

Town of New Haven Selectboard Budget Meeting
7:00 pm
Town Offices
Thursday, January 15, 2009

Present: Keith Hall, Roger Boise, Pam Marsh, Lowell Nottingham, Pat Paquette and Pam Kingman

Visitors: Barb Torian, Cris Messerle, Claire Van Buren, Michelle Litch, Jill DeVoe and Suzy Roorda

VISITORS BUSINESS:

1. **Zoning Administrator, Cris Messerle** – Presented **revised fee schedules** for the **Development Review Board** and **By Right Use**. Mr. Messerle approached the Selectboard at the previous meeting to discuss the changes (see minutes from 1-8-09). A call to VLCT told him that warnings only need to be published once, 15 days prior to the hearing; so this will cut back on publication expenses. DRB applicants will now be required to pay \$50.00 for each permit required for warning the publication(s), plus \$5.00 for mailing of required notification of abutting property owners. Pam Marsh made a motion to adopt the revised DRB fee schedule and readopt the By Right Use fee schedule as written. Seconded by Pat Paquette. 5 yes / 0 no **see attached fee schedules**
Cris Messerle added there are 4 DRB members whose terms end in March, the Selectboard may want to think about those appointment, it would be good to advertise those positions in the Town newsletter.

ROAD BUDGET:

- Discuss anticipated grant money
- Discussion about money that gets voted in 2009, and doesn't get used, can it be rolled over into 2010? Yes, it is earmarked for roads.
- Sidewalk Project in budget – Treasurer, Barb Torian said the money hasn't been spent so it must show as anticipated revenue and anticipated spending. Ms. Torian said as the Treasurer she is obligated to show the voters what money the Town is getting and spending. Pat Paquette agreed, but felt the grants that were previously awarded should be separated out, not shown as new funds. All agreed reformatting would help, and adding footnotes to make it easier to understand. The town has supported this project in previous votes, and we would prefer not to give the impression that it is being reconsidered because of its inclusion in the budget.
- Discussed the condition of certain roads, such as Plank Rd., North St. Hallock Rd. and Sawyer Rd. These roads need immediate

work, and a portion of Sawyer Rd. may have to go back to being dirt, because of the extremely high cost of asphalt. The pavement is breaking up badly on Sawyer Road, and we may have to pull the pavement off and make it dirt for a section, as we did for a portion of Pearson Road. We may need to work on these roads even if the anticipated grants are not received, in order to avoid more expensive repairs in the future.

- Roger Boise made a motion to approve the Road budget, seconded by Pat Paquette. 5 yes / 0 no

GENERAL FUND BUDGET:

- New Haven Volunteer Fire Dept. – put back into budget instead of voting on as separate article.
- Pam Marsh proposed to pay the Town Clerks co pay for her private health care insurance at a cost of \$65.00 per month. Town Clerk Claire Van Buren is saving the Town money by having this private insurance; Pam Marsh feels the amount of Ms. Van Buren’s co pay is not an unreasonable amount to pay (Claire Van Buren is eligible to be on the towns health insurance, but opted out) The other Selectboard members did not feel paying for her private insurance was appropriate.
- Town Clerk Claire Van Buren said she needs her assistant for more hours during the week. Currently her assistant, Pam Kingman works for her for a total of 10 hours a week. Claire Van Buren is asking to have Pam Kingman work for her for a total of 14 hours a week to keep the office open between the two of them for 30 hours a week. Claire Van Buren said she will be in the office from 9am – 1pm on Mondays, 11am – 3 pm Tuesday, Wednesday & Thursday. She therefore expects Pam Kingman to work the hours she is not in the office which would be 1pm – 3pm Mondays, 9am – 11am Tuesday, Wednesday & Thursday and all day Friday. Because of the change in hours for the Assistant Town Clerk, the hours Pam Kingman works as the Selectboard Clerk will be 21 hours a week, to include meetings. Pam Marsh made a motion to have the Selectboard Clerk work 21 hours per week, to include meetings. In the event the Assistant Clerk hours should change the Selectboard may reconsider the hours for the Selectboard Clerk. Seconded by Lowell Nottingham. 3 yes / 2 no
- Selectboard Clerk / Assistant Clerk’s wage: \$17.50 per hour
- Health Insurance – Currently one spouse needs to have a “carve out “ plan through BC/BS because she is also on Medicare. Ironically, providing coverage for her causes an increase to the Town in all of the insurance premiums. The Selectboard feels it fair to ask everyone to chip in, this would be a cost to each employee of \$25.00 per month. Pam Marsh made a motion to ask each employee to contribute \$25.00 per month towards their health insurance. Seconded by Pat Paquette. 5 yes / 0 no

- Events Coordinator, Suzy Roorda: She has been exceeding her 12 hours per week that was allotted her several years ago. The job has increased in hours and work load. She is requesting an additional 4 hours per week to complete her work. She frequently has folks calling her house at all hours asking her to let them back into the Town Hall for items they have forgotten. She feels obligated to comply, as she has a hard time saying no. She has several large events such as Town Fair, Winterfest, Halloween and Easter that are very time consuming. These events often take 7 days in a week to plan for. While these functions and other classes etc. are going on in the Town Hall, she is responsible for the building and making sure it is locked when the function is over. Numerous times she has had to go looking for the key when folks inadvertently take it home with them instead of returning it to her. The Selectboard felt the 12 hours they had previously budgeted for were enough. (see 1-6-09 minutes)
- Town Clerk Claire Van Buren asked the Selectboard to budget for shelving and hanging map files for the new office, as well as some new desks. An additional \$5,000 was allotted for furnishing the new office.
- Fire Dept. Insurance – Gaines Insurance verses going through VLCT for replacement cost. Pam Kingman will call both to get comparisons.
- Add in the Warning for Town Meeting – for discussion only, changing from a calendar year to a fiscal year.
- Roger Boise made a motion to put in the Warning for Town Meeting as a discussion item only, to have the voters decide the salaries for the Town Clerk and Treasurer positions for the following year. Seconded by Pat Paquette. 4 yes / 1 no

OTHER BUSINESS:

1. Rattlin' Bridge – Chris Williams from the State spoke with Roger Boise. He said the cost may be split three ways between Weybridge, the State and New Haven. Hopefully the State will pick up the majority of the repair. When the bridge is fixed it will no longer “rattle”, the new planks will run lengthwise and be lag bolted down.

TREASURER'S REPORT:

1. Pay orders – Lowell Nottingham made a motion to approve pay orders, seconded by Pam Marsh. 5 yes / 0 no
2. Barb Torian said with the new health insurance she needs to open an account for employees to use debit cards. The Board said to budget for the full amount of deductibles.
3. Barb Torian asked about Holiday pay for part time employees. Pam Marsh is planning to re-write the personnel policy to clarify that employees regularly scheduled to work at least 20 hours per week are entitled to receive prorated holiday pay. Keith Hall said to continue with current policy until they can warn the policy change.

- 4. Barb Torian – Planning Commission has a checkbook that Chair, Al Karnatz has surrendered to the Treasurer. There is not a significant amount of money in the account. The Planning Commission money will go through the Town budget.

Adjourn: 10:00 pm
Respectfully submitted:
Pam Kingman
Approved:

Keith Hall, Chair

Roger Boise

Pam Marsh

Lowell Nottingham

Pat Paquette