

# Preliminary Minutes

## Town of Plymouth, Vermont

### Select Board - Regular Meeting

Monday, May 15, 2023 at 6:00 PM

**Board Members Present:** Jay Kullman Rick Kaminski Keith Cappellini

**Staff Members Present:** Angela Kissell Elaine Pauley Michael Coleman  
Naomi Moyer

**Others Present:** Bruce Pauley Dave Olster Adrianna Curutchet  
Karen Evans Steve Radonis Midge Tucker  
Terry Bascom Craig Obriskie (zoom) Dana Dolloff (zoom)  
Paula Benson Tess Malloy (zoom) Jireh Billings (zoom)  
Okemo Valley TV (Patrick Cody & Peter van Gorder)

**1. Call to Order:**

- a. Jay Kullman called the meeting to order at 6:02 pm followed by an introduction of those present.

**2. Consideration of Any Changes, Additions or Removals to Agenda:**

- a. Jay Kullman announced the following additions/changes to the agenda:
- b. Cannabis Information added between #8 & #9 on the agenda.

**3. Approve Meeting Minutes:**

- a. **Jay made a motion to approve the Meeting Minutes from May 1, 2023. Rick seconded the motion. The motion carried.**

**4. Review Revised Short-Term Rental Ordinance & Enforcement:**

- a. Jay Kullman wants to review the revised Short-Term Rental Ordinance.
- b. Rick Kaminski wanted to approve the Short-Term Rental change ordinance. There are a few minor changes such as names and email addresses. We have spent time with the Attorney and would like to legally adopt the Ordinance tonight.
- c. Rick read: Under Vermont law, the STR Ordinance may be disapproved by a referendum vote of a majority of the qualified voters of the Town. In order to require a referendum vote on the adopted Ordinance, a petition requesting a vote on the question of disapproving the adopted Ordinance must be submitted to the Select Board or Town Clerk. The petition must be signed by not less than five percent (5%) of the

- qualified voters of the Town and submitted no later than 44 days from the date the Ordinance was adopted by the Select Board, which was May 15, 2023. If a petition meeting those requirements is submitted, the Select Board shall call a meeting within 60 days from the date of receipt of the petition to hold a referendum vote to determine whether the voters will disapprove of the Ordinance.
- d. Rick also added that the document(s) will be mailed to all residents in Town and the forms can be found on our website.
  - e. Mike Coleman asked if there is a fine associated with a violation.
  - f. Rick stated there is a \$100.00 per day fine for each violation and a \$250.00 per occurrence fine for violation of the STR Ordinance's Trash Sorting and Screening Requirements.
  - g. Rick also noted that the Ordinance must be posted in five (5) separate public locations.
  - h. Rick will work with Angela Kissell to ensure this is done appropriately.
  - i. Keith Cappellini asked if these changes included the ones from last meeting?
  - j. Rick noted that they did.
  - k. Steve Radonis apologized for not being able to make last months meeting, but objects to the knox box requirement being removed.
  - l. Steve Radonis also noted that out of the 20+ applications that have come in for the STR, maybe one (1) was a Plymouth resident. The majority of the STR's belong to out of staters. Steve also mentioned that a good percentage of Plymouth residents voted to "require" a knox box on a STR now we are changing the ordinance because of a couple complaints.
  - m. Rick thanked Steve for his comments and reminded Steve that they spoke at a meeting about this.
  - n. Steve Radonis spoke of how he felt it is a conflict of interest having Frank Vetere be the Administrator as he has a STR and didn't want to have to put a knox box on his property.
  - o. Rick thanked Steve again for his comments.
  - p. Jay Kullman said he couldn't support the knox box requirement unless there was a Management Plan drafted, approved.
  - q. Steve Radonis said that Rick Kaminski has a conflict of interest.
  - r. Keith said he may or may not.
  - s. **Rick Kaminski made a motion to adopt the changes to the STR Ordinance. Keith Cappellini seconded the motion. The motion carried.**

**5. Review and Possibly Approve Bids for Town of Plymouth Re-Appraisal – 2026 Grand List:**

- a. Jay Kullman wanted to review bids that came in for the re-appraisal of the Grand List.
- b. Mike Coleman spoke that he received three (3) bids of which two (2) were similar.
- c. New England Municipal Group (Patriot) will do the following:
  1. Will convert to Assess Pro system (Patriot) appraisal software.
  2. Provide training for two (2) years.
  3. Full interface with new software (VT Pie) & CAI tax mapping.
  4. Complete Grand List by June 2026 – 2-year process – it can be extended.
  5. Best time to covert and learn new software.

6. May need to operate 2 CAMA systems during this period.
  7. Perform mailings and scheduling for site visits.
  8. Informal appeals and BCA hearings (12-man days).
  9. 1240 parcels, (\$75 per parcel over that).
  10. Contract price is \$120,500.00 plus \$2,000 for software license.
  11. The annual software renewal license fee is \$1,200.00.
- d. Appraisal Resource Group (ProVal) Russ Beaudoin will do the following:
1. Mailings by the Town - \$500.00.
  2. Contract price of \$119,500.00.
  3. Begin June 2025 end April 2026 – 1 year.
  4. Annual software renewal license fee is \$3,468.00.
- e. Real Estate Services:
1. Values were based on statistics and didn't meet the criteria.
- f. Mike Coleman noted that the current re-appraisal fund balance is approximately \$87,500.00. The Town will also receive \$10,000 in March from the State.
- g. Jay asked Mike and Naomi which one they would recommend.
- h. Mike noted that Patriot has a large work force and they will do three (3) attempts to the property. They will also help educate. The quality of the Lister Cards is more informative as well as helping with BCA hearings.
- i. Jay Kullman noted that the quality of the Lister Cards will be helpful to the citizens and Realtors.
- j. Naomi Moyer liked that Patriot will help teach them.
- k. **Jay made a motion to go with New England Municipal Group (Patriot). Keith Cappellini seconded the motion. The motion carried.**
- l. Jay thanked everyone for the work put into this.

## **6. Highway Department Budget:**

- a. Rick Kaminski noted that he has been talking with Larry Lynds and they recommend having a Bridge Reserve Fund for a couple reasons. 1.) The Billings Bridge will need work after the Stickney Bridge is complete. The Structural Grant for the Billings Bridge requires a match from the Town. 2.) We received a letter from State Bridge Inspector with regard to the six (6) wooden bridges and they will require work. We will look to replace the wood with concrete as it will be lower maintenance in the future. There are two lines in the Highway Budget that we could move the money to the Bridge Reserve Fund.
- b. Jay asked if need to get approval from the Voters. Jay suggested that we create a Bridge Reserve Fund at Town Meeting.

## **7. Bridge Reserves:**

- a. There was an in-depth discussion on the condition of the bridges, allocation of

funds and what monies are left over after the grader repair and 550 Purchase as well as the possible redirection of monies to the bridge fund.

- b. Rick Kaminski said that the cost of repair for each bridge is unknown as it will be a case by case basis after an inspection of each.
- c. There was discussion on how much to put into the reserve fund each year to cover expenses.

#### 8. **Multi-Factor Authentication:**

- a. Jay Kullman talked about the need to improve our security and dual controls within the Town Office. There is a lot of data theft out there and we do have some personal information within our data base that we need to keep protected.
- b. Jay Kullman made a motion for Angela Kissell to be the “Network Administrator”. Rick Kaminski seconded the motion. The motion carried.**
- c. Angela has already starting researching the different options with the NEMRC software. She was going to speak with everyone in the Town Office to see what permissions they currently have and see about getting individual logins versus “shared” passwords.
- d. Jay noted that there are a lot of email hackers out there and he is getting junk every day.
- e. Karen Evans said that she had to change her password every 6 months where she worked before.
- f. Mike Coleman said, that someone could go into NEMRC and the Grant List and change values that would lower taxes.
- g. Keith Cappellini agreed that everyone should have a separate login.
- h. Mike Coleman asked if Norton had something that we could use?
- i. Jay suggested that we schedule a yearly clean-up of our system with Vermont Digital. He recommends that we have Vincent come down and work with us on this.

#### 9. **Cannabis Information:**

- a. Terry wanted to talk about the cost for registering a Cannabis business. He is aware that the Town had collected \$250.00, but they weren’t sure what to do with it. After researching the State Cannabis website, he recommended that we return the money to the person(s) who paid the fee. Based on the website, it looks like the business will pay the State directly and then any fees owed to the Town would be forwarded by the State to the Town.
- b. Mike Coleman said he had recent discussions with Elaine and told her to return the money.
- c. Terry Bascom asked if we could get more information on the process?
- d. Keith Cappellini noted that he was waiting for clarification from the Cannabis Control Board.
- e. Keith, Mike and Terry agreed that we will return the \$250.00.

#### 10. **Mail and Warrants:**

- a. Warrants were signed.

**11. Other Business:**

- a. Rick Kaminski wanted to let people know that the contract for the building will be finalized and signed this week. Jay Kullman will sign it as he is Chairman of the Select Board.
- b. Rick Kaminski noted that the last concrete on Stickney Bridge will be poured Friday.
- c. Rick spoke with Chris Bernier from Fish & Game about camping on Hale Hollow Road as there have been concerns raised. Chris will be posting the land and closing the area off to people who have been camping. They have a contractor who will be bringing in boulders to block off the area.
- d. Jay Kullman had noted that people were uncomfortable as some people are armed.
- e. Elaine Pauley said they're sanitary reasons as well.
- f. Jay did say that it is State Land.
- g. Jay Kullman said that there will not end up being a Select Board Meeting on Monday, June 5<sup>th</sup>. The next Select Board Meeting will be held on Monday, June 19<sup>th</sup> in the Community Center starting at 6:00 pm. There will be an Abatement Hearing the same night starting at 5:00 pm.

**Executive Session:**

- a. No Executive Session needed.

**Adjourn:**

- a. Adjourn Meeting at 7:28 pm.

Respectfully submitted,

Angela Kissell  
Town Clerk  
Recording Secretary

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Jay Kullman, Chairman

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Rick Kaminski

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Keith Cappellini