

JOHNSON VILLAGE TRUSTEE BOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
MONDAY, JANUARY 12, 2015 / WEDNESDAY JANUARY 14, 2015

Present:

Trustees: Gordon Smith, Ellis O'Hear, George Pearlman, Walter Pomroy, Chris Parker

Others: Duncan Hastings (Manager), Rosemary Audibert (Clerk), Tom Elwood, Tim Percy, Arjay West

Note: All votes taken are unanimous unless otherwise noted.

1. *Call to Order*

Gordy had called the trustees to order at 6:39 for the preceding joint trustee-selectboard meeting. The board did not adjourn at the end of that meeting but continued into this one.

2. *Changes, Additions to Proposed Agenda*

Duncan asked to add discussion of what to do with Steve Towne's cell phone. Chris asked to add an executive session for a personnel issue. Gordy said he would like a general discussion about the electric department.

3. *Review and Approve Minutes of Meetings Past*

Walter moved to approve the minutes of December 8, 2014 and December 11, 2014, Chris seconded, and the motion was passed.

4. *Treasurer's Report / Review and Approve Bills and Warrants / Budget Status Report / Any Action Items*

The board reviewed electric department figures. Rosemary asked if the JSC solar array is on line now. Duncan said yes. It will be interesting to see how that affects revenue. It will reduce power purchases during peak hours for maybe 7 months out of the year. But we will have to pay more for the power from the solar array than regular purchased power. He is not sure whether it will be a net win or loss for us.

Walter asked if we have a good inventory of what the electric department has on hand. Rosemary and Tim said yes, that inventory has been done.

The board reviewed water and sewer department figures. Walter asked what happened in the last month. Tom said billed gallons was down compared to what we usually do, but he is not sure why. Maybe because the college and other schools were on break for much of December. Walter said we were slightly ahead of budget until the last month and now it looks like we will lose money on sewer. Water is just slightly ahead of budget. Duncan said we knew going into the year that we risked losing money. He had recommended a minor increase to sewer rates and the board had decided to try going without an increase. We did a little better than he thought we might. In budgeting, we are not doing too badly any time we come within 5% of budget.

The board reviewed general budget figures. Rosemary said the Vactor trailer cost less than the \$60K we had in the reserve for its purchase. Does the board want to keep the remainder in the reserve fund or unreserve it? Walter said he thinks that will be part of the budget discussion. Everyone who uses the Vactor will pay an hourly rate into a fund and maintenance costs for the Vactor will be paid for out of that fund. Tom said one question he has is about labor time for

maintenance. Will that be billed to the fund? He will be doing any Vactor maintenance that is not major. He will do a time study to see how long Vactor maintenance takes. He thinks his labor should be charged to the fund. Duncan said he doesn't remember how it was set up. An offset for us is that we don't have to drive to get the Vactor when we need it. He doesn't think maintenance will be a big deal. Walter asked if the administrative time is onerous. Tom said no one is using it right now and the maintenance is taken care of for now. Duncan said he believes the group that shares it is supposed to meet after a year, see if the numbers are working, and revisit the arrangement. Walter said some towns will have administrative costs and if those are not minimal some towns will be freeloading. Maybe that should be discussed at the end of the year.

5. *WWTF Chief Operator Report and Action Items*

Tom said he thinks we should look for a backup generator to power lift stations and booster stations in case of a power outage. An extended power outage may result in low or no water pressure on top of Clay Hill. He is currently looking for a replacement but needs to come up with specifications. With electric work contracted out, he is not certain whether the water and sewer department will be first on the list anymore if there is a power outage.

Steve Edgerley has volunteered to train on the backhoe. Tom attended Utility Management Certification classes in Montpelier and passed the online certification exam with a score of 90%. He was able to take the classes for free.

Walter asked about an item in Tom's written report: "Required DEC Emergency power plan needs to be revisited due to recent changes in the Electric Dept." Tom said we need to submit a plan to be issued a DEC permit. The lift stations need to have capacity for the longest power outage that might be expected. We usually submit a letter certifying our longest power outage. Now that we have changes coming we will need to redo our plan. Walter said as part of our discussions with Morrisville we need to make them aware that the water plant needs to be high on the priority list. Tom agreed.

Tom said he is currently worried about staffing in the water and wastewater department. If we get a main break, he is not sure who would respond now and he is not sure who will be paid to be on call. Right now he and Steve Edgerley alternate weeks being on call. He has been listed as the primary contact for sewer and water. Current weather conditions increase the possibility for a main break – little snow and lots of cold. He is asking the board if they want him to be on call every week. He has been fielding calls from home and he would like to get paid for it.

Walter asked who is calling him. Tom said VEC has him listed as the primary contact for sewer and water. They would call him. Steve Towne used to call him when he wasn't on call. Duncan said if a customer calls our number they will be directed to VEC for certain situations. Dispatch there will ask if the problem is electric or water and sewer. It used to be that the first call from VEC would go to Steve Towne and if it was a water or sewer issue he would call Tom, not paying attention to whether Tom or Steve Edgerley was on call that week. If Steve was on call, Tom would call him.

Tom said he and Duncan don't fully agree about whether Tom should be on call, but Duncan was willing to concede that maybe he should be. Duncan said he can support having Tom be the primary contact person at least on a temporary basis, because Steve Edgerley has less experience.

Walter asked what the situation is with regard to cell phones. Duncan said Tom and Steve Edgerley both have cell phones, but Tom's doesn't work well at his home. His home phone and pager are listed as contact numbers.

Tom said he thinks it is a good idea to keep him on call all the time temporarily. Duncan said another option would be to have a single pager number for VEC to call and whoever was on call would have the pager. Tom asked who Steve will call, with current employees leaving. Walter said in the short term we have Tim and Cliff. Steve could call them. Tom said it is important that any digging be done in the right way so we don't get anyone sick. He hopes Steve is capable of handling that. Duncan said he thinks the reality is that if Steve runs into something he isn't sure about he is going to call Tom.

Tom said he is concerned about not having enough people available. David asked if everyone other than Steve Towne is still on staff. Tom said yes. David asked if other people are leaving that he doesn't know about. Tom said he doesn't know. He said he asked Duncan and Duncan said he couldn't answer. That is the uncertainty he is facing. Walter asked if Peter Dodge and Tatro have people who are knowledgeable in dealing with breaks. Tom said Peter Dodge doesn't have a qualified water person. When main breaks happen there is a lot going on. We need traffic control and signs set up. He is worried about the ability to get all that work done.

Walter asked who has the authority to call people out. Would Tom have to call Tim? Tim said yes, and he would call out the remainder of the crew. For a main break, it would be all hands on deck. For a service fewer people would be needed. Tom asked if he has authority to call Steve Edgerley out. Steve doesn't even have a home phone. Gordy said he believes Tom would be in charge of water and sewer and Tim would be in charge of electric and general. To him, we have two working foremen. Walter said then Tom would call Tim and tell him the situation, then it would be up to Tim to get the people. David asked, isn't that the way it has always been? Walter said Steve Towne used to be the ultimate manager. Tom said Steve Towne was a water operator too. Duncan said to some degree we are thinking about a problem that doesn't exist yet, but he understands that Tom wants to make sure the bases are covered.

Ellis asked what on call pay is. Duncan said \$70 per week. Tom has only been getting on call pay every other week. Under his proposal, he would get it every week. David said he feels if Tom is working he should be paid. Walter said he should not be on call 24-7. Tom said he feels that there may be confusion about who to call and who will dig and because of that confusion he may be better able to handle problem situations than Steve Edgerley. Duncan said he doesn't disagree that Tom should get on call pay if he is on call. But he feels that if Tom were not on call and Steve called him, Tom should come in if available and oversee the work. He doesn't think Tom disagrees with that; he just says that if the village wants him to be available, he should be on call. Then he would guarantee he would be available. Gordy suggested that the board think about this for a while. *(Tom left.)*

6. Foreman Report and Action Items

Tim said the solar project at JSC went online December 30, cutting very close to the deadline due to weather, road conditions, and holidays. Our electric department got substantial help from Morrisville. We started using a more local traffic control company. Steve Smith and his crew were a big help with sanding. Secondary work is still left to do on the project.

The electric department inventory is completed. Tim gave it to Jim Fontaine who will do pricing and give it to Rosemary. In the past, Tim, Cliff, and Nate have done all the inventory counts. This year they brought Steve Edgerley and Tom over to get familiar with where everything is located in the shop and with the terminology used to refer to the items.

The crew has been doing routine maintenance on snow removal equipment. The brakes on the digger truck have been repaired, hopefully for the last time. One of the Bobcats has had a radio issue that they are still trying to troubleshoot. The pole damaged in December is in Fairpoint set territory. Someone from Fairpoint was supposed to be there within a day or two to replace it, but it fell through the cracks. Tim spoke with someone at Fairpoint and within 48 hours they came and set the pole. The wires still need to be transferred and the broken piece needs to be taken away. Tim discussed with Duncan how to do the transfer safely. He thinks it will be necessary to kill that circuit so the whole R1 will go out for about an hour at most. The plan is to do it on a Saturday morning, starting at 8:00 am. It is better to do the work during daylight hours than very early in the morning. Traffic control will be hired. Tim learned that Northern Vermont Traffic Control, the company we have been using, has an on-call after-hours crew. If we ever have an emergency at night we could call them and have a flagger crew at our disposal within an hour and a half.

Tim went with Duncan and Jim to meet with VTrans on the twin bridges project on 100C. They were told the project will not happen until 2017. They reviewed the proposed temporary and final utility locations and suggested some changes which VTrans was going to incorporate into their final draft. We will need to provide power from a temporary location for about 2-3 weeks. Duncan said the utility relocations will be at our expense. There was discussion about operating the pump station between the two bridges with a generator. Tim said that would keep us from having to connect service every day to pump the lift station.

Tim said he has been trying to stay on top of invoice coding. He has been assisting Jim with verifying data for year end reports and balance and true up for the Clay Hill solar project.

There has been increased theft of sand since the new shed was put in a more accessible location. Walter asked if there is a sign saying that sand is not for public use. Tim said no. He is going to make a sign and is also planning to put up a gate. With our crew providing labor the cost will be about \$250. The board agreed to authorize building the gate.

Tim said one additional concern the crew had about contracting with Morrisville came up after the meeting with Morrisville. If our crew works jointly with Morrisville, our crew wants to make sure the crews share flagging detail equally. Our crew was concerned about the possibility of being put on traffic control while the other crew does most of the line work.

Tim said he would like to get the board's opinion on a question about overtime. Crew members get a minimum of 3 hours' overtime pay for call-ins. There was a call-in the other night at 1:30. Tim thought there might be a transformer to change out so he called everyone out, but it turned out to be a problem on the customer's end. Tim gave the crew the option of staying and leaving early or going home and coming back late. One crew member chose to go home and come in late. The other two chose to stay and then left early but they were planning to put down 5 and a half hours of overtime rather than the 3 hour minimum. When he gave them the option of staying, he didn't say anything about staying at the overtime rate. We don't have a set rest time policy. In the past, Steve

Towne was pretty generous with that. If the crew came in very early he might let them go at 2:00. Ellis said that was all straight pay, though. Tim said that is correct.

David asked if they put in 8 hours or more than 8 hours. Tim said the call came in at 1:30 and they went home at noon. Duncan said they put in more than 8 hours then. Tim said he was expecting they would get their 3 hour minimum and then 8 hours on top of that at the regular rate.

Gordy said he would like to be consistent with past practice. Duncan said we have talked for years about developing a formal on call policy but we don't have one. There is one that was worked on in 2004 that says if you are called in before 6 am then you get the 3 hours minimum overtime. But it doesn't address rest time or what happens if you go home and come back. He thinks Steve just made it up by the seat of his pants.

David asked how long the employees had been working at the point they realized the problem was on the customer's end. Tim said about an hour and a half. Duncan asked, so they worked 11 hours? Tim said yes. Three of that was their call out. Duncan said 3 of that would have been overtime.

Tim said he wonders how to proceed in the future. Duncan said we need to develop an on call policy. Walter said ultimately he would rely on Tim to use his judgment and keep within the budget that is given to him. Maybe we will refine the policy and give him better guidance. Duncan said he told Tim that given the time of night he could have told the crew to go home and come back at a given time, without giving them a choice. Gordy said he thinks that is what will happen down the road.

Ellis asked if Tim is asking the board whether they want to pay the time and a half. Tim said yes. Ellis pointed out that Tim also stayed and would then get time and a half. Tim said he didn't fill out his time sheet that way. Duncan asked what Tim thought Steve would have done. Tim said he thinks Steve would have said that if a crew member went home and then came back, the day would start over when he came back. He was planning on coming in early anyway because it was his week for sidewalks and it gave him a chance to drive around while it was still dark and see which streetlights were out.

Gordy said he thinks the employees should still put in their 8 hours of straight time on top of the 3 hours overtime. Ellis asked if the 3 hour minimum was intended to be on top of the regular 40 hour week. Duncan said if an employee were there continuously for the original callout it would all be at time and a half. Walter said he thinks the employees should get 3 hours of overtime and 8 hours of straight time. Unless the call continues into the day, said Gordy.

Tim said he has had 2 interviews with Morrisville and recently learned he would get a second interview with Stowe. Neither Morrisville nor Stowe has tendered an offer. Gordy said he appreciates Tim letting the board know rather than keeping quiet about it. Others agreed. *(Tim left and Arjay joined the board at 8:36.)*

7. Arjay West to Discuss 2015 Budget, Minimum Wage Increase & PACIF Grant

Arjay said the fire department annual meeting was last week. He was re-elected as chief. He listed the other officers elected. **Ellis moved to accept the officers elected by the fire department, Chris seconded, and the motion was passed.**

Duncan asked if there is a heat alarm in the fire department building. Arjay said no. Walter asked if someone goes there every day. Arjay said pretty much.

Arjay said the rate of pay for firemen is currently below minimum wage. The pay has been \$9/hr, but the minimum wage is now \$9.15. He suggests a 50 cent raise across the board. He went over what everyone's pay would be with 50 cent increases. The board agreed to 50 cent raises for all.

Arjay distributed a draft budget. It is very similar to last year. He budgeted \$1200 more for the 50 cent increase. Insurance drops by about \$2400. There are inflationary increases for the capital truck plan and the small tools fund. On the revenue side, Barbara Murphy agreed last year to contribute \$6000. He doesn't think he will meet last year's projection for billable calls, so he reduced the income budgeted for that from \$4K to \$2K. The bottom line is a \$6 difference from last year's budget. With the reduction in revenue, he suggests a 1.75% increase for the contracted towns and a half a cent increase for the village. He tried to have as small an increase as possible to make up for the larger increase last year.

Ellis asked how long the fire department has been trying to collect the reimbursements that are still unpaid. Arjay said one that is \$4200 is about 6 months overdue. The bill was originally split between the two parties and has now all been submitted to the insurance of the person at fault. If we are going to have trouble collecting reimbursement, he thinks we should pare down anticipated income.

Arjay discussed the capital truck plan. The old tanker sold for more than anticipated and the interest rate for financing the new tanker was lower than anticipated. The fire department has gained several thousand dollars as a result. Two small rescue trucks are to be purchased next. He would prefer not to move any of the money saved out of the capital reserve. He will be coming back with a revised capital plan. He thinks what was gained on purchase of the new tanker and sale of the old one will be used to overcome some challenges that are coming. His recommendation is not to reduce capital contributions. The next truck scheduled to be replaced is R2, but he is thinking of moving R1 up by two years as it is starting to have some mechanical problems. In the budget he kept the same number for the capital reserve contribution.

Walter pointed out some figures in Arjay's budget that seemed to be incorrect. Arjay said he had used the wrong figures.

Ellis noted that insurance reimbursement is shown as higher than what was budgeted. Arjay said some of that was billed the year before. We haven't gotten the bulk of what was billed out this year. Duncan asked if it is likely that we will continue to see payments billed in one year coming in the next year. Arjay said yes. The last communication he has with the insurance company about the \$4200 bill indicated the insured's coverage had been exceeded. They were going to look into paying a prorated amount. We may or may not get payment in full.

Arjay said he will redo the budget with the correct numbers. It was agreed to meet Wednesday at 6:00 to approve the fire department budget. **Walter moved to direct Arjay to proceed with developing a new budget that includes 50 cent raises for all fire department employees, Chris seconded, and the motion was passed with David abstaining.** (Chris left at 8:59.)

Walter said he thinks the village contribution to the fire department should not be increasing. He thinks it should decrease, but he is not pushing for a decrease. Village residents are already paying as town residents. Why should they pay twice? He wants to keep the village contribution flat.

Arjay said the PACIF equipment grant has been offered again for 2015. Depending on what other village departments are doing, the fire department would like to apply for a grant to get bunker gear. In the small tools plan, next year is a year when there is no plan to spend money on bunker gear. The grant requires a 50% match. If the fire department buys bunker gear using the grant, they can get twice as much with the same amount of money, which will make up for skipping a year. He has a little over \$4K budgeted for bunker gear and would be looking to get a PACIF grant for that amount. Duncan said he sees no reason not to apply. We should apply for something every year. Tom hasn't mentioned anything his department needs grant money for. The board told Arjay to go ahead and apply.

Gordy thanked the fire department for taking charge of the skating rink.

8. *Manager's Report*

Duncan said the cell phone that used to be Steve Towne's is one of the first smart phones and is eligible for a nearly free upgrade. Do we want to have someone carry it? Tim and Troy have been using their personal phones and neither has complained. Gordy asked how much we are paying for Steve's phone. Duncan said about \$60 per month. If we keep the contract we can get an upgrade to a brand new phone for around \$10. He thinks it would be used if we kept the contract on it. Ellis said he thought we should keep it. Duncan said he thinks there would probably be a penalty if we upgraded and renewed the contract and then cancelled it. Walter said he expects there will be another deal next month if we don't take advantage of this one. He thinks we should cancel the contract.

Duncan said he is looking to understand whether what he laid out in his email to Craig Myotte accurately reflected the board's wishes. He is looking for clarity as to how to proceed.

Walter said he thought we discussed possibly leasing the bucket truck to Morrisville. Duncan said we did. Gordy said he thinks Walter mentioned it but no one else followed up on it. Duncan said there were some issues the board didn't vote on, but he didn't hear anyone disagreeing.

Walter said he had a question about continuing to use VEC for after hours calls. Who does Morrisville use? Duncan said they use Burlington Electric. Walter said he thinks we would want to have our after hours calls go to Burlington Electric too. Duncan said we got a pretty good deal with VEC and he thinks if Craig were able to change to VEC he would. But VEC doesn't feel they have the capacity to handle Morrisville's calls. Walter said in that case he is okay with using VEC.

Walter said he wasn't sure what the board decided about the substation. David said we talked about VEC doing the work on it.

Gordy said he wanted employees to be part of the process and be able to make a list of concerns and submit it. He feels as chair he has the right to talk to the employees. Ellis said he told employees any of them can talk to him. Gordy said his intention was not to go behind Duncan's back. Duncan said his concern was that there is a personnel policy protocol about how to bring complaints – first to the department head, then to Duncan, then to the board. He thinks that is the

way it ought to be done because employees get a consistent message that way. When board members speak to employees first, it gives employees the message they can go to board members instead of to their department head or Duncan. He doesn't think that is a good message. He thinks if employees have a grievance it is fine to go to the board, but it should be to the board, not individual trustees. He thinks employees got a mixed message from the meeting Ellis and Gordy had with them.

Ellis said the board asked for a list of what Steve Towne did. The employees never saw the list. Our employees have seen linemen from the other company do things that are not safe. He told them that if they see that again they should stop right there. He thinks the board should have waited before voting. There are voters and rate payers that want to know what is going on and we can't say anything. They are upset they haven't been involved. He doesn't think it is right to contract with Morrisville. He doesn't agree with leasing our truck to them, when it is newer than any of their trucks.

David said his frustration is that the two of them met with staff without talking to the rest of the board. Gordy said he sent an email to the rest of the board. David said that was not until after he met with employees. Gordy and Ellis said it was before. David said he didn't see the email. Walter said he didn't see an email before the first meeting.

Gordy said he thinks the outcome of meeting with the employees was a good one. At the last meeting Duncan had with Craig Myotte employees all had a chance to express concerns. He felt when he left everyone was on the right path. Duncan said he had already scheduled that meeting before Gordy and Ellis met with the employees. It was his idea. Gordy said at that meeting he asked Tim to come and give a report tonight. He hadn't been asked before that. Duncan said that was 2 weeks before this meeting. He was going to ask Tim to come.

Duncan said he knows it was a split vote, but it was taken. What does the board want him to do now? Ellis said the board should have waited. We didn't even have a completed contract yet. Walter said we voted to give Duncan the parameters to start entering into a contract. Duncan said the contract was to be brought back to the board. Ellis said there was a job list that no one saw except Duncan and the board. Why not show it to employees? Gordy said he doesn't see any problem with the direction Duncan is taking. The employees came to him. He didn't go to them. He thinks things are better now as a result of the meeting he and Ellis had with them and the meeting Duncan set up. He thinks Duncan has been given direction from the majority of the board to continue as he is and he thinks Duncan should continue even though he doesn't agree. Ellis said he doesn't agree that Morrisville should be able to use our truck without our employees. Duncan said that is for the board to decide after we get the draft contract. Ellis said he thinks our inventory should be used only in our territory. Walter asked why that matters. Ellis said because it is ours and it should go to our rate payers. Walter said if Morrisville used our inventory in their territory they would pay us. David said this is an agreement for one year. We have a year to see if this is the right fit for us. He appreciates that Ellis cares. If it doesn't work then we will make other arrangements.

Ellis said there are people on the street that are a little upset that we are going to go with someone else without telling them. Gordy said someone asked him when there would be an informational meeting. He believes when Duncan and Morrisville have information there should be an

informational meeting. This is a huge thing we are trying to address. Walter and David said they have no problem with that.

Walter asked if the question of who will be on call is being worked out. Duncan said Troy has said he is not crazy about rotating in an on call schedule with Morrisville but he values his employment here and will do it if the trustees want him to. Walter said he expected Craig to come down on his price if our employees are on call for Morrisville. He can charge us more if our employees don't want to do that. Either way it will cost us the same. Either we pay our employees or we pay Morrisville. Duncan said Craig's thought was that if our crew were willing to be on call it would decrease response time. Gordy said our crew members want to do some of the daily electric work in Johnson, not just respond to calls at night, so they can keep in practice. Duncan said that gets into the hybrid idea we had discussed. There are some issues with that. If our employees are in the rotation then they would go to Morrisville on calls. Ellis said he doesn't agree with that. Walter said then our employees won't be on call. Duncan said the board will need to make decisions on things like what wage our employees should get if they go to a call in Morrisville. If it were a mutual aid situation they would be paid the prevailing wage in Morrisville, but this would not be mutual aid. They have asked if they would be paid the same as if it were mutual aid. Duncan said his plan was to meet with our employees and if they have no interest in being on call for Morrisville then ask if the board thinks we should tell Morrisville that is off the table.

Gordy said he agrees with the employees about the bucket truck. Someone who leases a truck will not take care of it as well as someone who owns it. Duncan said Morrisville's initial idea was that they would drive here to where our truck is kept and then use the truck – not lease it, but use it while in our territory. Gordy said he would agree to that, hoping one of our linemen would be on it. Walter said if they aren't on call they won't be.

Donna Griffiths said she decided to ask for an increase to \$20 per hour for minute taking after the trustees and the selectboard approved an increase to \$20 for the cleaning woman. She believes taking minutes involves more skill and responsibility than cleaning. She feels at least some increase is appropriate because since she started the requirements of the job have changed due to changes in open meeting law and the cost of living has gone up. **Walter moved to authorize paying Donna Griffiths \$20 per hour for minute taking, beginning with the next meeting, David seconded, and the motion was passed.**

Lamoureux & Dickinson and Otter Creek have each paid \$5,000 for crosswalk replacement. Our total cost for replacement (not including our labor and equipment) was \$14,175, so our out of pocket cost was \$4,175.

Duncan asked if anyone would like to replace Steve Towne as alternate to the VPPSA Board of Directors. Walters volunteered. **Gordy moved to appoint Walter as alternate to the VPPSA Board of Directors, David seconded and the motion was passed.**

Duncan said as VPPSA board chair it is traditional for him, one other director, and the GM to attend the APPA Legislative Rally in Washington, D.C. in March. In the past it has been useful to go and have one on one meetings with our legislative representatives. He would like to go again this year. There is no cost to the village. Walter said he has no problem with it. Gordy said he

would be opposed. Duncan said he would be willing to take personal time if the board doesn't want to pay his salary while he is at the rally. The board agreed Duncan can go.

Duncan applied for a VLCT 2015 PACIF Scholarship to pay for employees to attend a very good OSHA Electrical Safety training coming up this month. He got a letter today indicating we were approved.

Duncan hasn't had a chance to write up the changes discussed to the policy on cost responsibility for sewer connections.

Duncan said Meg Harris, former owner of the Lovin' Cup, said she sold the inventory to the new operator. The inventory was part of the collateral for the note. The note says she can't sell the collateral without prior authorization, so she is in breach of contract. Does the board want to call the note in as due and payable? She has continued to make payments. Walter said we also have a lien on her house so we have good collateral. She still owes \$4,700. Rosemary said she has never missed a payment. Duncan said we are second or third in line for the house. We are at risk if we knowingly allow her to breach the contract. Walter asked if Duncan had talked to Doug. Duncan said Doug recommended calling the note. David and Walter said we should do it then. Ellis said she could walk away and not pay us another dime and the only collateral is a building we are second or third in line for. Walter said she could be arrested for what she has done. Walter said Duncan should ask Doug for a formal letter with his opinion and if he recommends calling the note we should do so.

The insurance company is investigating coverage for the recent car/pole accident.

The proposed VPPSA Power Supply Budget will be less than last year's and virtually level over the next four years.

At next month's meeting the board should have an excess water application from Donna Neas, who had a significant leak.

Katy Win Mobile Home Park is being sold. Tenants will have the opportunity to purchase it. Many other mobile home parks have been sold in conjunction with affordable housing programs. The sale might ultimately be to our advantage. Duncan is not sure if there is anything we can do to support sale to a good operator. Gordy asked if there is anything about our water and sewer distribution we should work out with the owner. Duncan said we have what maps he has.

Jeff Parsons has been used several times for snow removal and the reports on his work are great so far. Duncan gave someone else a job application today.

A surveyor found that the layout of the Burlington to Derby stage road doesn't match with Pearl St. and School St. It is closer to 100C, but doesn't match up exactly. So we can't call Pearl St./School St. a 5-rod road. The town and school had to execute quit claim deeds and as part of the process the attorney also drafted the easement deeds needed for the School St. project.

The audit letter for the Homeland Security grant audit indicates we provided satisfactory responses to all audit findings.

9. *Trustee Issues/Concerns*

Gordy asked if we have contacted the college about where we are headed with the electric department. Duncan said Steve has talked with Woody and he should probably talk to him also.

Gordy said he didn't know it was going to cost anything for Duncan and Steve to go to the NEPPA conference but we paid \$1200 for that. That is why he said no to letting Duncan go to the APPA Legislative Rally. With Steve gone, hopefully there will be less travels. He thinks we need to keep Duncan closer to work here. We need to use him all we can. Duncan said the smart meter conference didn't cost anything and he thinks he gained valuable information by going.

Ellis asked if we should start looking for someone to replace Duncan. Duncan said yes. Ellis said he thinks we should start looking. We don't even know what the job description should be. Duncan said he would like to get the two boards together for discussion about this. Walter said he thinks there needs to be serious discussion with the two boards this summer. By the end of summer he thinks there needs to be a plan in place for how we are proceeding. Ellis said he would like a plan before that. He would like someone to work with Duncan before he leaves. Duncan is probably going to take a lot of time off during his last 6 months. Duncan said he does have a lot of time built up. David said we need to figure out when we would want the person to start. Duncan said the boards have to have some candid discussions about what they want that position to be. We may well be looking for someone with a different skill set. Gordy said he thinks electric won't be as much of a priority. He said he wishes we could have hired an administrative assistant who could have moved up when Duncan left if we liked the person. It is too late now, but maybe we could do it in a year. Duncan said he thinks it would be ideal to have someone work with him for 2 or 3 months. Walter said the process needs to start with the two boards. The boards almost need to have a retreat for discussion.

10. *Recess*

Ellis moved and David seconded to recess the meeting until Wednesday at 6:00 p.m., the motion was passed, and the meeting was recessed at 10:02.

11. *Reopen Meeting*

The recessed meeting was opened on January 14, 2015 at 6:05 p.m.

Present: Gordon Smith, Walter Pomroy, Chris Parker, David Goddette, Arjay West, Duncan Hastings

Chris stated he would still like to have the executive session meeting to discuss personnel, which he had asked for at the Monday meeting. Gordy stated that he would also like a brief follow up discussion over the question of on call pay request raised by Tom at the Monday meeting.

12. *Fire Department Budget Discussion*

Arjay presented a revised Fire Department budget with corrected figures. Based on that proposal, the increases to the contract towns would increase by 1.75% with a small increase to the village tax contribution. Walter stated that while he could live with the budget he would prefer to see no increase to the village tax payers and over time he believes the village contribution should decrease. There was discussion over this concept.

Walter moved to approve the budget as proposed, except that the increases to the contract towns would increase from 1.75% to 2%, with the savings going to reduce the village tax contribution. Seconded by Chris, unanimous in favor.

13. On Call Pay for Tom Elwood

Gordy said he was not clear on why Tom was making the request for on call pay for being listed as the primary person to call for water or sewer related issues. Other board members expressed similar concerns. Duncan stated that Tom feels he should be paid on call if his phone number is listed as a primary contact. Duncan said that he and Tom had discussed another option which was to have a single pager number listed as the contact number and whoever was on call that week would carry the pager and provide the first response to a call. Tom felt there was value in having his phone number listed as the primary contact, at least on an interim basis until the staffing levels became more clear. The general consensus of the board was that the single pager concept should work, but if there was an emergency that required a response from the Chief Operator, whether he was on call that week or not, they expected he would respond if available and assist. That is why he is paid more and has the title of Chief Operator; it carries a greater level of responsibility. Gordy stated that the nature of the work the employees do requires the occasional need for everyone to respond to an emergency. Everyone agreed that compensation was required if a person is actually called out, which is based on the 2 hour minimum at OT rate. No specific decision was made with regard to the on call pay request.

14. Executive Session – Personnel Issue

Chris moved to enter executive session to discuss a personnel matter, seconded by Walter, the motion was passed and the board entered executive session at 6:30. Walter moved to exit executive session at 7:30 p.m., seconded by David, and the motion was passed.

15. Adjourn

Walter moved to adjourn, seconded by Chris, and the motion was passed.

Minutes submitted by Donna Griffiths and Duncan Hastings