

JOINT BOARD MEETING  
Rockingham Selectboard & Bellows Falls Village Trustees  
Tuesday, August 30, 2016

Present:

Selectboard: Lamont Barnett, Joshua Hearne, Peter Golec, Ann DiBernardo, Stefan Golec  
Trustees: Myles Mickle, Colin James, Evelyn Weeks, Steve Adams, Stefan Golec

Also Present: Willis Stearns, II, Municipal Manager; Kerry Bennett, Recording Clerk; Charles Wise, Zoning/Planning Administrator; Mary Helen Hawthorne, BFDDA Executive Director; Patricia Fowler; Eric Otto; Deborah Wright

Press: Joey Powers, FACT8; Joel Slutsky, The Shopper; Maddi Shaw, Brattleboro Reformer; Susan Smallheer, Rutland Herald; Tory Jones Bonenfant, Eagle Times

**PUBLIC HEARING**  
**TOWN PLAN TECHNICAL UPDATE – SELECTBOARD**

The 2<sup>nd</sup> Public Hearing for the Rockingham Town Plan Technical Update was opened at 6:00 p.m. by Chairman Lamont Barnett. DiBernardo asked if the Planning Commission had any plans to do a complete rewrite of the Town Plan. Zoning/Planning Administrator Charles Wise was present and stated that it is the intention of the Commission to go through the entire plan chapter by chapter in the near future. There being no further comments, Barnett closed the hearing at 6:03 p.m. *Peter Golec made the motion that the Rockingham Selectboard adopts the 2016 Rockingham Town Plan effective August 30, 2016. Motion was seconded by Joshua Hearne. Motion passed unanimously.*

**REGULAR MEETING**

Call to Order: Regular meeting of the Joint Board was called to order at 6:03 by Chairman Lamont Barnett.

Additions to the Agenda for Routine Administrative Matters and/or Pressing Matters that will require ratification at a future meeting: None

Approve Minutes of June 14 & July 23, 2016: *Peter Golec made the motion to approve the minutes of June 14 and July 23, 2016 as printed. Motion was seconded by Joshua Hearne. Motion passed.*

Public Comment on items not on the Agenda: None

Agenda:

1. BFDDA Update: Executive Director Mary Helen Hawthorne was present and distributed BFDDA's Annual Report & Work Plan as well as the Profit & Loss Statement. Hawthorne noted that the Designated Downtown Renewal Application is due in Montpelier on Monday and with the approval of the Town Plan by the Selectboard this evening and the anticipated approval by Windham Regional Commission also this evening everything

should be in order and the application will be delivered on time. Hawthorne also gave a brief update on upcoming events and also urged the Board to continue with its advocacy to open the Vilas Bridge.

2. GFRCC Update: The Executive Director was unable to attend and this will be put on a future meeting.
3. Town/Village Contracts
  - a) Landscape Maintenance Contract – Town & Village: Stearns noted that there are a total of 5 parks within the municipality – 4 are town-owned (Centennial Park, Recreation Center, Waypoint Center & Wells Street Playground) and 1 is village-owned (Hetty Green). *Joshua Hearne made the motion that the three year Landscape Maintenance Contract – January 2017 through December 2019 for the town-owned parks be awarded to E. Clark Landscaping for a total cost of \$7,605.00 per year and authorize the Municipal Manager to sign the contract on behalf of the Town. Motion was seconded by Peter Golec. Motion passed.*

*Colin James made the motion that the three year Landscape Maintenance Contract for the Hetty Green Park be awarded to E. Clark Landscaping at a cost of \$1,610.00 per year, and authorize the Municipal Manager to sign the contract on behalf of the Village. Motion was seconded by Steve Adams. Motion passed.*

- b) Cemetery Maintenance Contract – Town: Stearns reported that E. Clark Landscaping was the only bid received. However, Clark is requesting that this contract award be tabled until the September 20 Selectboard meeting. This will be placed on the September 20, 2016 Selectboard agenda.
4. Manager's Review Criteria & Form: Barnett noted that the schedule for the manager's evaluation process had been established as follows:
  - Goals to be set by each Board shortly after its respective election (March & May)
  - Review process to start by each Board separately in late January/early February
  - Joint review to be completed by the end of February

Barnett thanked Bennett for compiling the information that was provided in the Board packets. Mickle stated that the Manager Evaluations Handbook was very helpful. James stated that he does not like the form that is currently used and several members agreed. Stearns suggested that a committee be formed of 2 members of the Selectboard and 2 members of the Trustees to review the material provided and come up with a new form. Deborah Wright asked if any of the board members had experience in evaluating personnel and that they might consider a 5<sup>th</sup> member of the committee who has this experience. Barnett stated that he felt most of the board members had experience evaluating the manager. *Stefan Golec made the motion to appoint Peter Golec and Joshua Hearne from the Selectboard and Colin James and Steve Adams from the Trustees as the committee to*

*review the criteria for evaluating the manager and develop an appropriate form. Motion was seconded by Ann DiBernardo.* The Board then discussed the possibility of a 5<sup>th</sup> member to the committee. Wright noted that by State Statute the Manager was a member of all board appointed committees. *Peter Golec amended the motion to allow the Committee to add a 5<sup>th</sup> member at their discretion. Motion was seconded by Stefan Golec. Motion passed.* The Committee will meet on Monday, September 12 at 6:30 p.m. Stearns reminded the Board that this must be a warned public meeting and minutes will need to be taken.

5. Parking Enforcement: Stearns informed the Board that parking enforcement has commenced starting yesterday and will be done Monday through Friday, 8:00 am to 4:00 p.m. Stearns also noted that this will be Village-wide and will include all parking throughout the Village and not just the business area. Stearns reported that 7 tickets were issued yesterday and 20 were issued today.
6. Selectboard Item
  - a) VEDA Form No 4A – Chroma Technology Expansion Project: *Peter Golec made the motion that the Selectboard approve the VEDA Form No 4A for the Chroma Technology Expansion Project and that the Board sign the form as required. Motion was seconded by Ann DiBernardo. Motion passed.*
  - b) Meeting of the Board of Liquor Commissioners – 2<sup>nd</sup> Class & Tobacco – The Rockingham Trading Company, d/b/a Cambridgeport Country Store: Eric Otto of Rockingham Trading Company was present and noted that he does not own the property yet due to some insurance coverage issues. Joshua Hearne stated that he would abstain from a vote on this item due to his own business but did inform Otto and the Board that the Liquor Control will not approve a license without ownership or a lease in place. Otto stated that he understood this and asked that this be placed on the September 20 agenda. Barnett informed Otto to stop in at the Town Clerk’s Office to find out what process he needs to follow at this time.

Other Business:

- Stearns noted that the construction of Bridge Street Bridge will be starting Friday and will take 8 to 10 weeks. Stearns also noted that individuals parking at the Post Office will not be able to make a U turn just before the bridge and will most likely be routed via Island Street.
- Stearns noted that he will be on vacation the second week in September.
- James noted that the outpouring of support for the Justin Beebe family was incredible and that he is proud to live in this community.
- Mickle thanked Bennett for the housing data that was included in the Info Packet. Bennett stated that this was supplied by Barnett. Peter Golec also encouraged all board members to read this data as it is very informative.
- DiBernardo asked Stearns if he knew about the VTrans grant applications. Stearns stated that he was.

- DiBernardo asked if the TLR lease was signed yet. Stearns stated that this has been in the hands of Attorney Ankuda since board authorization July 19 and he had hoped that this would be ready by today. However, he did not receive a return call from Ankuda today. Stearns noted that he is also awaiting the lease for the Green Lantern solar array in the gravel pit and the 38 Green Street property issue.
- Stefan Golec noted that in reviewing his notes from a previous meeting he had made a note about Griswold Drive and asked Stearns to remind him what this was about. Stearns stated that this was whether to mill & fill or reconstruct the road. The state has inspected the road and it is recommended that this road be reconstructed and the Town will most likely have to bond for this project.
- Barnett asked if the Board would consider moving the next meeting on September 6 from the Rockingham Meeting House to the Town Hall due to a lengthy agenda and hold the September 20 meeting at the Meeting House. The Board members were fine with this change.

Adjourn: *Peter Golec made the motion to adjourn the meeting at 7:02 p.m. Motion was seconded by Joshua Hearne. Motion passed.*

Attest: \_\_\_\_\_  
Kerry Bennett, Recording Clerk