

**Town of Moretown
Office of the SELECTBOARD**

Notice of unapproved minutes of the March 10, 2008 Selectboard special meeting, held for the purpose of introducing newly elected town officers, nomination of Selectboard chair and vice-chair, 2008 Selectboard appointments, Selectboard meeting schedule, public comment guidelines, designate a warrant signer and any other business that may come before the Board.

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

Guests: Hoover Austin, Raymond Munn, Dave Deutl, Amy Deutl, Cheryl Brown

Paula called the meeting to order at 6:00 p.m. and nominated Rae as interim chairman until later tonight when Chair nominations are made. Stephanie seconded. All were in favor.

Jennifer Champney update – Jennifer Champney purchased land in 2005 located on 14 Miner Road in Moretown. The original owner Clifford Garrow held 2.14 acres. Back in the 80's he transferred .28 acres over to the town so he would not have to pay taxes on it, leaving the total acreage owned by Mr. Garrow 1.86 acres. There were two homes already in place on the remaining 1.86 parcel which were grandfathered under the new minimum lot size zoning regulations.

In May 2007, there was a fire, destroying one of the homes, which sat closest to Miner Road. Champney's have been unable to repair the house and it is currently unlivable. Champney's are considering selling the area as is but since they do not have a full acre to meet lot minimum criteria in the Moretown Zoning Regulations, they would like the town to transfer and/or sell back the .28 acres that was transferred to the town. Jennifer has been unable to supply recording information (book/page) or a survey on the .28 acre parcel that might help the town identify the location.

The Selectboard to date have not been able to find paperwork on the transfer of the acreage to the Town, nor is the .28 parcel identified on the tax maps. According to Paula, conversations with Jennifer lead her to believe that Jennifer has not been able to find paperwork on the conveyance of the .28 acres either.

Paula will contact Jennifer and ask if she could show a map or something that would identify the .28 acre parcel (map or survey) otherwise she may need to have the parcel that she would like conveyed back, surveyed.

Unapproved minutes of the March 10, 2008 Organizational Selectboard meeting

Nominations:

Chairman - Don spoke of his interest in being Chairman of the Selectboard.

Paula moved to nominate Don as Chair of the Selectboard. Stephanie seconded.

Discussion – John said he is interested in being Chairman as well. Board members spoke of the importance in attending Board meetings and being on time so the meetings can start promptly at 6:00 p.m.

Vote – All in favor. Don is the new Chairman of the Selectboard and the Selectboard's designated order sheet signer.

Vice Chairman – Rae nominated John Vice Chairman. Stephanie seconded. All were in favor.

Public Comment guidelines – Any issues being discussed during a Selectboard meeting, the Board will listen to every individual's comments before they respond. The public comment portion of each meeting will be from 6:00 – 6:30 p.m., but the Chair agrees to accommodate those who wish to speak at other times during the meeting, as much as possible.

Animal Control Officer – Raymond Munn thinks there are some things in the Animal Control Ordinance that need to be addressed and he would like to make suggestions for those changes. Ray will supply the Selectboard with his suggestions. Ray said Dave VanDuesen is no longer Constable, he does not know if he intends to continue being the Dog Warden. Ray said he is willing to help Dave if he does want to continue.

Stephanie expects Dave would like Ray's help.

Ray said he has had Dog Warden training and that he is going to the Policy Academy (on his own time) to see what training is available to municipal constables and gather information on that training. Ray asked if he is covered under the town's insurance for Constable.

John answered yes Constables are covered by the town's liability insurance plan.

Cheryl will call VLCT and ask about bonding for newly elected Officers.

Unapproved minutes of the March 10, 2008 Selectboard Organizational meeting

SELECT BOARD APPOINTMENTS – 2008

Fence Viewers:.....	Raymond Seguin, Robert Wimble, Jonathan Siegel
Tree Warden:.....	John Hoogenboom
Fire Warden:.....	Eric Howes
Weigher of Coals-Inspector of Lumber.....	Charles Abare Sr.
Service Officer:.....	Evelyn Goss
Health Officer:.....	Richard Valentinetti
Town Attorney:.....	Paul Gillies Ron Shems
Newspaper:.....	The Times Argus
Solid Waste Committee:.....	Jonathan Siegel Doug Reed-Alternate
Road Commissioner:.....	Craig Elwell
Animal Control Officer:.....	Raymond Munn
E911 Coordinator:.....	Shane Grace
Solid Waste Officer:.....	Deborah Feldman
Zoning Administrator:.....	Deborah Feldman
Selectboard Administrative Assistant:.....	Cheryl Brown

John moved to approve the Selectboard appointments as printed. Stephanie seconded.

Discussion: Cheryl will contact Dave VanDuesen about his continue service as Animal Control Officer.

* Dave was originally appointed as Animal Control Officer with Ray Munn as Alternate but later Dave resigned, so the above as printed are the correct appointments.

Vote - All were in favor.

Schedule of Meetings –John moved that the schedule of Selectboard meetings will remain the same as last year, the 1st and 3rd Monday of each month, beginning at 6:00 p.m., at the Moretown Town Offices. If the 1st or 3rd Monday falls on a town recognized holiday and the date of the Selectboard meeting must be changed because of an emergency, the new meeting date and time will be duly warned and posted. Stephanie seconded. All were in favor.

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Other business:

Town updates - Don asked for an updated phone list and asked for a progress report regarding office updates/changes that Amy and Cherilyn mentioned at the 3/6. Don will talk with Cherilyn about issues that pertain to Clerk duties.

Town garage – No word from the Development Review Board on their decision on the application for a new town garage.

Fire Truck – Paula asked if Eric will be putting the new fire truck out for bid. The answer is yes but Eric would like to purchase the truck equipment from Dingee. Don will contract Eric and set a date to work on a grant application to help pay for the new truck.

Town Hall – Don reported that Tom Keefe is waiting for direction on how the town wants to proceed ie phases, before he finishes a bid package. Does the town want to pursue additional funding and work on more than one phase? Don will contact Tom and ask that he prepare the bid package with work to be done in phases. In the mean time, Don will talk with the Town Hall Committee about when to meet again and call Sandy Reagan and let her know the meeting date and ask her about sending out reminder cards to committee members as she has kindly done in the past.

Grader pay-off invoice – Cheryl will have the invoice ready for the Selectboard to approve on 3/17/08. John Deere Credit must receive the \$210,913.00 check for the payoff by 5/1/08 or the town will be charged interest.

Year end audit – Paula reported that Sullivan, Powers should be ready to start the year end audit, to include 1/1/07-3/4/08, next week. The audit will include tracking the Capital Reserve Fund transactions from the time the fund was established to current.

Homework – Don would like each Selectboard member to list items that they would like to work on through the year.

Treasurer/Clerk payroll – Amy said it makes more sense since she is a Town Officer, to do a salary payroll for Cherilyn rather than pay two different hourly rates (Town Clerk rate & Assistant rate) for the 34 hours per week she will be paid. Cherilyn's salary was approved by the Selectboard on 3/6/08 as \$27,115 per year, which includes 20 hours of Clerk pay and 14 hours of Clerk assistant pay plus because Cherilyn is working 34 hours per week, she is eligible for health insurance benefits and retirement. Amy said she would like to be paid a salary of 20 hours per week Treasurer pay and 4 hours per week of the 12 hours per week (at \$13.35 per hr.) of Treasurer assistant pay, that was approved by the Board on 3/6/08, making her eligible for retirement under the VMERS guidelines.

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Paula moved to increase Amy to a total of 24 hours per week for 2008 as follows:
– 20 hours at an annual Treasurer salary of \$17,395 and an additional 4 hours per week at \$13.35 (Treasurer assistant rate) per hour (\$2778 per year) for a total annual salary of \$20,173, and enroll Amy in the retirement program. The available balance for Treasurer assistant hours would now be 8 hours per week. Don seconded. All were in favor.

Paula moved that Cherilyn's pay be a salary of \$17,395 for 20 hours of Clerk pay and an additional 14 hours per week at \$13.35 (Clerk assistant rate) per hour (\$9,721 per year) for a total annual salary of \$27,115 per year. The available balance for Clerk assistant hours would now be 0 hours per week. John seconded. All were in favor.

Personnel Policy – Stephanie provided a draft personnel policy. She said the remaining issue that needs to be discussed is how to handle comp time accrued by the road crew during the winter months.

Discussion - Rae would like to see employees get paid for the hours you work and Craig would have to monitor the budget the best he can. Additional suggestions were made about how to address comp time in the draft if procedures remain as they are.

Paula will ask Fred Duplessis for suggestions about how we could handle our road crew overtime situation.

Stephanie provided the Board (and Craig) with a copy of the draft and asked that suggestions or comments be back to her prior to 4/7/08 as she hopes the Board can finalize the policy at the 4/7 meeting.

Officer bonding – Cheryl will call VLCT to inquire whether or not it is necessary for Amy, Cherilyn and Ray to be bonded.

The Selectboard meet next on Monday, March 17, 2008 for their regular scheduled meeting.

Stephanie moved to adjourn at 7:30. Paula seconded. All were in favor.