

Preliminary Minutes

Town of Plymouth, Vermont

Select Board - Special Meeting

Wednesday, August 9, 2023 @ 11:00 AM

Board Members Present: Jay Kullman Rick Kaminski Keith Cappellini

Staff Members Present: Angela Kissell Elaine Pauley Larry Lynds

Others Present: Midge Tucker Ann Brown Dave Olster
Terry Bascom Lee Crawford

1. Call to Order:
 - a. Jay Kullman called the meeting to order at 11:02 am.

2. Discuss FEMA Process on Road Reimbursement
 - a. Jay gave an overview of his understanding of the FEMA process. He talked of time and materials for projects under \$250,000.00. For projects where the cost will be over \$250,000.00, we have to reach out to three (3) contractors to get a verbal amount and take notes on our conversation.
 - b. Larry Lynds said that a template where we can fill in a few blanks would be good.
 - c. Rick said that we are four (4) weeks into this now. How do we move forward.
 - d. Rick also commented that we still have to purchase \$100,000 worth of culverts.
 - e. Rick was going to ask Cherry to reach out to our Contractors about the process.
 - f. Jay will get a copy of the webinar to everyone. It tells you what to do, but there is no guidance on who to call.
 - g. Larry Lynds said if you take the total of Kingdom Road the cost to repair will be over \$250,000.00; however, if we break it down and take out paving, we won't be.
 - h. Larry also said that Bradley Hill Road can be broken down in sections as well.
 - i. Rick said we start the call log effective today, going forward.
 - j. Jay agreed that we start today and he noted that he would call Kim C.
 - k. Elaine Pauley commented that we must also follow our Procurement Policy.
 - l. Jay wondered if we're in an Emergency State even if we're were not currently in a State of Emergency.
 - m. Keith asked how is our town different than other towns?
 - n. Jay said, we just want to follow the proper steps to get paid and we much follow our own procurement policy.

- o. Rick noted that if we follow-our current Procurement Policy we have to stop all work and hire and engineer and draft RFPs.
 - p. Rick asked about amending our Procurement Policy.
 - q. There was discussion amongst the Select Board of the verbiage that should be added to the Procurement Policy.
 - r. **Excessive Damage to Infrastructure.** When the Select Board determines excessive damage has occurred to infrastructure, they can use any resources and reasonable means necessary to repair and rebuild damage to said infrastructure.
 - s. **Jay made a motion to change the Procurement Policy wording to read: *Excessive Damage to Infrastructure. When the Select Board determines excessive damage has occurred to infrastructure, they can use any resources and reasonable means necessary to repair and rebuild damage to said infrastructure.* Rick Kaminski second the motion. The motion carried.**
 - t. **Jay made a motion to make all town roads accessible and plowable by winter. AND that we are under the conditions of (I) the revision to our purchasing policy, allowing the Highway foreman and road commissioner to proceed under the newly amended policy. Rick seconded the motion. The motion carried.**
 - u. Rick said we'll have to make phone calls. Define scope and go over sections with Larry under \$250,000.
 - v. Larry said there is approximately 40 projects.
 - w. Rick reiterated that Cherry will do a template with fill in the blank sections to include the project name.
 - x. Jay suggested that Cherry send the template to Kim C. to be sure that we are doing it correctly.
 - y. Larry said that during Irene FEMA was here the 1st week driving around with him. The process is not the same this time. FEMA work is detailed.
 - z. Elaine Pauley also noted that FEMA requires Maintenance Logs.
 - aa. Larry said they can document what was done the day before for maintenance.
 - bb. Rick said we just want to be sure that we are capturing all costs.
 - cc. Larry concluded that everything is being broken down and he and Elaine have a system and tracking method set-up.
3. Other Business:
- a. None
4. Adjourn:
- a. Jay made a motion to adjourn the meeting at 12:13 pm. Rick seconded the motion. The motion carried.

Respectfully submitted,

Angela Kissell
Town Clerk
Recording Secretary

Select Board

Jay Kullman, Chairman

Rick Kaminski

Keith Cappellini