

MINUTES FROM 07/20/2016 SPECIAL SELECTBOARD MEETING

PRESENT: Alton Brusco, Lee Kimball, Chuck Pease, Clerk, Donna L. Bohannon for Town
Paul Hansen, John Fitzgerald, Clerk Danielle James Choiniere for SAFD#2

GUESTS: Terry Tatro

6:30PM - OPEN MEETING: At 6:40pm Alton Brusco called the meeting to order

1. ADJUST THE AGENDA (if needed):

- No adjustments needed

2. S.A.F.D. #2 discussions:

- This meeting is for information gathering and requests being made by SAFD#2 only as the Selectboard members that were present want to discuss issues with all Board members before making decisions.
- Items from SAFD#2 agenda for discussion will be addressed as they appear on SAFD#2 agenda.

• Payroll – item #1

- ✚ Danielle James Choiniere is the paid Administrative Assistant for SAFD#2 but has not been paid since the first of June as SAFD#2 no longer has a payroll entity.
- ✚ Payroll for the two employees of SAFD#2 (Danielle James Choiniere and Jason Beaulac) was previously done through the Village. SAFD#2 would then reimburse the Village for payroll.

✚ The Village continues to process payroll for Jason but is no longer willing to do payroll for Danielle. The reasoning is that Jason was already an employee of the Village, Danielle was not. The Village Trustees were advised by their attorney that their liability would increase if they continued to do payroll for Danielle as it gave the appearance that Danielle was a Village employee, not an employee of SAFD#2.

✚ SAFD#2 would like the Town to take over payroll for Danielle. The Town Clerk pointed out that Danielle is a part time employee (by definition) of the Town and if her pay hours increased her part time status would become full time.

✚ It was recommended that SAFD#2 consider Danielle an independent contractor and pay her as such. If her pay was done this way, they would be required to issue her a 1099 form at the end of the year vs. a W2.

✚ No decisions were made on this matter.

• **Phone – item #2**

✚ SAFD#2 was using the Village phone number as their contact number, but the Village no longer wishes to field calls from SAFD#2 customers.

✚ SAFD#2 would like to use the Town phone number as a contact number.

✚ There was some discussion about this. Some of the Selectboard members that were present felt that it would be okay but wanted to discuss this with the full Board.

✚ No decisions were made on this matter.

• **Mailbox – item #3**

✚ SAFD#2 will be purchasing a mailbox that they would like to install near the Town, Village and Fire Department mailboxes.

✚ They currently have a Post Office box that will be expiring soon and they would like to install a rural box next to the others that are already there. Paul stated that the box would look the same as the others and that they would simply be adding another post.

✚ There was some discussion about this. Some of the Selectboard members that were present felt that it would be okay but wanted to discuss this with the full Board.

✚ No decisions were made on this matter

• **Taxation and mailing – item #4**

✚ SAFD#2 will be issuing tax bills to their district this year.

✚ They would like to request that the Town include SAFD#2 taxes with the Town tax bill. The Town Clerk stated that her preference would be to keep the two entities separate so it is transparent what was being charged and by who. She stated that she would be willing to assist SAFD#2 by putting the tax bills in the envelopes for them but that she

didn't feel including their bill with the Town bills was the "clean" way to proceed nor the best way.

- ✚ No decisions were made on this matter.

- **Prudential Committee member appointments – item #5**

- ✚ The most important issue that SAFD#2 needs to address is Prudential Committee members. This is a three-member Board. There are currently only two members; Paul Hansen and John Fitzgerald. Paul Hansen will be turning in his resignation as soon as a third member is appointed to the position. This will once again create a vacancy on the committee which will once again need an appointment.

- ✚ This committee was established by the Town Selectboard and it is the responsibility of the Selectboard to appoint new members.

- ✚ Town Clerk will advertise the vacancy in the Islander and on Front Porch Forum.

- This committee is also in need of a Clerk as well and a Delinquent Tax Collector.

- ✚ Danielle is the Administrative Assistant and performs some but not all of the job duties of the Clerk.

- ✚ Terry Tatro was asked to be the Delinquent Tax Collector for SAFD#2 but does not want to take this task on.

- ✚ Once committee members are established, the appointment of a Clerk and a Delinquent Tax Collector will be addressed by SAFD#2.

3. VISITOR INPUT:

- No visitor input at this time.

4. ADJOURN:

- *At 8:55pm Alton Brusco motioned to adjourn – seconded by Chuck Pease -all in favor – motion carried – meeting adjourned.*

Respectfully submitted,
Donna L. Bohannon
Alburgh Town Clerk

Please note the above minutes HAVE NOT been approved. Approval or changes to the minutes will be addressed at the next meeting, currently scheduled for 26 July, 2016.