

**Town of Moretown
Office of the SELECT BOARD**

Draft - Notice of unapproved minutes of the 4/18/16 Selectboard meeting

Board members present: Tom Martin, Rae Washburn, John Hoogenboom, Michelle Beard, Jason Aronowitz

Guests included: Becky Ciampi, Joyce Manchester - TAC, Greg Western- Cross Vermont Trail, Susan Werntgen, Calvin & Nancy Blodgett, Cheryl Brown as assistant to the board

5:45 – **Walk around the town hall for maintenance needs** – Noted was:

- Sill rot on the window near the elevator. Possibly due to water from the roof hitting it. There are no eaves or gutters.
- Sealant needed on deck and cement steps.
- Drainage issue on the Fletcher Road side of building near the foundation/flower bed. Possibly in part the cause of water pooling under the stairs and in the furnace room.
- Weatherization of the back door.
- Painting needed especially on the Fletcher Road side and in the front. Could easily be a 2 phase/2 year project. The last time painted was around 2007.
- Areas where clapboards need to be replaced. One area in particular is over the side entrance.
- Kitchen – water coming through the closet and pooling under the stairs during heavy rain events – most likely part of the same drainage problem as in #3 bullet.
- Kitchen – place a grate over the hole in the ceiling by the closet made when new piping was done. A grate will allow heat to rise to the water pipes to help prevent freezing.
- Missing dining room ceiling panels are on order and will be replaced.
- Otherwise the building looks great. Clean and well maintained by Becky.
- Noted that an unregistered car is parked in town lot behind the building.

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Tom called the meeting to order at 6:00 pm.

Public Comment – No one was present at this time for public comment.

Joyce Manchester – TAC report and Greg Wester – Cross Vermont Trail -

Joyce gave updates on VTrans road projects:

Bridge #2 (South of Moretown Village) – AOT is doing a scoping study to repair the bridge. Once the study is complete there will be a plan set in place and a public hearing. She expects the study to take between 6-9 months. In the duration, the one-lane bridge seems to be working ok.

Box culvert on Route 100 – There is a public hearing scheduled for May 9th at 6:00 pm at Crossett Brook School. Currently a temporary Mabey bridge has been placed over the failed culvert to retain 2 lane traffic.

Joyce will continue to update the board on bridge and paving projects.

Greg gave an overview of Cross Vermont Trail status in Vermont and its purpose. Their purpose is to assist municipalities, recreational groups and landowners in the creation and management of trails across Vermont as recreation and a source of alternative transportation while viewing nature and its natural resources. The goal is to connect some of the shorter trails into a network, such as the trail off Fletcher Road to connect with the trail near Harwood Union High School. CVTA is concentrating on the East Montpelier area now, and continues to work with the Mad River Planning District.

There was discussion about the Lover's Lane Bridge and the idea of possibly getting a historic grant to fix the bridge for bike and pedestrian traffic. Greg will explore funding. Greg will also talk with Martin about placement of CVTA signage on the River Road.

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Pat Travers – Local Project Manager for the sidewalk project came in tonight to give the board a project update, and to find out their decision on how to proceed. There are options on how to proceed with/without sidewalks on the little bridge in Moretown village.

1. The State provided an estimated cost of about \$98,000 for the option to widen the existing state bridge on one side, and adding 5' sidewalk. The town could move forward with an 80%/20% grant to help fund the project and VTrans structure section would help with the design work. Net cost to the town (20%) for the construction, about \$20,000.
2. Another option would be to build sidewalks up to the bridge – and continue on the other side of the bridge. This would mean that the state would install sidewalks when they replace the bridge down the road, which would be a few years.
3. Another option would be to reduce the scope of the project to build sidewalks from Hurdle Road to the bridge. There are nice sidewalks in front of the store area now.

Engineer Doug Henson suggested that the best option for the town is to stop the construction of the sidewalk some distance south of the bridge until the State replaces the bridge, breaking the scope of work into 2 phases. He estimated an additional \$13,802 in design costs to go this route.

The board questioned why there would be additional design costs, since the original scope of work included the entire area, and to why the need to break down the project into two phases. Furthermore, Doug's new proposal does not include a credit on the original contract price for work he won't be doing.

Before moving forward, Pat will talk to Doug for more details. Pat will also check with Rachel Beauregard at the state to be sure we can change the scope of the project to bypass replacing the sidewalks on the bridge, without jeopardizing the grant funding.

Susan thinks the sidewalks on and up to the bridge are a safety factor.

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Public Comment:

Pickleball - Susan Werntgen came in to ask if it would be possible to use the tennis courts for pickleball. Pickleball is played on a badminton sized court with a net lowered to 34 inches, and played with a whiffle ball and wood paddles similar to a pingpong paddle. This is primarily a senior sport and becoming quite popular in the area. One of the tennis courts would be made smaller with the use of removable colored tape so as not to interfere with the tennis court lines.

The board thought pickleball is a good idea and asked Susan to see what interest there is in the community to play, and get back to Cheryl.

Basketball court – Word is that the basketball net needs to be replaced and the area cleaned up. Tom mentioned that perhaps the Harwood Union honors group could help with the clean-up.

PCO #5 – Vault heat/cool – After discussion that there really is limited information about best practices for retaining the proper environment for vaults, the board approved the change order #5 for \$4,620 to install heat/cool that will keep the temperature in the vault at 70 degrees.

Open bids for hauling road sand. The results were as follows:

Hallstrom Excavating -	\$4.90 cy
Griffin & Griffin -	\$4.56 cy
Adam Stone -	\$5.25 cy
Tim Stone -	\$8.15 cy
Matt White -	\$4.95 cy

John moved; seconded by Michelle to award Griffin & Griffin the bid to haul road sand for a price as quoted of \$4.56 cy. All were in favor.

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Reports & Communication, Announcements –

HIGHWAY BUSINESS:

Road crew work week – Beginning on Memorial Day and thru Labor Day, the road crew will work four- 10 hr. days per week. The board asked that this be reviewed each year for their approval.

Excavator repair – The excavator is broken down again. The cause could be due to an item not being tightened properly after the first repair. Martin will contact Munson and talk with them about it. An invoice for the initial repairs has not been received yet.

Chris Cole re: Bridge #2 width reduction – Letter received from Chris Cole in response to a March 14th letter from the Selectboard conveying objection to a long-term reduction of the bridge to one lane.

Chris responded that given the sudden restriction of this bridge and the impacts to the surrounding communities and traveling public, the project will be included in the accelerated bridge program thereby cutting down the time for project completion. A letter will be sent to Chris thanking him for the quick response and for placing the project in the accelerated bridge program.

Local Emergency Operations Plan (LEOP) – The LEOP approved in February needed amendments to include a change in personnel contact information at one of the shelters and needs to be re-adopted.

Michelle moved; John seconded to adopt the revised LEOP. All were in favor.

BCA meetings – Board members would like the BCA members polled next time before a meeting is actually scheduled to see who can be there on a certain day. Michelle told Rob Roberts the same. Michelle will email Cherilyn and ask the same.

Note: The town must be careful not to turn over any personal information of BCA applicants such as tax return information.

ERP Grant Application – A grant for \$17,300 to hire an engineer to repair stormwater issues on the commuter parking lot was submitted last week.

SunCommon – The town has not yet responded to SunCommon’s letter of from 2/29/16, regarding the Howes solar array.

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OLD BUSINESS:

Blodgett Litigation – Tom moved to enter into executive session at 7:50 pm. to discussion the Blodgett litigation whereby premature public knowledge would clearly place the town at a disadvantage. Michelle seconded. All were in favor. Cheryl was invited to stay for the discussion.

Michelle moved out of executive session at 8:00 pm. John seconded. All were in favor.

Action from the session: Michelle moved we allow the lawyers and the court handle the Blodgett litigation going forward, as the Selectboard feels they can no longer safely deal with the situation since Tom was threatened by Travis Blodgett while trying to view the proposed new access. Tom seconded.

Discussion - Tom will call Paul Gillies tomorrow to let him know about the incident with Travis and talk about how to move forward. **Vote:** All were in favor.

Updated cell phone – The board approved the purchase and change in service for a smartphone for the highway department, giving the capability of having email and taking photos via the phone.

Deputy Health Officer – JB was the only individual to show interest in being appointed Deputy Town Health Officer, who would help out when Richard Valentinetti was unavailable.

Rae moved to appoint JB Weir Deputy Health Officer for the Town of Moretown. Michelle seconded. All were in favor.

Sand pile screening – The board will meet at the sand pile to talk about a screening plan that will help with noise reductions on May 2nd at 5:30. Cheryl will let the Harris's know about the meeting.

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Pay Scale and Benefits for 2016- Tom moved; Rae seconded that the 2016 pay scale and benefits be as follows:

2016 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 4th	Labor Day
Bennington Battle Day	Veteran’s Day
Thanksgiving Day	Christmas Day

Employees can elect to work two holidays and take two other days after approval of 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 2016

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 offered through Vermont Health Connect as follows:

Single Plan – The Town will contribute up to the premium cost for the BC/BS Platinum Plan, \$665.63 per month for a total of up to \$7,879.56 per year. The Town will also deposit \$1,250 into a Health Reimbursement Account (HRA) (which Blue Cross Blue Shield will manage) to cover the \$1,250 deductible associated with the Platinum Single Plan.

2-Person Plan – The Town will contribute up to the premium cost for the BC/BS Platinum Single Plan, \$656.63 per month, plus ½ of the Single Platinum Plan premium price for the dependent, for a total of up to \$984.94 per month, \$11,819.28 per year toward the 2-Person Platinum Plan. Any remaining cost is up to the employee to pay. If you choose to enroll into the Platinum Plan the amount you would owe per month would be \$328.31, which could be paid via a payroll deduction if you instruct the Treasurer to do so. The Town will also deposit \$1,875 into a Health Reimbursement Account (HRA) (which Blue Cross Blue Shield will manage) to cover the employees \$1,250 deductible and ½ of the dependents deductible for the 2-person Platinum Plan.

Employees may choose to enroll in any insurance plan offered by Blue Cross Blue Shield. If an employee chooses to enroll in a plan with a higher deductible, the employee would be responsible for any remaining deductible. If an employee chooses to enroll in a plan which has a lower premium, the employee will not be paid the difference between that premium cost and the \$656.63 or \$984.94 depending on whether the plan is single or 2-person.

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. Contributions are set forth per the rules of Vermont Municipal Employees Retirement System.

VISION AND DENTAL – All permanent year round Town employees working at least 30 hours per week will receive vision and dental insurance. The town will pay 100% of all premium for the employee. Dependents may be added at the employee's expense.

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.

4/18/16

PAY SCALE AS OF 1/1/16

ROAD CREW:

Rodney Huntoon – hired 2006
Martin Cameron – hired 2010
Temp help
Norm Andrews – hired 6/2012
Elwin Chambers – hired 11/2015

Current hourly rate below:

\$20.00 lead eq. operator
\$24.00 road foreman
\$15.38 no benefits
\$24.60 road commiss.
\$19.00 worker/laborer

Other:

Town Hall Custodian	\$250 per qtr- \$1000 /yr
Animal Control Officer	\$350 per qtr - \$1400/yr
Town Auditors	\$15.38 per hr.
Assistant Treasurer	\$16.35 per hr.
Senior Assistant Clerk = 23 hrs/wk.	\$16.35 per hr.
Lister's	\$15.38 per hr.
Constable	\$15.38 per hr.
JB Weir (June 2014) (ZA) (E-911) (Website) = 16 hrs/wk	\$20.31 per hr.
Library Director = 16 hr/wk	\$15.85 per hr.
Asst. Librarian = 9 hrs/wk	\$12.00 per hr.

Town Clerk & Treasurer \$43,472 per yr.
(40 hrs/wk at \$20.90 per hour)

Town Administrator \$39,000 per yr.
(based on decreased hours to 30/wk at \$25.00 per hour beginning mid 2016)

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

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Approval of Minutes:

4/4/16 – Michelle moved; Rae seconded to approve the minutes of 4/4/16 as written. All were in favor.

4/11/16 – Michelle moved; Jason seconded to approve the minutes of 4/11/16 as written. All were in favor.

New Business:

Lisa Mason invoice – An old invoice for \$48 from Lisa Mason for services provided prior to knowing about the need for workers compensation insurance needs to be taken care of. Lisa does not have workers compensation insurance. The board approved payment of the invoice.

Honan School site on Moretown Common – Rae reported that the Historical Society would like to improve the site. Rae would like permission from the board to approach Martin for help and for installation of a used culvert. The board approved.

Review invoices and approval of warrant –

P/R #16021 – e-check #2158-2161

P/R #16022 – e-check # 2162-2169 and check # 17680

P/R #16023 - e-check # 2170 and check # 17681

A/P #16024 – check # 17682-17715

Other documents for approval:

Several overload permits

Sidewalk Requisition for \$121.50

State Health Dept. form for the Deputy Health Officer appointment

Tom moved to adjourn at 9 pm. Rae seconded. All were in favor.