

Royalton Selectboard Meeting  
Knight's Opera House  
October 7, 2008

Selectboard Members Present– Larry Trottier, Peg Trombly, Jon Dumville, Ernie Amsden, and Peggy Ainsworth

Public – Theresa Harrington, Treasurer; Bob Hull, Chief of Police; Roger McCrillis, Road Foreman; Nathan Cleveland, Administrative Assistant

L. Trottier Calls the meeting of the Royalton Selectboard to order at 7:07 PM.

### **Treasurer's Report**

T. Harrington noted that the audit went very quickly and the auditing firm is working on the Town's depreciation schedule. She also noted that there were no interviews with employees by the auditing firm. It is unclear when the audit report will be complete.

T. Harrington explained the report that she had prepared for the Selectboard. This was prepared as of 8/31/2008. It was noted that the budget is running over, due to the unaccounted expenditures that include the cost of the Knight's opera house, diesel and heating fuel, and litigation costs.

It was noted that the loans for the Town Garage and the Grader will be paid off in the next few months.

T. Harrington noted she will be out of town next week and will have accounts payable and payroll for review by Monday, October 13, 2008.

She noted that she would be advertising for a part time accounting clerk after the upcoming November 9<sup>th</sup>, 2008 general elections.

She noted that the voting season has made things very busy in the Town Clerks office. New Voting booths and ballot boxes are ordered and should be here prior to the November general election.

### **Personnel Policy**

T. Harrington noted that we must change our policy on retirement contributions. The Town cannot contribute to an employee's personal IRA fund. The employee must be part of our plan. They can maintain their IRA if they take the funds in their paycheck as pre-tax earnings. Different retirement options were discussed. (Pg. 13 & 14 of the Town's Personnel Policy) Employees should consider such options as the ROTH IRA if they do not like the Town's retirement plan. Discussion continued concerning what options are available for employee's retirement plan.

**Sick Leave** – time frame to start the accumulation of the sick days is unclear. These sick days should be awarded on a calendar year not fiscal year basis. Sick leave can be accumulated up to 60 days and vacation can be accumulated up to 15 days.

**Motion by P. Ainsworth and Seconded by J. Dumville to have N. Cleveland prepares the sample highway report and time tracking spreadsheets. L. Trottier asked for further discussion. Hearing none he called the motion to a vote. The motion carried unanimously.**

### **Health Insurance**

Discussion centered on how the Town allows the employee's to subscribe to the plan. It was noted that the town has supported families in the past by allowing the dependents of the employee to be enrolled in the Town's health insurance plan. Discussion continued on covering the Town Employee's families. L. Trottier noted that due to the stance that the Town has taken in the past N. Cleveland could add his fiancé to his health insurance plan. The Town's insurance carrier allows for "domestic partners" to be covered upon approval of the Selectboard.

### **Emergency Call out compensation**

B. Hull noted that there are frequently times when he is called out for accidents and that he is not able to pay for overtime with what has been budgeted for police wages. He noted that there was a need to budget for overtime in the next fiscal year. Call out compensation was discussed. L. Trottier noted that it would be ok to take compensation time to maintain the budget.

P. Trombly noted that further discussion was needed to clarify the various sections of the Town's Personnel Policy. She would like to dedicate time at an upcoming meeting to review the proposed changes.

### **Revolving Loan**

#### **Welch Brothers Laundromat**

**P. Trombly made a motion to approve the proposed \$20,000.00 loan from Welch Brothers Laundromat for the purchase of the energy efficient washer machines. P. Ainsworth seconded the motion. L. Trottier asked for further discussion. Hearing none he called the motion to a vote. The motion carried unanimously.**

### **Police Department**

**Animal Control ordinance** – Sample provided by B. Hull from the Town of Westminster, Vermont.

#### **Traffic Ordinance –**

B. Hull Noted that the unloading zone needs to be added to the Traffic Ordinance and the stop bar by the post office needs to be included as well. Discussion continued on the traffic pattern at the intersection of Chelsea and S. Windsor Street. Other noted inclusion's that need to be entered are the two stop signs on Park St as well as other stop signs in town. Road names need to be updated.

Discussion continued on the corrections that were proposed by B. Hull.

Noted that two drive-by bus tickets would be issued to two individuals for drive-by's that occurred this week.

Selectboard asks that warning tickets be issued for cars that are parked in the traveled portion of the road. Ask that B. Hull make a list of changes and present to the Selectboard at the end of the month (October 28, 2008).

### **Highway Dept.**

Ducker road project is complete with a new culvert installed. Roberts Rd. ditching project will begin Wednesday October 7, 2008.

### **Accounts Payable**

T. Harrington noted that a bridge payment and a note payable on the Transfer Station are included in the bills to be paid. Two payments were paid prior to approval from the Selectboard to ensure that the accounts did not become delinquent. There is an abstract for those bills included with the bills to be reviewed by the Selectboard.

**J. Dumville made a motion to approve the minutes of September 10, 2008. The motion was seconded by E. Amsden. L. Trottier asked for further discussion and hearing none, called the motion to a vote. The motion carried. With P. Ainsworth abstaining because she was not present at the September 10<sup>th</sup> meeting.**

N. Cleveland noted that the EC Fiber Network had sent informational packets to be reviewed by the Selectboard and approved by October 24, 2008.

**Motion to Adjourn by P. Ainsworth, was seconded by J. Dumville. L. Trottier asked for further discussion and hearing none, called the motion to a vote. The motion carried unanimously.**

Meeting Adjourned at 10:15 p.m.

Respectfully submitted by:  
Nathan P. Cleveland