

**Select Board  
Martin Memorial Hall  
5259 Route 5, Ascutney VT  
Wednesday, December 4, 2019  
7:00 PM  
REGULAR MEETING**

**DRAFT MINUTES**

**Select Board Members Present:** N. John Arrison  
David Fuller  
Kelly Murphy  
Michael Todd

**Select Board Members Absent:** Daniel Boyer

Others Present:

Patti Arrison	Darlene Kelly	Fred Kowalik	Nikita Lenahan
Lisa Slade	Ray Stapleton	Paul Tillman	

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1) Call meeting to order at 7:05pm

2) Agenda review: There were no changes

3) Comments from the Select Board not on agenda:

The Chair stated her reason for not including a petition and Solar discussion in the agenda. They will both be included in future agendas for discussion.

4) Comments from citizens not on the agenda:

Patty Arrison addressed the role of the Historical Society and the responsibilities that they have in maintaining records. She also discussed the conduct of the Select Board and the appearance of the board's unprofessional behavior in some matters.

5) Approval of the minutes 11/04/2019 and 11/18/2019:

Minutes of 11/04/2019: motion by Mr. Arrison, 2nd by Mr. Fuller

Mr. Fuller read into the record changes to the minutes. The minutes of 11/04 were tabled pending a draft review with corrections included. Motion to table Mr. Arrison, 2<sup>nd</sup> Mr. Todd  
Vote is unanimous to table

Minutes of 11/18/2019: Motion Mr. Fuller, 2<sup>nd</sup> Mr. Todd

There were no changes, Vote is unanimous to accept

6) Approve the Warrants:

Mr. Arrison read the warrants into the record, Motion to approve the warrants by Mr. Arrison  
2<sup>nd</sup> Mr. Fuller, Vote is unanimous to accept.

7) Request by staff to close the town office on 12/24/2019 at noon.

Motion made by Mr. Arrison; Motion to allow the town offices and services to close at noon on 12/24, 2<sup>nd</sup> Mr. Fuller. Discussion; Mr. Todd asked if this is to be paid time off or not. The motion

failed on a 2 to 2 vote.

Motion made by Mr. Fuller to allow the Town offices and services to close at noon on 12/24/2019 without pay or staff may use vacation time. 2<sup>nd</sup> Mr. Todd no further discussion.

Vote is unanimous to accept

8) Tenney Tree discussion:

The Chair read a letter from Lee Stevens (Arborist) into the record.

Mrs. Arrison asked if there might be seedling or saplings available for transplanting. This is unknown at this time.

Mr. Fuller Stated the property is owned by the State and the Town has no decision making authority in this matter. He asked for clarification of the States "plan" or "intentions" regarding what removal would look like and suggested they work directly with the Tenney family regarding a memorial.

9) Maintenance contracts:

Grounds Maintenance;

Motion by Mr. Arrison 2<sup>nd</sup> by Mr. Fuller to award the bid for ground maintenance to TJ for the bid price of \$1183.00. Discussion; Mr. Fuller asked for verification of the bid process and timeline. It was pointed out by Lisa Stillson Slade that the Summer quote number is a per occurrence not seasonal. Mr. Arrison stated that this is consistent with past practice.

Vote is Unanimous to award the bid to TJ.

Lottery Lane Culvert project;

Discussion resulted in a request to reissue the RFP for this project.

Motion by Mr. Fuller 2<sup>nd</sup> by Mr. Todd.

Vote is unanimous to issue a new RFP for the Lottery Lane Project.

Roadside Mowing;

Motion was made to table the discussion of Roadside mowing

Motion by Mr. Fuller 2<sup>nd</sup> by Mr. Todd

Vote is Unanimous to table

10) Transfer Station fee schedule:

There was discussion of the current fee structure to users of the TS concerning C&D (Construction and Demolition). The rates charged to the town for pick up were also discussed.

There is a proposal from The Town Manager and Highway Superintendent to change the fee structure for C&D. This language stated, "must be bagged". Several members of the board did not support this language. Mr. Fuller made a motion to except the fee changes at the TS with the following modifications. "A 55-gallon contractors storage bag or 55- gallon barrel"

Remove "must be" and add "or loose equivalent" and to make the changes "Effective immediately". There was no further discussion. The vote was unanimous to approve the changes with the recommended language changes included.

It was suggested by Fred Kowalik to consider a separate punch card for C&D and supported by the Highway Superintendent.

11) Budget discussion:

Discussion of fund balances and the new reporting process used to show these accounts.

The reason for the new process is stated to be a requirement made by the Auditors. They no longer allow just the totals of the accounts to be shown on the report. They (the totals) are made up of sub accounts that must be shown.

Budget process and goals were raised and how this would be presented. A cover sheet showing current budget numbers and actuals and proposed budget in comparison including the % of change.

Discussion of Employee step increases and COLA increase for the year. This results in a twostep pay raise for Employees. This was unclear to the board as a process implemented by previous town manager Ed Morris during his tenure. It was asked by the Chair how does the step increase come about? Is there an evaluation process that supports the increases and how? Although there is an evaluation process it appeared to have little to do with the actual raises proposed by the "matrix" used by the previous TM.

Time expired; Motion to extend the meeting 30 minutes.

Motion by Mr. Arrison 2<sup>nd</sup> by Mr. Fuller.

Vote is unanimous to extend 30 minutes.

Discussion about minutes of 09/03/2019 reflecting the wage increase to \$23.00 Hr. voted on by the SB for the LUA. Minutes state "up to..." The video of the motion does not support this. It

shows the motion stated as" to approve the LUA's pay to \$23.00 per hour". This was also restated by Mr. Fuller prior to the vote.

The Finance Director stated there are 12 new nonprofit requests for review. This will be coming forward at a later date in budget review.

There was an error made on the "Matrix" concerning the pay raise for the Finance Director. In discussing the budget, it was pointed out that the existing numbers and proposed numbers show this with the correction. This raised the issue of the "matrix" again.

Mr. Fuller made a motion to suspend the pay matrix increase, 2<sup>nd</sup> by Mr. Todd

Vote is unanimous to suspend the pay matrix increase.

Discussion about the Solid Waste budget. Token fees, A solid waste parcel assessment increase and how there should be a Standardized Town Assessment for other towns that use the facility.

Time Expired: Mr. Todd made a motion to extend 10 minutes, 2<sup>nd</sup> by Mr. Arrison.

Vote is unanimous to extend 10 minutes.

#### 12) Appointments:

The SB has received a letter of resignation from DeForest Bearse resigning from the 1879 School House Committee.

Mr. Arrison made a motion to except the resignation, 2<sup>nd</sup> by Mr. Todd

Vote is 3 to 1 to accept the resignation with 1 abstention.

Bev Savage issued a letter requesting appointment to this now available position on the 1879 School House Committee.

Mr. Arrison made a motion to appoint Bev Savage to the 1879 SHC, 2<sup>nd</sup> by Ms. Murphy.

Vote is 3 to 1 to Appoint Bev Savage to the 1879 SHC with 1 abstention.

#### 13) Adjourn: Motion by Mr. Fuller, 2<sup>nd</sup> Mr. Arrison. Vote is unanimous to adjourn at 9.38

Respectfully submitted by  
Michael A. Todd Board Clerk