

**SELECTBOARD MEETING**  
**January 8, 2015**

Present:        Alex Weinhagen                                Brent Meacham  
                     Dave Adams    Nanette Rogers

Guests:        None

The meeting was called to order at 7:04 p.m.

**CHANGES TO AGENDA**

Dave Adams made a motion to add Treasurer and Delinquent Tax Collector Clarification for the Nomination Committee to the agenda, seconded by Alex Weinhagen. Motion passed: 2-0.

**ROAD FOREMAN**

Dave Adams made a motion to approve the January 8, 2015 through January 21, 2015 Road Schedule, seconded by Alex Weinhagen. Motion passed: 2-0.

Brent and the Board discussed how to move forward with getting his new computer up and running. The road program Brent was using to keep track of data is no longer supported. It does not make sense to continue to use this program and to find a new way to track the data. The Towns of Underhill and Jericho will be contacted to see what they use.

**SEYMOUR ROAD BRIDGE**

The Board received a tentative schedule from KAS for the bidding process for the Seymour Road Bridge. KAS expects to have the final design plans to the Town by the end of February. March would be devoted to the Town reviewing the plans. If all goes well, KAS should be able to put the project out to bid in April. The Selectboard would prefer to see the process move along a little faster than proposed and have the design submitted by the first meeting in February.

**ROAD ISSUES – PUBLIC COMMUNICATION**

Alex received an email from a town resident requesting a communication method be implemented for residents, town officials and staff to communicate road issues and concerns. The resident proposed a message line where messages could be left and retrieved. The Board did not think this was the most effective way however they discussed other methods, such as Twitter or a message box on the Town's website, to communicate. No decision was made. The discussion also covered ways by which the Road Foreman could better communicate with Selectboard members to ensure messages have been received.

**PUBLIC COMMENT**

There was no public comment.

**FY'16 BUDGET WORKSHOP**

The joint meeting went well. The Board discussed possibly increasing the Equipment Reserve Fund amount but decided to leave it as is.

Emails from MJ, the Town's bookkeeper, and Allison Weinhagen, a member of the Financial Controls Committee, were discussed. MJ feels the Town should not use a cash carry over figure. Allison agrees with MJ explaining that some of the invoices paid in July should have been paid in June. This was brought up at a Financial Controls Committee meeting when

discussing the audit of FY'14. MJ and Diane will do pre-audit work, which involves moving the invoices paid in July to the prior fiscal year. This means the Town will have a deficit not a surplus. A special meeting was scheduled for January 12<sup>th</sup> to discuss this issue.

#### **SUPPORT LETTER FOR GOODRICH TRAIL GRANT**

The Board approved a letter to support a grant the Conservation Commission is submitting to have work done to the Goodrich Trail.

#### **PERSONNEL POLICY**

The Nomination Committee is recommending that a credit check be added for the Treasurer and Delinquent Tax Collector in the Town's Personnel Policy. The job descriptions will have this requirement therefore the policy should state it as well. The item will be added.

The Board also discussed sick time. The proposed language in the Personnel Policy caps the amount of sick time an employee can accumulate to 10 days. A memo from employees asks that the Selectboard reconsider and allow employees the ability to accumulate more time in the event it is needed. The current policy allows the accumulation of 60 days, which the Board feels is too much. It was suggested that the Board and employees meet in the middle and allow for a 30 day accumulation. Dave and Alex are in favor of changing the accumulation to a figure between 20 and 30. This will be discussed at the next Selectboard meeting.

#### **HUMANE SOCIETY ANNUAL AGREEMENT**

Dave Adams made a motion to approve the annual agreement with the Humane Society, seconded by Alex Weinhagen. Motion passed: 2-0.

#### **TOWN MEETING WARNING**

The Board has reviewed the draft of the Annual Town Meeting Warning. Nanette asked if they want to add any special articles, such as asking for more funds to be put in the Equipment Reserve Fund. The Board feels no changes are necessary. The final draft of the Warning will be approved at the next meeting.

#### **ACCOUNTS PAYABLE WARRANT**

The Board approved the accounts payable warrant.

#### **TREASURER AND DELINQUENT TAX COLLECTOR CLARIFICATION FOR THE NOMINATION COMMITTEE**

The Nomination Committee charged with making recommendations to the Selectboard for the Treasurer and Delinquent Tax Collector positions needed information on the following items to prepare the ads for the positions.

- **Pay range** – The Board decided the range for the Treasurer should be \$17.00 to \$19.00 with a clause that pay is based on experience. The Delinquent Tax Collector is paid based on the 8% penalty. A range of three years should be disclosed.
- **Hours per week** – An average of 10 hours per week for the Treasurer position. The Delinquent Tax Collector's hours are dependent on the work load.
- **Benefits** – Pension (Simple IRA) with a town match of up to 3% of gross income.
- **Credit and Background Checks** – The Personnel Policy will have a statement that the Treasurer and Delinquent Tax Collector may be subject to checks in addition to a background check.

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The Nomination Committee also wanted the Board to create an employee evaluation review schedule for employees. The draft Personnel Policy requires new employees to be evaluated at six months and again at 12 months. All other employees are to be reviewed on an annual basis. The Board drafted a schedule to notify department heads in April each year to complete employee reviews by May 1<sup>st</sup> and submit to the Selectboard. The Selectboard will then complete the review process by June 1<sup>st</sup>.

**ADJOURN**

The meeting adjourned at 9:03 p.m.

Respectfully Submitted,

Alex Weinhagen, Vice Chair  
Selectboard

Nanette Rogers  
Town Administrator