

MAJ

**TOWN OF MORRISTOWN
SELECTBOARD
MINUTES**

DATE: February 10, 1997

PRESENT: Brian R. Greenia, Chair, Donald R. Anderson, Steven G. Leach, Philip L. Locke, Kenneth E. Grimes, Carole D. Kissinger

DEPARTMENT HEADS PRESENT: Bill Moulton, Richard Keith, Wayne Camley, Dave Connelley, Raeburn Bates

OTHERS PRESENT: Jason Couture, David Lowe, Ken Carpenter

LIQUOR CONTROL BOARD

The Hearing of the Board was called to order at 6:22 p.m. The board considered R. L. Vallee's application for a liquor license and a tobacco license for the former PJ's Market. Ken moved and it was seconded by Phil to approve the applications. Passed. Ken moved to adjourn the Liquor Control Board Hearing. Phil seconded the motion. Passed.

SELECTBOARD MEETING

The Chair opened the meeting at 6:30 p.m.

MINUTES: Steve made the motion, seconded by Don to approve the minutes of the Board meeting on January 27, 1996 with the following addition: the Selectboard signed the Warning for Town Meeting at the meeting on January 27, 1997. Passed.

ADMINISTRATIVE ASSISTANT'S REPORT

The Town received a letter from Lt. Col. Robert L. Walsh thanking the Town for its donation to support the effort to build a Chapel at the VT Veterans Memorial Cemetery.

DEPARTMENT REPORTS

CLOCK TOWER: David Lowe presented the Board with an update on the lighting repairs that were to be done on the steeple. He passed out copies of the June 19, 1995 minutes authorizing the expenditure of \$100 and told the Board that it had not been done. Monty Mason who was going to work on the lamps gratis did not have time to do it. David took the lamps out and spiraled down the wires to winterize them. He will look around for someone to do the repairs properly. It may cost more. Steve moved and Ken seconded the motion to authorize David the expenditure of \$15 to purchase the special instrument oil needed to lubricate the **TOWN CLOCK**. Passed. The Board asked if David had any issue with the performance of the clock since the stabilization of the Tower took place. David said that he sees no problem with the mechanism. Brian thanked David for his continuous efforts in caring for the Town Clock.

LISTERS: Midge was on hand to update the Board on the progress of the workload in the **LISTERS'** Office with Marcia being gone a month longer into the new year. He reports that everything is going nicely, that everything is all caught up. The Board asked Midge how the Training Program was going for the new Lister and Midge replied that he works in the morning and Richard works in the afternoon. When asked about the computer input not being done, Midge told the Board that Marcia would have plenty of time to get it done when she gets back. Brian asked if there was some kind of standard that

SIGN PAYROLL/BILLS: Steve made a motion, seconded by Don, to approve Payroll Check Warrant for the period ending 02/01/97 in the amount of \$19,956.16. Passed. Steve moved and it was seconded the motion to approve Check Warrant #1-P/R for checks (13710 to 13713) for checking account #02 dated 02/04/97 in the amount of \$11,417.14, Check Warrant Report #MNL-7 for manual/direct pays from 01/01/97 to 01/31/97 in the amount of \$52,344.16. Passed.

GUEST

DON STUBBS was on hand to discuss the services available to the Town of Morristown because of their participation in VLCT/PACIF. Don mentioned how pleased VLCT is to have Morristown as a member this year. He said that PACIF offers many training programs for the Municipal sector, geared especially to Highway, Police, Rescue, Fire and Office personnel. OSHA and VOSHA training are provided for the Highway. Fire training services are provided at night at no cost to the Town. Driver Training was discussed as general training, done in the classroom, and specific training, learned in the classroom and on the driving course. Don mentioned the Sexual Harassment Training and an Ergonomics workshop. He said that PACIF will conduct a Safety Survey, similar to OSHA, and they will give the Board their written findings and recommendations and will work with the Town to correct the problems. Don said that he can get serum at a cheaper price than anyone else. He mentioned that the Recreation Department must get Training and Shots, and should get together with Don. Anyone who comes in contact with blood and other body fluids needs hepatitis B serum. We are to let Don know who they are and he will meet with them. Don said that we should get Certificate of Insurance for Liability and Workers' Comp for Cemetery Mowers. Don stressed that VLCT offers a complete package to the Towns. They even teach Trenching and Shoring Safety. There are special regulations so need specialized training. So that people will become aware of the risks involved and how to minimize the risks, VLCT offers training that you won't get elsewhere. The Town should not be afraid to ask for any training that it needs as long as it can be considered Loss Prevention. Claims were discussed briefly, as this is Ed Bantel's field of expertise. PACIF asks that they be reported immediately, within 72 hours. They also would like to hear about the near misses as that will help them address the need for more training. Bill asked about hiring a part-time driver who has already been tested in a drug-free program of some other company. Don responded that the Town would not have to pre-employment drug test the driver if the other employer forwards the test results to the Town for this part-timer. Our Drug-Free Workplace Police should be checked to see if it addresses drug and alcohol testing. Ken asked about the possibility of lowering the Town's Insurance MOD by having the Town assume the cost of minor accidents while still reporting them to VLCT. Don advised against this as he said it may distort the picture. PACIF wants to train people so that there are no more accidents. Both employees and supervisors should attend a Sexual Harassment Training Program in which policies and reporting procedures are defined. Our Town policy should be sent to Don so he can incorporate it into the policy that he will hand out. If the Town uses Project Worksafe, Don and his office will help us work on any problems they find.

OLD BUSINESS

There have been no new candidates volunteering for positions with **LCPC** or the **DRB**.

Don reported working on the deed for the "Perry Road." He found that the deed to the road known as **STAFFORD ROAD** was recorded in 1977. Don wrote to Peter Collins to have him remove the Town's name in reference to expenses from the deed. He spoke with Bob Magoon. The deed will be rewritten to the effect that Perry will deed the property directly to the Town, leaving Manosh out of it. The deed has no mention of any turnaround for the Highway Dept. After much discussion, Steve moved and Phil seconded the motion to **REQUIRE A HAMMERHEAD** be built outside the gate on the right hand side before the Town will accept the property that is the Stafford Rd. Extension. A letter with a copy of the minutes is to be sent to Manosh, c/o Bob Magoon.