

<p>Select Board Members</p> <p><input checked="" type="checkbox"/> Peter Hood, Chair</p> <p><input checked="" type="checkbox"/> Mary Just Skinner, Vice Chair</p> <p><input checked="" type="checkbox"/> Phil Hyjek</p> <p><input checked="" type="checkbox"/> Steve Martin</p> <p><input checked="" type="checkbox"/> Liz Scharf</p>
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MIDDLESEX SELECT BOARD
Tuesday, May 4, 2021
REMOTE VIA ZOOM
Middlesex Town Clerk's Office
5 Church Street
Middlesex, Vermont 05602
(802) 223-5915

MINUTES.

PRESENT: Peter O. Hood, Chair, Mary Just Skinner, Vice Chair. Members Phil Hyjek, Steve Martin and Liz Scharf. Treasurer Dorinda Crowell. Road Commissioner Vic Dwire. Former Road Foreman Paul Cerminara. Select Board Assistant Sarah Merriman took the minutes and the meeting was recorded by ORCA.

Call to Order

Peter called the meeting to order at 5:03 PM. There were no amendments to the agenda.

Approving the 2021 Local Emergency Management Plan

MOTION: Steve moved and Phil seconded approving the 2021 Local Emergency Management Plan. The motion passed. Peter, who is EMD, will sign along with Steve as a Select Board member.

570 VT Route 12 Junk Ordinance Violation

In response to complaints from the public about accumulating junk and old vehicles spilling out from 570 VT Route 12 into the edge of the heavily traveled state roadway, the Board discussed sending the resident Robert Bowers and the Central Vermont Community Land Trust, which owns the land on which Robert's home is located, notices that they are in violation of the Town's junk ordinance. According to the ordinance, the owner has 30 days to remove the junk or face potential fines.

MOTION: Phil moved and Liz seconded sending notices of Town Junk Ordinance violations at 570 VT Route 12 to Robert Bowers and the Central Vermont Community Land Trust. The motion passed.

Letter of Support for CVSWMD's Construction of a Hazardous Waste Facility

The Central Vermont Solid Waste Management District seeks a letter of support from participating towns, like Middlesex, in its application for a grant from the Northern Borders Regional Commission's 2021 State Economic & Infrastructure Development Investment Program for \$898,505 to build a Household Hazardous Waste Facility. As Peter noted, the CVSWMD has been working on this project for years. Currently, there is no facility in the area to take hazardous waste from homes and as anyone who's waited in long lines during the household hazardous waste collection days knows, the facility is needed, he said.

MOTION: Liz moved and Phil seconded sending the Northern Border Regional Commission a letter in support. The motion passed and the Board requested Sarah write the letter on the Board's behalf.

Updating the Town's Personnel Policy

The Board reviewed the current Personnel Policy which needs updating, one of the Board's 2021 goals. Dorinda asked if there should be a formal listing of operational hours, especially summer hours for the Highway Department. The Board discussed this and concluded the policy should state the regular work week shall be 40 hours with times and schedules to be determined by the Select Board in consultation with the Road Foreman and Road Commissioner.

Insurance and retirement benefits: The Board agreed to note the Town makes biannual contributions to employees' Health Savings Accounts.

Long-term disability: Currently, the policy states that employees are responsible for contributing \$6.37/month toward their long-term disability. Dorinda asked if there should be a percentage. The Town is paying \$25-\$35/month for long-term disability coverage depending on the employee's age. The Board agreed that this should be changed to a percentage to be determined by the Select Board annually.

Safety-approved footwear: Dorinda noted that the current policy says Highway Department employees may receive a voucher for up to \$200 in reimbursements toward ASTM F2413-11-standard footwear. The question is when they should receive those vouchers. On the annual anniversary of their date of hire (when they immediately receive \$200 for boots)? Or during a certain time in the fiscal year? Vic brought up knee-high rubber boots with safety toes as well. Paul said this part of the personnel policy was originally recommended by PACIF, the Town's insurance carrier. The Board decided not to amend this portion of the policy.

Vacation and sick time limits: Dorinda said some employees are racking up tons of vacation time which could be a liability to the Town if the employees leave. Peter said the Town needs to get the employees to take their vacation time. Dorinda asked if the vacation time should be considered in a calendar or fiscal year; the Board agreed on a fiscal year. The employee with the most vacation time is the Town Clerk who finds it difficult to close the office for a week. Liz suggested Sarah reduce her store of vacation time by going to "summer hours" and working three days per week, Monday – Wednesday and either closing the office on Thursday or letting the Assistant Town Clerk take over on those days from Memorial to Labor Day. The Board asked for a clean copy of the personnel policy with changes highlighted for review at the next regular meeting.

As an aside, Dorinda asked if there should be a purchasing limit for Town employees. Peter said not in the personnel policy, but perhaps in a separate policy. The Board discussed this.

Treasurer's Report

Dorinda said the last bill for school payments – approximately \$280,000 – will be due thirty days from the final tax payment day of May 20, 2021. She did not anticipate problems paying this bill or other cash-flow issues.

Highway Department Report

Vic asked if the \$40,000 line-item approved by voters at the 2020 Town Meeting for extra highway work could be used to buy gravel before the end of the fiscal year. Steve, who was Road Commissioner when this line item was proposed, suggested the \$40,000 should be used to pay an outside contractor to do ditching. Get bids on that cost and if there is any left over, use that for gravel. Dorinda said if the money is not spent by June 30, 2021, it goes to the bottom line of the fund balance. The Highway Department has already spent 82% of its FY21 budget.

OTHER BUSINESS

Peter said he had a good meeting with the Waterbury Town and Montpelier City Managers re: providing contracted fire services to Middlesex. He said goal for next Special Select Board meeting on May 11, 2021 will be to have a real plan on how to move forward with fire protection in the town. Peter left the meeting.

MOTION: Steve moved and Phil seconded approval of the minutes of the April 13, 2021 Special Select Board Meeting. The motion passed.

MOTION: Liz moved and Steve seconded approval of the April 20, 2021 Select Board Meeting minutes. The motion passed, though Phil abstained because he wasn't present.

The meeting adjourned at 6:23 PM.

Respectfully submitted by Sarah Merriman, Town Clerk/Select Board Assistant

THE ABOVE MINUTES WERE REMOTELY APPROVED AS A WARNED AGENDA ITEM AT A SPECIALLY SCHEDULED MEETING OF THE MIDDLESEX SELECT BOARD ON MAY 11, 2021.

PETER O. HOOD, CHAIR

MARY JUST SKINNER, VICE CHAIR

PHILIP HYJEK

STEVEN MARTIN

ELIZABETH SCHARF