

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

Draft –Unapproved minutes of the 4/1/13 selectboard meeting

Board members present were: Tom Martin, Reed Korrow, Rae Washburn, Michelle Beard, John Hoogenboom

Guests included: Clark Amadon, John Schmeltzer, Jonathan Siegel, Henry Erickson, Lisa Ransom, Scott Baughman, Linda and Chris Joyal, Shane Grace, Eric Howes, Sean O’Brien, Rachel Goff, Mark Glavin, and Cheryl Brown as board assistant

Tom called the meeting to order at 6:00 p.m.

Public Comment:

Linda Joyal – emailed a letter earlier today about the bad mud conditions on the Jones Brook Road and Ward Brook Road, and followed up by coming in tonight. She said Ward Brook Road is really bad and wonders if it is due to the lack of experience or education of the road crew to handle this situation and wondered if the town could get them help.

Reed indicated that he had been up Ward Brook and the Mountain Road, and both roads seem to be in about the same condition. The Mountain Road is currently open only to residential traffic because of its condition.

Tom indicated that the condition of Moretown roads could be the product of years of neglect. They haven’t had the gravel or stone resurfacing that they needed because of the cost to do so.

Linda didn’t think that was the case with Ward Brook Road because most of the road was lost during Tropical Storm Irene and had to be rebuilt.

Chris Joyal – said it makes no sense to grade with a york rake. You need to move the mud and slop out of the road and put in stone. Ward Brook is graded twice per year at the most so Chris suggested developing a town wide road maintenance schedule and posting it on the town website so people would know when to expect maintenance. Chris also asked Reed if Martin had been trained to operate the grader.

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Reed believes so, but he will ask Martin, and he will talk with Martin and Norm Andrews about developing a road maintenance schedule.

Sean O'Brien – came in to talk with the board about applying for a Dry Hydrant Grant. Sean said there is a need for one or two dry hydrants in the village and one on Route 100B. Sean is meeting with Patrick Ross of ANR about where the best place would be for hydrants, and for his opinion for the need. He will then decide how many hydrants to apply for. Sean said the problem is nothing was budgeted for the town share of the grant.

Discussion followed that part of the work could be done by the road crew, which would help offset the town share.

Tom moved to allocate the town share match and to allow Sean O'Brien to sign the Dry Hydrant grant application. John seconded. All were in favor.

Eric Howes - said he has seen the roads much worse than they are now, and believes the road crew is doing the best they can do under the conditions. He believes the selectboard should stand behind the road crew and give them the support they need. One of the areas on Mountain Road where there is a mud problem is scheduled to be resurfaced this year.

Shane Grace – also wrote the board a letter and followed up by coming in tonight. Shane's letter addressed 4X4 trucks misusing the roads; about our road crew that works half way through the night to make the roads passable; and adverse impacts due the landfill closure. Shane added that Crossett Hill is just as bad, if not worse than our roads.

When asked what he thought the best way to handle mud would be from an engineering standpoint, Rae said scraping the mud off and putting down stone is the best solution, but you run into a lot of money being spent very quickly. He would say the criteria for using stone would be; if emergency vehicles can't get through you should dig out the area and use stone.

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Approval of Minutes:

3/11/13 – John moved; Reed seconded to approve the minutes of 3/11/13 as written. John, Reed, Tom and Michelle were in favor. Rae abstained.

3/18/13 – John moved; Reed seconded to approve the minutes of 3/19/13 as written. John, Michelle, Reed and Rae were in favor. Tom abstained.

John noted to Tom that the 7:30 adjourn time was going to be hard to beat.

3/25/13 – Michelle moved; John seconded to approve the minutes of 3/25/13 as written. Tom, Rae, John and Michelle were in favor. Reed abstained.

Reports & Communication, Announcements:

Email from Bill Jenkerson of Ward Brook Road – expressing his dissatisfaction with the current condition of Ward Brook Road, saying it is virtually impassable in lots of areas because of mud and seems to get worse after maintenance. He hopes something will be done.

John reported being contacted by Sheila Getzinger – about emergency vehicle access on the Mountain Road.

Reed said there are three or four bad places where it could be difficult for emergency vehicles to get through. He said the road crew plans to work on those areas tonight if it freezes enough to hold the dump trucks with material.

Discussion followed that at times it is out of the town's control whether or not a road remains passable.

Moretown Landfill – Notice of Appeal of Cell 3 Recertification denial - to Superior Court of Vermont – Environmental Division was filed on March 29th.

Letter from Gary LeBoeuf - requesting that the selectboard meet with the Moretown planning commission and the taxpayer's to go over the big problem of the landfill closure before things get worse.

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Requests for Proposal for Town Office Design/Build services – Members from the town office committee came in tonight to recommend to the selectboard that they hire Maclay Architects for design services for the town office and also if the voters approve, build services. Clark went on to explain points of interest.

Funding the project:

Revised FEMA Project Workorder (PW) - for the town office should have written long ago. Any insurance money received would be deducted from any FEMA payment we would receive. It is still uncertain what the town might receive from FEMA until the revised PW is written. The contract for this phase will be submitted to the insurance company to request payment for the 7% allowed via the policy; there was \$12,000 budgeted; and there is about \$100,000 in insurance reserves that could be used for the balance.

CBG Grant - The plan is to apply for a Community Block Grant (from HUD), that would help pay to move the town office out of the floodplain.

Project Phases:

Phase I:

Maclay Architects bid for phase I of the project was \$14,900. Phase I includes: evaluation of energy goals; aesthetics; budget; code review; preparing a design summary and present it to the selectboard for feedback; once a design and a site has been chosen, to finalize elevations, site design, and utilities etc.

Phase II:

Maclay Architects bid for phase II of the project was \$44,500. This phase is contingent that voters approve the project, and includes: Bond Vote preparation; design development and construction documents; permitting; bidding and negotiation; construction administration.

John moved to hire Maclay Architects to do both Phase I and Phase II of the town office design/build project, contingent that Phase II will proceed only after voter approval of a bond vote. Michelle seconded. All were in favor.

Draft - unapproved minutes of the 4/1/13 selectboard meeting minutes

Becky Ciampi re: Town Hall business:

- Becky has two prices for refinishing the upstairs floor of the town hall. She has one more coming.
- Scheduling – The board would like there to be a calendar kept in the town office and on the website, to make it easier to keep track of when the hall might be available and what events the building is being used for. Becky would be the only person scheduling the events.
- Communication - From time to time people have indicated that it is difficult to reach Becky and/or receive call backs. She agreed to be better about that.
- Payments – Becky wants people to make rental payments directly to the Town Treasurer going forward. The board agreed.
- Needs/Donations – Becky posted items still needed for the town hall which include: pot holders; dish cloths; dish towels. Additional place settings and cookware lost in the flood will be replaced via insurance proceeds.
- Website – The board would like rental applications available on the town website. The application would be simple; time/date/event/contact information etc., and should save Becky time. Becky would still execute the contract with the renter.
- Alternate rental contact – Rae Washburn is the alternate contact for town hall rentals when Becky is unavailable.
- Elevator/Ramp – Currently the town hall lot is being surveyed which will be recorded. Before proceeding with building a ramp, Becky will contact Accessibility Systems and ask that they outline what is needed, and associated costs, to repair the elevator and replace its door. A ramp on the Fletcher Road side would eliminate the elevator altogether. A ramp on the other side (adjoining Summers land) would not impact the elevator or the flower gardens.

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OLD BUSINESS:

Moretown Landfill business discussion included:

- Michelle reported that she and Jonathan Siegel resigned from the Odor Task Force. Michelle noted that she had a hard time getting a sense of where the Task Force was headed and because of that was uncomfortable continuing.
- Rae said people want to know what the selectboard is going to do about the loss of the landfill. He personally wants to see an environmentally correct landfill, but he thinks MLI should have been given more time by the State to fix the problem. If the closure of the landfill is long-term, he feels the school also has to make some financial changes.
- Reed agreed, saying that the State should have worked with MLI at least until Cell 3 was full.
- Tom acknowledged there were problems at the landfill but for the State not to consider the corrections that Advanced Disposal made recently was short sided. Tom added that Moretown Elementary School provides a great product but their per pupil spending is high, and being in close proximity with surrounding town schools, Moretown has to be very careful that the State doesn't combine schools with the statewide drop in enrollment.
- The selectboard will ask the schoolboard to meet to discuss the financial impacts to Moretown as a whole if the landfill closes permanently.

250th Birthday Celebration – Rae reported on tentative activities planned for the celebration on May 24th , May 25th and May 26th .

Rae moved to donate a sum not to exceed \$500 toward expenses relating to the 250th Birthday celebration. Tom seconded. All were in favor.

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New Business:

Pay Scale and Benefits –John moved; seconded by Michelle that the Pay Scale and Benefits for 2013 will be as follows: All were in favor.

2013 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 1/1/13

ROAD CREW:

Current hourly rate below:

Stuart Grandfield - Foreman	\$21.00	Resigned 6/1/12
Rodney Huntoon – hired 2006	\$17.00	lead eq. operator
Martin Cameron – hired 2010	\$20.00	road foreman
Wade Hastings – started 7/9/12	\$16.00	road worker
Temp help	\$15.00	
Wendell Labor – snowblow/mowing	\$13.55	
Meriden Nelson – highway work- on call basis only	\$19.00	
Norm Andrews – hired 6/2012	\$24.00	road commiss.

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 **\$40,560 yr.**
(as budgeted based on @ 40 hrs/wk at \$19.50 per hour)
Elected TC/TT in 2010

Administrative Assistant to Selectboard **\$35,490 yr.**
(as budgeted - 35 hrs/wk at \$19.50 per hour)
Hired 4/7/99

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

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Moretown Mountain Road Vtrans grant work – Rae reported that Martin asked him to help prepare the bid document for the Mountain Road resurfacing. Rae wants it clear to the board that the company he works for would be bidding on the work, so he would like approval from the board before assisting Martin.

Tom would like to talk with Martin first.

Review invoices and approve selectboard orders – Warrant #19 was approved as submitted.

Overload permits; a curb cut permit for James Raymond; and the Annual Financial Plan for Town Highways were all approved.