State of Vermont Chartered in 1781
MORRISTOWN

SELECTBOARD MEETING OF FEBRUARY 11, 2008

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

Department Heads: Richard Keith Interim Town Administrator, and Mary Ann Wilson, Town Clerk/Treasurer, Carol Bradley, Finance Director, Bob Melfy, Highway Superintendent, and Charlie McArthur, Listing Coordinator.

Guests: Amy Noyes, Bob Beeman, Chip Sawyer, Matt Burgess, Barb Damon, Max Paine, and Ted Nelson.

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

I. AGENDA CHANGES ADDITIONS

- Board of Liquor Control

II. GUEST PRESENTATIONS

- **Chris Ransom-** No show

III. OLD BUSINESS

- ***Friends of the Taxpayers*** - Discussed memo and information packet Carol had prepared regarding their request for employee salaries and benefits, bond payments (Audit 06-07), equipment purchases proposed for 08-09, new services, and reserve accounts.

Motions made by Brian Kellogg, seconded by Steve Bousquet to approve and send requested information to Friends of the Morristown Taxpayers. Motion approved (4/0)

- *Ed Debor-* Discussed memo and information packet that Carol had prepared regarding his request for Employee names, their position, current wage and cost of benefits.

Motion made by Brian Kellogg, seconded by Todd Yando to approve request and send information to Ed Debor. Motion approved. (4/0)

IV. NEW BUSINESS

- *Head Lister job description-* Charlie McArthur discussed the Listing Coordinator Job Description that Charlie pulled from VLCT. Hhe discussed how it better fit his current job description as Head Lister. It also outlines the scope of the position, duties and responsibilities, and it wouldn't necessarily have to be a Lister in that position.

Motion made by Steve Bousquet, seconded by Todd Yando to approve Listing Coordinator Job Description. Motion approved. (4/0)

- ***Highway Appointments-*** Bob Melfy has requested two temporary hires to fill in as a driver for Roland Boivin who is out on vacation until Feb 21, 2008 and one to fill in on a temporary full-time basis for David Hoisington who is out on indefinite sick leave.

Motion made by Brian Kellogg, seconded by Todd Yando to hire Mike Patch for an on-call basis while Roland is out on vacation, and to hire Philip Tallman to fill in for David Hoisington as a temporary full-time hire. Motion approved. (4/0)

- ***Town Administrator Selection Process-*** Board discussed the direction they should proceed in to select the next Town Administrator. Some suggestions were to contract a consulting firm to do the "leg" work, form a committee consisting of employees, community members and Selectboard members. Board will discuss the Town Administrator Job Description and develop job traits for next meeting.
- ***Line of Credit-*** Mary Ann and the Carol discussed the need for a Line of Credit due to a cash flow shortage. Main reason for shortage is the way the grants have come in this year. There was a lot of up front monies outgoing, and nothing coming in until projects were finished. Anticipate incoming grant funds by Mid –may.

Motion made by Steve Bouquet, seconded by Todd Yando to approve and sign a Line of Credit for $500,000. Motion approved. (4/0)

V. LIQUOR BOARD

Motion made by Steve Bousquet, seconded by Todd Yando to enter Board of Liquor Control @ 7:00 PM. Motion approved. (4/0).

- The following Licenses were presented for approval:
  - Edwards & Dietz, LLC(d.b.a Bees Knees)
  - Kinney Drugs, Inc.
  - Manosh Ventures, LLC (d.b.a Charlmont Restaurant)
  - Martin's Foods of So. Burlington (d.b.a Hannaford Food & Drug)
  - Price Chopper #137
  - V-Twin, LLC (d.b.a The Corner Pocket)

Motion made by Brian Kellogg, seconded by Steve Bousquet to approve the licenses as presented. Motion approved (4/0)

Motion made by Steve Bousquet, seconded by Todd Yando to exit the Board of Liquor Control and re-enter regular session @ 7:01 PM. Motion approved. (4/0)

VI. TA REPORT

- Financial Reports were handed out
- Town Report is complete and sent to the printer
- Discussed Dave's Task list, some items have been completed, others are ongoing.

VII. SELECTBOARD CONCERNS

- Todd Yando- Someone mentioned crosswalks need better attention. Bob said they are cleaning up tonight (Feb. 11).
- Steve Bousquet- Will need to schedule meeting with MDF. Will be gone February 25th.
- Shaun Bryer- None
- Brian Kellogg- None

VIII. CONSENT AGENDA

- Approve Minutes from Previous Meeting(s)
- Approve & Sign Warrants
- Sign Bridge & Highway Certificate of Mileage.

Motion made by Todd Yando, seconded by Steve Bousquet to approve Consent Agenda. Motion approved. (4/0)

IX. EXECUTIVE SESSION

Motion made by Todd Yando, seconded by Steve Bousquet to enter Executive Session at 7:35PM for Personnel and Contractual Issues to include Interim Town Administrator, Richard Keith Charlie McArthur, and Ted Nelson. Motion approved. (4/0)

Motion made by Brian Kellogg, seconded by Todd Yando to exit Executive Session at 8:00 PM. Motion Approved. (4/0)

Motion made by Steve Bousquet, seconded by Todd Yando to approve Vermont Appraisal Company adjustment to original contract, at $12,000 per year. Motion approved (4/0)

Motion made by Steve Bousquet, seconded by Todd Yando to approve Agreement with Interim Town Administrator Richard Keith as presented. Motion approved (4/0)

ADJOURN

On a Motion by Brian Kellogg, seconded by Todd Yando for the Board adjourned their meeting at 8:05PM. Motion passed unanimously (5/0).

Respectfully submitted and filed this 12th day of February 2008.

Erica Reed, Administrative Assistant

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Minutes Approved Date