

Minutes for SELECTBOARD MEETING February 10, 2014

PRESENT: Dick Charland, Mo Lavanway, Maureen Harvey, Marty Wells, Dawn Poitras (arrived at 7:40pm), Adam Magee, Kym Andrews, Jill Smith, Rachel Goff, Jeff Poitras, Al Quesnel, Diane Sonsone, Daniel Izor, Doug Boyden, Kaiya Goff, Jeremy Goff, Tina Grant, Shawnee Perry

Dick called the meeting to order at 6:00 p.m.

Dick explained that he and Kym were able to confirm it is okay for the Treasurer to also be the Assistant Clerk to the Selectboard. Dick made a motion for Kym Andrews to be the Assistant Clerk to the Selectboard. Mo 2nd, all in favor.

MINUTES -

- Motion by Maureen to accept minutes from December 19, 2013 with changes, seconded by Mo, all in favor.
- Motion by Maureen to accept minutes from January 13, 2014 with changes, seconded by Mo, all in favor.
- Motion by Mo to accept minutes from January 23, 2014 with changes, seconded by Marty, all in favor.
- Motion by Maureen to accept minutes from January 28, 2014 with changes, seconded by Marty, all in favor.

Dick inquired if there were any citizens or visitors who wanted to address the board, no response.

HIGHWAY FOREMAN REPORT provided by Adam -

- '03 truck needed a new sander chain and minor hydraulic hoses
- loader tires were going flat and needed rubber o-rings to hold air in 3 tires
- pickup has a new side mirror
- they will now begin to cut back on sand on the straight-aways

Al thanked the Duxbury Roadcrew on behalf of the Ambulance Service for their well-kept roads.

TOWN TREASURER REPORT provided by Kym -

- There is a slight increase, effective next week, to the Road Crew's health contribution from \$67.45 to \$67.91 each payperiod to be properly in-line with the 15% contribution and BCBS premium costs. Road Crew has been informed with a memo attached to their paychecks this week.
- the penalty for the delinquent taxes is not broken out on this January financial report. This will be corrected moving forward.
- Dick inquired about seeing the balance for the Delinquent Taxes with the monthly financial reporting, which Kym will provide going forward.
- Dick reported the town of Milton, John Cushing, offers a 12-month repayment plan on delinquent taxes for those who reach out to the collector to establish such, otherwise they receive a letter for tax sale immediately. Dick will run it by Bob Fletcher, the town attorney, to see if Duxbury can be more aggressive.
- Kym reported she is working with Annette on a monthly basis for Delinquent Tax deposits and reports. Annette would be happy to take a training on Delinquent Taxes. Kym will look into this for her.
- Kym & Dick reported on the VTGFOA (Vermont Government Finance Officers Association) Winter Workshop they both attended.
 - Kym reported the Fixed Asset Accounting session provided excellent information on how to properly record all town assets. Kym will work with Bonnie Batchelder on this going forward, once the audit is complete.
 - Dick reported on the Changing Your Town's Year-End session which provided excellent reasons on why to go to a fiscal year, as well as the process to be able to do so. There is a warning to open discussion with the town. Should the townspeople agree to pursue this change a Special Meeting will need to occur after Town Meeting to provide the necessary dates for the change.
- Kym confirmed the NEMRC General Ledger software had not had a Check Reconciliation process completed, as there are old 2009 checks still in there. She is in conversation with NEMRC to receive instructions to clean it up in order to move forward and do the checkbook reconciliation within the NEMRC system.
- Kym is also in conversation with Merchant's Bank to set up Online Banking. This will provide the ability for Direct Deposit for payroll, as well as other benefits available for taxpayers such as the ability to pay taxes. More details to come after this has been set up.
- Maureen inquired about the credit balance in the Listers Expense. Kym explained that is an annual grant that was received in January.

- Maureen inquired about the heat costs and if the furnace had been cleaned. Mo confirmed it had been cleaned properly.
- Mo made the motion to accept the Treasurer's Report, Marty 2nd, all in favor.

ROAD COMMITTEE REPORT provided by Mo -

- The service bay in the garage is open and available for machine as needed. The other bays are used to clean trucks and water is being swept out the doors as to not fill the storage tank. Stevie Wilder provided the suggestion of putting a colored speedbump in to separate the service bay, which Mo is looking in to.
- Harry Rook resigned from the board and was recognized for his many years service to the town.

EMERGENCY MANAGEMENT COMMITTEE provided by Lars -

- E.M. Coordinator is M.I.A.
- Lars, Shawnee & Mame submitted a report for the Town Report
- Dick will put a call in to Bob Magee, the E.M. Coordinator
- Dick inquired about a test. Lars has heard no response from Mr. Shell.

SIGN BILLS -

Dick reminded the Selectboard Members of the Check Warrants on the table which needed their review and approval.

LINE OF CREDIT STATUS -

Dick provided an update on the Line of Credit status. An extension has been filed through June 30, 2014, providing the titles for the Freightliner and Pickup as collateral. This prevented us from needing to place funds in a restricted account.

AUDIT STATUS INTERIM LETTER -

Dick read an Audit Status Interim Letter provided from Bonnie Batchelder which is to be included in the Town Report. Marty questioned who is to be held accountable. Dick explained this is an interim letter and the audit is not finished so we are not at that point yet. (Batchelder Audit Status Interim Letter attached.)

MAIN ST. SCHOOL/TRAFFIC ISSUE -

Doug Boyden was invited to address the Board in response to the notice of violation received by Al. Doug feels actions by a townsperson, name calling and other rude actions, are the wrong way to go about the parking situation. He encourage Jeff P. to place a Do No Enter sign at the exit, Doug is okay with that.

Tina, the Children's Space Director, had emailed the Selectboard and Al a letter she would like to provide to all parents addressing the traffic pattern. This letter would be signed and returned by all families. Al complimented the letter.

Doug reported according to VTRANS there has been one accident since 1993 at that intersection and that was in 2002.

Jeremy, a parent of a child in the Children's Space, has been verbally harrassed and provided his explanation of how and where he parks, feeling he does so in a safe manner.

Mo pointed out infants tend to use the ramp and park closer to the building, whereas preschoolers tend to be let out in the lower parking area, which Tina confirmed. Mo watched for 1.5 hours one morning and 2 hours one afternoon and saw confusion but no blocking of the road. The only danger he reported was traffic traveling from Main Street and heading down River Road.

Adam reminded everyone this used to be a school with two buses which used that front circle turnaround with no issues. As Road Foreman he has had to leave a note on three separate occasions, but has not happened since.

Al confirmed the signs are covered (ok) according to the permit.

Dick recommended removing the \$100 threat from the letter to parents and he will work with Tina to do so. Dick also requested Adam place NO PARKING signs on the roadway by the old school.

Jill questioned if the Selectboard is being proactive with the additional traffic River Road will see when Main Street in Waterbury is closed for reconstruction. Dick just got a call from District 6 today and they will begin looking into that. Jill suggested the use of a flashing speed limit sign.

Tina addressed her concern of a man taking pictures and talking with parents. Dick asked everyone to call the police if there are issues. Dick will also call the police and request they patrol the area between 7:30am - 8:30am and 4:00pm - 5:00pm.

Doug addressed the board with his disapproval of the term "can't fix stupid" being quoted in the local paper in regards to this situation. Maureen indicated that was her and it was not directed towards the parents, it was taken out of context by the local paper and it was directed towards the 2-grown men arguing.

TOWING CONTRACT -

Adam has not heard back from the company he presented it to and will start looking for someone else.

TOWN CLERK HEALTH INSURANCE DISCREPANCY -

Dick reported he has heard no response from Ken. Marty asked how long this has been going on and wanted to know details. Kym explained it appeared to go as far back as 2008. Dick will call Bob Fletcher to inquire about next steps. Jeff P questioned why the Selectboard never caught this sooner. Maureen explained they only see the line item on the monthly financials and Dick explained it was not anything brought to the Selectboard's attention when the change was made and they never would have caught it. Dick explained the Clerk informed the new auditor when questioned about employee contributions. Adam inquired if there will be an increase in health insurance costs for the road crew to offset the premium the clerk was taking. Dick informed him that is not the case.

UNIFORM CONTRACT -

Adam explained the addition charge on the Unifirst bills and feels this justifies release of the contract because they are no able to provide the level of service requested. Mo had called VLCT legal department who indicated we could not go after Unifirst to dispute a 5-year contract, we would have to go after the Chair who signed it. Dick will look into the Unifirst contract to see if we can be released.

TAX SALE -

Dick indicated there is a tax sale on February 24th at 10am and Dick made a motion to appointment Kym Andrews to act on behalf of the Town at the tax sale. Mo 2nd, all in favor.

PERSONNEL POLICY -

The personnel policy will be reviewed at the March Selectboard Meeting.

REVIEW OF 2014 BUDGET -

Dick explained we are looking at a \$0.06 increase and he would like to see the Selectboard as prepared as possible for town meeting to address questions and propose more potential cuts to the budget.

An analysis has been done on the Road Crew salaries and overtime and this is an area hitting all towns right now.

Marty question if the projects are one's which we HAD to do. Dick explained we need to look at this and find areas that can be trimmed. Mo reminded everyone if we don't replace a culvert and lose a road, that is much more costly to the town.

Dawn suggested we all look at it further at home and come back next week.

Lars would like the town to consider a target to increase so we have a goal. Dick indicated we have not set a target and recommended we not fund the sand & gravel this year.

Mo provided a 20-year plan for trucks and equipment and indicated his challenge of working with inaccurate figures. To date the accountant changed his starting number from \$145k to \$114k.

Lars questioned if we should sacrifice the '03 truck to constrain the increase?

Jill questioned if there is any word on the state farm? Dick said the lawyers, Noyes & Noyes and Green Mountain Power are still in negotiations.

Dick requested Kym add the \$100k figure for the Capital Reserve in the Budget with the \$0.0656 tax increase in the Town Report and provide to Minuteman Press ASAP.

Jeff P. inquired if a discussion had occurred with Bill Shepeluk at the Town of Waterbury in regards to the fire contract. Dick said he had heard back from him. Waterbury had finalized their budget and we would have seen a \$2k increase but they decided not to adjust that for this year. After town meeting we will propose a potential adjustment to the Waterbury Selectboard to adjust for one vs two firehouses.

Dawn inquired about a request from Lisa Loomis of the Valley Reporter. Dick will email Lisa the Interim Letter she is looking for.

Special Selectboard Meeting was set up for next Thursday evening, 2/20/14, at 6pm to review the budget further. Kym will email the Selectboard and Budget Committee the Budget Worksheets.

Dawn made the motion to adjourn the meeting at 8:34pm. Marty 2nd, all in favor.

Submitted by Kym Andrews 2/12/14.