



SELECTBOARD MEETING OF JULY 14, 2008

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

Department Heads: Mary Ann Wilson, Town Clerk/Treasurer; Joyce Lanpher, Rescue Operations Manager; Richard Keith, Interim TA; Bob Melfy, Highway Superintendent; Charlie McArthur, Listing Coordinator, and Carol Bradley, Finance Director.

Guests: Heidi Krantz, Lisa McCormick, Polly McArthur, Alex Garven, Alan Robertson, Tina Sweet, Ed Wilson, Laura Killian, and Michele La Barge.

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

I. AGENDA CHANGES ADDITIONS

- Move Portland Street Lights up to #1 on New Business.
- Executive Session for TA Contract discussion.
- Resignation from Michele LaBarge
- Thank you to Alex Garven for an excellent job on the 4th of July celebration.

II. GUEST PRESENTATION

1. **Alan Robertson, VAST-** Alan came to discuss the community comments that they are looking for in regards to the rail trail. Some of the comments that VAST is looking to get is trail upgrades, trailhead designation and the extent of development for trailheads, existing and future connections to trails and paths. The Towns would be under no obligation to fund or execute any of the ideas or plans recommended by VAST. By providing comments now, it will allow the Town some input later as development of the rail trail system begins. Heidi and Steve Rae will work together with the Conservation Commission to look over the plans provided by VAST outlining where trail heads could be placed and come up with comments and suggestions to present to the Board and to VAST.

III. BOARD OF LIQUOR CONTROL

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

Request to cater a party on Walton Road from Life Spirits Corporation. Richard Keith, Chief of Police has no issues with request. The owner of the Walton Road property has called the Town offices and is aware of the ordinances.

Motion made by Brian Kellogg, seconded by Todd Yando to exit session as Board of Liquor Control and resume regular session. Motion approved. (5/0)

IV. OLD BUSINESS

1. ***Lower Bridge Street Lights-*** Mary Ann had an update on the lights for the lower portion of Bridge Street. The cost to the Town for the lights would be \$1500. The installation would be provided by the Village. The annual cost to run the lights would be \$100.00 a year. Mary Ann has discussed with MACC and they are not in a position to fund the lighting as they are trying to get more street lights like the ones on Copley Avenue. Bob Beeman suggested that she go to local businesses to solicit donations. Mary Ann and Bob will get together to come up with a plan.
2. ***Portland Street Sidewalk-*** Received two bids out of 3 that requested plans and were present for the walk through for the West side sidewalk reconstruction. Low bid was received by Messier Concrete. Chris Ransom was concerned about some cracks in the east side of Portland Street near Norms Furniture and the Tai Orchid. The Board would like Heidi Krantz, Mike Day to get in touch with the engineers and look at the sidewalk to determine if it was an engineering problem or if it has to do with construction.

Motion made by Brian Kellogg, seconded by Todd Yando to award bid to Messier Concrete contingent upon assessment of the East side of Portland Street. Motion approved (5/0)

3. ***Pay Grade & Step Increases & Yearend Financial Status-***discussed the step and pay grade increases that occurred at the last meeting and what the impact on the budget is. With the 5.4% increase and the pay grade and step changes there would still be a savings of \$55,999 to the Town due to the savings in Health Insurance.
4. ***Longevity Policy & Pay Scale Steps-*** at the last meeting the Board asked PAC to develop a policy that would coincide with the pay scale with 1.5% steps instead of the current 2% steps. The policy recommendation is to allow full-time non union employees be placed on the scale by grade and step pending Selectboard approval. A new employee will increase a step after successfully completing a 6 month evaluation and also another step after 12 successful months and evaluation. Employees in good standing (good standing means any employees who have not been on any disciplinary probation action) will increase a step in years 3, 5, 7, 9, 11, 13, 15. After year 15 an employee will increase one step every five years in years 20, 25, 30 etc. Step increase would occur in July of each year beginning with July 2009. If an employee has been on any disciplinary probation during their anniversary year than they would forfeit their step increase for that year and would not be eligible until the next anniversary date. PAC also recommended leaving the scale at 2% rather than move it to 1.5% due to some people being on the max end of the scale, meaning some employees will max out in the 3,5 and 7 years.

Motion made by Dave Yacovone, seconded by Brian Kellogg to adopt the Longevity Policy as presented. Motion approved (3/2) Todd Yando and Bob Beeman voted no.

Motion made by Dave Yacovone, seconded by Brian Kellogg to adopt the 2% Longevity Pay Plan as presented. Motion approved. (4/1) Todd Yando voted no.

Motion made by Brian Kellogg, seconded by Dave Yacovone to adopt Pay Plan with 5.4% & wage adjustments from the 6/30/08 meeting as presented. Motion approved. (4/1) Todd Yando voted no.

V. NEW BUSINESS

1. ***Wage Adjustment Request-*** Carol Bradley, Finance Director requested a job reclassification for her Administrative Assistant Tina Sweet due to the last meeting where the Selectboard put her in a pay grade 4 from a pay grade 5 lumping her with

the other Administrative Assistants. Carol's request was to rename Tina's title and rewrite her job description to reflect Assistant Finance Director. Tina's job description currently reflects more than what an Administrative Assistant does in comparison to the responsibilities and education requirements listed in the Administrative Assistant to the Town Clerks' job description. The Board felt that in order to reclassify the job it would need to be re-advertised and Tina would need to reapply.

Wage adjustment Request- Richard Keith, Interim Town Administrator had sent a request by e-mail to the Board regarding Administrative Assistant to the Town Administrator Erica Reed's position. Only two of the members received the e-mail. The Board agreed that they would need to review all information for both positions and will reevaluate at the next meeting.

2. **Chamber of Commerce Request-** The Chamber will be holding an event in September. They are requesting to shut off Pleasant Street for the event. The Board would like more information as to the nature of the event, as they are worried about business on that street. Would like Steve Bousquet, Director of the Chamber of Commerce come to the next meeting.
3. **Salt Contract Agreement with VLCT-** Bob, Melfy Highway Superintendent is requesting to enter into agreement with VLCT Salt Consortium and surrounding Towns, to negotiate prices with suppliers.

Motion made by Dave Yacovone, seconded by Todd Yando to enter agreement with VLCT and authorize Richard to sign agreement. Motion approved. (5/0)

4. **Morristown Rescue-** Joyce Lanpher, Operational Coordinator would like to transfer money collected from classes taught into the 2008/2009 training budget and also any money from 2007/2008 training budget be transferred to 2008/2009 training budget. The Board asked Joyce how much money she thought was left, she was not sure. The Board said they would wait for the final yearend figures and then decide. Joyce also wanted to brief the Board on the NEMS contract that was due to be renewed. There was a significant increase in transport fees for Paramedic Intercept. Last year the fee was \$75.00 and this year it is \$500. Surrounding squads, Cambridge, Hardwick, and Stowe in collaboration with Morristown Rescue wrote a letter to Newport Ambulance requesting cost related details justifying the increase and to transition to a new rate structure over a period of time. The rescue departments met with NEMS and are in the process of negotiating and will have an update for the Board soon.

VI. TA REPORT

- Bonz Smokehouse is being investigated by the State Board of Liquor Control.
- Jeff Hill is looking for a response from the Board in regards to the Town Garage Well. Jeff met with Brian Kellogg. Todd still has yet to catch up with him.
- Property line issues at the Laporte Cemetery, Richard has been working on this. The Town may need to look into a survey to determine where the property lines are as they are not clear.

VII. SELECTBOARD CONCERN

- **Dave Yacovone-** Met with Art Sanborn and Dave Wildes and Ken Harvey.
- **Brian Kellogg-** Need to start thinking about Bridge Street Bridge.
- **Shaun Bryer-** Charlie McArthur approached Shaun about using the Wellness Money received from VLCT(not taxpayer funds) for a golf membership. He said that Erica Reed, Wellness Coordinator told Paul Nesky that we weren't interested. Erica said that what actually happened and Richard agreed that when Paul first approached Erica it was a

membership that would be shared with the Village of Morrisville, and that the Village would house the cards. Erica explained to Paul that the Town and the Village were two separate entities and that it didn't seem feasible or appropriate to share a membership with the Village. Therefore we did not elect to purchase the membership. The membership included two cards that would allow any two members from the Town play a round of golf at a discounted rate. Shaun wanted to know how much of a discount they were offering. Carol Bradley mentioned that it was approximately \$425.00 if you purchased your membership in February. The Board felt that it was late in the season for two membership cards for \$850, when there was only a couple of months to play and one person interested. The Board asked Charlie to look into the discounted rate further and find out how many employees would be interested.

- **Todd Yando**- none
- **Bob Beeman**- none

VIII. CONSENT AGENDA

- Approve Minutes from Previous Meeting
- Approve & Sign Warrants
- Approve & Sign Tax Anticipation note with Union Bank

**Motion made by Todd Yando, seconded by Brian Kellogg to approve the Consent Agenda.
Motion approved. (5/0)**

Motion made by Todd Yando, seconded by Bob Beeman to enter Executive Session at 9:20 for Contractual Issues. Motion approved. (5/0)

ADJOURN

On a Motion by Todd Yando, seconded by Brian Kellogg, the Board adjourned their meeting at 10:25PM. Motion passed unanimously (5/0).

Respectfully submitted and filed this 15th day of July 2008.

Erica Reed, Administrative Assistant to the Town Administrator

Please note that all minutes are in draft form unless otherwise stated.