



SELECTBOARD MEETING OF November 18, 2013

Members Present: Bob Beeman (Chair), Min Cote, Brian Kellogg, Steve Rae and Mickey Smith

Department Heads: Dan Lindley, Town Administrator; Mary Ann Wilson, Clerk/Treasurer; Todd Thomas, Zoning/Planner; Charlie McArthur, Listing Coordinator; and Carol Bradley, Finance Director

Guests: Joie Marhsall, Gloria Wing, Lee Sturtevant, Mary West, Meredith McGee, John Duffy, Barb Kiely, Tina Sweet

Meeting was called to order at 6:00 PM in the Community Meeting Room by Bob Beeman.

I. AGENDA CHANGES OR ADDITIONS

1. One addition to the agenda:
 - i. Other Business – Disposal of Trailer on Richmond Street

II. BUDGET REVIEW – GENERAL GOVERNMENT

1. **PLEASANT VIEW CEMETERY** - Reviewed Proposed Budget FY 14-15.

Revenues fluctuate greatly from year to year. PVC did raise the price per lot to \$500 which keeps it within the same range as area cemeteries. New equipment is now on a rotation and PVC continues to put money toward a reserve equipment fund. A new account – Tree Removal – was added this year. Need to hire professionals to remove extremely large trees on property.
2. **MORRISTOWN CENTENNIAL LIBRARY** – Reviewed Proposed Budget FY 14-15. In order to balance budget this year, increased the Transfer from Investments (endowment income). Town appropriation request is \$151,000. The Trustee Fundraiser is an annual event – during construction of building it generated less money. In expenses, it was noted that the Dues/Subscription expense increased considerably. Mary West explained this was primarily ‘VT on Line’ and ‘Listen Up VT’ which fees are determined by usage. Usage has increased. Automation system had been in use, but there hasn’t been any support in the last few years, as well as during building construction there wasn’t time to keep it up. The budget proposes a new system through the State. This covers catching up as well as an annual support fee of approximately of \$1,800. A question was raised about purchasing adult books. Typically the book budget was 75% adult and 25% children. Now with the new facility and increased usage, the book budget is 70% adult and 30% children. During construction many books were not purchased. The building expenses have increased primarily due to size and increased usage. New expenses due to the new building include elevator maintenance, sprinkler maintenance, and additional telephone expenses. It was asked if the Town could help with shoveling the entrance during the afternoons as it is difficult for staff to do. It was suggested that possibly Brian Shackett/VOWP could do it, or Highway staff. Dan responded that he would look into it.

3. **GENERAL GOVERNMENT** – Reviewed Proposed Budget FY 14-15.

- **Animal Control** – Due to Brian's experience of knowing the dogs and area, his expenses are low than budget.
- **Trails & Conservation Commission** – For now, the Trails is being handled by the Conservation Commission. Hopefully, Mike Stafford will take over the Trails in the future when he retires.
- **Fourth of July** – Fireworks budget increased by \$500. Firework company increased their costs, but by paying in February, we get an extra 10% fireworks free. Fire Auxiliary is planning to takeover the celebration for 4th of July.
- **Town Clerk/Treasurer – Custody of Funds** – Add \$11,600 back into Other Purchased Services for operating ACS system. Mary Ann feels this is an operating expense that should be paid by the general fund, not Preservation Fund. She anticipates spending \$35,000 to \$40,000 in the next year for preservation of records. Election expense increased as we will be having a general election. The question was raised on the cost of having a special election. It was estimated to run between \$2,000 and up depending on the complexity of the programming. Overall the Clerk/Treasurer budget is fairly level.
- **Board of Civil Authority** – budget increase due to general election.
- **Computer/Information Tech** – New this year, all office supplies for departments in the Tegu Building are charged to this one line. Also new this year, we broke out the expenses for computer maintenance – i.e. NEMRC, Cloud backup.
- **Audit** – Expense is increased due to single audit required at end of FY 13/14. Off-setting \$5,000 from grant is in revenues.
- **Listing** – Charlie is trying to get diagrams online with NEMRC information that is currently on line. Diagrams are currently backed up on the cloud only. He is requesting another hookup to the ACS system, currently has one. They use it for research as well as input. Two computers with the hookup would make it possible to do both at the same time. Ted Nelson has been the Appraiser for nine years. He is in the office once a month plus all grievance days. He is available by email at anytime.
- **Zoning/Planner** – The wages paid to Todd that the Village reimburses are on a separate line. The income from the Village is in the revenues. Todd does not increase his expenses from year to year (Finance increases wages & benefits). Town Plan printing this year was expensive - \$600. This included shrinking the maps and documents to keep it under 10 mgs so the file could be emailed and put on the website. This will be a great time/cost saver for all. Town plan won't be redone for another 4 years. Legal services are way down – primarily due to Todd's expertise in his field.
- **Community Development Coordinator** – Wages increased primarily due to hours increase of 24 per week to 30 per week. MOCO expenses had an income offset. MOCO is now non-profit and they handle their own finances. Discussion ensued about RocktoberFest and Music Series. Currently expenses are listed in CDC's budget and donations are listed in revenues. The Town budget amounts were seed money to get the programs running and to eventually become self-funding. A reconciliation will be done to show the expenses/income after each event.
- **Maintain Govt Buildings/Grounds** – Would the Noyes House be included in this section? We are currently waiting for their priority list of capital projects.

Once we get a look at that, we will determine if it will go in this section, appropriations, or a separate article.

- **Recreation Coordinator** – Selectboard would like to talk to Tim Scandale. Questions were raised about what is going on in program, what are improvements of \$750 for.
- **Miscellaneous** – The apparent benefit of purchasing the trailers thru tax sale, was to remove them from the tax roles, a new trailer has been put in on one site, and encourage people to pay their taxes.
- **Appropriations** – The Selectboard asked for someone from MACC to come in and update the Board on their activities. The Library appropriation increased to \$151,000.
- **Cemeteries** – Dan received a few complaints early in the spring with VOWP mowing, but they were resolved and no news is good news. It appears to be working out well.
- **Debt Service** – It was noted that the Stagecoach Road project is finally paid for. Dan stated that he is looking at using regular paving funds in the FY 14-15 for Stagecoach Road starting from the Stowe end, Cochran Road, and Washington Highway. After the alternate truck route is finished, then he would like to focus on Main Street and Portland Street. Much of Lower Bridge Street will be repaired by the State as part of the alternate truck route. Also will be using VT Class II Paving Funds for Cadys Falls Road after the alternate truck route is finished.
- **Reserves** – Requested to change name from Uncompensated Absences to something reflecting retirement payoffs. Reviewed Retirement List in Overview Section (page 5).
- **Wages & Benefits** – In the future, now that we can budget the COLA, the wages should be consistent to a % increase across the board with the exceptions of changes of hours, or movement on the pay scale. Health Insurance benefits have been recalculated from the historic \$80 per month increase for 2014 and 2015. Apparently there is no increase slated for 2014, so in anticipation of a big price hike, we are planning \$80 plus \$40 per month increase for 2015.
- **Municipal Records Maintenance Fund** – remove \$11,600 from the Maintenance Fund Expense into the General Fund Expense. This report is an FYI only and will not be presented in the Town Report.
- **Reappraisal Fund** – No need for reappraisal in immediate future.

4. REVENUES– Reviewed Proposed FY 14-15.

- Preservation & Digitization fees go direct to Preservation Fund
- No large zoning projects planned to generate large income.
- Court Fines have been up – possibly many Towns complained to the judicial system about low court fine revenue.
- Police Rent – in agreement on all points, but having trouble getting an agreement
- Discussion about how Ambulance income is determined.
- Miscellaneous Refunds – what is this? Some of it was a refund from the County Tax for the window project and a refund for fuel in a provider tank conversion. Carol will check the rest.
- Elmore Fee computation – need to remove the \$30,000 for ambulance reserve. It was removed from the capital plan and should not be included here.

III. APPROVE FY 13-14 PAY PLAN ADJUSTMENT

Motion made by Min Cote, seconded by Brian Kellogg to add the position of “Planning Director” to Grade 7 on the FY 13-14 Pay Plan. Motion approved. (5/0)

IV. OTHER BUSINESS

1. DISPOSAL OF TRAILER ON RICHMOND ST – Bob Vize would like the trailer on Richmond Street. He would take care of removal and clean up. It certainly would save the Town time and money to consider this.

Motion made by Min Cote, seconded by Brian Kellogg to sell the trailer on Richmond Street to Bob Vize for \$1 and authorize Dan Lindley, Town Administrator to follow through with paperwork to make it happen.

2. PERSONNEL –

Motion made by Min Cote, seconded by Mickey Smith to hire Luke Heller as a permanent full-time Equipment/Operator Laborer – Pay Grade II Step 1 @ \$15.08 per hour. Motion approved. (5/0)

Motion made by Min Cote, seconded by Mickey Smith to appoint Todd Thomas as the Planning Director for Morristown under 24 VSA 4321 and be placed in VMERS Retirement Group C and moved to Grade 7 Step 4 on the FY 13-14 Pay Plan. Motion approved. (5/0)

Motion made by Min Cote, seconded by Mickey Smith, with said appointment, the Morristown/Morrisville Planning Commission shall be renamed the Planning Council and said Planning Council shall function in the advisory capacity cited in 24 VSA 4321 on behalf of the Town, with the current Planning Commission Members being appointed to said Planning Council for identical terms as those presently in effect. Motion approved. (5/0)

Motion made by Min Cote, seconded by Brian Kellogg to adjourn the meeting at 8:20 PM. Motion approved. (5/0)

Respectfully submitted and filed November 19, 2013

Carol Bradley, Temporary Scribe

Please note all minutes are in draft form unless otherwise stated and are approved at the next meeting.