

Draft

**North Hero Selectboard  
Special Meeting  
Monday, July 14, 2008  
North Hero School Library  
7:00 P.M.**

**In Attendance:** Selectboard - Andre Quintin, Eileen Mitchell, Jim Martin,  
Robert Rousseau and Marie Kilbride  
Board Clerk: Jo-Ann Tier  
Town Clerk: Ruth Miller  
Guest: Mary Jane Healey, Paula Knight, Don Weaver  
l. 8:04 P.M and KarenGroseclose

**CALL MEETING TO ORDER**

Meeting was called or order by Chair Kilbride at 7:01 P.M.

**RECOGNITION OF VISITORS AND PUBLIC COMMENT**

Don Weaver requested from the Board usage of 6 tables and 10 –12 chairs for the program at Shore Acres scheduled for August 9<sup>th</sup>. And that following his program – he felt the Historical Society may have an interest to use them also. Discussion followed on the “use policy” Board asked that Mr. Weaver double check with Market Place Insurance....

**ADJUSTMENT OF AGENDA**

Not needed at this time...

**REPORTS (if any)**

**PUBLIC WORKS**

Information received on “road salt” was given to Jim Martin by Marie Kilbride to be shared with Kevin Daighnault. If it is something that needs to be signed – it must be brought forward at the

next Selectboard Meeting on July 21, 2008.

Jim Martin shared the importance of the Water Board having State permits in place when digging in the right-of-way..... it could lead to future problems.

Also, shared was that Robin Rousseau received straight time instead of overtime pay. (64 1/4 hours appears to be in question). i.e. time being built up... comp. time, etc. was discussed.

Discussion...

- who keeps track of this?
- Jack Miller pointed out – that was the purpose of the suggested time sheet, etc.
- it was noted that this has not been brought up to the Water Board.
- appointment of Water Board... decision making .. what involvement does the Selectboard have...
- backhoe.. no use to the Town at this time...

The Board agreed that it is important that they sit down and meet with the Water Board about the need for permits in place – and time being logged properly when work is being done by Public Works for the Water Board.

Marie Kilbride will arrange for a joint meeting.

**TOWN CLERK**

Ruth shared that she had two letters that she would like to Read for the record:

**Members of the North Hero Selectboard**

In accordance with the Lease Agreement dated September 17, 2007 between the Town of North Hero and John and Ruth Miller, this is to provide you with the required thirty (30) day notice to vacate the office space located at 2681 US Route 2 in North Hero on or by August 12, 2008.”

Signed by: John P. Miller     Ruth M. Miller

**Members of the North Hero Selectboard**

“As an elected town official, I have a duty to serve the residents of North Hero to the best of my ability. I have not abused or violated my oath of Office or what Vermont law requires of me as Town Clerk or Town Treasurer. I have fulfilled my duties in a professional, efficient manner and believe this performance speaks for itself.

**As members of the Selectboard you are all aware there have been, and continue to be, a number of subjects in which I do not share your opinions and disagree with actions that have been taken by this Board.**

**After careful consideration, I have concluded that I am not willing to continue to carry out my duties with the environment that has been created by this Selectboard. I am, therefore, resigning from the office of Town Clerk and Treasurer for the Town of North Hero effective Tuesday, July 15, 2008."**

**Signed by: Ruth M. Miller**

**Board agreed to discuss this further in Executive Session.**

**At this time... Mary Jane Healey shared her concerns about the happenings at the June 7<sup>th</sup> meeting which she felt should have been handled in Executive Session, etc.**

#### **SCHOOL RENTAL:**

##### **DRB REVIEW**

**Marie reported that...**

- =DRB met last Thursday**
- =site plan approval has taken place**
- =change of conditional use has taken place for the school**
- =and, August 10<sup>th</sup>.. final process for acceptance**
- =the school... have plans in place to complete their application with the Department of Public Safety based on the approval – they are going out to bid**
- =copies of the plans will be on display at the Informational Meeting...**

##### **NEWSLETTER TO VOTERS**

**North Hero Voter Newsletter draft was given to Board for their final review.**

**Suggestion was made... under The Articles.. 2<sup>nd</sup> paragraph first sentence to change the word move to moving.**

**Board was asked to get back in touch with Marie Kilbride if they see anything else that should be changed prior to her running off the Newsletter on Tuesday, July 15<sup>th</sup>.**

**Marie asked if anyone was available to help with the mailing.. it would be appreciated.**

**e.mail.. to Paul Gillies from Marie Kilbride was reviewed by Marie.**

## VERIFICATION OF SURPLUS

e.mail... to from Chad to Ruth and Marie (fund balance) was reviewed

Synopsis of Conversation with Chad Hewitt, Auditor of Sullivan and Powers, Inc... regarding general fund surplus – July 07, 2008 was distributed to the Board and attached to the minutes.

This synopsis covered fiscal year activity for 2003,2004,2005,2006 and 2007.

Under 2007 activity... the audit by Sullivan and Powers revealed a Year-end fund balance of \$389,000.00

Discussion took place... handouts will be available at the Informational Meeting on July 21<sup>st</sup>.

## ASSESSOR AND AUDITOR

### DISCUSSION AND INFORMATION GATHERING AND SHARING

#### Auditor

Marie Kilbride reported that an ad will appear in THE ISLANDER in reference to the auditor vacancy in the Town of North Hero (by August 08, 2008) .

Jo-Ann was given copies of page 11 from the VLCT Handbook for Vermont Town Officers... chapter 4. Auditor.. Roles and Responsibilities should anyone call looking for information.

#### Assessor

Marie Kilbride reported that she has spoken with Geri Siegel.

Geri is willing to work with Hinman & Associates.

Geri gave Marie the State approved list of appraisal firms... with 3 highlighted that were recommended by Roger Kibbourn.

Note: list distributed to the Board and attached to the minutes.

Discussion...

=North Hero Listers (Paula Knight and Denise Schaefer) recommend that the Board of Select approve and sign the contract for the 2008 – 2009 fiscal year with Hinman & Associates.

=Select Board asked Paula would it be OK to wait a year or two before continuing the assessor system again.

Paula shared the importance of continuing the assessor system.... continual sale of properties

... building permits

... updates

... cross referencing of data

... etc.

Board agreed that Marie Kilbride should contact Bill Hinman to set-up a meeting to see if he would accept a contract with conditions.

The Board reviewed that Geri Siegel was elected by the voters to serve as a Lister for the Town of North Hero.

#### **EXECUTIVE SESSION - AS NEEDED**

Jim Martin made a motion that the Board recess the meeting and go into Executive Session at 8:20 for personnel matters. This motion was seconded by Andre Quintin...hearing no further discussion.. this motion was carried.. 5-0.

Robert Rousseau made a motion to come out of Executive Session at 9:02 and to reconvene the Selectboard Meeting.. this motion was seconded by Eileen Mitchell.. hearing no further discussion.. this motion was carried 5 -0.

Robert Rousseau made a motion to accept the resignation of Ruth Millers as Town Clerk/Treasurer. This motion was seconded by Jim Martin... hearing no further discussion.. this motion was carried 5-0.

Eileen Mitchell made a motion that Kim is to be contacted as soon as possible of her responsibility and her interest in remaining as Assistant Town Clerk/Treasurer and Town Clerk in the absence of the Town Clerk/Treasurer. This motion was seconded by Robert Rousseau... hearing no further discussion.. this motion was carried 5-0. Marie Kilbride will be in touch with Kim.

In accordance to the Selectboards' Manual it is necessary to post within ten (10) days when there is a vacancy for Town Clerk/Town Treasurer...

Marie Kilbride will see that this is done.

Andre Quintin made a motion that Bill Hinman to come to a Selectboard Meeting so that the Board can discuss the possibility of continuing a contract with him for next year.. depending on his response to some of our concerns. This motion was seconded by Jim Martin.. hearing no further discussion.. this motion was carried 5-0.

Discussion - talked about the signing the school lease.

Robert Rousseau made a motion that the Selectboard sign this lease Prior to August 12, 2008. This motion was seconded by Jim Martin. Hearing no further discussion.. this motion was carried 5-0.

Eileen Mitchell made a motion to charge the Chair with the responsibility of discussing equal access to the lister computer password. This motion was seconded by Robert Rousseau.. hearing no further discussion this motion was carried 5-0.

## **AGENDA BUILDING**

July 21, 2008

Public Works - Grass Cutting – put out to bid  
- Road salt..

## **ADJOURNMENT**

Jim Martin made a motion to adjourn the meeting and this motion was seconded by Andre Quintin... hearing no further discussion.. This motion was carried 5-0.

Respectfully Submitted,

  
JoAnn Tier, Board Clerk

C: Selectboard  
Town Clerk  
Web Page  
File

Note: Attached to minutes - copy of the minutes for the Selectboard Meeting of August 01, 2005... page 3.. for reference for “use policy”