



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

On Zoom and at 43 Portland St. Morrisville, VT 05661
5:30 PM Monday, July 3, 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 6-20-23
2. Approve Minutes 6-26-23
3. Approve Minutes 6-29-23

IV. NEW BUSINESS

1. Approve Coin Drop for Lamoille area cancer network August 12th - Tracy Patnoe
2. Approve hiring a Tech 3 for the Highway garage
3. Accept resignation of Selectboard member - Travis Sabatase
4. Appoint members to Lamoille County Planning Commission Board of Directors
5. Appoint Lamoille County Transportation Advisory Committee representative
6. Approve Paramedic Preceptor Agreement

V. OLD BUSINESS

VI. APPROVE WARRANTS

VII. DEPARTMENT HEAD REPORTS

VIII. TOWN ADMINISTRATOR'S REPORT

IX. SELECTBOARD COMMENTS

X. COMMUNITY COMMENTS

XI. OTHER BUSINESS

XII. ADJOURN



**SELECTBOARD MEETING MINUTES
OF JUNE 20, 2023**

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

Absent:

ADMINISTRATION and STAFF: Eric Dodge, Town Administrator; Judi Alberi, Administrator's Assistant; Dennis DiGregorio, Fire Chief; Jason Luneau, Police Chief; Tina Sweet, Finance Director; Paula Beattie, Human Resources Director; Bill Mapes, EMS Chief; Tricia Follert*, Community Development Director

PARTICIPANTS/GUESTS: Tom Cloutier, Barry Russo, Martin Green, Laura Green, Sheila Tarbox, Tony Cote, Christy Snipp, Bob Bortree, Kathy Chaffee*, Jane Campbell*

**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

Other Business:

Executive session Legal and Personnel

APPROVE MINUTES

1. Approve minutes of 5-15-23

Motion made by Don McDowell to approve the minutes of May 15, 2023. Motion seconded by Christopher Palermo. Motion carried. (5/0)

2. Approve minutes of 5-25-23

Motion made by Christopher Palermo to approve the minutes of May 25, 2023. Motion seconded by Laura Streets. Motion carried. (5/0)

3. Approve minutes 6-1-23

Motion made by Don McDowell to approve the minutes of June 1, 2023. Motion seconded by Christopher Palermo. Motion carried. (5/0)

NEW BUSINESS

1. Selectboard Training

Judy Bickford would like to see some formalized training for how to build trust and work together as a board. Judy polled other members about their interest in receiving some free training in developing set of agreements amongst the members, how to function as a board, building trust and general training as we have 3 new members to the Selectboard. The idea was well recieved. Judy Bickford will get some more information and times/dates that this might happen.

2. Approve Fireworks Permit

1. LACiNg Up for Cancer Walk

2. 4th of July Town of Morristown

Motion made by Laura Streets to approve fireworks permit for LACiNg Up for Cancer on June 24th and 4th of July for the Town of Morristown and authorize Chair Judy Bickford to sign permits. Motion seconded by Travis Sabatase. Motion carried (5/0).

3. Approve EMS FY 21/22 Ambulance call write-offs

Industry standand to write-off calls at the end of the fiscal year which is typically 10-15%. Tina Sweet does the billing for ambulance calls and last year we wrote off 7% this year it is up to 11%, but worthy to note that ambulance calls were up as well. There is no sliding fee schedule but Tina has a practice of attempting to set up a repayment plan with folks unable to pay in full. Tina ask for a letter from folks that cannot pay their bill due to financial hardships. Chief Bill Mapes talked about mutual aid for other towns and how important this is industry wide for the care of all folks.

Motion made by Christopher Palermo to approve the write-off of \$39,390.28 for uncollectible ambulance calls for FY 21-22 . Motion seconded by Don McDowell. Motion carried (5/0).

4. Accept Resignation of Highway Tech 3 Employee

Paula Beattie, Human Resources Director, and Christopher Palermo both had opportunitites to speak with Jeffrey Baker and unfortunately the toxic environment within the community members of Morristown has made it an unpleasant experiencing in working for the town.

Motion made by Don McDowell, with regrets, to accept resignation of Jeffrey Baker effective June 8th, 2023. Motion seconded by Christopher Palermo. Motion carreid. (5/0)

5. Approve New Hire for Highway/Street Department

Motion made by Don McDowell to hire Damien Hutchens as a Tech 1 for the highway department at a rate of pay \$19.46 . Motion seconded by Christopher Palermo. Motion carried (5/0).

Paula Beattie, HR Director, explained the procedure of hiring as requested by a citizen. Vacancy arises, creates ad and advertises, applications come in, HR reviews, shares opinions with the department head, Town Administrator, hiring committee, request interviews with those that are qualified and choosen, narrows down to a choosen applicant for an offer of employment which is contingent upon background check and when applicable driving record.

6. Appoint Selectboard Member to MDF

This is a 5 member board with the 5th member being a Selectboard member. Christopher Palermo and Laura Streets both showed interest in being appointed as the Selectboard member. After discussion of various backgrounds and strengths that both Chris and Laura bring to the MDF, Chris retracted his interest and supported Laura's interest in being on the MDF.

Motion made by Christopher Palermo to appoint Laura Streets as the Selectboard representative to the Morristown Development Fund. Motion seconded by Travis Sabatase. Motion carried (5/0).

7. Discuss Jointly appointed subordinate boards policy

Todd Thomas, Planning Director/Zoning Administrator reviewed the proposed edits for the Jointly Appointed Boards Policy. The Selectboard was receptive to the changes and will bring it back sometime in July.

8. Review Morristown Road Policy

Todd Thomas, Planning Director/Zoning Administrator proposed some updates to the town's current road policy. The Selectboard will review the proposed changes and bring it back to a meeting later in July.

9. Letter of Support for LFCUD 2023 Construction Grant Application

Jane Campbell, Morristown Representative for Lamoille Fibernet Communications Union District, joined the Selectboard Meeting via Zoom to ask for support in its grant application.

Motion made by Christopher Palermo to support the grant application for LFCUD and authorize Chair Judy Bickford to sign the letter . Motion seconded by Laura Streets. Motion carried (5/0).

10. Discuss closing Forest Land Funds

Motion made by Don McDowell to close the Forest Land Funds accounts and deposit the funds into the Conservation Commission Fund. The approximate amount is \$20,140.49. Motion seconded by Christopher Palermo. Motion carried (5/0).

OLD BUSINESS

1. Hiring Procedure for Town Administrator

Discussion was had with Paula Beattie, HR Director and the Selectboard creating clarity around the hiring procedure of the next Town Administrator. The Selectboard supported the hiring procedure as presented. Citizens were interested in whether we could advertise for Town Manager vs Town Administrator (TA) but that is not possible as we do not have a Town Manager (TM) position available. Moving from TA to TM is a town vote and the job the responsibilities just change for the TM. The TM may cost the town more money. We have a range of pay so that the possible applicants have an expectation of our budget constraints. Paula has not had much interest in the position which may speak to the pay scale being too low for the demands. Due to the budget failing for the 2nd time, this may be part of the reason that there is little to no interest in the TA position. The negativity felt in Morristown might be part of the low interest as well. It is hard to tell right now.

APPROVE WARRANTS

Motion made by Don McDowell to approve the warrants. Motion seconded by Christopher Palermo. Motion carried (5/0).

DEPARTMENT HEAD REPORTS

Chief Bill Mapes extended his thanks for the staff at Town Office during his family crisis with his 2 year old son. All is well now and his son is on the mend. Bill expressed sincere gratitude for all the messages of support and prayer that he recieved. Thanks to Cory, Assistant Chief for holding down the fort in Bill's absense.

TOWN ADMINISTRATOR'S REPORT

Eric Dodge delivered a leadership class to the 4 leaders that will be running the summer camp. Great kids!!! Village center apartments is hosting a grand opening next week.

Lots of recent vandalism at the Oxbow Bathrooms. Trish Follert, Community Dev Coordinator would like to discuss some solutions with the town staff internally and see what can be done to keep the bathrooms opened.

SELECTBOARD COMMENTS

Travis Sabatase - passed on thoughts to Bill for his family.

Laura Streets - sorry to have lost the Yoga studio but very happy to see Moss moving in. Happy to see Lost Nation still surviving.

Christopher Palermo - recognizes the town staff and other departments that rallied behind Bill's recent emergency. Village highway garage is costing the town too much money. Need to consider future goals for the highway location.

Don McDowell - echo's what Bill has said about the quality of work by the staff. It has been a rough ride the last few months and thanks the employees for sticking it out. Agrees with Chris regarding the garage situations and needing more space for Police. Please hold off on the Town Manager petition until a budget is passed.

Judy Bickford - expressed similar concerns to others and echoed Don's concern over the timing of the petition for the Town Manager. Glad to hear Bill's son is on the mend.

COMMUNITY COMMENTS

Comments surrounding the garage, contracting snow plowers for the winter, and the jointly appointed board policy concerns.

OTHER BUSINESS

1. Possible Executive Session - Legal & Personnel

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, Police Chief, Jason Luneau and Human Resources Director, Paula Beattie. Motion seconded by Christopher Palermo. Motion carried. (5/0)

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 Christopher 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 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)

ADJOURN

Motion made by Don McDowell to adjourn. Motion seconded by Christopher Palermo. Motion carried. (5/0)

Meeting adjourned at 8:48pm

Submitted and filed this June 23, 2023

Judi Alberi, Scribe

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



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.



**SELECTBOARD MEETING MINUTES
OF JUNE 29, 2023**

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

Absent: Travis Sabatase

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

PARTICIPANTS/GUESTS: Sheila Tarbox, Tony Cote, Christy Snipp, Ed Loewenton

**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

Add:

Possible Executive Session - Personnel

NEW BUSINESS

1. Budget Discussion

Motion made by Don McDowell to table the budget discussion. Motion seconded by Christopher Palermo. Motion carried (4/0)

POSSIBLE EXECUTIVE SESSION

1. Possible Executive Session - Personnel

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. (4/0)

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). Motion seconded by Christopher Palermo. Motion carried. (4/0)

Motion made by Don McDowell to come out of Executive Session. Motion seconded by Christopher Palermo. Motion Carried. (4/0)

ADJOURN

Motion made by Don McDowell to adjourn. Motion seconded by Christopher Palermo . Motion carried. (4/0)

Meeting adjourned at 8:03pm

Submitted and filed this June 30, 2023 .

Judi Alberi, Scribe

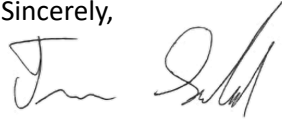
Please note all minutes are in Draft form and are subject to approval at the next Selectboard meeting.

June 30, 2023

Dear Morristown Selectboard and Town Administration,

Please let this letter serve as my formal resignation from the Town of Morristown Selectboard, effective immediately. I wish you all the best as you move forward.

Sincerely,

A handwritten signature in black ink, appearing to read "Travis Sabatano". The signature is fluid and cursive, with a large initial "T" and a long, sweeping underline.

Travis Sabatano.

**Confirmation of Municipal Appointment to
Lamoille County Planning Commission Board of Directors**

The Selectboard/Trustees of the Town/Village of Morristown hereby appoints the following individual(s) to serve as Municipal Director(s) representing this municipality on the Lamoille County Planning Commission's Board of Directors.

The Appointments are effective: July 1, 2023

Board Appointee Name: Judy Bickford

For a Term of: ☒ One Year ☐ Two Years ☐ Three Years

Mailing Address: PO Box 748 Morrisville VT 05661

Telephone: 802-888-5147

Email Address: jbickford@morristownvt.org

* Board Appointee Name: _____

For a Term of: ☐ One Year ☐ Two Years ☐ Three Years

Mailing Address: _____

Telephone: _____

Email Address: _____

Selectboard/Trustee member signature _____ Date _____

Selectboard/Trustee member signature _____ Date _____

Selectboard/Trustee member signature _____ Date _____

Selectboard/Trustee member signature _____ Date _____

Selectboard/Trustee member signature _____ Date _____

Municipal Clerk: _____ Date _____

* Cambridge Town, Hyde Park, Stowe, and Morristown are eligible to appoint two representatives. All other municipalities may appoint one representative. Municipal appointments are based on 2020 Census population numbers.

Selectboard/Trustee meeting minutes may be substituted for signatures. If the minutes are draft, the Clerk must sign to attest to the appointment.



Lamoille County Planning Commission

PO Box 1637
52 Portland Street, Second Floor
Morrisville, Vermont 05661
www.lcpcvt.org

(802) 888-4548 • e-mail: lcpc@lcpcvt.org • fax: (802) 888-6938

Lamoille County Transportation Advisory Committee (TAC) FY 2023 Municipal Representative Designation

The Municipality of _____ is designating one (1) primary representative and up to two (2) alternates to participate in the Lamoille County Transportation Advisory Committee (TAC). Each Municipality gets one (1) voting seat per meeting, which may be filled by a primary or alternate designee.

Please note: Representatives are NOT required to be a municipal staff or official. Municipal TAC Designees may be anyone who lives in the municipality being represented. TAC usually meets at least 6 times per year on the fourth Wednesday of the month, from 12:00-1:30pm via video/phone conference and/or LCPC's office when in person meetings are appropriate.

Municipalities should designate a representative who is willing and able to regularly participate in TAC meetings, and frequently share information between their municipal officials, staff, and TAC. The following municipal appointments are valid for (check one)

☐ 1 year ☐ 2 years ☐ 3 years.

Primary Representative: _____

Phone: _____

Email: _____

Alternate Representative #1: _____

Phone: _____

Email: _____

Alternate Representative #2: _____

Phone: _____

Email: _____

Selectboard Chair (or Manager/Administrator Signature): _____

Printed Name and Title: _____

Date: _____

Please return this form by email (rob@lcpcvt.org) or by US Mail to Lamoille County Planning Commission, Attn: Rob Moore, PO Box 1637, Morrisville, VT 05661 Direct questions to Rob at 802-888-4548 or 802-851-6347

Field Practicum Agreement

THIS AGREEMENT, made and entered into, between National Medical Education & Training Center, hereinafter referred to as “NMETC,” and Town of Morristown hereinafter referred to as “the SERVICE,”

SERVICE:

Town of Morristown EMS
539 Washington Highway
Morrisville, VT 05661

WITNESSETH THAT:

WHEREAS, NMETC and the Service are mutually desirous of promoting and providing for the training of Emergency Medical Technician, Advanced Emergency Medical Technicians and Paramedics

WHEREAS, NMETC, conducts Basic, Advanced Emergency Medical Technician and Paramedic Training Programs approved by the Massachusetts Department of Public Health.

WHEREAS, the Service is a duly licensed ambulance service at the basic and paramedic level, for advanced life support;

NOW THEREFORE, both Parties do mutually agree that:

- A. The initial term of this Agreement shall be for two (2) year, commencing on June 26, 2023.
- B. Thereafter, this Agreement shall be automatically renewed for periods of one (1) year each unless otherwise terminated as provided herein. Notwithstanding a termination, those Students of the School currently in a Program at the service may complete the Program, subject to the terms of this Agreement including, but not limited to, the School’s continued provision of insurance.
- C. Either party may terminate this Agreement upon thirty (30) days written notice to the other party.
- D. Upon breach by either party of its obligations under this Agreement the non-breaching party may terminate the Agreement if the breach remains uncured for more than fifteen (15) days after a party receives notice of the breach.

1) The Service shall:

- a. Accept students assigned by NMETC for the purpose of providing field internship as described by applicable guidelines and requirements of the Massachusetts Department of Public Health;

- b. Ensure that all paramedic and or Advanced EMT students be assigned to practice under the direction of a paramedic who has been certified as a Paramedic for no less than one year;
- c. Provide opportunities for said students to meet minimum skill requirements established by NMETC based on the Commission on Accreditation Allied Health Education Programs (CAAHEP) standards within the available patient volume;
- d. Ensure that all documentation of internship practice as required by NMETC is completed in a timely fashion;
- e. Provide orientation to interns regarding the Service's policies, procedures, and applicable pre-hospital treatment protocols;
- f. Retain the right to refuse continuation of an internship to any student who demonstrates a lack of professionalism, competency, or sound judgment.

2. NMETC shall

- a. Schedule student for internship under terms determined by the Service;
- b. Provide evidence of satisfactory completion of all clinical and didactic requirements by assigned student to the Service;
- c. Provide evidence of NMETC Student Umbrella liability insurance in the amount of \$2,000,000/\$6,000,000;
- d. Provide a field internship coordinator to serve as liaison with the Service;
- e. Provide all necessary forms and other documentation required for completion of the field internship;
- f. Ensure that any employees of the Service, who are students who have satisfactorily completed the clinical and didactic portions of the course, are assigned to internship with the Service;
- g. Provide evidence of insurance covering NMETC against any and all claims and actions against it arising as a result of the actions or omissions of an intern who is not an employee of the Service;
- h. Indemnify and hold the Service harmless against any and all claims and actions arising as a result of the actions or omissions of an intern who is not an employee of the Service provided that it can be demonstrated that appropriate supervision was available;
- i. Ensure that students assigned to the Service have been trained and instructed to conduct themselves in compliance with patient privacy and/or HIPAA requirements;
- j. Agree that during the field internship the student must always serve as a third rider and that the student will never be part of assigned two-person EMT crew;
- k. All students will follow NMETC uniform policy for field internship as well as meet any and all professional dress and grooming standards of the service;
- l. Ensure that all students have passed a nationwide criminal back ground check and that satisfactory results are found in a 12-panel Drug screen.

3. BOTH PARTIES SHALL:

- a. Agree that students assigned to the Service shall in no way be interpreted to be employees of the Service unless said student is in fact an employee coincidentally enrolled in the Training Program;
- b. Agree to be responsible to the other parties concerns and needs, acting in a timely manner to resolve all problems and meet all reasonable needs.

HEREBY signed,

(NMETC)

National Medical Education & Training Center

Signed:  _____

Date: 6/27/23

Name: Brad Newbury MPA, NRP, I/C

Title: President/CEO

Town of Morristown EMS

Signed: _____

Date: _____

Name: _____

Title: _____



Commission on
Accreditation
of Allied Health Education Programs

The Commission on Accreditation of Allied Health Education Programs, upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoA EMSP), verifies that the following program

*Emergency Medical Services - Paramedic
National Medical Education and Training Center/Anna Maria
College Consortia
West Bridgewater, MA*

is judged to be in compliance with the nationally established standards and awarded continuing accreditation on January 16, 2020.

Glen Mayhew, DHSc, NRP
President, CAAHEP

Paul A. Berlin, MS, NRP (IAFC)
Chair, CoA EMSP



HEALTHCARE PROVIDERS SERVICE
ORGANIZATION PURCHASING GROUP



Certificate of Insurance
OCCURRENCE PROFESSIONAL LIABILITY POLICY FORM

Print Date: 12/19/2022

The application for the Policy and any and all supplementary information, materials, and statements submitted therewith shall be maintained on file by us or our Program Administrator and will be deemed attached to and incorporated into the Policy as if physically attached.

PRODUCER 018098	BRANCH 970	PREFIX HPG	POLICY NUMBER 0127295415	POLICY PERIOD From: 01/15/23 to 01/15/24 at 12:01 AM Standard Time
Named Insured and Address: National Medical Education & Training Center, Inc 5 Manley St West Bridgewater, MA 02379-1016				Program Administered by: Healthcare Providers Service Organization 1100 Virginia Drive, Suite 250 Fort Washington, PA 19034 1-800-986-4627 www.hpsso.com
Medical Specialty: School Blanket - Healthcare Provider Students			Code: 80998	Insurance Provided by: American Casualty Company of Reading, Pennsylvania 151 N. Franklin Street Chicago, IL 60606

Professional Liability	\$ 2,000,000	each claim	\$ 6,000,000	aggregate
-------------------------------	---------------------	-------------------	---------------------	------------------

Your professional liability limits shown above include the following:

- * Personal Injury Liability

Coverage Extensions

Grievance Proceedings	\$ 1,000	per proceeding	\$ 10,000	aggregate
Defendant Expense Benefit			\$ 10,000	aggregate
Deposition Representation	\$ 1,000	per deposition	\$ 5,000	aggregate
Assault	\$ 1,000	per incident	\$ 25,000	aggregate
Medical Payments	\$ 2,000	per person	\$ 100,000	aggregate
First Aid	\$ 500	per incident	\$ 25,000	aggregate
Damage to Property of Others	\$ 250	per incident	\$ 10,000	aggregate

Total \$ 2,599.00

Base Premium \$2,599.00

Policy Forms and Endorsements (Please see attached list of policy forms and endorsements)

Chairman of the Board

Secretary

Keep this Certificate of Insurance in a safe place. It and proof of payment are your proof of coverage. There is no coverage in force unless the premium is paid in full. To activate your coverage, please remit premium in full by the effective date of this Certificate of Insurance.

Coverage Change Date:

CNA93692 (11-2018)

Endorsement Date:

Master Policy: 188711433