

**Town of Moretown  
Office of the SELECTBOARD**

**Notice of unapproved minutes of the October 15, 2007 Selectboard meeting**

Members present: Paula Mastroberardino, Stephanie Venema, Don Wexler, Rae Washburn III (Rae left at 8:00 p.m.) and John Hoogenboom arrived at 6:30 p.m.

Guests: Doug McIntosh, Deborah Feldman, Jared Hosefros – Nortrax Equipment salesman, Jay Hart – Area Sales Manager John Deere Credit, Steve Sharp, Raymond Munn, Doug Reed, Hoover Austin, Rube Scharges

**PUBLIC COMMENT:**

**Doug McIntosh – Town Hall Windows** - Doug provided a quotation of \$698.88 from Glassworks, to repair the windows that were vandalized at the town hall. The estimate includes replacement glass, sealants and labor for the repairs.

Paula moved to approve the quotation from Glassworks for \$696.88, to repair the windows at the town hall. Don seconded Paula's motion.

Discussion – The Town's insurance has a deductible of \$500 so about \$200 of the repair should be covered by insurance.

Doug will call Glassworks to do the work.

**Town Hall Furnace** – Doug said the new heater has been installed.

**Town Hall Rental fee** – Doug had questions regarding the new \$150 rental cost. He asked if he can have the discretion to reduce the rental fee for events such as fund raisers or meetings that happen for a couple of hours in the middle of the week etc.

The Board suggested that Doug follow a consistent policy for short-mid week events, with a rate that would cover overhead costs for use of the hall. The Board settled on an hourly rate of \$30 per hour that Doug can charge for short meetings on a case by case basis but the regular rental rate will remain at \$150.

**Jay Hart of John Deere Credit and Jared Hosefros of Nortrax Equipment** - came in to talk with the Board about what amount the Town should be paying to payoff the loader purchased in December of 2006. Jay said the loader should have been paid off in June 2007 in the amount of \$95,800 plus interest accrued from December 2006 thru June 2007, but since the loader wasn't paid off until today the Town is responsible for \$95,800 plus interest thru 10/15/07, which amounts to around another \$4,200. Jay provided the Board with copies of the contract signed by the Town at the December 2006 delivery and an amortization schedule.

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A note from Susan to the Selectboard dated 9/17/07 which relates to an August 27, 2007 Lease Buyout Quote (for \$100,696.51), states that she (Susan) had been back and forth for several months with John Deere Credit to get a buy-out invoice for payoff.

Cheryl related having a conversation with Jared when an invoice arrived for the first lease payment due in June 2007, at which time Jared advised that the Town contact John Deere Credit for a pay-off invoice rather than paying the lease invoice.

The Board recalls conversations with Jared that the sale was contingent on voter approval in March 2007 and that no interest or penalties would be accrued until the June payoff (a conversation Jared agreed tonight as being accurate) and because there was clearly contact with John Deere Credit to get an invoice for the payoff and that the invoice arrived reflected an amount with interest and late fees which delayed payment from the Town, Board members feel all late fees and interest should be waived. \$95,800, the cost of the loader, has been paid.

Jay was willing to settle if the town paid \$2,787.46 of the interest charges, (the amount from 12/06-6/15/07) out of the \$4,173.19 total and he would waive the \$1,385.73 which reflects interest from 6/16-10/15/07.

The Board decided that they will review the minutes of conversations with Jared during the purchase negotiations, prior to making a decision on this issue and invited Jay and Jared to attend their 10/22 meeting at 6:00 to continue this discussion.

Also to be discussed at the 10/22 meeting will be whether or not to continue with plans to purchase the grader which is currently being used by the town under the same agreement as the loader (no interest or penalty accrued until voter approval), or to return the grader to Nortrax and get the old grader back.

**Steve Sharp/Planning Commission** – Steve said Planning Commission members have put together a draft proposal of revisions to the Town Plan which expired in August of 2007. Steve said a copy of the draft has been left at the Town Clerk's office for public review and he left a copy with the Selectboard to review for feedback. A public hearing is scheduled for November 19<sup>th</sup>, he would like the Board feedback prior to that meeting.

John said when revising the Town Plan and Zoning Regulations, it is important that townspeople are involved in the revision process.

## **OLD BUSINESS:**

**E911 Coordinator search** – Paula reported that Deborah Feldman is not able to do the E911 Coordinator work at this time. She said possibly a fee should be placed on zoning applications to help pay for a person to do the work.

Deborah provided a description of work the E911 Coordinator job. She added that once a person is trained for the Coordinator work, she would be willing to backup that person.

Paula will call Eric Howes and talk with him about doing the Coordinator work.

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**Village Hill crack in new pavement** – Rae reported that F.W. Whitcomb has not relayed to him that they have inspected the cracks yet and has drafted a letter he thinks should be sent to them stating that the Town will take the funds being retained from the \$25,000 invoice and have the cracks repair unless they make the repairs by a certain date.

In the interim, the Board finds that the original invoice of \$25,280, approved for payment in September, has not been paid by the Town to date.

Paula will note tonight's warrant that Susan should cut a check to Whitcomb for 80% of the \$25,280 invoice and call Rae when it is ready. Rae will contract Whitcomb to pickup their check when they come look at the cracks. The draft letter prepared by Rae was revised and will be mailed to Whitcomb Construction.

#### **Town Clerk/Treasurer business:**

**Order sheets** – Warrant # 78 was adjusted to include the 80% = \$20,224, of the F.W. Whitcomb invoice for paving the village hill.

Warrant # 76 – for pay period 10/15/07 was adjusted so that a part-time hourly paid employee was not paid holiday pay when she did not work on the holiday. The employee's total hours for a two week period were adjusted on the backup/worksheet from 49 hours to 41 hours.

Stephanie will investigate the procedure for creating or changing a personnel policy mid year.

**Note from Susan** – requesting clarification from the Selectboard regarding Jeff Ladue's need to detail his mileage expense and days worked specifics.

Paula said she spoke with Jeff who said he had been submitting his time/mileage this same way, with this same documentation for several years. Jeff said he likes to get paid once per year and doesn't mind getting a 1099 at the end of the year. Paula said she called Fred Duplessis for his recommendation. His advise was to keep the policy the same as has been done for years (with Jeff receiving a 1099) but change the policy with new employee's/officials going forward.

Paula will notate Susan's note as such, and ask her to add Jeff's pay to tonight's warrant. Pay policies will be reviewed with Susan when she comes in to talk about the Sullivan, Powers recommendations with the Selectboard.

**Budget report current thru August 2007** - Susan neglected to provide an updated budget report that would depict finances thru August of this year after all journal entries have been made, as was requested by the Selectboard.

John reported that when he asked Susan for the report she stated that it would not be ready for tonight's meeting.

Paula will discuss this issue with Fred Duplessis when she calls him to invite him to the October 22<sup>nd</sup> meeting when the Board continues their work on the recommendations. John will invite Susan to attend the 10/22 meeting to work on recommendations that relate to the Town Clerk and Treasurer.

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**Sullivan, Powers recommendations** – the Selectboard will continue their work on the recommendations at a special meeting on 10/22/07, at 6:45. John will ask Susan to attend. Paula will ask Fred Duplessis/Sullivan, Powers & Co. to attend.

**NEW BUSINESS:**

**Historic Preservation grant application for the Town Hall** – The Town has applied for a preservation grant to help pay for repairs to the town hall. The grant is a \$15,000 matching grant from the State of Vermont Historic Preservation Division.

In order to ratify submission of the grant application – John moved that Paula sign the 2008 State Historic Preservation Grant application to be used for the town hall. Don seconded John's motion. All were in favor.

**TOWN GARAGE committee work** – Hoover said through investigations, he found the land on the sand pile side of the road was perked, however, there is enough land on the side of the road where the existing garage is to build a new garage large enough for the town's needs. Committee members have met with Craig Elwell to clarify the highway needs and Doug Reed provided drawings of a building envelope for a new garage.

Doug gave an overview of the drawings which show the new building would be 6500 square feet – 9 bays – on a heated slab. The plan was thoroughly reviewed by the Board while reviewing the zoning regulations for setback, height, lot coverage etc.

**Next step:**

Doug will talk with the floodplain people, ECS (environmental consultants working on soil testing around the town garage) about any building restrictions that might apply because of soil monitoring, the Development Review Board about requirements for submitting an application for conditional use review for a new garage and to American Consulting Engineering & Surveying about any survey/septic work they have done for the Town that relates to the town garage.

Hoover will go door-to-door and talk with residents around the town garage for their input about building a new town garage at the existing site.

**The town garage committee meets again on October 22, 2007 at 6:30** and will update the Selectboard on the research findings.

**MINUTES:** Approval of the minutes from the 9/24/07 and 10/1/07 Selectboard meetings was deferred.

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**Reports & Communication:**

**Town of Duxbury – re: storage of Moretown’s truck** – the Duxbury Selectboard approved the agreement to waive the \$1800 fee for fire protection from Moretown’s fire department in exchange for storing the 2007 dump truck in their highway garage this winter.

**Class II grant application – River Road** – The Board signed an application as revised by AOT to include engineering costs & a 10% contingency for unexpected expenses for the phase II part of the River Road project. The revision increased the grant amount by about \$20,000.

John moved to adjourn at 10:00 p.m. Paula seconded. All were in favor.