

MINUTES OF THE SHAFTSBURY SELECT BOARD
APRIL 6, 2009
COLE HALL
SHAFTSBURY, VERMONT

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

Others Present: Mark Rondeau (Bennington Banner), Gail Tiffany, Paul Olmstead, Joe Herrmann (Water Dept. Supt.), Susan Swasta (Recording Secretary)

1.Call Meeting to Order:

Chairman Lon McClintock called the meeting to order at 7:08 PM.

2.Announcements:

Karen Mellinger announced that Green Up Day will be on May 2. People may contact her if there are routes that they want. Flyers will be going up.

Ms. Mellinger also announced that Hazardous Waste Day and Free Tire Day will take place on May 9 from 9:00 AM to 1:00 PM. No latex paint will be accepted. Only Shaftsbury residents may participate in Free Tire Day, and may bring up to four tires with no rims.

Chairman McClintock announced that last Friday was Town Administrator Aaron Chrostowsky's last day. Town Clerk Judy Stratton organized a luncheon and there was a nice turnout.

3.Conflict of Interest Statement:

Chairman McClintock asked if any Board member has a conflict of interest with any topic on tonight's agenda. None did.

4.Public Comments:

Shaftsbury Hollow Road resident Gail Tiffany, stating that she realizes how many dirt roads the Town has to maintain, described severe problems on her road. She said it is impossible to traverse one particular section without bottoming out, and one resident did \$1000 worth of damage to her vehicle. Ms. Tiffany said that the road does not drain, and there is standing water in the ditch. The fabric that was put down does not seem to be doing the job.

There was discussion of which sections of the road are bad. Ms. Tiffany noted that an emergency vehicle would not be able to get through. She said that people have no other travel options because the area is one way in and one way out. Chairman McClintock stated that he has discussed the problem with Road Foreman Ron Daniels, and will talk with him again tomorrow. He said that a second grader is now available. Ms. Tiffany felt that grading will not help. Wynn Metcalfe agreed, stating that it is really bad and that a serious amount of stone is needed. Chairman McClintock will talk to Mr. Daniels.

5.Adoption of Town Plan:

Chairman McClintock said that he would like to change the agenda order, since the final

Town Plan will not be ready until next week and cannot be adopted tonight. He would like to take up budget status and cash flow projection next. All agreed.

6. Budget Status Report & Cash Flow Projection.:

Treasurer Henri Billow came to the table. She went over estimated cash flow figures extending to June 30, 2009. When projected expenses are subtracted from projected revenues, there is an estimated \$11,282 to the good. There was discussion of money due the General Fund from other funds, totaling \$36,761. Ms. Morse would like to see a breakdown of this total. She noted that \$4,000 due from Howard Park funds will not be paid. Ms. Mellinger said that money from water and sidewalk grants should come in. She also noted that Hazardous Waste revenues should be \$3,000, not \$2,000. Chairman McClintock discussed state highway funds that should be received by the Town. He asked Ms. Billow for another cash flow projection for the first Board meeting in May. Ms. Morse will work with Ms. Billow on this.

7. Transition Plan & Temporary Job Description:

Chairman McClintock distributed a transition plan. He asked the Board how they would like to proceed, and all agreed that they should hire a temporary interim person to help with town administrator tasks. Chairman McClintock said that he would like the job description to be task-oriented, and that perhaps they can define tasks tonight. They may want to have an Executive Session to discuss specific people Board members have in mind. Ms. Morse went to make copies of the job description she had written, so that they could add specific tasks to it.

Board members discussed tasks to be covered. It was agreed that Ms. Stratton will get the mail, Ms. Billow will handle payroll, retirement plan, and petty cash, and that Ms. Stratton and Ms. Billow together will handle incoming revenue. Chairman McClintock will develop and distribute Board meeting agendas. Ms. Stratton will handle sale of transfer station access stickers. Mr. Pennebaker will take care of quarterly solid waste reports to the state, oil collection, transfer station facility maintenance, and groundwater monitoring. Mr. Pennebaker and Ms. Mellinger will supervise the transfer station attendant. Ms. Mellinger said she will check on Howard Park maintenance. The Recreation Committee will handle park field usage. Chairman McClintock will go through the mail daily.

Chairman McClintock suggested that the Board hold operational meetings on second and fourth Mondays at 6:00 PM, in order to stay on top of town administrator tasks. It was agreed to hold one-hour meetings. Chairman McClintock will handle newspaper notices.

Board members looked at the job description Ms. Morse had prepared. It was agreed that filing will be important. Ms. Morse said they might want to add a few more things and recirculate it tomorrow morning. Chairman McClintock said he would still like to talk about individuals in Executive Session. He asked how they will deal with purchase orders. Ms. Morse said they should make one person responsible for purchase orders.

Ms. Mellinger made motion to authorize Chairman McClintock to approve purchase orders up to \$3,000. Mr. Pennebaker seconded. Motion carried 5-0-0.

8. Public Opportunity for Comment on Federal Transportation Enhancement Funding for South Shaftsbury Sidewalk Project:

Chairman McClintock asked for public comments. There were none. Ms. Mellinger said that she now needs to get in touch with the state, who will give the go-ahead on bid

advertisement. She will email a potential time line to Board members. Ms. Mellinger said that the Sidewalk Committee will get together soon, and they should hear back about the second grant soon. Chairman McClintock closed the public hearing.

9. Adoption of Selectboard Rules and Procedures:

Chairman McClintock stated that he had circulated a revised draft by email. He suggested one change to 3A concerning newspaper of record. Ms. Mellinger noted that it already reads that way. Chairman McClintock said that he had circulated the wrong draft. He will email the correct version and they can sign it at the next meeting. Ms. Morse brought up the issue of whether Robert's Rules of Order requires changing agenda order by motion rather than by consensus. She wants to make sure they may do things by consensus and not get into problems. Chairman McClintock said changes are OK as long as there is consensus; they fall back on Robert's Rules when there is not consensus.

Ms. Morse suggested that they use Ms. Mellinger's correct copy of rules and procedures, and just change the date on it, rather than wait until next week. Board members agreed.

Ms. Morse made motion to adopt Select Board Rues and Procedures as written. Mr. Metcalfe seconded. Motion carried 5-0-0.

10. Federal Stimulus Program and Projects:

Chairman McClintock reported on presentations made at the Vermont League of Cities and Towns (VLCT) meeting on stimulus projects. All projects must be committed to signed contracts by a specific date. He said that fire house repairs described by Fire Chief Joe Vadakin might qualify and suggested that they contact contractors. Chairman McClintock stated that he is not sure if drinking water projects must be new to qualify; Ms. Mellinger said they do not have to be new. Chairman McClintock said that under the category of energy efficiency, community and school lighting and street lighting might be considered.

He reported that under transportation, only Federally-eligible projects are permitted. VTrans did not allow Shaftsbury to add road projects to their list, however. Chairman McClintock said that Shaftsbury is too well-off to qualify for USDA Rural Development funds. Ms. Mellinger asked about broadband, and Chairman McClintock replied that there is a USDA broadband loan program. He concluded that, since they are at a loss with VTrans, only fire department projects seem likely for funding. He thinks they are not far enough along for energy efficiency projects.

11. Open Heating Oil, Propane Gas and Diesel Fuel Bids:

Chairman McClintock opened bids from Suburban Propane for propane and fuel oil, from West Oil for fuel oil, from Osterman Propane for fuel oil, and from Miles for fuel oil. He will do research on current costs and usage for next week. Ms. Mellinger said she will do an analysis of the different oil contract options.

12. Review and Approve Warrants:

The following warrants were presented for approval:

Payroll Warrant #40: \$ 8,066.97

Ms. Morse made motion to pay Warrant PR#40. Mr. Pennebaker seconded. Motion carried 5-0-0.

Payroll Warrant #40-1:\$ 7,036.47

Ms. Morse made motion to pay Warrant PR#40-1 Ms. Mellinger seconded. Motion carried 5-0-0.

Warrant #41:\$34,611.90 (reappraisal, gravel, tax maps, TAM contract, health insurance)

Ms. Morse made motion to pay Warrant #41. Mr. Pennebaker seconded. Motion carried 5-0-0.

13.Review and Approve Meeting Minutes:

March 9 and March 16, 2009 minutes

Approval of March 9 and March 16 minutes was postponed because some Board members have not received them.

14.Other Business:

Mr. Pennebaker passed out copies of minutes from last week's Water Board meeting.

Ms. Morse said that she would like to cover the SWIP (solid waste implementation plan) update, Economic Development Committee report on gravel study recommendations, and Board liaisons at the next full Board meeting.

Ms. Mellinger stated that they need to accept the five easements for the water project.

Ms. Morse made motion accept water easements from Patricia Mae Stratton and Jacob Allen Smith, from Nancy J. Bailey and Doris L. Bailey, from Rodney S. Hall and Donna S. Hall, from Brooke E. Pitely, and from Ruth O'Dell. Ms. Mellinger seconded. Motion carried 5-0-0.

Ms. Mellinger reported that the Town has two Sovernet phone lines that are not being used. Sovernet will allow them to terminate these without penalty if a termination form is signed and submitted. Savings will be \$85 a month.

Ms. Morse made motion authorize Chairman McClintock to sign a Sovernet termination form to discontinue the two phone lines. Ms. Mellinger seconded. Motion carried 5-0-0.

Ms. Mellinger thanked Joe Herrmann for his work on the water project, and thanked Mr. Pennebaker for his work on the Town web site.

Chairman McClintock stated that dry hydrant grant applications are due May 1. He will ask Emergency Coordinator Jerry Mattison to get the application in.

Ms. Mellinger made motion to go into Executive Session (Personnel) at 9:21 PM. Ms. Morse seconded. Motion carried 5-0-0.

Mr. Herrmann reported that water for Howard Park will be on next week.

The Board came out of Executive Session and the meeting adjourned at ??? PM.

Respectfully Submitted,
Susan Swasta