



**TOWN OF MORRISTOWN SELECTBOARD
MEETING NOTICE & AGENDA
COMMUNITY MEETING ROOM**

On Zoom and at 43 Portland St. Morrisville, VT 05661
5:30 PM Tuesday, June 20, 2023

This meeting will be held both remotely and in person. Available options to watch or join the meeting:

- **WATCH:** the meeting will be live streamed on the [Town GMATV YouTube Channel](#).
- **JOIN ONLINE:** [Join Zoom Meeting](#) or by phone join via conference call (audio only): 1 (646) 558-8656 | Meeting ID: [810 342 4528](#)
- **MUTE YOUR MICROPHONE:** When not speaking, please mute your microphone on your computer/phone.
- **RAISE YOUR HAND:** Click on the hand button feature to request to speak.
- **PROVIDE FULL NAME:** Please provide your full name whenever prompted.

I. CALL SELECTBOARD MEETING TO ORDER

II. AGENDA CHANGES/ADDITIONS

III. APPROVE MINUTES

1. Approve minutes of 5-15-23
2. Approve minutes of 5-25-23
3. Approve minutes 6-1-23

IV. NEW BUSINESS

1. Selectboard Training
2. Approve Fireworks Permit
 1. LACiNg Up for Cancer Walk
 2. 4th of July Town of Morristown
3. Approve EMS FY 21/22 Ambulance call write-offs
4. Accept Resignation of Highway Tech 3 Employee
5. Approve New Hire for Highway/Street Department
6. Appoint Selectboard Member to MDF
7. Discuss Jointly appointed subordinate boards policy
8. Review Morristown Road Policy
9. Letter of Support for LFCUD 2023 Construction Grant Application
10. Discuss closing Forest Land Funds

V. OLD BUSINESS

1. Hiring Procedure for Town Administrator

VI. APPROVE WARRANTS

VII. DEPARTMENT HEAD REPORTS

VIII. TOWN ADMINISTRATOR'S REPORT

IX. SELECTBOARD COMMENTS

X. COMMUNITY COMMENTS

XI. OTHER BUSINESS

1. Possible Executive Session - Legal

XII. ADJOURN



SELECTBOARD MEETING MINUTES OF MAY 15, 2023

Members: Don McDowell, Chris Palermo, Travis Sabatase, Laura Streets

Absent: Judy Bickford

ADMINISTRATION and STAFF: Eric Dodge, Town Administrator; Judi Alberi, Administrator's Assistant; Kevin Barrows, Highway Superintendent; Dennis DiGregorio, Fire Chief; Jason Luneau, Police Chief; Tina Sweet, Finance Director; Paula Beattie, Human Resources Director; Sara Haskins, Town Clerk/Treasurer; Bill Mapes, EMS Chief, Derek Small, Foreman; Anna McCormick, Recreation Coordinator

PARTICIPANTS/GUESTS: Eric Lande, Martin Green, Tom Cloutier, Kristin Marriott, Tony Cote, Kenneth Grimes, Alexander Cyr, Sheila Tarbox, Chris Doyle, Laurie Doyle, Liam Reynolds, Gary Briggs, Shannon Curchidi, Ed Loewenton, David Ring, Laura Green, Harper Phillips, Becky Gilson

**participating via Zoom*

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Add under new business:

1. Communication with the Selectboard
5. Discuss Special Meeting for Hiring Committee

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1. Approve minutes 5-1-23

Motion made by Chris Palermo to approve the minutes of May 1, 2023. Motion seconded by Laura Streets. Motion carried. (4/0)

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After careful consideration, the Selectboard felt it necessary to ask the public to please communicate in a more civil manner. Chris Palermo read an email that was received from a citizen that gave a

description of the tone and behavior that is negatively affecting the Selectboard and town employees. It is okay to disagree, but let's be constructive and kind.

2. Presentation Morristown Wellness (Chapter 13 Town Plan)

Valerie Valcour and Alison Link from Healthy Lamoille Valley (HLV) gave a presentation "What does a healthy community look like?" HLV is a coalition of individuals and community organizations working collaboratively to reduce youth substance misuse and encourage youth to make substance-free healthy choices. HLV is a program of the nonprofit Lamoille Family Center, serving the communities of Vermont's Lamoille Valley region.

The presentation was informative and discussed ways to create meaningful change in our community by working together with businesses, schools, towns, and citizens. What is the next step? How do we bring this forward? Chapter 13 of the Town Plan is the Wellness section and it has been identified that a committee would be a step forward. Alison and Val will put together some language for the Morristown Website and Front Porch Forum.

Anyone interested in forming an ad-hoc committee, please contact Morristown Administration-
admin@morristownvt.org.

3. Community Development Update - Tricia Follert

- a. WNL Music**
- b. Student Community Service Day**
- c. LVRT/KIOSK update**
- d. 4th of July**
- e. Green Mountain Byway**
- f. Lamoille Cancer Walk - June 24th**
- g. Doggie Day Out -Aug 13th**

Tricia Follert, Community Development Coordinator, updated the Selectboard of the many events and community projects happening in our town. Wednesday night live begins in June and runs through mid-August with lots of entertainment and sponsors! Friday, May 19th, students will be doing community service and helping to fill the planters around the town. LVRT/Kiosk is full of activity, even the governor is going to be on the rail trail coming up soon! Bourne's is installing a bicycle repair station at the Kiosk in Morristown and hopefully there will be solar lights there as well. Tricia touched on the 4th of July, cancer walk, doggie day out and many other exciting events! The arts are important to the area and Tricia is working hard to inform many folks of what our town has to offer.

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7. Approve improvements to Ross Hill

Ken Grimes and Chris Doyle discussed the improvements they would like permission to make on Ross Hill Road, entering from Ron Terrill Rd. The total length of the road to be improved would be about 900 feet. Ross Hill Road does have an entrance from two sides with a legal trail in the middle, so this would not impact traffic going through from one side to the other side.

Don McDowell and Kevin Barrows visited the property about a month ago. There is a culvert that will need to be lowered and Ken is aware of that. Ken feels that on first appearance the culvert looks in good shape, but he will know more later. Chris Doyle indicated that he had spoken with neighbors, Streeter, Pinkhams and O'Brien's son and they were okay with the improvements. Eric Lande lives on the other side of Ross Hill Rd, entering from Cole Hill Rd, and expressed concern over improvements that might increase traffic on the road.

Once the road work is complete, a designee from the town will inspect the road work for final approval.

Selina Rooney asked the Selectboard to approve the improvements to Bull Moose Rd as well. This is not a warned agenda item, so it cannot be discussed. The board has agreed to bring it up for discussion on the May 25th agenda.

Motion made by Travis Sabatase to approve the suggested improvements to Ross Hill Rd as presented by Ken Grimes. Motion seconded by Laura Streets. Motion carried (4/0).

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She also reported that there is a large study currently happening on housing so the committee will be postponing meetings until more data comes in.

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Recreation Summer Camp Counselor

Recreation Summer Camp Assistant Director

Recreation Summer Camp Director

Paula Beattie, HR Director, has completed the job descriptions for summer camp counselor, summer camp assistant director and summer camp director for the Recreation department.

Anna McCormick and Paula spoke about the great group of youth in our community that are interested in working for the summer camp program, specifically those returning. Preference will be given to candidates that are 16 years of age and older, but the Coordinator reserves discretionary

privilege in hiring someone who has not reached their 16th birthday.

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Tom Cloutier asked what the wages were for these positions. Paula Beattie will email the wages to Cloutier. Travis Sabatase also clarified that these wages paid to the counselors are offset by the revenue from summer camp fees.

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Motion made by Travis Sabatase to approve Officer Glover to be paid \$38.07, step 25, equivalent to a Patrol Officer when out on patrol. Motion seconded by Chris Palermo. Motion carried (4/0).

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Motion made by Chris Palermo to accept Joey Hall's resignation. Motion seconded by Laura Streets. Motion carried (4/0).

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Motion made by Chris Palermo to hire Joshua Miller as a Tech 2 at \$22.08 per hour with a start date of May 31, 2023. Motion seconded by Travis Sabatase. Motion carried (4/0).

OLD BUSINESS

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The Selectboard was in favor of discussing the Class 4 Road policy before the Selectboard Rules of Procedure.

Eric Dodge went over the changes from the last draft of Class 4 Road Policy. After consulting Atty James Barlow, bridges and culverts do not need to be covered by the town, so the language is being removed. The Vermont statute does not allow us to restrict ATV and snowmobiles from our policy, even though ATV's are not allowed on town highways, we cannot exclude registered vehicles from our roads. Other changes were for agricultural and forest management on legal trails, and logging and agricultural activities on Class 4 roads.

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There were some questions regarding E-Bikes and motorcycles becoming electric so non-registerable.

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SELECTBOARD COMMENTS

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Submitted and filed this May 19, 2023

Judi Alberi, Scribe

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Submitted and filed this May 19, 2023

Judi Alberi, Scribe

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SELECTBOARD MEETING MINUTES OF JUNE 1, 2023

Members: Judy Bickford, Don McDowell, Christopher Palermo, Travis Sabataso, Laura Streets

Absent:

ADMINISTRATION and STAFF: Eric Dodge, Town Administrator; Judi Alberi, Administrator's Assistant; Kevin Barrows, Highway Superintendent; Dennis DiGregorio, Fire Chief; Jason Luneau, Police Chief; Tina Sweet, Finance Director; Paula Beattie, Human Resources Director; Sara Haskins, Town Clerk/Treasurer; Bill Mapes, EMS Chief

PARTICIPANTS/GUESTS: Tom Cloutier, Laura Green, Christy Snipp, Ed Loewenton, Martin Green, Kathy Chaffee*

**participating via Zoom*

CALL SELECTBOARD INFORMATIONAL HEARING TO ORDER

Shapleigh Smith called the informational hearing to order 5:44 Tegu Building.

REVIEW AND DISCUSS ARTICLES

1. Article 1: Shall the voters authorize total fund expenditures for operating expenses of \$9,419,728, of which \$7,681,041 shall be raised by taxes and \$1,738,687 by non-tax revenues?

Citizens in attendance continue to discuss the salaries and cost of living increases that are part of the Longevity pay policy that has been in effect since 2008. The Selectboard made it clear to the citizens that this policy has been in existence for many years and there have been several years that the town staff received 0% of the cost of living increase and for many years it has been less than 2%. Cost of living adjustments may help employees manage rising prices for basic staples such as housing, energy, and food. A cost of living adjustment for employees is not based on job performance or a promotion. Rather, the pay increases are given to counteract inflation and help employees maintain their earning power. These are unprecedented times due to the pandemic. The Selectboard agrees that they will look at the longevity policy for future years, but this is what it is and it is not changing right now. The union staff have contracts in place, so what we have is what we have. Chris Palermo reminded the citizens that Paula Beattie, HR Director, had done a deep dive regarding pay for all the staff in the town and it was determined that most of the staff are under paid when looking from town to town for similar jobs within government. Chris considers the town fortunate to have the staff we have.

Eric Dodge answered a question regarding "What happens if the budget fails again?" Eric had received information from the State of Vermont that if the budget fails the town will continue to operate and pay bills as we have always done. We can borrow money in anticipation of taxes, as the town always does. As mentioned by a citizen, the town needs to come up with other ways to earn revenue. Maybe 1% Airbnb tax, food tax, something to help with revenue. Eric agrees, we need more revenue generated.

Laura Streets feels the town has cut where it could cut. We have non-negotiables that cannot be cut due to

contractual agreements. Travis Sabatase is familiar with salary and benefits as he is the HR Director for Essex VT. Health insurance benefits are set in Nov/Dec for the following year, so there is nothing that can be done right now, but he feels that this is an area that can be looked at in the coming year for the future budgets.

Sara Haskins has made several phone calls in an attempt to get an estimate on what the education tax will look like for 23/24 year. This is a very complex formula and Sara had not received any information that would shed light on this question.

ADJOURN

Motion made by Don McDowell to adjourn. Motion seconded by Travis Sabatase. Motion carried. (5/0)

Meeting adjourned at 6:51pm

Submitted and filed this June 6, 2023 .

Judi Alberi, Scribe

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SELECTBOARD MEMORANDUM

To: Selectboard
From:
Date: June 20, 2023
Subject: Approve Fireworks Permit
1. LACiNg Up for Cancer Walk
2. 4th of July Town of Morristown

Background:

1. LACiNg Up for Cancer Walk:

“Together we can do so much” is the theme for this year’s LACiNg Up for Cancer walk, scheduled for Saturday, June 24, 11 a.m.-10 p.m. at the Peoples Academy track in Morrisville. The walk benefits Lamoille Area Cancer Network, a local nonprofit that helps area cancer patients with grants of financial support. Last year’s walk raised more than \$186,000. Event planners have set a goal of raising \$150,000 this year but hope the community support will help them exceed that goal. There are several ways to get involved: form or join a team; sponsor a walker; become an event sponsor; volunteer to set up or clean up; or support survivors and walkers by visiting the event on June 24. The finale will have fireworks if approved by the Selectboard.

2. 4th of July - Town of Morristown:

The parade begins at 11am on the 4th of July. During and after the parade, events can be found around the village, such as Chicken BBQ, Strawberry Shortcake, burgers, book sale and more! The Oxbow Park will feature John Lackard Blues Band at 6:30 with fireworks shortly after 9pm.

Attachments:

1. Fireworks
2. Fireworks



Town of Morristown
PO Box 748
Morrisville, VT 05661
www.morristownvt.org
eallen@morristownvt.org

FIREWORKS PERMIT APPLICATION

Applicant Name

LACiNg Up for Cancer Walk/Kathy Demars

Date Submitted

05/25/23

Physical/Mailing Address

177 Demars Rd., Morrisville, VT 05661

Phone

(802) 793-0338

Email

kdemars@lhha.org

Purpose of Fireworks Permit

Finale of Cancer Walk

Date of Fireworks

06/24/23

Starting Time

Approx 9:30 pm

End Time

Approx 9:45 pm

Rain Date

N/A

Physical Location of Fireworks

People's Academy

Location of Fireworks Storage

In ATF approved magazines in E. Montpelier

Type & Quantity of Fireworks:(Acceptable Measures of Quantity Pounds or Number of Pieces)

1.3 (Class B/Display)

200-3" shells, 108-4" shells, 28-5" shells and 1 Class B Cake - all 1.3G Professional Fireworks

1.4 (Class C/Consumer)

N/A

Company or Individual Providing Display:

Northstar Fireworks

If using 1.3 /Class B:

BATFE License #

6-VT-023-24-3K-05661

BATF License Type:

24-Importer of Explosives

By Signing below I affirm that the Fireworks display will be conducted according to NFPA #1123 regulations regarding site selection, storage & performances; and the guidelines established by the Town of Morristown.

D. J. Montague on behalf of Northstar Fireworks

For Office Use Only

Approval of Fire Chief _____ Date _____

Approval of Police Chief _____ Date _____

Approval of Selectboard _____ Date _____



Town of Morristown
PO Box 748
Morrisville, VT 05661
www.morristownvt.org
eallen@morristownvt.org

FIREWORKS PERMIT APPLICATION

Applicant Name

Town of Morristown

Date Submitted

06/13/22

Physical/Mailing Address

PO Box 748, Morrisville, VT 05661

Phone

(802) 888-5147

Email

edodge@morristownvt.org

Purpose of Fireworks Permit

4th of July Celebration

Date of Fireworks

07/04/23

Starting Time

Approx. 9:30 pm

End Time

Approx. 10:00 pm

Rain Date

07/07/23

Physical Location of Fireworks

Harvey Property

Location of Fireworks Storage

In ATF approved magazines in E. Montpelier

Type & Quantity of Fireworks:(Acceptable Measures of Quantity Pounds or Number of Pieces)

1.3 (Class B/Display)

328-3" shells, 144-4" shells, 64-5" shells, 27-6" shells and 490 shots from 5 Class B cakes

1.4 (Class C/Consumer)

N/A

Company or Individual Providing Display:

Northstar Fireworks

If using 1.3 /Class B:

BATFE License #

6-VT-023-24-3K-05661

BATF License Type:

24-Importer of Explosives

By Signing below I affirm that the Fireworks display will be conducted according to NFPA #1123 regulations regarding site selection, storage & performances; and the guidelines established by the Town of Morristown.

D.J. Montague

For Office Use Only

Approval of Fire Chief _____ Date _____

Approval of Police Chief _____ Date _____

Approval of Selectboard _____ Date _____

Memo

To: Eric Dodge, Town Administrator
From: Tina Sweet, Finance Director 
Date: June 6, 2023
Re: Uncollectible Ambulance Accounts

*Request to write off \$39,390.28 for ambulance calls
from July 1, 2021 through June 30, 2022*

859 Calls were made in this time period – 359 calls were no transports (41.8%)

500 calls were billed -92 calls need to be written off (18.4%)

The majority of the calls are people who didn't pay, have no insurance or no contact
(48 - paid nothing on their balance - \$30,693.80)

FY 21-22 Billed Calls \$357,789.40

To Write-off \$ 39,390.28 = 11.0% of Billed Calls

Net EMS revenue received - \$234,302.63

Other revenue received - \$ 31,246.44

\$265,549.07

748 Calls were made in FY 20/21 – 310 calls were no transports (41.4%)

438 calls were billed - 49 calls need to be written off (11.1%)

The majority of the calls are people who didn't pay, have no insurance or no contact.
(22 - paid nothing on their balance - \$16,781.60)

FY 20-21 Billed Calls \$317,762.20

To Write-off \$ 22,214.87 = 6.99% of Billed Calls



SELECTBOARD MEMORANDUM

To: Selectboard
From: Paula Beattie, Human Resources Director
Date: June 20, 2023
Subject: Accept Resignation of Highway Tech 3 Employee

Suggested Motion: Accept resignation of Jeffrey Baker effective June 8th, 2023

Attachments:

1. JB Resignation Letter

Rules of Procedure for Jointly Appointed ~~Subordinate~~ Boards

1. Source of Authority

All jointly appointed ~~subordinate~~ boards of the Morristown Selectboard and the Morrisville Village Trustees shall be governed by the provisions of all applicable Vermont State Statutes (specifically including the Vermont Open Meeting Law – 1 VSA §310-314), Municipal Bylaws, and these Rules of Procedure.

2. Purpose

All jointly appointed ~~subordinate~~ boards shall be subject to these “Rules of Procedure” to ensure that all meetings are timely, efficient, and transparent to and for the public, and to ensure consistency of procedures for all joint boards.

3. Application

This policy setting forth these Rules of Procedure for all meetings of all jointly appointed ~~subordinate~~ boards shall apply to all regular, special and emergency meetings of these boards. These Rules of Procedure for jointly appointed ~~subordinate~~ boards shall be made available by the Town & Village Clerk upon request. These Rules of Procedure may only be amended by a successful majority vote of each Legislative Body.

4. Appointment

All jointly appointed ~~subordinate~~ boards shall be appointed by a majority vote of each Legislative Body. Upon receiving notice of a board vacancy per #9 of these rules, the Legislative Bodies, to ensure the continuity of the ~~subordinate~~ jointly appointed board or committee, shall first look to fill any vacancy with an existing board alternate that desires to become a full-time member of their respective board. If no such alternate exists, the Town’s Administrative Assistant shall notice the vacancy on jointly appointed boards on the Town’s website, and post a link regarding this vacancy on Front Porch Forum. **No jointly appointed board members shall serve on other town or village boards, and only** Village or Town residents who appear on the current voter checklist shall be eligible to serve on jointly appointed boards¹. However, if no Village or Town residents on the voter checklist step forward to serve within a month of a vacancy being posted, the Legislative Bodies may appoint a non-Town or non-Village resident to fill the vacancy. Village and Town residents interested in serving on a jointly appointed ~~subordinate~~ board shall email the Town’s Administrative Assistant (Admin@MorristownVT.org) regarding interest in filling said vacancy. The Town’s Administrative Assistant shall keep an ongoing list of all emails received from eligible residents wishing to serve on a jointly appointed board during the current calendar year. The Administrative Assistant shall provide all emails received (from candidates that responded to the vacancy posting, and from candidates that previously applied within the calendar year), to each Legislative Body. Candidates for any vacancy on a jointly appointed board shall interview with the board that they are interested in, and said board shall furnish an appointment recommendation to each Legislative Body at the conclusion of the interview process.

5. Election of Officers

¹ All existing members of jointly appointed ~~subordinate~~ boards as of 4 May 2022 are grandfathered from this new residency requirement. Said members, regardless of existing or future residency, may continue to serve on said boards, and shall remain eligible to be reappointed thereto upon the expiration of their current term.

All jointly appointed ~~subordinate~~ boards shall elect annually a Chair & Vice Chair. Said election shall take place at the board's first meeting after appointments are made by the respective Legislative Bodies.

6. Chair

The Chair shall set the agenda, preside over the meeting, call it to order, maintain order, decide all questions of order and procedure, and shall appoint any sub-committees found necessary to carry out the business of the respective board or commission.

7. Vice Chair

The Vice Chair shall assume all duties and authorities in the absence of the Chair.

8. Meeting Minutes

Meeting minutes shall include all meeting actions and proceedings, showing the vote of each board member upon every question, or if absent, disqualified, or failing to vote, shall so indicate. Meeting minutes shall include the names of all board members in attendance, a summary of the facts on which the decisions are based, and the decisions rendered. All meeting minutes must be kept in accordance with 1 VSA §312(b)(2).

9. Vacancies

The Chair of all jointly appointed ~~subordinate~~ boards shall notify the Morristown Selectboard and the Morrisville Village Trustees of any vacancy within on their board within one week from said vacancy taking place. Said vacant seat shall be filled by via the #4-appointment process for the remainder of the term.

10. Quorum

A quorum must be present for any meeting, vote or official action of all jointly appointed ~~subordinate~~ boards. A quorum shall consist of a majority of the jointly appointed respective board, regardless of any vacancies or disqualification, in order for the respective board to act. If a quorum of the members of the respective board or commission is not present, no action shall be taken and/or conducted.

11. Recess of Meeting or Hearing

All jointly appointed ~~subordinate~~ boards may recess a meeting or hearing if all business cannot be disposed of on the day set. No further public notice shall be necessary provided that the date, time and place of the recessed meeting shall be announced before adjournment.

12. Majority Vote Required

Determinations on any matter before all jointly appointed ~~subordinate~~ boards shall require the concurrence of a majority of the respective board or commission regardless of any vacancies or disqualifications.

13. Attendance

Members of all jointly appointed ~~subordinate~~ boards are strongly encouraged to resign if total absences exceed fifty percent of the total meetings in a calendar year. Attendance of all jointly appointed subordinate boards can be reviewed by the Morristown Selectboard and the Morrisville Village Trustees annually and shall be a consideration during the reappointment decision-making process.

14. Conflict of Interest

All jointly appointed subordinate boards ~~are strongly encouraged to adopt their own~~ shall comply with the conflict of interest policy ~~ies until such time that a blanket policy is~~ adopted by the Morristown Selectboard and ~~or~~ the Morrisville Village Trustees.

For the Village of Morrisville:

Village Trustees Chair & Date

For the Town of Morristown:

Selectboard Chair & Date



June 20, 2023

Lisa Birmingham
Interim Executive Director
Lamoille FiberNet Communications Union District
31 Lower Main Street
Morrisville, VT 05661

Re: Letter of Support for LFCUD 2023 Construction Grant Application

Dear Lisa:

The Town of Morristown has long supported enabling high-speed broadband internet service to all households and businesses in Morristown, therefore we are pleased to support Lamoille FiberNet Communications Union District's Broadband Construction Grant Application with the Vermont Community Broadband Board.

While many Morristown residents and businesses have access to robust and reliable broadband service, the remaining unserved areas are the hardest or most expensive to serve. The work Lamoille FiberNet is doing is crucial to closing the digital divide and ensuring that every household and business in Lamoille County has access to affordable and reliable broadband Internet.

We support LFCUD in its grant application and we appreciate the VCBB's commitment to making this infrastructure work possible. Please let me know if you have any questions or need additional information.

Sincerely,

Judy Bickford, Chair
On Behalf of
Town of Morristown Selectboard

cc: Jane Campbell



SELECTBOARD MEMORANDUM

To: Selectboard
From: Tina Sweet, Finance Director
Date: June 20, 2023
Subject: Discuss closing Forest Land Funds

Suggested Motion:

I move to close the Forest Land Funds accounts and deposit the funds into the Conservation Commission Fund.
The approximate amount is \$20,140.49

Attachments:

None



Town Administrator Hiring Procedures

A timeline will be provided to the hiring committee once the HR Director and Travis, Selectboard member have determined that they are ready to move forward with the interview process.

Hiring Committee:

Employee panel: Sara Town Clerk, Tina Finance Director, Chief Luneau, Judi Admin Assist., Paula HR Director, and Kevin Highway Superintendent (staff have all agreed to serve on the committee),

Selectboard Members

Interview Questions and Session:

The list of questions was distributed to the Selectboard.

Interviews will be conducted in Executive Session.

Resume Review and Candidate Selection:

Travis, Selectboard member and HR Director will conduct the initial screening and mutually determine when the candidate pool is sufficient to advance to the rest of the hiring committee.

The Selectboard will determine application deadlines based on feedback provided by the HR Director and Travis, Selectboard member.

HR will forward resumes to the hiring committee along with a resume evaluation form.

Each member of the hiring committee will be responsible for scoring candidates. Scoring forms will be submitted to the HR Director.

The hiring committee will meet to narrow the selection down to the top tier. HR Director will schedule initial interviews. It is understood that often a top tier will develop based on ranges of scores from the resume evaluation forms.

Essay Questions:

The identified top tier of candidates will be provided and asked to complete the following essay questions. Answers are to be limited to no more than 2 pages per question (size 11 font, Microsoft Word standard margins). The essay questions will be sent out immediately upon selection of the top tier of candidates, while interviews are scheduled. Candidates will be asked to submit their answers to the HR Director. The HR Director will forward the essays to the hiring committee prior to the scheduled

interview. Candidates will be asked to speak to their essay responses during their interviews.

1. As the economy continues to tighten and external funding sources fall off, municipalities are seeking ways to reduce or contain costs and grow revenues. What thoughts and ideas do you have in this regard and what suggestions and recommendations will you make to the Selectboard as they struggle to achieve the right balance between service levels and affordability?
2. Based upon your research, if you were to be hired what do you feel are the 3 biggest challenges you would be facing in the role of Town Administrator for Morristown? How does your background, management and leadership style make you especially capable to successfully deal with these challenges?

First & Second Round of Interviews:

The first and second round of interviews will include the employee hiring committee and the Selectboard members.

Schedules will allow for one week between the essay deadline and applicants interview.

The interviews will be conducted in the executive session in a round-robin format.

All hiring committee members will be provided with the opportunity to ask at least one question. The current list of questions consists of 36 questions. Any questions that are not asked during the first round of interviews may be asked during the second round of interviews. The list of questions may be modified at any time. Changes to the list of questions will be completed by the HR Director. The HR Director will redistribute the interview questions to the employee hiring committee and Selectboard members.

The hiring committee will discuss the interviews and determine which candidates will be invited back for a second round of interviews. Final determination on which candidates advance in the process will be made by the Selectboard.

Background and reference checks will be completed between the first and second round of interviews with those candidates the hiring committee chooses to advance. The results of the background and reference checks will be shared with the hiring committee prior to the second round of interviews.

After the second round of interviews the committee will discuss and determine the top two candidates. Final determination on which two candidates advance in the process will be made by the Selectboard.

Community Tours:

A chosen staff member, to be determined, will give a community tour to the two finalists that are advanced beyond round one interviews. The tours will include visiting each Municipal Building. This will allow an opportunity for informal discussion with staff from each department. The tour may also include key community buildings, venues, and open spaces.

Community Videos:

The two remaining candidates will be asked to create a video presentation in which they will outline their qualifications and experience, their interest in the Town of Morristown, their thoughts on the greatest challenges facing the community, and on why they feel they are the best candidate for the position. Candidates will be made aware that this video will be a public record and that it will be shared with the community via means such as, but not limited to, Front Porch Forum and the Town website. Candidates will have one week to create this video, and the video will be made available to the public for at least one week prior to final selection.

Final Selection:

The selectboard will hold a meeting, as soon as possible but no earlier than one week after the community videos are made public, to meet in executive session and make the final determination. If a decision is made the board will discuss next steps in the negotiation process, potentially to include inviting the chosen candidate and select staff into executive session at a future meeting to negotiate terms of employment.

Announcement:

Upon mutual agreement between the Selectboard and the chosen candidate on terms of employment, to include salary and start date, a formal announcement will be made to the public.

Salary & Benefits Data:**Annually**

FY2324 budget: \$48.92/hr	\$ 101,753.60
Deferred Compensation Benefit	\$ 7,134.38
Milage Reimbursement \$200./mo	\$ 2,400.00
Fica @ 7.65%	\$ 7,784.15
Retirement DC @ 5.125%	\$ 5,672.76
Life & Disability	\$ 384.00
Total FY2324 Expense:	\$ 125,128.89

Note: The new Town Administrator may be ineligible for the VMERS DC at 5.125%. If that is the case, then the eligible VMERS DB rate would be 8.50%. The increase between the VMERS DC at 5.125% and the VMERS DB at 8.5%, based on the FY2324 salary would be an increase of \$1,514.67. If the salary amount is adjusted from the FY2324 budgeted amount the Fica, Life & Disability, and VMERS expense will increase or decrease accordingly. There is the potential for additional benefit expense which would be for enrollment in the health, dental, vision plans plus the HRA funding. If the new Town Administrator does not enroll in the Health, Dental, Vision plans plus the HRA and elects to receive the Cash in Lieu option, annual amount of \$5,544.60 vs the Deferred Compensation annual amount of \$7,134.38, there would be a savings to the FY2324 budget of (\$1,589.78).

The following expense includes Health, Dental and Vision coverage plus the HRA funding.

Single Plan Cost: \$ 7,043.47 plus HRA \$ 4,550.00	Total \$11,593.47
Two Person Plan Cost: \$13,956.09 plus HRA \$10,100.00	Total \$24,056.09
Family Plan Cost: \$19,998.79 plus HRA \$10,100.00	Total \$30,098.79

The above information is being provided so that you have an idea of the potential increase to the FY2324 budgeted benefit expense.

Please keep in mind that the total benefit increase or decrease will need to be calculated once the benefit selection is finalized. Also, that the above schedule is subject to change. The schedule is contingent on the number of qualified applicants received by the deadline.