

SPECIAL SELECTBOARD MEETING MINUTES

Monday, December 5, 2022 5:30 p.m. Orange Town Complex

Selectboard Present:

Emily Ruff-Selectboard Chair, Samantha Lefebvre-Selectboard Vice-Chair, Sheila Stone-Selectboard Member

Others Present:

John Barnes-Road Foreman, Lee Youngman-Treasurer

Absent:

Angela Eastman-Town Clerk

Call meeting to order:

At 5:38pm Selectboard Chair, Ms. Ruff, called the meeting to order.

Consider approving agenda/agenda revisions:

Ms. Youngman asked to review Office Protocol. Ms. Ruff asked to review the December meeting dates.

Old Business:

Approve warrants-Payroll and Accounts Payable:

Town Treasurer, Ms. Youngman, presented the Selectboard with the payroll warrants and the accounts payable warrants for review. On a motion made by Ms. Ruff and seconded by Mrs. LeFebvre, the payroll warrant was approved. The motion passed 2-0 (Mrs. Stone absent). On a motion made by Ms. Ruff and seconded by Mrs. LeFebvre, the accounts payable warrant was approved. The motion passed 2-0 (Mrs. Stone absent). On a motion made by Ms. Ruff and seconded by Mrs. LeFebvre, Lee Youngman was authorized to sign checks that have received Selectboard authorization for expenses on the Accounts Payable Warrant signed on December 5th 2022. The motion passed 2-0 (Mrs. Stone absent). On a motion made by Ms. Ruff and seconded by Mrs. LeFebvre, overbudget spending of expenditures in the Highway Budget Resurfacing was approved due to the \$16,000 crushing expense. The motion passed 2-0 (Mrs. Stone absent).

Sign Barre Town Annual Snow Plowing Contract:

On a motion made by Ms. Ruff and seconded by Mrs. LeFebvre, the annual Barre Town Snow Plowing Contract. The motion passed 2-0 (Mrs. Stone absent).

New Business:

Office Protocol in absence of Town Clerk:

Ms. Youngman will check voicemail in morning and afternoon daily, and will pass messages to Selectboard to which she cannot directly respond. On a motion made by Ms. Ruff and seconded by Mrs. LeFebvre, Ms. Youngman was authorized to open the incoming mail in the absence of the Town Clerk. The motion passed 2-0 (Mrs. Stone absent). Lee will be in the office on Wednesday December 7th and will alert the title researchers that she will be in the office to assist them. Outgoing phone mail indicates the office closure and requests people leave a voicemail if they have an urgent matter so that we can respond.

Discuss December 26th meeting

On a motion made by Ms. Ruff and seconded by Mrs. LeFebvre, the second regular meeting of December will be rescheduled to December 27th at 6 pm. The motion passed (3-0). On a motion made by Ms. Ruff and seconded by Mrs. LeFebvre, a budget meeting was scheduled for Wednesday January 4th at 6 pm. The motion

passed (3-0).

Old Business

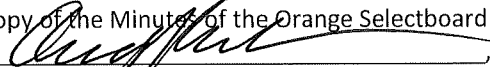
Discuss Personnel

On a motion made by Ms. Ruff and seconded by Mrs. LeFebvre, the single part-time position of Assistant Town Clerk-Assistant Town Treasurer was created. The motion passed (3-0). Advertising for the position will take place in The World, Front Porch Forum, and physical signs. On a motion made by Ms. Ruff and seconded by Mrs. LeFebvre, the single full-time position of Town Clerk-Town Treasurer was created. The motion passed (3-0). On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the part-time position of Bookkeeper was created, with responsibilities of monthly bank reconciliation, annual account reconciliation, assistance with town audit, and training of Town Clerk/Town Treasurer and Assistant Town Clerk/Town Treasurer. The motion passed (3-0).

Adjournment:

On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the Selectboard adjourned the Selectboard Meeting at 7:15 pm.

Respectfully submitted,
Emily Ruff, Selectboard Chair

The foregoing is a true copy of the Minutes of the Orange Selectboard Meeting.
A True Record. Attest,  Town Clerk
