

Shaftsbury Select Board
June 19, 2017

1. Call to order
The meeting came to order at 6:30 pm. Present were board members Tim Scoggins (chair), Ken Harrington, Art Whitman, Tony Krulikowski, and Joe Barber. Town Administrator David Kiernan was also present.
2. Conflict of Interest statement
There were one reported.
3. Approval of minutes
May 1, 2017: Mr. Krulikowski moved to approve the minutes. Mr. Whitman seconded the motion. Mr. Scoggins pointed out a name was misspelled and the Goldstone RFP was attached. The motion passed 5-0-0.
May 15, 2017: Mr. Krulikowski moved to approve the minutes. Mr. Whitman seconded the motion, which passed 5-0-0.
May 30, 2017 (special meeting): Mr. Whitman moved to approve the minutes. Mr. Harrington seconded the motion, which passed 4-0-1 with Mr. Krulikowski abstaining.
June 5, 2017: Mr. Krulikowski moved to approve the minutes. Mr. Whitman seconded the motion. Mr. Scoggins noted that the resolution for Mr. Finney will be included. The motion passed 5-0-0.
4. Warrants
Payroll warrant #25 for \$18,890.15: Mr. Krulikowski moved to approve the warrant. Mr. Whitman seconded the motion, which passed 5-0-0.
Check warrant #40 for \$88,701.55: Mr. Krulikowski moved to approve the warrant. Mr. Whitman seconded the motion. A question was asked about how water bills are paid and transferred. The motion passed 5-0-0.
5. Announcements
Mr. Scoggins read a letter from the Fire Chief Joe Vadakin, thanking the Town for the honor accorded them at Big Truck Night, and for allowing the department to use the North Rd. house for training. He also thanked the Town Administrator for his support.
6. Public Comments
There were none.
7. Treasurers report
 - Melanie Dexter noted that she will be readying a request for a line of credit at the next meeting (a special meeting on June 29, 3:30 pm) and drew the Board's attention to the projected cash flow.
 - She presented documents to create an account to hold tax sale money and asked Mr. Scoggins to sign it and have it notarized. Mr. Whitman moved to create said account. Mr. Harrington seconded the motion, which passed 5-0-0. Mr. Scoggins will sign it in the presence of a notary.
 - Mr. Kiernan noted he would be absent for the special meeting but that Joan Vargo and Melanie Dexter would be present.
8. Road Foreman report
 - Mr. Washburn reported they were four or five days away from getting caught up on grading when the latest large storm arrived. He said and Mr. Kiernan expanded upon some project plans for the summer, including seventeen aged culverts, and French drains.

- Mr. Kiernan continued that the hazard tree survey found 45 high-hazard trees, most of them 20+” in diameter. He expects to contract the work out and hopes to pay for it in part with savings secured by a retirement on the road crew. (Tim Green retired after 35 years.) The initiative will be expensive. The utility may get involved.
- Mr. Kiernan reported that VTrans will give the Town \$14K for culverts and related drainage issues.
- The road crew has been working out a schedule with flex time for weather.
- Mr. Kiernan said he’s considering contracting out some winter plowing rather than replacing Mr. Green.
- Mr. Harrington asked how the projects will be prioritized and suggested that fabric and French drain projects offer more benefit down the road. Mr. Kiernan reported that scheduling will be an issue because of vacations and weather.

9. BRS update

Mr. Scoggins reported that he and Mr. Krulikowski met with the Rescue Squad. The Squad would like to meet with the Board in July and talk about the stats the Town would like to see.

Bennington is the only squad that can offer emergency advanced care. Mr. Whitman would like to see how Bennington compares with places like Rutland in terms of equipment. Mr. Kiernan: what percentage of calls are ordinary transport and which are emergencies?

10. TAM host town agreement, renewal

The Board voted at the last meeting to discontinue the host town tax. Mr. Kiernan reported that in 2012 the DRB approved an increase in tonnage to 30,000 tons and that TAM’s request in the new agreement, therefore, for 30,000 tons was permitted as long as no change to the facility is made. Mr. Harrington moved to approve the new host town agreement with Tam to include the discontinuance of the host town tax and in increase in allowed tonnage to 30,000 tons. Mr. Whitman seconded the motion, which passed 5-0-0. The members of the board signed the document. Mr. Kiernan will ask Trevor Mance to also sign the document.

11. Town insurance renewals

This year’s fee with Wills will be \$52,835, \$835 more than Mr. Kiernan budgeted. The town has done business with Wills for 40 years. Mr. Kiernan reported that Wills’ service had always been excellent. VLCT’s bids some time ago wasn’t competitive. David Newell of Wills will attend a meeting in August to go over workers compensation coverage. Mr. Whitman moved to renew the insurance policy with Wills for one year. Mr. Krulikowski seconded the motion, which passed 5-0-0.

12. DEC municipal roads general permit/grants-in-aid pilot program

Mr. Kiernan said they’d been awarded a grant of \$14,100 with a required match of \$2820 (or more, if some towns decline to participate). It will supplement the culvert work. Mr. Kiernan reported that all municipalities will find it hard to meet the requirements of the general permit. Mr. Harrington moved to sign the letter of intent to participate in the municipal roads general permit project. Mr. Whitman seconded the motion, which was approved 5-0-0.

13. Parking restrictions, intersection of Buck Hill Rd. and VT Rte. 7A

- Mr. Kiernan reported that the state approved parking restrictions on 7A south 135” to the first driveway and north 50’ to the approximate location of the telephone pole. All abutters were given the opportunity to participate in the hearing although none did. No one responded to the letter sent them or the announcement on the website home page. It will greatly improve safety.
- Mr. Kiernan reported that he looked into a scoping grant to explore extending the sidewalk north. The match would be \$10-\$15,000 (1:1) and he recommends holding off

on this initiative. In the long term, he would like to confer with neighbors about what they want to see there.

- A question was asked about the lights at the new sidewalk. They are scheduled to be fixed this week. Once Hathaway fixes the light the state can release the last payment to the Town.

14. Road name change/request of E911 Board, Town Line Road West to Town Line Road

Mr. Kiernan reported that the E911 Board has requested the change. Bennington calls it Town Line Road. Mr. Krulikowski moved to approve the name change. Mr. Harrington seconded the motion, which passed 5-0-0.

15. Tax sales for delinquent water bills

Three sales (both tax and water delinquents) are now scheduled for July 11, 10 am at Cole Hall. Someone from the board will need to be present. Mr. Scoggins said that if no appears to bid, the Town will bid, in the amount equal to the delinquent taxes. After a year without action, the property devolves to the Town.

16. Dog licenses and ordinance violations

- As of the 13th of June, there are 90 people in town with one or more unlicensed dogs. If they are registered now, the owner will be fined \$10, plus the cost of registering. Once the constables have come to the home, the fine will go up to \$35. After two weeks, the fine will go up to as much as \$150 upon issuance of summons. It is best to renew now.
- All such owners have been notified of the registration lapse at least twice.
- This is a health issue, to ensure that dogs have been vaccinated.

17. Bid proposal public works F350 (or similar)

The town has looked unsuccessfully for used pick ups. It has begun to look for new utility trucks and has found several. The town has drafted an invitation to bid for a one-ton, gas, 4 wheel drive, standard pick up. It would greatly increase versatility of the existing fleet. Mr. Kiernan read the proposal, which is included by reference in these minutes. There was a discussion of whether to seek a crew cab or expanded cab. Mr. Krulikowski moved to approve putting out a bid for a one-ton, 2017 pick up truck. Mr. Whitman seconded the motion, which passed 5-0-0.

18. Update of purchasing policy – elimination of redundant purchase order forms

Mr. Kiernan reported that the auditors said the purchase order forms were unnecessary. For example, everything over \$3000 must be approved by the Select Board. In a draft version, reference to the purchase order forms and the requirement that each department submit purchase requests monthly to the administrator were deleted. Mr. Harrington moved to adopt the revised purchasing policy. Mr. Whitman seconded the motion, which passed 5-0-0.

19. Adoption of public records policy

Mr. Kiernan reported that it came to his attention that the Town lacks a public records policy. (This has nothing to do with the Town clerk, who is totally separate.) The town attorneys vetted the draft policy, based on that provided by VLCT. The draft policy clarifies means of requesting documents, when those requests can be denied, costs for copies and staff time, how long the town has to respond to requests, and much more. Mr. Whitman moved to adopt the proposed public records act policy as outlined by VLCT and amended by the town attorney. Mr. Harrington seconded the motion, which passed 5-0-0.

20. Town garage update

- Discussions of how to “park” the \$75K paid annually on the bond (for example, there are restrictions re how much interest the fund can acquire) have been held and solutions proposed. The town will probably open another account.

- Members of the board will meet on Wednesday June 21 to discuss a contract with Goldstone Architects, which will now include explicit reference to the “RFP and scope of services incorporated therein.” Mr. Kiernan suggested the board move to give the Select Board chair authority to sign the contract as amended. Mr. Whitman moved to modify the contract received from Goldstone to say in Article 17 “scope of services per attachments incorporated in full” and to authorize the chair to sign the contract. Mr. Harrington seconded the motion, which passed 5-0-0.

21. Other business

- Mr. Kiernan reported he would be away June 23 through July 10.
- Mr. Kiernan reported that the executive session was no longer unnecessary.

22. Review of action items

- Water board: review of water department regulations and discussion of new assistant salary. Mr. Kiernan reported that all has been discussed and resolved except for Mr. McGinnis’s salary, which will be discussed at the July 19 water board meeting.
- The RFP was included in the May 1 minutes.
- Mr. Kiernan decided to put on hold the sidewalk scoping grant.
- VTrans denied the town’s request to put up signs re jake breaks on a downhill for safety reasons.
- Other items from June 5 meeting were all addressed.
- New action items for Mr. Kiernan include exploring sign replacement program on White Creek Road and reaching out to GMP re tree problems.
- Mr. Harrington asked if a RFP could be put out to local contractors for the culvert replacements. Mr. Kiernan said he thought the road crew could manage it. It might make sense to seek contracts on the longer fabric projects.

23. Executive session canceled

24. Adjournment

Mr. Whitman moved to adjourn at 8:30 pm. Mr. Harrington seconded the motion, which passed 5-0-0.