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MORRISTOWN

SELECTBOARD MEETING OF JULY 28, 2008

Members Present: Shaun Bryer, Brian Kellogg, Todd Yando, Bob Beeman and Dave Yacovone.

Department Heads: Richard Keith, Interim TA; Bob Melfy, Highway Superintendent; Charlie McArthur, Listing Coordinator, and Carol Bradley, Finance Director.

Guests: Heidi Krantz, Lisa McCormick, Polly McArthur, Tina Sweet, Jim Black, David Polow, Isaac Graham, Molly Pease, Steve Rae and Chris Demers

Meeting was called to order at 6:00 pm in the Community Meeting room by Shaun Bryer Chair.

I. AGENDA CHANGES ADDITIONS

- Highway Resignation
- Road Salt
- Part-time Rescue Wage Increase Request

II. GUEST PRESENTATION

1. ***Steve Bouquet, LVCC-*** discussed the upcoming festival "La Moelle" a French heritage celebration the Chamber has been working on. The Chamber is requesting the use of the Municipal Parking Lot to hold the majority of the festival events, which include Reenactment of the French & Indian War, French Canadian cooking show, Fiddlers, Cloggers and a Folk Band as well as several other events and presentations. The festival will begin Friday, September 12 with a ham and bean supper and then continue on Saturday, September 13. The Chamber is also requesting to close down Pleasant Street on Saturday to help with the flow of events. The Board felt that some of the businesses that are open on Saturday might be impacted with the closure of the street. Steve mentioned that the events don't start until 10 am on Saturday. The Board suggested closing the street after 12noon and to check with Pleasant Street Auto and CitiFinancial to see if there would be an issue closing the street down at noon on Saturday, September 13, 2008. Selectboard gave permission to use Municipal Parking lot.
2. ***Skate Park Committee-***Committee gave an update on the progress of the Skate Park. They have a design in mind that takes into consideration the recommendations of a survey that was conducted throughout the community. They have decided that a concrete design would be more feasible and maintained easier. The park will be located at the LARC facility. There will be no fee for the park at this time they have decided against a fence. LARC will require a lease between them and the Town. The Skate Park Committee would like to move forward with direct fundraising and applying for grants. The Selectboard felt that we should have the lease drawn up and looked at by the Town Attorney before we move forward. The Committee would like to move forward with the grant process due to a time sensitive grants and does not foresee any issues that would arise. The Skate Park Committee will meet with LARC and come up with a draft lease agreement for the Town Attorney and the Selectboard to look over.

Motion made by Brian Kellogg, seconded by Bob Beeman to authorize the Skate Park Committee to begin direct fundraising and grant seeking. Motion approved. (5/0)

3. **Heidi Krantz updates on Portland Street, Branding, & LVRT (Lamoille Valley Rail Trail)-**

    Portland Street Sidewalk- Richard met with Tom Younkman, Engineer, Mike Messier Contractor and Pat Travers from Staff Sterling regarding the cracks in the East Side of Portland Street that were discussed at the previous meeting. There are fourteen locations. Of those locations, four of them will receive new slabs, and the other eight will either be sealed or planed and then sealed. Some of the cracks are weather related and others are construction related. Mike Messier will repair where necessary.
    Heidi asked if there should be some money left from the West Side project, could the Town provide Mike a small reimbursement to help defray the cost of the repairs since some of the repairs are no one's fault. Once Fairpoint has removed the poles which should be sometime in late November, then we will be able to cold patch and seal the area to prevent further cracking. Chris Ransom stated that the majority of the cracks are below Hutchins Street and thinks that we should test these areas to see if will be any further issues. The majority of these issues are weather related, keeping in mind that we plow, salt and sand the sidewalks.

    LVRT-Friends of the Lamoille Valley Rail Trail are looking for a letter of support for a grant they are applying for. This grant will help the Friends of the Rail Trail to work with communities to help develop consistent trail heads. *Chris Ransom Concern:* the rail road bridge has some boards that are worn, broken and dangerous. He has contacted LVRT, VAST and the Town and has received no response. Heidi thinks that VAST has not responded because they have not received the permits from the State that are required before they begin work on any part of the trail. Heidi suggested Chris contact the State of Vermont as they own the rail trial.

    Branding- Chris Demers, from Jazz Media Design, presented her findings on branding Morristown. Some of the benefits include building a foundation for new business owners, creating decision making efforts and a higher return on investments, not to mention implementing public focus. Branding is not about providing a logo; it is about building a reputation for the Town. In following the Town Plan vision Jazz Media recommended making the downtown available for multiuse with a focus on retail, target specific retail business, recruit & encourage entrepreneurs', prevent sprawl and fix traffic patterns, which they felt is essential in keeping business flowing. A full presentation will be held on Wednesday July 30, 2008 with MACC and the Chamber.

III. NEW BUISNESS

1. **Request for Naming a Private Road-** request from Max Paine Jr. to name Evergreen Lane a private road off Lawrence Farm Road. No issues with the name and location from Chief of Police, Fire Department or Rescue.

Motion made by Dave Yacovone, seconded by Bob Beeman to approve the request to name a private road (Evergreen Lane). Motion approved. (5/0)

2. **Administrative Assistant to Town Clerk hire-** discussed moving to Executive Session for Personal/Contractual reasons. The Candidate had not informed her current employer, therefore did not want a public announcement.

IV. BOARD OF LIQUOR CONTROL

Motion made by Brian Kellogg, seconded by Todd Yando to enter session as Board of Liquor Control at 7:20PM. Motion approved. (5/0)

1. VFW Post 9653 has requested to transfer their license to the Fish & Game Club for the purpose of their annual picnic.

Motion made by Dave Yacovone, seconded by Brian Kellogg to approve request to transfer Liquor License for the purpose of VFW annual picnic on August 9, 2008. Motion approved. (5/0)

Motion made by Todd Yando, seconded by Dave Yacovone return to regular session at 7:21 PM. Motion approved. (5/0)

V. OLD BUSINESS

1. ***Highway*** – Resignation from Lance Patch. Lance gave notice and on the same day left employment of the Town Highway Department. We will run an ad for his position in both papers and review other applicants that have previously applied. We will send letter to Lance.

Motion made by Todd Yando, seconded by Dave Yacovone to accept resignation from Lance Patch with regret. Motion approved. (5/0)

Salt purchase- We recently signed an agreement with VLCT Road Salt Collaborative which includes 20 towns in districts 1, 4, and 6. RFP's were sent to several salt companies by VLCT and only one company placed a bid. Bob Melfy, Highway Superintendent was contacted by one of the other companies with a price per ton for salt which is .70 cents less than what VLCT has received a quote for. Brian Kellogg felt that all companies were given the chance to bid and only one followed through and even though the price is .70 cents less, we have already signed an agreement and shouldn't renege on that.

Motion made by Brian Kellogg, seconded by Dave Yacovone to continue with VLCT Road Salt Consortium. Motion approved. (5/0)

2. ***Administrative Assistant to Town Clerk Hire-*** the Board decided that since time was of the essence and a motion could not be made in executive session that they would precede with the Town Clerk hire in open session. There were over 80 applicants that had applied for the position of Administrative Assistant to the Town Clerk. Interviews were held with 6 candidates that were the most qualified for the position. Bob Beeman felt that they had chosen the right candidate.

Motion made by Dave Yacovone, seconded by Bob Beeman to hire Sara Haskins as Administrative Assistant to the Town Clerk based on Mary Ann's recommendation of a pay grade 4 step 3 with a step increase upon successful completion of six months and then after one year. Motion approved. (5/0)

3. **Pay grade reclassification request-** Employee Tina Sweet requested an Executive Session to discuss her position and performance as Administrative Assistant to the Finance Director.

Motion made by Dave Yacovone, seconded by Brian Kellogg to enter Executive Session at 8:17 PM for Personnel Issues to include Richard Keith, Interim Town Administrator, Tina Sweet, Employee, and Carol Bradley, Department Head. Motion approved. (5/0)

Motion made by Todd Yando, seconded by Bob Beeman to return to Regular Session. Motion approved. (5/0)

The Selectboard discussed the process in which they reclassified the EMS Operations Manager from Grade 5 to a Grade 7 position and Tina followed the same principal of outlining additional duties that she has taken on since her date of hire as the Administrative Assistant to the Finance Director. As the current position does not require supervisory duties, or have statutory responsibilities. It was agreed the position be placed at a grade 6. The Board agreed that her title should reflect Assistant Finance Director, as the position calls for a different set of skills than that of an Administrative Assistant. Therefore; the recommendation of the Board is to reclassify the position and title to reflect Assistant Finance Director at a Pay Grade 6 Step 7.

Motion made by Brian Kellogg, seconded by Todd Yando to reclassification Tina Sweets' position and pay grade to Assistant Finance Director with pay grade 6 step 7. Motion approved. (5/0)

Also discussed was the TA search process. The initial candidate has withdrawn and the Board will be interviewing the second Candidate on Tuesday evening and will hopefully have an announcement by the next Board meeting.

VI. CONSENT AGENDA

- Approve Minutes from Previous Meeting

There was some concern about the wording in the Selectboard concerns section in the last minutes. Some community members thought that the golf membership that was mentioned would be paid for by taxpayer dollars, when in fact it would have been covered under the Wellness money the Town received from VLCT. Shaun asked that even though the minutes are in Draft form they should be corrected to reflect that the Wellness money would be used to cover a golf membership not Taxpayer Dollars. Todd thought that maybe a note could be placed on the Web that would bring attention to the amended minutes. Shaun also mentioned that since we have been doing some chipping for the Country Club that has cost the Town that maybe we could get a membership as a thank-you for providing the man hours and equipment.

- Approve & Sign Warrants

Motion made by Dave Yacovone, seconded by Brian Kellogg to approve consent agenda with corrections to the July 14, 2008 minutes to reflect golf membership; if purchased it would be covered under the money received from VLCT Wellness Program, *not* taxpayer dollars. Motion approved. (5/0)

VII. TA REPORT

- Richard discussed an incident that occurred at the Oxbow during the 4th of July. During the antique car show, one of the vehicles driven by the owners son; was not registered to participate in the show, did not follow the outlined path and was damaged. The vehicle was pulled out of a ditch by one of the members of the Jeep Association. Richard has spoken to the owner of the car since the incident and she feels that it is the Towns responsibility. He explained that she needed to contact her insurance company and they would investigate the incident. The Board directed Richard to send a letter to her advising her that he had spoke to the Board about the incident and that they are in agreement that she needs to submit a claim to her insurance company.
- Jeff Hill- Todd is still trying to catch up with Jeff to discuss a possible agreement regarding the Town Garage Well.

- Laporte Cemetery- Richard still has not been able to locate the stake for the property line. Todd mentioned that Albert Goodell could show him where it was.
- Stagecoach Rd. – Richard has received some calls regarding heavy traffic at the pit near Art Meads residence. Bob Melfy said that paving has been pushed back another week. He expressed his concern over Gorman continuing to push back the paving process. Shaun brought up the concern of the width of the road, Bob stated that at this point the total width would be 23 ½ feet. Dave Polow had requested a width of a least 24 feet to allow for a bike lane. To save cost, the width of Stagecoach Rd. was not enlarged Shaun asked about putting a bike lane on one side of the road. B ob said that we would have to offset the crown in order to accommodate and it seemed like a lot of work. The bikes would need to travel both ways on one side of the road; that wouldn't be safe either.

SELECTBOARD CONCERN

- **Dave Yacovone-** Wondered about purchasing our own gas tank for fueling our fleet. It was mentioned that due to costly environmental laws, the Town got rid of all their gas tanks.
- **Brian Kellogg-** Need to start thinking about Bridge Street Bridge.
- **Shaun Bryer-** met with Dave Crawford, Essex and Johnson received 2 & 1.5 Million respectively for beautification of their Towns. Concern raised that this bridge is for more important than beautification. There appears to be a breakdown in legislative efforts on our behalf.
- **Todd Yando**- none
- **Bob Beeman-** none

ADJOURN

On a Motion by Dave Yacovone, seconded by Todd Yando, the Board adjourned their meeting at 9:15PM. Motion passed unanimously (5/0).

Respectfully submitted and filed this 29th day of July 2008.
Erica Reed, Administrative Assistant to the Town Administrator
Please note that all minutes are in draft form unless otherwise stated.