



SELECTBOARD MEETING MINUTES OF OCTOBER 16, 2023

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

Absent:

ADMINISTRATION and STAFF: Chief Jason Luneau, Interim Town Administrator; Judi Alberi, Administrator's Assistant; Kevin Barrows, Highway Superintendent; Dennis DiGregorio, Fire Chief; Tina Sweet, Finance Director; Sara Haskins, Town Clerk/Treasurer; Bill Mapes, EMS Chief; Tricia Follert*, Community Development Coordinator

PARTICIPANTS/GUESTS: Jamie Jared, Sheila Tarbox, Tom Cloutier, Tony Cote, Martin Green, Ron Stancliff, Laura Green, Etienne Hancock, Alexander Cyr, Jerry & Evelyn Throne, Uwanna Perras, Yon Perras, Susanna Burnham, Charles Burnham, Kathy Chaffee*, Nancy Dunavan*

**participating via Zoom*

CALL SELECTBOARD MEETING TO ORDER

Judy Bickford called the Selectboard Meeting to order at 6:07PM at the Tegu Building.

AGENDA CHANGES/ADDITIONS

Remove:

Under new business #5: Approve and sign Cleary Lease for Duhamel parking lot

Change:

Under new business #9: Approve financing and purchase for the Holder Sidewalk Machine

Add:

Under other business #1: Labor to the item

APPROVE MINUTES

1. Approve minutes of October 2, 2023

Motion made by Chris Palermo to approve the minutes of October 2, 2023 with amendments.

Motion seconded by Richard Craig, Motion carried (4/0) Don McDowell abstained.

Under call Selectboard meeting to order:

Brian also served on the Fire Department for 20 years

Under community concerns:

Martin Green expressed his concerns about the Selectboard attentiveness to his concerns while approving warrants.

Alex Cyr would like affirmative steps taken for funding Noyes House Museum.

NEW BUSINESS

1. **Accept the resignation of Richard Sargent from Morristown Conservation Commission**
Motion made by Don McDowell to accept the resignation of Richard Sargent from the Conservation Commission and to send him a card. Motion seconded by Laura Streets. Motion carried by (5/0)
2. **Approve Errors and Omissions Certificate**
Motion made by Chris Palermo to approve the Errors and Omissions Certificate. Motion seconded by Don McDowell. Motion carried (5/0)
3. **Approve Christina Young as a part-time, unbenefited member of Morristown EMS**
Motion made by Don McDowell to add Christina Young to a part-time EMS position, non-benefit, and paid at \$15 per hour beginning immediately. Motion seconded by Laura Streets; Motion carried (5/0).
4. **Adopt Records Management Policy & Retention Plan**
Town Clerk Sara Haskins explained all Vermont public agencies are responsible for creating, managing, and disposing of records in accordance with State and Federal laws and regulations. This plan follows the State policies for all records currently addressed by the GRS for record retention and all other documents will be retained until a ruling has been made. The policy will simplify the town's records retention timeframes. All records will be archived in cloud storage.
Motion made by Don McDowell to approve the Records Policy & Retention Plan as submitted. Motion seconded by Chris Palermo. Motion carried (5/0).
5. **Approve 5 year contract with Mudgett, Jennett & Krogh-Wisner auditors**
Discussion ensued regarding the criteria for making this decision. Tina Sweet shared that it is less expensive to the town since these auditors are already experienced at working with our town and so their expenses working with us should overall be less. This group is very thorough, & there are fewer auditors accepting new clients.

Motion made by Chris Palermo to approve a five-year contract for Fiscal Year 2024-2028 with our auditors, Mudgett, Jennett & Krough-Wisner, PC for a price of \$20,250 for fiscal year 2024 and increasing \$250 per year. Motion seconded by Don McDowell. Motion carried (5/0).
6. **Approval renewal 2024 Health Reimbursement Account (HRA)**
Tina Sweet, Finance Director presented the calculations for the decision to renew the HRA for 2024 and answered all questions.
Motion made by Don McDowell to authorize the renewal for 2024 HRA with levels of \$10,450 for two-person, adult plus child(ren) and family plans, and \$4,700 for all other plans. Seconded by Laura Streets. Motion carried (5/0).
7. **Approve Payroll software program**
Tina Streets assessed the payroll software and human resources bids and made her recommendation for purchase.
Motion made by Richard Craig to approve a three-year contract with Paychex payroll/human resources software at a price of \$13,900.20 per year and authorize Jason Luneau, Interim Town Administrator, to sign the contract. Seconded by Chris Palermo. Motion carried (5/0).
8. **Approve the financing and purchase for the Holder Sidewalk Machine**
The Board had issues with the price of purchase of this second sidewalk machine. First, there was the

question of using other means to clear the sidewalks of snow. In the interest of safety and reliability, the Holder C270 sidewalk tractor remained as recommended as the final option. The cost of this loan was discussed. There are three options for payment: a bank loan, a lease from the seller, and “self-finance” by the Town using its own money. The last option was agreed upon.

Motion was made by Don McDowell to approve the purchase of a 2023 Holder C270 sidewalk tractor with funding from the town of Morristown using the Building Infrastructure Fund in the amount of \$159,491 with a five-year 1% interest rate and authorize Jason Luneau, Interim Town Administrator to sign the documentation. Seconded by Laura Streets. Motion carried (5/0).

9. Approve ordering two Tandem trucks and one single Axel truck from Allegiance to Highway department.

There was an issue with the timing of when the three trucks would be purchased which was addressed at the meeting. The Selectboard agreed to order the trucks with the provision that we are not required to take any or all per agreement with the vendor.

Motion was made by Don McDowell to approve ordering two Tandem trucks and one Axel truck from Allegiance for the Highway department. Seconded by Richard Craig. Motion carried. (5/0).

10. Approve Public Records Inspection, Copying and Transmission Policy

Motion made by Richard Craig to approve the Public Records Inspection, Copying, and Transmission Policy. Seconded by Laura Streets. Motion carried (5/0).

11. Apply and submit Municipal Energy Resilience Program funding opportunity

Motion made by Don McDowell to apply, submit, and sign the Municipal Energy Resilience Program funding opportunity rate and authorize Jason Luneau, Interim Town Administrator to sign the documentation. Seconded by Laura Streets. Motion carried (5/0).

OLD BUSINESS

None

APPROVE WARRANTS

Motion made by Don McDowell to approve the warrants. Seconded by Laura Streets. Motion carried (5/0).

DEPARTMENT HEAD REPORTS

- Sara Haskins, Town Clerk/Treasurer; informed the Board the tax bills have been sent out. An effort was made to have the public file their homestead forms on time.
- Bill Mapes, EMS Chief, announced that the service license has been approved. He stated that they are seeing many more acutely ill patients and are still providing a good quality of care even considering the various needs of this department. Bill was also upset with how the former ARPA money has been used.

TOWN ADMINISTRATOR'S REPORT

Jason Luneau introduced 1. Bonnie McDermott as the new Zoom Operator/Minute Recorder; 2. the Search Committee will report to the special committee next Monday; 3. the joint committee next Wednesday will be zoomed differently and the details will be distributed; 4. A project manager has been hired; 5. Select Board Training has been scheduled; 6. The budget will be discussed on Nov. 13 and 7. The right-of-way contracts will be reviewed.

SELECTBOARD COMMENTS

Chris Palermo - None

Don McDowell – suggested acknowledging Brain Kellogg’s death by naming a bridge after him.

Laura Streets - None

Richard Craig - None

Judy Bickford – looking forward to the trust-building of the Selectboard training

COMMUNITY COMMENTS

Committee members were concerned about the EMS funding problems, salt over-usage on the roads, and the confusion on the street signs on Portland Street.

OTHER BUSINESS

1. Possible Executive Session - Personnel, Contract, Legal, Labor

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 Chris 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 Interim Town Administrator, Jason Luneau and Interim Human Resources Director, Tina Sweet; Administrative Assistant, Judi Alberi. Motion seconded by Chris Palermo. Motion carried. (5/0)

Motion made by Don McDowell to go into Executive session because I find that premature general public knowledge of the pending contract negotiations will clearly place the Town at a 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 pending contract negotiations under provisions of Title 1, Section #13(a)(1) of the Vermont Statutes and to include Interim Town Administrator, Jason Luneau and Finance Director, Tina Sweet, Administrative Assistant, Judi Alberi. Motion seconded by Chris 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 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 Interim Town Administrator, Jason Luneau, Finance Director, Tina Sweet. Motion seconded by Chris Palermo. Motion carried. (5/0)

Motion made by Don McDowell to go into Executive Session because I find that premature general public knowledge of labor relationships with employees to the body will clearly place the town at a substantial disadvantage. Motion seconded by Chris Palermo. Motion carried. (5/0)

Motion made by Don McDowell to go into Executive Session to discuss labor relations agreements with employees under the provisions of Title 1 section 313 (a) (1)(b) of the Vermont Statutes, to include Interim Town administrator Jason Luneau; Interim Human Resources Director, Tina Sweet; and Highway Superintendent, Kevin Barrows. Motion seconded by Chris Palermo. Motion carried. (5/0)

Motion made by Chris Palermo to come out of Executive Session at 9:11pm. Motion seconded by Don McDowell. Motion Carried. (5/0)

Motion made by Chris Palermo to approve making the Finance Director and Human Resources Director positions be Exempt Salaried positions. The Finance Director's annual salary will be \$83,079 as per the current budget. Effective with the next payroll. Motion seconded by Don McDowell. Motion carried. (5/0)

Motion made by Chris Palermo to compensate the Finance Director \$150.00 per week for acting as the Interim Human Resources Director. Motion seconded by Don McDowell. Motion carried. (5/0)

Motion made by Chris Palermo to approve the updated job description and title of Administrative Assistant to the Town Administrator to Executive Assistant to the Town Administrator/Manager. This position will be in the same salary range as other assistants. This is effective on July 1, 2023. Motion seconded by Chris Palermo. Motion carried. (4/1) Laura Streets Nay

Motion made by Chris Palermo to approve the updated Compensation Pay Plan to reflect the changes in the Executive Assistant to the Town Administrator/Manager and to delete the Finance Director and Human Resources Director positions as they are now going to be exempt salaried positions. Motion seconded by Richard Craig. Motion carried. (4/1) Laura Streets Nay

Motion made by Chris Palermo to place Judi Alberi on the Executive Assistant to the Town Administrator/Manager scale at step 11 at an hourly rate of \$30.45. This change will be retroactive to July 1, 2023. Motion seconded by Richard Craig. Motion carried. (5/0)

Motion made by Chris Palermo to give Judi Alberi a \$6.00 per hour stipend for the extra Town Administrator duties she has been performing. This change will be effective with the next payroll. Motion seconded by Don McDowell. Motion carried. (5/0)

ADJOURN

Motion made by Richard Craig to adjourn. Motion seconded by Don McDowell. Motion carried. (5/0)

Meeting adjourned at 9:20pm

Submitted and filed this October 19, 2023 .

Bonnie McDermott, Scribe

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