

**Town of Shaftsbury
Selectboard Special Meeting
5:00 PM
Monday, December 1, 2014
Cole Hall, 61 Buck Hill Road, Shaftsbury**

Selectboard Members

Present: Tim Scoggins (Chair), Mitch Race, Ken Harrington, Tony Krulikowski,
Art Whitman
Absent: None
TA Present: David Kiernan
Others Present: Judy Stratton, Joe Vadakin, Tom Huncharek, Diana Mayer,
Ken Coonradt

5:00PM Special Meeting

Budget Discussions with Department Heads

1. Judy Stratton, Town Clerk

- a. For the past year and a half to two years, Judy has been converting the database (on property information) from Microsoft to NEMRC. By next summer, a terminal will be available in the office for research by name or Parcel ID.
- b. Judy is going to get a program to search minutes for issues by keywords. This would be used for the Select Board, the DRB, and the Planning Board.

There may be six or seven years of minutes on file.

A former Selectboard member had a program that he recommended.

Tim Scoggins noted that programs that search for text in files only work for text/Word files. PDF files or image files from scans are not searchable this way. If original text files cannot be found, it is much hard to convert scanned images to text using optical character recognition (OCR) because OCR software makes mistakes and requires careful proofreading.

- c. A few years ago, the Selectboard voted for a \$7 surcharge on a dog registration. This is to go for a Rabies Control Program. There is a Rabies Clinic that does not cost the Town money.

Art Whitman stated that Paul Jepson received money from the state when a dog killed his lambs. Does this continue? David Kiernan will look into.

Judy suggested reducing the surcharge. Tim Scoggins said they should consider eliminating it entirely.

2. Joe Vadakin, Fire Chief

There are loans outstanding for the Air Pacs.

This year's budget is close to last year's budget.

The department requests \$18,000 in the equipment fund.

a. Air Pump for Vehicle Accidents

Bennington Rescue Squad no longer performs extrication for motor vehicle accidents in Shaftsbury. Twelve years ago, the Town bought a truck for this. The Department would like to upgrade the air pump. In a multi-vehicle accident, two pumps are needed.

The Department currently responds to more vehicle accidents than fires.

Tools are sometimes damaged or broken when rescuing passengers from vehicles.

There is an ordinance that allows the Department to request reimbursement from insurance companies to pay for car accidents. In Vermont, insurance companies do not have to pay for car accidents.

Over time, the tools have been upgrade, but now the pump needs upgrading.

Six years ago, The Department received a \$40,000 grant for gear for the firefighters. Some gear needs to be replaced.

The Town has a reimbursement fund.

The Department charges vehicle owners and the checks are sent to the Town and it is the Town's money, not the Department's money.

b. Re-siding Station 2

Station 2 on Old Depot Road needs to be re-sided. The Department is asking for materials and they will do the labor. This will be insulated vinyl siding. Materials are estimated to cost \$4,000.

3. Tom Huncharek, Head of the Development Review Board

The DRB budget will be largely constant. The Recording Clerk wages have been zeroed out, since the Zoning Administrator will be writing the minutes for the meetings.

4. Diana "Deni" Mayer, Head of the Listers

The budget will stay the same as last year.

The cost of \$5,900 for tax maps will be taken from the Reappraisal Fund.

Jim Boyle's expenses for next year will also be about the same as the budget for this year.

5. Ken Coonradt, Cemetery Superintendent

There are 17 cemeteries in Shaftsbury, of which 4 are actual working cemeteries: Village, Center, Waite, and Maple Hill.

There have been no recent burials at Little Rhode Island Cemetery (on Old Depot Road). Shaftsbury Hollow Cemetery has 60 burials. The last burial was in the 1950s.

There is no mandate to maintain cemeteries that are on private property.

There are (eleven private cemeteries) of these, two private cemeteries are in the Hollow: One has 11 burials, the other has 7 burials.

Special meeting adjourned at 6:05 PM.

Selectboard went into Executive Session for a real estate transaction and returned at 6:30 to begin the regular meeting.

**Town of Shaftsbury
Selectboard Regular Meeting
6:30 PM
Monday, December 1, 2014
Cole Hall, 61 Buck Hill Road, Shaftsbury**

Selectboard Members

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

Absent: None

TA Present: David Kiernan

Others Present: Bill Fisk, Terry Stacy, Michele Stacy, Stanley Williams, Carol Williams

6:30PM Regular Meeting

1. Call to Order

Tim Scoggins (Chair) called the meeting to order at 6:35 PM.

David Kiernan asked for a change in order: moving Road Foreman's Report before the Treasurer's Report.

2. Approval of Warrants

Motion: Tim Scoggins moved to approve check warrant #12 in the amount of \$364,925.94, of which \$340,000 is to pay back short-term loan. Mitch Race 2nds. 5-0-0. Motion passes.

Motion: Tim Scoggins moved to approve retirement warrant #11 for \$129.87. Mitch Race 2nds. 5-0-0. Motion passes.

Motion: Tim Scoggins moved to approve payroll warrant #11 for \$17,789.95. Mitch Race 2nds. 5-0-0. Motion passes.

3. Conflict of Interest Statement

None.

4. Approval of Minutes

Mitch Race stated that in #10, the deal was to be a land swap and no money changed hands.

Motion: Tim Scoggins moved to approve the minutes from the November 17, 2014 meeting as edited by Tim Scoggins and amended here. Mitch Race 2nds. 5-0-0. Motion passes.

5. Announcements

Tree lighting by the Norshaft Lions Club at Cole Hall on Sunday, December 7th at 4 PM.

Residents have been complaining of speeding and texting while driving in the 25-mph zone on Route 7A. Police presence will be added. (This was noted during Treasurer's Report.)

6. Public Comments

Stanley Williams and his wife Carol asked questions about a recent Development Review Board meeting they attended.

Mr. Williams asked what a board member's role is after he or she recuses him/herself.

Tim Scoggins explained that if there is a conflict of interest, a member is recused. They cease to be a Board member while the item is being discussed.

Mitch Race explained that a Board member can recuse himself and step across the table and become a citizen. As a citizen, he can give testimony.

Two members of the Development Review Board are professionals who have businesses in the Town and sometimes cross the table to speak as a professional and/or on behalf of a client.

7. **Road Foreman's Report**

First snowstorm of the year went well.

The new bucket loader arrived and works well. Looks and sounds better than expected.

A VOSHA inspection will occur tomorrow (December 2) from 9 AM to 12 PM.

The new truck should arrive in 2 weeks.

8. **Treasurer's Report**

Bill Fisk distributed two sets of reports: the final results for the last fiscal year and the 12-month operating sheet at June 30 showing fund balance at the end of the year of \$364,000. Assets are principally cash at end of year.

\$96,000 in delinquent taxes shown on June 30th is now down to \$56,000.

Tim Scoggins explained that a goal is to reduce to \$270,000 year-end fund balance from \$364,000.

Budget revenue is doing well. We are on track.

Total public safety is 30% of budget, which is reasonable.

No appropriations have been funded yet.

No transfers to reserves have been made yet.

\$806,000 ahead at this time.

More revenue is being received from Police Activity.

There is no specific funding for Class 3 roads. Kiernan recommends asking voters to create a special projects fund for repair of Class 3 roads and funding it for major road projects. Creating a fund will dedicate funds for major road repairs and alleviate accounting confusion. Budgeting for major repairs can be problematic with the fiscal year boundary (June 30) falling in the middle of the construction season.

Class 2 roads are eligible for yearly grants, but Class 3 roads are not.

David Kiernan will print a new updated version of the budget sheet for the Board.

9. **Town Service Officer Appointment**

In a recent review of town appointments, there was no town service officer listed.

It is a statutory requirement to have a town service officer.

David Kiernan will post the position to the website to see if there is anyone interested.

Another option is combine the position with other Towns. David Kieran will call neighboring towns to see if there is any interest.

There is no stipend available now. The Selectboard will consider a stipend.

10. **Town Administrator's Report**

a. **Update on Roads**

1. **Pallet for Road Sealant Cost**

The cost of one pallet is \$2800.

2. **Obligation of Mowing Landfill**

The landfill only needs to be mowed once a year.

11. **Efficiency Vermont Incentive Agreement**

This is to replace LED street lights to efficiency lighting. Estimated cost will be \$6,800 of which Efficiency Vermont will give us \$6,700.

Motion: Mitch Race made a motion to accept the Efficiency Vermont's incentive agreement (Project # 6012-Y818) Tim Scoggins 2nds. 5-0-0. Motion passes.

12. **CAI Technology Contract 2015**

Tim Scoggins signed the document to allow GIS data on the internet for the Town of Shaftsbury.

\$1800 was in a warrant signed earlier this meeting.

13. **Lease Renewal for Buck Hill Road Property**

The town attorney Rob Woolmington recommends adding language to the lease stating that the lease expires when the property is sold but may be renewed by the new owner.

Motion: Art Whitman made a motion to renew the lease for 10 years for \$300/year. Mitch Race 2nds. 5-0-0. Motion passes.

14. **Grand List Errors and Omissions**

The Board revisited the issue of the Grand List Errors and Omissions for the Mance property (PIO 082001) as discussed in the November 17th meeting.

The valuation of the property has not changed. There were adjustments in how the valuation is allocated for state taxes that were corrected.

Motion: Tim Scoggins moved to approve Grand List Errors and Omissions for the Mance property that does not change the tax value for the Town of Shaftsbury. Tony Krulikowski 2nds. 5-0-0. Motion passes.

15. **Other Business**

The Town received a \$10,000 matching grant for Howard Park.

There will be a reception for grant recipients on December 16th with the Governor. David Kiernan recommended that Deena Ruege and Helen Olney of the Recreation Committee be asked to represent the town at this event.

16. **Review of Action Items**

- Board will further discuss the rabies surcharge for dogs.
- Board will discuss buying a 2nd Fire Pump Tool and materials to side Firehouse #2 (about a \$4,000 cost)
- David Kiernan will look into Town Service Officer

17. **Adjournment**

Motion: Tim Scoggins moves to adjourn the meeting at 8:05 PM. Ken Harrington 2nds. 5-0-0. Motion passes.

Submitted by Jennifer McGean, Recording Clerk

Next meeting: Monday, December 8, 2014 (a Special Budget meeting)

Next regular Selectboard meeting: Monday, December 15, 2014