

MINUTES OF THE SHAFTSBURY SELECTBOARD
DECEMBER 7, 2009
COLE HALL
SHAFTSBURY, VERMONT

Board Present: Lon McClintock (Chairman), Bill Pennebaker, Karen Mellinger, Craig Bruder, Cinda Morse. **Others Present:** Margy Becker, Town Administrator; Larry Johnson (Lister); Deena Ruege, Recreation Committee; Ed Corey, Bob Holmes (Auditor).

1. Call to Order: Budget Workshop

Chairman Lon McClintock called the meeting to order at 6:00 PM.

Bill Pennebaker presented a draft solid waste budget. PAYT sticker sales and purchases need to be reconciled. A compensation adjustment for the Transfer Station attendant is requested. It was noted the Solid Waste Implementation Plan (SWIP) is prepared each year by Bennington County Regional Planning Commission (BCRC). Management fees for the Transfer Station (by TAM) are dictated by a 3-year contract. Repairs are needed to the Shed roof, shingles, gutters, and north wall. Tire removal is now at a 4-tire per household limit. Since fees have been introduced for brush disposal, there has been a downward trend in brush disposal volumes. This trend is positive for the Town, since it is not running a construction and demolition disposal site. Household Hazardous Waste Collection day costs need to be confirmed.

Deena Ruege spoke briefly about the Recreation Committee budget request. Directional signs for Howard Park are needed. 2 new signs, caps, and posts will cost approximately \$175.00. Signs are needed which display rules for use of the Park. These are estimated to cost \$150.00 plus shipping charges. Ms. Ruege also noted the need for a Park attendant to lock the gate each evening to prevent vandalism. This expense has not been budgeted for in the past, since volunteers have performed this task. Park income is comprised only of miscellaneous income. Lon McClintock said he estimates approximately \$3,000 to open and close the park each day.

The Treasurer's budget was distributed and briefly discussed. Karen Mellinger will follow-up regarding bookkeeping services.

2. Call to Order – Regular Meeting

Chairman Lon McClintock called the meeting to order at 7:00 PM.

3. Announcements:

Lon McClintock announced the annual tree lighting went well, thanks to the Garden Club, Ken Coonradt, the Boys and Girls Clubs. Approximately 60 people were there. Lon McClintock also reported the Garden Club has said it will not organize the tree lighting next year. He asked if the Recreation Committee could organize the event for next year.

Lon McClintock announced that Jim Meskun and Dennis McCarthy report there has been cemetery vandalism. All cemetery flags were stolen from Cleveland Cemetery. He asked that if any resident has information regarding this incident to please call the Town Offices.

4. Conflict of Interest Statement:

Lon McClintock asked if any board member had a conflict of interest with any topic on the agenda. No member stated a conflict of interest.

5. Public Comments:

Ed Corey addressed Development Review Board (DRB) policies regarding taping meetings. Lon McClintock reviewed the appeal process.

6. Caterer's Licenses: Bennington College

Lon McClintock made the MOTION to approve Bennington College Caterer's Licenses for January – June 2010 events. Bill Pennebaker seconded. The motion carried unanimously.

7. Cemetery Audit

Bob Holmes reported on the results of the Town Auditors' assessment of cemetery operations and records, as requested by the Selectboard. He reported there is no evidence of dishonesty. The Auditors take note that it is their responsibility to audit cemetery operations annually. Mr. Holmes reported the audit relied upon 2004-2009 detailed transaction reports from the Town Treasurer. Such records did not exist prior to 2004. The Auditors did not make field visits to verify corner markers.

Mr. Holmes stated they will audit checks, lots sales, deposits, and other records going forward. It is the Auditors' recommendation that one person is needed to be the 'clearing house' for all information and fees and funds being charged by and received on behalf of the Cemetery Committee.

Lon McClintock noted 39 burial permits are still missing. A burial permit is really a "transit permit". 41 permits were received without associated fees. He noted that numerous permits came in without associated fees, and that upwards of 29 burials occurred with no record of fees or permits having been received by the Town. There is the possibility that the Town Treasurer could have received fees without an associated name. Lon McClintock then suggested perhaps the Auditors' worksheets and ledger could be organized as the basis for the new Sexton's job.

Selectboard members thanked the auditors for their work. Bob Holmes commended Floss Beebee and Judy Stratton for their records. Cinda Morse noted the need for accurate cemetery maps. The Sexton will need to know if lots are truly available for sale.

Cinda Morse made the motion to accept the Town Auditors' report on the status of cemetery operations. Karen Mellinger seconded. The motion carried.

Lon McClintock asked Cinda Morse to share the report and worksheets with the Cemetery Committee. He then distributed his suggested "charge" or objective for the Cemetery Committee. Mr. McClintock stated he did not think the Sexton should be a Committee member, and that the Sexton should report to the Committee.

Cinda Morse said there is no date as of yet for the next Committee meeting, but that the job description for the Sexton is almost complete. The Committee does not suggest a stipend for the Sexton, but does recommend travel reimbursement. She then requested that the Cemetery Committee be added to the Selectboard's December 21 agenda.

8. Bennington County Sheriff's Contract

Selectboard members briefly discussed the options of paying for additional patrol hours to be provided through the Sheriff's COPS grant. Craig Bruder spoke in favor of expensing COPS patrol time (additional 10 hours per week) in budget years 2011-2013, and against the current budget. After brief discussions, **Cinda Morse made the motion to approve the Sheriff's Contract with zero Town**

funding for COPS grant hours (additional 10 hours/week) in year 1 (budget year 2010) and to pay the additional \$9.84/hour over the ensuing 3 years (budget years 2011-2013). Karen Mellinger seconded. The motion carried unanimously.

9. Energy Conservation Block Grant

Karen Mellinger said she submitted the Energy Conservation Block Grant for an estimated \$45,000 in funds to support custom-made storm windows for the vaulted windows in Cole Hall, programmable thermostats, Fire Station and Cole hall furnace retrofits, and other energy conservation initiatives. She asked for, and received, the Selectboard's authorization to proceed with an energy audit.

10. KAS Groundwater Monitoring Reports – Landfill

Karen Mellinger made the motion to accept the KAS Groundwater Monitoring Report dated November 23, 2009. The motion was seconded and carried unanimously. Margy Becker will instruct KAS to forward the report to the State Solid Waste Division. It was noted that Joe Herrmann will need to turn on the water in May at the Water Department Garage. He will have to flush the system in order for sampling to occur at this location.

11. Ellis Speath Estimate – Culvert sizing (Daniels Road)

Action was tabled to accept this lump sum estimate of \$1,900 for storm water engineering services to design the culvert for installation at the intersection of Daniels Road and Glastenview Road. The Selectboard inquired whether said estimate includes oversight of culvert installation. Discussion on this action item will be taken up again at the December 21st regular meeting.

12. Warrants

The following warrants were presented for approval:

1. MacDonald Secor Application for Payment - \$24,780.30:

Cinda Morse made the motion to approve MacDonald Secor's application for payment in the amount of \$24,780.30 for sidewalk construction services. Karen Mellinger seconded and the motion carried 5-0 in favor.

MacDonald Secor has asked for release of the retainage due to them, and contract provisions will need to be researched prior to action on this request.

2. Check Warrant #20 in the amount of \$91,708.69:

Said warrant includes payments to Ed Clodfelter of \$6,270, \$51,367.80 in paving expenses, and \$12,586.19 in water improvement project expenses.

Cinda Morse made the motion to approve Check Warrant #20. The motion was seconded by Craig Bruder and carried unanimously.

3. Revised Check Warrant #12 in the amount of \$136,951.24:

The Treasurer voided 2 checks totaling \$128.10. The original warrant amount was \$137,207.34.

Craig Bruder made the motion to approve revised Check Warrant #12. Cinda Morse seconded. The motion carried unanimously.

4. Payroll Warrant #23 in the amount of \$7,104.50:

Karen Mellinger made the motion to approve Payroll Warrant #23. Cinda Morse seconded. The motion carried unanimously.

13. Minutes of November 30, 2009

Cinda Morse made the motion to approve the Minutes of November 30, 2009 with the following change: Delete duplicate language appearing under public comments that first appears under announcements. The motion was seconded and carried unanimously.

14. Other Business:

Selectmen briefly discussed plans to proceed with a holiday luncheon for volunteers, staff, and town officials.

15. Adjournment:

Lon McClintock made the motion to adjourn the meeting at 9:45PM. The motion was seconded and carried unanimously.

Respectfully submitted,
Margy Becker