

# TOWN OF CLARENDON, VERMONT

---

## MINUTES

### SELECTBOARD MEETING- BUDGET

November 8<sup>th</sup>, November 15<sup>th</sup>, November 29<sup>th</sup>, December 6<sup>th</sup>, December 20<sup>th</sup> 2017

#### SELECT BOARD MEMBERS:

Robert Bixby, Clerk  
Robert Congdon, Jr.  
Michael Klopchin, Chair  
Daniel Pinkowski  
Richard Wilbur

CALL TO ORDER: 6:03 p.m.

PRESENT AT MEETING: Select Board (5), Administrative Assistant, Treasurer, Marjorie Southard.

Revenue:

Treasurer briefly discussed current and delinquent taxes, and stated she would have more information in the future. The Board reviewed changes in revenues. The Treasurer explained that Planning Commission fees were being left at zero, and a new zoning fees line was created so that permit fees were more accurately placed, new lines were also added for liquor licenses and railroad tax. Selectman Congdon clarified that the new lines just better explained miscellaneous revenues, the treasurer agreed.

Interest on investments: increased 200 dollars.

There was a question about the cemetery funds and how they were listed. The Treasurer responded that they were sorted out individually to better track them.

Health Insurance: The Board discussed moving to MVP from Blue Cross Blue Shield, but expressed the concern that the premiums might be greater next year. The total health insurance package was discussed, and the sustainability of no employee contribution to the monthly premium. Selectman Congdon suggested that a package of benefits would be put together for the employees so they know what they are getting for benefits.

General insurance: The Administrative Assistant explained the budgeted increase, and stressed that it was not final. Selectman Congdon suggested looking into an alternative for insurance coverage other than the VLCT.

Paying the road crew to attend meetings was discussed, and whether they should be. After a lengthy discussion, Selectman Congdon suggested that two selectman go down to the garage during regular working hours to inform the highway department of any discussion.

Selectman Pinkowski asked that 5% and 10% employee health contributions being calculated for review.

The Administrative asked that the Board discuss an estimate from Old Skool Cemetery for the West Clarendon Cemetery, there were no objections.

RECESS: At 7:20 pm, Selectman Congdon motioned to recess until November 15<sup>th</sup> at 6pm, Selectman Bixby seconded, the motion passed unopposed.

# TOWN OF CLARENDON, VERMONT

---

## MINUTES

### SELECTBOARD MEETING- BUDGET

November 8<sup>th</sup>, November 15<sup>th</sup>, November 29<sup>th</sup>, December 6<sup>th</sup>, December 20<sup>th</sup> 2017

#### SELECT BOARD MEMBERS:

Robert Bixby, Clerk  
Robert Congdon, Jr.  
Michael Klopchin, Chair  
Daniel Pinkowski  
Richard Wilbur

November 15<sup>th</sup>, 2017

CALL TO ORDER: 6:04 pm

PRESENT AT MEETING: Selectboard (5), Administrative Assistant, Treasurer, Road Commissioner, Cash Ruane, Marjorie Southard, Joel Baker.

#### HIGHWAY:

The Treasurer reviewed highway general expenses that had gone over. Paving was discussed, and what projects might be proposed for next year. The needs of the Town Garage were discussed, and Selectman Congdon suggested that if the Garage maintenance line had money in it at the end of the fiscal year that the money be used for repairs in the garage such blue boarding, insulation, and siding.

Garage Maintenance was budgeted at \$5500, and garage utilities at \$4000

Selectman Wilbur arrived at 6:40

Vehicle maintenance was discussed, the Board agreed that it had gone above budget every year since the line was created, the line was budgeted at \$25000 to better reflect what it had been in the past. The purchase of a new truck was discussed, what to get and when to order it. Cash Ruane from the Committee of Operations of Function asked about the possibility of getting a truck on a State order.

Fuel oil and diesel were discussed; the recommendation was made to contact Champlain Plumbing and Heating, to switch to off road diesel. The grade of fuel was suggested as contributing to recent injector problems with the Town trucks. The Administrative Assistant agreed to contact Champlain Plumbing and Heating to look into pricing.

After briefly discussing the highway's needs with the Road Commissioner, the Mechanical supplies line was decreased to \$20,000, and Highway Misc. was reduced to \$12,000.

The Equipment fund was discussed, the balance after the transfer. The Board reviewed the projected need for a new truck purchase, and decided that the equipment fund would be raised to \$65,000 in anticipation of this purchase. Selectman Congdon suggested putting the 2006 up for sale, and having the quotes for new trucks be put together with two work ups, with the trade in and without.

#### Salaries

The Board Chair spoke to the newly adopted tier level pay system. The possibility of an employee contribution to health insurance was discussed, as well as keeping the employee contribution to insurance

# TOWN OF CLARENDON, VERMONT

---

## MINUTES

### SELECTBOARD MEETING- BUDGET

November 8<sup>th</sup>, November 15<sup>th</sup>, November 29<sup>th</sup>, December 6<sup>th</sup>, December 20<sup>th</sup> 2017

at zero but forgoing any raises. The Administrative Assistant was asked to work out different levels of employee contribution for each employee.

RECESS: At 7:30 pm, Selectman Condon motioned to recess until November 29<sup>th</sup> at 6 pm, Selectman Pinkowski seconded, the motion passed unopposed.

#### SELECT BOARD MEMBERS:

Robert Bixby, Clerk  
Robert Congdon, Jr.  
Michael Klopchin, Chair  
Daniel Pinkowski  
Richard Wilbur

November 29<sup>th</sup>, 2017

CALL TO ORDER: 6:05

PRESENT AT MEETING: Selectboard (5), Administrative Assistant, Treasurer, Road Commissioner, Becky Mandolare, Cash Roane, Joel Baker, Marjorie Southard.

#### GENERAL GOVERNMENT

The following lines were reviewed:

Selectman – no changes

Treasurer - level funded except for NEMRC in expenses, and an external audit.

Becky Mandolare asked that the Board consider when they do across the board to consider the treasurer in salary increase.

The Board Chair asked that at a later date a 2% raise be added across the board for a range.

Selectman Pinkowski asked as to the purpose of NEMRC being here twice a year as well as an outside audit, the Treasurer reviewed what NEMRC does in terms of year end close.

The Board asked that an explanation of the duties for the Assistant Clerk be asked of the Town Clerk.

A new carpet for the Town Hall was agree upon for the current fiscal year. Town Hall expenses were level funded, the Administrative Assistant was asked to check on the age of the server and when it should be replaced.

# TOWN OF CLARENDON, VERMONT

---

## MINUTES

### SELECTBOARD MEETING- BUDGET

November 8<sup>th</sup>, November 15<sup>th</sup>, November 29<sup>th</sup>, December 6<sup>th</sup>, December 20<sup>th</sup> 2017

Board of Adjustment was left at zero.

BZA legal was funded at \$100 upon the Treasurer advising that the funds had not been used in the past.

Board of Civil Authority was left at zero.

Abatements: following a discussion on the unpredictability of the need for abatements, \$8000 was agreed upon.

Solid waste expenses were funded at \$42000.

Public Safety was level funded.

Legal Fees were increased to \$8000.

Compensation for employees was discussed, including a contribution for health insurance occurring with a raise. The Board asked the treasurer to work out pages for each employee with 10% and 5% with a 2% raise, including 2% for the Transfer Station.

RECESS: At 7:29 pm, Selectman Wilbur motioned to recess to December 6<sup>th</sup> at 6:00 pm, Selectman Congdon seconded, the motion passed unopposed.

#### SELECT BOARD MEMBERS:

Robert Bixby, Clerk

Robert Congdon, Jr.

Michael Klopchin, Chair

Daniel Pinkowski(A)

Richard Wilbur

December 6<sup>th</sup>, 2017

CALL TO ORDER: 6:10 pm

PRESENT AT MEETING: Selectboard (4), Administrative Assistant, Treasurer, Marjorie Southard, Matt Jakubowski, Mike Pedone, John McKenna.

Recreation: John reviewed the submitted recreation budget. The proposed dog park was discussed in terms of liability and state law, and John explained that dog parks are large draws, and the Board agreed to put the dog park on the ballot as a separate item. John agreed to do some research.

Fire Department: Matt Jakubowski advised the Board that the Fire Association's plan was a separate ballot item for \$50,000 for a sinking fund for the truck. If the vote is overwhelmingly positive, they will combine the items next year. A discussion followed on the plan for trucks. The Board agreed with the plan, and the two ballot items.

Community Center: Budget was reviews, and work that would needed to be completed in fiscal year 19. No number was agreed upon.

Cemetery Maintenance was discussed.

# TOWN OF CLARENDON, VERMONT

---

## MINUTES

### SELECTBOARD MEETING- BUDGET

November 8<sup>th</sup>, November 15<sup>th</sup>, November 29<sup>th</sup>, December 6<sup>th</sup>, December 20<sup>th</sup> 2017

The Library was left at the requested amount.

Treasurer reviewed with the Board the possibilities for employee contribution to health insurance..

Selectman Congdon suggested pushing the lister property mapping to 2020, the Board agreed, property mapping was not funded for FY19.

The Zoning Administrator budget was reduced to \$2500.

After a brief discussion, abatements were reduced to \$4000.

Dog damage was reduced to \$500.

RECESS: At 7:38 pm, Selectman Congdon motioned to recess until December 20<sup>th</sup> at 6:00 pm, Selectman Bixby seconded, the motion passed unopposed.

#### SELECT BOARD MEMBERS:

Robert Bixby, Clerk

Robert Congdon, Jr.

Michael Klopchin, Chair

Daniel Pinkowski

Richard Wilbur (A)

December 20<sup>th</sup>, 2017

CALL TO ORDER: At 6:02 pm, Selectman Congdon motioned to reconvene, Selectman Bixby seconded, the motion passed unopposed.

PRESENT AT MEETING: Selectboard (4), Administrative Assistant, Treasurer, Rebecca Mandolare, Marjorie Southard.

Sheriff Benard: Sheriff Benard explained that Wallingford would no longer need to share a deputy as they were going to a 40 hour a week deputy. Clarendon's use of the Sheriff's Department was discussed, the Board Chair suggested putting the additional funds required for a 40 hour position on as a separate article, and the language was discussed. The new deputy was introduced. The Board Chair questioned how accessible a full time deputy would be, a brief discussion followed. Thirty hours versus forty was discussed, the Board agreed that the article would be for an increase to 40.

The following changes were made:

Gravel: decreased by \$3000

Salt: decreased by \$5000

Road Reconstruction: decreased by \$5000

Equipment Fund: decrease by \$5000

Contract Services: decrease by \$4000

Culverts and Guardrails: decrease by \$5000

# TOWN OF CLARENDON, VERMONT

---

## MINUTES

### SELECTBOARD MEETING- BUDGET

November 8<sup>th</sup>, November 15<sup>th</sup>, November 29<sup>th</sup>, December 6<sup>th</sup>, December 20<sup>th</sup> 2017

Bridge Repair: decrease by \$3000

Vehicle maintenance: decrease by \$5000

Garage Maintenance: decrease by \$1000

Fuel Oil and Grease: decrease by \$5000

Community Center: decrease by \$5000, but add \$1000 to Community Center fund.

Class 2: set at \$115000

Class 3 set at \$86000

Solid Waste Compensation: set to \$26000

Cemetery: reduced by \$2000, but increase transferred from fund balance from logging revenue of \$10000, totaling \$17000

New line, R. Clark Forest Maintenance created, funded at \$4000 from fund balance logging revenue.

Fines was increased \$3500.

Delinquent \$56228.86.

Salaries of all staff in the office, transfer station, and highway were level funded. Health insurance contribution from employees was kept at zero.

The Board asked the Administrative Assistant to research if the Board could establish an employee as in charge of vehicle maintenance, and it no longer be a road commissioner duty.

RC adjourn DP seconded.

ADJOURNMENT: At 7:30, Selectman Congdon motioned to adjourn, Selectman Pinkowski seconded, the motion passed unopposed.

SIGNED: \_\_\_\_\_ Michael Klopchin, Chair /s

SIGNED: \_\_\_\_\_ Robert Bixby, Clerk/s

These minutes taken and respectfully submitted by Heather Kent, Administrative Assistant, and were approved on January 8<sup>th</sup>, 2018.