

**Town of Shaftsbury
Selectboard Meeting
6:30 PM
Monday, April 4, 2016
Cole Hall, 61 Buck Hill Road, Shaftsbury
DRAFT MINUTES**

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

TA Present: David Kiernan

Others Present: Melanie Dexter

1. Call to Order

Tim Scoggins (Chair) called the meeting to order at 6:30PM. Ken Harrington was absent at the time the meeting began.

2. Conflict of Interest Statement

NONE

3. Approval of Minutes

Tim Scoggins then presented the Meeting Minutes from the regular meeting on March 21, 2016. Mitch Race asked if the Selectboard would be willing to delay approval of the minutes until the next regular meeting on April 18th as he had not had a chance to review the proposed minutes. There were no objections to this proposal.

4. Warrants

Motion: Mitch Race moved to approve Retirement Warrant #21 \$7,188.30. Tony Krulikowski seconded.
5-0-0 Motion approved.

Motion: Mitch Race moved to approve Check Warrant #31 \$24,720.76. Tony Krulikowski seconded.
5-0-0 Motion approved.

Motion: Mitch Race moved to approve Payroll Warrant #20 \$15,334.10. Tony Krulikowski seconded.
5-0-0 Motion approved.

5. Announcements

Mitch Race announced that the Shaftsbury Historical Society's ceremony to honor Shaftsbury's 3rd Annual Ordinary Hero would be held on June 4, 2016 from 2:00PM to 4:00PM at the Galusha Homestead. Mr. Race also announced that the Shaftsbury Historical Society's Annual Meeting would be held on April 17, 2016th from 2:00PM to 4:00PM.

6. Public Comments

NONE

7. Treasurer's Report – Melanie Dexter

Melanie Dexter briefly reported on the Town's finances by stating that we are three-quarters of the way through the fiscal year and expenditures are at about 75%.

Ms. Dexter then provided a summary of the recommendation from the final report from the external auditors, Sullivan & Powers:

- a) Segregation of Duties (regarding reserve funds): Ms. Dexter met with Bob Holmes, Town Auditor, to develop a procedure to reconcile reserve funds on a monthly basis. The Treasurer has brought the reconciliation process "in-house" in order to accurately calculate and allocate interest across the various reserve accounts and she will provide a packet of information to the Town Auditors for review. Ms. Dexter will also make the general journal entries available to the public and reviewed monthly as well.
- b) Fixed Asset Accounting and Reporting: David Kiernan will be working on this as an on-going project.
- c) Accounting of Long-Term Leases: Due to changes in accounting procedures, long-term leases (such as those for vehicles) need to show the loan as revenue and then expensed out. Tim Scoggins inquired how the payment would be budgeted and David Kiernan replied that it would be reflected as debt service.
- d) Formal Adoption of Policies on Fraud Prevention, Investments and Reserve Fund Balances: David Kiernan reported that the Vermont League of Cities and Towns provided a template for the Fraud Prevention and Investment Policies and that the Town had a policy regarding Reserve Fund Balance(s) on the books from 2013 but it was unsigned.

Tim Scoggins asked for some clarification on the language regarding collateralization in the Investment Policy and Melanie Dexter replied that it simply meant that the

Town's investments needed to be backed sufficiently without much risk. Mr. Scoggins also asked about the conflict of interest provision in the same policy and Ms. Dexter said that it meant that individual financial advisors should not be shared amongst Town officers and the Town itself but that this was not an issue since the Town deals only with a department of the bank that specializes in commercial and municipal finances.

The policies will be cleaned up and then presented at the next meeting for adoption.

- e) Stale Checks: Sullivan & Powers found six (6) stale checks that should either be re-issued or turned over the State, totaling \$757.85.
- f) Accounting & Procedure Manual: Bill Fisk started a manual and Melanie Dexter will continue to develop a comprehensive manual that is detailed enough for someone to step in and do the Treasurer's job. Ms. Dexter also appointed an Assistant Treasurer who has access to passwords in order to cover in the event of an emergency.

Ms. Dexter said that Sullivan & Powers also identified compliance with **GASBY**, Fraud Prevention and Internal Controls as issues to be addressed. Ms. Dexter also commented that some of the recommendations were difficult to comply with in total because the Town is small without much staff

Tim Scoggins commended Ms. Dexter and her the staff for compiling this information and swiftly implementing the recommended policies.

8. Road Foreman Report

Steve Washburn was not present at the meeting due to a busy day plowing the roads and managing two (2) broken trucks out on the roads. David Kiernan gave the Road Foreman's report, beginning with stating that one of the trucks broke down on a paved road route and the older tandem truck broke down on Reservoir Road with a full load of salt and sand.

Mr. Kiernan reported that prior to the Monday snowstorm, the Road Crew had been working on spot-grating and brush clearing. The crew was looking toward beginning a regular circuit of grating soon. Mitch Race pointed out that the conditions were rough on West Mountain Road and North Road and Mr. Kiernan agreed that those two routes are perennial problem areas. Mr. Kiernan reminded the Board that the road budget for FY17 was more open because of the savings on the salt/sand that went unused this past winter season.

Mr. Kiernan then presented RFPs for the following projects:

- a. RFP Chip Seal Paran Acres
- b. RFP Reclaim-Cold Mix-Chip Seal Hewitt and Harvest Hills

Motion: Art Whitman moved to accept and make public the RFPs for the chip-sealing of Paran Acres and the reclaiming, cold-mix and chip-sealing of Hewitt Drive and Harvest Hills. Mitch Race seconded.

Tim Scoggins asked if the reclamation of Harvest Hills would involve both the removal of asphalt and the reshaping of the roads. David Kiernan replied that the first 700 feet of road beginning at the intersection of Lamb Road and move northward would involve the reconstruction of a new roads base. Ken Harrington asked if the Shaftsbury Road Crew would be handling the ditching and shoulder work. David Kiernan replied that they would and that the Town would be taking care of everything besides the actual re-doing of the road, including traffic control. Mr. Kiernan said that the roads would remain open through construction.

5-0-0 Motion approved.

Mitch Race asked what the end date would be for bids on the project. Mr. Kiernan said bids would need to be in by 5:00PM on Monday, April 18th.

David Kiernan also reported that the Culvert Replacement Alternatives Analysis from Mance Engineering was being circulated for the Board's review. The deadline for grant applications for this year would not be met but the additional year would allow for the Town to accrue the funds needed to match grant funds.

9. Selectboard Goals 2016

a. Garage

At the regular meeting on March 21, 2016, the Board agreed to evaluate the site on North Road and stake out possible locations for the garage and outbuilding(s). Tim Scoggins reported that members of the Board had visited the site and determined that there is enough room to place the garage close to the road and the "piles" of salt and sand can be located further down the hill at the originally-proposed garage site.

Mr. Scoggins went on to say that a site plan will need to be developed for the portion of property located on North Road and that the Town will likely ask MSK Engineering to do the work as the firm is familiar with the general area. The property purchased by the Town last year on North Road does have a septic system and a well.

Art Whitman cautioned that the Town should not engage MSK until the title to the second North Road property (currently under contract) is secured. Mr. Scoggins

agreed and said that the Board members could go ahead with forming a plan amongst themselves.

Tim Scoggins pointed out that now may be a good time to make changes to the transfer station, including the removal of a metal three-bay garage that contains some old government-issued generators. Art Whitman volunteered to speak with Oliver Durand about the generators to see if they are worth saving. Mr. Scoggins went on to say that the transfer station building is also in rough shape and that Trevor Mance of TAM, Inc. indicated that moving forward, a structure with a roof is not necessary for the transfer station and that only large containers are needed. Art Whitman asked if the cardboard bailer in the transfer station is still useable. David Kiernan replied that it is and that a place can be found for it if changes are made to the structure of the transfer station.

Tim Scoggins then asked the Board to consider whether or not to use Morton Builders as the “sole source” contractor on the garage or if the project should be put out to bid. Mr. Scoggins said that the bidding process would require careful scrutiny and that there are advantages to using only Morton on the job. A representative from Morton Builders will be at the next regular meeting on April 18, 2016.

A brief discussion followed regarding the merits of putting the project out to bid. Art Whitman stated that he believes if another contractor was allowed to visit the Morton-built garage in Rupert and put together their own design and specs that the Board should be open to their possible bid on the project. Tim Scoggins said that he didn't know if the Selectboard was qualified to evaluate design and specs for that sort of large-scale project. David Kiernan said that if needed, the Board could call on an individual to assist in evaluating the technical aspects. Mitch Race asked if the Town would need to put out an RFP if other contractors were being considered. Mr. Kiernan pointed out that the wording of the RFP would be tricky because the Town is seeking a garage identical to Rupert's so the RFP would have to be broad but also very specific. Art Whitman and Tony Krulikowski expressed discomfort with simply going to with Morton without exploring other possibilities, citing that this is public money being used for the construction of the garage. David Kiernan said that the representative from Morton would be able to better explain the Town's options for construction. Mitch Race asked if the purchase price for the specs from Morton was \$10,000.00 and David Kiernan confirmed.

The Board is aiming for a bond vote in November 2016 for the financing of the project.

b. Dailey Building

Tim Scoggins said that there has long been talk about moving Town Hall to the former Dailey building on Route 7A in Shaftsbury and that now the owners (Peckham Industries) are motivated to sell or lease the building. The problems with Cole Hall have been outlined many times (crowded, lack of private offices, no real space for public gatherings, the need for extensive repairs) and the space at the former Dailey building is more suited for the Town's needs. A group from the Town has toured the building and made a list of wants and needs for the space. David Kiernan reported that two major items that were identified include the need for an elevator/life and an adequate vault.

Tim Scoggins pointed out that even if the Town were to spend \$100,000.00-\$200,000.00 making improvements to Cole Hall and it would still not meet the Town's needs. Mr. Scoggins went on to say that he believed a purchase of the Dailey building could be made without raising taxes and that there are options for financing of the property purchase.

Mr. Scoggins then addressed the problem of what to do with Cole Hall, as the Deed to the property states that the building must be used for Town purposes or as a memorial to Uriah Cole. The options on the table are to give the building back to the Cole family (unlikely), sell/donate the building or repurpose the space.

Mr. Scoggins said that negotiations with Peckham are ongoing and that he hoped that a decision would be made by November.

c. Zoning Bylaws Rewrite

Mr. Scoggins reported that the review and rewrite of the Zoning Bylaws would be an ongoing project for this year. The current Bylaws are confusing, hard to follow and impose limits on commerce in commercial zones. The current Bylaws were written based on a generic template that is approximately 30 years old. The new Bylaws will be customized to the Town's needs. The rewrite has been made possible by an \$11,000 municipal planning grant through BCRC, with the Town matching \$2,000.00 in funds.

Mr. Scoggins said that he hoped the public would vote on the changes by Australian ballot in March 2017.

d. Southern Vermont Economic Development Zone (SVEDZ)

Tim Scoggins reminded the Board that based on a report on the economy in Southern Vermont, both the Shaftsbury and Bennington Selectboards had pledged a

proportional share of money to formation of region-wide CEDs. Mr. Scoggins also reported that a proposed \$50,000.00 State grant is now moving through the legislature to assist in the formation of CEDs. Mr. Scoggins said that the hope is that BCRC, Selectboards and other agencies will work to create regional CEDs along with Windham County.

David Kiernan asked if the Town would be forming a separate committee or electing a point person for interaction with the CEDs. Mr. Scoggins replied that much would be determined by the money moving through the legislature. Art Whitman asked who would be representing Shaftsbury and Mr. Scoggins said that remains to be seen but that he believed that there is a role for Selectboards in the CEDs Art Whitman then said that the Economic Development Committee was in a holding pattern until more information was received about the CEDs.

e. Long Term Personnel Strategy for Water Department

Tim Scoggins stated that the Water Superintendent, Jim McGinnis, and the Assistant Superintendent, Joe Hermann, are both hoping to retire soon. Ken Harrington asked if the Water Superintendent position could be combined with a position on the road crew. Mr. Scoggins replied that any position must be clustered with other positions within the Town as the Water Superintendent job requires certification. David Kiernan said that everything is on the table for this possible combination position: parks, plowing, water.

A brief discussion followed regarding the other options previously discussed regarding the maintenance of the Shaftsbury water system. Ken Harrington asked if North Bennington was interested in taking over the water and Mr. Kiernan said that they were not. Contract services are also an option but may be hard to find in this area.

Tim Scoggins said that this may be an opportunity to maximize an employee and that the Town does not want to lose the institutional knowledge from McGinnis and Hermann. A decision is hoped to be made by the end of 2016.

10. Town Parks

David Kiernan reported that the well at Howard Park should be up and running soon. Art Whitman asked if resodding of the baseball infield would be possible by the end of this week. David Kiernan replied that the water tests from the well would need to be completed and that some piping would need to be done first. Mr. Kiernan said that two weeks would probably be a more reasonable estimate for the resodding project. Mr. Kiernan said that he would also be looking into the security system updates.

David Kiernan said that some major improvements need to be made to the Cleveland Avenue Park. Fences are needed along the roadway and the north end of the park and some of the playground equipment will need to be removed or have elements replaced. Mr. Kiernan said that approximately \$11,000.00 from a stale reserve fund is available for funding of these projects and that it will all be used. Mr. Kiernan also reported that these necessary improvements may delay work on the skating rink.

11. Town Administrator's Report

David Kiernan said that most of his report had already been covered and had no further matters to discuss.

12. Other Business

Mitch Race inquired if a town-wide sewer system would attract more commercial property owners in town. Art Whitman stated that the money for such a system would cost a great deal of money and that until pollution is found, the State will not give the Town any money. Tim Scoggins reported that Bennington is looking to do work on their wastewater system soon and now may be the time to discuss a town-wide system to be tied in. Art Whitman conceded it was a complicated issue.

13. Review of Action Items

3/21/16 Action Items:

- Evaluate garage site - **completed**
- Selectboard goals for the upcoming year – **completed**

4/4/2016 Action Items:

- Fix the light in the meeting space
- Art Whitman to follow up on rink parts
- Mitch Race to look into Uriah Cole history
-

14. Executive Session Real Estate/Personnel

Motion: Art Whitman moved to adjourn to Executive Session at 8:32PM. Tony Krulikowski seconded.
5-0-0 Motion approved.

15. Adjournment