



*Selectboard Minutes of December 19, 2011*

The US Corps of Engineers permit is valid to August 2012. Selectboard told Alger to send an e-mail to Chris Brunelle, VT DEC Stream Alterations Engineer, to let him know our intentions in case he has objections. Lambert reported that Randy Snelling, VTrans, dropped by the office for signatures on documents that will accelerate payments.

Removal of debris from underneath the East Street Bridge was completed by the road crew. Alger said we could expect more accumulation of debris because of falling trees upstream.

The Board reviewed estimates for purchase of a dump truck. Alger should have all final prices by Tuesday 12/27. The Board instructed Alger to check with each vendor regarding trade-in values, tandem vs. single axle.

Discussion regarding road work plan for 2012 especially the projects remaining from the spring floods, combined with current year projects. Lambert, Alger, Christiansen and Booth will all sit down to discuss this early January.

Alger pressed for re-planking of Bridge #30 which is showing mildew. Alger will check with Parent Construction to get an additional condition assessment. Booth would like a Selectboard member present as well. Livak would like to know when the bridge was last cleaned and inspected.

Board signed a driveway permit for Paul Truax on Sherman Hollow Road.

**Hank Lambert, Interim Town Administrator**

Livak asked is the Town Listers have Errors and Omissions to sign. Lambert will check with Lister Carol Wildman.

Lambert reported that the Auditor RFP went out to six firms and proposals are due January 4 at 1:30 p.m.

The Board reviewed two catering licenses and reaffirmed the process of having the Town Clerk place copies in a folder at the Town Administrator's desk for Selectboard review.

Christiansen announced that Barbara Felitti sent an e-mail that Amy Dohner will take over as Chair of the Town Hall Committee, and Aaron Worthley will take over as Chair of the Water and Wastewater Working Group while Barbara is away for 3 months.

Racht explained the *Annual Salary Fiscal Year Discussion* procedure pertaining to the communication of pay raises to employees each year. Board members will review and comment.

The Board reviewed and had no objections to the procedures for Selectboard minutes.

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After reviewing the Town Administrator job description, it was agreed that Christiansen will draft a final version and have Lambert send it to the VLCT for review.

The Board took up the overtime policy and agreed that Christiansen would send a list of items for further discussion. It was mentioned that a five-day work week in the winter would allow the Road Foreman to manage flexibility of work more easily. The question was raised as to how much overtime was taken on Fridays; this would require someone to go through time cards.

**Budget Discussion**

There was a lengthy discussion of the draft budget. Livak suggested the establishment of a reserve fund dedicated to the building, repair or maintenance of town bridges. He suggested the Board consider such reserve funds for buildings and roads as well. No firm decisions were made about the budget.

**Executive Session**

At 9:14 p.m., Livak moved and Booth seconded to go into executive session to discuss the hiring of an Accounts Payable / Payroll Clerk. Approved unanimously.

At 9:26 Livak moved and Booth seconded that the Board come out of executive session. Approved unanimously.

Livak Moved and Booth seconded that the Town hire Mary Keller-Butler as part time Accounts Payable / Payroll Clerk at an hourly rate of \$14.50. Approved unanimously.

At 9:28 p.m., Livak moved and Booth seconded to adjourn the meeting. Approved unanimously.

**Dates**

**Unapproved minutes sent to Board:** December 20, 2011

**Minutes Approved:** Jan 2, 2011

**Approved minutes sent to Town Clerk for Record:**