



SELECTBOARD MEETING MINUTES OF JUNE 26, 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: Cynthia Cloutier, Tom Cloutier, Jamie Jarret, David Ring, Kristin Marriott, Andrew Glover, Abigail Griggs, Mitzi Fleming, Kevin Barrows, Dennis DiGregorio, Jason Kelley, Bruce Emerson, Elizabeth Chase, Derek Small, Sara Haskins, Corey Boisvert, Jason Tallman, Kendra McGuire, Dominic Atlak, James Brewster, Ed Loewenton, Tony Cote, Donnis Blake, Yon Perras, Uwanda Perras, Carol Lauber, Robert Bortree, Christy Snipp, Todd Baxter, Lance Lamb, Nina Church, Lance Lamb, Kathy Chaffee*, Kristin Fogdall*, Mary Ann Wilson*, Tyler Machia*, Julia Compagna*

**participating via Zoom*

CALL SELECTBOARD MEETING TO ORDER

Judy Bickford called the Selectboard Meeting to order at 5:30PM at the Tegu Building.

AGENDA CHANGES/ADDITIONS

None

POSSIBLE EXECUTIVE SESSION

1. Possible Executive Session - Personnel - 5:30PM - 6:30PM

Motion made by Don McDowell to go into Executive Session because I find that premature general public knowledge would clearly place the public body, or a person involved, at a substantial disadvantage. Motion seconded by Christopher Palermo. Motion carried. (5/0)

Motion made by Don McDowell to go into Executive Session to discuss the appointment or employment or evaluation of a public officer or employee subject to T1 V.S.A. § 313 (a)(3). To include Town Administrator, Eric Dodge, Chief of Police, Jason Luneau, and Human Resources Director, Paula Beattie. Motion seconded by Christopher Palermo. Motion carried. (5/0)

Motion made by Don McDowell to come out of Executive Session. Motion seconded by Christopher Palermo. Motion carried. (5/0)

NEW BUSINESS - 6:30PM

1. Approve Current Expense Note

Sara Haskins, Town Clerk/Treasurer, presented loan options to the Selectboard to discuss from our sole source vendor, Union Bank. Every year the town practice has been to apply and receive a tax anticipation note to fund the town until taxes are collected in November. Due to the fact there is no budget in place, the town will be receiving a Current Expense Note with the same terms as the yearly tax anticipation note if we have a budget. Option 1 of the proposed note will make the town approximately \$25,000 as it is a re-investment note and Option 2 will cost the town approximately \$25,000.

Motion made by Don McDowell to approve the Current Expense Note with the re-investment option described as Option 1 for \$2,148,800 at a rate of 3.8% from Union Bank. Motion seconded by Travis Sabataso. Motion carried. (5/0)

2. Sign Annual Financial Management Questionnaire

Sara Haskins, Town Clerk/Treasurer, has completed a required form from the State of Vermont. For transparency reasons, this form is necessary and regards how the operational duties of the town are performed between the Treasurer, the Finance Department and the Selectboard.

Motion made by Christopher Palermo to sign the annual financial management questionnaire as prepared by Sara Haskins. Motion seconded by Laura Streets. Motion carried. (5/0)

3. Select bid for Duhamel Gravel Pit Phase 3 Haul Road Area Site Prep

Tyler Mumley, Civil Engineer, was present via Zoom to discuss the bids that were received for Duhamel Gravel Pit phase 3 Haul Road area site prep work in order to extract sand and gravel. The scope of work includes the extraction of approximately 10,000 cubic yards of sand and 15,000 cubic yards of crushed gravel prior to closure of the pit on November 30, 2023.

The bids received were as follows:

- **Percy**

- \$5.64/CY for 10,000CY Sand = \$56,400
- \$6.39/CY for 15,000CY Gravel = \$95,850
- Total = \$152,250

- **GW Tatro**

- \$8.00/CY for 10,000CY Sand = \$80,000
- \$10.65/CY for 15,000CY Gravel = \$159,750
- Total = \$239,750

- **MSI**

- \$14.00/CY for 10,000CY Sand = \$140,000
- \$15.80/CY for 15,000CY Gravel = \$237,000
- Total = \$377,000

The recommendation from Tyler was to choose Percy to do the job. They have a lot of experience and equipment to get the job done.

Kevin Barrows feels the amount of sand and gravel will be sufficient. There is no anticipation of closing any recreation trails as we are only allowed to mine 25,000 CY per year, so it will be 3-5 years before we are close to the edge of the meadow. A citizen recommended that any violation of the Act 250 permit be placed on the contractors' shoulders. The town has done their due diligence with the Act 250 permitting and in getting the gravel out as soon as possible, but no date can be estimated.

Motion made by Don McDowell to accept the bid from Percy for \$5.64/CY for 10,000 CY of sand and \$6.39/CY for 15,000 CY gravel for a total of \$152,250. Motion seconded by Christopher Palermo. Motion carried. (5/0).

4. Discuss appointment of Interim Town Administrator and compensation

The search for a replacement Town Administrator has fallen short, so Eric Dodge has suggested to the Selectboard to consider Chief of Police Jason Luneau to step in as an Interim Town Administrator. Chief Luneau sat in as interim when Eric was out of town for an extended amount of time over the past two years.

Motion by Travis Sabataso that the Selectboard appoint Chief Jason Luneau as Interim Town Administrator effective July 1, 2023 with an added compensation of \$500 per week to be effective in the first pay period of July 2023 to be paid as an interim stipend for the added workload and that the Selectboard compensate, Judi Alberi, Administrative Assistant, an additional rate of \$6 per hour effective the first pay period of July 2023 to be paid as an interim stipend for the added administrative workload. Motion seconded by Don McDowell. Motion carried. (5/0)

Travis Sabataso explained that the pay for Interim Luneau is about 25% of what Eric's pay is and the anticipated workload is expected to be about 25%. The pay for Judi is figured at 50% of Interim Luneau's pay to compensate for the added workload. These stipends will stop once we have someone in place as TA. Don McDowell added that Chief Luneau is still carrying out the duties of Chief of Police. Christopher Palermo and Don McDowell will do their best to make themselves available as a conduit to the rest of the board. Ultimately, the board is responsible for the town.

5. Discuss Executive Assistant job description and rate of pay

Motion made by Travis Sabataso to table this item until another time. Motion second by Laura Streets. Motion carried. (5/0)

The citizens in the audience were questioning the position of Executive Assistant and where the idea came from. The position has been identified by HR Director, Town Administrator and Finance Director as a position that is a higher level than an administrative assistant.

6. Discuss compensation for assistant

Motion made by Travis Sabataso to table this item until another time. Motion second by Don McDowell. Motion carried. (5/0)

7. Discuss Longevity Pay Policy

Motion made by Christopher Palermo to leave the current Longevity Pay Policy in place. Motion seconded by Don McDowell. Motion carried. (5/0)

The highway contract expires June 30, 2023 but the contract remains in place until a new contract is negotiated and in place. Due to this information, the Selectboard has decided the only folks affected would be the non-union employees. A small portion of employees would not receive a pay increase if the board did not keep the longevity policy in place as it is. The employees are valuable to this town. Contracts in place with union members and agreements in place with non-union employees. Going forward, the Selectboard will consider negotiating with union and non-union employees a floor and a cap to the longevity pay policy. The work that gets done for the town from the town offices is impressive.

8. Discuss scheduling budget meetings and election

Taxes are due November 15th. In order to set a tax rate to collect taxes, a budget must be passed. Sara Haskins, Tax Clerk/Treasurer, indicated that she needs 100 days from warning the meeting to the date taxes are due. If no budget is passed, the tax rate cannot be set, the tax bill due date is pushed out 30 more days. The Selectboard discussed several dates for proceeding with an election. Sara has confirmed with VLCT that the town cannot send out tax bills based on last year's tax rate. The Selectboard does not want to rush the budget process and maybe a September vote would be better. If taxes are collected on December 15th instead of November 15th, Tina Sweet, Finance Director, indicated we would not collect as much interest as we would lose 30 days.

OTHER BUSINESS

1. Possible Executive Session - Legal

Motion made by Don McDowell to go into Executive Session because I find that premature general public knowledge of pending or probable civil litigation or prosecution, to which the public body is or may be party, will clearly place the town at a substantial disadvantage by disclosing its negotiation strategy. Motion seconded by Chris Palermo. Motion carried. (5/0)

Motion made by Don McDowell to go into Executive Session to discuss the pending or probable litigation or prosecution under the provisions of Title 1 section 313 (a) (1) of the Vermont Statutes, to include Town Administrator, Eric Dodge. Motion seconded by Chris Palermo. Motion carried. (3/0). Chris Palermo and Don McDowell both stepped away from the table prior to the vote.

Motion made by Travis Sabatase to come out of Executive Session. Motion seconded by Laura Streets. Motion carried. (5/0)

ADJOURN

Motion made by Travis Sabatase to adjourn. Motion seconded by Laura Streets. Motion carried. (5/0)

Meeting adjourned at 9:32pm

Submitted and filed this June 30, 2023

Judi Alberi, Scribe

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