Members Present: Brian Greenia, James Paige, Donald Anderson, Lee Sturtevant and Mark Struhsacker

Department Heads: Paul D. McGinley, Carol Bradley, Mark Leonard, Lynn Miller, Mary Ann Wilson and Richard Keith

Chair, Brian Greenia called the meeting to order at 5:55 PM in the Municipal Conference Room, as all scheduled parties were present.

ZONING CONTRACT:

The Contract for Mark Leonard, Zoning Administrator was presented for approval and signatures.

On a motion by Lee Sturtevant, seconded by Don Anderson, the Selectboard unanimously approved the Zoning Administrator's contract as presented. All parties signed.

BUDGETS:

At 6:00 PM the Selectboard reviewed the proposed Zoning budget. Paul McGinley again explained the part-time planning position that will be shared with LCPC on a 40/60 basis, which makes up the Professional Services line item.

At 6:15 PM all aspects of the Town Clerk/Treasurer's budget including collection, delinquent taxes, maintenance of buildings and debt service were reviewed along with the addition of a new full time employee to be shared between the TC, Lister and Financial departments. It was decided to increase the building improvements account to $5,000.

The Tax Listing budget was reviewed at 6:45 PM. Discussion included changes in the salaries & wages and the reappraisal accounts and whether hours worked overlapped in these two areas. It was decided to increase the $41,555 to $45,000 and later in the meeting it was changed back to $41,555 and the reappraisal line was changed to $38,500. Lynn also gave the Selectboard a list of job duties as E911 Coordinator, Reappraisal and Lister.

Mary Ann, Lynn and Carol explained the need for an additional person ASAP and requested the Board's permission to start the proceedings now. Paul interjected with comments on other municipalities and ratio of staff. He explained that with the volume of business generated in this town, that the municipal offices are understaffed. The Selectboard authorized the hiring of an additional person.

The Police budget was reviewed next. No changes were made. Richard informed the Board that calls are up considerably for the last year. He also explained that each officer is responsible for his/her own paperwork. With their extensive database that has been compiled over the past few years, time is saved on background checks.

No changes were made in the Accounting/Bookkeeping budget. Carol informed the Board that a file was found in regards to sharing the cost of printing the Town Reports with the school and a bill has been submitted for their share. $2400 to be added to the revenue line entitled refunds.

In the proposed budget for 2002-03 the Town Administrator and Administrative Assistant accounts have been combined. The Selectboard recommended transferring the bulk of the travel amount to the employee benefit line.

Under Animal Control/Shelter the amount for other purchased services was increased to $2200.

The Service Agencies have until December 1 to request an increase in the appropriations. Barb has sent letters to each agency advising them of this deadline and requesting that their reports be submitted on disk.

Possible reasons for the PVC increase were also discussed.

Lee recommended that the Fire Warden be allotted $500 per year as a token of appreciation and to be added to the budget in the miscellaneous section.

DISCONTINUANCE OF SPRING STREET:

Paperwork drawn up by the Town's Attorney on the request to *Discontinue Spring Street* as a Town Highway was presented for the Board's approval.

On a motion by Lee Sturtevant, seconded by Jim Paige, the Selectboard moved to begin the process of Discontinuing Spring Street as a Town Highway.

A hearing is scheduled for 6:00 PM on January 7, 2002 as the first item on the agenda of the Selectboard meeting.

ADJOURN

On a motion by Lee Sturtevant, seconded by Jim Paige, the Selectboard adjourned at 9:00 PM.

LIQUOR CONTROL BOARD

The Liquor Control Board opened its meeting at the close of the Selectboard meeting at 9:00 PM. A request to transfer a catering permit for off premise consumption by VT Hospitality Management Inc., d/b/a New England Culinary Institute was before the Board. The company will be catering a private party on December 21, 2001 at the home of Richela Fusco on Cole Hill Road.

On a motion by Lee Sturtevant, seconded by Mark Struhsacker, the Board approved the Catering Permit transfer application by a vote of four to one with Jim Paige opposing.

On a motion by Lee Sturtevant, seconded by Jim Paige, the Board of Liquor Control adjourned at 9:03 PM.

Barbara Cochran, Scribe
Minutes Filed 11/21/01

Brian Greenia, Chair
Minutes Not Approved