

VILLAGE OF LYNDONVILLE
TRUSTEES MINUTES
August 23, 2021
In Person & VIA ZOOM
5:30 PM

Trustees

Chris Hunter
Sarah Whittemore
Doug Conly
Susan Mills

Press

Paul Hayes

Public Officials

Justin Smith

Public

Steve Gray

1. Susan Mills called the meeting to order at 5:30 PM.
2. Adjustments to the Agenda: Justin Smith stated that there were no adjustments to the agenda.
3. Sign the Orders: Orders for weeks 30-33 were signed.
4. Tree Removal Discussion: The Municipal Administrator, Justin Smith explained a request from Ron Barrett asking for the Village to share the cost of removing a large tree from the front lawn of his property located at 818 Broad Street. Mr. Smith explained the location of the tree as being well out-side the right of way for the Village. He noted that there were two additional factors involved, the Village only maintains to the north side of the railroad tracks the Vermont Agency of Transportation maintains the highway south of the tracks, except for a short distance just south of the tracks. The Public Works Supervisor, Joe Dauphin has indicated that the Village is not allowed to work on the road within 25 feet of either side of the railroad tracks as that is the railroad's jurisdiction. With these pieces of information and the knowledge that the tree is not in the highway right of way, Mr. Smith stated it would be a liability issue for the Village to assist in doing the work, and since it is not within our right of way it would break away from previous precedent for these situations to help pay for the removal. Mr. Smith cited a recent request on Charles Street where a request was made to pay for the removal of a tree. Due to the tree not being located within the Village Right of Way, the Village declined the request. Sue Mills made a motion to approve the request to assume ½ the expense of the tree removal costs. Doug Conly seconded, and the motion failed 0-4.
5. Set the Village Tax Rate: Chris Hunter made a motion to set the Village General Fund Tax Rate for 2021 at \$.8847. Sue Mills seconded, and the motion carried 4-0.
6. Lyndonville Electric General Manager Search Discussion: Sue Mills began the discussion by mentioning that she had discussed with the Municipal Administrator the plan to include this topic on the agenda every meeting moving forward until there was a lull in activities between when the job is announced and when the applications are due. Ms. Mills felt that the Trustees needed to discuss the Lyndonville Electric Department General Manager job description, which Bill Humphrey had provided to the Trustees for their review. Doug Conly began by offering that he felt the job description needed to be informative and concise. He noted that nineteen essential job functions were listed and that it really needed to be trimmed to nine or ten. Sue Mills noted that she felt the job description covered both the Financial Manager's and the Superintendent's responsibilities in addition to those of the General Manager's position and that the focus needed to be narrowed to the job responsibilities of the General Manager. Justin Smith stated that his biggest concern was the likelihood of getting applicant's if the current job description were used as he felt it would scare off potential candidates. He felt that the description clearly covered that the General Manager was responsible for overseeing the department heads, he agreed with Sue Mills that several of the bullets were responsibilities of the various department heads. Sue Mills said that after listening to the

VPPSA presentation at the last meeting, she felt the job description needed to include skills like being a forward-thinking person.

The Trustees developed a TO DO List for the next meeting. Doug Conly felt the job description needed to be given back to Bill Humphrey with the Board's suggestions, and in the meantime a job advertisement needed to be composed. Sue Mills requested that the Justin Smith send the Trustees the previous advertisement, and she agreed to sit down with Bill Humphrey and go over the suggested changes to the job description. For the next meeting the Board will go over the job advertisement and lay out the timeline for running the advertisement and where it will be posted/advertised. Additionally, the Board will discuss the deadline for applications to be accepted, when the interview process will begin, and establish a potential starting date.

7. Other:

A. Steve Gray mentioned the residents of the Darling Inn had stated the cigarette canisters (Buttlers) at the Darling Inn were full again.

Having no other business, the meeting was adjourned at 6:01 PM.