost prohibitive.

John Rahill highlighted the differences between scenario A, B and C. It is recommended that the fire station be replaced with a new building and not renovated. John states that a renovation project to the existing building would be similar to the cost of a new building. Renovations to the building would have to include raising the ceiling to increase the height of the bays. It was recommended that other options for a fire station be explored along with some of the smaller renovations to the town hall and to the school to accommodate town meeting. The Town also has to consider renovations that will need to be done to the town garage to meet upcoming state regulations. The Board wants to keep in mind that continuing building costs such as increased utilities have to be considered with this project with this project.

The Board would like to have a proposal and plan for a new fire station and the other renovations to the town hall and school to present at town meeting 2008. John recommends that an RFP be prepared to provide an architecture design for the fire station. He expects the costs to hire an architect firm would be \$10,000 - \$20,000. The Conservation Commission would like the Board consider the use of part of the former Morse property as green space in conjunction with the fire department. A letter from Doug Lombard was read addressing his concerns regarding this project.

### **John Lincoln, Zoning Administrator**

Scott & Catherine Merrill have submitted a permit to subdivide their property into 3 lots. Lot 1 and Lot 3 have adequate road frontage, however, lot 2 only has 50' of road frontage. Under the zoning regulations, this is a minor subdivision.

**Motion:** Mary Just Skinner moves approval of the application minor subdivisions submitted by Scott & Catherine Merrill because the access to Portal Road exceeds the required 20' right-of-way onto an existing public road. Bill seconds, motion carries.

### **Other Business**

Bill Rossmasser, Conservation Commission – The Department of Housing and Community Affairs have grants available for public education concerning conservation and how land use affects the town municipality. The grants have a \$800 maximum limit. The deadline for submission is 5/15/07, with a 90 day turn around for acceptance. Bill is willing to submit the grant application and to monitor the grant. The Board is support of submitting the grant application.

Don & Lise Wexler, new owners of Camp Meade. Renovations will be made to the front of the building to re-open as a restaurant. Red Hen Bakery will occupy an addition that will be added to the building. As part of the process, a minor Act 250 permit application has to be submitted. A letter is needed from either the Fire Department or the Select Board stating there is no impact to the town if the addition is made to the building. The Board is excited about the changes being made to Camp Meade and the letter will be sent to the Wexlers.

The Town of Moretown has received funds under their by-ways grant application. A celebration of the program will be held May 20<sup>th</sup>.

Summary of the Downtown and Village Center Tax Credits program was given to the Board. This program provides tax credits for historic rehabilitation, façade improvements and code improvements. This will be discussed at a future meeting.

There is a hearing on the Flanagan/Austin case for Friday, May 11, 2007.

### **Gary Lamell, Road Commissioner**

Gary submits a proposal for a new backhoe from Milton Cat in the amount of \$101,000 with a trade in allowance of \$33,000 leaving a balance of \$68,000. The trade in value is more than the Board was expecting. The price is part of the contract the State of Vermont has obtained for purchases that the towns can participate in. Gary gave the Board a summary of the highway budget, anticipated expenses and an explanation regarding a refund from the Sstate.

**Motion:** Bill moves to purchase the backhoe from Milton Cat as outlined in the proposal. Walter seconds, motion carries.

The One Ton Truck is at Walkers having repairs made. The truck is 1200 miles over warranty.

The highway work plan is discussed. Gary has not submitted a work plan, as he has not been able to firm up the projects. The Board had decided to postpone approving a town policy until all the Board members are present. Gary has checked with other towns, and Moretown is the only town with a highway notice policy in place, which they are reviewing. Gary will put an updated work plan for June and July in the next issue of the Middlesex Occasional.

The Financial Report was reviewed and discussed. The Board would like to have a plan in place at the next meeting regarding the town clerks return to work. The Board discusses the possibility of using retired town clerks if needed.

All orders were signed

### **Correspondence**

The town copy of the 2007 Certificate of Highway Mileage.

VLCT News

Letter from Timberline Events concerning the Green Mountain Relay scheduled for June 2<sup>nd</sup> – June 3<sup>rd</sup>.

Act 250 Notice for White Out, LLC public hearing scheduled for May 22, 2007

Copy of appointment of Assistant Town Treasurer, Joanne Hull, dated May 7, 2007.

Notice from VLCT regarding change in VLCT PACIF Staffing.

VLCT Weekly Legislative Report

VLCT notice of GovOffice Web Solutions

### **Overweight Permits**

**Motion:** Mary Alexander moves to approve the following overweight permits: Steve Wilder, Wilder Trucking; Jeff Baker Trucking, Duane Wells Construction, inc.; Champlain Construction Co., Inc/Bear Dog, GT Hayward Trucking – Shawn Hayward, Thomas M. Wood Builders Inc., Robert E. Vize DBA Vize Mobile Home Transport, Paul C. Garcia. Bill seconds, motion carries.

**Motion:** Mary Alexander moves to approve the minutes of 2/27/07. Bill seconds, motion carries.

**Motion:** Mary Alexander moves to approve the minutes of 3/27/07. Mary Just Skinner seconds, motion carries.

**Motion:** Mary Just Skinner moves to approve the minutes of 4/10/07. Bill seconds, motion carries.

**Motion:** Bill moves to approve the minutes of 4/24/07. Walter seconds, motion carries.

Meeting adjourns at 8:45 pm.

Respectfully submitted,  
Cindy Carlson  
Assistant to the Select Board

## **Approved**

Minutes of Middlesex Select Board  
Meeting May 22, 2007

**Present:** Walter Kelley, Bill Callnan, Cindy Carlson, Mary Alexander, Mary Just Skinner, Doug Lombard, Karen Greenwood, Dexter Lafavor, Liz Fortman, Mark Tillinghast, Doug Hanson, Peter Hood, John Rahill, Kate Scott, Zachary Tillinghast, Jason Merrill, Jeremy Loff, Emily Smith, Libby Towne, Kate Piernan

Meeting called to order at: 6:30 pm.

### **Other Business**

**Motion:** Bill moves to approve the Town Highway permit from Washington Electric Cooperative, Inc. to construct a 7200 volt electric distribution line on French Road, Gary has approved. Walter seconds, motion carries.

**Motion:** Bill moves to approve a note in the amount of \$68,000 for a period of 5 years with Chittenden Bank for the purchase of a town grader. Walter Seconds, motion carries.

**Motion:** Walter moves to approve the overweight permits: Hutch Crane and Pump Rental Corp., Gregory A. Bartlett, Gene Armstrong, Randy Abair, Lepage Gravel Pit, Ray Hickory Jr., Excavating, Donald Lavalley, Romaro 2000 LTD, Grandfield Masonry, Michael Whitter with the contingency that Whittier will submit a current certificate. Bill seconds, motion carries.

Survey from US Department of homeland Security, John Lincoln will be asked to complete the survey.

**Motion:** Bill moves approval of the minutes of 5/8/07. Walter seconds, motion carries.

The Board discusses enforcement of the junk ordinance. It was decided to pick one property owner and follow the process through instead of pursuing several property owners at once.

Town Feasibility Study – The Board would like to present a bond proposal for a new fire station at the 2008 Town Meeting. The Board feels a new fire station is a priority and would like to work in conjunction with the Fire Department on the project. Focus should be spent on scenario #3 as outlined in the Town Facility report, keeping in mind that construction costs have increased since the study was completed. The Board wants to have a reasonable proposal to submit to the voters and does not recommend a combination building for both town offices and the Fire Department.

The Fire Department presented a list of what they feel is needed with the idea that the building should meet future needs as the town grows. They would like a 2 level building with a small kitchen and meeting space which could be rented out for meetings or functions. They would like a 10,000 square foot building; however, they realize that the project is only in its early stages and

that this is “their wish list” only. The Board states they want the maximum use of the facilities at an affordable price.

A combination building would not work at the property currently owned by the town due to a limitation of waste water capacity. The current town hall parking lot is sitting on gravel and is the only spot a septic system large enough to accommodate a multi-functional building could be placed. The neighbors have concerns about the possibility of being able to drill a well if a large septic system is put in the parking lot. If a multi-functional building was to be constructed new property would need to be purchased which would greatly increase the cost of the building. The Board wants to have a plan which everyone can accept for use of this property and feels costs have to be considered in this project. The Fire Department will come up with alternate options for their needs.

A proposed RFP was reviewed and discussed. It is John Rahill’s recommendation to involve all parties that are interested in the project. This project has to take into consideration not only the fire station, but renovations to the existing town municipal office building and minor renovations to the Rumney gymnasium to accommodate an annual town meeting. The Fire Department was asked if members would be able to assist in the construction of a building? There are a lot of skilled people in town who have talent to assist in the general construction. The Board will look at this as part of the project.

An ad will be placed in the paper with an RFP.

### **Correspondence**

Invitation from Central VT Medical Center to tour the new areas of the medical center

Thank you note from June Lakin

Notice of Gifford Medical Center’s Last Mile motorcycle ride on August 25, 2007.

From Watershed to Well RCAP Solutions newsletter

Notice from VT Department of Health of a Community Presentation on Emergency Preparedness, May 21, 2007.

Notice from VT Emergency Management concerning FEMA funds and Homeland Security funds to help update Rapid Response Plans and Emergency Operations Plans.

Invitation to join NASASP Associate Membership

Copy of Entry of Appearance concerning White Out, LLC

VLCT notice of GovOffice Web Solutions

VLCT Weekly Legislative Report

Letter from Timberline Events concerning the Green Mountain Relay

VLCT News

Notice of VLCT change in staffing

The financial report was reviewed and discussed.

Meeting adjourns at 9:10 pm.

Respectfully submitted,

Cindy Carlson  
Assistant to the Select Board

## **Approved**

Minutes of the Middlesex Selectboard  
Meeting 6/12/2007

**Present:** Walter Kelley, Bill Callnan, Cindy Carlson, Mary Alexander, Mary Just Skinner, Peter Hood, Gary Lamell

Meeting Called to order at 6:35 pm

### **June Lakin, Town Clerk**

The latest copy of the town financial report was reviewed and discussed. The Board discusses the possibility of paying down debt service during the current budget period. The Board discusses delinquent taxes for this budget period. June is anticipating that she will be able to return to work part time as of 8/1/2007. The Board discusses the accounting process. Joanne Hull, who has been helping out with payroll, will no longer be able to assist. Helen Weed has offered to help and will meet with Joanne and Janet next week.

### **Gary Lamell, Road Commissioner**

Gary reports that the winter sand is all stored for this coming year. Gary will be on vacation the end of June. The new backhoe has not been delivered and Gary will have them deliver it when he returns from vacation. There was discussion of how the roads are raised as new gravel is laid down raising them above the level of driveways. Towns do not lower the level of the roads before laying new gravel down. The quality of roads has improved over the years so there is less mud now but there are ruts. The Board and Road Commissioner will think about the possibility of cutting back on resurfacing in the future. When Molly Supple Hill Road is resurfaced this summer it will also be narrowed.

**Motion:** Mary Just Skinner moves to approve from the Milford Leonard Fund, the same amount given last year to be given to Katelyn O'Neil. Bill seconds. Motion carries.

The Board discusses mowing of the bandstand area at the recreation field which is in need of being mowed. The Recreation Committee has not mowed this area in the past. The Board is in agreement that mowing of this area should be the Bandstand Committee's responsibility. (*Note – Bill noted that the lawn was mowed shortly after this meeting.*)

### **Overweight Permits**

**Motion:** Bill moves to approve the following overweight permits: Hutchins Brothers, Inc., J. & E Lowe Construction, Inc., Wayne E. Blaisdell, Jr. Mary Alexander seconds, motion carries.

### **Correspondence:**

Town copy of letter from State of Vermont concerning the Municipal Education Grant Application notification that the town has been awarded up to \$800 for reimbursement.

Town copy of a preliminary Flood Insurance Study report for Washington County and Flood Insurance Rate Map panels.

Letter from Timberline Events thanking the Board for use of the parking area for the Green Mountain Relay running event on June 2-3, 2007.

Act 250 Notice Minor Application for Strider Development, LLC.

State of Vermont notice of 2008 Municipal Park and Ride Grant Program

VLCT News

9<sup>th</sup> Annual Conference 2007 Technologies Critical Incident preparedness seminar

Copy of Entry of Appearance for Strider Development, LLC and District Environmental Commission #5 notice that a curb cut may be required.

State of Vermont Agency of Natural Resources Division of Regulatory Management and Act 250 Review for White Out, LLC

Public Agency Training Council training seminar Death and Homicide Investigation

State of Vermont Agency of Transportation Policy and Planning Division for Strider Development, LLC Entry of Appearance Notice that curb cut is not required.

Letter from Green Mountain Power concerning invoices for electricity.

US Census Bureau News

Comcast notice that they plan on expanding service within the Middlesex Community and would like to schedule a meeting with the Select Board.

Notice from Central Vermont Solid Waste that the member municipality assessment rate at \$3.10 for FY 2008

Notice from Centers for Medicare & Medicaid Services concerning IRS/SSA/CMS Data Match

Request for Town Contact Information from State of Vermont, district #5 Environmental Commission.

Town Copy of Vermont League of Cities and Towns, Legislative Wrap-Up

E-mail from Bill Rossmassler concerning participation of a newly formed local energy committee participation in the RFP for a new fire station.

Vermont State Police Traffic enforcement for the month of May 2007.

Meeting adjourned at 8:40 pm.

Respectfully submitted,

Cindy Carlson  
Assistant to the Select Board

Approved

Minutes of the July 5, 2007  
Middlesex Select Board Meeting

Meeting called to order at 5:00 pm

Present – Walter Kelley, Bill Callnan, Mary Just Skinner, Peter Hood, Mary Alexander, Cindy Carlson

The Board discusses the tax rate.

**Motion:** Bill moves to set the tax rate at .46. Walter seconds, motion carries.

Middlesex Town Facilities RFP - The Board was unsuccessful in obtaining contact with the references for EH Danson and Wiemann-Lamphere. The possibility of removing the schematic design for the town hall was discussed. The Board decides to hold a special meeting on 7/11/07 for further discussion.

A proposed Town Plan was received from the Middlesex Planning Commission for the Boards review.

Meeting adjourns at 6:00 pm.

Respectfully submitted,

Cindy Carlson  
Assistant to the  
Middlesex Select Board

Approved

Minutes of July 11, 2007  
Middlesex Select Board Meeting

Present: Peter Hood, Walter Kelly, Mary Alexander, Mary Just Skinner, Bill Callnan, Cindy Carlson

Meeting called to order at 12:00 pm.

Mary Just Skinner reports that she received mixed reports on Wiemann-Lamphere. Bill reports that he visited the Derby Fire Station and received a good recommendation from the Derby Fire Department and felt the building was built with good quality.

**Motion:** Bill moves to grant the design of a new fire station to EH Danson. Mary Alexander seconds, motion carries. Walter votes no, Peter abstains.

After further discussion it was decided to meet with EH Danson prior to making a final decision on the motion.

Peter will review the latest orders for invoicing of the winter sand.

**Motion:** Bill moves to authorize Peter Hood the authority to approve invoices that need to be paid prior to the next Select Board meeting of July 24, 2007. Walter seconds, motion carries.

Peter will work with the Town Clerk to invest funds received from the State of Vermont for pre-bate tax funds into a short term CD or Money Market account.

Meeting adjourns at 12:30 pm.

Respectfully submitted,

Cindy Carlson  
Assistant to the  
Middlesex Select Board

Approved

Minutes of the Middlesex Select Board  
Meeting of July 24, 2007

**Present:** Walter Kelley, Bill Callnan, Mary Just Skinner, Cindy Carlson, Roy Ward, Mark Wheeler, Mary Alexander, Peter Hood, Sandy Levine,

Meeting called to order at 6:00 pm.

**Roy Ward and Mark Wheeler from E.H. Danson Associates, Architects**

A summary of their proposal for architectural services from E.H. Danson for the construction of a new fire station and possible renovations to the existing town hall was given to the Board. A summary of similar projects for other small towns is discussed. As part of their services a realistic program is developed that the Town can support. Assistance has been given in the past to some towns in securing grants from USDA and low interest loans through the bond bank for similar projects. E. H. Danson feels a proposed plan and projected costs can be ready for a bond vote for Town Meeting, March 2008. It is also recommended that a Level 1 Environmental Study be conducted on the property first and a Building Committee be formed. It is recommended that members from the Select Board, Fire Department, Planning Commission and the Energy Committee form the Building Committee. The fee structure for E. H. Danson's services is discussed.

**Motion:** Bill moves to retain E. H. Danson for the development of proposed plans for the construction of a new Fire Station. Mary Alexander seconds, motion carries. Walter votes no, Peter Hood abstains.

**Other Business**

**Motion:** Bill moves to approve the Computer Appraisal Service Agreement from State of Vermont, Department of Taxes. Mary Alexander seconds, motion carries.

**Overweight Permits**

**Motion:** Mary Alexander moves to approve overweight permits for: GDE Corporation, Cheney Trucking, Michael D. Merrill, LPG Enterprises, Inc., Lynn and Don Gallison Trucking, Masterson Excavation, Inc., Dale Brown, Ray Laperle Construction. Bill seconds, motion carries.

**Motion:** Mary Alexander moves to approve the Access Permit for Stephen Scribner which Gary has reviewed and recommends. Bill seconds, motion carries.

Bill reports he has spoken to Gary Lamell, Road Commissioner, concerning the repairs necessary caused by the recent flooding. Gary feels there is approximately \$100,000 of damage caused by the flood. Gary is hoping there will be some funds from FEMA to reimburse the town.

**Correspondence**

State of Department of Housing and Community Affairs – VT Municipal Planning Grant program for FY2008

Agency of Natural Resources Department of Environmental Conservation Notice of Draft Amendment to General Permit 3-9020 (2006) and Public Hearing and Notice of Draft

Amendment to General Permit 3-9020 (2006) for Storm Water Construction runoff from Construction Sites. There will be a public hearing held August 8, 2007.

#### VLCT News

State of Vermont Natural Resources Board, District Environmental Commission #5 – Findings of Fact and Conclusions of Law and Order for application #5W1030-7

Central Vermont Regional Planning Commission Transportation Advisory Committee meeting July 24, 2007 TAC Meeting.

Central Vermont Community Land Trust notice of Affordable Homeowner Rehabilitation Loans

Notice from VLCT concerning voting Delegates at the VLCT Annual Business Meeting.

#### NESEC News

Certificate from VTrans with notice of reduction in speed limit on US 2 to 40 mph from the end of existing village 35mph zone to a point 0.15 miles past the Middlesex State Highway intersection.

Notice from State of Vermont Department of Health concerning support services to the Town Health Officers, recent budget cuts have resulted in the cancellation of the VT Department of Health's Town Health Officer Program.

#### **Public Hearing**

Peter has talked to the VLCT concerning the deferral of adopting a Town Plan. VLCT recommends waiting until Town Meeting 2008 to vote on a revised Town Plan. VLCT also stated there is a new law in place giving authority to the Board to adopt the revised Town Plan. The Board can give the authority to the voters to adopt a plan; however, VLCT recommends that the Board use their authority to adopt the plan. Central VT Regional Planning Commission has sent correspondence regarding a statutory child care goal which needs to be included in the Town Plan. The Board is concerned about the number of committees that are outlined in the proposed Town Plan submitted by the Planning Commission.

Public Hearing conclude at 7:45.

The Board decides to review 3 sections of the proposed Town Plan at each Board meeting.

The Board decides to cancel the 8/14 and 8/28<sup>th</sup> meeting and hold a meeting on 8/21/07.

The Board discusses the tax bills for 2007 and the accounting process for prebate funds received agreeing to allow the prebate amounts.

Meeting adjourns at 8:00 pm.

Respectfully submitted,

Cindy Carlson  
Assistant to the  
Middlesex Select Board

## **Approved**

Minutes of the  
Middlesex Select Board  
August 21, 2007

**Present:** Walter Kelley, Bill Callnan, Cindy Carlson, Peter Hood, Mary Just Skinner, Mary Alexander, Gary Lamell, Ron Morissette, Dave Shepard, Bill Rossmassler

Meeting called to order at 6:35 pm.

### **Gary Lamell, Road Commissioner**

Gary reports the results of the recent flood damage is \$106,000, which includes approximately \$52,000 in material. Gary is waiting for an inspection from FEMA. Gary has been asked by Brian Redman about upgrading a section at the end of the Notch Road. Gary is authorized to give Brian Redman fill that has been gathered from the flood damage. The fill is unusable by the town as it is full of debris and is in the way of the road crew. Gary proposes to revoke a driveway permit granted to Linda Infante on the Notch Road. Gary has spoken with her and reports that Linda is working with her contractor to correct the problem. John Lincoln will be notified of the revoked permit.

**Motion:** Mary Alexander moves to revoke driveway permit for Linda Infante on the Notch Road at Gary's recommendation. Walter seconds, motion carries.

The new backhoe has been delivered. The road crew is still working on the flood damage.

### **Ron Morissette, Town Constable**

Ron provides the Board with a copy of State Statute concerning the Adoption and Enforcement of Ordinances and Rules. Ron has been working with four individuals concerning compliance with the junk ordinance; he updates the Board on his progress. The ticket process is discussed. Under the Town's Ordinance the violation is \$50.00 per day. Each day the violation is not corrected is considered a separate violation. Ron is to issue a ticket with instructions that he will be back within 7-9 days. If there is no progress a second ticket will be issued for \$450 (50 days). If there is still no progress Ron will review the situation with the Board for guidance on how to proceed. Ron is instructed to add to his ticket the request that the civil ordinance violation cease and to also add a notation about the timeline for future inspections and fines. The Humane Society has contacted him regarding an issue with cats at Donna Weston's property. Ron is instructed to contact the Health Officer and have the situation investigated.

### **Dave Shepard, Bill Rossmassler, Conservation Commission**

The deadline to file an application under the VTrans grant program for funding for village enhancements was missed. The Town of Moretown has built into their grant application some funding for signs and a kiosk to be placed in Middlesex and will be in contact with the Board. The Conservation Commission will apply next year for the grant.

The former Morse property was discussed. The Conservation Commission is asked to submit a letter to the Building Committee with what they would like to see included in the fire station proposal for Green Space on this property. The environmental work that needs to be completed on this property was discussed. Bill Rossmassler suggests that Central VT Regional Planning Commission be contacted for possible financial assistance for the environmental study.

The Ancient Roads training session was held with 5 people who will be involved in the process. There are two committees, one will act as an oversight committee and the other will do the research.

The DHC Grant has a deadline of September 2007 to be spent. The original intent under the grant was to educate town residents on the use of their land. Bill will talk to DHC to see if the funds can be used for an alternate use and change the scope under the grant.

Middlesex Energy Team - This is a sub-committee of the Conservation Commission and they will keep both the Conservation Commission and the Board updated on their meetings.

Ott/Stead – The Forrest Legacy application was not approved, so alternate solutions for the conservation of this property are being researched.

## **Other Business**

Section 1-3 of the proposed Town Plan was reviewed with revisions recommended.

Peter reports that he has spoken to firms concerning an environmental study for the former Morse Property. He has obtained a proposal form the Johnson Company for a study of this property, for approximately \$9,500.

**Motion:** Bill moves approval of the proposal from Johnson Company dated 8/13/07 to conduct an environmental study on the former Morse property. Mary Just Skinner seconds, motion carries.

Walter left the meeting.

**Motion:** Mary Alexander moves approval of Overweight Permits for E. A. Grandfield, Inc., Joshua Laperle, Dalton Sherman. Bill seconds, motion carries.

**Motion:** Bill moves approval of the driveway permit for Harry O. Niles. Mary Alexander seconds, motion carries.

**Motion:** Bill moves approval of the driveway permit for Stephen A. Ribolini which was signed by Peter on 7/26/07. Mary Alexander seconds, motion carries.

The Financial Report was discussed. Peter has spoken with Janet regarding the delinquent taxes which shows on the financial report. The line item is still showing on the report and Peter will follow up.

**Motion:** Bill moves approval of minutes of June 26 & July 5. Mary Just Skinner seconds, motion carries

**Motion:** Mary Alexander moves approval of minutes of July 11. Mary Just Skinner seconds., motion carries.

The minutes of July 24<sup>th</sup> were deferred.

The Board discusses appointing a Building Committee for the study of a new fire station. Mark Tillinghast and Jason Merrill have been recommended from the Fire Department and Doug Lombard has sent a letter of interest. The Board will recruit some other potential candidates and appoint the committee at its next meeting.

**Motion:** Mary Just Skinner moves to approve the contract dated 8/15/07 with E. H. Danson contingent of a review by Bill Callnan and Mary Just Skinner prior to mailing to the company. Mary Alexander seconds, motion carries.

All orders signed.

### **Correspondence**

Letter from Sunwise Surveying concerning an invoice for work performed in early May in the amount of \$787.50. This invoice was added to the orders.

Copy of an e-mail from VLCT to Peter Hood concerning adopting town plans.

Letter from Central VT Humane Society concerning animal control classes.

VLCT Awards Program Description and Nomination Forms

VLCT Board Vacancy Notice

James Austin, Joanne Flanagan vs Town of Middlesex Motion to Designate Case as Complex

Entry regarding Motion Austin/Flanagan vs Town of Middlesex Motion to Designate Case as Complex is denied.

2007 Recreational and Educational Facilities Grant Program notice.

Copy of public notice for an Authorization to Discharge Stormwater runoff.

Letter from Signature Press & Blueprinting

Notice of 2007 Town Fair 10/11/2007

Copy of letter to Greg & Martha Faber from Agency of Natural Resources concerning Site Management Activity that has been completed.

State of Vermont Enforcement Contract for July 2007 with notice that Lieutenant John Imburgio will retire August 17, 2007

US Department of Commerce Census Bureau Decennial Census LUCA program

VLCT news

Materials from the Public Health Specialist for Emergency Preparedness

Meeting adjourns at 9:50

Respectfully submitted,

Cindy Carlson  
Assistant to the Select Board

Approved

Minutes of Middlesex  
Selectboard Meeting September 11, 2007

**Present:** Bill Callnan, Mary Alexander, Cindy Carlson, June Lakin,  
Peter Hood, Mary Just Skinner

Meeting called to order at 6:32 pm

**June Lakin, Town Clerk**

The financial report for 2006-2007 was reviewed.

**Motion:** Mary Alexander moves to approve a Liquor License for the Red Hen Bakery. Bill seconds, motion carries.

The Board completed an environmental site questionnaire submitted by Johnson Company for the former Morse property.

**Motion:** Mary Just Skinner moves to appoint, Bill Callnan, Dick Alderman, Shawn Fielder, Fred McCullough, Jason Merrill, Mark Tillinghast, Cindy Carlson, Dorinda Crowell to the Building Committee. Mary Alexander seconds, motion carries. Bill abstains.

MJS moves to approve the minutes of 7/24/2007 and 8/21/2007. Bill seconds, motion carries.

**Correspondence**

Letter from Department of Taxes requesting signature to use the Marshall and Swift Cost Tables until June 30, 2008. Board Chair needs to sign.

Letter from Janet thanking the Board for their support during June's absence.

Petition to close the Culver Hill Shooting Gallery with a request for a letter of support to be submitted to the VT Department of Parks and Forrest. 10/23 public hearing will be held.

Letter from Donald Jones concerning using slate v.s. gravel.

Notice from Vermont State Infrastructure Bank that Funding is available for Municipal Transportation Construction Projects.

Calendar of Training & Events for 2007 – 2008 VLCT

Copy of letter from Department of Environmental Conservation concerning a Site Management Activity completed at Middlesex General Services Building.

Central Vt Economic Development Corp. meeting of 9/20/2007.

VLCT proposal 2008 Vermont Municipal Policy.

Notice of LUCA Technical Training 9/19/2007.

Notice of Liability & Risk Management Institute 10/22 – 10/24, 2007.

Notice from Washington County Mental Health Services 40<sup>th</sup> Anniversary Celebration at the Barre Elks Club 11/8/2007.

A letter from Deb Austin. She is concerned about damage from the flood in August and that she will be washed out if there is a larger flood. She had an engineer inspect her property and she is concerned about some excavation being done on abutting property. Bill had suggested that she speak with Gary Lamell and with her neighbors, see e-mail. She also suggested when zoning is looked at impact on neighbors should be considered. Larger culverts should be installed.

Mary Just Skinner has been asked about the Town's policy on ATV's. She has a problem with town drainage and has spoken with Gary. Martha & Mark Harris are the property owners.

Meeting adjourns at 9:00 pm.

## **Approved**

Middlesex Select Board  
Meeting of September 25, 2007

**Present:** Walter Kelley, Bill Callnan, Cindy Carlson, Mary Alexander, John Lincoln, Peter Hood, Dick Picard, Charlene Govea, Jeremy Salvatori, Mary Just Skinner, Mary Hood, Marin Hahn, Michael Katzenberg, June Lakin, Bill Yacavoni

Meeting called to order at 6:00 pm.

The proposed Town Plan was reviewed with revisions discussed and recommended for chapters 4 – 6.

John Lincoln, Zoning Administrator, addresses the Board concerning a Permit Application for a backup septic system requesting an easement in the Town's right-of-way. The application has been filed by Dick Picard. The request is for a 10' x 60' easement for the maintenance and service of the back up septic system. The request fits within the state regulations. This is an alternate site only and it would only be constructed if the primary system failed.

**Motion:** Bill moves to approve approximately a 10' x 60' easement for the maintenance and service of the system as shown on the map which accompanies the permit application for Dick Picard, for an alternate septic system. This alternate septic system will only be constructed if the primary system fails. Walter seconds, motion carries. Mary Alexander abstains.

Mary Just Skinner arrives.

### **Kellogg Hubbard Library**

A Financial Review was given to the Board. The Board was presented with a Five Year Projection, Town Appropriations and a schedule of Revenues and Expenses for seven months ended 7/31/2007. The Kellogg Hubbard Board has filled all of its positions. There have been many changes to the Board over the past few years and they are working hard to keep the budget balanced. They will be requesting a total of \$390,000 for 2008 for participating towns. The Town of Middlesex request will be in the amount of \$24,561.

### **Bill Yacavoni, June Lakin**

The Board states their desire to receive a balance sheet and income statement from the town's accounting software. The Board would like Bill to work with June on setting up the accounts and generating the reports that the Board is looking for as part of the audit process. It is understood there may be additional accounting fees for this additional work from Bill Yacavoni.

## **Other Business**

**Motion:** Mary Alexander moves to approve the Minutes of 9/11/07. Mary Just Skinner seconds. Motion carries.

Peter states that Shawn Fielder can not serve on the Building Committee and Peter has not been able to confirm that Fred McCullough will serve.

Gary Lamell, Road Commissioner has reported to the Board that the paperwork was submitted for the FEMA Grant.

**Motion:** Bill moves to approve the driveway access permit for Nell Howell on Davey Road. Gary has reviewed and recommends approval. Mary Alexander seconds, motion carries.

VLCT PACIF 2008 Renewal Application to be completed.

**Motion:** Mary Alexander moves to accept and sign the FEMA Sub-Grant Agreement. Bill seconds, motion carries.

A request from Marty McMahon for payment for damage to a Saab Hood and a van security divider he states was damaged by Town Equipment. This will be reviewed by Gary for a recommendation.

A request from Martha Harris to install a road sign for Upper Sunny Brook Road that would state Slow, Children at Play.

### **Correspondence**

Central Vermont Regional Planning Commission Transportation Advisory Committee 9/25/2007 Meeting.

Notice from State of Vermont Department of Taxes concerning Digital Orthophotography quadrangles.

Notice from Central Vermont Humane Society concerning administrative units.

Notice from Vermont Rural Fire Protection Task Force Wildland Fire Gear Grants Available.

Letter from John Grosvenor, Citizen, Town of Cabot concerning the Central Vermont Solid Waste Management District use of tax dollars.

Notice of Seminar from Northeast Conference on Flood Hazards, Liabilities and opportunities 10/15/07

Report of Collections notice for August 2007 from the Judicial Bureau; \$109.50 was collected for traffic tickets.

Central Vermont Solid Waste Management notice concerning illegal burning.

Central Vermont Regional Planning Commission newsletter.

Town copy of Defendant's Response to Plaintiff's Motion to continue for filing concerning Austin et al. v. Town of Middlesex dated 9/14/2007.

Distinguished Service and Outstanding Achievement Award Nominations notice.

Notice of annual meeting for VLCT Unemployment Insurance Trust, Inc.

Notice of availability of insurance from Massamont Insurance Agency, Inc.

The Board decided to meet in October on the 16<sup>th</sup> at 6:00 and 11/6 and 11/27 in November.

Meeting adjourns at 8:40 pm.

Respectfully submitted,

Cindy Carlson  
Assistant to the  
Select Board

## **Approved**

Select Board Minutes of  
October 16, 2007

**Present:** Bill Callnan, Mary Just Skinner, Mary Alexander, Cindy Carlson, Peter Hood, Gary Lamell, Bill Rossmassler, Dave Shepard

Meeting called to order at 6:10 pm.

**Motion:** Mary Just Skinner moves approval of the minutes of 9/25/2007. Bill seconds, Motion carries.

## **Correspondence**

VLCT Managing the Municipal Highway System 11/1/2007

Schedule of 2007 VLC Workshops

Letter from State of Vermont, Agency of Natural Resources concerning the Fiscal Year 2008 Annual Stewardship Plan

Letter from Paul S. Gillies concerning the Austin case

Newsletter from Watershed to Well

Central Vermont State Police Community Advisory Board minutes for 10/16/07 meeting.

VLCT News

RCAP Solutions letter of introduction.

Little Tikes Commercial Brochure

Information and Visualization Service letter of introduction

## **Gary Lamell, Road Commissioner**

Gary reports that he met with Martha Harris last summer and explained to her the situation with ledge which prevents and further ditching to be done along the edge of their property. Gary has re-inspected the property and did some test digging to confirm the ledge. The Town can not do any additional drainage in this area. The culvert which drains onto their lawn has always been there. The previous owners at one time had a pipe from the culvert to drain off the lawn and a swale which is no longer there.

Gary reports that there has not been any ditching near Marty McMahn's property, he did install a swale but there was not damage any property when the work was done.

The Flood repair work has been completed with total expenses of \$80,000. There will be \$60,000 reimbursement from FEMA, \$10,000 reimbursement from the State and the town will have an expense of \$10,000.

The proposed Town Plan was discussed and recommendations were made to chapters 7-9.

The Highway Department is crushing gravel and winter sand is in place. The crew is now off summer hours.

**Conservation Commission, Bill Rossmassler and Dave Shepard**

The VT River Conservancy has reviewed the Ott/Stead property and is interested in submitting an application to the VT Housing Conservation Board. Luce Hill Appraisal Associates from Stowe has completed an appraisal of the property showing a value of \$343,000 for the 403 acres.

There is a shortage of \$50,000 towards the purchase price if an appropriation is received from the VT River Conservancy. The Conservation Commission would like to use a portion of the town's conservation fund towards this project and other fundraising efforts would take place. It was suggested that from town funds \$3,000 for every 100 acres could be used, however, the Board feels a public hearing should be held if the town is going to contribute funds.

The Board is in support of this project with the understanding that the town would have a town forest and would be able to do land management for potential harvest of the woodlot, which would give the town an offset to the loss of tax base. There would be a conservation easement imposed on the property.

There is another land owner who may be interested in including their land in this process. It consists of 100 acres which is landlocked. There was discussion of including the two separate lots that the town owns that are abutting these properties. The deadline for the application is 10/19/07. A decision would be made in January 2008 by the VT River Conservancy.

The Conservation Commission will submit a letter concerning green space on the former Morse property.

Middlesex Building Committee update. Bill reports that the committee is investigating as part of the plan an alternate site due to access and site concerns at the former Morse property. The alternate site would be in the industrial park adjacent to the lot the town owns. The lot the town owns in the park will not support a building. The Fire Department has been in contact with local business and is looking to access volunteers to donate time and resources to the project. The project will involve a comparison of replacing the current structure with a comparable structure approximately 5,000 square feet as opposed to the current structure of 2600 square feet. The increase in size is based on providing adequate space for the current configuration, not adding any additional bays, but adding additional storage space and bathroom facilities.

The Board also discusses invoicing vehicles owners for service calls on I-89. Cindy is gathering necessary information to implement a plan for invoicing.

Meeting adjourns at 8:55 pm.

Respectfully submitted,

Cindy Carlson  
Assistant to the  
Middlesex Select Board

## **Approved**

Minutes of Middlesex Select Board Meeting of November 6, 2007.

**Present:** Bill Callnan, Mary Just Skinner, Dick Alderman, Cindy Carlson, Mary Alexander, Walter Kelley

Meeting called to order at 6:35 pm.

Doug Lombard has submitted an invoice for summer maintenance for the town hall property. In the past the town has paid \$20 per mowing using the town's equipment, but this year Doug has used his own equipment and did additional work. It was agreed to pay \$30.00 per mowing for a total of \$600.00.

All orders were signed.

### **Building Committee Update**

The building committee agreed at their meeting last night to pursue the purchase of Lot #4 in the Industrial Park as part of the project. The land was purchased in July for \$65,000 for the construction of a warehouse. There is an archeology impact on one half of the site which has to be investigated, however, there is enough land to build the fire department on the portion of the lot that is usable. The committee would like to offer up to \$85,000 with a \$2,500 deposit, subject to approval by the voters for the project. The \$2,500 would be money from the building fund which needs Select Board approval. The committee decided to pursue this purchase due to cost and access concerns at the former Morse property site. The former Morse property does not have easy access to the property; site conditions will limit design of the building and site development fees will be heavy. The lot at the industrial park is flat, has an easy access, out of the way and is adjacent to town owned land. The design contract does not include site engineering for both lots, so there would be additional costs from the engineering firm. The committee is asking the town of Middlesex to approve \$2,500 option to buy with the understanding that the deposit would go towards the purchase price if possible. Mary Just Skinner will abstain from any votes as she has represented the property owners previously. The board authorizes Dick Alderman to make the offer as discussed.

Town Plan reviewed and changes recommended to pages 43- 56

**Motion:** Mary Just Skinner moves approval of the 10/16/07 minutes. Bill seconds, motion carries.

**Motion:** Mary Just Skinner moves approval of Anita Krauth to serve on the CVSWMD Board. Bill seconds, motion carries.

**Motion:** Bill moves to approve access permit for Robert & M. Scottie Brower and Linda A. Infante. Mary Just Skinner seconds, motion carries.

Cindy plans to send a letter to Martha Harris consistent with the discussion of the last meeting.

Budget meetings discussed. There will be a Select Board meeting held 12/18/07.

**Correspondence**

A letter from VT State Police that they are commemorating 60 years of service to the citizens of Vermont.

Opinions News Letter – an article made mention that a majority of the board must vote for motion in order for a board to act.

VLCT News

Notice of Seminar: Fair Housing, Affordable Housing and Affirmative Action at the Local Level, December 4, 2007

Notification from Dubois & King, Inc. to celebrate their 50<sup>th</sup> Anniversary, they will be donating \$10,000 of engineering services to one municipality in Vermont and one municipality in New Hampshire.

Notification of Municipal Government Enhanced 9-1-1 Maintenance Responsibilities.

Central VT Regional Planning Commission notification of FY 2009 Dues Assessment will be \$1,780.30.

Notice of Grants Management Workshop 12/5/2007.

Notice that Washington County is going to change its fiscal year from first of February to the first of July.

Notice of Municipal Budgeting and financial Management November 15, 2007.

Meeting adjourns at 8:30 pm.

Respectfully submitted,

Cindy Carlson  
Assistant to the  
Middlesex Select Board

## **Approved**

Minutes of the Middlesex Select Board Meeting 11/27/07

**Present:** Bill Callnan, Mary Just Skinner, Peter Hood, Cindy Carlson, Mary Alexander, John Lincoln, Chris McVeigh, Susan Clark

Meeting called to order at 6:10 pm.

The proposed Middlesex Town Plan pages 57 – 75 were reviewed and changes recommended.

It was reported to the Board that there is now a cable across the town's right-of-way on the Flanagan/Austin property and recently a resident was asked not to use the right-of-way.

### **John Lincoln, Zoning Administrator**

A Minor Subdivision permit application for Michael Burnett on South Bear Swamp Road was reviewed. The permit requires approval by the Select Board for the right-of-way as there is no road frontage onto South Bear Swamp Road for Lot#3.

**Motion:** Mary Alexander moves to approve the right-of-way for Lot #3 on the Michael Burnett subdivision in conformance with Chesbrough Consulting, PC map dated 10/30/2007 in accordance with section 3.2 of Middlesex Zoning Regulations. Bill seconds, motion carries.

The Board discusses the sub-division permit application for Harry & Claire Niles, a request for relocation of the access. The Board and John feels a revised plan and amended permit should be required, the survey should be rejected as the abutting property owners are not included in the survey.

Zoning permit fees were discussed, John feels they are adequate.

**Motion:** Bill moves to approve the minutes of November 6, 2007. Mary Alexander seconds motion carries.

All orders were signed

The Board discusses the damage reported by Marty McMahon to some of his property that is in the town's right of way. Marty discussed the situation with Peter and Marty had measured the wheels of the backhoe to compare with the damage to the van hood. Peter will review with Gary Lamell, Road Commissioner, again and report back to the Board.

The Town Meeting location is discussed. There has been on going discussions about the location of Town Meeting as upstairs of the town hall has become crowded. As part of the Town Facilities review some recommendations could be made to the gym at Rumney School which would accommodate the town meeting. Chris McVeigh advises the Board, on behalf of the

Rumney School Board, that they would like to offer use of the gym for Town Meeting. The Gym would provide a larger meeting space, restroom facilities, parking, on site daycare, and the Middlesex Methodist Church could relocate its dinner to the school with use of one of the class rooms for the meal. June submitted a list of her needs for Town Meeting if the location is changed. Susan Clark gave a summary of pros and cons of making the change in location. It was suggested to have an advisory vote on Australian ballot at this Town Meeting. Everyone was in agreement that the advisory vote be put on Australian ballot.

**Motion:** Bill moves to keep Town Meeting at the town hall. Mary Alexander seconds, motion carries.

It was agreed to start town meeting to at 4:15 with the budget discussion starting at 5:15 pm.

There was discussion of providing web access for home bound residents; the Town Meeting Solutions Committee is working on this possibility. It was suggested to do both audio and video on the internet and perhaps do a central location such as the school as an option.

Chris was advised by the Board that they would like more interaction between the School Board and the Select Board. It was recommended that meetings could be held on the same night at the same location and then a joint meeting.

A Blue Cross/Blue Shield Rate notification for Wayne Wilder was reviewed. Wayne will be eligible for Medicare soon. Peter will review further and discuss with June.

The Audit Engagement Letter from William Yacavoni, Public Accountant dated October 31, 2007 was signed.

### **Correspondence**

VLCT notification of seminar 12/13/2007 Preventing Flood Hazards.

Timberline Events notification that the 2008 event will be June 21 – 22.

Minutes of Central Vermont State Police Community Advisory Board 10/16/2007.

VLCT notification of seminar on December 6, 2007 Town Health Officers Workshop.

Survey from State of Vermont Policy & Planning Division – Mapping Unit.

Notice of meeting 11/28/2007 “Listening Session”.

Invitation from Central VT Chamber of Commerce’s annual holiday open house.

Invitation from Superior Court of Vermont for Washington County Pre-Budget meeting.

Vermont State Police summary for August – October 2007.

Notice of the Central VT Regional Planning Commission Transportation Advisory Committee meeting November 27, 2007.

The Select Board meetings for December are set for the 11<sup>th</sup> and the 18<sup>th</sup>. It was decided to hold only one meeting in December, the 11<sup>th</sup> starting at 5:00 pm.

Meeting adjourns at 9:00 pm.

Respectfully submitted,

Cindy Carlson  
Assistant to the Select Board