

**BOARD OF VILLAGE TRUSTEES  
WOODSTOCK SELECT BOARD**

**November 21, 2018**

**9:00 AM**

**Woodstock Town Hall**

**JOINT MEETING**

**MINUTES**

**Present:** Select Board Chair L.D. Sutherland, Jill M. Davies, John Doten, Mary Riley, Sonya Stover, Village Trustees Chair Jeffrey Kahn, Serena Nelson, Cary Agin, Keri Cole, Philip B. Swanson, Beth Fish, Lynn Beach, and Betty Ann Scammell.

**I. CALL TO ORDER**

- a. Select Board** – Chairman Sutherland called to order the Select Board portion of the November 21, 2018 Joint Meeting of the Select Board and the Village Trustees at 9:03am.
- b. Village Trustees** - Chairman Kahn called to order the Village Trustees portion of the November 21, 2018 Joint Meeting of the Select Board and the Village Trustees at 9:03am.

**II. VACANT BUILDING ORDINANCES**

- a. Abandoned and dilapidated buildings.** Mr. Sutherland would like to join forces with the Village Trustees on this ordinance.
  - i. The ordinances are already being used in surrounding towns and it could give the town/village the ability to levy fines and help resolve hazardous issues.
  - ii. Ms. Cole from the Village Trustees will work with Ms. Davies from the Select Board on getting an ordinance that can be presented to both the Select Board and Village Trustees.

**Motion:** by Ms. Stover to support a joint ordinance with the Village Trustees for dilapidated/blighted buildings.

**Seconded:** by Ms. Davies

**Discussion:** None

**Vote:** 5-0-0, passed.

**Motion:** by Mr. Agin to support a joint ordinance with the Town Select Board for dilapidated/blighted buildings.

**Seconded:** by Ms. Cole

**Discussion:** None

**Vote:** 4-0-0, passed.

**III. OTHER BUSINESS**

- a. Employee Wages and Benefits**
  - i. Ms. Riley had made a previous motion contingent on the review of the report Ms. Stover has made. The motion was to not make any changes to the current benefits for the upcoming year (2019-2020).

1. A discussion ensued about how they might want to add a plan, and a question arose about if sick and vacation time accrual was included in the benefits package.
  - a. Ms. Davies thinks that we would be tying our hands by agreeing to no changes to the benefit package. The Boards couldn't improve things, or couldn't make changes that wouldn't adversely affect the employees if we agree to make no changes.

**Motion:** by Ms. Riley to make no changes to the benefits package in the upcoming year, 2019-2020.

**Seconded:** by Mr. Doten

**Discussion:** None

**Vote:** 2-3-0, Chairman Sutherland broke a tying vote with a "no" vote.

**No motion was made by the Village Trustees on this matter.**

- ii. Ms. Stover talked about the accrual of sick and vacation as it is way out of line with other towns. If we had to pay out the top three accruers right now, it would be a lot of money.
  1. Mr. Sutherland stated that the State of Vermont employees don't take their sick time with them when they leave. Sick time is not paid out.
  2. Mr. Agin thinks about 25% of the employees will see an issue with the sick and vacation accrual, as they have been accruing for a long time.
  3. A lawyer and accountant need to be contacted about paying out accrued sick and vacation time.
- iii. The Select Board appointed Ms. Stover to a joint committee with the Trustees to look into the employee personnel policies. The Trustees have appointed Ms. Nelson to this committee as well.
- iv. Mr. Kahn brought up the cost of living increase for 2019-2020.
  1. The Northeast Region CPI as of October 2018 is 2.3%.
    - a. Mr. Kahn has suggested that the Boards agree to a 2.5% increase in cost of living which is higher than the regional CPI, and is on line with the National CPI of 2.5%.
- v. Ms. Davies asked about re-evaluating how raises are done. They can be done by merit award, an inflation increase, pay scale based system, or possibly a bonus structure.
  1. Merit award – to be recommended and approved by Dept Heads and Manager. This is currently in place.
  2. Pay Scale Based System – You have a bandwidth for salaries and you stay within the scale. There are adjustments for COL, but once you reach a cap, you are not eligible for merit awards.
  3. Bonus structure– This is hard to do in a non-profit situation, as most bonuses are based on meeting financial goals. It would also be hard to budget for.

**Motion:** by Ms. Stover to set the COL salary increase rate at 2.5% with a maximum total of 4% increase based on merit.

**Seconded:** by Ms. Riley

**Discussion:** None

**Vote:** 5-0-0

**Motion:** by Mr. Kahn to set the COL salary increase rate at 2.5% with a maximum total of 4% increase based on merit.

**Seconded:** by Ms. Nelson

**Discussion:** None

**Vote:** 4-0-0

**b. Planning Commission Appointment**

**Motion:** by Ms. Stover to appoint Ben Jervey to Planning Commission.

**Seconded:** by Ms. Riley

**Discussion:** None

**Voted:** 5-0-0, passed.

**Motion:** by Mr. Agin to appoint Ben Jervey to the Planning Commission

**Seconded:** by Ms. Cole

**Discussion:** None

**Vote:** 4-0-0,

**c. Approval of Joint Meeting Minutes from November 16, 2018**

**Motion:** by Ms. Stover to approve the meeting minutes from November 16, 2018 as submitted.

**Seconded:** by Ms. Davies

**Discussion:** None

**Voted:** 5-0-0, passed.

**Motion:** by Mr. Agin to approve the meeting minutes from November 16, 2018 as submitted.

**Seconded:** by Ms. Nelson

**Discussion:** None

**Vote:** 4-0-0, passed.

**IV. EXECUTIVE SESSION**

**a. Personnel**

**Motion:** by Ms. Riley to enter into an executive session regarding personnel at 9:43am.

**Seconded:** by Ms. Stover

**Discussion:** None

**Voted:** 5-0-0, passed.

**Motion:** by Ms. Nelson to enter into an executive session regarding personnel at 9:43am.

**Seconded:** by Ms. Cole

**Discussion:** None

**Vote:** 4-0-0, passed.

**V. ADJOURNMENT**

**Motion:** by Ms. Riley to adjourn the executive session and the meeting at 10:15am.

**Seconded:** by Ms. Stover

**Discussion:** None

**Voted:** 5-0-0, passed.

**Motion:** by Ms. Nelson to adjourn the executive session and the meeting at 10:15am.

**Seconded:** by Ms. Cole

**Discussion:** None

**Vote:** 4-0-0, passed.

Respectfully Submitted,

*Beth Fish*

Village Board of Trustees:

Jeffrey Kahn, Chair

Ward Goodenough

Cary Agin

Keri Cole

Serena Nelson

Town Select Board:

L.D. Sutherland, Chair

John Doten

Jill M. Davies

Sonya Stover

Mary Riley