

**Town of Shaftsbury
Selectboard Meeting **DRAFT MINUTES**
6:30 PM Selectboard
Monday, February 15, 2016
Cole Hall, 61 Buck Hill Road, Shaftsbury**

Selectboard Members Present: Tim Scoggins (Chair), Mitch Race, Tony Krulikowski, Ken Harrington

Selectboard Member Absent: Art Whitman

TA Present: David Kiernan

Others Present: Melanie Dexter, Ed Corey

1. Call to Order

Tim Scoggins (Chair) called the meeting to order at 6:30PM.

2. Conflict of Interest Statement

NONE

3. Approval of Minutes

Tim Scoggins presented the Meeting Minutes, with corrections, from the Water Board Meeting and the Regular Meeting on February 1, 2016.

Motion: Mitch Race moved to approve the minutes from the Water Board Meeting and Regular Meeting on February 1, 2016. Ken Harrington seconded.

4-0-0 Motion Approved.

4. Warrants

Motion: Mitch Race moved to approve Retirement Warrant #35 \$121.13. Ken Harrington seconded.

4-0-0 Motion approved.

Motion: Mitch Race moved to approve Payroll Warrant #17 \$22,430.35. Ken Harrington seconded.

4-0-0 Motion approved.

Motion: Mitch Race moved to approve Check Warrant #34 \$4,118.00 for payment to Ink Spot Press for the printing of the Town Report. Ken Harrington seconded.

4-0-0 Motion approved.

Motion: Mitch Race moved to approve Check Warrant #24 \$17,781.56. Ken Harrington seconded.

4-0-0 Motion approved.

5. Announcements

Mitch Race announced that he will be unable to attend the Town Meeting on February 29, 2016. Mr. Race indicated that he approved the budget for FY17, and urged the public to vote yes to place the Town garage on the Town-owned property located on North Road. Mr. Race went on to say that he supported the purchase of the second residential property on North Road and that he was also in favor of exempting the Shaftsbury Community House from property tax payments. Mr. Race also indicated that he supported the community appropriations on the ballot.

6. Public Comments

Ed Corey came before the Selectboard and asked the Board if they would each answer a set of “yes or no” questions. Tim Scoggins said that the Board would not engage in a debate and that this portion of the meeting was reserved for public comments. Ed Corey again reiterated that he was only seeking yes or no answers to his questions and asked if the Board would submit written answers to his questions before Town Meeting. Mr. Scoggins said that the Board was not inclined nor obligated to debate with Mr. Corey but that if he had a public comment, he was welcome to make it at this time.

Mr. Corey asked if the majority of voters answer “no” to the question of locating the garage on the Town-owned property adjacent to the former landfill, will the Selectboard follow the wishes of the people? Tim Scoggins said that the Board will follow the wishes of the people and that he (Mr. Scoggins) answered this question on behalf of the Board. Mitch Race added that if the public does vote down the proposed location of the garage on North Road, it will cost the Town more money as the Town does not own any additional land zoned for industrial use.

Ed Corey then asked if he could provide handouts to the public at Town Meeting. David Kiernan replied that this was a legal question and he would need to consult with counsel for an answer. Tim Scoggins said that there was no campaigning allowed at the meeting but that Mr. Corey may be able to provide handouts outside the meeting. Ed Corey asked if anyone on the Selectboard would build a \$400,000.00 house on the North Road property. Tim Scoggins replied that he would not answer that question. Ed Corey then inquired if the Board would drink the water from the well located on the former Crawford property. Mr. Scoggins said that he declined to answer that question as well.

7. Treasurer's Report – Melanie Dexter

Melanie Dexter presented a brief report to the Selectboard reflecting where the Town finances stand at mid-month. Ms. Dexter said that the reserve funds are currently being reorganized per the recommendation of the auditors and that she would like to bring a report on those funds at a subsequent meeting for the Board's review. Ms. Dexter went on to report that the collection of delinquent taxes is ahead of last year.

Ken Harrington asked when the Treasurer would be issuing the stipends for the Selectboard. Tony Krulikowski said he believed that the checks were cut in March of last year. David Kiernan said that he would look into it and that it could probably be included in the next warrant.

8. Road Foreman Report

Steve Washburn did not attend the meeting as it was a holiday. David Kiernan said that there was not much to report from the Road Crew but there could be some ice and/or snow tonight.

9. DRB/PC Positions

David Kiernan said that he had now received letters of interest from all individuals that are currently up for reappointment for the Development Review Board and the Planning Commission, except for Megan Donkers' position on the DRB. Mr. Kiernan said that he was unsure if Ms. Donkers wished to continue with her seat on the DRB.

Tim Scoggins then asked the public to submit any letters commenting on the following prospective appointments to the respective committees:

Development Review Board

Michael Day – full-time seat
Jay Palmer – current alternate
Michael Bidy – full-time seat

Planning Commission

Brie Della Rocca
Michael Foley
David Mance

Tim Scoggins pointed out that should Megan Donkers leave the Development Review Board, there would be two (2) openings to be filled. As Jay Palmer is the current alternate member of the DRB, he could be moved to a full-time position leaving one (1) full-time seat and one (1) alternate seat open.

David Kiernan said that he would be posting the openings on the Town website.

10. Town Meeting and Ballot

Tim Scoggins reviewed the FY17 budget of \$1,809,657.00 and reminded the public that the Board would be essentially keeping the tax rate flat from FY16. Mr. Scoggins reminded voters that the community appropriations would be voted on only by ballot on March 1st, while the reserves would be a part of the budget voted on at the floor meeting on February 29th, to avoid any possible confusion or conflict by essentially double-voting on an item.

Mr. Scoggins pointed out that should the entire \$72,000.00 in community appropriations requested be approved, the tax rate would increase \$0.02 per \$100.00.

Mr. Scoggins reviewed the article asking voters to approve the purchase of property near the former landfill on North Road. The voters approved a similar purchase last year of a neighboring parcel. These two purchases would consolidate the Town's holdings in the industrial zone. Mr. Scoggins noted that this site could be used for the proposed Town Highway garage.

Mr. Scoggins then addressed the article asking the voters to exempt Shaftsbury Community House, Inc. from property taxes for a period of five (5) years. The Shaftsbury Community House on Old Depot Road has always been used for community purposes and has never been taxed in the past.

Mr. Scoggins then highlighted the twenty-eight community appropriation requests applied for this year by various organizations. These requests will appear on the ballot on March 1st.

Finally, Mr. Scoggins read the non-binding ballot article regarding the location of the proposed Town garage as follows: ***Shall the Town locate the new Highway Department garage on Town owned property adjacent to the closed landfill on North Road?*** Mr. Scoggins reiterated that the Selectboard feels "strongly and unanimously" that the North Road location is the most suitable place for the garage and that it is imperative to move the garage out of the Village Center.

11. Opening of Bids for Roadside Mowing

David Kiernan presented the Selectboard with two (2) bids for roadside mowing for the upcoming season: one from David Halsey of Manchester, who was awarded the bid last year, and one from Orchitt Mowing in Chester, Vermont.

Tim Scoggins opened and read the bids as follows:

- 1) David Halsey: \$20,500 for two (2) passes (one during the first three weeks of June, the other during the first three weeks of September). Mr. Halsey has 36 years of experience, including work for the State of Vermont.

- 2) Bruce Orchitt, Orchitt Mowing: \$19,900.00 total for two (2) to three (3) passes on Class II Roads and two (2) passes on Class III roads. Mr. Orchitt's bid stated that he had worked for the Towns of Middletown, Peru and Mendon.

Ken Harrington asked if the bids included over the rail mowing. Mr. Scoggins said that both bids did so. Tim Scoggins asked the Selectboard if they would like time to think over the bids and Tony Krulikowski indicated that he would like to review and consider each bid in more detail. David Kiernan said that he would circulate copies of the bids but that the individuals applying for the job would want to set up other work for the season soon. The Board debated having a Special Meeting to award the bid prior to Town Meeting but ultimately decided to award the bid at the February 15th Meeting,

Motion: Tim Scoggins moved to award the roadside mowing bid to David Halsey. Tony Krulikowski seconded.

4-0-0 motion approved.

12. Shaftsbury Hollow Culvert Update

David Kiernan gave a brief report on the assessment by Mance Engineering of the Shaftsbury Hollow culvert requiring repair. Mance believes that it will be possible to sleeve the culvert, with all work being done under the existing bridge and without needing to close the road. Mr. Kiernan said that he hopes to have a full report from Mance in time to apply for a structures grant in April for the construction phase of the project. Ken Harrington inquired about the cost of the project and Mr. Kiernan replied that he does not have a figure yet and needs to have further conversations with the State of Vermont. Mr. Kiernan did, however, note that the sleeving would be cheaper than replacement of the culvert.

13. Howard Park Well Update

David Kiernan then updated the Selectboard on the progress of replacement of the well at Howard Park. Mance Engineering had reached out to a few local drilling companies for proposals on drilling. The two (2) proposals received were around \$10,000.00 (no including the pump and the connection to the main) and were reviewed as follows

1. Frost Wells: \$9,200.00
2. Parker: \$10,500.00

Tim Scoggins asked if the Selectboard could take some time to review the math on the two proposals. David Kiernan said that no decision needed to be made tonight but he could run some quick calculations. Mr. Kiernan also indicated that Frost had been recommended by Mance.

Motion: Mitch Race moved to approve Frost Wells as the well driller at Howard Park with specs as follows: \$14.00/foot for drilling plus \$25/foot for steel well casing and \$5.00/foot for grout. Tony Krulikowski seconded.
4-0-0 Motion approved.

14. Town Administrator's Report

David Kiernan presented a Liquor License Application for approval from Bennington College for an event at the President's House on February 22, 2016.

Motion: Mitch Race motioned that a liquor license be granted to Aramark Dining Hall (Bennington College) for a faculty event at the President's House on February 22nd. Ken Harrington seconded.
4-0-0 Motion approved.

David Kiernan then presented a Certificate of No Appeal or Suit Pending (for the Grand List Year of 2015) from the Listers' office for signature by the Selectboard.

Motion: Tim Scoggins moved to sign the Certificate of No Appeal or Suit Pending related to the Grand List as of April 1, 2015. Ken Harrington seconded.
4-0-0 Motion approved.

David Kiernan then reported that the final plans for the sidewalk for the corner of Church Street and Route 7A have been sent to VTrans for review with the hope of putting it out to bid in March. Mr. Kiernan indicated that the total cost estimate would be about \$118,664.00, not including charges attributed to KAS. Mr. Kiernan said that since this is not a large project (just about 300' of sidewalk), he hoped that a contractor would be able to fit it in their busy season.

David Kiernan then briefed the Selectboard on the Cole Hall Renovation project. Construction plans drafted by Keefe & Wessner in 1996 had been discovered and the plans present some thoughtful ideas on how to best arrange the downstairs offices. Additionally, Mr. Kiernan reported that there may be some ADA (Americans with Disabilities Act) requirements that need to be addressed with the layout of the downstairs portion of Cole Hall.

Mr. Kiernan reported that the original plan for the ceiling in the upstairs portion of the building may be changed and that new light fixtures, fans and dividing walls are being considered as alternatives. Mr. Kiernan said that cost and functionality are the driving forces for the project. Tim Scoggins commented that the dividers proposed for the upstairs would not address privacy concerns for the second floor offices. David Kiernan pointed out that most of the staff upstairs are part-time and that privacy is also a concern

for the Treasurer and Administrator downstairs. Mr. Scoggins asked if a drop ceiling was possible over one portion of the upstairs offices or a meeting space. Mr. Kiernan said again that cost was the major factor, particularly considering maintenance needed on the outside of the building, including painting and window replacement.

15. Other Business

NONE

16. Review of Action Items

NONE

17. Adjournment

Mitch Race adjourned the Regular Meeting at 7:32PM.