

**Palmer Town Council  
Meeting Minutes  
May 9, 2022**

**Call to Order:**

The Palmer Town Council Meeting of Monday, May 9, 2022, was called to order at 6:35 pm by Town Council President Barbara Barry. Councilors Jessica Sizer, Robert Lavoie, Philip Hebert, and Karl Williams were present. Also present was Town Manager Ryan McNutt and Executive Assistant Sarah Hermanson.

**Visitors Comments**

Bonnie Rathbone- Palmer resident

Stated that the Palmer Water District will be holding their annual meeting on Tuesday May 10, 2022, at the Palmer Public Library at 7:00pm. The warrants for the meeting are online. Some of the line items are ambulance service with the Palmer Fire Department.

Ms. Rathbone also requested an update on the Forest Lake project at the next Town Council meeting.

**Minutes**

None.

**Old Business**

**WWTP Loan Authorization (Roof)- 2<sup>nd</sup> reading & public hearing.**

R. Lavoie read the 2<sup>nd</sup> reading for the roof replacement at the Wastewater Treatment Plant.

B. Barry opened the Public Hearing at 6:39pm.

Phil Lachette- Palmer Resident- questioned how the cost is going to be appropriated?

B. Barry answered that the cost will be appropriated with the sewer customers only.

K. Williams inquired about the rates for the incoming companies that need to dispose of their waste?

K. Lord responded with the rates were raised last year to be more competitive.

B. Barry stated that the rates need to remain competitive. If the town is not, then those companies will go elsewhere.

P. Hebert asked if there are any grants in the future?

R. McNutt stated that they are always looking for grants and sewer relief funds.

P. Hebert questioned if there was a way to utilize any funds from the sewer surplus?

R. McNutt responded that the sewer surplus fund is a "rainy day fund".

B. Barry requested R. McNutt to separate the two projects as the roof replacement is a must.

P. Hebert is worried about the rising costs for the residents.

R. McNutt stated that he will look into how long it took to build up the sewer surplus and added that he is willing to look into putting some towards the project if the town can.

B. Barry closed the Public Hearing at 6:55pm.

**WWTP Loan Authorization (dewatering equipment)- 2<sup>nd</sup> reading and public hearing.**

R. Lavoie read the second reading for the Wastewater treatment plant Centrifuge.

B. Barry opened the Public Hearing at 6:56pm

B. Barry asked the public if they had any questions.

B. Barry closed the Public Hearing at 6:57pm.

**Bring your own brew (BYOB) Ordinance- 2<sup>nd</sup> reading and public hearing.**

B. Barry opened the public hearing at 6:57pm.

Paul Benard- Bondsville resident- questioned if they bring their own alcohol they leave the establishment, who is held liable for their actions if something happens?

R. McNutt responded with the restaurant that has the BYOB.

C. Burns added that the establishment has the same responsibilities as one that has a liquor license.

R. Lavoie stated that it does not state the liability in the drafted ordinance.

Bonnie Rathbone- resident of Palmer- questioned the council about how many liquor licenses the town has. She asked if it is based on population.

R. McNutt answered yes, it is based on population.

Paul Benard- Bondsville resident- inquired about the fee for the permit.

R. McNutt responded that no fee will be assessed at this time for the permit.

B. Barry stated that she would like to have a specific liability plan in the ordinance. She also would like to continue the public hearing until the next town council meeting on June 13, 2022.

Motion to continue the public hearing for the BYOB ordinance by R. Lavoie, seconded by P. Hebert.

Vote of 5-0-2.

**Honorary Naming Town Assets Ordinance- 2<sup>nd</sup> reading & public hearing.**

R. Lavoie read the 2<sup>nd</sup> reading of the Honorary naming of town assets.

B. Barry opened the public hearing at 7:11pm.

B. Barry closed the public hearing at 7:12pm.

**Any other old business**

None.

## **New Business**

### **Warrant for Annual Town Election (June 14, 2022)**

R. Lavoie read the warrant for the upcoming election.

Motion for the warrant of the upcoming election by P. Hebert, seconded by K. Williams. Vote 5-0-2.

### **Department Head Appointment- Matthew Morse, Public Works Director**

R. McNutt explained that he had interviewed 5 potential candidates and Mr. Morse impressed him the most. His qualifications stood out and he requested to move forward with the appointment of Matthew Morse. If approved he would start May 23, 2022.

Motion to approve the appointment of Matthew Morse the new Director of Public Works by K. Williams, seconded by J. Sizer. Vote of 5-0-2.

### **Resolution- \$2,109 Environmental Survey "Pink House" code enforcement (Reserve Fund)**

Motion to approve the resolution to pay for the environmental survey for the "pink house" by R. Lavoie, seconded by J. Sizer. Vote of 5-0-2.

### **Resolution- \$15,000 Streetlights (Reserve Fund)**

R. McNutt stated that there are 1-2 streetlights that need replacement and others that require maintenance.

Motion to approve the \$15,000 resolution for streetlight repair by J. Sizer, seconded by K. Williams. Vote 5-0-2.

B. Barry would like a cost of the maintenance contract we have for the lights.

### **Resolution- \$173,395 Winter Operations (Free Cash)**

Motion to transfer \$173,395 from free cash to the winter operations account by P. Hebert, seconded by J. Sizer. Vote 5-0-2.

### **Resolution- \$65,519.93 Special Revenue/ Capital Project Account (Free Cash)**

Gabriela Potter- Town Account explained to the Town Council the revenue accounts that need to be cleaned up from previous years as well as a few capital projects.

Motion to approve the resolution of \$65,519.63 for the special revenue accounts/ capital projects by P. Hebert, seconded by J. Sizer. Vote 5-0-2.

### **Resolution- \$831,800 School Capital Plan multi-source (Free Cash \$338,300, ESSER \$35,000, Special Revenue Fund \$458,500).**

Fred Gerber, Director of Facilities for Palmer Public Schools, and Amanda Babinski, Director of Finance for Palmer Public Schools discussed the school's capital plan and where certain funds will cover some of the cost.

Motion to fund capital plan projects from free cash by J. Sizer, seconded by R. Lavoie. Vote 5-0-2.

Motion to transfer funds for the pool pack by P. Hebert, seconded by J. Sizer. Vote 5-0-2.

Motion to transfer funds for carpet replacement by J. Sizer, seconded by R. Lavoie. Vote 5-0-2.

**Resolution- \$855,000 Public Works Capital Plan (Free Cash)**

B. Barry requested that a plan for replacement vehicles and equipment be updated for the future.

Motion to approve the \$855,000 for Public Works Capital Plan by J. Sizer, seconded by K. Williams. Vote 5-0-2.

**Resolution- \$115,000 Wastewater Capital Plan (Sewer Surplus)**

K. Lord explained the vehicles that are on the capital plan for the Wastewater department.

Motion to approve the \$115,000 for the Wastewater capital plan by J. Sizer, seconded by R. Lavoie. Vote 5-0-2.

**Resolution- \$50,000 Police Security Doors Capital (Free Cash)**

C. Burns explained the security door readers in the police department need replacement. There are 14 of them that are required.

Motion to fund \$50,000 from free cash to replace the 14 security readers at the police station by J. Sizer, seconded by R. Lavoie. Vote 5-0-2.

**Town Manager Contract- Vote**

The contract vote is to renew Ryan McNutt's contract for an additional (3) three years from 07/01/2022-06/30/2025.

Motion to approve the renewal of the contract by P. Hebert, seconded by K. Williams. Vote 5-0-2.

**Any other New Business**

None.

**Subcommittee Reports**

The budget subcommittee will be meeting on June 1, 2022.

B. Barry stated that if any Town Council Members have any questions, comments, or concerns to email them to her and she bring them to the meeting.

**Town Managers Report**

Troy Brin's last day as the Veteran's Service Agent was on May 5, 2022, and Jennifer Baker has been awarded the interim Veteran's Agent.

Street sweeping has begun and will finish up soon in all the villages.

Tree removal has been a hot topic and will continue to be. If you feel that a tree needs to be removed, please contact the Town Managers Office for the tree warden to complete an assessment.

The compost pit for the DPW is now open for the summer. The schedule is posted on the town's website.

The old Chudy Oil building has been sought out for a new brewery. The 7 Railroad brewery is requesting letters of support from the town for a grant that they applied for. They are looking for this grant to help bring the building up to code.

**Miscellaneous Correspondence:**

**None.**

**Councilor's RoundTable:**

R. Lavoie stated he would like the digital boards to mention the Memorial Day parade.

**Motion to adjourn meeting at 8:52pm by J. Sizer, seconded by K. Williams.**