



Selectboard Meeting Minutes DRAFT  
August 12, 2024

Present:

Jim Haff  
Robert Hecker

Michael Ramsey, Town Manager

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
4. Financial Updates by:
  - a. Treasurer and Finance Director
  - b. Public Works Director
  - c. Finance Director
5. Town Manager Presentation
  - a. Employee Policy Update - 1st Look by Selectboard
6. Authorization of Signatures & Contracts Transfer from Town Manager to Others
7. Executive Session
  - a. 24 V.S.A § 313(1)B - Labor Relations Agreement with Employees
8. Executive Session
  - a. 24 V.S.A § 313(4) - Disciplinary Action Against an Employee
9. Public Input
10. Adjourn

**1. Call to Order**

The Meeting was called to order at 6:32pm.

**2. Approval of the Agenda**

SB Jim Haff made a motion to accept the agenda as may be amended. SB Haff made a motion to accept the agenda and add an Article for Citizen's Input after Art. 3 (Approval of the Minutes) and add an Article for Other Business after Art. 10 (Public Input). SB Rob Hecker seconded. The motion passed unanimously.

**3. Approval of the Minutes**

The Selectboard decided to table the Approval of the Minutes because SB Chris Karr was not in attendance at this Meeting.

**4. Citizen's Input**

There was none.

**5. Financial Updates by:**

○ **Treasurer and Finance Director**

- The July Treasurer's Report will show that the Town had 4.5 million in the General Fund. As of today, there is 6.5 million, not counting any outstanding checks. Lucrecia Wonsor, Town Clerk & Treasurer's main concern is the upcoming bond anticipation note of \$8.4 million that needs to be paid on August 21, 2024. The Selectboard and the Town Manager discussed the next steps necessary to pay the bond anticipation note and a separate payment to Casella. The Town has received \$651,000 to date from SRF and received a total of \$1 million from the CRRP Community Grant. Another portion of the SRF loans opened up and the Town applied for another \$4.164 million which the Town should receive around August, 12, 2024. The total amount that the Town has been reimbursed for, received, and applied for is \$7.2 million. In the short-term, the Town will be able to cover these payments.

○ **Public Works Director**

- i. The Town spent \$2.88 million in flood recovery and submitted a request of \$1.17 million to FEMA for reimbursement. The Town received \$730,000 so far with \$435,000 still outstanding from FEMA. The total carrying on the books is \$2.146 million with an additional estimated \$4.9 million in fund for repairs around the Town. A total of 20% of that cost is the roughly estimated to be the Town's intended payment equaling \$1.5 million. The Selectboard discussed repair priorities with the Public Works Director with a focus on the culverts on East Mountain Road.

## **6. Town Manager Presentation**

### **o Employee Policy Update - 1st Look by Selectboard**

- i. The Town must update their Employee Policy on vacation and sick time. The current version is a boilerplate policy created by VLCT with minor changes that do not necessarily meet the needs of the Town nor describe its purpose. TM Ramsey presented a draft of a new Employee Policy and recommended the Selectboard either approve, disapprove, or edit before his resignation takes place. Further conversation will be held on the logistics of implementing the new policy.

## **7. Authorization of Signatures & Contracts Transfer from Town Manager to Others**

- o The Selectboard discussed the transfer of signatures and contracts from the Town Manager to other Town employees following his resignation. Examples of areas where authorization updates and transfers are needed include banking information, FEMA grants, Killington Forward grants, access to federal portals, and SFR grants. Lucrecia Wonsor, Town Clerk & Treasurer, requested that the Assistant Treasurer, Monika Legayada, be appointed as the authorized signer for the Town's Municipality credit card processor and for Green Mountain National Golf Course's credit card processor. SB Haff made a motion to appoint the Assistant Treasurer, Monika Legayada, as the authorized signer for the Town's Municipality credit card processor and for Green Mountain National Golf Course's credit card processor. SB Hecker seconded the motion. The motion was unanimously passed.

## **8. Executive Session**

### **o 24 V.S.A § 313(1)B - Labor Relations Agreement with Employees**

The Selectboard entered into Executive Session at 8:10pm with TM Ramsey and Public Works Director Abbie Sherman. They exited Executive Session at 8:15pm. SB Hecker made a motion for the Public Works Director to assume the responsibilities of the Labor Relations Agreement with Employees from the Town Manager. SB Haff seconded the motion. The motion was unanimously passed.

## **9. Executive Session**

### **o 24 V.S.A § 313(4) - Disciplinary Action Against an Employee**

The Selectboard entered into Executive Session at 8:16pm with TM Ramsey and Public Works Director Abbie Sherman. They exited Executive Session at 8:32pm. SB Haff made a motion to all the Public Works Director, who is now in charge of the union negotiations, to issue disciplinary action against an employee. SB Hecker seconded the motion. The motion was unanimously passed. The Selectboard will not provide specific information on the employee.

## 10. Public Input

- The Town has identified two potential candidates for an interim Town Manager from VLCT. The Town will continue to hold further conversations on an interim Town Manager. Hiring a future Town Manager could take 6-8 months and the Town will continue to work with VLCT to hire the position.
- The Fire Department is conducting interviews for full-time firefighters and volunteer firefighters.

## 11. Other Business

- The Public Works Director spoke on the possibility of working with Pike Pavement to add pavement from the Ski Bridge near Bear Mountain to Roundabout Road and to add yellow line stripping. The cost for the pavement would be an additional \$63,000 and the cost of the yellow line stripping would be \$9,000. SB Haff made a motion to approve the additional pavement and yellow line stripping amendment from the Ski Bridge to Roundabout Road. SB Hecker seconded the motion. The motion was unanimously passed.
- The Public Works Director requested approval from the Selectboard for a letter of intent to appoint a duly authorized representative for the Municipal General Roads Permit. The Town must update their Road Erosion Inventory by October 31, 2027 and the State is offering funding to update the inventory. SB Haff made a motion to appoint the Public Works Director as the duly authorized representative. SB Hecker seconded the motion. The motion was unanimously passed.
- The Public Works Director announced that the Town received a grant agreement worth \$15,000 toward their progress on the Road Erosion Inventory. The Town's match would be either \$3,750 in cash or in-kind. SB Haff made a motion for the Public Works Director to move forward in signing the grant agreement. SB Hecker seconded the motion. The motion was unanimously passed.

## 12. Adjourn

The Meeting was adjourned at 9:12 pm.