

SHAFTSBURY SELECTBOARD  
REGULAR MEETING  
JANUARY 16, 2012  
MINUTES

ATTENDING: **Board Members present:** Lon McClintock, Karen Mellinger, Bill Pennebaker, Craig Bruder, Carl Korman. Town Employees: Margy Becker, Town Administrator. Town Officials: Bob Holmes, Auditor; Visitors: Bill Obenauer

**1. Call to Order**

Chairman McClintock called the budget workshop to order at 6:15PM.

**2. FY13 Budget Work Session**

Auditor Bob Holmes met with the Selectboard to review the process for appropriating monies to community organizations. The process involves two components to-date, timely submittal of annual reports to the Auditors for the Town Report and timely submittal of an appropriation request form to the Selectboard. Organizations are asked to identify the number of Shaftsbury residents served in their annual reports. The submittal deadline for these reports has customarily been December 1<sup>st</sup>.

At issue in discussions was the problem presented by repeated attempts on behalf of the Auditors to reach an organization to remind them to submit the annual report. The Selectboard has included the appropriation request in the proposed FY13 budget. The Board of Auditors' position is that should such a report not be received by December 1 after their repeated and unsuccessful attempts to reach the organization, the Selectboard should remove the organization from the budget and proposed ballot for Town Meeting.

The Selectboard agreed on a new policy to be implemented beginning in the next fiscal year as follows: the Auditors will report to the Selectboard which organizations did not submit an annual report by the December 1<sup>st</sup> deadline. During the course of the first Selectboard meeting in December, the Board will take a formal vote as to which organizations' appropriation requests will not be placed in the budget and on the ballot for Town Meeting. The Board will then notify those organizations they will have to petition to be placed on the ballot.

During review of FY13 budget reports, it was noted there were some reporting errors in prior year activities that need to be corrected prior to FY13 budget adoption. Karen Mellinger and Lon McClintock will meet with the Town Administrator and Treasurer at 5PM on Wednesday to identify the adjustments needed. The Chair adjourned the budget work session at 7:08PM.

**3. Call to Order – Regular Meeting**

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

**3. Conflict of Interest Statement:**

No Board member expressed a conflict of interest with an agenda item.

**4. Public Announcements:**

Chair McClintock reported on the business attended to in the budget workshop.

Karen Mellinger announced the news of repeated break-ins in Town. She urged residents to be vigilant and to lock their doors.

Margy Becker announced the upcoming budget hearing regarding the Bennington County proposed budget at 7PM on January 19<sup>th</sup>.

**5. Treasurer's Reports:**

Henrietta Billow presented the Selectboard with the 1<sup>st</sup> cash flow projects for year-end 2012. There is no deficit predicted at this time.

It was noted there are \$55,000 in "due-to's" the general fund that the Treasurer should bring over from other funds.

The FY12 budgeted "operating transfer in" of \$37,000 from the solid waste Host Town Fund has not occurred. The Board will take action on January 23, 2012 to approve this operating transfer. The funds were budgeted to be transferred into the general fund to off-set the costs of Airport Road paving.

The Board asked that another cash flow report be prepared for the Selectboard in early March.

**6. Town Meeting Warning for March 2012**

Selectmen briefly discussed the warning. Lon McClintock raised the question of whether or not to conduct a 'straw poll' of voter sentiments concerning the need for a new town garage at Town Meeting. Board members agreed to a presentation from the Facilities Committee about the need for a new town garage in lieu of a 'straw poll'.

It was agreed that the engineer who is hired to procure water and waste water permits for the new town garage will oversee the development of the site plan. The issue of access to the site adjacent to the landfill will have to be resolved prior to finalizing the site plan.

**7. Minutes:**

**Craig Bruder made the motion to approve the minutes of December 3, 2011. Karen Mellinger seconded. The motion passed 4-0-1, Carl Korman abstaining.**

**Karen Mellinger made the motion to approve the minutes of December 8, 2011. Craig Bruder seconded. The motion passed 3-0-2, Carl Korman and Lon McClintock abstaining.**

**Karen Mellinger made the motion to approve the minutes of December 12, 2011. Bill Pennebaker seconded. The motion passed 4-0-1, Carl Korman abstaining.**

**Craig Bruder made the motion to approve the minutes of the December 28, 2011 Water Board meeting. Carl Korman seconded. The motion passed 3-0-2, Carl Korman and Lon McClintock abstaining.**

**Karen Mellinger made the motion to approve the minutes of the Selectboard December 28, 2011 meeting. Craig Bruder seconded. The motion passed 3-0-2, Carl Korman and Lon McClintock abstaining.**

**January minutes will be approved at the January 23, 2012 meeting.**

**8. Warrants:**

RETIREMENT WARRANT 27R IN THE AMOUNT OF \$5,512.84.

**Karen Mellinger made the motion to approve Retirement Warrant 27R in the amount of \$ 5,512.84. Carl Korman seconded. The motion carried 5-0.**

RETIREMENT WARRANT 28R IN THE AMOUNT OF \$168.85.

**Karen Mellinger made the motion to approve Retirement Warrant 28R in the amount of \$168.85. Carl Korman seconded. The motion carried 5-0.**

PAYROLL WARRANT 28 IN THE AMOUNT OF \$11,047.85.

**Karen Mellinger made the motion to approve Payroll Warrant 28 in the amount of \$11,047.85. Bill Pennebaker seconded. The motion carried 5-0.**

CHECK WARRANT 28 IN THE AMOUNT OF \$6,975.53.

**Karen Mellinger made the motion to approve Check Warrant 28 in the amount of \$6,975.53. Bill Pennebaker seconded. The motion carried 5-0.**

CHECK WARRANT 29 IN THE AMOUNT OF \$294,084.28.

**Karen Mellinger made the motion to approve Check Warrant 29 in the amount of \$294,084.28, inclusive of payment to Peckham Corporation of \$281,598.86 for Airport Road Paving. The motion was seconded by Bill Pennebaker. The motion carried 5-0.**

**9. Executive Session – Personnel:**

**Karen Mellinger made the motion to enter executive session to discuss a personnel matter at 8:40PM. Craig Bruder seconded. The motion carried. The Selectboard exited executive session at 9PM. There was no formal action.**

**10. Adjournment:**

**Bill Pennebaker made the motion to adjourn at 8:15PM. Carl Korman seconded. The motion carried unanimously.**

Submitted by  
Margy Becker