

**Town of Shaftsbury
Selectboard Meeting
5:30PM Executive Session
6:00PM Water Board Meeting
6:30PM Selectboard
Monday, October 19, 2015
Cole Hall, 61 Buck Hill Road, Shaftsbury**

Selectboard Members Present: Tim Scoggins (Chair), Mitch Race, Art Whitman, Tony Krulikowski, Ken Harrington

TA Present: David Kiernan

Others Present: Melanie Dexter (Treasurer), Steve Washburn (Road Foreman), Barry Mayer, Mary and Norm Gronning

SUBJECT TO APPROVAL

5:30PM Executive Session: Planning Commission Appointments

6:00PM Water Board Meeting

6:30PM Regular Meeting

1. Call to Order

Tim Scoggins (Chair) called the meeting to order at 6:37PM

2. Conflict of Interest Statement

NONE

3. Approval of Minutes

Motion: Tim Scoggins moved to approve the minutes from the Regular Meeting on October 5, 2015. Art Whitman seconded.

4-0-1 Motion approved.

4. Warrants

Motion: Tim Scoggins moved to approve Warrant #11 \$46,132.96. Mitch Race asked for details on the rental of the triple axle trailer and David Kiernan clarified that it was used to haul material from Hoosick while the Shaftsbury road crew worked on Shaftsbury Hollow Road. Ken Harrington then seconded.

5-0-0 Motion approved.

Motion: Tim Scoggins moved to approve Retirement Warrant #12 \$6,852.61. Mitch Race seconded.

5-0-0 Motion approved.

Motion: Tim Scoggins moved to approve Retirement Warrant #12 \$125.18. Mitch Race seconded.

5-0-0 Motion approved.

Motion: Tim Scoggins moved to approve Payroll Warrant #8 \$16,639.72. Mitch Race seconded.

5-0-0 Motion approved.

5. Announcements

NONE

6. Public Comments

NONE

7. Treasurer's Report – Melanie Dexter

Melanie Dexter presented a Report with a comparison between last year's revenue/expenditures versus budget as of the end of October 2014 and current figures (mid October 2015). Expenditures were nearly the same on both reports.

Ms. Dexter then reported that the draw(s) on the Line of Credit had carried the Town through the period immediately prior to the collection of taxes and there was now approximately \$635,000.00 cash-on-hand. As of the date of the meeting, approximately \$615,000.00 of the tax revenue had been deposited into the Town's account.

Ms. Dexter further reported to the Selectboard that the numbers for last year's budget had been finalized. The Town had budgeted for \$120,000.00 to be drawn on general fund and \$32,500.00 was used, leaving the Town approximately \$88,000.00 under budget.

8. Planning Commission Member Announcements

The Selectboard met in Executive Session at 5:30PM to review the letters of support and objection received in reference to the pending appointments to the Planning Commission. Four candidates had applied for two available slots on the Commission. After a "frank and spirited discussion", the Selectboard selected Brie dell Rocca and David Mance to serve on the Planning Commission.

Mitch Race thanked all of those who applied for the position on the Commission.

9. Road Foreman Report

Steve Washburn began his report by stating that the grading is a bit behind schedule with the removal of the autumn leaves adding to the work required. The paving of East Road and the re-fabricing of the entrance of Shaftsbury Hollow Road have been completed. Tim Scoggins inquired as to how much fabric had been laid on Shaftsbury Hollow Road and Mr. Washburn estimated that 1,400 feet had been laid, hopefully making travel in the spring easier. Mr. Washburn said that the road crew had also hoped to work on Ehrich Road but weather may not allow for the project to be completed before winter.

Art Whitman then informed the Selectboard that it had come to his attention that the Village of North Bennington has a mower that will mount to the end of an excavator that is currently not being used (as North Bennington does not own an excavator). Steve Washburn indicated that he had inspected the mower attachment and it looks to be in good shape. Mr. Washburn needs to look into changing how it would attach to the coupler and also look into whether or not the excavator has enough volume. Mr. Washburn confirmed that this mower attachment would do the same job as the John Deere tractor now on-hand for “pushing back” tough-to-reach areas. David Kiernan asked Mr. Washburn if the Town would need to enter into an agreement with North Bennington (for mowing) or if the Town would be able to purchase the mower attachment outright. Mr. Washburn said North Bennington was willing to sell the attachment to the Town of Shaftsbury.

Art Whitman, David Kiernan and Tim Scoggins all commented that the contractor used to do the regular mowing this year had done a good job and public comments on the mowing were positive.

Tim Scoggins inquired about setting up the meeting with the resident on Blueberry Hill who has a berm and wire fence that is likely impeding drainage from the roadway. David Kiernan said the resident was available to meet on Friday, October 23, 2015. Mitch Race brought up the idea of doing an engineer study on the drainage but it was agreed that a meeting with the resident should take place prior to forming a plan. A brief discussion followed about who would like to be in attendance for this meeting and it was determined that if more than three (3) Selectboard members were present, it would constitute a quorum and the meeting would need to be warned. David Kiernan said he would warn the Friday, October 23, 2015 meeting.

David Kiernan then brought up the purchase of sand for the winter. Mr. Kiernan said that the Town would need to purchase 2,500 tons of sand and 2,500 tons of the 3/8” stone from Peckham to be mixed with salt to prevent freezing. This year the Town is unable to pick up the sanding materials on demand so there is a need for space to store and mix the materials. Steve Washburn looked into storage at the landfill site but there appears not to be adequate space for the 5,000 tons. David Kiernan also presented an alternative whereby the unsalted piles could be stored at Howard Park but that presents a potential access issue. Ken Harrington proposed storage on the south end of the landfill mound, near the tire pile. David Kiernan said the crew would take another look at the landfill site.

Steve Washburn then said that Peckham did say that if the Town commits to buying the material, they would consider allowing the pile near the precast building(s).

Tim Scoggins then explained that the 3/8" stone would be used again this year in hopes of providing longer-lasting traction on the roads. Last year's stone was slightly larger than recommended and possibly lead to some washboarding on the back roads.

Barry Mayer, a Town Line Road resident, asked Mr. Washburn if the road crew ever digs up the road to loosen it and then pack it back down to smooth out the potholes. Steve Washburn confirmed that the Town did dig up to 6 inches on the roads from time to time.

Tim Scoggins segued to the Town's need for additional road material to maintain good driving surfaces. David Kiernan informed the Selectboard that Richmond VT currently covers all of their gravel roads every seven (7) years with four (4) inches of new material. Mitch Race inquired if Richmond was comparable in terms of mileage of dirt roads compared to Shaftsbury and David Kiernan said that it was not but he was looking at new ideas for maintaining the roads and trying to make them realistic for the Town. Mr. Kiernan said that the goal was maintenance of good roads rather than allowing the roads to deteriorate to a state requiring intensive rehabilitation.

10. Audit Committee on Community Appropriation Requests

David Kiernan presented the Selectboard with handouts from the Audit Committee requesting information from community programs regarding appropriations for the next budget year. These handouts are virtually the same as last year's requests.

Tim Scoggins reminded the Selectboard that there had been questions raised in the past regarding how to deal with community appropriations but it was ultimately decided that there was no reason to change procedure.

Art Whitman and Tim Scoggins then clarified that the community appropriations were to be voted on separately, following the vote on the budget at Town Meeting.

11. GIS Maintenance Agreement Renewal

David Kiernan informed the Selectboard that the company overseeing the maintenance of the GIS mapping system for the Shaftsbury Listers required a signed document from the Selectboard to continue service for the year. The cost for the maintenance is approximately \$1,800.00 per year.

Mitch Race inquired if the service was related to the generation of maps or sales reports. Tim Scoggins then read a summary of the services provided according to the documentation sent to the Selectboard and it was determined that this Agreement pertained to the rental of software and accompanying technical support for the Listers.

Motion: Tim Scoggins moved to sign off on approval for continued maintenance on the GIS system. Art Whitman seconded.
5-0-0 Motion approved.

12. Road Name Change – Sawmill Road to East Mountain Road

David Kiernan asked the Selectboard to move to change the name of Sawmill Road to East Mountain Road so that the E-911 address may be formally changed. There were no objections from the residents of the road, after receipt of two certified letters and an opportunity to comment at two public meetings.

Motion: Tim Scoggins moved that the name of Sawmill Road be changed to East Mountain Road. Mitch Race seconded.
5-0-0 Motion approved.

13. Agreement for Use of Surplus Property – Fire Dept

Tim Scoggins informed the Selectboard that the Town has received a collapsible water tank from the State of Vermont to be used in the event of a forest fire. David Kiernan presented an agreement to be signed by the Selectboard stating that the Town would provide insurance coverage on the tank, valued at \$7,000.00.

The tank is currently at the Old Depot firehouse where Gerry Mattison is working on improvements to its pump. David Kiernan informed the Selectboard that if the pump is not operational, the Town will send it back.

Mitch Race pointed out a clause in the agreement referring to the State's ability to review Town records but it was clarified by Mr. Scoggins and Mr. Kiernan that these records pertained only to the water tank.

Motion: Tim Scoggins moved to approve and sign the agreement for the collapsible water tank. Mitch Race seconded.
5-0-0 Motion approved.

14. FY17 Budget Planning

Prior to the commencement of a discussion related to the FY17 Budget, Tim Scoggins noted that a separate agenda item for the night's meeting had been created for the discussion of the Town Garage.

David Kiernan had presented members of the Selectboard with a draft budget prior to the meeting. Mr. Kiernan began his comments by saying that the next year's budget would show no increase over this year's budget. A 34% decrease in the Town's debt service ratio will allow transfers to reserve accounts in an approximate amount of \$109,000.00. The reserve accounts that will benefit will be for road materials, the Class Three fund and the paving reserve. Taxes will not be increased.

Mr. Kiernan then moved on to a discussion regarding scheduling of department heads to come in and review the budget. Mr. Kiernan offered two possibilities: scheduling time within regular Selectboard meetings so that the public can watch or scheduling special meetings. Tim Scoggins indicated that traditionally, the Selectboard had held special meetings to review the budget line-by-line. Mr. Kiernan suggested beginning discussions soon in order to spend time on readying the garage question for Town Meeting Day in March.

David Kiernan reminded the Selectboard that the budget came in about \$80,000.00 lower than projected and less was drawn on the general fund than anticipated.

It was then decided that the first special meeting regarding the budget would be on Monday, October 26, 2015 at 6:30PM. Art Whitman will not be able to attend. The next special budget meeting was then scheduled for November 9, 2015. David Kiernan indicated that he would work on a schedule with the department heads.

Finally, Mr. Kiernan informed the Selectboard that in FY18, another \$90,000.00 was coming off as debt and there would be a subsequent increase in the equipment fund. Mr. Kiernan suggested looking at a replacement schedule for fire trucks at that time and a restricting of the way money has been spent.

15. New Town Garage Discussion

Tim Scoggins began the discussion by reviewing the 2015 goals regarding the road crew and garage. The first items addressed the road crew foreman (now Steve Washburn), the reduction of the crew from six (6) to five (5) men, and the contracting of some work out to third parties.

Over the summer of 2015, the Selectboard explored garage sites and size and have “come full circle” to the landfill site. The owner of the Bernstein property is not interested in selling land to the Town at this time. Mr. Scoggins went on to say that it made sense to put the garage at the landfill site and hoped that objections raised in the past would not be an obstacle.

Tim Scoggins and Ken Harrington reported on the tour they took of the Rupert Town Garage that was essentially a prefab order from Morton. Barry Mayer asked how many bays the garage would contain. Tim Scoggins said there would be 5 total bays (4 with trucks and one for maintenance).

Tim Scoggins then presented an estimate to the Selectboard of the costs of the new garage. He estimated the structure cost to be about \$600,000.00. Miscellaneous items such as road and sitework, utilities, septic, lighting, fence and fueling would total to about \$106,000.00. A salt shed consisting of a semi-permanent structure was initially estimated at \$50,000.00 but David Kiernan adjusted that figure to about \$90,000.00 to allow for space for mixing.

Barry Mayer asked about the size of the proposed salt shed. David Kiernan said the building would be 36' x 55' x 100'. Art Whitman asked if a fence would be required and David Kiernan commented that a camera and alarm system may be more effective. Art Whitman then followed up with an inquiry regarding the fueling area as the tanks are owned by the fuel company (John Ray). A concrete slab – possibly with a roof - would still be needed for fueling.

Tim Scoggins then pointed out that payments made to the reserve fund for the garage totaled \$225,000.00, leaving approximately \$570,000.00 to be borrowed for the remainder. Mitch Race asked if it would be possible for the Town to build the access road. Ken Harrington was under the impression that we could build the road. Mitch Race asked about the longevity of the proposed building and Tim Scoggins informed the Selectboard that the building was wood with a metal skin. Heat to the building would be radiant heat.

Tim Scoggins began to discuss the location of the garage and the possibility of moving the transfer station to TAM, Inc. property and allowing TAM to manage the transfer station entirely. This would create a larger area for the placement of the garage (on the site of the existing transfer station). David Kiernan proposed placing the garage closer to the road and simply changing the access to the transfer station from North Road. This would keep the transfer station on Town property. Mitch Race raised concerns about moving the transfer station across the road to TAM, asking what would happen should TAM be sold or prices increase drastically.

A discussion than took place regarding the site originally proposed for the Town garage a couple of years ago. David Kiernan reminded the Selectboard that a Wastewater Permit already exists for the original site and the process may need to be repeated should another site be dedicated for the garage. There are also concerns about getting too close to the landfill cap so communication with the State regarding what they will allow is crucial.

Tim Scoggins suggested that the Selectboard ponder the matter and prepare to discuss and vote on a site at the next meeting.

Another brief discussion regarding funds for road materials followed. Tim Scoggins presented a plan whereby over the next few years, as the debt service ratio decreases, the Town ramp up payments to reserves, but capping those payments at around \$100,000.00. These reserves can be used for maintenance on both the gravel and paved roads, as well as needed equipment.

16. Town Administrator's Report

David Kiernan began his Administrator's report by presenting the Selectboard with two (2) changes to the Grand List: one for a property adjusted from a \$70,600.00 value to \$106,000.00 (for a building addition) and another from \$69,900.00 to \$265,300.00 (for the construction of a house). Neither building permit had made it into the system and thus, the Listsers' records had not been updated.

Mitch Race inquired if this adjustment would be retroactive. Tim Scoggins indicated that it was the Town's error and David Kiernan was not sure if this would apply to this tax year. Tim Scoggins then clarified that this would apply to the 2015 Grand List.

Motion: Tim Scoggins motioned to correct the Grand List value of 44 Lower East Road from a \$70,600.00 value to \$106,000.00. Mitch Race seconded. Prior to taking the vote, Art Whitman asked for a clarification on the increase and asked if it was legal. Tim Scoggins raised a question of fairness in adjusting the Grand List at this late date with taxes due on November 10, 2015. Tim Scoggins suggested the Selectboard not approve the motion and ask for additional information from the Listers.

0-5-0 Motion not approved.

The second property was not addressed.

David Kiernan presented an application for a new grant to Art Whitman to pass along to the Economic Development Committee to assist in developing an economic development plan.

Mr. Kiernan then informed the Selectboard that the audit process would soon begin with the firm of Sullivan & Powers. Joan Vargo would be the primary individual working on pulling together materials for the audit. The auditors are expected to review the documentation in mid-November.

David Kiernan reported on the progress of the Church Street/Route 7A sidewalk project, stating that the State had approved the radar signage and that a speed survey would likely be required. As the property is in a historic district, there will be a review period of about a month but this should not delay bidding for the project, slated for February.

Mr. Kiernan updated the Selectboard on the latest incident of the burning of garbage, which had been investigated by Fire Warden Gerry Mattison. Mr. Mattison now has the ability to issue a criminal summons and warned the resident in question that the next incident of this type of burning would result in said summons and an ordinance. David Kiernan asked for law enforcement to become involved in order to document the burning.

Tim Scoggins inquired about a proposed solar field on Buck Hill that required a Certificate of Public Good. The Selectboard determined it would collectively review the information provided regarding this project but also concluded that it could not effectively halt the project and the Certificate amount to giving the project the Town's "blessing."

17. Other Business

NONE

18. Review of Action Items

No Action Items were identified at the October 5, 2015 meeting.

The Action Items for the current meeting are as follows:

- Conversation with resident on Blueberry Hill
- Determine location of the garage
- Explore a new position for the Town, including a new Water Board assistant and some additional maintenance

Art Whitman then pointed out that a previous motion approved at the Water Board meeting earlier in the evening to allow for the publication of an advertisement seeking a part-time Water Board assistant (only) would need to be rescinded in order to move forward with expanding the job description.

Motion: Art Whitman moved to rescind a previous motion to advertise for a part-time Water Board assistant and review additional responsibilities to expand the proposed position. Mitch Race seconded.
5-0-0 Motion approved.

19. Adjournment

The Selectboard adjourned at 8:47PM.