

**Town of Readsboro
Board of Selectmen
Regular Meeting
July 13, 2016**

Present: Helyn Strom-Henriksen, David Marchegiani, Ted Hopkins, Norman Wilber, Rebecca Stone, Raymond Eilers, Larry Hopkins, Robert Marechal at 7:05 p.m, Jody Berard at 8:30 p.m.

Call to Order

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

Agenda Additions/Deletions

None.

Approval of Agenda

Helyn moved to approve the agenda as written. Ted seconded. So voted.

Reading & Approval of Records

Ted moved to approve the minutes of the Selectboard Regular Meeting of 07-06-16 as corrected. Helyn seconded. So voted.

Fiscal Matters

A) Review of Budget Status Report

No report presented as the Town Clerk was on vacation.

Report of the Superintendent of Public Works

A) Updates on Highways & Equipment

Norm reported that all equipment is up and running and that the DPW has been hauling gravel and grading. Norm stated that the DPW is changing some culverts, along with cleaning ends and doing ditch work. Mowing and weed wacking is ongoing. Norm explained that overtime was due to an after-hours delivery, water and sewer issues, Selectboard meeting, and tree work. Ted suggested looking into having a local contractor assist the DPW in the future with hauling gravel in a tandem truck. David said he was approached by Ernie Bolognani about the status of paving a section of Christie Drive. Norm to measure and do site visit of the area and report to the Selectboard. Raymond Eilers expressed concern with potential water issues when Glen Avenue is paved. David reported that material that is being hauled by Weaver Contracting is being placed in the wrong location near the access road to the baseball field. Norm to follow up with the contractor to have the material moved.

Selectboard Administrative Report

A) Updates

Helyn reported that the Bike/Ped Grant has been submitted. Becky gathered the supporting documents and sent the grant application. Helyn noted that two meetings for the School Street Riverbank Stabilization Project have been held. Helyn and Becky attended a meeting last week with the engineers, contractor, and the Agency of Natural Resources representative to review progress and any concerns with the project. A key way will be added to the project which was not included in the scope of work, but since the change order will be less than the \$10,000 contingency in the contract, the project will continue to move forward without delay. The Project is 25% complete and is running on target with anticipated completion date. A meeting was held today with Community Development officials, Helyn, and Becky to review grant management tasks. The

meeting also served as the necessary onsite meeting. Becky will begin to process requisition requests next week. In follow up with the Town Attorney, Ted reported that it was clarified that the Zoning Administrator can go onto driveways on properties. The item concerning the definition of camps may require future edits to bylaws per Attorney Fisher’s office. Larry Hopkins wanted to be sure that there is a paperwork trail and that documentation is on file in the Town Office when it comes to zoning issues. David confirmed with VLCT staff attorney that it is up to each employer in Vermont to set its own policy with regard to employees who are on the Fire Department responding to fire calls during work time.

B) Report of Administrative Assistant

- Alpenwald Parcel Information – Becky has uploaded the information to the Town website
- Water System Rate Structure – Becky is collecting data to evaluate the water system rate structure and is seeking assistance with long-term capital planning through an EPA grant

Old Business

B) Discussion & Action on Grant Application for Dry Hydrant

David reported that he has followed up with Troy Dare with the Rural Fire Protection Program for the potential submittal of a grant application for placement of a dry hydrant on property owned by Bob Marechal. David explained the application deadlines and that a 25% local match is required. Selectboard supports the submittal of a Rural Fire Protection Grant Program application to meet the August 1st deadline. Larry Hopkins to check into assessment values for the property owner as it relates to a fire pond being on Bob’s property. Bob has offered to remove the trees in the area at his own expense.

A) Review of Job Applications – Executive Session, 1 § V.S.A. 313(A)

Executive Session: Appointment or employment or evaluation of a public officer or employee; according to 1 V.S.A 313(A)

Motion to enter executive session at 7:15 p.m. for appointment or employment or reevaluation of a public officer or employee made by Helyn, seconded by Ted. David did not participate in the Executive Session. So voted. A Special Selectboard meeting will be held July 19, 2016 beginning at 2:30 p.m. to conduct interviews. Out of executive session for Review of Job Applications at 7:20 p.m.

New Business & Communications

A) Personnel Evaluations – Executive Session, 1 § V.S.A. 313(A)

Motion to enter executive session at 7:21 p.m. for appointment or employment or reevaluation of a public officer or employee made by Ted, seconded by Helyn. So voted. Out of executive session for Personnel Evaluations at 8:20 p.m. Regular meeting resumed at 8:21 p.m.

B) Discussion & Action on Fiscal Year 2016/2017 Pay Rates

Ted made a motion to set calculated pay raises for employees and officers effective July 17, 2016. Helyn seconded. So voted. Selectboard noted pay rate increases range from 2% to 5%.

**TOWN OF READSBORO
2016/2017 PAY RATES**

<u>POSITION</u>	<u>NAME</u>	<u>2015 RATE</u>	<u>2016-17 RATE</u>
Agent to Convey Real Estate		\$15/trip + mileage	\$15/trip + mileage
Assistant Selectboard Clerk	Teddy Hopkins	\$10.00/hr	\$10.00/hr

		<u>2015 RATE</u>	<u>2016-17 RATE</u>
Assistant Town Clerk/Treas	Normajean Marchegiani	\$10.60/hr	\$10.81/hr
Assistant Utility Clerk		\$10.60/hr	\$10.60/hr
Ballot Clerks		\$9.20/r	\$10.00/hr
Board of Abatement		\$15/meeting – no mileage	\$15/meeting – no mileage
Board of Abatement Clerk	Amber Holland	\$14.68/hr	\$15.41/hr
Board of Civil Authority		\$15/meeting – no mileage	\$15/meeting – no mileage
Grand Juror		\$15/trip + mileage	\$15/trip + mileage
Health Officer	John Kelly	\$300/yr + mileage	\$300/yr + mileage
E911 Coordinator	William LeQuier	\$100/yr	\$100/yr
Interdepartmental	Mitchell Holland	\$18.20/hr	\$19.11/hr
IT person	Amber Holland	\$15/hr with a minimum 35 hrs/yr starting 02/01/14	\$15.41/hr with a minimum 35 hrs/yr starting 02/01/14
Junk Ordinance Officer	John Kelly	\$300/yr + mileage	\$500/yr + mileage
Assessor's Clerk	Larry Hopkins	\$12.86/hr	\$13.25/hr
Mileage		\$0.50	\$0.45/mile
Moderator	William LeQuier	\$50 after 5 hours or \$10/hr	\$50 after 5 hours or \$10/hr
Part Time Help		\$15.00/hr	\$15.00/hr minimum
Part Time Water/Sewer		\$100/weekend	\$100/weekend
Pound Keeper	Marcia Evans	\$600/yr + mileage	\$600/yr + mileage

		<u>2015 RATE</u>	<u>2016-17 RATE</u>
School Directors		\$80 regular monthly meeting, max 12;	\$80 regular monthly meeting, max 12;
		\$80 Super Board meet; max 3 total, not to exceed	\$80 Super Board meet; max 3 total, not to exceed
		\$1200/yr	\$1200/yr
Selectboard	Helyn Strom-Henriksen	\$1700/yr, approved	\$1700/yr, prorated
	Ted Hopkins	\$10/hr + mileage	\$10/hr + mileage
	David Marchegiani		
Selectboard Clerk	Rebecca Stone	\$14.00/hr	\$14.42/hr
Superintendent of Public Works	Norman Wilber	\$20.00/hr	\$21.00/hr
Summer Help		\$10.00/hr	\$10.00/hr
Town Agent		\$15/trip + mileage	\$15/trip + mileage
Town Clerk	Amber Holland	\$220.22/wk	\$231.23/wk
Town Crew	Ed Arnold	\$16.74/hr	\$17.58/hr
	David McKenna	\$17.58/hr	\$18.28/hr
	Norman Wilber	\$17.81/hr	n/a
Town Treasurer	Amber Holland	\$220.22/wk	\$231.23/wk
Transfer Station Assistant		\$11.09/hr	\$11.31/hr
Transfer Station Attendant	William Wheeler	\$13.13/hr	\$13.53/hr
Utility Clerk	Norma Marchegiani	\$11.00/hr	\$11.22/hr
Zoning Administrator	Jason Klump	\$1800/yr + mileage	\$1800/yr + mileage
		\$15/hr for old business	Prorated; \$15/hr for old business
Administrative Assistant	Rebecca Stone	\$23.00/hr	\$24.15/hr

Hearing of Visitors

Raymond Eilers asked about the overtime of the DPW. Selectboard explained the reasons for the overtime and that it is documented on their time sheets and reported by the DPW during the Selectboard meetings. Ray noted that the State Police have been setting up radar on Tunnel Street. Selectboard asked Ray to keep them updated on the visibility of the State Police in the Tunnel Street area. Larry Hopkins asked about the employee involvement with the evaluations. Selectboard offered that they communicate regularly with staff and have received feedback to assist in determining the wage increases.

Helyn reported on Communications items. The Selectboard has received a letter from Star Wind Turbines LLC from East Dorset, Vermont, as sent to the Vermont Public Service Board, indicating their intention to build a small wind turbine on Bailey Hill. Helyn reported that the Readsboro School Board is looking into building a better playground at the Readsboro Elementary School.

Jody Berard indicated she is looking into organizing a haunted hay ride the first or second week in October. Other activities may include having wagon/tractor rides and a bonfire. Jody said these events would be held as a fundraiser for the Independence Day celebration. Discussed liability issues. Becky to inquire with VLCT on insurance coverage for this Town-sponsored event and report back to the Selectboard and Jody. While Jody was at the meeting, David asked her about the status of cleaning up the area where the mud bog event was held in past years. Selectboard indicated they were not in favor of holding another mud bog due to liability exposure. Selectboard to follow up with the DPW Superintendent to have the DPW get the area cleaned up.

Fiscal Matters

A) Signing of Selectboard Orders/Bills

Board reviewed mail & signed warrants.

Ted moved to adjourn at 9:00 p.m. David seconded. So voted. Meeting adjourned at 9:00 p.m.

Respectfully Submitted,

Rebecca Stone,

Selectboard Clerk

July 13, 2016

Approved July 20, 2016