

due to the price for scrap metal rising. The school reimbursement has been reduced because the trash is not being picked up by the hauler contracted by the Town.

It was noted that if the purchase of the Jackson Forest was not approved by the voters, the increase in the tax rate would be approximately 3% or \$38.00 for property valued at \$200,000 and \$76.00 for property valued at \$400,000.

DRAFT TOWN MEETING WARNING

Nanette advised the only change from the last meeting was adding the Planning Commission's request to include an article to create a reserve fund for the Special Projects line item. Now that the Town is on a cash basis, ongoing long term projects that carry over into other fiscal years will skew budgets. Nanette advised that the warning has been forwarded to Moderator Ed Chase for his review. The Board is prepared to sign the warning at their next meeting.

CAPITAL BUDGET & PUBLIC HEARING

Nanette and Greg updated the Capital Budget based on feedback from the different departments. New items, such as trucks, were added. The Capital Budget to be approved is for a five-year period – FY'19 through FY'23. A narrative accompanies the five-year budget. The Board reviewed the budget as presented.

Allison Hope made a motion to hold a public hearing for the Capital Budget on Thursday, February 8th at 7:05pm, seconded by Dave Tilton. Motion passed: 2-0.

CLASS 4 ROAD ORDINANCE

The Town's Class 4 Road Ordinance needs to be reviewed. The Ordinance was adopted in 2011 and does not list all the Class 4 roads, it only lists Seymour Road and Rogers Road. It was noted that the Town's attorney did not review the Ordinance prior to its adoption. The Town's attorney has advised that State Statute provides the Selectboard discretion with regard to the maintenance of Class 4 roads and that the Town's Ordinance goes above and beyond what the Statute provides. The Selectboard would like the Town attorney to review the Ordinance and make recommendations.

DEVELOPMENT REVIEW BOARD APPOINTMENT

Dave Tilton made a motion to appoint David Baczewski as a member of the Development Review Board (DRB) based on the DRB's recommendation, seconded by Allison Hope. Motion passed: 2-0.

PERSONNEL POLICY - OVERTIME

A question regarding overtime was presented to office staff. The staff found that the language for overtime in the Personnel Policy could be interpreted in different ways. The Selectboard has been asked to clarify the language.

The current policy states that the Town pays one and one-half an employee's regular hourly rate of pay to all full-time employees working in excess of their daily scheduled hours, and that sick, personal and vacation time will be counted towards the hours. The staff want to know if the overtime is triggered by working more than the scheduled hours per day (i.e. eight hours) or if it is triggered when an employee is required to come in earlier than scheduled even if the employee does not work a full eight-hour day (i.e. work schedule begins at 6am but the employee is called in at 4am and leaves at 10:00am, the employee would be paid overtime for the two hours he/she had to come in early).

The Board reviewed the language and agreed that the trigger is when an employee works more than the hours he/she is scheduled. If an employee normally works an eight-hour day, overtime will be paid for any hours in excess of eight hours regardless of when the employee began/ended work for that day.

The Selectboard plans to review the entire Personnel Policy in the near future.

SELECTBOARD ANNUAL REPORT

A draft of the Selectboard's annual report for the 2017 Town Report was circulated. Allison made some suggested changes. Dave and Casey will be asked for their changes. The report must be finalized before January 25th.

ROAD SCHEDULE

Dave Tilton made a motion to approve the December 29, 2017 through January 11, 2018 Road Schedule, seconded by Allison Hope. Motion passed: 2-0.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

FY'19 DRAFT BUDGET

The Board did not receive any recommendations from the people in attendance with regard to the budget that was presented earlier in the meeting. Therefore, no changes were made.

CORRESPONDENCE

There was no correspondence.

EXECUTIVE SESSION

Allison Hope made a motion to enter Executive Session at 8:36 p.m. to discuss a litigation matter, seconded by Dave Tilton. Motion passed: 2-0. People in attendance were Dave Tilton, Allison Hope and Nanette Rogers. The Board exited Executive Session at 8:52 p.m.

Dave Tilton made a motion to authorize Attorney Amanda Lafferty of Stitzel, Page and Fletcher to represent the Town with regard to the Pelkey appeal, seconded by Allison Hope. Motion passed: 2-0.

ADJOURN

The meeting adjourned at 8:53 p.m.

Respectfully Submitted,

David Tilton, Vice Chair
Selectboard

Nanette Rogers
Town Administrator

