

**Town of Vershire Selectboard Meeting Minutes**  
**Tuesday, February 13, 2024 at 7:00pm, Vershire Town Center.**  
**There will be a remote option for this meeting via Zoom or by phone.**

**Attendance:** Ken Bushey-chair, Nicole White-Fogarty, Vern Stone, Gretchen Harvey-secretary, Alan Lyford, Mike Gunn, Mark Fogarty, Reva Seybolt, Earl Robinson, Lucas Daniels, George Osgood, Gene Craft, Deb Kingsbury, and Libby Moyer.

**Call to Order:** K. Bushey called the meeting to order at 7:00pm.

**Agenda Review & Modifications:** None

**Public and Staff comments:** G. Craft wanted to check in about scheduling the next budget meeting, noting that some budget numbers still need adjusting. These include leveling the TC field, replacing the boilers at the TCB and at the log cabin at 815 Vershire Ctr. Rd, budgeting approximately \$1000 for a legal review of the Highway Employee Handbook, and estimating the costs for cleaning services. The meeting was set for Tuesday, 2/20/24 at 6pm.

**Highway: Road Report:** A. Lyford is preparing to submit an annual paving grant. He is also looking into VT structures grants. Additionally, there are smaller grants for culverts under the better roads program. The crew has done everything it can with the grader to improve roads after the recent warmup. Colder temperatures should hold for a while. **Garage Report:** There will be a meeting at the garage on Wednesday 2/14 at 7am with Jeremiah Trombley, Tru Engineering, who will advise on how to adjust louvers that are icing up and reduce condensation near the air exchanger.

**Approval of Last Meeting Minutes:** N. White-Fogarty moved to approve the regular meeting minutes of 1/30/24. V. Stone seconded. The motion passed unanimously.

**Current Period Warrants Approval:** K. Bushey moved to approve the current period warrants. V. Stone seconded. The motion passed unanimously.

**Transfer Station Report:** M. Gunn reported that the recycled paper will be picked up this week. It has been approximately 7 weeks since the last pickup and stretching this out has saved the town money. Battery containers are getting full and will need to be sent out soon. He plans to submit his report for the Town's Annual report. When asked about the gate latch and sanding the ramp, he noted that he is not having a problem with the latch on the

gate and that he makes sure to spread sand if conditions are icy. The Selectboard also wanted him to know that a complaint process is being developed and it would be good for Mike to know how it works as the Transfer Station is a contact point for most all residents.

### **Committee Reports:**

Recreation Committee: K. Bushey reported that the rink is filled and frozen and the lights are up. The Snowshoe-a-thon is planned for Saturday 17th and the weather is cooperating. The committee is planning a movie night on March 2nd, but notes that the film will not be suitable for those under 13 years. The committee is also organizing an Easter Egg hunt. The "play every town" piano event is scheduled for March 10th at 4pm. Currently there are some events planned for spring and lots of ideas for summer events. The committee is actively looking to recruit new members.

Energy Committee: No report.

VTC Committee: R. Seybolt reported that the next committee meeting is Monday 2/18. Members are working on updating the rental agreement and facilities use policies and procedures. How best to keep the town calendar current is also a topic that needs discussion. She is exploring a grant that supports art projects within Village Districts. She was asked by the SB to make sure those operating the food shelf are attentive to keeping the front door closed during the season when the heat is on. She noted that the pole light (WEC) is flashing on and off. G. Harvey will call WEC and let them know it needs to be fixed.

### **Action Items/Assignments:**

Complaint Policy: Sarah Buxton, Attorney with Tarrant, Gillies & Shems Law Firm was introduced. Her specialty is employment law. She summarized her suggestions for adopting a standardized complaint procedure that the town could utilize so that the Selectboard's response to individual complaints is consistent and fair across the board. The key steps on how to address a complaint would be clear and transparent. S. Buxton will create a draft for the Selectboard to review and help them adapt it to needs in Vershire. She will advise on what type of complaints constitute a matter of public record and what can legally remain confidential (an HR matter, for example). There are several considerations when adopting a complaint process: is the process only for formal, written complaints; is the process also going to be used to gather general feedback, and is the process going to be designed to assist with animal control and/or other aspects of town governance. The Selectboard is also considering asking S. Buxton to review the town's Highway Employee Handbook at a future date.

Executive Session:

**Action:** N. White-Fogarty moved to enter an executive session due to a finding that premature general public knowledge regarding attorney-client communications would place the public body or person involved at a substantial disadvantage 1 V.S.A. §§ 313(a)(1). K. Bushey seconded. The motion passed unanimously.

**Action:** N. White-Fogarty moved to enter an executive session to discuss attorney-client communications regarding a complaint and under the provision of 1 V.S.A .§ 313(a)(1)(F). Further, the Selectboard invited Sarah Buxton, Attorney and G. Harvey, Admin. Asst. into the session. K. Bushey seconded. The motion passed unanimously.

**Action:** N. White-Fogarty moved to exit the executive session with a finding that the Selectboard will send a letter created with the help of Sarah Buxton, attorney, to address and close out the matter involving a recent complaint and also with a request for Sarah Buxton to draft a complaint policy for review by the Selectboard. V. Stone seconded. The motion passed unanimously.

Admin. Asst. Report: G. Harvey asked the SB if it is considering participation in the Orange County working group made up of selectboard representatives to consider contracts and other reforms with the OCSD. The Selectboard is eager to learn more but will observe where this effort goes at this stage. It will also consider ways to find out how residents view the need for a law enforcement presence in Vershire. The SB signed off on the Form PVR-4155 for the Listers. **Action:** K. Bushey moved to sign the annual Certification of Compliance (Codes and Standards) document for AOT–District 4. V. Stone seconded. The motion passed unanimously.

**Adjourn:** N. White-Fogarty moved to adjourn the meeting at 9:26. V. Stone seconded. The motion passed unanimously.