

Bakersfield Regular Select Board Meeting
November 28, 2022
7:00pm

Called to order at 7:01pm by Josh Goss.

Members present: Josh Goss (chair), Lance Lawyer, John West, Brenda Churchill, Terri Gates

Members absent: none

Guests/Residents: Mac Newitt, Tami Brennan, Linda McCall, Bob Gaudreau

Previous minutes: John made the motion to accept the November 14th Select Board minutes as written, Terri seconded the motion and the minutes were accepted by a vote of 5-0, Brenda stating her name and voting via zoom.

Warrants:

Selectman's Order #29-2022	\$16,406.84
Road Commissioner's Order #7-22	\$6,438.82
Road Commissioner's Order #13-2022 Equip repair	\$7,493.61
Road Commissioner's Order #22+23-2022	\$8,421.05

Road- Mac presented the Select board with an initial proposal to apply for ARPA funds on behalf of the town towards the purchase of a new "used" grader. Mac said that he had no firm numbers yet and the quotes that he did have were given in August/September and he doesn't know if that is changed. Mac said that he would make a call tomorrow and CAT hasn't returned his call yet, and when prices, etc., become available, then have them come and talk with the board. The rental price for a rental with a larger boom to mow is \$3000.00/week.

Brenda said she was going to set a date for the next ARPA meeting in December.

Lance said that we have received a check from FEMA for around \$417,000.00. Lance said he submitted his hours to date, for FEMA admin work, which is 100% reimbursable from FEMA but needs to be paid by the town first in order to submit it to FEMA. Mac's portion of work for the FEMA paperwork is also 100% reimbursable. Lance said that the interest on the FEMA Loan needs to be paid by the town, FEMA won't reimburse interest, so after repaying our bridge account for the money we used instead of increasing the FEMA loan, all the rest of the FEMA money goes toward the loan. The balance of the loan is coming due and will need to be renewed at a lower balance.

Robert Gaudreau met with the board to see if they had received complaints from anyone about rats in the neighborhood. He said that he had found 4 poisoned, dead rats in his driveway. He said there has to be a food source. He said that he asked his neighbor, Bob Pupi, if he was having trouble with rats and Bob said that this is the second year that they have been poisoning them. Bob said that his grain is stored the correctly, but the rats seem to have

borrowed underneath his coop. Bob Pupi said that he never had a problem until the state mandated people keeping compost. Bob Gaudreau said he didn't want his cats to eat the rats and die, and they get into his basement through his stone foundation. Josh asked Tami to contact Ginger Parent and make her aware of the situation to check out. Terri asked if the dump behind Missy West's house has been cleaned up and was told no, and to let Ginger know about that as well. Brenda said that other towns have been reporting a problem with rats since composting as well.

The board asked Tami to follow up with Maria on a letter regarding an audit.

John asked the board if they had all received the email that he sent them regarding the setup and security protocol regarding the NEMRC module and portal. The board said that they did. Tami asked if she could post the NEMRC info with the minutes so all concerned can have that info and John said sure.

The board set dates for the two Select Board Meetings for December to work around the holiday. **The first meeting is set for Monday, December 12th, at 7:00, and its main focus will be the budget, and the second meeting is Wednesday, December 28, at 7:00pm.**

The board discussed setting the proposed Road budget for 2023 as follows:

-ATV stickers- had a 2022 budget of \$75.00 and we spent \$75.00, the board raised the budget to \$100.00 for price increases and the proceeds from the sales go toward the roads.

-Building Expense- the board discussed the need to replace the garage doors and the floor is broken up and needs to be replaced in the grader section. Mac is to get estimates as to what that would cost. Josh said it may be something that we break up and create a fund to save the money to do it. Mac to report back before the board sets the amount in the budget.

-Clothing Allotment- had a 2022 budget of \$1500.00, 500/crew member, and the board kept the same amount for 2023.

-Contracted labor- had a 2022 budget of \$10,000.00 and we didn't spend it this year. The board kept the line item at \$10,000.00 for 2023.

-Dental/Vision- 2022 budget was \$1,576.80 and spent to date, \$1,181.48, so holding steady. Tami to check with Maria to see if that will change.

-Disability- 2022 budget was \$252.00, spent to date, \$209.36. Tami to check with Maria to see if they will change in 2023.

-Ditch, Straw and Stone- 2022 budget of \$7500.00, spent to date, \$8,694.00. Mac and the board decided to create a line item for stone and then put the ditching/straw/drainage/grass seed into the line item with the Hydroseeded. The board raised the budget for stone to \$10,000.00 for 2023 because of price increases.

-Electricity North- 2022 budget was \$600.00, spent to date \$277.10. Terri said to expect an increase in electricity costs. The board kept the budget at \$600.00 to ensure they had enough.

-Electricity South- 2022 budget was \$1050.00, spent to date \$956.85. The board raised the 2023 budget to \$1200.00, anticipating higher costs. The board also noted that if there was a surplus in one of these electric accounts, it could be used for a deficit in the other if necessary.

-Equipment Diesel- 2022 budget was \$30,000.00, spent to date \$26,512.17. The board said that they were not disappointed with how their budget amount for this item has worked out and commended Mac and the guys for saving fuel when they could. Brenda said that last year at the time of budgeting, fuel was \$1.30/gal less. Mac said usage fluctuates depending on the need to use of the trucks. The board raised the 2023 budget for diesel to \$35,000.00 because of the large and unpredictable rise in fuel cost to make sure to keep the trucks running.

-Equipment gas- 2022 budget was \$50.00, spent to date, \$70.31, the board decided to budget \$100.00 for 2023 budget.

-Equipment rental- 2022 budget was \$10,000.00, spent to date \$625.00, we did not use the budgeted amount this year because when we rented the excavator, it broke down on the first day and was not able to be repaired in time for us to use it this year. The board kept this budget item at \$10,000.00 for 2023.

-Gravel Pit Expense- 2022 budget was \$500.00, spent to date \$160.00. Mac said this was for general permit, storm water permit, etc. The board kept the 2023 budget at \$500.00.

-Gravel Pit Interest-\$4000.00

-Gravel Pit Principal- \$36,000.00- total of \$40,000.00/year to cover two \$20,000.00 loan payments for the Gravel Pit. The board noted that there is one more year to pay on the gravel pit loan, the final payment to be in September 2023. The board kept the budget the same for these two categories through 2023.

-Guard Rails- The board hadn't budgeted money for this line item for 2022 and Mac said we didn't put up guardrails in 2022. Terri asked about putting

guardrails along the curve on Waterville Mtn Rd. The board discussed a bit but didn't set an amount in this line item.

Health Insurance- 2022 budget was \$33,592.80, spent to date \$28,226.00. Tami to check with Maria to see if this amount will change for 2023.

Heating Fuel North- 2022 budget was \$1,500.00, spent to date \$1,394.40. The board raised this amount to \$2000.00 for 2023, due to rise in fuel costs.

Heating Fuel South- 2022 budget was \$2,500.00, spent to date \$4,206.80. The board put \$5,000.00 for 2023 budget due to rise in fuel costs.

HydroSeeder/Straw/Drainage/grass seed- set the 2023 budget for \$2,500.00.

Mileage- 2022 budget was \$1,500.00, spent to date \$1,342.88. The board didn't expect any rise in the mandated federal mileage reimbursement rate so kept the 2023 budget the same.

Pagers- 2022 budget was \$750.00, spent to date \$597.60. The board asked Tami to check to see what the 2023 charge will be for the pagers.

Office Expense- 2022 budget was \$0.00. Tami to look into getting internet to the garage to enable wifi to access weather information, ordering, etc. The board put a possible \$600.00 line item for this.

Radio License- 2022 budget was \$0.00, spent to date \$173.00. This is for the two-way radio license renewal that was paid this year and is good for 5-10 years, Mac said we should be good for a while. The board budgeted \$0.00 in this category.

Roadside Mowing- 2022 budget was \$4000.00, spent to date \$7,298.75. Terri asked why we were so far over the budgeted amount and was reminded that the board had agreed to use the \$3,500.00 proceeds from selling the mower blade that we couldn't use to put toward mowing expense. The board budgeted \$6000.00 for 2023 budget.

Salt/Chloride/Cold pack- 2022 budget was \$23,500.00, spent to date \$18,323.78. Mack said that they have two tanks full that are not yet paid for. He said that \$5000.00 will pay for one tank. The board budgeted \$25,000.00 in this category for 2023.

Select Board Expense- 2022 budget was \$0.00, spent to date \$110.00. Tami to ask Maria what that was for. The board budgeted no money for this category.

Shop Expense- 2022 budget was \$3000.00, spent to date \$4,941.22. This category covers the smaller needs for operation at the garage. The board budgeted \$5000.00 for 2023 because the price of stuff is not coming down.

Sign Expense- 2022 budget was \$500.00, spent to date \$147.67. The board asked Mac what he anticipated in the need for signs. Mac said that people are stealing signs left and right. The board kept the 2023 sign budget at \$500.00.

Simple IRA- 2022 budget was \$6000.00, spent to date \$4284.41.

Social Security Employer- 2022 budget was \$11,470.00, spent to date \$8774.05.

Medicare Employer- 2022 budget was \$2,682.50, spent to date \$2052.01. The board asked Tami to check with Maria to see if these items would change in 2023.

Storm Water Operation- 2022 budget was \$1350.00, spent to date \$1350.00. This is for the storm water for the roads. The board decided to budget \$1500.00 for 2023.

Streetlights- 2022 budget was \$175.00, spent to date \$0.00. This is split with the water district. The Road pays only for the streetlight by the town garage. The board suggested looking into getting flood lights on the garage building instead of paying for the streetlight.

Telephone- 2022 budget was \$750.00, spent to date \$539.63. The board budgeted \$750.00 for 2023.

Truck payment- total payments for 2022 were \$55,832.84. This line item is now in Road work, and this reflects payments on two trucks.

Water North- 2022 budget was \$180.00, spent to date \$160.00. The board budgeted \$180.00 for 2023 in case the fee goes up.

Water South- 2022 budget was \$180.00, spent to date \$160.00. The board budgeted \$180.00 for 2023.

The board plans on working on the Town part of the budget and salaries at the December 12th Select Board meeting.

Josh noted that last year when the board talked about the Road crew salaries, Tod Cosgrove had suggested that the board and Road crew work out a payment schedule so that raises are built in. Josh suggested that they work on this during one of the January budget meetings or they can schedule a separate meeting. He said that they can check to see what other places are doing.

Tami gave the board the form to fill out to reserve the school gymnasium for Town meeting. After Josh read the wording on the form, and before signing, he asked Tami to check with the town's insurance to see if it had a rider to cover liability during the event since, according to the supervisory union, the town doesn't own the school anymore.

The board received the Vermont State Police 2023 Dispatch fee of \$16,884.00. This goes into the general line item since it is non-negotiable.

VLCT let the board know that they are changing the billing for our Property and Casualty insurance to quarterly invoices. Also, that the board can request up to \$7500.00 to cover something that the town needs that can help reduce the risk of a claim.

John called the board's attention to a raised board on the Town Hall porch at the top of the steps and gave some ideas of how to fix it before somebody trips on it.

Terri made the motion to adjourn the meeting, the motion was seconded by John and the motion carried by a vote of 5-0, Brenda stating her name and voting via zoom.

The meeting adjourned at 8:56pm.

Meeting minutes recorded by Tami Brennan.

The following is the information from NEMRC sent to John regarding the security of Digitalized records if the town attached to the NEMRC portal.

Computer Requirements:

The only real requirements are a networked scanner with the ability to scan into a network folder in PDF format and a PC / laptop that is running Windows 10 or 11 with internet access and which has that network folder mapped on it so you can access the scanned documents in PDF format.

Security and Compliances:

- Each document in the NEMRC system has a large watermark placed on it to protect it when uploaded from the lan module. That document is locked, set to read only and stored in their system. When someone uses the portal and pays to download / see the record / document, the version of the document they received has no watermark on it.
- Adam assured me there are security measures in place to prevent someone from trying to upload a document to their systems.
- Also the system logs and tracks every IP Address of the people who access the portal. Those logs are stored and retained in case they are needed for malicious activity.
- Nemrc backups up the system and those backups are hot or live backups for two years. After two years they are moved to long term (cold) storage.
- NEMRC uses Stripe as their credit card process.
 - PCI compliance is a shared responsibility and applies to both Stripe and NEMRC. When accepting payments, you must do so in a PCI compliant manner. The simplest way for you to be PCI compliant is to never see (or have access to) card data at all.
 - NEMRC retains no card information themselves on their systems
 - Stripe forces HTTPS for all services using TLS (SSL), including our public website and the Dashboard to ensure secure connections:
 - Stripe.js is served only over TLS. Stripe's official libraries connect to Stripe's servers over TLS and verify TLS certificates on each connection.
 - Stripe maintains Service Organization Controls (“SOC”) auditing standards for service organizations issued under the AICPA.
 - SOC 1 and 2 audits / reports are for companies supporting financial institutions.
 - Stripe has the SOC audits produced annually and the reports are provided upon request.
 - Stripe applies data encryption mechanisms at multiple points in Stripe’s service to mitigate the risk of unauthorized access to Stripe data at rest and in transit.
 - Access to Stripe cryptographic key materials is restricted to a limited number of authorized Stripe personnel.

