

SHAFTSBURY SELECTBOARD  
SPECIAL MEETING  
JANUARY 19, 2012  
MINUTES

ATTENDING: **Board Members present:** Lon McClintock, Karen Mellinger, Bill Pennebaker, Craig Bruder, Carl Korman. Town Officials: Margy Becker, Town Administrator.  
Carl Korman joined the meeting at 5:30pm.

**1. Call to Order**

Chairman McClintock called the meeting to order at 5:10pm.

**2. Announcements**

No announcements made.

**3. Public Comments**

No comments made.

**4. 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.

**5. FY13 Budget Work Session**

The Board discussed the payment to the audit reserve fund. There was \$5,000 put into the reserve fund; \$4,500 was budgeted. Lon McClintock and Karen Mellinger will call Bill Hall at the VLCT to discuss the best way to correct this item. They will meet with the Treasurer.

The Board discussed creating a new park maintenance reserve fund for Howard Park.

**Bill Pennebaker made the motion to place an article on the warning to establish a reserve fund for maintenance of Howard Park. Craig Bruder seconded. Motion carried unanimously.**

**6. Personnel Policy Work Session**

Craig Bruder presented the Board with a draft of personnel policies. Changes to be made under section 3 are as follows: Under holiday compensation 3.2.2 add: "All other employees may have the day off without compensation." Delete sections 3.2.3 and 6.4.8. Under 3.1.4 add "Part time people who work less than full time on continuing basis."

Under 6.4.1 change to "Full-time employees and any other employees entitled to holiday compensation". Under 3.1.5 add "Temporary employment not to exceed 18 months of

continuing service”; delete next two sentences. Remove benefits and procedures as full- time employees.

3.1.7 Under Hiring Procedures add “customary hiring procedures apply”. 3.3 General terms; calendar week defined as “12a.m. Sunday to the following 12a.m. Sunday”.

In the middle of 2.1 add “without cause or prior notice”.

Section 4.1 in first paragraph delete “of any”. In section 4.7 third paragraph at word check take out comma.

On page 12 6.3 second sentence change to “8 hours pay at customary hourly rate”. 6.4.3 in second sentence delete the second “time”.

## **7. Town Meeting Warrant – as needed**

Not needed.

## **8. Other Business**

Margy Becker informed the Board that she had spoken with the road crew and they have questions concerning some of the new policies. Some of the concerns noted were not being able to save sick leave, having no compensation time, and not using overtime.

There is a meeting to further discuss budget and policy changes on Monday, January 23, 2012 at 6:00pm.

Craig Bruder informed the Board that there VCLT is hosting its annual day in the Legislature on February 15 for any Board member who would like to attend.

## **9. Approval of Minutes**

Tabled

## **10. Approval of Warrants**

CHECK WARRANT W30 IN THE AMOUNT OF \$14,387.66.

**Karen Mellinger made the motion to approve Check Warrant W30 in the amount of \$14,387.66. Bill Pennebaker seconded. Motion carried unanimously.**

## **11. Adjournment**

**Karen Mellinger made the motion to adjourn at 8:20pm. Carl Korman seconded. Motion carried unanimously.**

Submitted by  
Carol MacLean

