

**TOWN OF CAMBRIDGE**  
**P.O. BOX 127**  
**JEFFERSONVILLE, VT 05464**  
**802 644-2251**  
**SELECT BOARD MEETING**  
**MONDAY, AUGUST 8, 2016**  
**TOWN CLERK'S OFFICE – JEFFERSONVILLE, VT**

**Agenda:**

- Approve minutes of July 25<sup>th</sup>
- 6:30 pm Brad Holden – School St/Carlton Ave Survey
- 7:00 Kevin Whitcavitch – Cemeteries
- 7:15 Michael Moser – Planning Commission
- To do any other business

Attendees: David Vaughan, Dana Sweet, Larry Wyckoff, Mark Schilling, Sally Reynolds, Brad Holden, Michael Moser, Kevin Whitcavitch

Meeting called to order at 6:30PM. Motion to approve minutes of July 25<sup>th</sup>. Seconded, so voted. Road Orders signed.

Brad Holden brought in maps and surveys from as far back as 1915 as part of the effort to survey School and Carlton Streets for sidewalks. The main concerns are to identify the center line of the streets, and then talk to homeowners who might be impacted by the proposed sidewalk installation. Larry Wyckoff wants to layout the project and then meet with homeowners to discuss. Project price was discussed and the board wants the town and village to self-fund rather than working with the state. Brad said that water, sewer and stormwater plans should be included and the board agreed. Brad will begin the project, track time spent and update.

Kevin Whitcavitch updated the board on renovation at Hopkins Cemetery and work in East Cambridge. He would like to see the names of deed holders mentioned in the select board meeting minutes. Kevin expressed concern about who is authorized to sign cemetery deeds. There was a discussion of a recent delay in signature due to the extended absence of the Agent to Convey Real Estate. Mark Schilling explained that an error on his part resulted in one deed being signed twice, resulting in the delay of a second. There was additional discussion about the process of receiving and recording documents in the Town Office, and the clerk explained the process. Kevin then discussed the responsibilities of the cemetery commissioner and the state statute that calls for three commissioners. Kevin asked about the status of the request to survey the North Cambridge Cemetery. The board instructed the town clerk to engage Brad Holden in a complete survey. A motion was made to allow Kevin Whitcavitch to sign cemetery deeds when Terry McCuin was not available. Seconded, so voted. The board thanked Kevin for his work.

Michael Moser addressed the board on the decision to fund seminars and other educational opportunities only for chairpersons of committees. He noted that committee persons could eventually become chairs of committees, and that allowing payment for seminars was one of the few ways members could be compensated for their volunteer service. The board agreed to take the question under advisement. Michael updated the board on the status of the Administrative Officer position for the Development Review Board. Michael reported that the planning commission has started the search process. They are reviewing invoices submitted by the previous AO and rebuilding the job description. They are also conferring with LCPC concerning other potential local candidates. The LCPC has also approached the Planning Commission to see if they are interested in submitting a grant application for an updated municipal plan.

Dana Sweet asked about the income from the solar installation at the gravel pit. Larry confirmed that it was \$2,650 annually, plus \$750 in municipal taxes. Larry then stated that there was renewed interest in the pit location due to new siting regulations. The board will address in future meetings.

Dana wanted to designate the income from the state police lease to specific fire company expenses. Larry suggested that there were maintenance issues starting to appear concerning elevators and HVAC. Dana wants to designate toward fire equipment. Larry explained that the fire company was developing a capital plan to address air packs and other equipment. The board's plan is to designate the funds after a capital plan is developed.

Larry readdressed the funding for commissioner training, and moved to approve funding two members per commission, per event, with board approval. Seconded, so voted.

Other Business: The board signed a cemetery deed for Mike Fuller. The board agreed with a request to allow credit card payments in the town office, with fees to be paid by the cardholder. The board declined to make an exception for a resident who had filed a late disabled veteran's exemption request. The board cited a lack of authority and precedent. The board signed paperwork for the LCPC's management of a FEMA grant and a Local Road Safety Program. The board authorized up to \$200 for a logo to be used by the town office.

Mark Schilling  
Town Clerk