

TOWN OF RIPTON SELECTBOARD MINUTES

"Subject to Approval"

Date:	Meeting No.	Start:	End:	Next Meeting	Next Time
07-25-11	2011-15	7:30	9:30	07-25-11	7:30 p.m.
Attendees:	Laureen Cox and Ronald Wimett, Selectboard; and Deb Karpak, Clerk to the Selectboard.				
Visitors:	Edmund Hanson, Zoning Administrator arrived arrived 7:35 PM and left at 8:15				
Minutes:					
Approval / Actions:	<ul style="list-style-type: none"> • Voted unanimously to delegate administration of Road Access Permits to the Zoning Administrator. <i>Moved: Laureen Cox, second: Richard Collitt. (see below)</i> • Voted unanimously to waive the penalties for late-filed homestead declarations. <i>Moved: Ronald Wimett. Second: Laureen Cox.</i> 				
Orders:	Orders for 7-25-11 were reviewed and signed: Total for Roads: \$5,050.00 and the total for General Funds: \$12,553.77.				
Reports:					
Executive Session					
Delinquent Taxes					
Road Commissioner Report:	Culverts/Bridges				
	General	--Peter Karpak, Associate Board Clerk sent a grant status report to VTrans re: Structures Grant and Class Road Grant. Invoices are to be sent at the completion of work, not while work is in progress. --Class 2 Road Grant work continuing (paving complete; signs, see below). --Cut brush and trees on Natural Turnpike beginning at Sparks Pit and proceeding 4/10 mile. --Town road work is on schedule. --Ronald Wimett, Road Commissioner was given a note re: gravel/ditching material on resident Jim Thompson's property. Mr. Wimett will follow-up.			
	Gravel				
	Resurfacing <i>Paving:</i>				
	<i>Grading:</i>	Grading is 90% complete as of this meeting of 7-25-11. Chloride is complete.			
	Major Roads Reconstruction Projects	Laureen Cox, Board Chair signed the contract for Bridge #16 repairs on behalf of the Town of Ripton. The contract was signed at the Phelps Engineering office on Friday, July 22, 2011 with Parent Construction, Inc., contractor on the project. Ronald Wimett is the designated local contact. Start date to be set.			
Signs	As of this meeting of 7-25-11, all signs are up with the exception of 2 that are not accurate for this road. Two replacement signs have been ordered.				

Item Number	Subject	Start Date	End Date	Action
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09-27- SNDHL	Sand Hill Bridge Replacement	09-27-10	Ongoing	PK
	Laureen Cox has contacted, by e-mail Kristin Higgins, State Engineer to find out if they have set a date for the Public Meeting and also asked if Ms. Higgins would share the parameters (anticipated dates, closures, etc.) of the project to date.			

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09-16-DATAB	Town Infrastructure Database	07-06-09	Ongoing	PK
<p>Database status: report from Peter Karpak, Associate Selectboard Clerk</p> <ul style="list-style-type: none"> • Culverts: Complete • Bridges: Complete • Roads: Form design is complete and approved by the Road Commissioner. The Clerks will get completed forms from the Road Commissioner and enter into the database. 				
10-26-MIDRIV	River Stabilization and Grant	10-26-09	Ongoing	PK
<p>Board Clerks have not heard from Amy Sheldon as of the meeting of 7-25-11. They will continue to contact her.</p>				
11-28-VTsigns	VTrans Sign Grant	03-28-11	Ongoing	PK
<p>As of this meeting of 7-23-11, we are awaiting the two replacement signs that have been ordered.</p>				
11-13-CLKS	Selectboard Clerk Position	07-11-11	Ongoing	
<p>The Board requested that Deb Karpak, Board Clerk, contact and invite Alison Joseph to the meeting of August 8, 2011 for further discussion regarding her transition into the position of Clerk to the Selectboard.</p>				
11-15-ZONAD	Visit from Zoning Administrator	07-25-11	07-25-11	
<p>The following were included in the discussion :</p> <ul style="list-style-type: none"> • <i>Road Access Permit.</i> Since there is a provision for road access already on the Zoning Permit, it was agreed that a revision does not have to be made. The draft submitted by Associate Board Clerk Peter Karpak is no longer needed with the exception of General Conditions for Road Access Permit. Mr. Hanson will be sent a copy by the Board Clerks so that he can add it to the Zoning Permit. • Mr. Hanson restated the efficiency of the permit process being administered by the Zoning Administrator. As mentioned above in Approvals/Action, the Board has voted to support this proposal. • Mr. Hanson recommended that the Board review for update the ordinance governing permits, i.e Special Regulation Governing Obstruction to Highways. He will forward a model ordinance along with recommendations to the Board Clerk. • Mr. Hanson noticed misprint re: the total fees for Access Road/Drive permit on the Zoning Permit Fees. It compensates for only one recording fee when there are two. The correction will be made to read \$45.00 not \$35.00. (\$2 recording fees @\$10 each plus \$25.00 permit). • Mr. Hanson will respond to the memo of 7-25-11 from Town Clerk/ Treasurer Sally Hoyler re: procedure for filing, i.e. that Road Access permits will follow the same procedure as all Zoning Permits. 				

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Topics discussed by the Selectboard:

Re: Historic Survey of the Ripton Town Office. Warren King and William Pierce have met and discussed what should be done to make the Town Office more energy efficient and will meet with the Selectboard to discuss the options in the near future. Nothing further to report as of this meeting of 7-25-11.

Re: Bridge Report. The Road Commissioner will be in contact with the Road Commissioners from other towns to see about the installation, maintenance and longevity of membrane bridge decks.

Re: Meeting with Town Attorney. Board Chair Laureen Cox has been in communication with Ellen Fallon to set a date for the Board to discuss the Middlebury College properties. Date is pending.

Re: Delinquent Dog List. Laureen Cox, Board Chair, has been working on a draft of the follow-up letter to be sent to dog owners still on the Delinquent Dog list. A date will be set in the near future for mailing.

Re: Middlebury College Bread Loaf Campus Act 250. A copy of the report was presented by Peter Mackey, Middlebury College to Board Chair Laureen Cox to keep on file in the Ripton Town Office.

Re: State Request to Inform if Disaster Assistance needed for storms end of April through to the end of May 2011. Ripton had no damage.

Re: E-mail from Richard Hoskings, Vermont Department of Transportation copy of 2011-2013 Handbook for Local Officials. Ripton will not request a copy since the Handbook is available online.

Re: E-mail from CCR Group (Central Contractor Registration Renewal). Requested that the Board Clerk research this for information and to renew. Expiration is 09-20-11.

Inter-office Communications:

Re: Town Clerk/Treasurer Sally Hoyler's memo 7-19-11: Recommendation to waive late-filed homestead declarations penalties. The Board voted to waive the fees.

Re: Town Clerk/Treasurer Sally Hoyler's memo 7-20-11 Selectboard Clerk position: The position is to be appointed not hired.

Laureen Cox

Ronald Wimett

Richard Collitt