

## **Minutes for May 5, 2020**

Warren Selectboard

6:00 PM

VIA Zoom

**Members Present:** Andrew Cunningham, Chair, Bob Ackland, Vice Chair, Randy Graves, Luke Youmell, Camilla Behn.

**Others Present:** Jeff Campbell, Peter MacLaren, Alex MacClay, Tony (TV44/45) and Cindi Jones.

**6:00 PM** – Meeting called to order by Mr. Cunningham.

**6:05 PM** – Public Comment – None

**6:08 PM - Covered Bridge Wedding, June 6, Ramo's** – The board discussed the wedding that is scheduled for June 6, 2020 - The board discussed the issue of the wedding on June 6, 2020. If the 8 guests of the wedding party were in Vermont and have self-quarantined, the board didn't see why they could not have the wedding. Mr. MacLaren commented that they both had to make a decision by May 9 on whether they were cancelling the wedding and reception. The board felt if they could move it down the road there might be more guidance and clarity on the Governors orders in large groups. In two previous emails from Mr. MacLaren, he had stated concerns on large groups and they have been trying to get clarification on the quarantine for out-of-staters. They have advised her that she start to consider dates late summer or early fall as large groups with the Governors Orders are problematic. Mr. Cunningham commented that things change day by day that could impact the wedding.

**6:15 PM – Other Business – Warren Library** – Alex MacClay – Ms. MacClay, Warren Library Board Commissioner, wanted to up date the board and public on the Warren Library and what is currently happening. They opened up for curbside pickup and received 27 requests that were filled May 4. They hosted a Star Wars Trivia night which brought in some new patrons to the Library Programs. They are looking at options for returns. Ms. Schmukal has been researching how to take books back. She found that the Shelburne Library is taking returns in giant garbage bags and setting them aside. The board thanked the Library and Ms. Schmukal for stepping up during this situation.

### **6:20 PM – Cell Phone Policy – Ms. Behn**

Ms. Behn had sent around to the board the first draft of the policy. There were some questions still be answered such as who qualifies for compensation, stipend for personal phones or are they all town owned phones. Mr. Ackland wanted to clarify that the highway crew did not think it was necessary as they do have their radios and pagers that they can communicate on. The crew was not interested in paying up on their phones if they had to go to FirstNet. They are not using the scheduler application at the present, but would like to find another way to use it since the highway crew does not want to upgrade their phones. The crew felt that there was enough change in the highway department at this present time. The board felt that the need for a town line phone number or phone would be driven by who they needed to get in touch with. Mr. Campbell commented that the Town could get a separate phone line that comes across the same phone. He stated it does become a safety issue giving personal cell phone numbers. The VSP, Ambulance and sheriff's department do not give them out as you have to call dispatch. Mr. Cunningham commented where are we at this point?. Ms. Behn commented it is worth having a policy for the future she will fine tune it with Mr. Graves's comments.

**6:40 PM – COVID -19 Update** – Jeff Campbell - Mr. Campbell updated the board that there are 907 reported cases in Vermont, with 52 deaths. There was an increase of 45 cases as of last Tuesday, however the State is ramping up testing and are doing a 1000 tests a day. In the Mad River Valley there has been reported a few cases, but a total of 35 in Washington Country. The Seniors List was received from Ms. Dolan and Mr. Campbell reported that there were 222 just in Warren of 70 years and older. The Mad River Response Team has been making calls to these people.

Ms. Behn wanted to know if our employees have been trained in the requirements handed down by the state and are we documenting them and do we have a designated person who is doing the forms for compliance. Mr. Ackland commented that the road crew has done the course and that there is file of those who have taken it in the highway office. He also commented that Mr. Bombard has ordered a thermometer and will be doing the required employee checks and forms. The office staff have all taken the course at this time and are in compliance. Mr. Campbell commented that there is not a designated person, but the HR person or health officer would be the most responsible one as they could fill out all the required forms. The required posters have been put up at municipal office and the highway, library and fire department buildings will have posters in their mailboxes to post. Ms. Behn asked if anyone had done the offsite training? Mr. Campbell will look into if Municipalities have to do the off-site training as it is mostly for construction. Ms. Jones commented that the Municipal Office employees are not fully back to work and all have staggered times that they come in to pick up files etc. The Town Clerk has appointments that she is taking for Lawyers, Appraisers as per the Governors Orders only at this time.

**Other Business:** – The 4<sup>th</sup> of July Celebration is not looking good at this point. Mr. Cunningham, commented that we Will wait and see what the guidance will be at the Friday Governors Briefing. The board will make a final decision June 1<sup>st</sup>.

**6:56 PM – Other Business:** - Village Gardening

Mr. Cunningham wanted to know if the board wanted to do some spring gardening maintenance in the Village of the flower beds from the winter/fall weeds. The board thought it would be a good idea as they do need some attention. The board would like to go back to Clark Designs and ask for a quote on minimal garden maintenance for the Village Gardens. This does not include anything to be done by the Virginia Roth Real Estate area. The board will make a decision once they received the quote back.

**7:00 PM – Interim Road Foreman, Lead Hand Position Pay** – Mr. Cunningham started out the discussion thinking that a raise of \$2.00/hr. and probation. Mr. Cunningham commented it would be a raise but not quite at the full experienced Road Foreman Position and if they needed to hire someone, then Mr. Bombard would fall back with the raise into a worker position. Ms. Behn commented so it would be at the \$2.00/hr and then after probationary it would raise to \$5.00/hr. Mr. Graves quote the statutes that the board does not have to go into executive session to discuss a new contract with Mr. Bombard. Mr. Graves commented that it would be a good faith offer to increase it by \$2.00 or \$2.50. Mr. Ackland and Mr. Youmell commented that the board should approve Mr. Bombards request for and increase of \$5.00 making the pay per hour at \$30.00. Ms. Behn commented for clarity that there is no interim position and do we have to advertise? Is he trained in it and is he ready to come in and be a Foreman? Mr. Bombard does not have a formalized management training and has not done any. Mr. Graves read a section out of the Employee Policy that there is a 90 Probationary Period.

(Page 6) of Employee Policy - Probationary Period – All promotions shall be subject to the ninety (90) days probationary period. If during this probationary period the Town determines that the job is not being satisfactorily performed, the employee shall be returned to his or her former job or a comparable position, if available and the position shall be filled at the discretion of the Selectboard. The Policy for Promotion states: Vacancies in positions above the lowest rank in any department in the Town shall be filled as far as practical by the promotion of employees in the Town's service. Promotion in every case must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of affecting and increase in compensation.

Notification: A department head or Selectboard shall advise employees within the department of existing vacancies for promotion. Such notice will then be posted in the Town Office for a period of five (5) days prior to advertising in the local media except in emergency hiring situations.

Mr. Ackland commented that Mr. Bombard had another job offer that the pay was higher than the pay offered. Mr. Bombard currently is receiving \$25.75/hr. and he wants \$30.00 to do the job. Ms. Behn commented that the Town needed to follow the 90-day probationary period as stated in the policy. Mr. Cunningham suggested that at the next meeting that Mr. Bombard be invited in to open session to meet and greet the public and discuss the work plan. Mr. Bombard then could ask any questions he had concerning the position.

Motion by Mr. Cunningham to appoint Mr. Bombard, Road Foreman Position starting at \$30.00/hr., beginning the 90 probationary period starting with this pay period, and invite Mr. Bombard in open session to the May 12, 2020 Selectboard Meeting, second by Mr. Ackland. All in Favor: Vote: 5-0

**7:05 PM – Rental of An Excavator** – Mr. Ackland commented that he had talked with Mr. Bombard that they would like to rent an excavator for 3 months at \$4,800 to do ditching as they were a man short. The reasoning was that they could ditch faster, be more efficient and being a man short it would make it more productive. There are two available currently to rent and the Town could have it in June. The board decided to approve the excavator for 2 months only due to keeping the costs down.

**7:10 PM – Other Business – Lincoln Gap**

Ms. Behn asked what the status was on Lincoln Gap. Ms. Jones commented the official opening date is May 15<sup>th</sup> depending on snow/ice as there is still snow and ice on it. The Town of Lincoln would also like to keep it closed until then so they can do some culverts without the traffic.

**Fire Department Parade** – Ms. Campbell wanted to let everyone know that the Fire Dept Parade is scheduled for Sunday (Mother's) at 7:00 PM starting in Waitsfield Main Street /RT 17/German Flats, East Warren etc.) Mr. Campbell will post the route on the Web.

**7:15 PM – Approval of Payroll Warrants** – Motion by Mr. Ackland to approve the payroll warrants as presented for \$7,732.02, second by Ms. Behn. All in Favor: VOTE: 5-0.

**7:15 PM – Approval of Accounts Payable** – Motion by Mr. Ackland to approve the accounts payable warrants as presented for \$5,833.16, second by Mr. Graves. All in Favor: VOTE: 5-0.

**7:18 PM -- Approval of Minutes for April 28, 2020** – Motion by Mr. Youmell to approve the Minutes of April 28, 2020, second by Mr. Graves. All in Favor: Vote; 5-0.

Minutes Respectfully Submitted by,  
Cindi Jones, Warren Town Administrator

The Warren Selectboard

\_\_\_\_\_  
Andrew Cunningham, Chair

\_\_\_\_\_  
Bob Ackland, Vice Chair

\_\_\_\_\_  
Randy Graves

\_\_\_\_\_  
Camilla Behn

\_\_\_\_\_  
Luke Youmell

Signature: andrew cunningham  
andrew.cunningham (May 18, 2020)

Email: propertymanagement@gmavt.net

Signature: Robert M Ackland  
Robert M Ackland (May 18, 2020)

Email: ackland@gmavt.com

Signature: Camilla W Behn  
Camilla W Behn (May 18, 2020 19:05 EDT)

Email: ccbehn@gmavt.com

Signature: Randall Graves  
Randall Graves (May 18, 2020)

Email: turnradius@gmail.com

Signature: Luke Youmell  
Luke Youmell (May 18, 2020)

Email: luke@birddogvt.com












# Minutes of May 5, 2020

Final Audit Report

2020-05-18


Created:	2020-05-13
By:	Cindi Jones (cjones@warrenvt.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAc4j9VbdlnwSsoFlugc2c8PsHMG3_qcYG

## "Minutes of May 5, 2020" History

-  Document created by Cindi Jones (cjones@warrenvt.org)  
2020-05-13 - 10:18:50 AM GMT- IP address: 69.54.29.15
-  Document emailed to andrew cunningham (propertymanagement@gmavt.net) for signature  
2020-05-13 - 10:19:03 AM GMT
-  Email viewed by andrew cunningham (propertymanagement@gmavt.net)  
2020-05-18 - 12:20:46 PM GMT- IP address: 68.142.61.138
-  Document e-signed by andrew cunningham (propertymanagement@gmavt.net)  
Signature Date: 2020-05-18 - 12:21:21 PM GMT - Time Source: server- IP address: 68.142.61.138
-  Document emailed to Randall Graves (turnradius@gmail.com) for signature  
2020-05-18 - 12:21:22 PM GMT
-  Email viewed by Randall Graves (turnradius@gmail.com)  
2020-05-18 - 12:25:03 PM GMT- IP address: 65.19.74.47
-  Document e-signed by Randall Graves (turnradius@gmail.com)  
Signature Date: 2020-05-18 - 12:29:52 PM GMT - Time Source: server- IP address: 65.19.74.47
-  Document emailed to Robert M Ackland (ackland@gmavt.com) for signature  
2020-05-18 - 12:29:54 PM GMT
-  Email viewed by Robert M Ackland (ackland@gmavt.com)  
2020-05-18 - 1:13:38 PM GMT- IP address: 8.25.104.37
-  Document e-signed by Robert M Ackland (ackland@gmavt.com)  
Signature Date: 2020-05-18 - 1:59:54 PM GMT - Time Source: server- IP address: 68.142.54.165
-  Document emailed to Luke Youmell (luke@birddogvt.com) for signature  
2020-05-18 - 1:59:56 PM GMT



Adobe Sign

 Email viewed by Luke Youmell (luke@birddogvt.com)


2020-05-18 - 2:05:20 PM GMT- IP address: 107.77.193.12

 Document e-signed by Luke Youmell (luke@birddogvt.com)

Signature Date: 2020-05-18 - 2:05:40 PM GMT - Time Source: server- IP address: 107.77.193.12

 Document emailed to Camilla W Behn (ccbehn@gmavt.com) for signature


2020-05-18 - 2:05:41 PM GMT

 Email viewed by Camilla W Behn (ccbehn@gmavt.com)

2020-05-18 - 10:55:04 PM GMT- IP address: 209.99.219.39

 Document e-signed by Camilla W Behn (ccbehn@gmavt.com)

Signature Date: 2020-05-18 - 11:05:43 PM GMT - Time Source: server- IP address: 209.99.219.39

 Signed document emailed to Robert M Ackland (ackland@gmavt.com), andrew cunningham (propertymanagement@gmavt.net), Camilla W Behn (ccbehn@gmavt.com), Luke Youmell (luke@birddogvt.com), and 2 more

2020-05-18 - 11:05:43 PM GMT



Adobe Sign