

**Town of Plymouth, Vermont**

**Select Board - Regular Meeting**

**Monday, June 19, 2023 @ 6:00 PM**

**Community Center Meeting Room**

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

**Staff Members Present:** Angela Kissell Michael Coleman Frank Vetere

**Others Present:** Dave Olster Karen Evans Steve Radonis  
James Tepper Matt Broadwell Tina Fletcher  
Craig Obriskie (zoom)  
Vitoria Herrmann (Telephone)  
Okemo Valley TV (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. None
3. Approve Meeting Minutes:
  - a. **Jay made a motion to approve the meeting minutes from May 15, 2023. Rick seconded the motion. The motion carried.**
4. Review and Possibly Approve Policy Changes:
  - a. There was discussion on a few minor Policy revisions.
  - b. The Select Board reviewed and discussed the changes to the *Cash Receipts and Returned Check Policy*. The Town does not have petty cash therefore that section was taken out of the current policy. Additional changes were as to who accepts funds on behalf of the Town as well as when deposits are made.
  - c. Jay did comment that we should look at having two (2) people open the mail together.
  - d. **Jay made a motion to approve the changes. Keith seconded the motion. The motion carried.**

- e. The Select Board reviewed and discussed the changes to the *Reserve Fund Balance Policy*. The addition of the Fire Equipment Reserve was added to the Reserve Fund Balance Policy.
  - f. **Jay made a motion to approve the changes. Rick seconded the motion. The motion carried.**
  - g. The Select Board reviewed and discussed the changes to the *Facility Use Policy*. The previous \$500.00 security deposit was reduced to \$250.00. This is a refundable deposit as long as there isn't damage to building being used. There is an outline of acceptable Events that the building could be used for. Depending on the Event there may be a requirement for a liability insurance certificate.  
The Select Board really wants to encourage residents to use the facilities and doesn't want to charge any fees to rent the building(s).
  - h. **Jay made a motion to approve the amended Policy. Rick seconded the motion. The motion carried.**
5. Review and Approve NEMRC Bulk Time Purchase Agreement:
- a. The Select Board reviewed and discussed the Purchase Agreement that the Town has with NEMRC.
  - b. Jay talked about Cynthia Stoddard from NEMRC and how she acts as a business manager and supports the Town Office with functions pertaining to accounts payable, accounting and balancing of accounts.
  - c. Jay commented that Elaine does a great job and that Cynthia has been there to help when Elaine was learning or now when she has questions.
  - d. Jay also noted that the Town's books look good and that the auditors are happy.
  - e. **Rick made a motion to approve the purchase agreement. Jay seconded the motion. The motion carried.**
6. Discussion on Traffic Ordinance:
- a. Rick discussed his concern of the current speed of traffic on TH50 - Town Office Road, specifically in front of the Town Offices/Municipal Building. He feels that this is a safety issue for employees as well as people working on the building. This concern comes from comments from employees as well as the burn marks on the pavement.
  - b. **Rick made a motion to change the speed limit to 25 MPH on TH 50 - Town Office Road within the Traffic Ordinance. Jay seconded the motion. The motion carried.**
7. Discussion on Phone System:
- a. Rick presented a proposal for re-wiring a new phone system. It includes moving the panel, installation of Cat-6 Data Network, new racks, POE, and switches. The cost for the installation is \$8,654.18. This will improve the quality of our internet. Rick will meet with the contractor onsite, if approved.
  - b. **Rick made a motion to approve the phone system upgrades and also noted that this amount is not part of the contract for current renovations taken place at the Town Office. Jay seconded the motion. The motion carried.**

8. Highway Department Report:

- a. Rick said that the Town of Plymouth has been approved for another grant in the amount of \$200,000.00 for the repair of Billings Road. The estimated cost of the bridge is approximately \$250,000.00 and it will take about two (2) months to complete the work. Part of the estimate will include the refacing of the dry hydrant that is currently there. It looks like the work may begin next year, but Rick will keep everyone up-to-date as things progress.

9. Short-Term Rental Discussion, if People Have Questions:

- a. Steve Radonis presented and read his *Notice of Petition* signed by 37 residents that reads as follows:
- b. *The Undersigned Qualified registered voters of the Town of Plymouth, Vermont request by this petition of disapproval of the Selectboard proposed amendment to the short-term rental ordinance, due no later than 44 days after May 15, 2023.*

***Knox box:*** *Shall remain a mandatory requirement for the short-term rental ordinance.*

***Insurance requirements:*** *Specific rental endorsement* *AKA commercial, or landlord insurance specific to short term rental PROVIDING 365 days per year coverage (economy sharing is not valid coverage). Coverages by rental representative Ex: Vacasa, Air B&B, VRBO are not acceptable.*

*All other requirements mandated by the original ordinance remain an unchanged requirement with an exception to verbiage for clarification and understanding only.*

*Conflicts of interest should not be considered for any part of the administrative process.*

- c. Steve commented that he had these signatures within six (6) hours and only one (1) of the persons that he asked, would not sign it.
- d. Members of the Select Board discussed the next steps with regard to the STR now that a petition has been presented. They will confirm with Legal Counsel as to what is next.
- e. Frank Vetere commented on the conflict-of-interest wording and how it is slanderous to be throwing that wording around.
- f. Dave Olster said we may all have a little bias in us, but need to execute the job without bringing that bias.
- g. Tina Fletcher spoke on her concerns with not requiring people to have insurance and that there should requirements on the insurance.
- h. Keith stated that it is not the Towns job to monitor the insurance. He added that if you're going to be renting out your home you should know what kind of insurance to get or don't rent it.
- i. James Tepper added that he would like to see some discussion on the STR. He is looking for clarification on items such as number of cars in the yard amongst other things.
- j. Rick asked for James Tepper to submit his comments and/or questions and the Select Board would look at them.

10. Mail and Warrants:

- a. Mail was reviewed and Warrants were signed.

11. Other Business:

- a. None

12. Possible Executive Session:

- a. The Select Board went into Executive Session at 7:21 pm.
- b. Executive Session ended at 7:37 pm.

13. Adjourn:

- a. Meeting adjourned at 7:38 pm.

Respectfully submitted,

Angela Kissell  
Town Clerk  
Recording Secretary

**Select Board**

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Jay Kullman, Chairman

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Rick Kaminski

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Keith Cappellini