

JOHNSON VILLAGE TRUSTEE BOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
MONDAY, MAY 14, 2018

Present:

Trustees: Gordon Smith, Walter Pomroy, Scott Meyer, Bob Sweetser

Others: Meredith Birkett, Rosemary Audibert, Troy Dolan, Elizabeth Emmons (Dufresne Group), Mike Stevens (Director of Facilities, Northern Vermont University), Megan Young (VT DEC), Joshua Lochhead (VT DEC), Brian Story, Peter Moynihan, Bobbi Rooney, Matt Rooney, Eric Dodge

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

Walter added discussion of traffic speed issues related to the project on 100C. Meredith added discussion about filling Dave Goddette's seat on the board and action on employee compensation.

3. Review and Approve Minutes of Trustee Meetings

Bob moved to approve the minutes of April 3, April 9, April 23, April 30, and May 7, 2018 and the motion was seconded and passed.

4. Treasurer's Report & Review and Approve Bills and Warrants

The board discussed the potential impact of Parker & Stearns closing.

Walter noted that we are over budget on outside repair work for the water department. Meredith said recent work at the water plant was some of that. She can look at the specifics.

Walter asked how we will account for payments to Utility Partners. Meredith said she thinks she will update the whole water and sewer budget. She may have a new version for the board to approve next month, so we can compare expenditures to something closer to reality.

Walter asked about FEMA reimbursement for expenditures due to the recent windstorm. Meredith and Troy said we already submitted our numbers. Now that the FEMA threshold has been met statewide we will have to send more information.

Walter moved to place a water and sewer lien on Allen Moulton's property at 120 Sinclair Road and the motion was seconded and passed.

The compost windrow turner has been sold.

Rosemary said the tax sale is scheduled for June 12 at 2:00. All but 3 of the properties for sale are trailers.

5. Water/Wastewater Report and Action Items

Meredith said she and Dan did the monthly online reporting together. There was one callout at the wastewater plant. The PLC panel and SCADA went down. We got one quote to replace the PLC and Dan will work on getting a second quote. One of the sludge pumps was rebuilt.

The drive chain on the belt press is causing issues. Dan got a quote of \$650 for replacement from the manufacturer and a quote of \$100 from a local business. He will run the press on Wednesday, then take the belt off and bring it to the local business to make sure we get the right chain. Pumps had to be pulled twice this month at the Highland Heights pump station as both were starting to clog. We will inspect the cutters the next time the pumps need to be pulled. (*Mike Stevens arrived at 6:25.*) There was one callout for a siphon.

There was a positive coliform test at Highland Heights. We believe it was a false positive. Steve resampled the site and other sites the next day and all resamples came back negative.

We had two communication failure alarms. A distribution line on Lamoille View Drive was repaired.

Walter asked if the leak on Lamoille View Drive is fixed. Troy said yes.

6. *Mike Stevens, Northern Vermont University – Discussion of Collaboration*

Mike Stevens, the new Director of Facilities for Northern Vermont University said he works at both Johnson State and Lyndon State. He has seen differences between the two communities and he thinks there are opportunities for the village and the college to work together more. The Lyndon community works closely with the campus in ways he doesn't see here. When there was a water main break on the Lyndon campus the village water foreman supervised all the repair work. The village flushes all hydrants on campus and cleans out the storm structures. He would like to see how this community and the college could work together. He is not looking to get anything for free. Lyndon does work for free but he would be happy to pay the village's hourly rates to avoid paying an outside contractor.

During recent flood events the college manned the community center for a couple of hours. Employees worked overtime to get chairs and blankets there and purchased some food. Today the college got a call from the school asking to use college property near the rugby field to turn a school bus around and the college said yes. They sent staff down to fill sandbags during the flooding.

Mike said he has a request related to late water and electric payments. Scott noted that the fire donation was also late. Mike said the Lyndon community provides fire service to the college without a donation. Mike said the college was assessed late fees for utility payments because his assistant was out and he didn't realize how long it would take to process the check.

Mike said the college is preparing to purchase fuel oil and propane. Maybe the village and college could get lower prices through joint buying.

Gordy said last year the village agreed to forgive an \$8K bill due to a water leak at the college and in exchange the village asked for the sewer lines at the college to be smoked. Mike said he is aware that request exists.

Gordy said at times in the past college administration has not wanted to work with the community.

Troy noted that the village hangs banners for events at the college at no cost.

Scott said he likes structure. He would like to know who the points of contact are for different types of issues at the college and we can provide the college with points of contact in the village.

Mike said he thinks that has been done. Meredith said town, village, and college representatives met and exchanged contact information. Scott said it would be nice to know how much responsibility each point of contact has. The college and village could potentially have a memorandum of understanding to provide structure.

Walter said going together to buy fuel makes sense. The village doesn't have the equipment to clean storm drains. We contract out but the college and village could work together to get a good deal on that work. He thinks the key is for both sides to be more proactive in letting the other know when they are going to do something.

Walter asked about enrollment at the college. Mike said 2 years ago the decline in enrollment stopped and last year there was a small increase. They now have more online students than in the past.

Bob said he thinks we can continue to work together. Some people in town have always thought the college was a drag, but he feels the opportunities there benefit us.

Meredith said it is a transition time for us. Staff are stretched, but it makes sense to find places where we can coordinate.

Mike asked if there is a place to post something like a help wanted poster. Scott suggested the board outside Sterling Market. Walter said half that board is meant to be used by the college. Mike said he did not know that. Walter suggested that Mike also sign up for Front Porch Forum.

7. Megan Young, VT DEC – Discussion of Village Goals for Water Asset Management Plan

Meredith said we are in a transition period. Our chief operator left about a month ago. We will hire Utility Partners to be our operators. Steve Edgerley still works here and will transition to work for Utility Partners.

Megan Young asked why the village wanted an asset management plan. Walter said he wishes we already had one in place ready to go for the sewer department. We have been waiting for our bond to be paid off and now that it is we don't have a good plan in place for how to proceed with a middle aged plant. Our water department is not middle aged but we are already talking about a \$300K piece of equipment for the sewer department. We should have been more aggressive with our capital plan. He wants an asset management plan for the water department so we can be ready when replacements are needed.

Gordy said in years past we have had some projects that were ready to go when money became available. That is what he wants.

Megan said asset management plans will be required under the revised Water Supply Rule. (Brian Story arrived at 6:55.)

Walter said we need to consider how much growth from new customers and businesses we can absorb without major investment.

Megan asked if the village has worked with the CUPSS asset management tool. Meredith said we got a grant to develop an asset management plan for the wastewater treatment facility. The consultants who developed it will train us in using the CUPSS system in June. That will be our first exposure to it. Our intent is to use the same software at the water plant.

Megan said her understanding is that CUPSS is only on one computer and is not transferable. Elizabeth Emmons said it can be run off a server. Megan asked if we have a server. Meredith said we do for this building and we probably could use a cloud server. We don't have any computers at the water plant. All staff work out of the wastewater plant.

Megan said her recommendation is that before we commit to CUPSS we get trained on it and practice using it. It is free through EPA but it does have some drawbacks. It is not very flexible. Some water systems find it meets all their needs; others have found it completely useless. It is something we would constantly be updating and continuing to work with.

Walter asked if Megan had any other software suggestions. Megan said we could talk to Dufresne. They work with CUPSS. Waterbury had a bad experience with CUPSS. Elizabeth said it was very new when they started using it. Data can be exported and imported to and from Excel. It can be time consuming to create a report with CUPSS but it is helpful as a database. She showed an asset management plan Dufresne developed for the Brattleboro water treatment plant. A lot of the tables and a matrix that generates high priority and low priority assets come from CUPSS. It will update yearly. The operator enters prices. You can scan manuals and invoices for entry. There is a place for replacement cost and original cost. It will generate financial reports and priority lists. The operator probably won't have time to use CUPSS to build reports.

Megan said a lot of water systems have had good experiences with CUPSS. Does the village have a scanner to scan things to go into it? A lot don't or the operator doesn't know how to do it. She would hate to have us put a lot of time and effort into developing a plan we can't use because it doesn't work for our water system.

Meredith said CUPSS was what was offered to us free as part of grant-funded asset management system development. She would prefer not to learn two different systems. Megan said there is no reason not to use it except that it doesn't work for some water systems. She can ask some water systems for contact information so we can find out how it worked for them.

Walter asked if there are databases or people out there that can help us keep cost figures updated. Or do we just have to do it? Megan said we have to do it.

Megan said a water system that had a really good experience with an asset management plan is Hardwick. They might have just used Excel. They had pressure issues they needed to address with a big new storage tank. After they developed an asset management plan they

realized that putting in individual meters was a priority. Putting those in reduced their water usage to the point where they didn't have to increase rates to put in a storage tank.

Meredith said she thinks just having a clear inventory of our system is going to be very valuable.

Walter said he wants to know where bottlenecks impacting growth are. If a new business wants to come in he doesn't want to have to say we can't provide the water.

Megan said some booster pump stations need addressing. That is something we can really get a good grasp on when we do an asset management plan. Some surprises have come out of asset management plans.

Megan asked if the contracted operator is relatively new. Meredith said yes. They have a temporary contract now and they are scheduled to take over permanently June 1. Megan suggested looking at what their contract says about inventory updates. Meredith said village staff will be responsible for the distribution system so the operator and the village staff will both have to put information into the system.

Megan said in order to get forgiveness of the loan at least one board member and the designated operator have to take an asset management course. There are a variety of course options, including online and free courses. Scott asked if taking a course is an annual requirement. Megan said no; it is a onetime requirement. Walter said he will volunteer to take the course.

Megan said funding from the state will largely fund assistance from Dufresne. The village should make sure to be intimately involved in all decisions about what data is input. We should make sure any assumptions CUPSS makes make sense for the water system.

Walter asked if the CUPSS program is adaptable for other purposes. Elizabeth said it is specifically for water and sewer systems. But assets that are part of the building the facility is in are supposed to be included so she doesn't see why it couldn't be used for other building assets. Walter said he wonders if we could adapt it to keep track of assets like fire trucks. Elizabeth and Megan said they don't have experience using it for things other than water. *(Megan, Elizabeth and Josh left at 7:31.)*

8. Foreman Report and Action Items

Troy said we started experiencing outages related to the high wind during the early morning hours of May 5. Throughout the day 30 customers were affected, including the college. The cost of the storm was close to \$3200.

We energized a temporary 100 amp service to feed the job site near the twin bridges. On May 1 we participated in ISO New England's spring voltage reduction testing. All equipment functioned properly. The crew completed various Dig Safes, monthly meter readings/disconnects, and right of way cleanup.

The crew repaired two catch basins. Much sidewalk sweeping has been done. We coordinated with VTrans to sweep Main Street, which will save us about \$1500 in labor and equipment costs.

The crew repaired the water leak on Lamoille View Drive. Spring banners and flags were installed and holiday baskets were removed from the poles. Lawns at the Village Green and municipal building were cleaned up and picnic tables were brought out at the Green.

The crew attended a work zone training class during April's NEPPA safety meeting. All village fire extinguishers were inspected and passed the 6 month testing. Rubber gloves and blankets were sent out for testing.

Troy created an estimate for the Dollar General store. The cost of the new service will be around \$15K. The pad mount transformer for that location was ordered. Troy created an estimate for a new 200 amp service to feed an apartment building on 100C. Nate and Troy met with a property owner to discuss installing a 1500 foot primary underground tap to feed his home and business.

Meredith and Troy have been working with the contract engineer regarding the Lehouillier solar array. It was determined that opening the capacitor bank at Manchester Lumber will not be an option. We will be looking at the possibility of installing a voltage regulator to control the high voltage created by the array. (*Bobbie Rooney, Matt Rooney and Eric Dodge arrived at 7:25.*)

Walter asked about crosswalk painting. Troy said hopefully it will be done by the end of the month. The pavement has to be about 70 degrees.

Meredith said she and Troy are proposing to remove the refund of the application fee for line extension applications. Troy said when someone applies for a new service there is a \$250 fee for an estimate. If they move forward we reimburse them but he doesn't know why.

Walter asked if when the customer is billed the final bill includes the time to do the estimate. Meredith said the \$250 is not wrapped into the bill.

Walter said he feels if the project moves forward we should be reimbursed for the time spent doing estimates. We should collect payment in whatever way is administratively easiest but the customer should pay. It sounds like we are not getting paid. Bob agreed we should not give the \$250 back. Walter said the \$250 can be a credit against the bill but the bill should include the time for the estimate, however much that is. In some cases more than \$250 worth of time might be needed.

Meredith said she would say \$250 generally covers Troy's time and staff time to develop the estimate. The estimate doesn't include that time.

Walter asked how much time Troy spent on the Dollar General estimate. Troy said he would say 4 hours at \$62/hr.

Troy said he wants to stop Rosemary writing the customer a check for reimbursement. Walter said Rosemary can credit the \$250 toward the bill. If the customer doesn't proceed, we keep the \$250. Meredith said she thinks it is overly complicated to add the time for the estimate into the estimate and take it out when we credit the \$250 toward it. It is simpler just to have the customer pay \$250 and then we keep it. Walter said that would be all right with him.

Walter said the estimates for some solar projects probably take a lot of time. Troy said he makes sure all the time for that is included in their charge.

Walter moved to amend the line extension policy to make the fee non-refundable in all circumstances, Scott seconded and the motion was passed.

Rosemary asked if there are any applications outstanding. Troy said he thinks there is one. The board agreed that any outstanding applications are grandfathered.

Troy said in the past the village crew had an agreement with Steve Smith and then with Brian Krause that we would trade labor and machine usage to offset the cost of salt and that the town would not charge us for salt. This year we were charged \$3200. He wonders how much work we should do for the town now that we are not getting free salt anymore. In the past we would sweep some streets. We would send a village employee with the chipper to work with the town crew.

Scott asked what the cost for sweeping streets is. Troy said he hasn't figured it out. Walter asked, who will pay the cost when sand from the streets goes into the storm drains? He feels we should do what we need to do to keep the village looking good and deal with it on a case by case basis. Gordy asked if we will still maintain the green strip between the sidewalk and the street. Troy said he is willing to do anything. It is up to the board. Gordy said the town uses our tractor. We are willing to work with them. It would be nice to have it work both ways.

Brian Story said the arrangement as the town sees it has been that the village would take a certain amount of salt and the town would keep a tally of salt delivered and unusual pieces of village equipment the town used, like the chipper, that were not part of an existing agreement. The labor and equipment time would be credited against the cost of the salt. It just happens that this year the town doesn't need the other equipment much so the credit is not balancing out as it often does.

Walter said nothing will balance out every year. He feels the town and village should just work together. Some years one will win and some years the other will. He is not trying to win or lose, just do what is best and clean the streets. That is what the village will do. Bob agreed.

9. *Village Manager's Report and Action Items*

Brian said it was recently discovered that updates to the online GIS mapping system were not part of the contract we negotiated with NEMRC. The system is no longer receiving updates. We need to fix that. The idea is to assign that duty to Anne Mullings. (*Peter Moynihan arrived at 7:51.*) She has the capacity as she no longer does work for the school that she used to do. She already handles most of the documents she would need to do the updates.

The town offered her a 25 cent per hour increase in her pay for taking on this duty. They want to see if the village wants to match that so her pay goes up for her whole time or if she needs to be paid differently for her time working for the village. Rosemary said it is relatively easy to split her time but he thinks the work would benefit both the town and the village. Anne works 60% of the time for the town and 40% for the village.

Gordy asked Meredith if the work will be of equal benefit to the village. Meredith said maybe not 100% equal but people researching village properties will benefit from accurate data.

Walter asked how much the electric department uses the data. Brian said the module Anne would be updating is a different module from what the electric department uses. It just contains property information. Troy said he uses the property information part of the system to find 911 addresses and to see who owns property for easements, etc. Meredith said she uses the system frequently.

Brian said another aspect is that Anne has countered that she would like to get more than 25 cents an hour increase and the selectboard wanted to hear from the village before responding to that.

Scott said Brian had stated that Anne has time because she no longer has the same school responsibilities, so this is not added work but swapped work. He is wondering where the 25 cent increase came from.

Brian said the work does require additional skills. She has attended a training. He feels it is a significant enough departure from the work she was doing before that it warrants a pay increase but it doesn't deviate too much from what she was already doing. There is more responsibility and more skills are required.

Walter said we are paying her for 40 hours a week and she has less work. It sounds like we are overpaying her now. He is in favor of this but he sees no reason for extra money.

Brian said he thinks it is warranted because of the new skills and not the hours required. When her school work went away maybe we should have talked about duties at that time, but we didn't.

Scott said he has to pay both town and village taxes. He doesn't like doing that as a taxpayer. If we will be using the GIS system for village purposes we can figure out what percentage the village should pay but he doesn't feel it would be fair for the village to pay 40% because then village residents would pay more. If possible he would like to know what percentage of the 40% is appropriate for the village to pay.

Meredith said 40% of a 25 cent per hour increase would be \$200/year. Gordy said he doesn't think we should argue over \$10 a week. Walter said she will be compensated for her time and effort. He is not in favor of increasing her pay rate.

Scott asked for more detail on the required effort and training. Brian said there is a little after hours work needed to get caught up. Then it will require going through all the maps we received, finding electronic copies when we can and if not either having copies of maps sent over or scanning them in portions. The town is expecting to pay overtime for that. Walter said then we will be billed for 40% of the overtime.

Scott asked what the training entails. Brian said she has done training over the phone on basic operation. Over time she will have to export data from NEMRC and upload to their system. She will have to find discrepancies between systems, identify why they are there and make corrections. Every time we get maps or changed information she will have to upload those.

Bob said he sees Walters's point but he thinks it may be worth the \$200/year to have accurate maps for Troy and Meredith. Will this just be until the system is up to date? Brian said the overtime will just be a one-time thing but work on the GIS system will become part of her regular duties.

Gordy asked who will control overtime. Brian said he and Rosemary will manage it. He doesn't think there will be very much, probably around 10 hours.

Gordy said he sides with Bob. We will have a happier employee. Bob asked, if she refuses to do the work and we hire someone else, what will it cost?

Gordy asked if we can add this to her job description. Brian said we should, so it won't be overlooked again.

Meredith said Bob has a good point. If we were to hire a contractor to do this work it would cost more.

Bob moved to increase the hourly rate for work Anne Mullings does for the village by 25 cents per hour because of the addition of GIS system updating to her duties. Scott seconded and the motion was passed with Walter opposed.

Brian said Anne had asked him to relay that she appreciated the offer from the town and she counters by asking for an increase of a dollar an hour instead of 25 cents. The trustees declined to offer that increase. *(Brian left at 8:08.)*

Bobbi Rooney said the Sterling Snow Riders had previously let the board know that they want to do improvements to their groomer shack. They are working on raising money to do that. They want permission to do excavation work outside the building to dry it out. She showed a picture of where water runs down toward the building. They would like to possibly put in some tiered stone work and put drainage under the driveway. Walter asked if water will go onto neighboring property. Bobbi said the water will go over the bank onto village property.

Bob asked where the water main is. Troy said Nate knows. We will mark it.

Matt Rooney will do the excavation. The group is looking at fixing the inside of the building in August but the earthwork has to be before that.

Scott said he is fine with it as long as it is covered by insurance and Dig Safe is done. Meredith asked if the group can add the village as an additional insured. VLCT always wants that. Bobbi said yes. The board agreed Sterling Snow Riders can do the drainage work described. Matt said they would like to cut some dead trees to make space for more parking. *(Bobbi, Matt and Eric left at 8:14.)*

Meredith said Peter Moynihan had dropped off detailed estimates of costs for plants at this building, by the two signs, at the Cold Spring and at the spot Peter had planted on Main Street. The estimated cost is \$469.66. Walter said he feels that is a reasonable number.

Gordy asked about including the island beneath the sign outside the municipal building. Peter said he didn't know about that. He can make that work.

Meredith said we had talked about paying Peter \$18/hour. If the village paid for all his time the total cost, including the cost of plants, would be about \$2100. We budgeted \$4K for updating signs and gardening. The town will discuss whether to split the cost with us. If they do then we will be well within what we budgeted. Walter suggested planning for a cost of about \$2400 in case Peter's time or costs are a little higher than he predicted.

Walter moved to pay 60% of \$2400 to Peter Moynihan for labor, supplies and materials for beautification in the Village of Johnson, subject to approval of the village budget at the annual meeting, seconded by Bob and the motion was passed.

Gordy asked, what if the selectboard does not agree to pay 40%? Walter said the amount we have committed to is enough for the Cold Spring and the planters. Peter can start with those and then we can talk about the municipal building.

Peter said he will probably need to use more hours in the first weeks than in later weeks. The board said that is fine. Meredith said she will give Peter a safety vest. Peter was asked to work out with Rosemary and Meredith the best way to pay for materials. Scott told Peter that it is mandatory for him to wear a safety vest if he is working near the road and if he finds any sharps he should not touch them but should call the sheriff's department or Meredith. *(Peter left at 8:24.)*

Meredith shared a letter from Parker & Stearns and an invitation from Lamoille Regional Solid Waste Management District to an open house at the compost facility.

Scott said he was at a state meeting about a week ago and heard that the Agency of Commerce and Community Development was shocked to hear about Parker & Stearns. They had no idea the business was going to close. They said they usually find out about things like this too late to do anything constructive. Meredith said she went to a conference last week on marketing and branding. She learned that the state is trying to recruit Quebec-based companies. They show on their website commercial properties that are available. She thought about making them aware that we have a few big parcels available. Scott said if we do catch

wind of anyone else deciding to leave we might want to contact the state so they can help out. Gordy said Brian Story mentioned that he was meeting with a developer on the Parker & Stearns property. Meredith said she told Brian to keep her in the loop if the town is looking at a brewery.

Meredith had previously emailed out some information on Healthy Lamoille Valley's request to make town parks and the Village Green smoke free.

Gordy said he disagrees with this. It is more government control. Bob agreed. He said people should be able to sit and smoke on a park bench or at the Cold Spring.

Meredith said the Rec Committee met with Healthy Lamoille Valley. She doesn't think all were convinced smoke free parks were the way to go. There were concerns about enforcement. They didn't want to put coaches in the position of having to police it. There was discussion of having an ordinance vs. a policy. If we want the rule enforced by the sheriff's department we need to have an ordinance. Or we can have a policy that isn't enforceable. She didn't hear an overwhelming level of support at the Rec Committee level.

Scott said he doesn't see a big deal about making the Village Green smoke free. The JSC campus is now smoke free. They are not going after people for violations but it sends a message for those who pay attention. Some reduction in smoking is better than none.

Gordy asked how Tuesday Night Live will be handled. Meredith said she thinks if we go with the policy option we are making the conscious choice that is up to the individual to choose to abide by the policy. She doesn't know if the town will want to go with a policy or an ordinance. At the Rec Committee meeting she was hearing concerns about anyone being placed in the position of enforcing the rule.

Meredith said marijuana won't be legal to smoke publicly but people may think it is. Scott said that is a state law. If anyone has an issue with marijuana smoking they can call the sheriff's department. Walter said we should keep our hands off marijuana.

Walter said he wants the town to make a decision and include the words "and Village Green" in anything they write. He will approve a joint policy if they come up with one. Scott said he feels the same but we should strike marijuana use out of the wording because it's already taken care of.

Walter moved to follow the town's lead on smoke free parks, including the Village Green in any policy the town develops or doing nothing if the town chooses to do nothing. Walter and Scott voted in favor, Gordy was opposed and Bob abstained. The motion failed.

Meredith said she will report to the town what the trustees voted on and that the motion did not pass.

Meredith said she had found some rate comparison information in preparation for the annual meeting. Our rates are higher than those of a lot of other New England utilities but lower than

many other non-investor-owned utilities in our area. We are just a few cents higher than Morrisville and lower than Stowe, Enosburg, Hardwick, Hyde Park, Vermont Electric Coop, and Washington Electric Coop. She is trying to get information on water and sewer rates but it is hard to compare because different utilities bill in different ways.

Meredith said the closing on Dave's house is set for June 8, before the next regularly scheduled trustee board meeting. The board could schedule the June meeting a week early and have him resign at the end of it, then we could advertise the opening and have a special meeting later that month to appoint someone before the July meeting. Or we could have the June meeting on the regular date and we could notify people next week of the opening and have a new board member in place for the June meeting.

Rosemary asked if Dave has submitted his resignation. Meredith said he has not submitted a written resignation.

Walter said he feels we should announce tomorrow night that Dave is leaving and thank him for his service and we should have the next meeting a week early so Dave can attend. We don't want to rush a decision on appointing a board member. We can get letters of interest and discuss the candidates at our July meeting. We may decide to have interviews.

Scott asked how public input comes into this. Meredith said she thinks it is up to the board to set procedures for filling the opening. Scott said if it is on the agenda for the July meeting that we will go through the letters of interest, anyone can show up then. He would like to have copies of all the letters before the meeting. Gordy said then any board member could talk to the candidates before the meeting.

Rosemary noted that the new board member will be appointed only until the next annual meeting, not for the rest of Dave's term.

Gordy said he feels we should not advertise the position until after June 8 because the closing could fall through. Other board members agreed. Meredith said we can let it be known he is likely leaving but wait until his house is sold to invite applications. Walter said he thinks we might as well start the process because if this falls through he will find another buyer. Scott and Gordy said they don't want to invite letters until he submits a resignation letter. Meredith said he did say that if the board moved the next meeting to June 4 he would resign his position at the end of that meeting, which would be before the closing.

Walter said he feels the board should just decide to meet on June 4 and make no other decisions for now. The rest of the board agreed to that.

Meredith said if the general department budget is passed tomorrow without adjustment it makes sense to approve the employee compensation figures that were in the budget. If the budget is amended we will probably need to plan a special meeting to figure out what we want to do. For a lot of employees a large chunk of the increase has nothing to do with the general department. She showed the board a schedule of compensation in line with the budget. Rosemary, Jan and Anne work less than 50% of their time for the village so they

have traditionally been grouped with the town as far as when they get their rates but they will still get retroactive raises for the village portion of their pay.

Walter moved to approve 2018 compensation for village employees according to the schedule provided by Meredith as of the pay period ending May 16, 2018 with retroactive pay back to January 1, 2018, provided that the proposed village budget passes at the May 15, 2018 annual meeting, Bob seconded and the motion was passed.

10. Traffic Speed Issues

Walter said some towns and villages are getting good ticket income as a result of their patrol contracts. The Town of Plymouth gets more in ticket income than their patrol contract costs. He would be in favor of the village getting its own contract for traffic enforcement if we could break even due to ticket revenue.

Scott said he noticed two posts on Front Porch Forum tonight about people speeding on Sinclair Road and Clay Hill Road. Where is the sheriff's department? People are going too fast and he hasn't seen one deputy today.

Walter said if the selectboard is not going to address the speeding issue he thinks the village needs to be proactive. We probably can't do it this year but we can start discussion about possibly contracting for patrol on our own.

Scott said he sees that the sheriff's department is issuing warnings to people going 10 or 15 miles over the speed limit. Why is that not a ticket?

Meredith said generally the town is the main conduit for communication with the sheriff's department but she can call them and express the village's concerns and also communicate with Brian and ask for increased patrols on Clay Hill.

Walter said the selectboard has talked about this problem. They were given \$6K for issues related to the bridge project and they have talked about increased patrols. This is not just an issue related to the construction.

11. Adjourn

Walter moved and Bob seconded to adjourn at 9:00 and the motion was passed.

Minutes submitted by Donna Griffiths