

SHAFTSBURY SELECTBOARD  
SPECIAL MEETING  
MARCH 9, 2011  
MINUTES

ATTENDING: **Board Members present:** Lon McClintock, Karen Mellinger, Bill Pennebaker, Craig Bruder, Carl Korman (via teleconference); Town Officials: Margy Becker, Town Administrator;

**1. Call to Order**

Chairman McClintock called the meeting to order at 7:05pm.

**2. Organizational Meeting & Election of Officers**

**Bill Pennebaker nominated Lon McClintock for position of chairperson. Karen Mellinger seconded. Board voted 3-0-1 in favor of the nomination with Lon McClintock abstaining.**

**Bill Pennebaker nominated Karen Mellinger for the position of vice-chair. Lon McClintock seconded. Craig Bruder nominated Bill Pennebaker for vice-chair. Karen Mellinger seconded. Bill Pennebaker declined the nomination. The Board voted 3-0-1 in favor of Karen Mellinger with Karen Mellinger abstaining.**

**3. Selectboard Rules of Procedure**

Chair McClintock read the Selectboard Agreement and discussed procedures. The Board decided to replace the term Vice-Chair with acting Chair under item 1c and 1d. Roberts Rules and the Selectboard rules will be posted. Margy Becker asked that liaison rules be clarified and included in the general guide line in the selectboard rules of procedure. The Board discussed item 1f concerning the appointment of a secretary.

**Craig Bruder nominated Margy Becker for the position of Secretary. Karen Mellinger seconded. Motion carried unanimously. Karen Mellinger made the motion that the Bennington Banner be the paper of record. Bill Pennebaker seconded. Motion carried unanimously. Craig Bruder made the motion to accept the posting locations for the Board agenda. Karen Mellinger seconded. Motion carried unanimously.**

**4. Liaison Assignments**

Lon McClintock liaison duties include: Highway, Town Administrator, Attorney, Clerk, and Treasurer; Media, Moderator, Health Officer, and Delinquent Tax Collector.

Karen Mellinger liaison duties include: Sidewalk Committee, Board of Auditors, Board of Abatement, Civil Authority, Recreation Committee, School Boards, and Howard Park Campaign.

Craig Bruder liaison duties include: Policies and Procedures, Fire Department and Warden, Board of Listers, Law Enforcement, Animal Control, Emergency Management, and Trustee of Public Funds. Carl Korman liaison duties include: Water, Environmental Issues, State Legislators, Cemetery Committee, Veterans Committee, and Tree Warden

Bill Pennebaker liaison duties include: Environmental Issues, Planning Commission, BCRC, Development Review Board, SWIP, BCIC, Zoning Administrator, Economic Dev. Committee, Ancient Roads Committee and Facilities Committee.

**5. Announcements**

No announcements made.

**6. Public Comments**

No comments made.

**7. Conflict of Interest Statement**

Chairman McClintock inquired if any Board member had a conflict of interest with any matter on the agenda. No conflict noted for the record.

**8. Town Officer Appointments**

Announcement will be made of all appointments that are up. Ads for appointments will be posted in town.

**9. Financial Reports – Highways**

The salt and sand supplies are still good shape. Overtime has exceeded the budget.

**10. Status of Independent Audit**

Still waiting for a draft report. Extra information was requested. Audit is due at the end of the month. An emergency meeting may be called to get feedback.

**11. Catering and Liquor Licenses: Shaftsbury Country Store**

**Craig Bruder made the motion to approve a catering and liquor license for Shaftsbury Country Store. Bill seconded. Motion carried unanimously.**

**12. Dog Ordinance Amendment (3<sup>rd</sup> Reading)**

The third reading of the Dog Ordinance amendment sub section 4c was read. **Bill Pennebaker made the motion to adopt the amendment to the Dog Ordinance. Craig Bruder seconded. Motion carried unanimously.**

**13. Legislative Update-Public Records Law**

The proposed law would require open meetings for any appointments or reappointments. The Board is not in favor of mandating personnel issues being discussed in public. Chair McClintock will contact state legislators to discuss this matter.

**14. Selectboard Meeting Schedule**

The Board agreed to keep the present schedule for regular meetings on the first and third Mondays of the month at 7pm at Cole Hall.

### **15. Other Business**

Letters of Intent for Hazards Mitigation Grants are due by March 18<sup>th</sup>; possible grant-funded highway projects could include East Road and Shaftsbury Hollow drainage improvements.

Green-up Day will be the first Saturday in May (May 7). The Household Hazardous Waste Day will be the second Saturday in May (May 14<sup>th</sup>).

There will be a meeting on Thursday at 5:30pm for public officials and employees to discuss the Open Meeting Laws.

A moment of silence was held for Arthur Ferris, who had served on the Selectboard in the past.

### **16. Approval of Minutes**

Minutes for February 7, and 21 were tabled until next meeting. **Craig Bruder made the motion to approve minutes for February 28, 2011. Bill Pennebaker seconded. Motion carried unanimously.**

### **17. Approval of Warrants**

CHECK WARRANT #W38 IN THE AMOUNT OF \$11,491.43.

**Craig Bruder made the motion to approve check warrant #W38 in the amount of \$11,491.43. Karen Mellinger seconded. Motion carried unanimously.**

CHECK WARRANT #W37 IN THE AMOUNT OF \$23,919.46.

**Karen Mellinger made the motion to approve check warrant #W37 in the amount of \$23,919.46. Bill Pennebaker seconded. Motion carried unanimously.**

TRANSFER WARRANT FROM GENERAL FUND TO RESERVE FUND IN THE AMOUNT OF \$81,200.00.

**Karen Mellinger made the motion to approve transfer warrant in the amount of \$81,200.00. Craig Bruder seconded. Motion carried unanimously.**

RETIREMENT WARRANT #W37R IN THE AMOUNT OF \$122.27.

**Bill Pennebaker made the motion to approve retirement warrant #W37R in the amount of \$122.27. Craig Bruder seconded. Motion carried unanimously.**

PAYROLL WARRANT PR#35 IN THE AMOUNT OF \$10,511.85.

**Craig Bruder made the motion to approve payroll warrant PR#35 in the amount of \$10,511.85. Karen Mellinger seconded. Motion carried unanimously.**

### **18. Adjournment**

**Craig Bruder made the motion to adjourn at 9:10pm. Bill seconded. Motion carried.**

Submitted by  
Carol MacLean