

**MINUTES OF THE SHAFTSBURY SELECT BOARD
OCTOBER 6, 2008
COLE HALL
SHAFTSBURY, VERMONT**

Board Present: **Lon McClintock (Chairman), Cinda Morse, Bill Pennebaker, Wynn Metcalfe, Karen Mellinger**

Others Present: **Larry Johnson, Mike Gleason (Bennington Banner), Aaron Chrostowsky (Town Administrator), Susan Swasta (Recording Secretary)**

1. Call Meeting to Order:

Chairman Lon McClintock called the meeting to order at 7:00 PM.

2. Announcements:

Aaron Chrostowsky announced upcoming Hazardous Waste and Free Tire Day on October 11 from 9:00 AM to 1:00 PM. He said that 2008-2009 stickers will be required to participate.

Karen Mellinger thanked the Solid Waste Committee for their work in getting the swap shed ready. It should open by October 15. Swap shed rules will be posted at the transfer station.

3. Conflict of Interest Statement:

Chairman McClintock asked if any Board member has a conflict of interest with any topic on tonight's agenda. Chairman McClintock said that he has a business relationship with one of the bidders for Cole Hall roof repairs, so will recuse himself if bids are taken up.

4. Public Comments:

There were no public comments.

5. Village Center Designation

Cinda Morse, representing the Economic Development Committee (EDC), came forward for discussion of the Village Center Designation (VCD). She distributed maps to Board members and put a larger map on display for the audience. Ms. Morse stated that the EDC had presented an application for two Shaftsbury village centers to the state Downtown Board on September 22. Both centers were approved, with a boundary change to one

Ms. Morse explained that the purpose of the VCD program is to support revitalization of traditional, pre-existing village centers. Village centers combine residential, civic, religious, commercial, and sometimes industrial buildings in a compact and pedestrian-oriented setting. Ms. Morse described the application process, then showed the two Shaftsbury centers on maps. She stated that the EDC had originally defined the South Shaftsbury Village Center as extending north past the 7A-67 intersection to include Paulin's, the ATM, the Dailey's office building, and Moonlight Cookies. The state felt this area was not pedestrian-oriented, and moved the the boundary south to the Rte. 7A-67 intersection. The boundary continues along 67 to include the old Stanley Tools (now Bernstein Display), comes back up Church St. (including backs of properties), extends south down Main St., crosses Cleveland Ave. to include the medical center, home occupations, Harrington's, and the beauty shop, then comes back up 7A and Buck Hill to include the Country Store, school, Cole Hall, and fire house.

The Center Shaftsbury Village Center, which was approved with no boundary changes, extends from the Governor Galusha property to the north, south down 7A to the tile business. It includes the farm stand at West Mountain and Tunic Roads, Martinka's, the former West Mountain Animal

Hospital, Wynn's Landscape Design, and the front of Polymeadows Farm.

Ms. Morse explained that the VCD provides tax credit incentives to commercial properties. The credits may be sold dollar for dollar if not used for improvements. The VCD also provides an opportunity for the Town to think about long-term preservation. Ms. Morse said that the EDC will put together a brochure to circulate to businesses and to have available at Cole Hall. Chairman McClintock asked if owners of residences are eligible for tax credits. Ms. Morse replied that they are not unless they operate businesses in their homes.

6. Shaftsbury Hollow/Granger Hollow Intersection Evaluation:

Chairman McClintock stated that Jeff Mast [Bennington County Regional Commission transportation planner] could not attend tonight. He said that he has received several complaints about cars going into the ditch on Shaftsbury Hollow Road because they did not see the stop sign in time, or because of slippery conditions. The area around the intersection is wooded, and the ditch is not readily apparent.

Chairman McClintock reported that Mr. Mast looked at the intersection and recommended putting in a stop warning sign 275 feet before the intersection because there is not enough sight distance to the stop sign. Mr. Mast also recommended a two-direction arrow sign immediately across from the intersection. Mr. Metcalfe asked what Road Foreman Ron Daniels thinks about the situation. Mr. Chrostowsky replied that Mr. Daniels agrees there is a problem, and thinks it has a lot to do with speed. Mr. Daniels opposes a guard rail but would be happy with signage as a compromise to slow people down. It was established that there is a speed limit sign there, that brush does not impede visibility, and that reflective signs will be used.

Mr. Metcalfe made motion to put in a stop warning sign and a two-direction arrow sign at the sites specified for the Shaftsbury Hollow/Granger Hollow Roads intersection. Ms. Mellinger seconded.

Mr. Pennebaker asked about cost. Mr. Chrostowsky said he will speak to Mr. Daniels about it. Chairman McClintock said it would be \$35-\$50 per sign.

Chairman McClintock called the question. Motion to approve signs carried 5-0-0.

Mr. Metcalfe asked if Maple Hill signage has been done, and Chairman McClintock replied that it has. Ms. Morse reported that there are three or four sign bases with no signs on Rollin Road, and these pose a safety issue for roadside mowing.

7. Photocopier Proposal:

Mr. Chrostowsky reported on a Toshiba color copier system that would permit networked scanning and printing. He said that advantages would be that it would save money, that it would mean everyone would not have to have a printer, and that it would replace a copier that is poorly functioning and often out of service. Mr. Chrostowsky said that the current copier is eight years old and needs to be replaced, and that Central Business Equipment and the Toshiba system are highly recommended.

There was discussion of Town photocopier usage, of whether color printing is needed, and whether people having to go up and down stairs would be a problem. Chairman McClintock said there is a benefit to a network printer because documents can be sent to other offices via email, saving on paper and toner costs, and giving the ability for an electronic filing system. He said that people could keep their own printers and use the downstairs system to email copies. Select Board weekly packets could be scanned and emailed. After further discussion it was agreed that Mr. Chrostowsky will get more information and report back at the next meeting.

8. Budget Status Report:

Chairman McClintock asked about the amount currently in the checking account, and Mr. Chrostowsky explained where funds had come from. Ms. Morse asked about the \$21,170 due from other funds, and Mr. Chrostowsky went over the various amounts. Ms. Morse asked why the \$7,000 from the Howard Park Fund is not in the General Fund, since they know it is not available. Chairman McClintock said they will carry it as a negative for the time being. Ms. Morse asked if cash on hand will get them through October and the collection of taxes, and Mr. Chrostowsky replied that it will.

There was discussion of how the budget deficit reduction and current budget adjustment are shown in the budget. Ms. Morse asked if they are on track with spending, once upfront spending is spread out over the year, and Mr. Chrostowsky replied that they are, and that 25% of the budget has been spent. Mr. Pennebaker said that they need to have a better handle on what normal expenditures are for a specific time of year. Ms. Morse agreed, saying that they need a cash flow projection for the year. Mr. Chrostowsky will discuss this with Treasurer Henri Billow and with [Vermont League of Cities and Towns (VLCT) budget consultant] Bill Hall.

Chairman McClintock asked about purchase of sand and salt, and Mr. Chrostowsky replied that prices are locked in. Ms. Mellinger asked Mr. Chrostowsky to talk with Clean Harbors about not accepting batteries or other nonhazardous items on Hazardous Waste Day, since the Town must pay disposal costs.

Chairman McClintock said that they still need to discuss the chloride issue from the last meeting. Ms. Mellinger asked if there is any point in putting chloride down this late in the season. Chairman McClintock said he will discuss it with Mr. Daniels, and that the issue is what are the best conditions for putting chloride down.

Ms. Morse said she will keep lobbying for more analytical information on the budget, such as information on cash flow, on when big bills are outstanding, on whether areas are over budget or under budget. Mr. Pennebaker noted that it may be difficult to get a tax anticipation note this year. Mr. Chrostowsky said he had talked to the bank. Chairman McClintock said the situation is evolving moment to moment, and he will need to contact them again next week.

9. Review and Approve Minutes:

September 30, 2008 Select Board minutes

Ms. Morse made motion to approve September 30, 2008 minutes. Ms. Mellinger seconded.

The following corrections to the September 30, 2008 minutes were requested:

On page 3, Item 8 (Current Budget Adjustment Plan), third paragraph, first four sentences are changed to:

Chief Vadakin reported that he had just found out today that they have to replace a pump on an eight-year-old truck, at a cost of \$10,000. In addition, the engine of one of the other trucks began to smoke yesterday, and will probably need a new head gasket, which will be a major repair. He hopes it is under warranty. There is only \$8,000 in the equipment fund, so they will have to come up with \$2,000 from somewhere else.

On page 3 and 4, Item 8 (Current Budget Adjustment Plan), last two paragraphs, it should be noted that all references to various funds actually refer to budget line items.

On page 6, Item 12 (Other Business), first paragraph, last sentence is changed to:

This would be used for road drainage work along White Creek Road.

Motion to approve September 30, 2008 minutes as amended carried 5-0-0.

10. Review and Approve Meeting Warrants:

The following warrants were presented for approval:

General Warrant AP#13-2: \$ 4,000.00 (cemetery grounds keeping)

Ms. Morse made motion to pay AP Warrant #13-2. Mr. Pennebaker seconded. Motion carried 5-0-0.

Ms. Mellinger thanked Jay Coonradt for doing a good job at the cemetery.

General Warrant AP#13: \$ 6,393.78 (insurance, toner, computer software support contract)

Ms. Morse made motion to pay AP Warrant #13. Ms. Mellinger seconded. Motion carried 5-0-0.

Payroll Warrant PR#14: \$ 6,847.29

Ms. Morse made motion to pay PR Warrant #14. Ms. Mellinger seconded. Motion carried 5-0-0.

11. Town Administrator Update:

Mr. Chrostowsky asked Ms. Morse for clarification of changes she wants in the budget report form, and she explained.

12. Other Business:

Chairman McClintock asked if all the roof bids for Cole Hall are in. Mr. Chrostowsky said he is waiting for a third bid to come in. Ms. Mellinger and Mr. Pennebaker expressed concern about waiting two weeks until the next meeting this late in the season. Mr. Chrostowsky will call the third contractor tomorrow and circulate bids by email. Chairman McClintock said they will have a special meeting if necessary.

Ms. Mellinger stated that the Recreation Committee would like to have a community garden at Howard Park. A local farmer would be glad to brush hog the area and turn it over. This requires Select Board approval. There was discussion of the size of the area and of soil quality. Ms. Mellinger said that the farmer would provide manure.

Ms. Morse made motion to approve a community garden at Howard Park. Mr. Pennebaker seconded.

Chairman McClintock recommended that they start small.

Motion carried 5-0-0.

Ms. Mellinger asked if there would be any value in getting together with the school board to talk about taxes and what the school expects in the future. Chairman McClintock said that the North Bennington school board should be included. All agreed that this is a good idea. Ms. Mellinger will contact school board chairs.

Ms. Morse asked about the BCRC flyer on winter emergency planning. Mr. Chrostowsky said that Jerry Mattison will attend the planning session for the Town. Ms. Morse said she has information from the Agency of Human services on soup kitchens, food banks, and other resources. Mr. Chrostowsky will post it on the Town web site.

Chairman McClintock stated that absentee ballots are being mailed out. They are available to anyone who needs them. People can contact any Board members if they can't get to Cole Hall.

Larry Johnson asked about the status of fire truck repairs, Chairman McClintock replied that the \$2000 engine repair is under warranty. The issue with the pump is still being evaluated.

The next Select Board meeting will be Monday, October 20.

Ms. Morse made motion to go into Executive Session (Personnel). Ms. Mellinger seconded. Motion carried 5-0-0.

The meeting went into Executive Session at 8:45 PM.

The meeting adjourned at 10 PM.

**Respectfully Submitted,
Susan Swasta**