



# Town of Barnard, Vermont

Chartered July 17, 1761

P.O. Box 274  
Barnard, Vermont 05031  
(802) 234-9211

## SELECTBOARD MEETING MINUTES

7:00 PM

TOWN HALL DOWNSTAIRS

SEPTEMBER 4, 2024

**Present:** Rock Webster (Chair), Richard Lancaster (Vice Chair), Robert Edmunds.

**ALSO PRESENT:** Kassie Hull, Steve Hamsch, Mark Johnson, Lance Webster, Nick Stone, Diane Rainey, Delmar Balch, Val Balch.

1. **Call to Order** at 7:02PM.
2. **Review Agenda – Addition of items 6A and 6C.**
3. **Public comments.**
  - A. Steve Hamsch requested a copy of the preliminary Right of Way (ROW) survey for Cootey Farm Road that was conducted in June 2024 and asked the Selectboard to review the survey to determine which route is the road and file it to make it official.
4. **Review/Approve Minutes of August 21 and August 28, 2024.** Minutes approved.
5. **Old Business**
  - A. **Lakota Road Culvert Quote from Contech Engineered Solutions.** Voted to order the culvert for \$81,183.00 with funds from Major Projects & Grants.
  - B. **Precast Bridge Quote from Michie Concrete Products, LLC.** Did not receive this quote prior to the meeting; Kassie will follow up when the quote is received.
  - C. **Culvert Returns to LANE will charge a 30% restocking fee.** Will keep the culverts and sell (word-of-mouth) for \$15 per foot to make the money back that was spent.
  - D. **Advertisement for a new road crew member.** The advertisement will be posted on the Vermont League of Cities and Towns (VLCT) website, on the Town of Barnard website and the listserv, in the Valley News, and in the Randolph Herald.
  - E. **Draft Advertisement for Bids for Stream work above Chateaugay Bridge.** Determined that the work to be done is three smaller individual projects.
  - F. **Richard signed D&M Contract on behalf of Selectboard – FYI.** Noted.
6. **New Business**
  - A. **Town & Zoning Administrator Housekeeping.** The zoning administrator contract with Two Rivers-Ottawaquechee Regional Commission (TRORC) ended on August 31, 2024. Kassie Hull was appointed as Zoning Administrator moving forward, with walk-in office hours available to the public on Tuesdays and Thursdays from 9am-4pm. Kassie was also authorized to sign invoices and orders on behalf of the Selectboard.

- B. **Energy Committee Requests.** A \$500 audit refund was approved to be paid with American Rescue Plan Act (ARPA) funds as part of the Energy Committee's Home Energy Upgrade Campaign. Reviewed the residents "in process" total of \$11,682.50 to close out the campaign; any invoices submitted by December 1, 2024, will be paid.
- C. **Access Permit Request.** Approved.

**7. Town & Highway Operations**

- A. **Sand Pile.** The Town has some sand but needs more to be trucked in. Rock will contact possible drivers/haulers because town trucks are not best suited for the job.
- B. **Purchase of batteries for portable radios.** Nick will talk to Mike Manning about this.
- C. **Issue with the alignment of driveway culverts and the road ditch.** The state highway standards and the town standards can differ. Review should be case-by-case.

**8. Review/Approve Town & Highway Orders for 8-14-2024, 8-21-2024**

**9. Other Business**

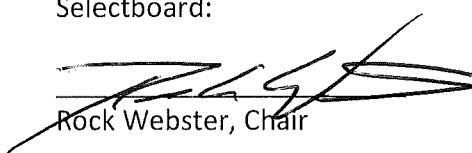
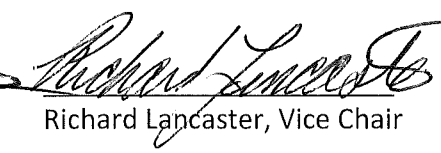

- A. Approved payment of \$2,455.44 from ARPA funds to be paid toward the new trailer.

**10. Employee Administrative Leave.** An executive session was entered at 7:50PM for discussion about investigations into employee matters. See 1 V.S.A. § 313(a)(4). The executive session ended at 8:10PM. In open session the Selectboard voted to (1) require town employees who interact with the public to receive supplemental training and education in conflict resolution, de-escalation techniques, and abuse prevention; (2) follow the employee discipline policy and give Delmar Balch a written warning, a copy of which will be recorded in the employee's file; and (3) end Delmar Balch's administrative leave. The Selectboard requested that Delmar Balch return to work on Monday, September 9, 2024.

**11. Adjourn.** Meeting Adjourned at 8:30PM.

Minutes prepared by Kassie Hull, Clerk of the meeting. All votes unanimous unless otherwise indicated. The next regular meeting is September 18, 2024, at 7:00 PM at the Town Hall Offices.

Selectboard:

		
Rock Webster, Chair	Richard Lancaster, Vice Chair	Robert Edmunds