

MINUTES OF THE SHAFTSBURY SELECT BOARD
MAY 4, 2009
COLE HALL
SHAFTSBURY, VERMONT

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

Board Absent: Cinda Morse

Others Present: Henri Billow (Treasurer), Larry Johnson, Peter Olney (Facilities Committee), Ben Benedict (Facilities Committee), Angie Abbatello (Lister & Facilities Committee), Brian Lent (Peckham), Susan Swasta (Recording Secretary)

1. Call Meeting to Order:

Chairman Lon McClintock called the meeting to order at 7:02 PM.

2. Announcements:

Chairman McClintock announced that they had just held a Water Board meeting, the Water Department budget appears to be in great shape, and the water project is moving forward for the summer.

Wynn Metcalfe thanked the Hale Mountain Club and Henry Martinka for a successful fishing derby.

Mr. Metcalfe stated that, contrary to what someone said, Road Foreman Ron Daniels is not running the tractor mower to Lake Shaftsbury, but transporting it by truck.

Karen Mellinger reported that Green Up Day was terrific and thanked everyone involved. She also thanked Mr. Metcalfe for sending a crew to mow the lawn at Cole Hall.

Ms. Mellinger announced that Hazardous Waste Day and Free Tire Day will take place this Saturday from 9:00 AM to 1:00 PM. No latex paint will be accepted. Shaftsbury residents may bring up to four tires with no rims. No rechargeable batteries will be accepted; the Town is collecting rechargeable batteries for free.

Ms. Mellinger announced a Sidewalk Committee meeting tomorrow at 1:00 PM, and a pre-bid walk-around for contractors on Thursday. The Town received another sidewalk grant for \$78,000, so will have over \$300,000 total. The Town's 20% match (10% cash) has been appropriated over the past four years. Chairman McClintock noted that local legislative representatives have really gone to bat for the Town in Montpelier.

3. Public Comments:

There were no public comments.

4. Budget & Cash-flow Report:

Chairman McClintock stated that Cinda Morse and Treasurer Henri Billow had worked together on the report. Cash on hand is \$102,051.41. Tax Collector Mert Snow anticipates collecting another \$46,000 by the end of the fiscal year. Ms. Morse recommends that they adjust total revenues to \$158,000, given that money from the Howard Park Fund and \$1147 related to a mower will not be coming in. She suggests that all Town Departments be placed on a spending freeze, and have expenditures approved by the Board.

Chairman McClintock said that it seems like a lot of hard work has paid off. Ms. Mellinger stated that caution still needs to be observed by department heads. But they may be able to pay off last year's \$18,000 deficit and still come out \$2,000-\$3,000 to the good.

Chairman McClintock stated that it looks like the Town was not billed for grader rental for 2008. Mr. Daniels is talking with them about how much the bill should be. He noted that, since the weather went from cold to hot quickly, the second grader was not needed this year, so the 2009 bill may be \$2,400 instead of \$6,000.

Mr. Metcalfe stated that 1/3 of the \$14,000 payment for cemetery mowing is due by May 1. All agreed that the Treasurer may pay this now and put it on the next warrant.

5. Facilities Committee Recommendation of Architects:

Facilities Committee members Peter Olney, Ben Benedict, and Angie Abbatello came to the table. Mr. Olney reported that they had met with architectural firms that had submitted proposals, and recommend two: Keefe & Wesner and Centerline. The Committee can either ask how much of the list of tasks they can do for a set amount, or how much they would charge to do the whole list. They recommend going with the set amount.

There was discussion of what grant funds are available. Mr. Benedict recommended seeing how far they can go with \$12,000 from Act 200 funds. Chairman McClintock asked what they will get for the money. Mr. Benedict replied that the architects will do a complete assessment of Cole Hall and the Town Garage, resulting in a general proposal and sense of appropriate direction rather than specific plans. He thinks it is important to get an objective professional opinion, even if it confirms what they already think. Chairman McClintock asked what the next step would be after the report. Mr. Benedict replied that they would decide if they agree with the report, and then nail down specifics. After further discussion, it was agreed to go ahead.

Mr. Metcalfe made motion to authorize the Facilities Committee to get proposals from Keefe & Wesner and Centerline, not to exceed \$12,000. Mr. Pennebaker seconded.

It was agreed to schedule opening of bids for May 18, subject to change by the Committee if that is a problem.

Motion to authorize carried 4-0-0.

The Board thanked Facilities Committee members for their work

6. Rental of Cross Land for Town Equipment and Sand/Salt Pile:

Ms. Mellinger reported that she had spoken with Peter Cross, who wants \$200 per month from the Town to store the sand and salt pile on his property adjoining Cole Hall. This would be on a monthly basis for now, than on a six-month basis. She stated that they have also been considering working with Dailey's to find space, and that Mr. Daniels has asked for more time to speak with Dailey's.

She said that Mr. Daniels suggests paying \$200 for May and then seeing how things proceed. He will move the sand pile if necessary, and is hesitant to sign on for six months. Ms. Mellinger recommended following his suggestion. Mr. Metcalfe said that Mr. Daniels should be encouraged to move the sand pile to the transfer station. He recommended paying Mr. Cross for May and June to give the Town some time.

Mr. Metcalfe made motion to pay Mr. Cross \$200 per month for May and June sand /salt storage on his property. Ms. Mellinger seconded. Motion carried 4-0-0.

Ms. Mellinger will call Mr. Cross to get an invoice.

7. Town Plan:

Chairman McClintock stated that one paragraph of the Town Plan, containing language on implementing the gravel study, had not been revised as approved. This language was to have been removed. All agreed that this correction had been approved, and that it was OK to approve the Plan noting the approved correction.

Ms. Mellinger made motion to approve the Town Plan with the noted correction. Mr. Pennebaker seconded. Motion carried 4-0-0.

Ms. Mellinger thanked the Planning Commission for months of work on the Plan.

8. Red Cross Emergency Shelter Contracts:

Chairman McClintock stated that three Red Cross contracts, for Cole Hall, Buck Hill Fire Station, and Depot Road Fire Station, are to be approved.

Mr. Metcalfe made motion to approve the Red Cross emergency shelter contracts for Cole Hall, Buck Hill Fire Station, and Depot Road Fire Station. Ms. Mellinger seconded. Motion carried 4-0-0.

9. Vermont Land Trust:

Chairman McClintock stated that the Land Trust would like a letter from the Board in support of the Austin family request for a protective easement, to protect against future development and preserve their property as open land. The letter he sent to Board members may be changed if needed.

Ms. Mellinger made motion to support the Austin family in conveying development rights for their property to the Vermont Land Trust. Mr. Pennebaker seconded. Motion carried 4-0-0.

10. Selectboard Goals & Projects for Upcoming Fiscal Year:

Mr. Metcalfe said that he thinks the budget process is way too long, and recommended that department heads meet with Board liaisons rather than the whole Board. Liaisons would then report back. Mr. Metcalfe went over a list of topics that he thinks should be discussed by the Board in advance to make the budget process go more smoothly.

These are: Highway Department sick time/overtime, gravel, sand and salt, new trucks, sand and salt pile, paving, and subcontracting of ditching; Listers sharing of tax maps, reappraisal fund; Cole Hall repairs and maintenance; Animal Control reporting and record keeping; Tree Warden tree maintenance, removal, and planting; Fire Department communications with Board; Street lights; Solid Waste tire removal, Hazardous Waste Day, and Pay as You Throw (PAYT); and Appropriations reporting system. Mr. Metcalfe stated that the appropriations process should require organizations to report what they give to Shaftsbury.

He recommended that the Board take up a couple of these issues at a time between now and October. Chairman McClintock noted that they had made subtle improvements to the budget process last time around. He likes the idea of liaisons facilitating the budget process, but feels that they need to define expectations. Mr. Metcalfe said they should stick to individual liaisons as communicators with department heads, not the entire Board.

Chairman McClintock said that meetings between liaisons and big departments will have to be more frequent. Ms. Mellinger stated that a discussion of health insurance should be added to the list.

Chairman McClintock said he would like to tackle appropriations right away with a survey and letter to organizations. If they do not submit a form by a stated deadline, they will not receive an appropriation. Mr. Metcalfe suggested that this might be something Cinda Morse could do. Chairman McClintock asked if there is another item on the list they can knock off right away. Mr. Pennebaker stated that street lights can be taken off the list because they would not save any money by changing to new street lights.

Mr. Metcalfe suggested that they take on subcontracting of ditching by asking Mr. Daniels to pick an area that needs ditching and compare the road crew's time to an outside bid. Chairman McClintock suggested Shaftsbury Hollow, and Mr. Metcalfe said the Bouplon Four Corners area might be good to look at. The Board will go over the list again when Ms. Morse returns.

11. Liaison Assignments:

Chairman McClintock suggested that they do this in Executive Session, Mr. Metcalfe said that he will be meeting with four people next week and would like to delay assignments until after that. Chairman McClintock said that it makes sense to delay, since Ms. Morse is not here either. All agreed.

12. Other Business:

Ms. Mellinger asked about the Clean Harbors contract. Chairman McClintock said he had signed it and specified no latex paint or batteries. There was discussion of who will help Mr. Pennebaker at Hazardous Waste Day.

Mr. Pennebaker reported that he is putting together a broadband survey.

There was a discussion of Planning Commission, Development Review Board (DRB), and Trustees of Public Funds appointments. Mr. Metcalfe and Mr. Pennebaker will communicate to the Planning Commission and DRB that members up for renewal don't participate in the decision on appointments. Chairman McClintock asked if the Select Board will meet with new candidates, or leave it up to the other boards.

Mr. Metcalfe noted that at the last Select Board meeting it had been decided to have the boards themselves meet candidates and make decisions. He asked if the Select Board will allow those boards to make the decision, or if the Select Board wants to meet the candidates, or plan a third meeting with both boards. Chairman McClintock asked that they discuss this on Monday because he wants to think about it some more. Ms. Mellinger stated that the other boards should go ahead with their plans, and that it will be a matter of the Select Board's next step.

Chairman McClintock reported that he and Mr. Daniels had met on economic stimulus grants, and they are not happy that VTrans decided to include only federally funded highways. They came up with a project that would qualify, but were too late for the first grant round. The second grant round includes only paving and enhancement grants. The minimum grant amount is \$375,000, so the Town would have to commit \$75,000.

Chairman McClintock asked if they want to commit that much to a project that is not high on the priority list. Board members discussed paving White Creek Road, which would be the only qualifying project. Mr. Metcalfe said it needs to be paved, and they would save \$300,000 if they can do it for \$75,000. Ms. Mellinger recommended applying for the grant. Chairman McClintock noted that it is a very complicated grant process. Ms. Mellinger said they should see what they can do.

Ms. Mellinger said she had talked to Curtis Johnson about the next round of enhancement grants due in October. They may want Board permission to extend the sidewalk around the corner.

13. Minutes:

April 20, 2009 minutes

Mr. Pennebaker made motion to approve April 20 minutes. Ms. Mellinger seconded.

Time of adjournment of 9:37 PM was added at the end of the minutes.

Motion to approve April 20 minutes as amended carried 3-0-1. (Chairman McClintock abstained because he had not attended the meeting.)

Chairman McClintock noted the following corrections to be made to Warrant amounts as listed in the April 20, 2009 minutes:

Warrant 39: \$26,846.00 adjusted to \$26,497.13

Warrant 40: \$22,530.33 adjusted to \$22,088.28

Warrant 41: \$34,611.90 adjusted to \$34,609.01

Ms. Mellinger made motion to amend warrant amounts as listed. Mr. Pennebaker seconded. Motion carried 4-0-0.

14. Warrants:

The following warrants were presented for approval:

Warrant#42R: \$ 4,362.91

Ms. Mellinger made motion to pay Warrant #42R. Mr. Pennebaker seconded. Motion carried 4-0-0.

Warrant#43R: \$ 194.45

Ms. Mellinger made motion to pay Warrant #43R. Mr. Pennebaker seconded. Motion carried 4-0-0.

Check Warrant#43: \$ 9,196.34 (mower service, stone, gravel)

Ms. Mellinger made motion to pay Warrant #43. Mr. Pennebaker seconded. Motion carried 4-0-0.

Payroll Warrant #44: \$ 6,915.41

Ms. Mellinger made motion to pay Warrant PR#44. Mr. Metcalfe seconded. Motion carried 4-0-0.

Payroll Warrant #43: \$ 6,852.59

Ms. Mellinger made motion to pay Warrant PR#43. Mr. Pennebaker seconded. Motion carried 4-0-0.

12. Other Business (cont'd.):

Ms. Mellinger made motion to authorize Chairman McClintock to hire office help on an as needed basis. Mr. Pennebaker seconded.

Chairman McClintock said he could use help four to eight hours per week.

Motion carried 4-0-0.

The meeting adjourned at 9:12 PM.

Respectfully Submitted,
Susan Swasta