

SHAFTSBURY SELECTBOARD
REGULAR MEETING
April 4, 2011
MINUTES

ATTENDING: **Board Members present:** Lon McClintock, Karen Mellinger, Bill Pennebaker, Craig Bruder, Carl Korman; Town Officials: Margy Becker, Town Administrator; Mert Snow, Tax Collector; Bob Holmes, Town Auditor; Guest: Norm Gronning, President of Shaftsbury Historical Society; Tim Scroggins, Shaftsbury Yahoo Group.

1. Call to Order

Chairman McClintock called the meeting to order at 5:05pm.

2. Announcements

Chair McClintock thanked Tim Scroggins of the Shaftsbury Yahoo Group and Bill Pennebaker for establishing a link on the Town's website to the Shaftsbury Yahoo Group site.

Ron Daniels met with Margy Becker and Lon McClintock to inform them that he will be retiring as of May 31, 2011. The Board thanked Ron Daniels for his many years of service.

Karen Mellinger reminded everyone that Green-Up Day will be Saturday, May 7. For more information call the Town Office.

Shaftsbury's 250th anniversary is August 20th; plans will be made for celebrating the event.

3. 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.

4. Public Comments

No comments made.

5. Delinquent Tax Collector

Tax collector Mert Snow asked the Board to authorize the hiring of an attorney to start the process of selling property for delinquent taxes in the amount of \$27,000.

Karen Mellinger made the motion to authorize the hiring of an attorney. Carl seconded. Motion carried unanimously.

Craig Bruder made the motion to approve the Town bidding \$28,000 on the property for tax purposes. Karen Mellinger seconded. Motion carried unanimously.

6. Shaftsbury Historical Society-Shaftsbury 250th Anniversary

Norm Gronning of the Shaftsbury Historical Society addressed the Board concerning the 250th anniversary of the Town. Norm gave a brief history of the town. The Board discussed with Norm Gronning ideas for the celebration. The Historical Society will be meeting on the 12th. On April 14th at 6pm there will be a meeting at Cole Hall to brainstorm ideas for the celebration. The schools will be asked to get involved. Information about the 250th anniversary will be on the Town's website and the Shaftsbury Yahoo Group website and the Bennington Banner.

7. Road Foreman Resignation

With the resignation of the current road foreman, Ron Daniels, the Board discussed the process of hiring a new road foreman. The Personnel Policy Committee is working on changes to the job description. The Board discussed to whom the road foreman should report to; the Town Administrator or the Selectboard. There was discussion about expanding the position beyond road foreman. Consideration will be given to the position being salaried instead of the hourly wage that is in place now. The Board will meet next Monday at 6pm to finalize the process.

8. Annual Highway Financial Plan

Karen Mellinger made the motion to approve the Annual Highway Financial Plan. Bill Pennebaker seconded. Motion carried unanimously.

9. Accounting Policies

Bob Holmes discussed with the Board the recommendations received from the recent audit. The Board discussed the need to make the Town's accounting policies and procedures more comprehensive. The Board is considering looking to other towns to see their policies. It was agreed the auditors, Sullivan and Powers should be contacted for more direction regarding checking account reconciliations. The Board asked the Town Administrator to provide members copies of existing policies and procedures.

10. HHW Days-Clean Harbors Contract

The contract for 2011 Household Hazardous Waste Collection Days has been forwarded to Clean Harbors with the Board's suggested changes. The Town is waiting to hear back from Clean Harbors.

11. VT Rapid Response Plan

Karen Mellinger made the motion to approve the VT Rapid Response Plan. Craig seconded. Motion carried. The Board discussed section 8 of the plan.

12. Appointments to BCRC

A letter was received from Jim Sullivan of the BCRC stating that there are two positions open and the BCRC would like Bill Pennebaker appointed to one of the positions.

Karen Mellinger made the motion to appoint Bill Pennebaker as a Shaftsbury representative to the BCRC. Craig Bruder seconded. Motion carried 4-0-1 with Bill Pennebaker abstaining.

Margy Becker will place an ad for the second position. Bill Pennebaker resigned as the member-at-large.

Carl Korman excused himself from the meeting at 7:45pm.

13. Town Administrator Report

The Energy Efficiency Block Grant will be closed out at the end of April. Bids for construction projects will be sent out in the near future. The Town will hold off on fuel bids. Zoning matters will be followed up on.

14 Approval of Minutes

Karen Mellinger made the motion to approve the minutes for March 21, 2011. Bill Pennebaker seconded. Motion carried 4-0.

15. Approval of Warrants

PAYROLL WARRANT PR#38 IN THE AMOUNT OF \$5,985.06.

Craig Bruder made the motion to approve payroll warrant PR#38 in the amount of \$5,985.06. Karen Mellinger seconded. Motion carried 4-0.

PAYROLL WARRANT PR#39 IN THE AMOUNT OF \$7,334.67.

Karen Mellinger made the motion to approve payroll warrant PR#39 in the amount of \$7,334.67. Bill Pennebaker seconded. Motion carried 4-0.

CHECK WARRANT #W40 IN THE AMOUNT OF \$13,258.55.

Bill Pennebaker made the motion to approve check warrant #W40 in the amount of \$13,258.55. Karen Mellinger seconded. Motion carried 4-0.

RETIREMENT WARRANT #W41R IN THE AMOUNT OF \$6,696.57.

Craig Bruder made the motion to approve retirement warrant #W41R in the amount of \$6,696.57. Motion carried 4-0.

CHECK WARRANT #W41 IN THE AMOUNT OF \$3,139.44.

Karen Mellinger made the motion to approve check warrant #W41 in the amount of \$3,139.44. Bill Pennebaker seconded. Motion carried 4-0.

16. Other Business

Bill Pennebaker asked if Economic Development Committee members were going to be appointed by the Selectboard this year. The Board agreed to discuss at their next meeting whether appointments should be made to other advisory committees apart from the Planning Commission and Development Review Board. Historically membership to many advisory committees has been on a volunteer basis. Some committees take actions on behalf of the Town and some are purely advisory.

Bill Pennebaker asked if a public hearing might be necessary for TAM'S request for recertification. The deadline for a hearing was March 21st, but the Board will look into the request further.

Karen Mellinger announced that the Garden Club will be planting flowers in the memory of June White.

The Personnel Policy has been sent to the Town Attorney for approval.

The south section of Cleveland Avenue cement work is deteriorating.

The ICS100 seminar will be held in Brattleboro April 6 and 20 from 5:30pm to 10pm, Craig Bruder and Lon McClintock will be attending.

17. Adjournment

Karen Mellinger made the motion to adjourn at 8:25pm. Bill Pennebaker seconded. Motion carried.

Submitted by
Carol MacLean