



SELECTBOARD MEETING OF June 28, 2010

Members Present: Brian Kellogg, Todd Yando, Min Cote, Bob Beeman.

Department Heads: Dan Lindley, TA; Richard Keith, Chief of Police; Carol Bradley, Finance Director; Bob Melfy, Highway Superintendent and Mary Ann Wilson, Town Clerk/Treasurer.

Guests: Tina Sweet, Jodi Martin, Heidi Royer, Bill Henchey and Brice Simon.

Meeting was called to order at 6:00PM in the Tegu Building Community Meeting Room by Brian Kellogg, Chair.

I. Agenda Changes, Announcements & Additions

1. Add Pleasant Street Bids- *New Business*
2. Add Executive Session – *Personnel*
3. Delete Wastewater Ordinance

Correction to May 17, 2010 minutes to include the motion made to write off of Rescue Pledges.

Motion was made by Dave Yacovone, seconded by Bob Beeman to approve write off of \$1436.48 in outstanding Pledges. Motion approved. (5/0).

II. OLD BUSINESS

1. **Zoning Administrator/Planning Assistant Job Description-** The Planning Commission reviewed the Job Description and over all it looked good. There were a few points that Bill Henchey, Chair would like to address: 1) change the word review to Approval in the bullet that states “preparation and presentation for Planning Commission review of a detailed 3 month work program and generalized 12 month work program for the Commission”. 2) Should we list “a valid driver’s license and/or reliable transportation are required”. This is not listed on any other Town Employee Job Descriptions.

Motion made by Min Cote, seconded by Todd Yando to approve the change of the word “review” to “approval” in the 3rd bullet on page two of the Zoning Administrator/Planning Assistant Job Description. Motion approved (4/0).

2. **Planning Commission Updates LCPC Contract-** The Planning Commission would like to extend the LCPC contract which ends at the close of this fiscal year for a period of 3 months which would cost \$5400. Bill feels that the Rt100 project that they have been working on would be halted with trying to get Todd up to speed and it might be too much to ask of Todd to just jump right into it. Dan Lindley, Town Administrator felt that LCPC is there to provide service to us under our current membership. He has spoken with Bonnie, LCPC Director and she is in agreement that they will help anyway they can with Todd’s transition. Dan also feels that Todd is more than capable to do the work and will step up to the plate. The Selectboard suggested tabling the issue until the next meeting when Todd will be able to attend.

3. **COLA Increase-** Dan suggested a brief Executive Session for Contractual Issues

Motion made by Min Cote, seconded by Bob Beeman to enter Executive Session at 6:30PM for Contractual to include Dan Lindley, Town Administrator and Richard Keith, Chief of Police. Motion Approved (4/0).

Motion made by Bob Beeman, Seconded by Todd Yando to come out of Executive Session at 6:43 PM. Motion approved (4/0)

Motion made by Bob Beeman seconded by Todd Yando that the Morristown Longevity Management System Compensation Plan be adjusted by the April 2010 Northeast Urban Cost-of-Living reading of 2.5% to become effective on July 1, 2010 as stated in the Morristown Longevity Pay Policy. Motion approved (4/0).

Motion made by Bob Beeman, seconded by Min Cote that the non union full time employees of the Town of Morristown who participate in the NEEWBF contribute 8% of the cost of the premium effective on July 1, 2010. Motion approved (4/0)

III. NEW BUSINESS

- 1. Request for Walkathon-** Jodi Martin & Heidi Royer members of the New Beginning Fellowship Church would like to hold a walkathon on September 11, 2010 to benefit Teen Challenge which is a community organization that helps young men break drug and alcohol addiction. Starting point would be Community National Bank parking lot, then proceed down Brooklyn Street, Bridge Street, Portland Street and then Rt. 100 to the New Beginning Fellowship Church. Once at the church a BBQ and other activities will be held to benefit Teen Challenge.

Motion made by Min Cote, seconded by Bob Beeman to approve the Walkathon held by New Beginning Fellowship Church on September 11, 2010 to benefit Teen Challenge as presented. Motion approved. (4/0)

- 2. Capitol Fixed Asset Policy-** Carol presented changes to bring policy in line with procedure
Motion made by Bob Beeman, seconded by Min Cote to approve the Capitol Assets Accounting Asset Policy as presented. Motion Approved (4/0).

- 3. Sheriff's Department Contract-** Contract is about \$6,000 less than last year, due to them signing on another Town.

Motion made by Bob Beeman, seconded by Todd Yando to approve LCSD Contract for 2010-2011 as presented. Motion approved (4/0).

- 4. Sewer Extension Change Order-** Cliff has reviewed the change order from Dean Salvas which included some extra seeding and mulching that Dan and Cliff did not feel was necessary. There also should have been a credit for 60 LF of SDR 35 that was paid for but not installed. The total amount would be \$55,046.91 with a final payment of \$8409.61 due.

Motion made by Min Cote, seconded by Bob Beeman to approve final payment of \$8409.61 and change order #2. Motion approved (4/0)

- 5. Vacant Shift Policy-** this is a \$50.00 stipend incentive available to members that sign up for day shifts above their required volunteer duty. Currently there are some holes in the weekday schedule and this might entice more people to sign up for these shifts. Members would be required to meet the criteria listed on the policy.

Motion made by Bob Beeman, seconded by Min Cote to approved the Vacant Shift Policy as presented. Motion approved. (4/0)

- 6. MRS Support Staff Job Description-** Selectboard reviewed the job description and agreed that instead of "will" respond to calls it should say "must" respond to calls.

Motion made by Min Cote, seconded by Todd Yando to approve the EMS Support Staff Job Description with change. Motion approved (4/0)

7. Pleasant Street project bids- we received three bids

- a. J.E. Lowe \$29,858
- b. J.L. Audy \$29,248 + 650 if pump truck is used = \$29,898
- c. Grimes/Bradley- \$31,512

Motion made by Todd Yando, seconded by Min Cote to approve Low Bid from J.E., Lowe for \$29, 858. Motion approved. (4/0)

IV. TA REPORT

- 4th of July is coming along- Thank you to Sara Haskins for organizing this, and thanks to Mary Ann for allowing Sara to spend time on organizing the 4th of July Celebration.
- Todd Thomas is on board and is getting up to speed
- Heidi Krantz is resigning her position as Community Coordinator; will need to advertise.
- Green River Reservoir will be charging a \$3.00 per person day use fee starting July 1, 2010. The Selectboard felt that there would be people upset over the charges as the State had said that there would never be any fees to use the park.
- Recreation Program is up & running, started today with about 50 kids enrolled.

V. LIQUOR CONTROL BOARD

Brian Kellogg-None

Bob Beeman- Flower Boxes on bridge look nice

Todd Yando- None

Dave Yacovone- None

Min Cote- Rite Aid Sidewalk looks good.

VI. CONSENT AGENDA

- 1. Approve Minutes of 06-14-10 with changes
- 2. Approve & Sign Warrants

Motion made by Dave Yacovone, seconded by Bob Beeman to approve consent agenda as presented. Motion approved. (4/0)

VII. EXECUTIVE SESSION

Motion made by Bob Beeman, seconded by Min Cote to enter Executive Session at 7:45PM for Personnel Issue to include Dan Lindley. Motion approved. (4/0)

Motion made by Todd Yando, seconded by Bob Beeman to exit Executive Session at 8:00PM. Motion approved. (4/0)

VIII. ADJOURN

**Motion made by Todd Yando, Seconded by Bob Beeman to adjourn the meeting at 8:05PM
Motion approved (4/0).**

Respectfully submitted and filed this 29th day of June, 2010.
Erica Reed, Administrative Assistant