

Mt. Vernon Selectboard Minutes

March 1, 2021

Board Members Present: Sherene Gilman, Paul Crockett, Mac Hardy (Chair)

Support Staff & Guests Present: Kerry Casey, Melanie Knox, Ron Lockwood and Mark Gilbert

Call to Order. The meeting was called to order by Chairman Hardy at 7:02 pm

Additions & Adjustments. Chairman Hardy added Nomination Papers, Governance Committee Meetings, Modern Pest Quote, Paid Leave Update and Office 365. Selectman Crockett added Zoom/Mark Gilbert Conversation and Selectman Gilman added Library Fundraiser in George Smith's memory under updates.

Motion & Discussion on Accepting Minutes from 2-15-21 Selectboard Meeting.

ACTION: Selectman Gilman motioned to accept minutes as written. 2nd by Selectman Crockett. Vote was unanimous.

Budget Zoom Meeting with Fire Department. Cancelled as budget is remaining the same.

IT Service Contract. Selectman Crockett is rewriting the IT contract to include the library, the fire department, and the town office. Monthly hours for each group will be identified as a separate line item and there will be one contract to cover all entities.

ACTION: Selectman Crockett will revise Savage Computer contract and bring to Selectboard for review.

Spectrum Franchise Contract.

ACTION: Selectman Crockett will collate information and present document at next meeting.

FEMA. Discussion regarding FEMA money from 2018 storm, balance of funds and where that money should be deposited. It was determined that the money should be put into capital improvement roads line. This money will need to be approved by Selectboard prior to being spent. Treasurer Casey spent 30 hours reconciling FEMA issue and will submit 30-hour invoice to them to cover costs of her research.

ACTION: Selectman Crockett motioned to move the \$116,883.79 from FEMA reimbursement account to capital improvement roads account. 2nd by Selectman Gilman. Vote was Unanimous.

Salaries. Budget Committee came up with figure they built in for salaries across the board. Selectboard needs to come up with a philosophy regarding performance reviews and salary increases based on performance and market rates for specific positions using DOL and other resources to create continuity. Selectman Gilman developed an evaluation/assessment sheet. It is a user-friendly working document. Possible positions for review include Administrative Assistant, Treasurer, Code Enforcement Officer and Deputy Clerk. Governance Committee member met with the Town Clerk to let her know that the Town will abide by the vote regarding her position next year, 2021-22. There was

a question regarding Deputy Clerk hours @ 32 per week, but 36 hours when you add Saturday hours. More discussion to come.

Emergency Management Leader. Currently this position is vacant. Chairman Hardy spoke with Sean Goodwin, Kennebec County EMA Director, and was informed that the homestead exemption that we receive is dependent on having an Emergency Management Leader. He was also advised when selecting a candidate to refrain from filling the position with anyone from the Selectboard, Fire Department or Emergency Management as they may not be available when needed due to their own job responsibilities. Need to find someone with leadership qualities willing to take the on-line training course and process paperwork as required. In an emergency, this position is in command and directs all departments and citizens. More discussion to come.

Discuss Committee Roles & Responsibilities.

ACTION: Selectman Crockett will help Selectman Gilman write a draft policy on Chairs, Treasurers being full-time residents of Mt. Vernon and bring back to Selectboard for review.

UPDATES

Website: Selectman Gilman has done some initial editing. Selectman Crockett will also give permission for Melanie, Administrative Assistant, to help with the task.

Fuel Bidding: School Collaborative has decided prices are just too high to bid now and will wait. Discussion on whether Mt. Vernon should go out on own or stay with School Collaborative.

ACTION: Mt. Vernon will wait and see what School Collaborative decides. More to come.

Furnace Cleaning: Dan from MTV Heating will be cleaning furnaces this week at the Town Office.

ACTION: Selectman Crockett will develop an updated list of what town buildings furnaces/boilers have been serviced to date and bring back to Selectboard.

Opening Office: Chairman Hardy announced that the Town Office would be opening to the public on Tuesday, March 2nd. 2 visitors will be allowed in the lobby at a time.

ACTION: Selectman Gilman motioned to open office on March 2nd. 2nd by Selectman Crockett. Vote was Unanimous.

BUDGET DISCUSSIONS

Cemetery Sexton/911: Kerry spoke with Sexton over the weekend to clear up some questions he had on his budget. He can now submit cemetery budget.

Broadband Committee: Bill Rosenberg, Chair, will speak with Selectman Crockett this week. More information to come.

Athletic Committee: Athletic Committee Chair had some questions regarding her budget and stipend.

ACTION: Selectman Gilman will contact Heidi Perez to assist with budget questions.

Transfer Station: Currently 56% of budget has been spent. Chairman Hardy is going through contracts on waste management and hauling. Selectman Crockett would like to purchase an extra tub this Spring for overflow to avoid closing when full.

ACTION: Treasurer will put money in budget for purchasing additional tub, which may not be needed, but funds will be available just in case.

Nomination Papers: Currently 2-year position on School Board, 3-year position on School Board, and 3-year Selectman position. Nomination papers are available at Town Office.

Governance Committee. Clarification on clerk and deputy clerk office hours for next year, as discussed prior under salaries section.

Modern Pest Quote. Outside factors changing our area and large infestation. Quote was discussed. Selectman Crockett wants to continue catching till next meeting and Selectboard will make decision then. Kerry will volunteer to get dead rodents out of traps. Tabled for review at next meeting.

Paid Leave Update. Elected officials, stipend folks, and volunteers are not covered. 1 hour is accrued for every 40 hours worked. There are approximately 13 employees eligible. Treasurer Casey suggested a policy stating that the accrued time will not be "paid out" upon termination.

ACTION: Treasurer Casey will develop a spread sheet for departments and together with Chairman Hardy will develop a draft letter to go out to those 13 individuals. Also, Treasurer Casey will bring her draft policy regarding accrued time to the next meeting for review and possible vote by the Selectboard.

Office 365. Time to upgrade. Offers shared point sites, uses "TEAMS" as opposed to ZOOM. Will need a few \$4 monthly licenses for audio bridge. Cost will be included in municipal budget.

ACTION: Selectman Crockett will put estimate together and bring back to Selectboard for review.

Library Trustees. There will be a Fund raiser in Memory of George Smith promoting an outside educational sitting area. People will be able to donate, and donations will be accepted by Selectboard.

ACTION: Treasurer Casey will keep donations in separate account for this project under capital improvement fund as a separate line item.

Channel 7 Selectboard Meetings. Selectman Crockett and Mark Gilbert have been exploring ways of live streaming our meetings on YouTube. The URL will need to be customized. More information to come.

Motion to Adjourn.

Selectman Crockett Motioned to adjourn meeting at 8:57pm, 2nd by Selectman Gilman. Vote was Unanimous.