

**Town of Readsboro
Board of Selectmen
Regular Meeting
June 28, 2017**

Selectboard Present: Helyn Strom-Henriksen, David Marchegiani, Jim Franzinelli
Others present: Rebecca Stone, Debbie Calnan, Amber Holland, Norman Wilber, Larry Hopkins, William Wheeler, John Kelly and Chris Scofield

Call to Order:

Meeting called to order at 6:30 p.m.

Agenda Additions/Deletions:

None.

Approval of Agenda:

Helyn moved to accept the Agenda as corrected. Jim seconded. So voted.

Reading & Approval of Records:

Helyn moved to approve the minutes of the Regular meeting of June 21, 2017, as corrected. Jim seconded. So voted.

Fiscal Matters:**A) Review of Budget Status Report**

Checking balance	\$ 153,399.09
Owed to school FY 2016-2017	-
Water Account	\$68,296.47
Sewer Account	\$12,338.25
Taxes Collected July 1 to Present	-
General Fund Balance	\$ 153,399.09

Ron Pentkowski from FEMA emailed Amber about closing out the Ruba Road Project. The Selectboard approved Amber's request to bring back her summer help.

Selectboard Administrative Report:**A) Updates**

The Selectboard wishes to thank the Highway Department for prepping the town for the Independence Day Celebration. They also wish to thank the Independence Day Committee for their work. Helyn stated that the State Police did not show up as agreed upon. The State Police will not be paid for those four hours.

The Selectboard wishes to thank Rhonda Smith and Audrey Eilers for the upkeep of the flowers around town.

Norman Wilber, Superintendent of Public Works, presented the Selectboard with his report. All equipment is operational. The new Water/Sewer truck is here. The crew has been digging ditches, cleaning culvert ends, hauling gravel, scraping roads and weed whacking/mowing grass. Nate Matys, Interdepartmental employee, attended a grader class on the 19th. He and Mr. Wilber will attend a water/wastewater class on July 22nd.

Report of Town Administrator:

Rebecca Stone heard back on the Grants in Aid Pilot Program and will be coordinating with Windham Regional Commission and DPW Superintendent on the next steps.

Old Business:**A) Discussion & Action on Delinquent Tax List**

The Delinquent Tax List needs to be revised to add two more properties to it.

Helyn moved to add two properties to the Delinquent Tax List going from 33 to 35 properties.

David seconded. So voted.

New Business:**A) Discussion & Action on Website Proposal**

E Enable, computer support, can build the Town a web site and teach people who wish to learn to maintain it for a one-time total fee of \$2,000. E Enable also offers email accounts through

Microsoft at \$5 per month per account. The \$2,000 would also include a onetime set up for the office to be able to back up to their cloud as well. The cost of a monthly maintenance fee is not known at this time.

Helyn moved to allow the Town to switch services from Go Daddy to E Enable. No vote. Tabled until more information is available on what the monthly maintenance fee will be. This item will be on next week’s meeting agenda.

B) Discussion & Action on Driveway Access Permit(s)

The access permit is for Frank Candiloro at 1 Bailey Hill Road. Norman Wilber has checked the location out and approved it.

Helyn moved to sign the access permit for Frank Candiloro at 1 Bailey Hill Road. Jim seconded. So voted.

C) Discussion & Action on Transfer Station Operations

David stated that the cleanup at the Transfer Station is completed and is ready for the new contractor to install the composter. The Selectboard informed Mr. Wheeler that they are thinking about reducing the Transfer Station station’s hours in the winter to allow the Town Crew to clean out snow. They are only in the discussion process at this time.

D) Discussion & Action on FY18 Pay Rates

The FY18 pay rates have been set. The new rates will be given to the Town Treasurer and will go into effect for the pay period beginning July 2, 2017.

E) Discussion & Action on Selectboard Summer Meeting Schedule

Helyn moved to change the summer Selectboard meetings to every other week; which would be on the following dates: July 12th and 26th and August 9th and 23rd.

To be reviewed again on August 23rd. Jim seconded. So voted.

F) Junk Ordinance Officer Updates

John Kelly, Junk Ordinance Officer, stated that he has worked on an issue on North Hill concerning 44 vehicles. He spoke to a representative at ANR. The representative suggested that the Town work on the matter on a local level first.

Regarding the matter on 60 Canal Street, property owned by Michael Chase, the owner does not have a right of way to park anything there. He has vehicles on the neighbor’s properties on either side of his property. David stated that some of the issues have been cleared up. The Selectboard directed Mr. Kelly to send a letter confirming that the properties are being cleaned up but that there are fines that will be issued if the matter is not resolved.

A letter has been sent to Melanie Peck & Robert Matte at 129 Turner Road regarding an issue there.

Hearing of Visitors:

Larry Hopkins asked if the old and new pay rates will be in the meeting minutes. The Selectboard informed him that the rates will be recorded in the minutes as they always have been.

Fiscal Matters:

Board reviewed mail & signed warrants.

Executive Session:

Executive Session: Contract discussions according to 1 V.S.A § 313

Helyn moved to go into executive session according to 1 V.S.A. S 313, Contract discussions at 7:51 p.m. David seconded. So voted.

Present: Helyn Strom Henriksen, David Marchegiani, Jim Franzinelli and Rebecca Stone

David moved to come out of executive session at 8:17 p.m. Jim seconded. So voted.

The Selectboard agreed on all of the pay raises; which will be effective for July 2, 2017.

**Town of Readsboro
Summary of Wages**

DEPARTMENT	POSITION	NAME	FY17 RATE	FY18 RATE
DEPARTMENT OF PUBLIC WORKS		Position Currently Held By:		
Highway/DPW	SUPERINTENDENT	Norman Wilber	NW \$21.00/hr	\$21.84/hr
	DRIVER/OPERATOR	David McKenna	\$18.28/hr	\$18.74/hr
	DRIVER/OPERATOR	Ed Arnold	\$17.58/hr	\$18.02/hr
Interdepartmental	DRIVER/OPERATOR	Nate Matys	NM \$18.00/hr	\$18.63/hr

	DRIVER/OPERATOR Spare	Barry Howes	\$15.00/hr	\$15.00/hr+exp
Summer Help	LABORER		VV \$11.00/hr	VV \$11.00/hr
	LABORER		JB \$10.00/hr	JB \$10.00/hr
Transfer Station	ATTENDANT	William Wheeler	\$13.53/hr	\$13.87/hr
	ASSISTANT ATTENDANT	John Patriacca	\$11.31/hr	\$11.31/hr
Water & Sewer	CHIEF OPERATOR	Mitchell Holland	\$19.11/hr	\$19.68/hr
Interdepartmental	OPERATOR – Assistant			
	OPERATOR - Weekend	Logan Sprague	\$100/weekend	\$110/weekend
SELECTBOARD APPOINTMENTS				
	ASSESSORS CLERK	Larry Hopkins	\$17.50/hr	\$18.00/hr
	Listers (was 3 staff up until 2013; then 1 Assessors Clerk)	See Pay Range for 3 staff		
(35hrs per year minimum)	IT STAFF PERSON	Amber Holland	\$15.41/hr	\$15.41/hr
	SELECTBOARD CLERK	Deb Calnan	\$12.25/hr	\$12.55/hr
	ASSISTANT SELECTBOARD CLERK	Teddy Hopkins	\$10.00/hr	\$10.50/hr
DEPARTMENT	POSITION	NAME	FY17 RATE	FY18 RATE
	TOWN ADMINISTRATOR	Rebecca Stone	\$24.15/hr	\$24.87/hr
	UTILITY CLERK	Normajeon Marchegiani	NM \$11.22/hr	\$11.56/hr
	METER READER	\$250/month until electric sold		
	ASSISTANT UTILITY CLERK	vacant		
	ZONING ADMINISTRATOR	Helyn Strom-Henriksen	\$1,800/yr + mileage	\$1,800/yr +mileage
Miscellaneous	MILEAGE REIMBURSEMENT		.45/mile	.45/mile
APPOINTED	Appointed by Selectboard and Town Clerk:			
	Assistant Town Clerk:	Normajeon Marchegiani	\$10.81/hr	\$11.13/hr
	ASSISTANT TOWN TREASURER	Normajeon Marchegiani	\$10.81/hr	\$11.13/hr
	BALLOT CLERK		\$10.00/hr	\$10.50/hr
APPOINTED	Appointed by Selectboard:			
	AGENT TO CONVEY REAL ESTATE	Eunice Crowell	\$15/trip+mileage	\$15/trip+mileage
	BOARD OF ABATEMENT	-	\$15/meeting	\$15/meeting
	BOARD OF ABATEMENT CLERK	-	\$15.41/hr	\$15.41/hr
	BOARD OF CIVIL AUTHORITY	-	\$15/meeting Site Visit Report: \$15	\$15/meeting Site Visit Report: \$15
Elected until 2016	DELINQUENT TAX COLLECTOR	Teddy Hopkins	TH 7% Appointed	TH 7% Appointed
	EMERGENCY MANAGEMENT DIRECTOR	Carl Marchegiani		
	ENERGY COORDINATOR	Jim Franzinelli		
	FENCE VIEWER			
	FENCE VIEWER			
	HEALTH OFFICER	John Kelly	JK \$300/yr+mileage	JK \$300/yr+mileage
	INSPECTOR OF COAL & LUMBER	Michael Boisvert		
	JUNK ORDINANCE OFFICER	John Kelly	JK \$500/yr+mileage	JK \$500/yr+mileage
	MEMORIAL DAY COMMITTEE	American Legion Post #29		
	POUND KEEPER	Marcia Evans	\$600/yr+mileage	\$600/yr+mileage
	REP TO LIBRARY SUPERBOARD	-		
	REP TO WINDHAM REGIONAL PLANNING COMMISSION	John Whitman		
	REP TO WINDHAM REGIONAL PLANNING COMMISSION	Priscilla Margola		
	REP TO WINDHAM SOLID WASTE DISTRICT	Jim Damato		
	ALTERNATE REP TO WINDHAM SOLID WASTE DISTRICT	Gig Zboray		

	ROAD COMMISSIONER	Selectboard		
DEPARTMENT	POSITION	NAME	FY17 RATE	FY18 RATE
	SANITATION ENGINEER	Richard Codogni		
	TREE WARDEN	Michael Boisvert		
	911 COORDINATOR	Kenneth Lequier	\$100/yr	\$100/yr
ELECTED	GRAND JUROR	Vacant	\$15/trip+mileage	\$15/trip+mileage
	MODERATOR	Kenneth Lequier	\$50 (after 5 hrs or \$10/hour)	\$50 (after 4 hrs, \$10.50/hour)
	SELECTBOARD 3 members	Helyn Strom-Henriksen; David Marchegiani; Jim Franzinelli	\$1,700/yr; \$10 hrly for Special approved mtg + mileage	\$1,700/yr; \$10.50 hrly for Special approved mtg + mileage
	TOWN CLERK	Amber Holland	\$231.23/wk	\$284.00/wk
	TOWN TREASURER	Amber Holland	\$231.23/wk	\$284.00/wk
	TOWN AGENT	Vacant	\$15/trip+mileage	\$15/trip+mileage
	SCHOOL DIRECTORS		\$80 regular monthly meeting,maximum 12. \$80 Super Board mtg, maximum 3. Not to exceed \$1200/yr	\$80 regular monthly meeting,maximum 12. \$80 Super Board mtg, maximum 3. Not to exceed \$1200/yr

Work Session:

Water & Sewer Capital Reserve Funds

Helyn moved to adjourn at 8:25 p.m. David seconded. So voted. Meeting adjourned at 8:25 p.m.

Respectfully Submitted,
Debbie Calnan, Selectboard Clerk
June 28, 2017
Approved July 12, 2017