

JOHNSON VILLAGE TRUSTEE BOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
MONDAY, JANUARY 11, 2016

Present:

Trustees: Gordon Smith, Walter Pomroy, David Goddette, Scott Meyer, Bob Sweetser (by phone)

Others: Sandy Miller (Interim Manager), Rosemary Audibert (Clerk), Tom Elwood, Troy Dolan, Lea Kilvadyova

Note: All votes taken are unanimous unless otherwise noted.

1. Call to Order

Gordy called the meeting to order at 6:00.

2. Changes, Additions to Proposed Agenda

Sandy said #8 turned out to be just informational. The VELCO Shareholder's Agreement was completely executed 4 years ago.

Walter said #20 (stating that he had cast Johnson's vote for Ken Gibbons as public representative to the VELCO board) is incorrect. He can give an update. The process supposedly agreed on has now been completely tossed out and the votes cast are null and void. There is now a new procedure for selecting directors. There is going to be a big conference call about it. No directors have been chosen.

Gordy said he would like to add a wood chipper suggestion as an action item.

3. Review/Approve Meeting Minutes

Walter moved to approve the minutes of December 14, 2015 and January 4, 2016, Scott seconded, and the motion was passed.

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

For the general department, Walter noted that the bottom line shows a profit for the year. Rosemary asked if the \$8K we are supposed to receive from the state for the Main St. project should be booked as income for this year. Walter said technically it is a receivable for this year. Walter said he doesn't see matching revenue for the School St. project expenses. Rosemary said she hasn't yet booked that as receivable. Walter said that means the \$5K profit figure will go up. Scott asked why fire department equipment expenses were up 199%. David said he thinks that was because of some bunker gear that was replaced. Sandy said once all receivables are booked we will be over 100% for revenue.

Walter said it looks like in electric we will get to 100% once everything is booked, except for merchandising/jobbing. Rosemary agreed.

Tom said he followed up on the miscellaneous buildings and grounds expense that was questioned at a previous meeting. That was trash disposal. He doesn't know why that line item was defunded. He has been charging it to the same code for 5 or 6 years. It will be changed in the next budget.

Walter said it looks like all the departments will finish with surpluses. He thanked Troy and Tom.

Rosemary said all the delinquent bills for the DJ's store have been paid. She contacted the sheriff's department about the bad check. They contacted the person who wrote the check, who agreed to weekly payments of \$100.

Our annual tax sale is going to be in March.

Walter asked what Rosemary knows about the new owners of the A. Johnson land. She said she knows nothing about them. Gordy said we have spring rights on that land. Walter asked if we should consider selling the rights to the new owners. Scott said he doesn't think so.

Walter moved to authorize Gordy to sign a water and sewer lien for 34 Log Cabin Lane, currently owed by US Bank Trust, seconded by David, and the motion was passed.

5. *WWTF Chief Operator Report and Action Items*

Tom said everything went smoothly this past month until last night's storm, when a siphon plugged up and he had to call Hartigan. It was full of grease and rags. He has been into the Chinese restaurant several times. They have no grease traps and their floor drains were backing up. Tom is researching our sewer ordinance and he will be working with Sandy to write a letter to the owners. It is costing us money. Sandy suggests we try to bill them for our overtime. All the other restaurants in town have grease traps and maintain them. David asked, there is no state code for grease traps? Tom said yes, there is; it is a plumbing code. Our ordinance also covers it. Sandy said Tom is looking at our ordinance to see what our enforcement capability is. If our ordinance doesn't have teeth, we would refer this to the state. Walter asked about the new Subway. Tom said they have a grease trap and it has been serviced. The only one restaurant that doesn't have one is Edelweiss and they don't have a fryolator.

Tom said he purchased an air compressor last year because the old one died. It cost about \$400. It didn't even last a year so he got hold of the seller. It was warranted and they shipped us a new one.

Walter said probably in 2017 we will be going out for bonding for the River Road pump station. Tom should start putting together a wish list of things we might consider doing at the same time. Tom said we won't need upgrades on technology or a volume upgrade but we may want to put money in an equipment replacement fund for equipment that is going to wear out, like pumps. Walter suggested maybe there would be something related to phosphorus, in preparation for future regs. Tom said maybe an engineer should look to make sure we have capacity for the industrial park. Sandy said we can communicate to the town that they should study as part of a feasibility study for the industrial park whether we will have to upsize that pump station.

Tom said the River Road lift station Walter mentioned is old but it works pretty well. We could wait to deal with it for a couple of years until the current bond is paid off. *(Tom left at 6:35.)*

6. *Foreman Report and Action Items*

Troy said Cliff is prepared to retire May 1. He would ideally like to have a replacement step in a month before Cliff leaves. He needs to know if the trustees want to replace Cliff. Board members all agreed that we have to replace him.

Walter said the question is whether we get a lineman or an apprentice. David asked if we can afford not to have a first class lineworker. Troy said he would prefer a first class lineworker

because it would be 2 ½ years before an apprentice could really start doing anything with the crew. It would put a lot of load on him and Nate, which would be difficult, especially with Troy doing a lot of administrative work.

Troy said one issue is the rate of pay. He is not sure if the current rate would attract the right individual. Hyde Park's starting pay for a lineworker is \$31.07/hr. The average rate is about \$33-34 per hour, but a lot of utilities don't have mixed public works. Hyde Park does. Orleans does as well, and their pay is similar to Hyde Park's. Sandy said the average starting pay for a lineman is higher than what we are paying Cliff and Nate now, and almost equal to what we are paying Troy now. We are competing against everyone else, including those who don't have mixed public works.

Scott asked if there is anything else we need to worry about. Troy said a lineworker we hire has to be willing to do other tasks. Some lineworkers only want to do line work. Walter asked if our employees have a more normal life than those in other electric departments. Troy said all the electric department employees are on call 24/7. We have talked in the past about some kind of rotation but it is hard with our manpower. And our current rate of pay for being on call is very low compared to other utilities. Hyde Park employees are getting \$250 per week and our employees get \$70. Sandy asked if everyone gets the \$70 every week. Troy said yes. Gordy said he thinks we will need to consider working on call with other utilities in the future.

Sandy said we need to think about the numbers. One hundred dollars more per week for each employee on call is over \$15K. Bob said we have to think about those people who don't want to be on call 7 days a week all the time. Troy said two electric department employees have to be here all the time. They have to schedule vacations and other time off around ensuring that. It is inconvenient. It changes their lifestyle. Sandy said for our three employees, every dollar of wages added to base pay (not including overtime) is about \$4,160. If we raise the pay for the new person we will have to raise the pay for the others. And there are additional costs related to overtime, VMERS, and FICA. All together it would probably cost about \$6K per hour of wages to increase our pay to be like Hyde Park's. There is budget room to do that. Barton just advertised for a first class lineman and didn't get any applications. Their rate was around \$33-34/hr, but their utility is not an attractive one. They are in the Northeast Kingdom.

Walter suggested that Troy start networking to look for possible applicants and the board can have a more detailed salary discussion next month.

Scott asked what the rate is when electric department employees are called in after hours. Troy said time and a half, which is typical.

Walter asked what happened with VEC and call-ins. Sandy said Troy looked at our agreement with them and will have a conversation with the chief dispatcher. Troy said the contract he found ended December 2014. He doesn't know if it was ever renewed. Walter asked what we did Sunday. Troy said we didn't get any calls. Ann and Rosemary agreed to come in if they were needed. Troy called the sheriff's department and gave them his contact info and told them VEC wouldn't be taking any of our calls.

Scott said when there was a power outage a couple of months ago his wife called the sheriff's dept and they said they didn't know anything about it and gave her no information about any other number to call. He asked if we could get it clarified for ratepayers who they should call. Walter said he can remember the board discussed last year that the sheriff's department said they wouldn't handle electric department calls anymore. Sandy agreed that we should clarify for our ratepayers but we don't have answers now.

Troy said the snow blower for our Bobcat is waiting for repairs. It will be about 2 weeks before the parts are in. It was due to be replaced last year. It is ready for replacement. A new one would cost \$5K. The repair will cost \$1500. Walter asked how long the repair will last. Troy said he thinks we could get through the season with it. The dealer provided us a demo model to use for now. Sandy said he and Troy were going to recommend replacing the snow blower in 2016. Given that, how comfortable is the board with replacing it now? Or should we repair it and not replace it? Troy's preference is to repair it and keep it as a backup. Sandy suggests trying that for a couple of years and seeing how much we need a backup. If it is not used much then we can sell it. Troy said the demo is not for long term use. Gordy asked how this fits into the equipment capital plan. Sandy said it is in the 2016 budget. There is a lot of money left in the 2015 budget. Rosemary said we can reserve money out from 2015 cash on hand to pay for it. Sandy said if we don't decide to buy the demo they will take it away and we will have to wait 2 weeks for the other one to be repaired.

Bob said if we can fix it for \$1500 he thinks it would be useful to do that and keep it for backup but he wouldn't fix it and plan to use it the rest of the winter. Walter questioned how reliable it would be for backup. Troy said he thinks it will be fine, but we can never know. Walter said if we get a new one parts will be easier to get and there will be faster turnaround times for repairs. Sandy said chances of a problem due to a snowstorm will be lower with a new one but there is no guarantee. Bob said he doesn't think we need to start a junkyard. If we keep it 2 or 3 years, who will buy it? Troy said now it is worth nothing. If we fix it we will at least recover what we paid to fix it. David asked if the money would come out of the 2015 or 2016 budget. Sandy said Rosemary is saying we can earmark it and take it out of the 2015 budget but it almost doesn't matter because we are not going to have a problem with the 2016 electric budget. David asked, if we spend the \$1500 on the backup and don't use it, will it rot? Troy said all our equipment is kept in closed dry spaces and washed after use. Gordy asked if it will fit on the new Bobcat. Troy said it can fit on both so we could have both machines going if needed.

David moved to earmark up to \$5,000 from the 2015 equipment budget for purchase of a new snow blower for the Bobcat and to authorize expenditure of up to \$1500 to repair the current snow blower as a backup, seconded by Scott. Sandy noted that this is the only Bobcat dealer in the state, so there is no other place to get the blower. Gordy asked Troy to try to get the best deal we can. **The motion was passed.**

Troy asked if board members had any questions about the written report he had mailed out. No one did.

Gordy said a village employee had suggested that the village offer people the opportunity to bring their Christmas trees in for the village to put them through the wood chipper. Scott asked what would happen to the chips. Troy said they would go in the same pile as the rest of the chips. At some point we will have to do something with the pile.

7. *Interim Manager's Report and Action Items*

Lea joined the meeting. She had previously sent board members an email with suggestions about how to proceed with potential solar projects. She said she had some conversations with people from VPPSA and the state with the goal of trying to determine for her own understanding what size array and amount of land we would need. Her question for the trustees and selectboard is whether they would like her to keep exploring further and whether they would like to have a conversation about the size of project we want to pursue. Then we can start talking about potential lands available and go out to companies and look for proposals.

Scott asked how much renewable energy we need, and by when. Walter said we need 90% by 2050. Scott said Lea had talked about needing 350 kW for our needs and having 300 kW left for net metering. Walter said net metering is a pre-existing mandate. Under net metering, anyone who owns a solar panel is paid 19-20 cents per kW for electricity they generate. Then when they need power at night they pay the going rate: 12-14 cents. They make money and we make none from having them as customers. We lose money at the village level because we are not collecting money for putting power into their system. Our ratepayers are losing under net metering. If someone is going to be the winner, let's make it the taxpayers. Let's use up the rest of the net metering capacity. The electric department is one of the biggest users of electricity. The sewer department and the town would win some and maybe we could bring the school in too. We have no choice in net metering up to 15% of our sales. We still have a lot of capacity. It makes sense for us to take up the rest of our capacity. The VOJ utility would be the loser but the taxpayers would get the benefit. Sandy said the taxpayers would benefit, not the ratepayers. Walter said we may have to bring in the town since that's where the land will be. He thinks we should set Lea loose to max out net metering capacity. The problem he sees her having is the land issue. Lea said that is why she is very interested in looking at the acreage needed. VPPSA gave slightly bigger estimates, suggesting we might need a 400 kW system. We would need 3.5 to 4 acres to build a system that size.

David asked, once we find the property, how do we pay for the panels? Lea said that is the part the RFP would answer. That would determine financial models. Scott asked, could we have people buy a panel? Lea said that is a different type of project. She is looking at covering the electric needs of the municipal facilities. We are not talking about a project where residents would benefit directly. They would benefit because their municipal facilities would be on solar power. Sandy said this was discussed at the last meeting and the board pointed in the direction of net metering, not community solar. Walter said we are talking about making all our electric bills zero. We will have debt service but we will still be paying zero when the debt is paid off.

Scott asked how we get that kind of power on our lines. Troy said the company we outsource this to will prep everything on their end. We may have to put in a line and make a connection point; that is all. Scott asked, so there is no need for anything like a new substation? Troy said no.

Gordy said the discussion started with the roofs of the municipal buildings. How did it get here? Sandy said someone brought up community solar. The following month we talked about throwing open any municipal parcel because we are so far behind on net metering and the board agreed. Lea said it started with Eric suggesting solar panels on the roof. We can always scale back to something like that. Should we go for maximum available capacity? Should we focus on certain buildings? Out of the annual kW usage she provided in her memo, about 10% goes to the town; the rest is the village. The sewer plant is the biggest user. Maybe the land restrictions will determine what we can

do. If there is a desire to go bigger and max out our net metering capacity she will start there and we can always scale back based on the land available.

Gordy said he is in favor of this. He is hoping this will be one of the new village manager's highest priorities. He thinks Lea should continue what she is doing. Once we have a new village manager he is thinking that person will be heavily involved.

Walter asked if the school board is interested. One piece of land not listed is Duba Field. Lea said ownership of Duba Field has been transferred from the school to the town. Walter said that property should be added to the list. Also, we may be the industrial park's first tenant. Lea said she thought about that too. She hasn't approached the school because our usage is already bigger than what the cap allows. Walter said he was thinking about the school because he thought Duba Field was their land. Most of our properties have some problem. The only one that is likely to be good is Old Mill Park. Would the town be willing to turn part of that into a solar farm? Lea said companies like SunCommon are willing to come here and assess the properties. She doesn't know if any negotiation is possible with the Osgoods. Several board members said we asked them in the past about putting solar panels on their property and they said no. Walter said he is not sure if some incentive would change that.

David asked if there are still grants available for solar projects of this type. Lea said we would be tapping into federal investment tax credits. Thirty percent tax credits are available to private developers. There could be big potential savings for us. They were originally going to expire in 2016 but now she hears they have been extended for the following 5 years. Walter said they start phasing out after 2 years. Lea said we won't know about financials until we put out the RFP.

Sandy said the RFP or RFQ is just for us to see what different companies are interested in doing here. All the hard work starts after that. There is no reason to wait until the village has a new manager. Walter said he doesn't want to slow down any little projects we might do (like putting panels on the roof) while waiting for the big one. He doesn't want to immediately dismiss small things that could work that could be done quickly while we are discussing whether we want to do a bigger project. Lea said we should think about economies of scale. That is the reason we are not really exploring a rooftop project. If we can place a project in one place on a big piece of land it will be more economical. She would love to start by finding the biggest possible chunk of land available and seeing what we can do there. Walter said it doesn't have to be on town or village land. Scott said JSC has land on 100C. Gordy said he wants to make sure the village gets our credits toward the 15%. Sandy said they would. Walter said it doesn't matter who does the project as far as the 15%.

Troy said if we do this the ideal situation would be to do it on existing property where we have three-phase line in place. There will be a substantial cost if we have to build a new line for it. Walter asked, does that mean we would have trouble using the college's old rugby fields? Troy said there would be additional cost. Scott said he worries about using the fields at Old Mill Park because they are covering some metals. We might not be allowed to poke holes in them. Sandy said that is something that can be looked into.

Sandy asked if the village wants to place any limits on Lea. The board said no. Sandy said if there are any limitations based on site conditions we can put that into the RFP/Q. Gordy said he agrees

maybe a roof project could be done while we are working on the bigger one. Sandy said that could go into the RFQ. Lea said she is hearing the message to keep exploring and bringing information to the board, so that is what she will do. Walter said he thinks town land is mostly what will be worth considering. (*Troy left at 7:35.*)

Lea rejected the original amount requested by the School St. project contractor for Change Orders 3 and 4 (\$30,968.82.) After consultation with Otter Creek Engineering, AOT and town and village staff, Lea agreed to pay \$15,995.26. We haven't heard back from the contractor. Lea said if they don't agree the next step for them is to appeal to the village trustees. Sandy asked, if they accept the amount we are willing to pay, can they still file a claim? Lea said she is not sure. Sandy said his guess is that they can't accept it and still file a claim. This could take a while to work out. But we have done what we need to do.

Lea distributed her suggested priorities for 2016. Walter said he feels the Pearl St. and School St. sidewalks should be high priorities. Gordy said he agrees that the two storm drains and the two sidewalks on Pearl St. should be priorities. We don't want the town to pave that road and then have to ask permission to dig it up to work on the storm drains. Walter said the problem is that we won't be able to get much of a grant for storm drains. Lea said because the sidewalk is in such substandard condition she hopes it would be a candidate for a grant.

Walter said one recommendation in the past was to narrow down the Pearl St./School St. intersection. It is wide now and people can drive through it fast. We were thinking of trying to get a VTrans grant for that and trying to also slip in the storm drains and Pearl St. and School St. repairs. Lea said the applications are due in August. If we applied she estimates it would take 3 years to get to the point of construction. Walter said but then we would get 80% funding for our two top priorities. David asked, can we get by 3 years as it is? Sandy asked, can we afford to do it without a grant? Walter said he doesn't think so. Lea said it would not speed up the process of trying to go for a VTrans grant if there were a smaller project. It is not to our advantage to have a smaller project. Even if our priority were just sidewalks, packaging it the way Walter suggests would make it more competitive and give a better result for the overall area. And it would probably be better worth our effort. We go through a lot of bureaucracy for a VTrans project. She would say a bigger project makes more sense.

Gordy asked if we would have any say on the width of the street. He hopes the selectboard could choose to make it wider than Railroad St. at the intersection with Main St. Trucks have to go way out into the other lane because it is so narrow. Sandy said everyone gets involved in the design and discussion process.

Lea said there was talk of the School St./Clay St. intersection getting redesigned as part of the School St. project but we were not able to squeeze it in. She thinks it is worth revisiting. Gordy asked, so do we apply for a grant and start putting money away for the project? Walter said doing it that way would be a little slower but he doesn't think we can afford it otherwise on our own. Gordy said he wonders if there is anything we can do with those sidewalks for a few years. Walter said he doesn't think the Pearl St. ones will last 3 years. Maybe we can slap a little pavement on them. The board agreed to apply for a VTrans grant for the project.

Gordy asked if the electric charging station can be removed from Lea's priority list. Walter agreed it should be removed. Lea said the selectboard may be interested in undertaking the project. She thinks it is worth exploring whether they would be interested. The board agreed to that.

Walter said another thing on the list that he wants to stress is getting maps and signage for the Lamoille Valley Rail Trail. He would like to talk to Chan Parker about putting a sign on the Parker and Stearns building directing people to town. He thinks the rail trail will help our downtown. We have to get people to the village with signage. Gordy said he would like to see a couple of trustees and Lea and Troy meet with Chan Parker. We discussed last fall painting two white lines in front of Parker and Stearns to simulate sidewalk. Walter suggested a couple of trustees and a couple of people from Johnson Works should meet with him. Gordy asked if Lea can facilitate that. Lea said yes. She said she was thinking along the same lines. If we are not doing a sidewalk there she thinks we need to do something else. She is working on a plan for signage. She has designed signage for along Railroad St. Maps and information panels are being produced with funding from the Lamoille County Planning Commission.

Lea said she has been working with the Planning Commission on the unified town/village plan. She hopes to bring it to the trustees soon for possible adoption in July/August of 2016. It does not impact the village much. Walter said he got into a disagreement with the Planning Commission the last time because they announced a public hearing and that was the first time he knew about it. He would like a chance to review and discuss the plan before it goes prime time. Lea said that is why she is mentioning it now. *(Lea left at 7:56.)*

Sandy said based on the joint meeting last week Gordy told him to redraft the Community Economic Development Coordinator job description pertaining to the village so it only references the village, not the town or the selectboard. **Walter moved to adopt the job description for the Community Economic Development Coordinator for the Village of Johnson as amended January 11, 2106 and the motion was seconded and passed.**

The Waterville fire contract has been signed and returned. Arjay has been asked to appear before the Johnson selectboard to explain the budget.

The Master Water Meter Comparison and Johnson State College Water Usage Comparisons for 2015 were provided to the board. JSC's usage is down.

The board reviewed the Abridged Power Bill Summary for November 2015.

Sandy contacted Jake Loeffler and indicated the village might consider taking over his sewer connection project. He seemed agreeable. Sandy asked that his engineer forward copies of all materials for us to send to our engineer for review. He has yet to hear back from him.

The next meeting of the Personnel Policy Review Committee has not been scheduled.

Regarding the Outlook calendar policy that has been discussed, Sandy said there may be an alternative to Outlook - Google Calendar. Walter said he thinks we should change the wording of the proposed policy to say something like "accessible calendar." Sandy said we have to pay fees to Google once we get beyond a certain number of users. Except for two people, everyone has

Outlook or has a Town of Johnson email address that allows access to Outlook but some people will need software updates to use an Outlook calendar. Will the town want to do this with us? Scott said that was the consensus at the last joint meeting. Sandy said then he probably needs to sit down with Duncan and draft a policy. If we are going to use Outlook probably some new software is needed. If we use Google Calendar we have to pay a fee, but it is probably small. Another factor if we go to Outlook is that there are 2 people who do not have Town of Johnson email addresses – Brian Krause and Sandy. When the village gets a permanent manager we may want to switch to a Town of Johnson address for the manager. The version of Outlook people have doesn't matter if we use Google Calendar. That may be cheaper. He needs to discuss it with Larry, Rosemary, and Duncan. Larry has pointed out that not every feature of Outlook works with other versions of Outlook.

Scott said what he came away with from the joint meeting was that we don't want to be more detailed than just am and pm for each day. We need to have the calendar able to be shared so meetings with staff can be scheduled. In Outlook you can do a scheduling matrix. He thinks that is needed. Sandy said he doesn't know about using Google Calendar for that. Both allow you to invite people to a meeting. You can open up other people's calendars in Google Calendar. If we decide Google Calendar is better but it doesn't have that feature he doesn't think that should be a deal breaker with the number of people we have. He is not having a problem scheduling meetings with staff. He is already using Google Calendar to schedule meetings.

Sandy said he, Rosemary and Duncan will work with Larry. Scott said it would be good to sit down with the selectboard and discuss what we come up with. Sandy said he will have a revised draft by the March meeting or possibly by the February meeting.

Sandy circulated a draft Job Posting Policy for Village Vacancies. Scott asked if the wording about emergency exemptions and exceptions is typical legal wording. Sandy said no, he just made that up. If we needed to bring someone in quickly, it would give the board discretion. Scott said he wonders about legal challenges if we decide it is an emergency. Sandy said he doesn't think anyone could challenge it unless the board arbitrarily and capriciously decides something is an emergency when it is clearly not. Walter said the policy also says that when a position is filled permanently it must be posted. Sandy said this is just board policy. It is just letting employees and the community know this is how will do business.

Board members agreed they are fine with the policy as presented. Sandy asked, if the trustees pass it, will the selectboard be concerned that they didn't get a chance to look at it? Walter said he thinks it would be great if the selectboard was also happy with this. Gordy said he will offer them a chance to comment on it. Sandy suggested asking them if they want to join us in adopting it. Rosemary asked if it should be added to the personnel policy. Sandy said a lot of municipalities include this kind of thing in personnel policies. Maybe the Personnel Policy Review Committee could discuss making it an addendum to the personnel policy if the selectboard wants to go along with it. Or it could be a stand-alone policy. Sandy said even before it is formally approved he intends to follow it. The board approved it in concept and agreed the selectboard should be invited to adopt it as well.

The Monthly Water System Operation Report was signed and filed.

The former Cyprus Minerals reimbursement form to October through December has been signed and the total bill for this period is \$4,957.25. Half of that is owed by the village.

The trustees want supervisors to perform annual reviews of employees. Sandy said he thinks there should be a policy regarding that. Scott and Walter said they think it is in the policy. David said it says something like "reviews may take place." Sandy said he will look at the personnel policy to see if it is there. He has seen it under some job descriptions. If it is not in the personnel policy, would the board like him to draft a simple policy? Board members said yes. Walter said he thinks it is in all the job descriptions. Sandy said having it in job descriptions will not trigger supervisors to do it if they are not told to. He thinks we should draft the policy and that tells people what the expectation is. He would like to give thought to the form of the review. There are simple ones and complicated ones. He imagines Rosemary will want to have input. Rosemary said we have a template to follow.

Sandy said there is the question of what he will do for reviews before he leaves. He has a sense of how some people operate. He would only talk about doing reviews of those who are his direct responsibility and he would ask them to do reviews of their people. We would give supervisors around 60 days to do this. We might talk about having something by the end of March or early April. He can do that. He can just say he doesn't have enough information for things he doesn't know about. The board agreed that sounded fine.

Scott said for the evaluation what he likes seeing is the manager's comments, employees' comments back and then an action plan. Sandy said it wouldn't be considered an appropriate review unless the employee had an opportunity to comment in writing. Sandy will bring a draft policy and suggested format to the board.

At the recent joint meeting, both boards agreed that Duncan and Sandy should move forward to provide staff with safety, driver, and sexual harassment training. Sandy asked for more information about what is wanted. David said workplace safety is one thing. Rosemary asked if that is for everyone or just office employees. David said driver training should be for anyone operating a municipal vehicle. Sandy asked if it should also include anyone driving on behalf of the village even if they are not operating a municipal vehicle. David said he thinks all training should be for everyone. The board agreed that Sandy, Duncan and Rosemary should coordinate on these items. David said we need to decide if driver training is just for municipal vehicle drivers or for those operating vehicles on behalf of the village. Sandy suggested giving staff the ability to explore this. Gordy asked, some of this is available from PACIF, right? Sandy said yes, there are grants and grant funds can even pay employees to go to the training. The board directed Sandy to work with Rosemary and Duncan on this.

There will be a public informational meeting at the Hyde Park Village Offices on Jan. 18 at 5:30 about the Hyde Park/Stowe solar project. Gordy said he will go. Walter said he might.

The trustees and selectboard approved purchase of a projector at the joint meeting. The board discussed whether the projector could be used outside the building. Board members felt it could if it was for a town or village purpose. Gordy said we may need a policy about who can use it. It was suggested that town and village employees, committees and commissions should be the only ones able to use it. It was agreed that Rosemary will draft a policy.

VLCT Local Government Day will be in Montpelier on February 10. Sandy and Rosemary will not be able to attend. Sandy encourages one or more trustees to attend.

8. *Trustee Issues/Concerns*

Gordy said after the village assisted the town with putting in water and sewer and clearing the site for the town's rail trail trailhead building, the water to the water fountain wasn't shut off before winter. The meter is frozen and probably all the pipes are frozen. He wants to make sure that doesn't happen again. Sandy asked, should the village have shut it off? The town doesn't have the ability to shut curb stops off. Gordy said he thinks it fell through the cracks. Walter said we need to make sure someone has it on their radar. Sandy said the town probably will have to submit a claim to their insurance company for the damage.

Gordy said a college plow truck hit one of our new storm drains and the truck was damaged. Is that the town's or village's responsibility? Sandy said it is a piece of town infrastructure. The town is dealing with the college. Brian knows about it. Gordy said where the storm drain was put in, he doesn't think it will get much water.

9. *Executive Session – Personnel and Legal*

David moved to enter executive session to discuss personnel and legal matters, premature disclosure of which would put the village at a substantial disadvantage, Walter seconded, the motion was passed, and the board entered executive session at 8:41. Walter moved and Scott seconded exiting executive session at 9:09 and the motion was passed.

10. *Adjourn*

Walter moved and Scott seconded to adjourn the meeting at 9:10 and the motion was passed.

Minutes submitted by Donna Griffiths