

**Town of Moretown  
Office of the SELECTBOARD**

**DRAFT** – Notice of unapproved minutes of the October 12, 2009 Selectboard meeting

Members present: Dave VanDeusen, Stephanie Venema, Rob Roberts, John Hoogenboom arrived at 5:10 and Rae Washburn arrived at 7:00

Guests present: Kevin Collins, Kara Herhily of the Valley Reporter, Carl Wimble, Amy Deutl, Cherilyn Lamson, Jonathan Siegel, Don LaRocca, Tom Allen, Deborah Feldman, Cheryl Brown as assistant for the Board.

Stephanie called the meeting to order at 5:10 p.m.

**Kevin Collins** came in tonight to review three invoices for electrical work done to the town hall in January, February and April. Earlier this year, Carl Wimble raised questions about the quantity of some of the items on the invoices. Kevin gave a brief overview of the work he and two subcontractors hired by him performed. Kevin was prepared to answer questions relating to the invoices. Discussion included:

- Hoover spoke with Kevin about doing electrical work to remodel the kitchen. Kevin then met with Paula and gave an estimate of \$10,000 for the electrical work. Paula thought \$10,000 was high, and he agreed to do the work on a time and material basis.
- During the work, Kevin found code violations (ie: insulation around wiring) and called State Electrical Inspector Wayne Dunlap for an inspection. Mr. Dunlap closed the building until the electricity could be brought up to code.
- Kevin rewired 95% of the town hall building
- Years of bad wiring practices were corrected
- Kevin suggested the Board contact Wayne Dunlap and attend the final inspection. The board was not clear whether or not Mr. Dunlap's opinion about the electrical work would explain the invoicing questioned raised by Carl Wimble.
- Items on the invoices were reviewed. Questions were brought forth and responded to by Kevin, about how it was possible to use the amount materials that were invoiced and about the amount of labor invoiced.
- Carl has had experience doing electrical work on old buildings. He said this work was not a hard job. Carl suggested Kevin give money back to the town or do work for the town at no charge.
- Kevin was open to specific suggestions.

There was discussion about the lack of outlets in the upper floor of the town hall.

**DRAFT** – Unapproved minutes of the October 12, 2009 Selectboard meeting

Kevin will consider installing outlets (probably in the floor) in the upstairs of the town hall free of charge. Because repairs and renovations are currently in progress, it may be a good time to install the outlets. Dave will let Doug Reed know and ask that he contact Kevin to get the work done. After the new outlets have been installed, Kevin will schedule a final inspection with Wayne Dunlap and he will let Dave know when that meeting will be.

- Carl inspected the wiring for the stage lights. The lights have new Romex so they are up to code, but Carl said the work was not by Kevin.

**Review of the budget process –**

Stephanie outlined items for consideration during budget process as:

- Level funding the budget
- Employee benefits
- Dates/deadlines
- Budget process
- Capital Budget
- Simplify the budget report for the town report
- Do the articles first
- Policies
- Uses of town monies
- Pay invoices in the same year due
- All costs for projects
- Use of landfill money

**Jonathan Siegel** – came in because he wanted to talk with the Selectboard about reducing the library budget. Jonathan spoke about the immediate need for a new highway truck, town office expansion, and for a new excavator within the next few years. Jonathan asked if we need a second library in Moretown and provided a spreadsheet showing the library budget for the last 12 years, indicating an increase of 532% from 2006 to 2009. To date \$12,698 (70.5%) of the 2009 budget has been spent. He said 30% of Moretown's population does not live in the vicinity to conveniently use the Moretown Library so if we donated \$500 per year to area libraries, so residents from the Waterbury, Northfield, Montpelier and Waitsfield areas would have some place to go. It would cost the town much less than \$18,000, which adds about one-cent onto the town tax rate. Jonathan has found that the Library Commissioners not the town own the building, to do with as they choose. Jonathan asked the board to review the information he provided tonight and ask themselves if we can afford this library – do we need this library – can we do something for the kids at the school library?

**Amy Deutl – re: Treasurer’s budget request**

John asked why all Selectboard members did not receive the preliminary budget figures from Amy that he and Rob did earlier this week, and why those figures differ from the ones he received tonight.

Amy explained that tonight’s figures include a raise, the first did not.

John reminded all that correspondence to the Selectboard is public knowledge.

The budget request included a pay increase from \$18 per hour to \$22 per hour for the Treasurer, which would bring the annual salary to \$28,000, based on a 24 hour work week. The proposal increases the Treasurer’s Assistant from a 10 hour work week to a 13 hour work week, with no increase in hourly pay. The 2009 Treasurer budget was \$33,573.00 - the 2010 proposed budget is \$42,280.00. The proposal did not include money for training that should probably be added. Also included in the request was to allocate \$1,200 in the town office budget for treasurer expenses for a secure drop box, shelving, fire file, desk, chair, phone, etc., and \$750 for software (NEMRC) updates and training.

**Cherilyn Lamson – re: Town Clerk’s budget request**

John asked why the Selectboard did not know about a memo from the town clerk that went out to attorney’s and title searchers about the possibility that the town clerk budget might be cut in 2010, and how this might impact their work?

Cherilyn explained that when she read in the minutes the Selectboard had been asked to consider cutting the town clerk’s budget for 2010, she wanted to hear how that might affect attorney’s and title searcher’s. Cherilyn will provide the entire board with a copy of the email that was sent to those people for inviting their comments.

The budget request included level funding the Town Clerk’s pay of \$29,952 yr., based on a 32 hour week at \$18 per hour. The proposal increases the Town Clerk’s Assistant from a 10 hour work week to a 16 hour work week, with no increase in hourly pay. The 2009 Town Clerk budget was \$48,501.00 – the 2010 proposed budget is \$52,723.00. The proposal includes a \$250 increase in supplies/expenses, \$500 increase in postage, a \$3,000 decrease in equipment purchase, a \$1,000 increase in equipment maintenance etc.

Cherilyn spoke about a program that would track all monies coming into the town through the Clerk, and that would microfilm recording documents. Records would continue to be stored on site and a copy would be held off site so if there were a fire, all town recording would remain safe. More than 12 towns in Vermont currently use this program. The cost would be around \$900 per month which would include all recording supplies, except ink for the printer.

Rae thinks this might be included in the capital improvement plan.

**DRAFT** – Unapproved minutes of the October 12, 2009 Selectboard meeting

**Don LaRocca – re: capital budget/capital improvement plan**

Don provided the Selectboard with a list of individuals he thinks might make up the planning commission, rolling in some of the members of the capital budget committee who would continue work on the capital budget, and adding a new person to fill one vacancy who would continue with planning commission work.

Stephanie is preparing a draft of job descriptions to fill vacancies on town boards, offices and committees. There will be more discussion about appointments to the planning commission at the October 19<sup>th</sup> meeting.

Don provided a Capital Improvement Plan Summary Form 2010, for the Board to review and decide what items on the Summary will be capital budget items, and/or to add items to the Summary that will be capital budget items.

Stephanie will continue to be Selectboard liaison with the capital budget committee/planning commission.

**Department budget requests and town meeting article discussion:**

- Determine what there will be for articles first
- Goal is to have the same bottom line figure for the budget as last year
- Have two draft budgets – using landfill revenue differently in each
- What to do about legal fees this year
- Possible articles to be discussed – use of landfill monies; quarry litigation; new highway truck; preservation of land records; library; livable wage; reappraisal

**River Road phase III project bid for installation of culvert and trucking stone to site:**

Bids were received as follows:

	<b>Install Culvert</b>	<b>Truck Stone</b>	<b>Total</b>
Kingsbury Construction (9.39 cy)	\$5,900	\$46,950	\$52,850
DuBois Construction (8.10 cy)	\$3,000	\$40,500	\$43,500
Grandfield Excavating (6.45 cy)	\$9,485	\$32,250	\$41,735
Griffin & Griffin (7.62 cy)	\$1,160	\$38,100	\$39,260

**DRAFT** – Unapproved minutes of the October 12, 2009 Selectboard meeting

Griffin and Griffin is the low bid at \$39,260. Stephanie said she spoke with Muriel Griffin to clarify that they are going to be paid for only the yardage that is hauled and that the stone will be placed on the road when dumped. The 5,000 cubic yardage specified in the request for proposal is only an estimate of what the town thinks is in the stockpile at the landfill.

Stephanie moved to accept the bid from Griffin & Griffin of \$39,260. John seconded.

Discussion – Dave said we should know what contractors that we hire, are paying their employees, what benefits they offer their employees etc.

75% of the project cost will be paid through a FEMA grant the other 25 % will be paid through the highway budget and through in-kind services. An estimated \$20,000 town share will be spent this year on the River Road work.

This work will involve about a 500 foot section of the 2000 foot total section that will be raised an overall 5 feet. Once the stone has been dumped on the road by Griffin & Griffin, the road crew will work in material to level out the stone.

The town will purchase the culvert through the bridge & culvert fund reserves until we are reimbursed through FEMA. The 75% reimbursement for the culvert will be returned to the B & C reserve.

Vote: John, Stephanie, and Rob approved.

Rae abstained and Dave abstained. Motion passed.

Dave moved to allow Stephanie to sign the contract agreement between the Town of Moretown and Griffin & Griffin to install a culvert and haul stone from Moretown Landfill to the River Road. Dave seconded the motion.

Vote: John, Stephanie, Rob and Dave approved.

Rae abstained. Motion passed.

Stephanie moved to adjourn at 8:20 p.m. Rob seconded. All were in favor.