



SELECTBOARD MEETING OF December 18, 2017

Members Present: Bob Beeman, Eric Dodge, Brian Kellogg, Yvette Mason and Chris Towne

Department Heads: Dan Lindley, Town Administrator; Shawn Goodell, Fire Chief; Carol Bradley, Finance Director; Sara Haskins, Town Clerk/Treasurer; Richard Keith, Police Chief; Nate Pickard, EMS Chief and Todd Thomas, Planning Director.

Guests: Andrew Martin

Bob Beeman called the Selectboard meeting to order at 6:30 PM.

I. AGENDA CHANGES OR ADDITIONS

1. Add Downtown Historical Street Signs to New Business.

II. APPROVE MINUTES

1. Minutes of December 4, 2017

Motion made by Brian Kellogg to approve minutes of December 4, 2017. Motion seconded by Chris Towne. Motion carried. (5/0).

2. Minutes of December 11, 2017

Motion made by Brian Kellogg to approve minutes of December 11, 2017. Motion seconded by Yvette Mason. Motion carried (4/0). Chris Towne abstained.

III. COMMUNITY CONCERNS

1. None

IV. LIQUOR CONTROL

1. None

V. NEW BUSINESS

1. **Discuss and Approve Updated Pay Scale-** VLCT was tasked with reviewing all non-union position job descriptions and doing a market study to determine the market equivalent rates for all non-union positions. VLCT's recommendations were based on the job descriptions they were given and not on the person in the positions. VLCT has recommended a new pay scale that has twenty five steps to allow for annual step increases, similar to the Police and

Highway Union. They recommended that the Finance Director be moved to the same grade as the Town Clerk and the Assistant Finance Director moved to the same grade as the Assistant Town Clerk/Treasurer. Prior to having a Town Administrator, the Town Clerk had more responsibility, which is the reason they were different pay grades. The steps are 1.6% apart. We will need to change the Longevity Policy to state that a person will get a step increase after their six month probation, then they will receive a step every July 1st. Discussion about evaluations came up. Dan stated that moving a step on the pay scale is not tied to performance for any of our employees. Dan recommended adopting the VLCT pay scale and putting all non-union employees on the new scale as close to what their wage would be on old scale, we would have to round up so nobody loses any pay effective July 1st. Chris had budget concerns about having annual increases instead of every other year. Eric mentioned that the reason this issue came up was some concern around the non-union pay scale being lower than the union ones and we wanted to re-visit it to make sure we are being fair to all employees. All union employees receive a step each year in addition to the Cost of Living increase. Brian wanted to remind everyone that we have historically tried to treat all employees equally no matter if they were unionized or not. He felt that the non-union employees are just as valuable as the union employees.

Motion made by Brian Kellogg to approve proposed VLCT pay scale effective July 1, 2018 and authorize Dan Lindley to put employees on the correct step. Motion seconded by Eric Dodge. Motion carried (5/0).

2. **Approve Errors & Omissions** – Errors and Omissions were presented due to changes in Current Use.

Motion made by Eric Dodge to approve Errors & Omissions. Motion seconded by Brian Kellogg. Motion carried (4/0). Chris Towne abstained.

3. **Approve New Volunteer for EMS – Michael Riddle** – Nathan said that Michael is an EMT student and will take his test in February. He has been certified in the past and will be a valuable asset to the team.

Motion made by Brian Kellogg to approve hiring Michael Riddle as a volunteer EMS employee. Motion seconded by Chris Towne. Motion carried. (5/0)

4. **Discuss and Approve Tool Cat Repairs** – Dan handed out a work order from Champlain Valley Equipment to repair the Tool Cat. We sent the Tool Cat to have a hydraulic hose replaced. We knew it would be hard to get to the hose for replacement. Champlain Valley Equipment had to cut the cab off the Tool Cat to get to the hose, which required a lot more labor than expected. The cost is \$10,101.69. This includes a part that is not charge on the work order yet because it is back ordered. Dan stated that there are other repairs that were recommended but he didn't feel that we should invest any more money for repairs of the Tool Cat. He felt we should just pay for necessary repairs. Brian stated his concern about putting so much money into a machine that he thought should be sold as we are trying to use the Holder for sweeping instead of the Tool Cat. Brian said he understood that you can't predict how much something will cost to fix until it is taken apart to get to the problem. Eric asked where the funds for this repair would come from. Dan stated that we have funds in the Repair and Maintenance Equipment line item in the Highway Department Budget.

Motion made by Chris Towne to approve the repairs for the Tool Cat up to \$10,101.69. Motion seconded by Eric Dodge. Motion carried. (5/0)

- 5. Discuss and Approve New Signs for the Historic Downtown** – Todd Thomas presented drawings for new signs he wants to purchase for the Historic Downtown. Funding for the project would be done by community organizations. Todd has a quote from Perma-Line Corp for \$4,928.60 for 34 signs. Todd also passed out a recommendation for placement of the 34 signs. Todd requested that the Highway Department be able to put up the new signage in the spring. He wants to auction off the existing signs to help fund the project.

**Motion made by Brian Kellogg to approve the new signs for the Downtown and directing the Highway crews to install them in the spring. Motion seconded by Chris Towne.
Motion carried. (5/0)**

VI. OLD BUSINESS

- 1. None**

VII. BUDGET REVIEW

- 1. Overview & Amended** – Dan discussed the budget changes he recommends. This will reduce the proposed increase from 6.1% to 3.8%. There is still information that we don't have yet such as dispatch costs and the cost to get a new broom for sweeping for the Holder. Dan recommended that the Library request be reduced by \$15,000. He stated that the Library's investment account made over \$500,000 this past year and he felt that they could use some of this increase for their budget. Recommendations were made to remove purchasing granite curb, hiring someone to do the ditching (Dan thinks we will have time to do this ourselves), and reducing the amount for sidewalks. Dan will recommend current years sidewalks funds be rolled over to next year, which will allow us enough money to do the sidewalks. Other recommendations were to finance the new EMS stretcher and stair chair as part of the new ambulance. This would be consistent how we fund other new vehicles. Reducing funding for part time staff in the Town Clerk's office as Sara felt their current staff levels would cover hours for the most part. Dan felt we could reduce Recreation's request by \$2,500. He has some suggestions for them to generate more revenue by adjusting their rate structure. Dan also said he could reduce paving if necessary since we got such a good deal on the price this year and were able to do more paving than expected. We would have \$385,000 to spend on paving after July 1st if the budget passes without cutting paving. Eric felt that we should be prepared at Town Meeting with a list of the proposed paving projects to be done in FY 18/19. Dan recommended pushing the Fire Rescue truck out a year. Shawn Goodell, did not want to see that happen. He feels that the Rescue truck is crucial to fighting fires and needs to be in good working order to do this. Carol said we could take \$150,000 from the Capital Equipment Fund and finance the balance over the next 7 years. This would not increase the budget under discussion now. Dan, Carol, Tina and Shawn will get together and re-work the budget numbers. It will be presented on the January 2nd meeting.

VIII. APPROVE WARRANTS

**Motion made by Brian Kellogg to approve warrants. Motion seconded by Eric Dodge.
Motion carried. (5/0)**

IX. TA REPORT

- 1. Francis is retiring on January 11th. We are going to host an open house that morning for**

the public.

2. Dan, Richard and Todd are on vacation next week. The Town offices will be closed to the public on December 26th.
3. We will come back on the January 2nd meeting with the final budget figures.
4. The Equalization Study for the Grand List came out. It doesn't look like we will need to have a Town wide reappraisal for quite a while. Dan has scheduled Charlie and Richard to attend the Selectboard on January 16th to discuss the study and the lister's cards.
5. Dan looked into the election of cemetery commissioners for the Pleasant View Cemetery as requested by the Selectboard. In 2001 the voters voted to dissolve the practice of electing Pleasant View Cemetery Commissioners. The Selectboard voted to give full control of cemetery operations and cemetery funds to the Pleasant View Cemetery Association. The Selectboard could vote to take back this authority if they wanted to. The Pleasant View Cemetery Association has Bylaws. Eric just felt that a financial decision of the magnitude that was made, should be discussed with the Selectboard.

X. SELECTBOARD CONCERNS

Chris Towne-

- None

Yvette Mason-

- None

Brian Kellogg-

- Questioned if the brush cutting was done. There have been issues at the Pine Crest Mobile Home Park with dogs. Brian has been working with Todd to address this. We may need to involve the owners of the park. Brian asked when he needed to have the reports in for the Town Report. Carol said that Erica would like them when she gets back on December 27th.

Bob Beeman-

- None

Eric Dodge-

- Concerned that the brush cutting was not done too. Eric wanted it to be done prior to the snow fall. He feels that in future years we should make some type of stipulation in the contract for the brush cutting to be done by a certain time.

XI. OTHER BUSINESS

Motion made by Eric Dodge to enter Executive Session to appoint or evaluate a public officer or employee and to include Shawn Goodell, Fire Chief and Roland Boivin, Highway Foreman. As specified in Title 1 Section 313 (3) (a) (3) of the Vermont Statutes, motion seconded by Brian Kellogg. Motion carried. (5/0)

Motion made by Eric Dodge to come out of Executive Session, motion seconded by Yvette Mason. Motion carried. (5/0)

Motion made by Eric Dodge to hire Allen Stearns in a permanent full time position for the Morristown Highway Department as a Labor, Step 10 at \$16.32 per hour, with the provision that he has his CDL, Class B, within six months. Motion seconded by Brian Kellogg. Motion carried. (5/0)

Motion made by Eric Dodge to hire Casey Kuhns in a permanent full time position for the Morristown Highway Department as a Tech 1, Step 1 at \$16.70 per hour. Motion seconded by Chris Towne. Motion carried. (5/0)

Motion made by Eric Dodge to reclassify the temporary part time position for the fire department to be a temporary part time Fire Chief salaried position at a rate of \$300.00 weekly. Motion seconded by Brian Kellogg. Motion carried. (5/0)

VIII. ADJOURN

Motion made by Eric Dodge to adjourn at 8:25PM, seconded by Brian Kellogg. Motion carried. (5/0)

Respectfully submitted and filed this 18th day of December, 2017

Tina Sweet, Scribe

Please note all minutes are in draft form and are subject to approval at the next Selectboard meeting.