

**Town of Royalton
Royalton Selectboard Meeting
January 9, 2019
Town Office on Route 14**

Royalton Selectboard: Larry Trottier, Sandy Conrad, Tim Dreisbach
Gidget Lyman

Regrets: Peggy Ainsworth

Public Present: Jojo Levasseur, Stuart Levasseur,

Town Staff: Town Administrator Rose Hemond, Royalton Highway Department, Demi Boles, Paul Brock, Royalton Wastewater Facility Operator Phil Gates

At 6:15pm the Royalton Selectboard took a tour of the Vermont Law School Library with Natalia May who is the Community Legal Information Corner (CLIC) Coordinator at Vermont Law School.

At the Royalton Town Office Chairman Larry Trottier opened the meeting at 7:05pm

Royalton Wastewater Facility FY 18/19 Budget Royalton Wastewater Operator Phil Gates presented a FY 18/19 Wastewater Facility budget to the Selectboard. Phil answered several questions about expenses and revenue. Tim asked about the USDA loan debt and was told the loan principal is recorded on the balance sheet while the interest on the debt is expensed on the operating statement. Sandy inquired about the purchase of a large quantity of buckets. Phil told her there has been grease buildup in the system. He stores the grease in the buckets until it freezes and then transports them to the Solid Waste Facility for disposal. A letter was sent out to business owners to remind them how to properly dispose of grease and to have grease traps installed. Phil spoke about the Wastewater project being behind schedule. He said the contractor, Daniels Construction, does good work and despite being behind schedule does not cut corners.

Royalton Highway Department Co-Foreman Demi Boles and Paul Brock addressed the Selectboard about the status for the road crew. Demi mentioned that new road crew member Nick Stone would be the next grader operator. Sandy asked that more than one person be trained on the grader. Demi and Paul were asked to take the Royalton Road Foreman Job description and review who will take on which job duties. They are also to provide feedback to the Selectboard about what the expectations and job goals are for all road crew members.

The Selectboard office received complaints about snow piled on the green and how it destroyed the grass. Demi said they pile it up the same place they always have and remove it in a timely fashion. Sandy also mentioned the sidewalks are not very clean. Demi said that the town has been attempting to clean the sidewalks but the cold weather has proved that to be a challenge.

Royalton Town Clerk Karmen Bascom FY 18/19 Budget and Town Clerk Office Project Discussion. Karmen was not in attendance of the meeting due to illness. She did email the Selectboard earlier in the day requesting an answer on her digitizing town record project. Sandy began the discussion by expressing concerns about the expense. Gidget expressed similar concerns. Tim expressed his concerns that there was no in-house management expertise available to apply to this project. He said that once the project has been approved, the Selectboard has no oversight of the project due to the elected status of the town clerks

position. He felt there was no immediate specific need and above all the Selectboard has an obligation to tax payers to be conscious of budgets and expenditures. Tim said there was no revenue projections presented or expenditure savings. The Selectboard expressed concerns about unanticipated costs associated with the project. The contract itself was to span several years and Sandy said there was no guarantee that any future town clerk would continue the project if for some reason Karmen was not the town clerk. It was the consensus of the Selectboard not fund this project at this time because of not being prepared financially or management wise. They think it is a project worth consideration in the future.

Public Concerns: Stuart Levasseur informed the Selectboard, that as a person who works all week, he goes to the Bethel Royalton Solid Waste Facility on Saturdays. The dump has been closed two Saturdays in a row and now it to be closed again on 01/13/2018 because Monday is Martin Luther King Day. That makes three Saturdays in four weeks the facility was closed. Sandy said she received numerous complaints and she plans to discuss this topic at her next Solid Waste Facility Board Meeting on 01/10/2018. Stuart asked if they considered closing on Tuesday instead of Saturday.

S. Conrad motioned and T. Dreisbach seconded to approve with no changes the 2018 Certificate of Highway Mileage. Motion passed 3-0

S. Conrad motioned and G. Lyman seconded to approve use of the South Royalton Green Vermont Law School Commencement on 05/12/2018 at 10am. Motion passed 3-0

S. Conrad motioned and G. Lyman motioned to approve on 7/13/2018 the Prouty Ultimate Bike Ride (station on green) Motion passed 3-0.

Royalton Academy Building Electrical Proposal. Sandy Conrad, Royalton Academy Building Manager solicited three proposals for electrical work to be completed at the Royalton Academy Building. She received on one proposal from Central Vermont Electrical Contractors for \$6,614.66. **G. Lyman motioned and T. Dreisbach seconded to approve the electrical work proposal and to pay the expense with funds from the Community Betterment Fund. Motion passed 3 in favor and 1 recusal (Sandy Conrad)**

Draft of FY 18/19 Budgets: The Selectboard was presented with another draft of the FY 18/19 Budget. They would like to dedicate the next Regular Selectboard meeting to review the budgets.

Royalton Police Chief Committee Update: Gidget informed the Selectboard that the Royalton Police Chief Search Committee conducted phone interviews earlier in the day. The committee requested a Special Meeting with the Selectboard on 01/18/2018 at 6pm at the Royalton Town Office to meet the candidate(s). Gidget asked about the status of the Windsor County Sheriff's Department because she heard the hours increased to 30 hours per week. Larry stated he did request an increase from 20 to 30 hours a week which he said was discussed in a prior meeting. Gidget stated she did not recall this and any changes in the contract should have been discussed and approved by the Selectboard at a meeting.

T. Dreisbach motioned and G. Lyman seconded to approve the Royalton Selectboard Meeting Minutes for 11/28/2017, 12/05/2017, 12/07/2017 and 12/12/2017. Motion passed 3-0

The Selectboard reviewed and approved accounts payable as prepared by the Town Treasurer LuAnn Bingham,

T. Dreisbach motioned and G. Lyman seconded to go into executive session at 8:30pm to discuss Personnel Matters. Rose Hemond, Demi Boles and Paul Brock were invited to stay.

Motion passed 3-0

Demi Boles and Paul Brock left at 8:50pm. The Selectboard continued in executive session

T. Dreisbach motion and G. Lyman seconded to exit executive session at 9:25pm. Motion passed 3-0

Action Taken

S. Conrad motioned and G. Lyman seconded to increase Demi Boles hourly rate by 4.762% and to and Paul Brocks hourly rate by 9.375% due to the fact they are co-foreman sharing the duties of foreman while being an active road crew member. The Selectboard will increase Nick Stones hourly rate by 3.125% due to a favorable 90 day performance evaluation. These rate increases are effective from 01/08/2018 Motion passed 3-0

The Selectboard expects Demi and Paul to present to the Selectboard a co-foreman job description that will be a basis for their performance evaluations in the future.

Meeting adjourned 9:40pm

Respectfully submitted by

Town Administrator Rose Hemond