

**Town of Shaftsbury
Selectboard Meeting
5:00PM
Monday, December 15, 2014
Cole Hall, 61 Buck Hill Road, Shaftsbury**

Selectboard Members

**Present: Tim Scoggins (Chair), Mitch Race, Ken Harrington, Tony Krulikowski,
Art Whitman**

Absent: None

TA Present: David Kiernan

Others Present: Bill Fisk, Chris Williams, Jay Palmer

5:00 Special Budget Meeting

1. **Call to Order**

Tim Scoggins (Chair) called the meeting to order at 5:04 PM. to ta

2. **Bill Fisk, Treasurer**

The beginning fund balance is \$364,000 from July 1, 2014.

Tim Scoggins stated that it was hoped the end balance would be \$270,000. The Town did not spend as much as planned.

We would need to raise another \$120,000 taxes to keep the fund balance where it is.

The fund balance should be around 15% of the budget.

David Kiernan is working to keep the budget down to a 2-cent tax rate increase to taxpayers, but a 3-cent tax rate increase is more realistic.

All prime debt is due in July and August. This year \$340,000 was borrowed to bridge the gap between money owed and tax money coming in.

Bill Fisk stated that some money could be budgeted for delinquent tax increase and taxpayer prepaid for the state. This would be about \$20,000.

State aid

Bill Fisk recommends that if state aid is being budgeted, the same amount should be budgeted as last year.

State aid will be budgeted at same amount and no more. The amount of state aid has been about the same each year and it is possible that there will be less State aid.

David Kiernan stated that the line item for the sidewalk shows the reimbursement for the sidewalk. The town pays for the project and then is reimbursed.

David Kiernan stated that it should be in a separate reserve fund.

Mitch Race asked if the voters need to be asked to approve another fund for this.

Bill Fisk stated that when the budget presentation is done, the voters are asked to approve appropriations and transfers to reserves.

David Kiernan stated that the paving reserve will be increased.

Bill Fisk recommended a budget of no more than \$210,000 into intergovernmental revenue or \$205,000 would be more conservative. This is state money and a small amount of federal money.

Under charges for services are the landfill, hazardous waste day, and zoning permits.

For the landfill, there were more stickers sold this year, but there was less pay-as-you-go business.

David Kiernan stated that the state's objective is to move organics out of the waste stream, which is the heaviest part of the garbage stream. Fewer stickers will be sold as we move toward recycling food scraps on July 1, 2017.

David Kiernan stated this shows the fluctuations in the income stream for the transfer station, but the charges do not change.

Zoning and building permits were 25% over budget last year. David Kiernan explained this was mostly due to Second Chance, applications have been withdrawn after fees were paid. The budget should be similar to the 2013 budget next year.

Dog licenses

The budget for dog licenses may change.

Fines and Forfeitures

State Police fines are paid under Fines and Forfeitures. We did not receive any money from this two years ago. Fines from the State and Sheriff are received differently.

Income is received by the Town when the Sheriff gives a ticket while being paid by the Town, but not when the Sheriff is passing through Town during other times.

Trustees

The trustee budget should remain the same.

Equipment Sales

This item will be left blank since there are no projected sales at this time.

Cemetery

Cemetery revenue will stay about the same. However, there seems to be a trend in cremation which will allow multiple urns to a single plot.

The backlog of delinquent taxes is lower than last year. The fiscal year ended with \$96,000 in delinquent taxes, of which \$63,000 were related to the School Tax.

Changes are marginal. The biggest wildcard is the State (funding).

Tax revenues

Delinquent tax collections are lower this year—about \$30,000 to \$40,000.

70% at the end of last year's fiscal year delinquent taxes were related to school taxes.

Tony Krulikowski asked for the revenue numbers for District 1 school taxes.

Bill Fisk stated that it could be calculated if need be.

Tim Scoggins stated that Rick Pembroke (SVSU) did an analysis of what the Town would get if the Town took District 1 back. It was a net of \$160,000 to the school after accounting for hiring teachers and other expenses from the increased enrollment.

Bill Fisk stated that the Town is receiving Municipal Tax Revenue from those taxpayers anyway, and that would not affect the Town's budget.

Expenses

Kiernan recommended the Sheriff's budget be increased by \$7,000. The rate may go up - due to insurance, gas, and the like.

Mitch Race stated that the Sheriff can patrol Howard Park during his regular rounds, rather than increasing patrol hours.

The budgeted amount is figured at \$27/hr x 20 hours x 52 weeks (\$28,080). This assumes an increase from the rate of \$25.50/hr.

For Methane monitoring of the landfill, David Kiernan has been looking at the possibility of having it checked professionally. The methane monitor that the Town has cannot be calibrated or repaired.

It would cost \$6,600 annually for KAS (the company that monitors the landfill's water supply) to come once a month to check methane levels.

Instead, David Kiernan will look at the purchase price for a new monitor. This cost is estimated at \$2,000. After installed, KAS will come for one sight visit to get a baseline.

Art Whitman stated that Harvest Hills Road should be fixed. David Kiernan said this road will be looked at on Friday.

3. **Chris Williams, Chair of the Planning Commission**

Chris Williams addressed the Selectboard about the Planning Commission budget.

The Planning Commission budget is adequate.

It was a good move to combine the Zoning Administrator and Recording Clerk position.

Tim Scoggins urged the Selectboard to give the Planning Commission long-term plans.

There will be zoning bylaws on the March ballot. Chris Williams stated that educational sessions at the Selectboard level would be helpful to inform voters.

4. Emergency Management Coordinator—Cancelled

At 6:10, the Board exits for an Executive Session on a Personnel Issue before the regular meeting begins at 6:30.

**Town of Shaftsbury
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6:30 PM
Monday, December 15, 2014
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Selectboard Members

Present: Tim Scoggins (Chair), Mitch Race, Ken Harrington, Tony Krulikowski,
Art Whitman

Absent: None

TA Present: David Kiernan

Others Present: Jay Palmer, Ronald and Jeri Schoof

6:30 Regular Meeting

1. **Call to Order**

Tim Scoggins (Chair) called the meeting to order at 6:31 PM.

There will be a change to the agenda. Item #12 will be to discuss the Dog License Fee.

2. **Approval of Warrants:**

Motion: Tim Scoggins moves to approve a payroll warrant in the amount of \$19,337.82.
Mitch Race 2nds. 5-0-0. Motion passes.

Motion: Tim Scoggins moves to approve a retirement warrant of \$113.16. Mitch Race
2nds. 5-0-0. Motion passes.

Motion: Tim Scoggins moves to approve check warrant #13 for \$143,583.34. Mitch Race
2nds.

Discussion: Major items include the community appropriations and annual dues for the
BCRC.

5-0-0. Motion passes.

3. **Conflict of Interest:** NONE

4. **Approval of Minutes**

Discussion: The minutes from the December 1st meeting were not approved at the last
meeting because a budget item needed to be clarified. This has been clarified.

Motion: Tim Scoggins moves to approve the minutes from the Selectboard December 1st
meeting as circulated. Mitch Race 2nds. 5-0-0. Motion passes.

Minutes from the December 8, 2014 meeting have yet to be circulated.

5. **Announcements**

Mitch Race announced that the Shaftsbury Historical Society invites residents to submit nominations for the Ordinary Hero recognition. The honoree will be a Shaftsbury resident who personifies Shaftsbury's civic pride through their passion for our communal history, shared values and personal efforts to enhance the well-being of the residents of Shaftsbury.

There is an overnight parking ban in Shaftsbury from December 1 to April 1 to allow the snowplows to plow the streets.

6. **Public Comments**

None

7. **Town Service Officer Appointment**

Postponed until January

8. **Road Department Report (David Kiernan)**

a. Cost Estimate and List of Priorities for Class 3 Roads

The list of priority roads and cost estimates is submitted as requested by Tim Scoggins at the last meeting.

A Class 3 Roads Fund of \$40K could pay for ½ mile of major gravel road repair per year.

Art Whitman will meet with Brian Lent to discuss different road materials.

Mitch Race asked why road materials would be stored at the Town Garage. Art Whitman explained that it would save time and be available when the crew needs it.

David Kiernan read the preliminary list: the upper end of Daniels Road, Murphy Hill, the upper end of Cider Mill Road, and 1,000 feet of State Line Road.

Airport Road is listed separately. David Kiernan is looking into a grant for that road. Dailey's may help with materials.

Ken Harrington asked to consider making West Mountain Road from Blueberry Hill north to 7A a priority.

Tim Scoggins asked if the roads are listed by priority. David Kieran explained that they all can be completed, if there are no problems with other roads.

Art Whitman asked about the cost estimate for Harvest Hills Road.

David Kiernan proposed \$35,000 in the budget for paving. In the meantime, Harvest Hills will at least be stabilized in the meantime.

If a grant is not received, some money will still be available to repair the pavement.

9. **Appointment Policy**

David Kiernan indicated that a list of expiring Town positions will be place on the web

Mitch Race stated that the prior Selectboard passed an appointment policy last year to make known at the second meeting in December expiring positions on Development Review Board and Planning Commission for the following year.

A final signed copy could not be located and (the motion was vague). It was asked that the current Selectboard sign the policy for record-keeping.

The policy states that on the first of January, positions would be posted; by January 15, interest would be received, and appointments would be completed by April 1.

Tim Scoggins asked to readopt this policy at the next regular Selectboard meeting (January 5th) for recording purposes.

10. **Draft of Survey Committee Document**

This is the Solid Waste Survey. Mitch Race will send the Selectboard the draft of the document to form a joint survey to implement Act 148.

11. **Mower**

The cost of a used mower is \$100,000. The cost of a new mower is \$200,000.

Old bids for curbside mowing were \$15,000 for two passes from a private contractor, possibly once in June and a second time in September.

David Kiernan recommended to the Selectboard to bid to contract rather than purchase a new piece of equipment.

Art Whitman suggested asking the larger towns if we can rent their equipment for a day or two for overgrown sections in the interim.

Motion: Mitch Race moves to put out to bid roadside mowing for two passes using the budgeted \$15,000 in the current year budget. Tim Scoggins 2nds. 5-0-0. Motion passes.

12. **Dog Licenses**

Town Clerk Judy Stratton recommended to the Selectboard at her budget presentation to reduce the surcharge fees for dog licenses which the statute states are slated for a rabies clinic. The clinic by the Town currently is done by volunteers at no cost to the Town.

Tim Scoggins recommended to eliminate this extra fee entirely.

Mitch Race supported Judy Stratton's recommendation to reduce the fees by \$4, down to \$3. Mitch Race further suggested that if this money is not used by next year, then the Selectboard should remove it.

Tim Scoggins stated that the Selectboard should either spend the money on a Rabies clinic or do away with the fee.

Motion: Art Whitman moves to eliminate the \$7 surcharge on dog license fees. Ken Harrington 2nds. 5-0-0, Motion carries.

13. **Town Administrator's Report**

a. HRA

David Kiernan asked the Selectboard to move and sign amendment to allow the Health Reimbursement Account (HRA) to begin on January 1 to coincide with the start of the health insurance start date.

Choice Strategies provides the HRA. The effective date currently starts in April, which aligned with Blue Shield coverage, but since we are now changing the health insurance to begin on January 1st, the HRA has to align with this start date.

Tim Scoggins read aloud the Formal Record of Action suggested by Choice Strategies. The board voted unanimously to accept it and Tim Scoggins signed on behalf of the Selectboard.

b. Lease Agreement

A copy of the Lease Agreement between the Town and Dennis McCarthy as mentioned in last meeting is given to the Selectboard. This draft contains additional language as suggested by Attorney Merrill Bent, acting on behalf of the Town.

Tim Scoggins stated that he and the Selectboard would like to review the document before signing it.

14. **Other Business**

Ken Harrington stated that "Falling Snow and Ice" signs are needed for outside Cole Hall, as ice and snow have been falling off the roof.

15. **Review of Action Items**

Tim Scoggins stated that he would like the Selectboard to start using the Dropbox files again.

There will be another budget meeting next Monday, December 22. David Kiernan will send the Selectboard a revise of the budget, with the adjustment for dog license fees. (Post-meeting note: No meeting on 12/22. Next meeting 1/5/14.)

The Appointment Policy that was approved last year will be signed as a means to help with record-keeping.

Mitch Race will lead a discussion of the SWIP survey.

Tim Scoggins will circulate the Lease for the Buck Hill property. The Select Board will sign at the next meeting.

16. **Adjournment**

Motion: Mitch Race moves to adjourn at 7:31 PM. 5-0-0. Motion passes.

Submitted by Jennifer McGean, Recording Clerk

Next special meeting is Monday, December 22 at 6:30 PM. (Changed after meeting to 1/5/14.)

Next scheduled regular meeting is Monday, January 5, 2015 at 6:30 PM.