

Wolcott Special Selectboard Meeting Minutes

January 15, 2020

All Minutes are draft until approved by the Selectboard.
Please see future Minutes for approval of these Minutes

Present: Eric Furs, Kimberly Gravel, Michael Davidson, Jenn Holton-Clapp,
Richard Lee
Town Employees: Linda Martin, Lucien Gravel, Deborah Klein
Public: Kurt Klein, Bill Cotten, Monica Cross
Reporter: Doug McClure, *Hardwick Gazette*

The meeting was called to order by Eric at 6:08 p.m.

Amendments to the Agenda: None.

Unfinished Business:

Budget for 2020-2021: Michael displayed a document for purposes of discussing budget proposals for various departments. It was suggested that the salaries for the positions of Town Clerk and Treasurer appear separately. It was proposed that the Town Clerk position would be budgeted assuming a 32 hour work week. Although it is a salaried position, it would pay at a rate of \$20 per hour. If the Town Clerk is not also serving as Treasurer, then the Treasurer position would be budgeted assuming a 20 hour work week paid at a rate of \$20 per hour. As a full-time employee, the Town Clerk would qualify for medical insurance, but a separate Treasurer would not. Should one individual assume the positions of Town Clerk as well as Treasurer, these figures can be adjusted. It was noted that instead of the Treasurer being an elected position, the Town could vote on allowing the Selectboard to appoint a Treasurer. That would remove the necessity of the Treasurer being a Wolcott resident.

It was proposed that the Town Clerk Assistant position be budgeting assuming a 24 hour work week paid at a rate of \$17 per hour. Currently the weekly hours for Town Clerk, Treasurer, and Town Clerk Assistant has been at 64 hours which has been insufficient. Should three individuals serve in these capacities, the weekly hours would total 76. In addition it is proposed \$10,000 be included in the annual budget to cover the cost of a bookkeeper to handle the higher level accounting functions required of the Town Office. A \$5,000 line item is proposed for consulting fees to allow for training of the Town Clerk as needed. It is anticipated a Town Administrator will be hired to work 24 hours per week. This individual would assume Human Resources responsibilities, work with local agencies, seek grants, and perform other duties to assist the Selectboard. It was suggested it be clear to taxpayers the source of funds needed to pay the Town Administrator.

The board will review the proposals again at the January 22 meeting, make changes as needed, then adopt the budget.

Engineer services for Brook Road: Michael stated there is an issue with a culvert on Brook Road. Lucien has requested the Town engage the services of an engineer. The actual construction work will be expensive and will require bids. It is anticipated the Town will receive FEMA reimbursement. Motion by Eric for the Town to engage the services of Wilson Consulting

Engineers regarding culvert work required on Brook Road for up to \$6,000. Seconded by Richard. Voting: All in favor.

Adjourn: Motion by Eric to adjourn at 7:23 p.m. Seconded by Richard. Voting: All in favor.

Respectfully submitted by Deborah Klein

*Next regular Selectboard meeting January 22, 2020
The regular meeting dates of the first and third Wednesdays will resume in February*