

**MINUTES OF THE SHAFTSBURY SELECT BOARD
OCTOBER 1, 2007
COLE HALL
SHAFTSBURY, VERMONT**

Board Present: **Wynn Metcalfe, Chairman, Bill Pennebaker, Karen Mellinger, Lon McClintock**

Board Absent: **Cinda Morse**

Others Present: **Mike Gleason (Bennington Banner), Lissa Stark (BCRC), Aaron Chrostowsky (Town Administrator), Susan Swasta (Recording Secretary)**

1. Call Meeting to Order:

Chairman Wynn Metcalfe called the meeting to order at 7:01 PM. He asked if any Board member needed to recuse himself or herself from discussion of any topic on tonight's agenda. None did.

2. Minutes:

September 17, 2007 Select Board minutes

Lon McClintock made motion to approve the September 17, 2007 minutes. Karen Mellinger seconded.

The following corrections to the September 17 minutes were requested:

On page 1, under item 3 (Warrants) a list of warrants is needed. Mr. Chrostowsky will supply these for the final draft of the minutes.

On page 1, under item 4 (Public Comments), in the first paragraph, second sentence, "to issue" is changed to "the issue."

On page 1, under item 4 (Public Comments), in the second paragraph, second sentence, "along" is changed to "a long."

On page 1, under item 5 (Sidewalk), first paragraph, second sentence is changed to:

She explained that the project would begin on VT Route 7A on the west side, just beyond Ledgely Road.

On page 1, under item 5 (Sidewalk), in the second paragraph, first sentence, "chain link" is changed to "wrought iron."

On page 2, under item 5 (Sidewalk), in the second paragraph, first sentence, "I" is changed to "he."

On page 2, under item 7 (Request for Financial Assistance), in the first paragraph, first sentence, "this case" is changed to "this pending request."

On page 2, under item 8 (Other Business), in the third paragraph, first sentence, "of Heindel and Noyes" is changed to "to Heindel and Noyes."

Motion to approve September 17, 2007 minutes as amended carried 4-0-0.

September 24, 2007 Select Board minutes

Bill Pennebaker made motion to approve the September 24, 2007 minutes. Ms. Mellinger seconded.

The following corrections to the September 24 minutes were requested:

On page 1, under item 3 (Warrants) a list of warrants is needed. Mr. Chrostowsky will supply these for the final draft of the minutes.

On page 1, under item 4 (Solid Waste Implementation Plan), in the first paragraph, first sentence is changed to:

She explained that no action should be taken tonight until a more in depth review of the plan is done.

On page 1, under item 6 (Other Business), in the first paragraph, third sentence is changed to:

He spoke with Mr. Metcalfe regarding this purchase and Mr. Metcalfe agreed that mower would be suitable.

On page 1, under item 6 (Other Business), in the second paragraph a second sentence, is added, as follows:

Also, thank you notes should be sent.

On page 2, under item 6 (Other Business), in the third paragraph, second sentence, "their" is changed to "there."

On page 2, under item 6 (Other Business), in the fourth paragraph, second sentence, "Ms. Mellinger" is changed to "Mr. Pennebaker."

On page 2, under item 6 (Other Business), the sixth paragraph is changed to:

Ms. Morse said that most of the work regarding the Town's Personnel Policy has been addressed. The remaining piece involves the insertion of the revised benefit information to the VLCT standard Personnel Policy.

On page 2, under item 6 (Other Business), seventh paragraph is changed to:

Ms. Mellinger requested the Board consider using a zero based budgeting method for the new budget. It was agreed the budget process would be a topic on next week's agenda.

Motion to approve September 24, 2007 minutes as amended carried 3-0-1. (Chairman Metcalfe abstained because he had not attended the meeting.)

3. Warrants:

The following warrants were presented for approval:

AP #16 -	\$ 36,776.34	General Warrant (includes stone and gravel, health insurance)
PR #13 -	\$ 10,?????.93	Payroll Warrant
Retirement Wt. #15 -	\$ 3,316.00	Retirement Warrant

Ms. Mellinger made motion to pay warrants. Mr. Pennebaker seconded. Motion carried 4-0-0.

4. Public Comments:

There were no members of the public present at the meeting.

5. Approval BCRC Solid Waste Implementation Plan:

Chairman Metcalfe invited Lissa Stark of the Bennington County Regional Commission (BCRC) to the table to discuss the solid waste implementation plan, which had been distributed to Board members previously.

Ms. Stark briefly stated that this plan has been in the works for five years, since the state Agency

of Natural Resources (ANR) mandated that every town have a plan, or be part of one. The BCRC wrote the solid waste implementation plan (SWIP) for the eight towns involved, who must sign off on it. She said that the initial plan was submitted to ANR in 2003, then revised several times. It has now been pre-approved by ANR.

Ms. Stark stated that a coordinator will be hired to implement the plan for the towns, who will share the cost for the position. She said that the coordinator will be an employee of the towns, not of the BCRC. Ms. Stark asked for questions from the Board.

Ms. Mellinger asked whether the tasks listed for the coordinator are state requirements. Ms. Stark replied that the tasks are set forth by the state, and are assigned to a coordinator so that the towns do not have to do them on their own.

There was discussion of Shaftsbury's share of the cost, which is \$5200 annually. This includes both salary and materials, but needs to be updated because it is in 2003 dollars.

Mr. McClintock asked where the coordinator's office would be located. Ms. Stark replied that she is not sure. Some towns might let the coordinator work out of their offices, or the person could work at home. She said that this is up to the towns. It might be possible for the coordinator to work out of the BCRC.

Chairman Metcalfe asked if liaisons from all eight towns will meet. Ms. Stark replied that BCRC wants all the towns to be involved in planning and hiring.

Chairman Metcalfe stated that \$5000 is a lot for Shaftsbury's budget, and that it bothers him to sign on for a person who at this point has no job or supervisor. He asked who will make sure the tasks are taken care of. Ms. Stark answered that this is up to the towns. They may want the BCRC to supervise the coordinator.

Chairman Metcalfe asked if this should not be determined before they sign on to it. Mr. McClintock agreed, saying that he is not comfortable signing a contract without knowing the mechanics.

Ms. Mellinger said that she is also uncomfortable with the fact that the budget is in 2003 dollars, so it won't be \$5000. She asked if the state is trying to push them toward solid waste districts, which Shaftsbury has rejected. Ms. Stark replied that the state encourages, but does not mandate, solid waste districts.

Ms. Stark reminded the Board that the plan had been sent to them in 2003, and since then there had been several public hearings for comments. There has been plenty of times to request changes, and now the state has pre-approved the plan because it was agreed to hire a coordinator.

Ms. Mellinger said that she did not remember discussion of a coordinator, Ms. Stark said it had been discussed in 2003 and copies of revisions had gone out to towns since then.

Chairman Metcalfe noted that the plan is for five years, so the total cost will be \$25,000, not \$5,000. Ms. Mellinger asked if it would be possible for the Town to commit to doing these tasks in house instead of having a coordinator do them.

Ms. Stark said that it could be possible, but that she would have to revise the SWIP and change the dollar amounts charged to the remaining seven towns. She said that Arlington has signed on and Stamford wants to get back in.

Mr. McClintock reiterated that he does not like the mechanics of the plan, which would bind the Town as part of a consortium. The coordinator would have eight different bosses, and Shaftsbury would only get a certain percentage of the coordinator's time.

Chairman Metcalfe estimated that the budget figure would have to be increased by \$1500 to update it to 2007. He said that \$6600 is a lot of money. Ms. Stark said that towns have been told to budget for this since 2003. Chairman Metcalfe said he may budget for \$5000 and then have to come up with an extra \$1500. He doesn't know where that would come from.

Ms. Mellinger said that, in looking at the list of required tasks, she thinks the Town already does some of them. She suggested that the town administrator and volunteers might be able to do others. She wants to be sure this is not something they could do themselves. Chairman Metcalfe stated that \$5000 is cheaper than adding more time to the town administrator schedule.

Mr. McClintock said he is concerned that the coordinator will not be able to do all the tasks in twelve hours per week, and that the Town will pay for service it does not get. There was further discussion as to whether the Town already does some of the required tasks. Ms. Stark suggested that the Board go through the requirements and figure out if the Town can meet all the goals on its own. She said that if the SWIP needs to be altered, they need to let her know soon.

Chairman Metcalfe asked what the next step would be if all eight towns approved the SWIP. Ms. Stark replied that it would then go to the ANR for final approval, and representatives of the towns would meet to discuss the coordinator position. She said that it would be possible for the BCRC supervise the coordinator, even though they cannot employ the person.

There was discussion of how a SWIP coordinator might be used by the Town in setting up a reuse center. Ms. Stark said that the coordinator is supposed to plan, coordinate, and facilitate, not implement. The person might do a feasibility study for a swap shed.

Chairman Metcalfe asked what would happen if the Town decides not to participate in the SWIP. Ms. Stark replied that this would mean no Town waste could be sent to any in-state solid waste facility, the Town and TAM transfer stations could not be recertified, and the Town would not be eligible for solid waste grants.

Ms. Mellinger asked if the Town could be part of the SWIP, but opt out of sharing the coordinator. Ms. Stark answered that this would be possible if the Town clearly identifies how it would meet each goal, and she revises the SWIP. She emphasized that there needs to be a solid plan for addressing all goals.

After further discussion, the Board decided to have Ms. Mellinger, Mr. Pennebaker, and Mr. Chrostowsky sit down and discuss the plan. Chairman Metcalfe said that he would like to talk to representatives from the other towns involved. Ms. Stark agreed to set up a meeting. The Board thanked her.

6. Meeting Recording Clerk Position:

The Board discussed how the meeting clerk position should be compensated, in light of the fact that it has not been possible to hire anyone for a vacant position. Susan Swasta, the current recording clerk for the Select Board and Planning Commission, stated that a change in her schedule would make it possible for her to do minutes for the DRB as well, sharing the job with the present DRB clerk, [her husband, Gary Peterson].

Ms. Swasta said that a per diem rate of payment, which had been suggested, does not work well because of the variability of meeting length. She also stated that she would prefer to continue to be paid as a Town employee rather than as a subcontractor because of the inconvenience of handling withholding taxes.

Mr. McClintock had suggested that there could be a savings in workmen's compensation if the clerk position were subcontracted, but that the job would then have to pay more to make up for FICA. It was decided to leave the position as a Town employee.

Chairman Metcalfe stated that he thinks a raise is in order for the position. He will consult with Mr. Chrostowsky, who has collected information on what other local boards pay recording clerks.

7. Other Business:

Ms. Mellinger announced the annual meeting of the Historical Society on October 7 from 2:00-4:00 PM, at the museum. She said that past presidents will reminisce and there will be refreshments.

Ms. Mellinger announced that Hazardous Waste Day will take place October 13 from 9:00AM-1:00 PM at Arlington High School. Bulky items, white goods, and electronic waste will also be accepted, at no charge.

Ms. Mellinger announced that Neighborworks of Vermont has \$750,000 available for residential rehabilitation in the form of low cost loans for low income residents.

Mr. McClintock announced a meeting of the Ancient Roads Committee for October 2 at 7:00 PM. Mr. Chrostowsky said he will have the grant application.

Mr. McClintock announced a working session on the solid waste bylaw to take place Wednesday, October 10 at 7:00 PM. He said that they have heard from Board members and from the Economic Development Committee, and would like to hear from residents who have concerns.

Chairman Metcalfe reported that a DR 17 hp mower for the landfill can be purchased for \$2500, which represents an \$800 savings. He recommended buying it.

Mr. McClintock made motion to purchase the 17hp DR mower for \$2500. Ms. Mellinger seconded. Motion carried 4-0-0.

Ms. Mellinger asked if this will come out of the landfill capping fund, and was told that it will.

9. Discuss Budget Process:

Chairman Metcalfe stated that the budget process of having individual department heads come to talk to the Board has worked incredibly well. He said that it gives them the opportunity to talk about the future as well as their budget.

He suggested, since it is such a long process, that it would save time to have each departmental budget submitted intact in advance so that Board members can review it before meeting. That way, all the meetings could take place in one long day, rather than eight or nine. In addition, if Board members have the budget in advance, they can be sharper about cuts or additions.

Ms. Mellinger suggested that each Board member meet with his or her department liaison on the budget to facilitate the process. She asked if they want to use zero sum budgeting, having department heads start with last year's budget and add increases -- perhaps 3-5%.

Mr. McClintock liked the idea of meeting with liaisons, but wanted the discussion to deal with broader objectives, not just the budget. He and Chairman Metcalfe felt that different department heads may need different increases to meet their objectives. Ms. Mellinger said that she had meant that the Board would limit the percentage increase, not the department heads. This is the Board's job.

Chairman Metcalfe said they will have a month to discuss bigger budget issues, like the town garage or Cole Hall, that have been put off, and may require a bond. He and Mr. Chrostowsky will set up a budget timeline.

Board members were agreeable to Chairman Metcalfe's idea of having a long meeting on a

Saturday. The Board decided not to seek citizens to serve on the budget committee this year. Ms. Mellinger said that anyone who wants to attend is welcome.

The Board decided not to meet on October 8, Columbus Day.

Meeting adjourned at 9:03 PM.

**Respectfully Submitted,
Susan Swasta**