

**Town of Shaftsbury  
Selectboard Meeting  
6:00 PM Executive Session  
6:30 PM Selectboard  
Monday, January 18, 2016  
Cole Hall, 61 Buck Hill Road, Shaftsbury**

**Selectboard Members Present:** Tim Scoggins (Chair), Art Whitman, Tony Krulikowski, Ken Harrington

**Selectboard Member Absent:** Mitch Race

**TA Present:** David Kiernan

**Others Present:** Melanie Dexter, Helen Olney, Deena Ruege

**1. Call to Order**

Tim Scoggins (Chair) called the meeting to order at 6:36PM.

Mr. Scoggins noted that the Board had just returned from Executive Session regarding real estate and personnel matters and that both issues had been resolved so that Item Number 18 on the agenda (Executive Session) would not be required.

**2. Conflict of Interest Statement**

NONE

**3. Approval of Minutes**

Tim Scoggins presented the Meeting Minutes from the Regular Meeting on January 4, 2016. Art Whitman offered one change to Item #13, adding the word "time" to a sentence in the third paragraph.

Motion: Tim Scoggins moved to approve the minutes from the Regular Meeting on January 4, 2016. Tony Krulikowski seconded.  
4-0-0 Motion Approved.

**4. Warrants**

Motion: Tim Scoggins moved to approve Check Warrant #29 \$225.00 for bulk postage permit. Tony Krulikowski seconded.  
4-0-0 Motion approved.

Motion: Tim Scoggins moved to approve Retirement Warrant #31 \$123.16. Tony Krulikowski seconded.

4-0-0 Motion approved.

Motion: Tim Scoggins moved to approve Payroll Warrant #15 \$18,091.83. Tony Krulikowski seconded.

4-0-0 Motion approved.

Motion: Tim Scoggins moved to approve Payroll Warrant #14 \$18,361.00. Tony Krulikowski seconded.

4-0-0 Motion approved.

Motion: Tim Scoggins moved to approve Check Warrant #15 \$30,269.35. Tony Krulikowski seconded.

4-0-0 Motion approved.

## 5. **Announcements**

Tim Scoggins announced that a Special Meeting to discuss the final FY17 Budget proposal and the ballot warnings for Town Meeting would be held on Monday, January 25, 2016.

Art Whitman announced that the public meeting for the Economic Development Committee on January 28, 2016 would be held at 7:00PM at Cole Hall. Mr. Whitman informed the Selectboard that letters has gone out to owners of Shaftsbury businesses regarding the meeting, which will discuss the Shaftsbury “streetscape” and to collect feedback on the current zoning regulations within the Village.

Tim Scoggins also informed the Selectboard and the public that work to revise the current ~~Planning Commission Bylaws~~ zoning bylaws, made possible by a state grant ~~from BCRC~~, had begun. Jim Sullivan from the BCRC had met with the Planning Commission and he has started to review the current Bylaws, starting with the regulations relating to the Commercial Zone.

## 6. **Public Comments**

Deena Ruege and Helen Olney from the Recreation Committee gave a brief presentation to the Selectboard to publically thank the Cub Scouts of Pack 330 for cleaning up the Tilnger Trail at Howard Park last summer. The Recreation Committee appreciates the efforts of the Scouts, their parents and the Pack Leader, Faith Rhodes, in maintaining the trail. The Pack intends on returning to the Park this upcoming summer for continued clean-up.

Tim Scoggins thanked the Scouts on behalf of the Selectboard and stressed that a community like Shaftsbury relies on volunteer efforts.

## **7. Treasurer's Report – Melanie Dexter**

Melanie Dexter presented a detailed cash flow report to the Selectboard, including all receipts and disbursements for the month of December. Ms. Dexter also included a report on the Reserve Fund as of December 31, 2015, as well as a comparison between FY15 and FY16 budget statuses.

Ms. Dexter then informed the Selectboard that the audit process had identified several reserve funds that had not seen any account activity in quite some time. These funds had small or, at least in one case, a negative balance, and were the result of grants being spent down over time. Subsequently, it was determined that there was about \$32,000.00 that could be transferred to the General Fund. David Kiernan informed the Selectboard that he had ensured that the grants had been closed out and that the auditors agreed that the money could be returned to the General Fund.

Mr. Kiernan highlighted two (2) fund accounts that he had earmarked for specific projects: \$5,211.85 raised from a Community Street Dance that would be used to upgrade and improve the Cleveland Avenue Park, and a 2004 Pilot grant with a net amount of \$5,668.93 remaining that would be used for economic development.

Tim Scoggins agreed that the \$32,000.00 remaining in the various funds should be used to offset taxes and to “clean up the books.” Tim Scoggins asked if clearing up these accounts would result in reduced bank fees. Melanie Dexter said that did not believe closing these accounts would show any great difference in bank fees. Ms. Dexter went on to say that she would be meeting with representatives from the bank this week to discuss fees and other banking options. Ms. Dexter and Mr. Kiernan did concede that cleaning up these accounts would streamline the management of the reserve funds.

Tim Scoggins pointed out that one of the largest amounts in the unused funds was allocated to a “Contingency Fund”, which the auditors deemed unnecessary as the Town keeps its ~~reserves~~ Fund Balance to the recommended 10-15% of the total budget.

## **8. Road Foreman Report**

David Kiernan gave the Road Foreman report as Steve Washburn had been out plowing the night before. Mr. Kiernan said that besides the small snow storm on the 18<sup>th</sup>, and some slick conditions on Saturday the 16<sup>th</sup>, the season had been very slow and quiet. A snow storm is currently predicted for the upcoming weekend. Mr. Kiernan informed the Board that new material being used to fix the early winter potholes seems to be holding up well. Mr. Kiernan indicated that some minor problems with the trucks had been uncovered with the bad weather and that a device had been added to the RAM to spread salt more evenly on the road, with mixed results.

Art Whitman commented that it appeared that the coarser sand/salt mix seemed to be working well. Tim Scoggins asked if things have gone smoothly with the contract plower. David Kiernan said that the arrangement has gone smoothly but the weather had resulted in lessfewer hours than expected. Mr. Kiernan said that there may be use for a part-time employee in the spring for some projects.

Mr. Kiernan concluded his remarks regarding the road crew by informing the Board that the oil pan on the RAM had rotted out and the part is currently on order. Mr. Kiernan said that this truck may be “on the block” with the one-ton, with only one vehicle being slotted for replacement next year.

## **9. Fire Department Equipment Requests**

David Kiernan presented the Board with two (2) requests from the Fire Department:

- A. The purchase of a “combi” tool for extrication purposes. After the trade-in of some pump equipment, the tool would cost the Fire Department \$3,500.00.
- B. The purchase of siding for Fire Station #2. Joe Vadakin had obtained quotes from three (3) vendors: RK Miles, Curtis Lumber and ABC Supply. Chief Vadakin had selected the siding from RK Miles, priced at \$3,345.00.

Mr. Kiernan indicated that these purchases are within the Fire Department’s budget. Tim Scoggins suggested passing a motion as the amounts are over \$3,000.00.

Motion: Tim Scoggins moved that the Fire Department purchase a combi tool for \$3,500.00. Tony Krulikowski seconded.  
4-0-0 Motion approved.

Motion: Tim Scoggins moved that the Fire Department purchase siding from RK Miles for Fire Station #2 for \$3,345.00. Tony Krulikowski seconded.  
4-0-0 Motion approved.

## **10. Community Appropriation Request – WBTN**

Tim Scoggins presented the Selectboard with a request from WBTN to be put on the Town Meeting ballot for a community appropriation in the amount of \$2,000.00. David Kiernan and Tim Scoggins informed the Selectboard that there is currently no clear policy on new requests. The Auditors communicate with those organizations that have received appropriations in the past, and those applications are due by November 15<sup>th</sup>.

David Kiernan received the paperwork from WBTN with the required information and submitted it to the Board for consideration. Tim Scoggins said that his first inclination was to deny the request as WBTN had missed the deadline. However, Mr. Scoggins said that the Selectboard had previously decided that appropriations should be left up to the public to decide upon.

David Kiernan pointed out that the Board had allowed two other new appropriations requests to be included on this year's ballot without challenge and that without a policy, it would be difficult to turn WBTN down outright. Ken Harrington inquired if a policy would be made on the appropriations requests. Mr. Kiernan replied that after Town Meeting was over, it would be addressed and perhaps petitions would be required for community appropriations.

Tim Scoggins determined that the WBTN request would be allowed but highlighted that appropriations requests would now total \$72,000.00, raising taxes approximately \$0.02 per \$100.00. Ken Harrington asked if this could be explained on the ballot and Tim Scoggins said that it was his understanding that only questions are allowed on the ballot and explanations could be construed as campaigning.

## **11. SVEDZ Buy-In**

Tim Scoggins reminded the Board of the report discussed at the previous Regular Meeting regarding the Southern Vermont Economic Development Zone. One of the report's recommendations was for ~~municipalities to begin to budget for~~ the ~~development creation~~ of a Comprehensive Economic Development Strategy (CEDs). Mr. Scoggins spoke with the Chairman of the Bennington Select Board, Thomas Jacobs, and it was proposed that Bennington and Shaftsbury should base the funding ~~of for~~ CEDs upon population. A contribution of \$3,500.00 was calculated for Shaftsbury; \$15000 for Bennington. Mr. Scoggins suggested using a portion of the \$5,668.93 from the remaining 2004 Pilot grant as funding for the formation of the CEDs, with the remainder going to the Economic Development Committee.

Tony Krulikowski asked if this "buy-in" would be contingent upon Bennington's participation in the efforts. Tim Scoggins replied that he felt that Bennington will sign on and after reaching out to State legislators that this was an action that needed to be taken and other towns should be contacted. David Kiernan pointed out that the money could be left in the General Fund and a check written "if Bennington jumps in." Tim Scoggins said that State grants may also be available.

Motion: Tim Scoggins moved to contribute \$3,500.00 to the formation of CEDs. Tony Krulikowski seconded.

4-0-0 Motion approved.

## **12. Town Real Estate Purchase**

Tim Scoggins reminded the Board and public that the discussions regarding putting the Town Garage on the upcoming ballot had been put on hold due to a possible real estate purchase. Art Whitman informed the public that ~~a~~the parcel of land just north of the entrance to the landfill had agreed to be sold to the Town by Peter Sausville. Tim Scoggins said that negotiations had begun and a purchase and sale agreement was being drawn up for the transaction, with the intent of asking the voters to improve this purchase ~~at Town Meeting on the March 1 ballot~~. The purchase price for the property will be \$30,000.00, with the purchase being spread out over three (3) years. Tim Scoggins said that he was budgeting for some additional expenses, including attorney's fees and transfer taxes, ~~with any additional expenses coming out of the General Fund~~.

Mr. Scoggins said that the Board would be looking seriously at placing the new Town Garage at that location, closer to the road.

## **13. Almost Final Budget**

David Kiernan and Tim Scoggins continue to work on the final FY16 budget for warning. Mr. Kiernan made some changes to the Capital Improvement Funds, including the following:

- A) Removing the funds reserved for the work on Shaftsbury Hollow Road. As grant funds had been received for the engineering portion of this project, Mr. Kiernan believed a grant through Better Back Roads would be available to assist in funding the actual work on the project.
- B) Chip-sealing from Harvest Hills and Hewitt Drive have been dropped from FY16. Paving on the lower 780' of Harvest Hills will still take place, as will the chip sealing in Paran Acres.

Tim Scoggins said that with the proposed budget, taxes would remain flat, if not a bit lower next year.

## **14. Approval of Purchase of Beaufort Farm**

The Vermont Land Trust (VLT) had approached the Board requesting that a letter be sent in support of the VLT for the purchase of the development rights of the former Beaufort Farm on Rod and Gun Club Road, so that a future owner may continue to keep the property as a working farm and protect it from development. The VLT has

purchased the property and are currently looking for a suitable owner and operator of the farm. The Vermont Housing and Conservation Board requires a letter of support from the Selectboard stating that the intentions of the VLT are in line with the current Town [Planning and Development regulations Plan.](#)

Motion: Tim Scoggins moved to submit a letter of support for the VLT to ~~sell~~buy the former Beaufort property as a working farm and to purchase development rights, and that this is consistent with the current Town Plan. Art Whitman seconded.  
4-0-0 Motion approved.

#### **15. Town Administrator's Report**

David Kiernan contacted the members of the DRB and Planning Commission whose terms are about to expire and requested that they submit letters of interest to continue their service to their respective boards. One letter had already been received. Mr. Kiernan expected to receive additional letters.

#### **16. Other Business**

NONE

#### **17. Review of Action Items**

NONE from January 18, 2016 meeting.

From January 4, 2016 meeting:

- Time and place to be announced for the January 28, 2016 Economic Development Committee Meeting – **Art Whitman confirmed meeting at 7:00PM at Cole Hall.**
- Finalize budget/ballot warning – **To be done at the Special Meeting on January 25, 2016.**
- David Kiernan to rework personnel policy on overtime – **In the Board Member's "drop boxes".**

#### **18. Executive Session**

NOT NEEDED

#### **19. Adjournment**

Tim Scoggins adjourned the Regular Meeting at 7:40PM.

