

Selectboard Meeting Minutes

January 2, 2018

Selectboard Members Present: Joan Goodrich (Chair), Susan Elder, Ruben Hook

Other Town Officials Present: Maggie Kerrin (Town Administrator)

Others Present: None

Joan Goodrich called the meeting to order at 6:30PM.

Changes to the Agenda

Add: Transfer Station Heater
Water/Wastewater Generator and January Water Bills
Town Meeting Warning
Staff Bonuses

Public Comments:

Susan stated that a resident was concerned about piles of snow being left on the sidewalk after they had been plowed by the Town.

Conflicts of Interest Disclosure(s):

There were no conflict of interest disclosures.

Approve Minutes for December 19, 2017

Susan Elder moved to approve the Selectboard Meeting Minutes for December 19, 2017. Ruben Hook seconded the motion. All were in favor, so moved.

Transfer Station

The Transfer Station attendant reported to the Town Administrator that the outbuilding heater didn't seem to be putting out adequate heat.

Highway Department

The Board requested that the Town Administrator collaborate with the Road Foreman to determine what ladder/staging/scaffolding might be best to accommodate needs/use at the Town Hall and the Town Garage.

Water/Wastewater

The Town Administrator informed the Board about recent concerns with the Water/Wastewater Plant generator. The Board reviewed a quote from Brookfield Services to replace the old generator with a new one.

Susan Elder moved to approve the generator purchase quoted by Brookfield Service with the caveat that the Water/Wastewater Chief Operator review and approve it first, and that the Town Administrator bring it back to the Board if he has concerns. The Town Administrator is authorized to sign the contract, once the Chief Operator approves it. Ruben Hook seconded the motion. All were in favor, so moved.

The Town Administrator reminded the Board that water bills will be sent out again next week, to include a reminder that rate changes may occur at the following billing period.

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Town Meeting Warning

Joan Goodrich reviewed notes for consideration in the 2018 Town Meeting Warning.

2018 Budget Update/Review

The Board continued work and review on the 2018 budget. They hope to complete the budget and the Town Meeting warning by January 25, 2018.

Staff Bonuses

The Board discussed year-end bonuses for the staff.

Susan Elder moved to give \$250.00 to full time staff, \$150.00 to three-quarter time staff, \$100.00 to half time staff, and \$50.00 to staff working less than half time. Ruben Hook seconded the motion. All were in favor, so moved.

Executive Session - Legal

Susan Elder moved to go into executive session at 8:07PM after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage. Ruben Hook seconded the motion. All were in favor, so moved. The Town Administrator was invited to stay.

Susan Elder moved exit Executive Session at 8:27PM. Ruben Hook seconded the motion. All were in favor, so moved.

Town Administrator – Report

The Town Administrator informed the Board about the recent loss prevention walk-through at the Town Hall and Town Garage with Jim Carrien at Vermont League of Cities and Town. She also informed them that the Vermont State Historic Preservation Grant bidding vendors had been approved. Appropriate Certificate of Insurance forms must now be submitted before moving forward with the projects. She also informed the Board that she will be working with a FEMA representative to complete all requirements pertaining to the potential FEMA reimbursement from the June/July 2017 storm beginning on February 1, 2018. She also shared an updated version of the State of Vermont Hazard Mitigation Grant Program Project Application recently submitted to her from Lauren Oates.

Susan Elder moved to approve that the Town Administrator sign the revised State of Vermont Hazard Mitigation Grant Program Project Application after review/comparison with prior agreement. Joan Goodrich seconded the motion. All were in favor, so moved.

Approve Orders

The Board reviewed, approved, and signed the orders.

Susan Elder moved to approve the orders. Joan Goodrich seconded the motion. All were in favor, so moved.

Adjourn

Susan Elder moved to adjourn at 8:32PM. Ruben Hook seconded the motion. All were in favor, so moved.