

Town of Moretown
Office of the SELECT BOARD

Draft – Notice of unapproved minutes of the 4/2/12 selectboard meeting

Board members present were: Tom Martin, Clark Amadon, Michelle Beard, Reed Korrow, John Hoogenboom arrived at 6:20

Guests included: Chris Joyal, Tom Gibbs, Eric Howes, Steven Seats, Tom Badowski, Deborah Feldman, John Riley, Gene Feldman, and Cheryl Brown as assistant to the board

Tom called the meeting to order at 6:00 p.m. and gave a brief overview of tonight's agenda.

Public Comment:

Chris Joyal – Chris said he realizes that mud season is a very hard time for road maintenance, but the Jones Brook Road and the Ward Brook Road are so bad cars are dragging. Chris would like to offer his managerial experience to come up with a road maintenance plan, by using prior maintenance data gathered by the town over the last five or so years, put it on an excel spread sheet and help prepare a maintenance schedule/plan. The board will talk with Chris more about his offer.

Reports & Communication, Announcements:

PPL Services Corporation – request for refund of penalty – PPL said due to the fact that they had already paid Moretown Landfill a portion of their property taxes, they felt the \$62,601 invoice they got from the town should have been decreased. They said they called the town about discounting the invoice, but they received no response and missed their due date. Now they want the town to refund them the penalty assessed, \$5,686.78.

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PPL admitted receiving the tax bill in December and the board feels they had time to pay the tax bill before it was late. Therefore their request for a refund was denied. PPL will be sent a letter notifying them of the board's decision.

More Public Comment –

Eric Howes – asked why Stuart is working Saturdays grading, and why Stuarts personal pickup was being used this morning rather than the town pickup. Eric also wants to know how much grading is being done during the week.

Stuart will be coming into a meeting on 4/9/12. The board will ask him then, but Tom expects because of mud situations some grading was being done on a weekend too.

Keith and Laura Schaller – expressed their gratitude for the help with the problem they had obtaining their SPAN Number from the listers resulting in a penalty from late filing of their homestead declaration.

Blodgett tree removal – An email from Nancy and Calvin Blodgett, about their concern with a tree near their home that is unstable as a result of town ditching maintenance.

John said he is taking care of this.

Culverts left on Herring Brook Road – Inoue property – Emilie Inoue notified the town of culverts replaced on Herring Brook Road after Irene that were dumped on her property, and still have not been removed by the town. The board will ask Stuart about this when he comes in Monday.

Lynch Hill Road – Dave Van Deusen wrote requesting ditching maintenance be done and gravel put down in the bad spots on Lynch Hill. The board will discuss this with Stuart when he comes in Monday.

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Steven Seats of Vermont River Conservancy (VRC) - came in to request that the town refund an additional \$1,077 (\$358 was refunded prior), to VRC that was paid in property taxes in 2011 on a 4.25 acre parcel of land on Route 2 in Moretown. Steve said VRC donated the land to the town and hoped they would not have had to pay property taxes.

The conveyance Quit Claim Deed from October of 2011 was reviewed and it was found that indeed VRC should not have been responsible for the property taxes, but tax bills went out in September 2011 before the actual conveyance took place.

Tom moved; seconded by Reed, to refund Vermont River Conservancy \$1077.03, which represents the remainder of the total 2011 property taxes paid on the 4.25 acres of land that was donated to the Town of Moretown. All were in favor.

Tom Badowski – Host Town Agreement – Moretown Landfill was given a one-year extension on the five-year Host Agreement that expired in August of 2011. Tom said he feels good about getting cell IV permitted, and is ready to begin negotiations for having a perpetual Host Agreement.

John moved; seconded by Clark, to enter into executive session at 6:45 p.m. for contract negotiations where premature general public knowledge would clearly place the town or person involved at a substantial disadvantage. All were in favor. Tom and the board's assistant were invited to stay for the discussion.

Clark moved; seconded by John, to come out of executive session at 7:00 p.m. All were in favor.

More Reports & Communication, Announcements -

Tom Gibbs presented two letters:

1. Requesting a copy of a letter that was read in an open meeting last fall. John told Tom that the letter must have been lost in the flood, because he can't find it at his home.
2. Requesting a letter for the reason the town is denying payment for 14-3/4 hours he worked in 2011, but wasn't submitted until 2012.

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Tom moved; seconded by John, to pay Tom Gibbs the 14-3/4 hours for work done in 2011.

Discussion: Tom M. told Tom G. directly that going forward he must hand in any hours he wants to get paid for at least monthly, and within the year he worked. Tom G. wants this in writing. The board will write a letter. Vote: All were in favor.

John Riley re: Development Review Board (DRB) business – John R. said Linda Vantine has indicated that she can no longer be the secretary for the DRB, and that she had not attended a meeting since that indication.

Eric Howes said he would be interested in becoming a full time member.

John R. said the DRB could use a few more alternates (there can be five), and that he will write up something for an ad to let people know about the openings.

Discussion followed that DRB hearing minutes have been recorded since Cherilyn became Town Clerk, and were not destroyed in the flood.

Approval of Minutes:

2/20/12 – John moved; seconded by Clark, to approve the minutes of 2/20/12 as presented. All were in favor. Michelle abstained.

2/27/12 – John moved; seconded by Clark, to approve the minutes of 2/27/12 as presented. All were in favor. Michelle abstained.

3/5/12 – Clark moved; seconded by Reed, to approve the minutes of 3/5/12 as presented. All were in favor. Michelle abstained.

OLD BUSINESS:

Town office study committee update – Clark gave a update: there was a good turnout for the last committee meeting; Clark met with FEMA about mitigation of the town buildings, which basically means usable space needs to be raised above the August flood levels, and any work done to the buildings needs a zoning permit from the town; FEMA could pay up to 75% of approved mitigation measures.

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The consensus of the committee is to use town property that we have, so we should be investigating those properties first to see if they are suitable to house town offices.

Some of the properties being considered are:

- The tennis court area
- The Fox Farm Run/South Hill Road property
- The town hall
- The town clerk's office
- The town garage in part (satellite garage/storage at the landfill)

The next town office study committee meetings will be 4/12, 4/26, and 5/10.

Appointment of 2nd Constable – John still needs to talk to Clarence Wood. The Animal Control Officer duties go with the 2nd constable duties.

Central Vermont Regional Planning Commission (CVRPC) – Cheryl will ask Steve Sharp if he has given any more thought to attending CVRPC meetings.

Town hall flood repairs – Rae Washburn and Becky Ciampi plan to attend the 4/16/12 selectboard meeting to talk about repairs to the town hall.

NEW BUSINESS:

Flood project grant funding –Michelle reported that the Department of Labor has a grant for federal funding to make flood repairs. She thinks the town hall and town office would probably qualify, and possibly the clean up the river banks. Applications are due as soon as possible. Michelle will work on a grant for the river bank clean-up, town hall flood repairs, and the town office (to renovate where the town offices will be permanently).

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Green-Up Day - Michelle will talk with Mike Dimotsis and Jeb Bouchard about help to clean up the river bank and about tree plantings. John mentioned Arbor Day is the first Friday in May too.

Emergency Management Coordinator – Michelle reported that she will work for certification through FEMA.

Trees cut along the Moretown Mountain Road in town right of way – John said loggers had no right to cut trees along Moretown Mountain Road in the town right of way. Even if the trees were on their own land, they need the permission of the Tree Warden to cut them.

Eric Howes disagreed. He said if they owned the trees, they had a right to cut them.

John said the Tree Warden still needs to be notified.

More Old Business:

Bridge #41 replacement –Tom reported meeting with Mark Austin, Ms Bittle-Duke, Scott & Pat Sainsbury, Peter Bero and Sheila Ware at the bridge site. Tom believes a happy medium was found by moving the bridge 130’ downstream, which will not affect the horse ring or the willow tree, but will raise the estimate to \$799,000.

After discussion about placing the new bridge directly adjacent to the old bridge. Tom want to talk to the Sainsbury’s more and say it make sense to put the new bridge where the old one is now. John wants to talk with the Sainsbury’s.

Tom will ask Peter Bero for an estimate to keep the new bridge in the same location, and ask if he will come to a meeting on 4/9/12 at 7:00 p.m.

TH #05 bank slide – Reed asked Norm Andrews to look at the bank slide and should have a report/estimate for the 4/16/12 meeting.

Highway work plans – Stuart still needs to get a list of plans together, by month, for road work planned. Stuart is scheduled to come in at 6 p.m. on 4/9/12.

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More New Business: Pay Scale and Benefits – John moved; seconded by Clark, that the Pay Scale and Benefits for 2012 will be as follows: All were in favor.

2012 PAY SCALE & BENEFITS SCHEDULE

This Schedule follows the guidelines set forth in the Personnel Policy adopted 10/20/09 and is a brief summary of the contents. A full copy of the Personnel Policy may be found at the Town Offices during regular business hours.

HOLIDAY & VACATION per Section 18 of the Personnel Policy

Town of Moretown will pay ten (10) holidays per year as follows:

New Year's Day	Martin Luther King Jr. Day
President's Day	Memorial Day
July 4 th	Labor Day
Columbus Day	Veteran's Day
Thanksgiving Day	Christmas Day

Employees can elect to work two holidays and take two other days after approved by your supervisor.

VACATION DAYS per Section 19 of the Personnel Policy

1 year of employment	5 days (eligible after 6 months of employment)
2-5 years of employment	10 days per year
6-10 years of employment	15 days per year
11-15 years of employment	15 days per year, plus 1 day for each year of Employment over 10 years

20 days is the maximum number of days of vacation leave any employee shall have per year. No vacation time may be accrued or carried to the next year.

PERSONAL & SICK DAYS per Section 20 of the Personnel Policy

The Town will allow five (5) days per calendar year for personal/sick/bereavement. **These five (5) days will not be cumulative and must be approved by your supervisor.**

INSURANCE BENEFITS 2012

HEALTH INSURANCE – All permanent year round Town employees, Town Clerk and Town Treasurer who work 30 or more hours per week, receive health insurance coverage under the Blue Cross Blue Shield of Vermont – Vermont Health Plan (VHP). The Town will pay 100% of the premium plus deposit up to \$2000 per employee into their Health Savings Account (HSA). Employees eligible for health benefits hired after January 1st will have their HSA deposit prorated. The Town will pay 50% of dependents premium and 50% of \$2000 will be deposited into the employees HSA for the dependent, if the employee chooses to add dependents. The employee will be responsible for the remaining 50% of the premium. Health insurance is effective on the first of the month following 30 days of employment.

SHORT TERM DISABILITY (STD) – All permanent year round Town employees who work at least 30 hours per week receive STD insurance. The town will pay 100% of the premium. STD insurance is effective on the first of the month following 30 days of employment. Elected officials are exempt from short term disability.

RETIREMENT – All permanent year round Town employees working at least 24 plus hours per week will participate in the Vermont Municipal Employees Retirement System. Employee contributions are 4.5% of gross pay. Employer contributions are 5.0% of gross pay, following the rules set forth through the Vermont Municipal Employees Retirement System.

This is a brief summary of benefits. A Full text of the Personnel Policy may be found at the Town Office during regular business hours.

PAY SCALE AS OF 4/2/12

ROAD CREW:

Current hourly rate below:

Stuart Grandfield - Foreman	\$21.00
Rodney Huntoon	\$16.09
Martin Cameron	\$15.00
Temp help	\$15.00
Wendell Labor – snowblow/mowing	\$13.55
Meriden Nelson – highway work	\$15.50

Town Hall Custodian	\$16.07 per hr.
Town Auditors	\$10.43 per hr.
Assistant Treasurer	\$14.00 per hr.
Senior Assistant Clerk	\$15.00 per hr.
Lister's	\$10.43 per hr.
Constable	\$10.43 per hr.
All others	\$10.43 per hr.

Website Administrator **\$4,000 per yr.**

(as budgeted - new position in 2012) (\$15 hr. X 5 hrs. week)

Town Clerk & Treasurer **\$39,520.00 yr.**

(as budgeted based on @ 40 hrs/wk at \$19.00 per hour)(50 cent/hr. increase)

Administrative Assistant to Selectboard **\$33,670.00 yr.**

(as budgeted - 35 hrs/wk at \$18.50 per hour)(same as 2011)

Mileage rate: will follow the IRS rate and will be adjusted accordingly.

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Review invoices and approve selectboard orders –

Invoice for Myers Containers for \$1,212.15 for flood debris – Tom moved; seconded by Michelle, to enter into excessive session at 9:15 p.m. to discuss a possible recipient for the C. O. Davis Fund. All were in favor.

Tom moved; Reed seconded, to move out of executive session at 9:20 p.m. All were in favor.

Tom moved; John seconded, to expense \$1,212.15 from the C.O Davis Fund to an unnamed recipient who qualifies under the Trust criteria. All were in favor.

Reed moved; seconded by Tom, to enter into executive session at 9:25 p.m. to discuss personnel related matters where premature general public knowledge would clearly place the town at a substantial disadvantage. All were in favor.

Reed moved; seconded by John, to come out of executive session at 9:35 p.m. All were in favor.

Warrants were approved.

Overload permits were signed.

Reed moved; seconded by Clark, to adjourn at 9:45 p.m. All were in favor.