

Special Select Board Meeting

Mount Holly Town Office
50 School St
Mount Holly, VT 05758

January 6, 2025

4:00 pm

MINUTES

Attendance: Mark Turco (Chair), Jeff Chase, Diana Garrow, Elizabeth Karle, David Johnson, Caitlin Boyle, Carol A. Garrow Woolley, Clinton Wooley.

1. **Call to Order** at 4:01 pm.
2. **End-of-Year Financial / Audit Items**
 - a. **Sign Insurance Confirmation for Auditor.** Town Treasurer Elizabeth Karle noted that the auditor will need a signed confirmation of the Town's insurance policies, and any pending legal cases, as part of its audit of Town financials. The Clerk provided the draft letters; Mr. Turco signed.
 - b. **Discuss Treasurer Request for Shifting Duties and Asst. Treasurer Pay Rate of \$25-\$30/hr.** Ms. Karle noted that she has taken a full-time position outside of her elected role as Town Treasurer but is hoping to continue to remain in, and fulfill the obligations of, the Town Treasurer position. In order to proceed in this capacity, she would assign more of the day to day duties to an Assistant Treasurer. An outline of the anticipated duties was provided, and it was noted it is similar to a bookkeeper position. Ms. Karle noted the Select Board has set the current Asst. Treasurer rate at \$15/hour, which she does not believe sufficient for the duties. She also noted the minimum wage in VT is now \$14.01/hour. The Treasurer is requesting to raise the Asst. Treasurer rate to \$25-\$30/hour pending experience level of a candidate. Ms. Karle suggests funds for this pay increase be from funds currently assigned to the Treasurer's pay. She noted that the Treasurer remains responsible for all work products of an Assistant. She also noted that it may be difficult to fill the role, but is much more likely at the requested rate of pay. The Select Board discussed the changes and the possibility of shifting the Town Treasurer role to an appointed rather than elected position. The Board asked the Clerk to consult with VLCT's Legal Inquiry service to determine the legal requirements and procedures for shifting the Treasurer position to an appointed role, and to hiring an appointed Treasurer and/or Assistant Treasurer. The Clerk will seek legal counsel prior to the next regular meeting.
 - c. **Confirm Town Employee 2025 Pay Raises.** The Board discussed the possibility of a pay raise for its newest highway employee. Given that this item required discussion of employee evaluation and rates of pay, the Board determined that it would go into Executive Session at the end of the meeting to discuss the decision.
 - d. **Approve Final Records Force Invoice (Adjusted).** The Board discussed an outstanding bill with the Town's records-digitization vendor. Mr. Chase made a motion to pay the outstanding bill with the adjustments and concessions offered by the vendor; Mark Turco seconded; unanimously approved.

3. **Confirm Select Board Attendance at Mediation in Re: Susco v. Hooker et al (Jan 23 at 10 am).**
The Select Board determined that Mr. Turco and former Town Treasurer David Johnson will join the mediation remotely with the Town's counsel.
4. **Town Budget Workshop.** The Board reviewed the FY26 Town Budget on a line-by-line basis, and made adjustments within the budget worksheet, which can be found attached to these minutes. The Board will await budget details from the Fire Department following its next meeting to complete that portion of the Town budget.
5. **Executive Session (1 V.S.A. § 313)(3)** At 6:31 pm, Mr. Turco made a motion to go into Executive Session to discuss employee evaluation and rate of pay; Ms. Garrow seconded; unanimously agreed. The board returned to regular session at 6:39 pm. It determined that it would offer a pay raise to its newest employee effective next pay cycle, with an additional pay raise to be offered effective July 1, 2026.
6. **Adjourned** at 6:42 pm.