

**SELECTBOARD MEETING
March 8, 2018**

Present:	Allison Hope Julia Andrews Grant Thomas	John Roberts Nanette Rogers Greg Barrows
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Guests: None

The meeting was called to order at 7:01 p.m.

CHANGES TO AGENDA

The following change was made to the agenda: added Development Review Board resignation, Dog Warden appointment, Request to purchase kennel, appointments to various boards, Microsoft options for new computers and Conflict of Interest Policy to the Discussion section and Labor Force to the Highway Department section.

REORGANIZATION

Julia Andrews nominated Allison Hope as chair, seconded by Grant Thomas. Motion passed: 3-0.

Grant Thomas nominated Julia Andrews as vice-chair, seconded by Allison Hope. Motion passed: 3-0.

Grant Thomas made a motion that the Board meet regularly on the second (2nd) and fourth (4th) Thursday evenings of each month beginning at 7:00 p.m. downstairs at the Town Office, seconded by Julia Andrews. Motion passed: 3-0.

Grant Thomas made a motion to designate Seven Days as the primary newspaper for publication of legal notices and the Burlington Free Press being the secondary newspaper when necessary, seconded by Julia Andrews. Motion passed: 3-0.

PUBLIC COMMENT

There was no public comment.

MINUTES

Allison Hope made a motion to approve the February 22, 2018 minutes as written, seconded by Grant Thomas. Motion passed: 3-0.

RULES OF PROCEDURE

The Rules of Procedure adopted by a previous Selectboard needs to be updated due to changes in the Open Meeting Law. The Board reviewed a model policy created by the Vermont League of Cities and Towns (VLCT). Changes were made to the model. A final version will be presented at the next meeting for the Board to review and approve.

SPECIAL TOWN MEETING WARNING

State Statute has not caught up with the consolidation of school districts therefore towns (selectboards, councils, etc.) are responsible for warning the election of School Board Directors until the law is amended. A draft warning was presented to the Board for a Special Town Meeting to occur on April 10, 2018.

Julia Andrews made a motion to approve the warning for a Special Town Meeting as drafted, seconded by Grant Thomas. Motion passed: 3-0.

DEVELOPMENT REVIEW BOARD RESIGNATION

Grant Thomas made a motion to accept Lisa Fargo's resignation from the Development Review Board, seconded by Julia Andrews. Motion passed: 3-0.

DOG WARDEN APPOINTMENT

Dave Tilton has volunteered to serve as Dog Warden.

Grant Thomas made a motion to appoint Dave Tilton as Dog Warden, seconded by Julia Andrews. Motion passed: 3-0.

REQUEST TO PURCHASE KENNEL (DOG HOUSE)

Dave Tilton made a request to purchase a dog house to protect dogs that are picked up from weather elements. The cost of the house he selected is \$129.99. It is unclear if this includes postage.

Grant Thomas made a motion to approve spending up to \$175.00 for the purchase of a dog house, seconded by Julia Andrews. Motion passed: 3-0.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

It was suggested that the Town adopt a policy for the clothing allowance to ensure proper clothing and work shoes are purchased.

APPOINTMENT OF TOWN OFFICIALS

Grant Thomas made a motion to appoint new officers as follows, seconded by Julia Andrews. Motion passed: 3-0.

Inspector of Wood & Lumber & Weigher of Coal	1 year term	Kyle Hobart
Fence Viewers	1 year term	Bruce Root, Grant Thomas, Scot Phillips
Tree Warden	1 year term	Ned Meehan
Land Agent	1 year term	Benjamin Stark
Development Review Board	3 year term	Matt Wamsganz, Wayne Brown
DRB Alternate Representatives	1 year term	Patrick Haller, Seth Jensen
Conservation Commission	4 year term	Joel Fay
Recreation Committee	3 year term	Greg Baker
Town Agent	1 year term	Willis Breen
Town Grand Juror	1 year term	Ronald Perry

MICROSOFT OPTIONS FOR NEW COMPUTERS

New computers have been purchased for the Road Foreman and Bookkeeper. Vermont Connections (VTC) provided two options. The first option, which is being recommended by VTC, is to purchase Office 365 applications at a cost of \$15.00/month per user. This option always stays up to date. If an employee is the primary user on more than one computer, only one application is needed. The second option is to purchase software for a cost of \$339.99. The software does not stay up to date nor can it be used on more than one computer

Julia Andrews made a motion to approve the purchase of the Office 365 application for the new computers, seconded by Grant Thomas. Motion passed: 3-0.

CONFLICT OF INTEREST POLICY

Grant feels when there is a change in members of boards, policies should be reviewed. The Town's current policy was adopted in April 2012. Municipalities are being mandated under 24 V.S.A. §1984 to adopt a Conflict of Interest and Ethical Conduct policy by July 1, 2019. The Board will place this item on the next agenda to being working on the policy.

ROAD SCHEDULE

Julia Andrews made a motion to approve the February 23, 2018 through March 8, 2018 Road Schedule, seconded Grant Thomas. Motion passed: 3-0.

A discussion ensued with regard to an employee returning to work after an injury. A doctor's note was received authorizing the employee to return to work and perform light duty. It is unclear if the doctor reviewed the job description prior to issuing the note. Grant would like a follow up conversation to occur with the doctor.

HIGHWAY DEPARTMENT LABOR FORCE

Grant expressed concern with times when the highway department is short staffed. He asked what the process is and how long it takes to prepare someone to be able to step in to a position (training, etc.). It was noted that it depends on what experience the individual has and how long it takes to pull a motor vehicle report and have a pre-employment drug test done. John advised that he currently has two or three people he can call upon if need be. Grant feels it would be beneficial to increase the number of people on the list in the event those people are unavailable.

EXCESS WEIGHT PERMITS

The Chair signed excess weight permits for United Natural Foods, Swanton Lumber Company, Energy Co-op of Vermont, Kennedy Excavation, Working Dog Septic, Rice Lumber, Dwight & Laura Denton, Spafford & Sons, Barrett's Tree Service, Blair's Trucking, Scott Brown, Pike Industries and Justin King.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

CORRESPONDENCE

There was no correspondence.

ADJOURN

The meeting adjourned at 8:58 p.m.

Respectfully Submitted,

Allison Hope, Chair
Selectboard

Nanette Rogers
Town Administrator