**Trustee Meeting 5/18/2023**

 **Present All Trustees, Mary Schike, Jeff Morin and Shannon Young**

**Called to order 4PM**

**\*Approve Agenda:** Motion made by Jean W to approve Mike T. Seconded all in favor

**\*Review and Approve minutes from May 4, 2023 -** correct under financials to say Trustees instead of Selectboard. Jean made motion for amendment Mike Seconded all in favor.

**\*Correspondence** - Insurance inspection approx., June 5th

**\*Water /Sewer** - establish job description for the Water Operator assistant, There is a to do list of jobs needing to be done. Jeff wanted to ensure that a photo of the three sheets get sent to him on Wednesday and Thursday. In the future all info is going to be mandated to be updated online. Trustees are going to create a job description to include other duties as deemed by the Water Operator.

Time sheet must also conform to excel spread sheet as done by water operator.

Mike will touch base with Jeff for Job Description next week.

Tuesday the manhole was repaired, behind the red house next to gun store. This was done by Joe Dauphin.

Delinquent water payers will be getting a disconnect notice on the bill going out with no exceptions.

Future Agenda will be to look at water rates and look at policies to address Water & Sewer billing.

 Discussed making a master key box in the office.

**\*Financials** – Cd’s should be allowed to roll over and decide at a later date August 1st meeting Mike made a motion jean Seconded it all,

I do need to move more $ to WGSB Sweep Account.

 Discuss Capital Expense plan- Tabled for future meeting.

Adopt procedure for Warrant Approval by Email Warrants would be emailed to each trustee and approval would be needed. And then upon approval checks could be distributed. Jean Welch Made the motion Mike Seconded and all were in favor.

**\*Highway** – 4th of July Parade – permits need to get done. June has the folder and Chip will ask her for assistance. Fire dept takes care of Traffic control before and after.

Putting Flags up on Memorial day was discussed Jean will put up flags this memorial day and we will determine who can do it in the future.

Bill for soil from CHIEF for Fire Dept. damage was discussed Mary needs to know who was responsible for it. Trustees said the village would pay this time. Mike felt this time it would be paid by Village. Jean Seconded all in favor.

Shannon discussed meeting with the States Rita and Jason, Culvert, and storm damage. We can do this work it has been approved to be done. Trustees would like to meet with Rita Seto.

Meeting with Jason on Schaeffer Hill caving, He and Rita are going to discuss the situation and bring out a state engineer. Shannon is to take measurements 1x a month to chart road movement.

Another Vermont person is going to come look at Bible Hill Chip would like to be part of it.

Shannon has a second garage door quote and is waiting for 1 more.

Bob Beaulieu is working on Tullar Hill Quote.

Shannon met with Stacey re Tullar road there is no way to put a culvert and manhole, but they would like to chisel away some of the edge.

**\*Public Comment/Other Business –** Playground installation is Saturday

**Future Agenda: CD rolling over Sept 5 remember in August.**

**Expected executive session for purposes of contract discussion was tabled. Chip is going to sit down with Shannon and discuss what changes need to be changed or modified to the Highway Contract. Jean and Michael said that would be fine.**

**Adjourn Regular meeting 5:10 pm**