

SPECIAL SELECTBOARD MEETING

Approved Minutes

April 16, 2018

Calais Town Garage

Attending: Denise Wheeler, John Brabant, Clif Emmons, Sharon Fannon, Rose Pelchuck; Road Crew Members: Alfred Larrabee, Bruce Campbell, Jacob Earle and Paul Stecker.

Actions:

Denise Wheeler called the special meeting to order at 9:17 am in the break-room at the Town Highway Garage in East Calais for the purpose of meeting with the highway department employees to get a general update and to meet individually to review their salary/benefit package for FY 2019.

- The Road Crew will be doing some work on the Town Hall renovation project, helping with some demolition and digging test holes in the soil.
- Upcoming road projects include putting out to bid a culvert replacement on Jack Hill Road; two Better Roads Grants were received for ditching.
- Alfred applied for a VTrans Structures Grant for an undersized culvert replacement on Sadie Foss Road. The Road Crew will do this installation if the town gets the grant.
- 2012 truck with blown engine – Alfred reported he intends to personally visit J&B International Truck dealership today to get some definitive answers about compensating the town for this known defective truck engine that was only 31 days out of warranty. Sharon Fannon reminded the Selectboard that the town probably received a notice in 2014 regarding the Class Action lawsuit for this defective engine and the need to pay closer attention to such things that come in the mail in the future.
- The Road Crew has been hauling gravel, plowing snow and doing repair work in the shop. One truck has a second broken brake can and Alfred is trying to get this covered through the truck warranty.
- Paul Stecker had a concern about how close the trees are to the road making it difficult to plow especially with oncoming traffic. He readily admits to skimming bark off some trees as unavoidable and having to stop to allow for cars to go by. Denise noted the trees are part of why we love living in Calais, it's an important part of the rural character of the town. John explained how the tree canopy is beneficial to the road for dust control, etc. Sharon noted speed limit enforcement is something the town can do and also improve signage for single lane road ahead. The Road Crew was informed the town cannot reduce speed limits to less than 35 mph without an engineered traffic study. Denise will talk to Joanne Garton from the State of Vermont Department of Forests and Parks Resilient Back Roads to see if some tree cutting (pine trees that don't provide canopy) can take place.
- Paul Stecker suggested having Martin Luther King, Jr. Day and President's Day added to the list of paid holidays noting the Road Crew could really use a couple of days off in the dead of winter. If it's bad weather, they would have to work anyway. Perhaps it could be a “floating holiday”.

The Selectboard met individually with each member of the Road Crew and reviewed each person's benefit and salary package, including raises that will begin July 1, 2018. The following is what the town provides in addition to wages and necessary overtime:

Health Benefits:

Blue Cross/Blue Shield “Gold Plan” Health Insurance:

- Total premium \$15,771.60 (couple)
 - Town pays \$14,983.02 a year for employee and spouse
 - Employee pays \$788.58 (5% of the total premium cost)

Health Equity HRA account:

- \$4,000 paid by town to cover deductibles and out-of-pocket medical expenses

Delta Dental:

- Town pays \$420 a year for each employee
- Employee may add family members at their expense

Life Insurance & Disability:

- Town pays a premium per year for each employee

VT Municipal Retirement System retirement rates effective 7/1/2018:

- Town pays 5.625% of salary
- Employee pays 4.875% of salary* (*subject to change by the State of Vermont)

Other Benefits: \$200 a year for steel-toe work boots
 \$250 a year annual bonus
 \$974 a year uniforms per person

10 Paid holidays:

- New Year's Day (January 1)
- Town Meeting Day (1st Tuesday in March)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Friday day after Thanksgiving
- Christmas Day (December 25)

Paid Vacation:

- After 1st year of service 5 days (40 hours)
- 2nd through 5th year of service 10 days (80 hours)
- 6th year through 15th year of service 15 days (120 hours)
- 16th and subsequent years 20 days (160 hours)

Sick leave: 12 paid sick leave days per year. Employees may carry forward unused sick days up to a maximum of 125 sick leave days a year.

In summary, the Selectboard agreed to review the job descriptions of the highway department in conjunction with annual performance evaluations. Alfred Larrabee and the Selectboard agreed this was a productive meeting and look forward to meeting again.

Clif Emmons made a motion to adjourn at 11:40 am. The motion was seconded, voted on and carried 5-0.

Rose Pelchuck
Selectboard Member