

**Fayston Select Board
Via Zoom Teleconference
Minutes
May 26, 2020**

Select Board Members: Jared Cadwell (Jared), Chuck Martel (Chuck), and Mike Jordan (Mike)

Select Board Assistant: Patti Lewis (Patti)

Minutes Recorder: Lisa Koitzsch (Lisa)

Zoning Administrator/Health Officer: John Weir (JB)

Lister: Doug Mosle (Doug)

Jared called the meeting to order at 5:00 p.m.

1. Chuck made a motion to approve the minutes of May 12, 2020. Mike seconded, no further discussion, all in favor, the motion was approved.

Jared recognized the graduating seniors from Harwood Union High School. He congratulated Taylor Quenneville (Patti's daughter) on her achievement. He also thanked the teachers and school staff for their efforts to accommodate students under these extraordinary circumstances.

2. Employee Handbook Review

Jared turned the review of the Employee Handbook (the Handbook) update over to Chuck who gave special thanks to Sarah Stavraky (Sarah), Assistant Town Clerk, for her work and organization on the document. Chuck highlighted a few items of note in the Handbook:

- Overtime: There was some ambiguity in the previous Handbook regarding overtime. Language recommended by the Department of Labor has been added to clarify how overtime is calculated. The language now reads: "Forty hours is calculated as time worked, overtime is not calculated on time over forty which includes sick, holiday or vacation days."
- Time Sheets: Employees keep track of hours on time sheets but must also categorize the work completed so the Town can keep track of projects and grants. Wording has been added to reflect the higher level of detail required on time sheets.
- Town telephone/computer use: Employees must minimize time spent on personal cell phone calls. This policy was confusing in the previous version of the Handbook and has been clarified in this new version.
- Conflict of Interest and Ethical Conduct Review: This section will not be included in the new version of the Handbook as the policy was directed to Select Board members and not to employees. It will be a separate document.
- Absenteeism and Tardiness: The SB suggested new language that an employee must notify his/her supervisor as soon as possible with a minimum of an hour's notice if they are going to be absent or late.
- Paid Holidays: The SB decided not to add Martin Luther King Day or President's Day to the existing list of paid holidays at this time. They will discuss the possibility of adding these holidays during 2021 budget discussions at the end of the year.

Chuck made a motion to approve the Employee Handbook with edits suggested and discussed at this May 26th, 2020 SB meeting. Mike seconded the motion. Jared commended everyone on their hard work. No further discussion, all in favor, motion approved.

3. First Constable

- Fayston's long standing First Constable, Raymond Munn has submitted his resignation. The SB has relied on Ray to be the eyes and ears of the Town and he has done an effective job following up on low level problems. The SB thanked Ray for his dedicated service.
- The State statute changed in the last several years to restrict non-certified town constables to a narrow level of service: keep peace at public meetings, assist with tax collection, deal with injured animals and serve court papers. The SB agreed to keep these roles within the restricted limits for the time being since the certification requirement to raise the level of authority and responsibility of the Town Constable is a considerable investment of hours and money at the Vermont Police Academy.
- The First Constable is an appointed position and current Second Constable Kevin Van Schaick (Kevin) has agreed to step into the role of First Constable with a clear understanding of his role and his responsibilities. Kevin is an active member of the Mad River Ambulance Service. Mike nominated Kevin Van Schaick to serve as First Constable. Chuck seconded the motion, no further discussion, all in favor, the motion was approved.
- The Second Constable position is an elected position that is voted on at Town Meeting. Jim McCaffrey (Jim), Fayston's representative to the State Police Advisory Committee, is willing to step into the role of Second Constable and serve out the remainder of Kevin's term until the next Town Meeting. He will continue to serve on the Police Advisory Committee. Chuck nominated Jim McCaffrey as Second Constable to serve out the remainder of Kevin's term. Mike seconded, no further discussion, all in favor, the motion was approved.

Chuck thanked both Kevin and Jim for stepping up. Both have offered to check in at a future SB meeting.

4. Excess Weight Permits

An Excess Weight Permit was signed for Christopher Viens of Waterbury Center, VT.

5. Other Business:

- Green Up Day is Saturday, May 30. Bags have been placed on street signs and stop signs around Fayston and the Fayston Conservation Commission is hoping a lot of Fayston residents will turn out to help clean up trash from the sides of the roads. The Road Crew will pick up the last bags on Monday, June 1 and take them to the transfer station.
- Lisa, Chuck and Corrie Miller will be meeting with Stuart Hallstrom on Wednesday afternoon at the top of Boyce Road. The Road Crew has been working on improving the top of Boyce Road and will soon begin work on a parking area for the Boyce Hill Town Forest.
- JB will meet with Stuart to review the work completed on Randell Road to close out the grant for the project.
- Jared asked JB to stay online for the Executive Session.

At 5:42 p.m. Chuck moved to enter Executive Session. Mike seconded. All in favor and the motion passed.

At 6:15 p.m. Jared moved to exit Executive Session. Mike seconded. All in favor and the motion passed.

Two formal steps will be taken.

- Jared will reach out to Dave Gavett regarding his sugaring agreements with the Town of Waitsfield.
- JB will explore the status of permitting on the Wheeler land as it impacts the Town-owned parcel off Bassett Hill.

The SB briefly discussed that the fund balance generated by the auditors was much larger than the Town anticipated. The SB would like this matter on the agenda for the next meeting.

At 6:21 p.m. Chuck made a motion to adjourn the SB meeting. Mike seconded, no further discussion, all in favor, motion approved.

The next SB meeting is **June 9, 2020 at 5:00 p.m.** via ZOOM Teleconference. JB will set up the call for the SB meeting.

Respectfully submitted,

Lisa O. Koitzsch

Approved: Jared Cadwell