



## SELECTBOARD MINUTES

OCTOBER 20, 2003

Members Present: Brian Greenia, Brian Kellogg, James Paige, Shaun Bryer and Mark Struhsacker

Department Heads: Paul D. McGinley, TA;

Guests: EAB Committee Members: David Hoisington, Dean Shedd, Chief Richard Keith, Carol Bradley and Barb Cochran

Chair Brian Greenia called the special meeting to order at 6:00 PM at the Morristown Town Offices.

## GUESTS

### EMPLOYEE ADVISORY BOARD (EAB):

Five members of the EAB Board presented a draft of the revised Personnel Policy for the Selectboard's review. Chief Richard Keith, spokesperson for the EAB Board gave a brief overview of the major changes made to the policy. (See pages 3 & 4) Discussion included that this was a draft and negotiable by both Boards.

## OLD BUSINESS

### TOWN HALL CONTRACT:

***On a motion by James Paige, seconded by Brian Kellogg, the Selectboard voted to enter into an agreement with Harris & Harris Consulting, Inc. on the combined Library / Town Offices Facility.***

The Board Chair signed the agreement on behalf of the Selectboard.

It was suggested and agreed upon that a *Scrapbook* be kept of all newspaper articles or other information etc. pertaining to the project.

## NEW BUSINESS

### BUDGET WORK SESSION:

The Town Administrator had prepared a list of items for the Selectboard to consider in preparation of this next years budget. The Selectboard asked the TA to provide a job description for his position. It was discussed that a profile on what we as a Town are looking for in this position is also needed.



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Other issues discussed included: the need for a uniform pay sheet for all employees; discontinuing the use of the time clock in the Highway Garage if all parties aren't going to use; costs related to the MRS billing, new line item needed in the Ambulance budget; Community Development Coordinator position, budgeting half of this years amount; contract for shared costs for the School Resource Officer; and the possibility of the Fields & Parks Supervisor along with the Highway Department plowing at the Schools for next season. The TA is to draft a letter to the School on these issues.

Additional revenues for this budget include increasing the fee for ambulance coverage for Elmore to \$5,000, which is about half of what the calculated rate should be. The TA will draft a letter advising of the increase.

Other issues discussed included: sidewalk programs, Maple Street bond issue, improvements to the two Highway Department facilities, sand/salt storage practices in the Village, and the fact that more storage space is needed at these facilities.

### **PLEASANT VIEW CEMETERY:**

The Board Chair advised that he had given permission for Todd Yando to replace the rotted plywood on the Cemetery Vault roof last week when Mr. Yando called the Administrative Assistant and advised of the extent of the disrepair.

It was discussed that no fees were charged for storage in the vault by the Town, but Funeral Directors charge for storage in the Town's vault. This might be another avenue for revenue.

### **RESERVE FUNDS:**

The TA advised the Board that a Reserve Fund should be established for future work to the Town's bridges and roads. He also advised that the Town update their five year plan.

### **ADJOURN**

***On a motion by James Paige, seconded by Mark Struhsacker, the Selectboard adjourned at 8:32 PM.***

Respectfully filed and submitted this 21<sup>st</sup> day of October 2003.

Barbara Cochran, Administrative Assistant



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**Town of Morristown  
Employee Advisory Board  
Selectboard Presentation on October 20, 2003**

### **HIGHLIGHTS OF MAJOR CHANGES:**

1. Included Paid Volunteers as employees
2. Overtime – For the Highway/St Dept., sick time will be used in calculating OT
3. Health Insurance
  - a. Eff. January 2004 – offer VHP & Freedom Plan
  - b. Eff. January 2004 – eliminate medical deductible payment
  - c. Eff. July 2004 – all new hires contribute 5% to health insurance costs
4. Life Insurance – add coverage at 1 times employee salary – maximum \$50,000
5. Retirement – Add Plan D for Police Officers
6. Uniforms
  - a. Highway/St – add an annual allowance of \$125 for employee footwear – Dept. Head approved. (Use or lose)
  - b. Special Considerations – i.e. for employees who can't get uniforms to fit.
7. Hardship Donation – Employees can donate vacation time to another employee
8. Sick Time
  - a. Maximum accrual reduced from 720 hours to 240 hours
  - b. Short-term Disability (STD) Eff. Jan. 2004 –for all employees over 30 hours/week (excluding Union Contract Employees)
    1. STD has a 15 consecutive day waiting period (employee uses their sick time)
    2. STD provides 66 2/3% of employee pay up to a maximum of \$1,000 per week continuing through 26 weeks.
  - c. Long-term Disability (LTD) Eff. Jan. 2004 – for all employees over 30 hours/week (excluding Union Contract Employees)



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1. LTD has a 180 consecutive day waiting period (employee uses their sick and STD during the waiting period.)
2. LTD provides 66 2/3% of employee pay up to a maximum of \$4,000 per month continuing to age 65.
- d. Employees with excess of 240 hours of sick pay will be paid at 100% of current value.
- e. Health & Dental Insurance premiums will continue to be paid by the Town up to 6 months. After that the Selectboard will review on a case by case basis.
9. Injury Leave - This is similar to what MPD Union Contract has. Town will continue to pay employee a regular check, while the Worker Comp Insurance check will be reimbursed to the Town directly.
10. Travel Reimbursement – raised from \$35 per day to \$50 per day for meals
11. Purchase Orders – raised dollars amounts – over \$200 need a PO, over \$500 to \$1,500 the TA signs. Removed the Town Clerk & Bookkeeper from authorized signatures on PO's.
12. DUI – removed this section entirely as there are many references in hiring guidelines as well as disciplinary section. Also, VLCT PACIF does NOT track DUI's.