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MORRISTOWN

SELECTBOARD MEETING OF JUNE 30, 2008

Members Present: Shaun Bryer, Brian Kellogg, Todd Yando, 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.

Guests: Heidi Krantz, Lisa McCormick, Polly McArthur, Alex Garven

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

I. AGENDA CHANGES ADDITIONS

- Uncollectible Ambulance Calls- year end write off discussion.
- Heidi Krantz- Union Bank Parking Lot Update.

II. GUEST PRESENTATION

1. ***Alex Garvin- 4th of July Update***
    - Line up for the Parade will start at 10 am, Parade starts at 12 noon
    - Green Mountain Boys will be doing a flyover at the start of the Parade
    - Sonny Demars will be the Grand Marshall
    - Free Public bus will be making 4 stops along the 4th activity route.
    - There are 57 registered parade groups, prize for floats will be $100, $50, $25 for first, second and third.
    - There will be no window contest this year
    - Thank you to 4th Committee Volunteers, Gianna Reeve, Lawrence Earle, Matt Miller, Tina Lowe, and Bill Moore.
    - The group is in need of walkie talkies for communicating throughout the day.
    - There will also be electric cars provided by Walker Motors for Volunteers to get from Site to Site.

III.NEW BUSINESS

1. ***Fields and Parks Mower Purchase-*** Bob Melfy received 3 bids for a new mower, Toro, John Deer and also a Kubota for the Fields and Parks Department. This is part of the 08-09 Budget. His recommendation was to go with the Kubota; the bid came in at $8950.00 from Riverside Tractor.

Motion made by Brian Kellogg, seconded by Todd Yando to approve Purchase of Kabota Mower from Riverside Tractor in the amount of $ 8950.00. Motion approved. (5/0)

2. ***Uncollectible Ambulance Calls-*** At the end of each year there are a number of calls that funds are not able to be collected for. This year the amount is $17, 672.77 which is 10.2% of billed calls. Joyce Lanpher, EMS Operations Coordinator said this is low; usually it is 30% of billed calls.

Motion made by Bob Beeman, seconded by Dave Yacovone to authorize write off of $17,672.77 in Uncollectible billed calls. Motion approved. (5/0)

IV. OLD BUSINESS

1. ***Union Bank Parking Lot Update-*** Heidi Krantz, Community Coordinator, discussed recent difficulties in the parking in the Union Bank and Brigham Street Parking. Also it seems that there is some difficulty getting in and out of the Municipal Building parking due to cars coming through and Second Chance Parking cars on the side of the building. Last year Oman Analytics did a study on the amount of Parking we have in the village. It seems that we have enough parking, but the configuration of the Brigham Street Parking lot was of concern. Heidi feels that this will get worse as Bourne's is now using a portion of the Union Bank parking lot since they have moved. Heidi feels that a survey should be done in order to establish the boundary lines. The Board would like more information regarding the agreement that was established between the Union Bank and the Town and also if they would be willing to contribute funds for the survey if one has not already been completed by the Bank.
2. ***Employee Wage Discussion-*** the Selectboard has been looking at employee's wages and also the performance step scale that was developed by VLCT in 2004. The scale was meant as a means of merit increase, but a policy regarding performance evaluations and merit were never developed. Since being placed on the scale some employees have never moved any steps. New Full time hires move 2 steps within successfully completing one year of employment. Proposed increase is 3.9% plus a 1.5% increase for all employees for longevity.

Motion made by Dave Yacovone, Seconded by Brian Kellogg to enter Executive Session at 6:50 PM for Personnel to include Joyce Lanpher, EMS Operations Manager, and Richard Keith, Interim TA. Motion approved. (5/0).

Motion made by Brian Kellogg, seconded by Todd Yando to re- enter regular session at 7:10. Motion approved. (5/0)

The Board discussed at length the possibility of funding for any changes to step and pay grades they make. Dave Yacovone felt that we should wait on the step and pay grade increases to see where we would be at year end budget wise. He feels that we are in for some unexpected expenses for fuel and other supply increases. Brian Kellogg didn't feel that they should be taking the costs of fuel out of employee pay checks. All Board members agreed that the lack of a merit/longevity policy has resulted in some in employees not moving up on the pay scale and they felt they should make some adjustments. The Board agreed to discuss positions by department.

- *Highway Department-*
  Propose 3.9% increase plus the 1.5% for longevity.

Motion made by Brian Kellogg, seconded by Dave Yacovone to set Highway Wages at Current 2008-2009 pay scale plus 1.5% for longevity. Motion approved (5/0)

- *EMS Operations Manager-*
  Current Pay grade 5 Step 4
  Propose move to grade 7 Step 3, Bob Beeman proposed moving to grade 7 but remain at current step 4.

Motion made by Brian Kellogg, seconded by Todd Yando to move EMS Operations Manager to grade 7 Step 4 on the 2008-2009 pay scale. Motion approved. (5/0)

- ***Administrative Assistant to the Town Administrator***
  Current pay grade 5 step 4
  Propose pay grade 4 step 6

Rather than make a motion to increase each department individually the 1.5% the Board decided that they would make one motion for all departments. This increase keep within the police contract which is what the Board had said they would give to all employees once the Union Contract was signed. There are $8,000 in funds set aside to do this.

Motion made by Brian Kellogg, seconded by Dave Yacovone to give a 1.5% longevity increase to all employees. Motion approved. (5/0)

Motion made by Brian Kellogg, seconded by Dave Yacovone to move Administrative Assistant from a pay grade 5 step 4 to a pay grade 4 step 6. Motion approved. (5/0)

- ***Listing Coordinator-***
  Current pay grade 5 step 1
  Propose pay grade 6 step 3

Motion made by Brian Kellogg, seconded by Dave Yacovone to move Listing Coordinator to pay grade 6 step 3. Motion approved. (5/0)

Matt Burgess Lamoille County Regional Planning Commission Representative, although not scheduled for this agenda wanted to discuss his appointment which expires June 30, 2008. He does not wish to continue to represent the Town on this Board due to time constraints and personal reasons. He will however continue until the Selectboard finds a suitable replacement.

Motion made by Dave Yacovone, seconded by Todd Yando to reauthorize Matt Burgess to continue as Lamoille Regional Planning Commission Town Representative until a replacement is found. Motion approved. (5/0)

Shaun Bryer called for a short recess to contact interviewee scheduled for this evening. Adjourned at 8:10 PM

Meeting called back to order at 8:40 PM and wage discussion resumed.

- ***Administrative Assistant to the Town Clerk***
  Current pay grade 2 Step 4
  Propose move to pay grade 4 step 7

Motion made by Dave Yacovone, seconded by Todd Yando to move Administrative Assistant to the Town Clerk to a pay grade 4 step 7. Motion approve (5/0)

- ***Assistant Town Clerk/Treasurer***
  Current Grade 6 Step 8
  Propose grade 7 step 11

Motion made by Dave Yacovone, seconded by Todd Yando to move Assistant Town Clerk/Treasurer to grade 7 step 11. Motion approved. (5/0)

- ***Finance Director***
  Current grade 8 step 8
  Propose grade 8 step 12

Motion made by Bob Beeman, seconded Dave Yacovone to move Finance Director to a grade 8 step 12. Motion approved. (5/0)

- ***Town Clerk***
  Current Pay grade 9 step 11
  Propose grade 9 step 13

Motion made by Brian Kellogg, seconded by Bob Beeman to move Town Clerk to pay grade 9 step 13. Motion approved. (5/0)

- ***Administrative Assistant to Finance***
  Current Pay grade 5 step 10
  Propose Pay grade 4 Step 12

Motion made by Bob Beeman, seconded by Todd Yando to move Administrative Assistant to Finance to pay grade 4, step 12. Motion approved. (5/0)

- ***Zoning Administrator, Highway Chief and Chief of Police will remain the same.***

The Board agreed they should revisit the Listing Coordinator's position. This position is a 35 hour a week position, and the benefits are prorated. When Charlie started in the position was part time of 20 hours per week; therefore there was no step increase. Charlie has since then has been working 35 hours a week and has completed his certification. Propose to increase to a pay grade 6 step 4.

Motion made by Brian Kellogg, seconded by Todd Yando to change Listing Coordinator to pay grade 6 step 4. Motion approved. (5/0)

Mary Ann asked to revisit the Administrative Assistant to the Town Clerk position, she feels that because Michelle has been here for five years and has a Masters Degree that she should be increased more than a pay grade 4 step 7. She went from a pay grade 2 step 4 which with the 3.9% was $14.28 per hour and would go to $16.12 per hour. Although a significant increase, Mary Ann did not feel it was equitable. The Board discussed and agreed they could meet half way as Mary Ann wanted Michelle to be at a pay grade 4 step 9.
Motion made by Brian Kellogg, seconded by Dave Yacovone to move the Administrative Assistant to the Town Clerk to a pay grade 4 step 8. Motion approved. (5/0)

Shaun asked if Carol could place the changes into the new pay plan and do a breakdown of the costs to the Town including taxes and benefits.

Motion made by Dave Yacovone, seconded by Todd Yando authorize all previous motions regarding salary and step increases contingent upon pending financial status information. Motion approved. (5/0)

V. TA REPORT

- Corner Pocket is being reviewed by the Board of Liquor Control due to incidents that occurred regarding the alleged sale of a controlled substance.
- Bonz has an issue of fights this past weekend. 3 incidents were reported.
- Jeff Hill has asked about the Board's decision regarding the Town well. The Board suggested having him come back. Todd and Brian suggested they sit down with Jeff and come up with an agreement. Board agreed this might be easier than trying to come up with an agreement at a meeting.

VI. SELECTBOARD CONCERN

- **Dave Yacovone-** Emergency Management updates for future Board Meeting.
- **Brian Kellogg-** None
- **Shaun Bryer-** Was approached by Arthur Hooper regarding a VPR story line about Service men in Morristown Police Department. Richard explained it had nothing to do with the department itself but was a state program for Military Debriefing. Also Town Administrator interviews are underway. Steve Bousquet had asked one of the Board members to attend the kick off ceremony, but it was on a night that the Board was conducting interviews; Shaun has sent a letter of apology.
- **Todd Yando-** none
- **Bob Beeman-** none

VII. 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)

ADJOURN

On a Motion by Shaun Bryer, seconded by Brian Kellogg, the Board adjourned their meeting at 9:25PM. Motion passed unanimously (5/0).

Respectfully submitted and filed this 1st day of July 2008.
Erica Reed, Administrative Assistant to the Town Administrator
Please note that all minutes are in draft form unless otherwise stated.