

Selectboard Memo
November 29, 2021 SB Meeting

Discussion on Existing Town Office Positions & Future Needs
[Potential Executive Session]

If executive session is desired at any point in this discussion:

- Move to go into executive session under 1 V.S.A. §313(a)(3) – the appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting

Chart of Town Office Positions:

- Elected officials (all can be eliminated or shifted to appointed by voters):
 - Auditors (budget \$7,000): Statutory duties; town report
 - Listers (budget \$23,000): Statutory duties; office hours
 - Constable (budget \$1,500): Statutory duties (as voted)
- Non-town office paid appointees:
 - Animal Control Officers (2; budget \$2,000): Statutory duties; ordinance enforcement
 - Tree Warden (budget \$1,000): Statutory duties; committee participation
 - The Resilient Roads Committee is likely to recommend the addition of a deputy tree warden to spread the workload and prepare for the eventual retirement of the current tree warden, Paul Cate; this proposed deputy position is included in the preliminary FY2023 budget
 - Health Officer (budget \$1,500): Statutory duties
- Town office employees (budget \$224,500):
 - Town Clerk
 - Public facing – Statutory duties revolving around records management (land records, vital records, animal & liquor licenses) and election management (lead elections official; runs BCA & BTA); runs Mallory Brook lottery
 - Town Treasurer
 - Statutory duties revolving around town financial management; collector of current taxes; prime driver of capital budget process/capital improvement committee
 - Municipal Assistant
 - Public facing – Handles office mail, expense warrants, payroll & payroll vendors, zoning permit records; serves as assistant treasurer and assistant clerk
 - Recording Secretary
 - Takes minutes for PC & DRB
 - Town Administrator/Zoning Administrator
 - Zoning Administrator; statutory duties
 - Collector of Delinquent Taxes; statutory duties
 - E911 Coordinator; statutory duties

- Support staff for SB, DRB, PC, Listers and all other boards/committees except BCA & BTA
 - Handles personnel management and human resources; grant procurement and administration; facility maintenance; internal IT; website maintenance
- Non-town office employees:
 - Highway department (budget \$227,000)
 - Road foreman; road crew (3); part-time road crew (1)
 - Cemetery maintenance (budget variable; \$12,000 - \$16,000):
 - Sexton; assistant sexton; crew (1)

Town Administrator Recommendations:

- Town office staff should include 5 full-time, benefit-eligible employees (by our current definition, 30 hours or more per week is full time, 24 hours per week is benefit eligible on a pro rata basis):
 - Town Clerk (all office hours, salary, 35 hours/week plus occasional meetings and elections)
 - Essentially this job remains the same as current version
 - Municipal Assistant (serves as assistant clerk and assistant treasurer; all office hours, salary, 35 hours/week plus elections)
 - This becomes a salaried position; otherwise, duties remain the same
 - Town Treasurer (24-40 hours/week; salary; flexible office hours; remote work eligible)
 - Duties would include:
 - Statutory treasurer duties
 - Collector of current & delinquent taxes
 - Participation on Capital Improvement Committee
 - Town Administrator (32-40 hours/week; salary; flexible office hours)
 - Duties would include:
 - Staff for Selectboard and SB committees
 - General town administrative duties (i.e., SB responsibilities)
 - Personnel management and human resources
 - Grant procurement and administration
 - Internal IT and website maintenance
 - Zoning Administrator/Assistant Town Administrator (32-40 hours/week; salary; flexible office hours)
 - Duties would include:
 - Zoning Administrator
 - E911 Coordinator
 - Staff for DRB, PC and, perhaps, the Conservation Commission along with any town recreation endeavor
 - Facilities management, including major project development
- Board should consider proposing that the town eliminate the elected town auditor and town lister positions
 - Auditors do not have to be replaced with an employee; most communities in central VT have already eliminated the elected auditors (in Washington County, this includes all communities other than Marshfield, Plainfield, Woodbury, Roxbury and, possibly, Moretown; the town already does the requisite annual external financial audit

- The duty of putting together the town report would need to be contracted out or parceled out to an existing employee
- The listers would need to be replaced by a professional assessor; Berlin, a town of similar size, utilizes the VT Appraisal Company at a cost of approximately \$22,000/year

Warrants:

➤ **November 29, 2021 Regular Expense Warrant**

- Since we're back to in-person meetings, this warrant should be signed by all board members present; if an "in-person" quorum is lacking, the warrant should be approved with Chair Gardner authorized to sign warrant on behalf of the board

Town Administrator Report

- Mask Mandate Legislation:
 - The VT Legislature passed, and Governor Scott has signed, legislation allowing municipalities to enact a temporary rule requiring the use of face coverings in public, indoor settings
 - If enacted, any such rule:
 - Takes effect on adoption;
 - Is in effect for no more than 45 days unless extended; extensions are for 30-day increments;
 - Expires on April 30, 2022
- Meeting Schedule:
 - December 6, 2021 6:30 pm Selectboard regular meeting
 - December 9, 2021 7:00 pm EMFD budget meeting at ESF
 - December 20, 2021 6:30 pm Selectboard regular meeting