State of Vermont — Chartered in 1781

MORRISTOWN

SELECTBOARD MINUTES

JUNE 28, 2004

Members Present: Brian Greenia, James Paige, Cathy Voyer, Shaun Bryer and Brian Kellogg

Department Heads: Paul D. McGinley, TA; Mary Ann Wilson, TC/T

Guests: Molly Pease, Library Representative and Dominic Cloud, VLCT

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

OLD BUSINESS

COLE PROPERTY OPTION:

Town Attorney Richard Sargent prepared an ***Option to Purchase Real Property*** document pertaining to the Cole property for the Board's approval and signature.

On a motion by James Paige, seconded by Shaun Bryer, the Board moved to sign the option on the Cole property as presented. Member Voyer abstained from the vote.

MINUTES:

On a motion by Brian Kellogg, seconded by James Paige, the Board approved the minutes of June 21, 2004 as presented. Member Voyer abstained as she did not attend that meeting.

It was questioned if Mr. Meade was happy with the Board's decision regarding the firework permits and also how the Huff's permit was handled, as it was declined. The AA stated that she had returned the Huff's application marked declined along with a copy of the minutes for their review.

INTERSECTION TRANSPORTATION STUDY:

This topic was moved to the next meeting due to an unexpected emergency.

BUDGET – FINAL ESTIMATE OF FIGURES:

The Town Administrator presented and reviewed the fiscal year end financial status as of June 17, 2004 as presented in a spreadsheet to the Board. More figures will be available at the next meeting.

OTHER BUSINESS

NEXT MEETING:

The next regular meeting will be on Tuesday, July 6th due to the holiday on Monday. Member Voyer advised that she would be out of Town and would not be available to attend that meeting.

VTRANS:

Cathy Voyer informed the other Board members that she had left two messages for Pat McDonald regarding the STP project.

DUHAMEL PIT PHASE 2:

Information from Ned Houston regarding the ACT 250 Permit for Phase 2 for the Duhamel Pit was reviewed with the Board. Regarding recreation, the Board felt that the application should also include: *for personal use only – no organized events allowed.*

MUNICIPAL FACILITIES:

Molly Pease, on behalf of the Library questioned the Board on their intentions pertaining to the Cole property and whether or not the Town wishes to continue with their proposal for a joint facility. Jim Paige and Mark Leonard are working on a survey and it would probably be at least (30) days before the Board can get all of their information together to determine what the best plan is.

JOB DESCRIPTIONS:

Dominic Cloud of VLCT gave a recap of the three phases in the Pay Plan Classification process. They are 1) Create Job Descriptions 2) Develop Pay Ranges and 3) Develop a system for determining when compensation adjustments are necessary and to what degree.

Dominic stated that each position must be reviewed and updated annually. The job descriptions are approximately 95% complete at this time. The next step is to determine the low and high ranges for each position.

Brian Greenia questioned if the Town Clerk's job description should state that they must be a resident of the town. Mr. Cloud stated that it is governed by State statute. The Board did not feel that Safety and Risk Management should be included in the Fiscal Officer's job description, as she did not have this responsibility. Instead they felt it should state that she managed the necessary paperwork for insurance claims purposes.

It was also determined that every job description should include: *and to perform other duties or tasks as requested.*

As far as the Lister's job description, it was determined that there was no such thing as a Chief Lister, only a Board of Listers. They could choose to elect one of them to act as the lead if they so chose. A job description should be written for the Administrative or Clerical position in this office.

The Town Clerk questioned if a Town could assign a Clerk to work in the Lister's office. Could that person be an employee that was hired or would they be appointed until the next Town Meeting? Mr. Cloud will research and see what can be done.

A new timeline for the Pay Plan Classification was discussed. Mary Ann Wilson asked whether anyone might get less than the usual 3% pending the final outcome of the classification, and maybe the 3% raises that were budgeted should be given now. The Board's general consensus was that it was very possible that someone might not get 3%. The effects of longevity and dedication as they relate to pay were questioned. Dominic asked how raises had been determined in the past. Jim felt there needed to be an appraisal and evaluation system.

Mary Ann Wilson stated that each Department Head in the past would make recommendations for each employee, but raises were not always based on merit or that person's abilities, but given as a flat percentage across the board.

The importance of the second step and the third step in the classification were discussed. Some felt the third step of managing and applying raises was more important than the second step. But once the pay scale for each position was established, there would be time to work out the details of how future raises would be administered. Dominic asked if the Board felt they should give the 3% raises at this time and work on what else is needed. Mary Ann Wilson asked how that would be managed. Chair Greenia stated it would be an assigned task.

Dominic stated that the Town Administrator or Department Head with the assistance of the TA would evaluate each person in their department and make a recommendation to the Board through the Town Administrator.

A memo informing employees that raises, when determined, will be retroactive to July1st will be included with checks. The Board asked for a recommendation at their next meeting.

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EXECUTIVE SESSION

On a motion by James Paige, seconded by Shaun Bryer, the Board moved into Executive Session regarding litigation against the Town at 7:33 PM with the TC/T, TA and AA in attendance.

On a motion by James Paige, seconded by Brian Kellogg, the Board moved out of Executive Session at 7:50 PM.

OTHER BUSINESS

STP WALK:
The TA advised that the ad was out regarding the Brooklyn Street STP Walk project.

HIGHWAY FUNDING:
A request for the Board's approval and signatures to enable the State to process funding for three Town Highway Structures Program projects was presented. The three projects are THS60004-305 (BC0685) Fitzgerald Road in the amount of $11,298; THS60002-313 (BC0612) Cote Hill Road in the amount of $8,411 and THS60002-307 (BC0572) Neuland Bridge on the Randolph Road in the amount of $16,574.40. These projects are now complete and will be closed out and checks sent to the Town pending receipt of the TA65 forms for each one.

On a motion by Brian Kellogg, seconded by James Paige, the Board moved to submit the necessary paperwork for the three projects for reimbursement.

PAVING RECOMMENDATION:
The Town Administrator presented the Board with a recommendation for paving projects and figures.

On a motion by Cathy Voyer, seconded by James Paige, the Board accepted the TA's recommendation and authorized the $127,085.35 adjusted paving contract with Pike Industries.

JERSEY HEIGHTS:
The TA received new information on the Jersey Heights development today and will include have it at the next Board meeting.

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LANDOWNER PERMISSION FORM:

Permission to complete the work on the VAST trail was granted and a copy of the form was presented.

ADJOURN

On a motion by James Paige, seconded by Cathy Voyer, the Board adjourned at 8:05 PM.

Respectfully submitted and filed this 6th day of July, 2004.

Barbara Cochran, Administrative Assistant

Barbara Cochran
Minutes Approved

7/6/04
Date