TC/T

State of Vermont · Chartered in 1781
MORRISTOWN

November 29, 2004

Members Present: Brian Greenia, James Paige, Cathy Voyer, Shaun Bryer and Brian Kellogg

Department Heads: Paul D. McGinley, TA; Mary Ann Wilson, Mark Leonard, Charlie McArthur, Carol Bradley and Chief Richard Keith

Guests: Amy Noyes

Chair Brian Greenia called the meeting to order at 6:48 PM at the Morrisville Water & Light Facility.

DEPARTMENT BUDGETS

LISTERS:

Charlie McArthur informed the Selectboard that more hours were needed for the Listers' Office. He recommended adding five hours per week to his position and ten hours per week more for Tom's position.

He further requested to purchase a small copier to have in his office, as the one in the TC/T Office is very busy. Mary Ann Wilson recommended they purchase a second copier using money in this year's Preservation Funds to put in the Listers' Office and have it be available to her office as well. Charlie left at this time.

TOWN CLERK/TREASURER:

The Town Clerk questioned a $.50/hour raise for the new position in her office at the completion of the six month probation period. She also stated that the figure used for Clerk/Treasurer Salaries did not include a 5% increase as others in the Town Budget and requested the amount be changed to $49,712.

Mary Ann further requested to have the shared position's wages and benefits reflect that 40% of the time was spent in her office and 60% was spent in the Fiscal Office instead of the 50% split. This would change the number of hours worked in the TC/T to 832 and 1248 hours in the Fiscal Office.

The number of tax payments, two versus four, was discussed. It was decided that further discussion to include the school was necessary.

An $800 request for the binding of Town Reports from 1966 – 1999 was added to the TC/T *Records Restoration* account.

AUDITING:

Cathy Voyer questioned the figure for Auditing. It was explained that this was an agreed upon contract and Carol Bradley explained what the Auditors require for publication in the Town Report. If we print any of the report, we will need to print almost their entire audit. The Auditing Firm has made the recommendation to have the Town Auditors prepare a report stating that the Town's books have been audited and that they agree with the findings. The number of Town Reports to be printed was also discussed. The spring meeting regarding Town Reports with the School was mentioned. Mary Ann Wilson recommended keeping the report in the larger format.

REVENUES:

Revenues will be discussed at the December 6th meeting, but Reappraisal monies in reserve were briefly discussed.

ACCOUNTING & BOOKKEEPING:

The shared person's hours and benefits will be adjusted up from (20) hours per week to (24) hours. The $3,000 estimated charge for handling Ambulance billing was discussed. Carol explained that this was simply a paper trail. She recommended tracking the time spent on billing for her office, which would then show as an expense for the Ambulance accounts. The TA explained that this was done in other areas of municipal government i.e.: water and light departments and sewer departments.

PLANNING & ZONING:

Mark Leonard, Zoning Administrator (ZA) recommended his hours be reduced from 32.5 to 30 per week and the reason was explained in the budget booklet.

He stated that the laptop he had requested would be for all of the General Government Departments' use. In his budget he has requested a presentation projector for new equipment. This would be for use with the laptop computer.

The ZA stated that he felt the Attorney Fees might be on the low side.

He felt that time spent on enforcement of the Junk Ordinance could be handled in his usual working hours. There was discussion that pertained to current violations that are being addressed at this time as well as other possible ones.

HEALTH SERVICES:

The account name for salaries & wages being changed to stipend was further discussed. The Fiscal Officer will work on it. Mark left at this time.

LEGISLATING:

Discussion included the option to purchase the Cole property. It would need to be a separate article on the warning.

TOWN ADMINISTRATION:

It was explained that all of the Administration salaries were in this department's budget, which is different from last year's budget when a portion of the salaries were included in the Highway budget. Other portions of the General Government budget were reviewed.

The Board felt that the Committee should be given a square footage (7,500 sq ft) to work with for the two facilities, and to ask them to come up with a cost for both buildings. The Board felt that the standards set should be no less of a building than was presented by Harris & Harris so that they could compare apples to apples. The Board asked the TA to contact John Hemmelgarn of BRD.

DISPATCHER POSITION – MPD:

The Board reviewed the Dispatcher/Clerk position for Police Department. Chief Keith informed the Board that he had discussed this with the Union and a couple of changes were requested. He requested permission to advertise for the position for two weeks.

On a motion by James Paige, seconded by Shaun Bryer, the Board unanimously approved the Dispatcher/ Clerk Job Description with changes and authorized Chief Keith to advertise for the position.

VCDP GRANT:

On a motion by Brian Kellogg, seconded by James Paige, the Board authorized the Chairman to sign the VCDP grant paperwork as requested.

EXECUTIVE SESSION

On a motion by James Paige, seconded by Cathy Voyer, the Board moved into Executive Session on employment issues at 9:42 PM.

On a motion by Shaun Bryer, seconded by Cathy Voyer, the Board moved out of Executive Session and adjourned at 10:12 PM.

Respectfully submitted and filed this 2nd day of December 2004.

Barbara Lowell, Administrative Coordinator

Minutes Approved ______________________ Date ______________