

**Town of Shaftsbury
Water Board Meeting
Monday, June 15, 2015
Cole Hall, 61 Buck Hill Road, Shaftsbury**

SUBJECT TO APPROVAL

5:30 PM Water Board Meeting

**Selectboard Members Present: Tim Scoggins (Chair), Mitch Race, Art Whitman,
Tony Krulikowski**

Absent: Ken Harrington

TA Present: David Kiernan

Others Present: Jim McGinnis, Water Department Superintendent

Water Bill and Late Fees for the School District

The School District meets once a month and bills are paid through warrants at each meeting. Water bills are due in 30 days. As a result of the delay between the time the water bill is received and then paid, the water bill is paid late. The School District pays a late fee of \$80 two times a year, which is then passed on to the taxpayers.

The Select Board will take the discussion of the late fee dismissal under advisement.

The Howard Park Water Situation

As discussed in previous meetings, water testing at Howard Park has revealed that the water quality is poor. David Kiernan received a ballpark estimate of \$7,000–\$8,000 to drill a well in Howard Park. David Kiernan will research of the requirements of this change, including what permits are needed before this project moves forward.

The money received from the current grant for Howard Park is almost spent, and money for this project will need to come from another source, perhaps from Fiscal Year 2015 budget.

Tim Scoggins stated that the project should be kept under \$10,000 and asked David Kiernan to get bids.

Consolidation of the Bookkeeping Position

There is currently no one in the Town Office on a regular basis to answer questions about water bills. Jim McGinnis stated that it would be helpful to have someone in the office available to answer questions.

The Town currently pays \$1,500 a year to the Water Board bookkeeper, who is off site. With the restructure of the Treasurer's Office (this discussion will continue in tonight's regular meeting), the Water Board bookkeeper position can be consolidated into the Treasurer's Department.

The Treasurer currently does not have sufficient information to answer questions about the water bills. This transition can begin during the next water billing cycle if a Financial Coordinator is found.

Discussion of Long-Term Department Staffing

Jim McGinnis is asking neighboring towns for the names of applicants for the water department who have applied for water department positions to help locate candidates for the Assistant Water Superintendent Position, which is a part-time position.

Future of Water Department

Should the Town ask the North Bennington Water Department to consolidate with the Shaftsbury Water Department district? It may be possible to trim costs to customers by consolidating the two water

departments. There has been no discussion with the North Bennington Water Department concerning this possibility.

The North Bennington Water Department has two full-time employees who take care of 600 users; Shaftsbury Water Department has two part-time employees who take care of 300 users.

There was a discussion of what a user of the Shaftsbury Water Department would pay versus a user of the North Bennington Water Department. Users of Shaftsbury Water pay a maintenance fee.

Water customers who live in the trailer park in Shaftsbury do not have separate meters.

The pipe system in Shaftsbury has asbestos. The North Bennington Water Department may have concerns about inheriting pipes lined with asbestos.

Tim Scoggins stated that those on public water in Shaftsbury are paying one of the lowest water rates in the State.

The two water boards should meet to discuss a possible merger.

Wireless for Water Garage

The Water Garage is located at the Transfer Station. Jim McGinnis asked if a wireless connection could be available, so that he can work from that location.

David Kiernan stated that this cost would be around \$80 per month.

Tim Scoggins asked if Jim McGinnis would like a wireless connection to work from the Water Garage or if he could work from Cole Hall.

David Kiernan stated that in his plans to restructure the second floor of Cole Hall a space could be made for the Water Department and Cemetery Commission to share a desk and maintain separate storage of files. Jim McGinnis agreed that a work space at Cole Hall would work.

**Town of Shaftsbury
Selectboard Regular Meeting
6:30 PM
Monday, June 15, 2015
Cole Hall, 61 Buck Hill Road, Shaftsbury**

SUBJECT TO APPROVAL

6:30PM Regular meeting

Selectboard Members Present: Tim Scoggins (Chair), Mitch Race, Art Whitman, Tony Krulikowski

Absent: Ken Harrington

TA Present: David Kiernan

Others Present: Melanie Dexter (Treasurer), Steve Washburn (Interim Road Foreman), Chris Williams, Lexey Covell, Curtis and Gail Morin, John Staples

1. Call to Order

Tim Scoggins (Chair) called the Regular meeting to order at 6:35 PM.

2. Conflict of Interest Statement

None.

3. Approval of Minutes

Motion: Mitch Race makes a motion to approve the minutes from the regular meeting on June 1, 2015 with changes. Tim Scoggins 2nds.

Discussion: Mitch Race asked to change all references of the water rate from 100 gallons to 1,000 gallons in the Water Board meeting minutes.

3-0-1. Tony Krulikowski abstains (he was not present at the June 1st meeting). Motion passes.

4. Warrants

Motion: Tim Scoggins makes a motion to approve Check Warrant in the amount of \$11,250 to return grant from Vermont Arts Council. Mitch Race 2nds. 4-0-0. Motion passes.

Motion: Tim Scoggins makes a motion to approve Retirement Warrant # 25 in the amount of \$83.80. Mitch Race 2nds. 4-0-0. Motion passes.

Motion: Tim Scoggins makes a motion to approve Payroll Warrant # 25 in the amount of \$17,419.08. Mitch Race 2nds. 4-0-0. Motion passes.

Motion: Tim Scoggins makes a motion to approve Check Warrant # 25 in the amount of \$55,666.58 Mitch Race 2nds. 4-0-0. Motion passes. (This includes payment of \$40,666 to the North Bennington Water Department.)

5. Announcements

Mr. Herrington Finish Line 5K will take place on Sunday, June 21. From Howard Park to Village Park and back to recognize 31 years of service for Mr. Herrington, the gym teacher at Shaftsbury Elementary School who is retiring this year.

6. Public Comments

Chris Williams (resident and Chair of the Planning Commission) commented that following the death of his daughter, he purchased two cemetery plots at the Maple Hill cemetery for \$1,150 and was charged a \$25 recording fee from the Town Clerk's office. Later, Mr. Williams received a bill for \$100 as a burial fee. After reviewing the town report, Mr. Williams found that the burial fee is applied to the general fund as revenue and that \$1,500 was collected from this burial fee last year.

David Kiernan remarked that there is a new plan coming from the Cemetery Commission, which will be discussed in an upcoming meeting. This new plan will include a change in fee structure.

Tim Scoggins stated that this is something to consider when discussing the new fee structure with the Cemetery Commission.

Resident Lexey Covell asked how about the public is informed about discussions held during executive sessions by the Select Board, and specifically, why Terry Stacy is no longer employed by the Town. Mitch Race explained that there are certain topics that the Select Board can discuss during executive sessions, such as personnel issues. Tim Scoggins reiterated this notion and stated there is a specific list topics that can be discussed during executive session. Tim Scoggins also stated that a stipulation of the severance agreement between Mr. Stacy and the Town prevented both parties from discussing Mr. Stacy's performance during his employment.

Curtis and Gail Morin, residents of Church Street, discussed excessive traffic speed on Church Street. They also discussed issues with a neighbor that include excessive noise, long-term RV parking, illegal burning of trash, barking dogs, and potential animal abuse. David Kiernan recommended that the Morins call the Fire

Department while illegal burning incidents are occurring and call the Police Department when animal abuse is occurring. David Kiernan will discuss the barking dog issue with the Animal Control Officer. David Kiernan directed Mr. Morin to the zoning by-laws to review the law concerning RV parking.

John Staples, a resident of Rollin Road, asked if the money returned from the grant as a part tonight's warrants was for the Cold Spring project. Tim Scoggins answered that the Board decided to give the money back and not to pursue the project at this time. There are no immediate plans to continue the original project.

7. Treasurer's Report- Melanie Dexter

Treasurer Melanie Dexter reported that the Town is in good shape fiscally. Money from a few intergovernmental grants should come in the next few weeks and if it does not, it will affect the budget. There are two groups of warrants left, but it looks as though the Town may end the fiscal year with a surplus of \$100,000. Melanie Dexter gives a margin of error as \$20,000 in either direction.

8. Financial Coordinator Position

David Kiernan spoke with officials in Montpelier who said the position of Financial Coordinator could be posted. This would be a bookkeeper position

Statutory duties would remain the duties of the Treasurer.

The creation of this position will give continuity to the department because the three-person staff (Treasurer, Financial Coordinator, and Bookkeeper) would ensure more staffed office hours and as Treasurer leave office, the Financial Coordinator and Bookkeeper would remain.

The position of Water Board bookkeeper will be included in this job description.

David Kiernan will post this position.

9. Interim Road Foreman Report – Steve Washburn

Steve Washburn commented that the roads are doing well with the rain.

Art Whitman and Tim Scoggins remarked that the roads that have been graded a second time are draining well.

David Kiernan stated that certain roads would receive an extended number of feet of fabric to finish the projects.

The ditching and grading of roads has gone well.

Tim Scoggins stated that the Town is under budget for the third year in a row, and there is money to pay for a few extra feet of road.

The roads do need material and more money will be applied to make the roads better.

Grant money was not received for Airport Road, but the Town will make improvements.

Better materials will be put on the roads—fractured stone and chloride.

10. Bid proposals for anticipated State Grants: East Road paving/ Culvert engineering Shaftsbury Hollow to be posted on confirmation

David Kiernan sent the specs to the Board. The state is funding the paving of 2,310 Feet of East Road, beginning south from Reservoir Road. Paving will take place in September or later in the season. The Town will pay \$120,000 in advance for this project and then get reimbursed.

The topcoat will be cut two inches to the side of the driveway, creating a transition patch from road to driveway.

11. Bids opening All Fuels

David Kiernan presented to the Board three sealed proposals for fuel.

1. Robert Greene: #2 Heating Oil for \$2.25/gallon for 6,200 gallons (pre-buy and budget rates are the same). No bids for propane or diesel.
2. G.A. Bove Fuels: 25-cents above RAC (cost on day of delivery) for heating oil and 45-cents above RAC for propane, and 30-cents above RAC for diesel. Mitch Race asked David Kiernan to supply rate for the day when giving the Select Board the numbers.
3. Haskins Fuel Service in New York: \$2.25/gallon pre-buy rate for heating oil, \$2.26 for budget rate, or \$2.27 or cost plus 22 cents for the price plan. Propane is \$2.90/gallon (prebuy), \$2.99/gallon (budget and price plan). Diesel is \$2.19 due at time of acceptance.

A few suppliers have missed the deadline.

12. Bids opening Financial Audit

One bid was received on time; a second bid was delivered late due to an imcomplete address.

Motion: Tim Scoggins makes a motion to accept the third bid as a good faith effort due to a post office error. Mitch Race 2nds. 4-0-0. Motion passes.

Bids:

1. Sullivan Powers & Co. in Montpelier. Fee structure is: June 30, 2015 for \$14,600; June 30, 2016 for \$14,900; June 30, 2017 for \$15,200. (This company has been the town's auditor in the past.)
2. Ron L. Beaulieu & Co. in Maine. \$15,000 for first year, \$10,000 for second year, and \$11,000 for the third year.
All documents must be provided in electronic format.

This audit will be for a single year, beginning with Fiscal Year 2015. The three-year contract is an option. Bids will be given to Select Board for review.

13. Howard Park Roofing Proposal

David Kiernan presented a budget to the Board for improvements to Howard Park.

David Kiernan asked the Select Board's permission to hire a tree expert to trim the trees away from the tennis courts.

There is a balance \$6,272 left in the budget. An additional \$5,000 will be received as refund from the grant on July 1. \$11,000 is left for the roof. Bill Hardy, under William T. Hardy Builders DBA Good Help, has made an offer to complete the roof work for \$11,700.

The Norshaft Lions Club will install the surveillance cameras.

Motion: Mitch Race makes a motion to accept the Norshaft Lions' donation of surveillance cameras for Howard Park at no cost to the Town. Tim Scoggins 2nds.

Discussion: Art Whitman asked if this is a conflict of interest for him. (He is a member of the Norshaft Lions.) Tim Scoggins answered no.

Vote: 4-0-0. Motion passes.

Improvements to Howard Park include tennis court resurfacing, new backboards and rims for the basketball courts, tree work, electrical work, and roof repair.

Motion: Tim Scoggins makes a motion to accept the proposal for Good Help to do the roofing on the five structures at Howard Park. Art Whitman 2nds. 4-0-0. Motion passes.

The quality of the water at Howard Park is an issue. One option to solve the water issue is to install a sanitation system for \$5,000. This system would require maintenance.

A second option to provide clean water at Howard Park is to drill a well. David Kiernan will seek proposals from several well companies to drill a well at Howard Park for less than \$10,000.

Motion: Tim Scoggins moves to authorize David Kiernan to spend up to a maximum of \$9,500 for a well solution to the water problem in Howard Park. Mitch Race 2nds. 4-0-0. Motion passes.

David Kiernan get the details needed to explore the well before seeking proposals.

14. Tree Work Howard Park (included in #13 above)

15. Sheriff Contract 2015-2016

The Select Board has received the contract from the Sheriff's department for 2015–2016. There is an increase in time from 20 hours per week to 25 hours per week.

The Sheriff's patrol will include Howard Park.

Motion: Mitch Race makes a motion to approve the Sheriff's contract for 2016 with a 25-hour a week allotment. Tim Scoggins 2nds. 4-0-0. Motion passes.

16. TAM Transfer Station Contract

This contract includes a cost of living adjustment for the next three years. Provisions for Household Hazardous Waste Day will remain in the contract until the new alliance is up and running.

Motion: Tim Scoggins moves to accept the TAM contract for another three years with the cost of living increase and to allow the hand-written edits to be typed in. Mitch Race 2nds. 4-0-0. Motion passes.

17. Town Administrator's Report

The Cole Hall bathroom was gutted today. A porta potty is on site.

Construction to the Town Clerk's front counter area is scheduled to start on Friday.

Work should be completed by the end of next week.

For the budget for improvements to Cole Hall, \$17,000 is left, most of which will be used for the bathroom improvements. \$3,659 will be left in the budget. Ed Sherral, who is completing the Town Clerk's front counter area, gave an estimate of \$2,358 to complete each section of the Town Clerk's office counter space, for a total of \$4,700. David Kiernan asked the Select Board for approval to complete the work.

Motion: Mitch Race makes a motion to extend the second phase of work to the Town Clerk's office for \$2,358. Tim Scoggins 2nds. 4-0-0. Motion passes.

Motion: Mitch Race makes a motion to spend \$1,300 on screens and window coverings for the second floor of Cole Hall. Tim Scoggins 2nds. 4-0-0. Motion passes.

Phase 3 of construction for Cole Hall will be the upper level of Cole Hall and exterior work.

18. Other Business

David Kiernan is going to purchase a laptop computer for his office to replace the desktop computer he currently uses.

Mitch Race asked Jim Boyle how information is being verified on line. There has been an incidence where the information is incorrect and has not been corrected. The system failed to properly convert some information. Mitch Race has asked for a report on the discrepancies. Mitch Race would like the Listers to verify the information that is on line.

19. Review of Action Items

- David Kiernan will give the approved minutes from the June 1, 2015 with changes to Tim Scoggins to sign.
- David Kiernan will ask the Sheriff to patrol Church Street.
- David Kiernan will discuss the issue of barking dogs on Church Street with the Animal Control Officer.
- David Kiernan will post the position of Financial Coordinator and include the Water Department Bookkeeping functions.
- David Kiernan will research the type of internet access available and the cost for use at the Water Department Garage.
- Cemetery Committee will come to the next meeting to discuss fees.
- David Kiernan will add Tim Scoggins' suggested wording for the engineer proposal for the Shaftsbury Hollow Culvert Project.
- David Kiernan will research and get bids to install a well in Howard Park.
- David Kiernan will ask the Listers to check the accuracy of GIS mapping list on the website.

20. Adjournment

Motion: Mitch Race makes a motion to adjourn at 9:00 PM. Tim Scoggins 2nds. 4-0-0. Motion passes.

Submitted by Jennifer McGean, Recording Clerk

The next scheduled Regular meeting of the Select Board is Monday, July 6, 2015