

Town of Moretown

Unapproved minutes of the March 6, 2008 Selectboard special meeting to discuss and act on allocation of hours and positions of the Town Clerk and Town Treasurer and assistants to those offices.

Members present: John Hoogenboom, Paula Mastroberardino, Stephanie Venema, Don Wexler, Rae Washburn III

Guests: Sheila Getzinger, Ron & Vera Ward, Sheila Griffith, Deborah Feldman, Jerry & Wilma Maynard, Cherilyn Bandy, Amy Deutl, Wendy Ferenc, Cheryl Brown – Clerk for the Board.

Paula called the meeting to order and said we are here tonight to address Amy and Cherilyn's needs to get their work done, to talk about allocating extra hours for Cherilyn that meet her need to work more than 20 hours per week, and to structure a plan that will work for everyone while keeping within the budget as much as possible. Paula handed out a draft of options, using 2008 budget figures, for the Board to review for the discussion.

Cherilyn said the office needs to be open and in order to have it open, she needs additional hours. The recording is back logged at least to May of 2007 and that needs to be caught up as well first and foremost. She feels once the office is caught up 35 hours per week will run the Town Clerk's office with no assistant needed. She said it will most likely take until the end of the year though to get the office to that point.

Sheila talked about the condition of the town clerk's office records. She said in her estimation, with two full-time people working every day it would take 60 days to get caught up on the recording alone. She said we now have no card index and no typewriter because apparently they were Susan's and when she left, she took them. Sheila offered to help with the recording as much as she could and added that the getting the recording caught up should be top priority. Sheila supported funds to allow the office to be open and extra to help get things straightened out.

Wendy agreed that the recording needs to be caught up immediately and she supported allocating extra funding to help Cherilyn get caught up and to keep the office open. Wendy thinks the town should get rid of the DMV/car registration services. She said for what the town gets for the service, which is a service used by residents of other towns as well, versus the time it takes for the Town Clerk to do the service, does not equal so do away with it.

Deborah said over the last six months or so, she has heard of delays in the recording of records and feels people would support the extra funds to have the office caught up and open.

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Amy said she needs a computer to do the Treasurer business because the Secretary of States office said the computers currently in the Town Clerks office were purchased via Federal Grant for state checklists and must be used by the Town Clerk only. She said she has financial stuff to remove from the computer and put on a new computer. She will be using the lap top for now but will need a keyboard, mouse, monitor a new phone system and a typewriter. She has also found a couple of fireproof file cabinets for around \$400 each. Amy said the Treasurer's work is also quite behind ie bank reconciliations etc., which will also take some time to catch up on.

Paula asked Amy to get quotes from Telecom for the phone system.

Amy said she plans to work Monday, Tuesday and ½ day Thursday at this point, with no set hours. She said she doesn't know what it would take to do it, but the Town Clerk position should have been full time years ago.

A lengthy discussion continued with Amy and Cherilyn about their plans to get the back logged work done and how many hours per week they need to work and how many hours they need for an assistant. The Board was in agreement that both Amy and Cherilyn need extra monies allocated to hire assistants/help to get their records caught up.

Cherilyn said she ran for both Town Clerk and Town Treasurer with the intent of working 40 hours week and having health benefits and retirement, she would like the board's approval to work full-time and have benefits, in order to keep the Town Clerk's office open and get the recording caught up. Cherilyn said she does not expect she will need an assistant once things are caught up, except when she is gone for vacation.

Amy said she ran for Town Treasurer only and expected to work only 20 hours per week and did not expect health benefits because she would be part-time. Amy said she has health insurance through her husbands work but she would like to be enrolled in the Retirement System.

Wendy said if Cherilyn takes over her assistants hours would that qualify her for health benefits?

Paula said yes, and we did budget for health insurance expenditure.

Discussion continued about what was budgeted for Clerk and Treasurer and their assistants with Board members offering their individual input regarding the request for an increase in hours.

Paula moved that:

Town Treasurer is approved for 20 hours per week with 12 hours approved for an assistant, for a total Treasurer payroll of \$17,395 per year and 12 the hours per week for assistant pay of \$8,332 per year (\$13.35 per hr) plus 2 months of extra help as needed to get caught up, with a status review on 5/5/08.

Town Clerk is approved for 34 hours per week with 0 hours approved for an assistant, for a total Clerk payroll of \$17,395 per year plus \$9,720 (14 hours of

clerk assistant pay @ \$13.35 per hour), for a total annual salary of \$27,115 plus health insurance.

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The Selectboard Clerk has permission to enroll Cherilyn into the health insurance plan. Both Amy and Cherilyn will be enrolled in the Vermont Employee Municipal Retirement Plan after confirmation of eligibility.

Don seconded.

Discussion: Amy said in her opinion, it is very important that for appropriate public appearance purposes, Cheryl should not be Cherilyn's assistant.

Both Cherilyn and Cheryl said neither have had even discussed that possibility and wondered where the idea came from. Cheryl said she was not interested in being an assistant in any case, and agreed with Amy that the close relation of Officer/Assistant would not be appropriate.

John asked Amy and Cherilyn if they were both happy with tonight's decision?

Cherilyn said she would like to be making the Town Clerk's hourly rate for all the hours she will be working but she appreciates the health insurance package and the most important thing is the office will now be open at least 34 hours per week.

Amy said she appreciates that going forward things will change and the only logical solution to keeping the office open is to have a Town Clerk or an Assistant Clerk, so she is ok with the decision.

The Board closed by saying that they hope Amy and Cherilyn will feel comfortable coming to them anytime, even before the next scheduled joint meeting on May 5th.

Vote – All were in favor.

Paula moved to adjourn at 5:10 p.m. Don seconded. All in favor.

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