

TOWN OF CLARENDON, VERMONT

MINUTES

SELECTBOARD MEETING- REGULAR

Monday, March 26th, 2018

SELECT BOARD MEMBERS:

Robert Bixby, Clerk
Robert Congdon, Jr.
Michael Klopchin, Chair
Cash Ruane
Richard Wilbur

CALL TO ORDER: 6:00Pm

PRESENT AT MEETING: Select Board, Administrative Assistant, Treasurer, Road Commissioner, Randy Kinne, Alf Strom Olsen, Marjorie Southard.

ADDITIONS/DELETIONS: The Board Chair asked if there were any additions or changes to the agenda. Selectman Congdon requested that another executive session be added after the first in highway, there were no objections. Executive session, personnel was added under highway.

APPROVAL OF SELECT BOARD MEETING MINUTES:

Select Board Meeting Regular – February 12th, 2018: Selectman Congdon motioned to approve the minutes for discussion, Selectman Bixby seconded, the motion passed unopposed, with Selectman Ruane abstaining due to his absence at the meeting. Page two paragraph three was correct to say “for the safety of public vehicles”. The list of attendees was corrected, deleting the extra Janet Keefe, and correcting Alf Menard to Art Menard.

Select Board Meeting Organizational – March 12th, 2018: Selectman Congdon motioned to approve the minutes, Selectman Wilbur seconded, the motion passed unopposed.

Select Board Meeting Special – November 15th, 2017: Selectman Wilbur motioned to approve the minutes, Selectman Congdon seconded, the motion passed unopposed, with Selectman Ruane abstaining due to his absence at the meeting.

HIGHWAY: The Road Commissioner was present.

Road Commissioner – Duties: The Board reviewed the road commissioner drafted duties, Selectman Congdon stressed the importance of making sure the language was clear in where authority lay. A discussion followed about the Road Commissioner’s role in truck purchases, and what the process involved. In more review of the Road Commissioners duties, Selectman Congdon suggested adding “in conjunction with the Select Board” in purchase of trucks, also adding “and assist with written reprimands” to the third paragraph. What constituted a priority project was discussed. Selectman Wilbur questioned the language of “hiring” and “firing”, the Board confirmed that the Road Commissioner was involved with hiring and did have the authority to send home an employee if there was a disciplinary issue, with the Select Board being notified. The flexibility of the Road Crew hours particularly in the Road Commissioner’s

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authority to ask an employee to alter their normal hours if they had been called out for weather. The Board agreed to review the issue in policy.

Selectman Congdon motioned to go out of order and move down to George Ambrose, School Update, and then come back to highway, Selectman Wilbur seconded, the motion passed unopposed. Mr. Ambrose updated the Board as to the progress of reappraisal. On school updates, Mr. Ambrose advised the Board that no contract had yet been reached, but that he was cautiously optimistic. Selectman Congdon asked Mr. Ambrose about some rumors about school restructuring, Mr. Ambrose advised that an informational meeting would be held in Clarendon on the 27th.

2018 Highway Grants: The Administrative Assistant updated the Board on the progress of the two highway grants.

Trucks – Discussion: Previously discussed.

Time Cards: After discussion, the Board agreed that the time cards that are punched by the road crew would not need to be corrected by the Road Commissioner for travel time, and that 15 minutes of paid of travel time were allowed. What other towns do and what was in the personnel policy was discussed.

Alf Strom-Olsen presented a draft equipment replacement schedule and advised that the equipment fund was underfunded according to what was needed and what would be needed in coming years. Trading in two trucks for one was discussed, the Road Commissioner advised that he thought it was doable, and that the '12 and '06 should be traded in a for a tandem. Randy Kinne asked when the Board would discuss reducing the road crew.

Possible Executive Session – Personnel: Selectman Congdon motioned to enter executive session not to exceed 15 minutes, Selectman Bixby seconded, the motion passed unopposed, and at 7:18 pm the Board, the Administrative Assistant, the Road Commissioner, and the Treasurer entered executive session. At 7:37 pm upon returning to the public, Selectman Congdon motioned to exit executive session, Selectman Wilbur seconded, the motion passed unopposed. The Board Chair announced that the Road Commissioner Daryl Tripp had resigned his position, effective April 6th, and read the Road Commissioner's resignation aloud.

Executive Session – Personnel (ADDED TO AGENDA): Selectman Congdon motioned that the Board only enter executive session not to exceed 15 minutes, Selectman Bixby seconded, the motion passed unopposed. At 7:40 pm, the Select Board members entered executive session. At 7:58 pm upon return to the public, Selectman Congdon motioned to exit executive session, Selectman Wilbur seconded, the motion passed unopposed. The Board Chair advised the public that it had been an employee issue.

The Board Chair asked the Treasurer if the Road Commissioner had vacation time remaining, what time the Road Commissioner had remaining was discussed. The Board Chair asked the Administrative Assistant to inquire with the Secretary of State and the VLCT about the how the Board should proceed in appointing a road commissioner.

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APPROVAL OF ACCOUNTS PAYABLE AND PAYROLL WARRANTS: All new warrants and warrants previously signed by the designated Select Board member were approved and signed by all Select Board members.

GUEST: George Ambrose, Possible School Update: Previously discussed.

PUBLIC COMMENTS (10 minutes): There were none.

OLD BUSINESS:

School Zone, Middle Road – Update: The Administrative Assistant advised that a traffic study was the next step in the speed limit reduction, Selectman Congdon motioned to begin the study, Selectman Ruane seconded, the motion passed unopposed.

Vermont Pest Control – Review: After reviewing the progress on the rodent issue, Selectman Congdon motioned to terminate Vermont Pest Control’s services, Selectman Ruane seconded, the motion passed unopposed.

Transfer Station Recertification – Update: After determining that the Town’s excavator did not have a thumb, the Board agreed to look into who else could transport the stumps.

Selectman Congdon motioned to pay out the remaining vacation to the Road Commissioner, Selectman Bixby seconded, the motion passed unopposed.

NEW BUSINESS:

Appointments 2018: Selectman Bixby motioned to approve the appointments, Selectman Wilbur seconded, the motion passed unopposed. Selectman Wilbur asked to be appointed to the Recreation committee, the Board agreed. Selectman Ruane agreed to take Selectman Wilbur’s spot as alternate Airport committee liaison.

Liquor License – Steve’s Country Store: Selectman Congdon motioned to approve the license, Selectman Wilbur seconded, the motion passed unopposed.

Annual Financial Plan: Selectman Congdon motioned to approve the plan, Selectman Wilbur seconded, the motion passed unopposed.

The Board Chair asked that the planning commission be reminded to submit a report.

TREASURER’S REPORT: The Treasurer reminded the Board that she, the Administrative Assistant, and the Assistant treasurer would be attending a seminar on the 27th.

ADMINISTRATIVE ASSISTANT’S REPORT: The Administrative Assistant had nothing to report.

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PUBLIC COMMENT ON AGENDA ITEMS ONLY (5 minutes): There were none.

SELECT BOARD CONCERNS: There were none.

ADJOURNMENT: At 8:21 pm, Selectman Congdon motioned to adjourn, Selectman Bixby 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 April 9th, 2018.