

**Town of Shaftsbury
Regular Selectboard Meeting
Minutes
April 7, 2014**

Members Present: Tim Scoggins, Mitchell Race, Arthur Whitman, Tony Krulikowski, Ken Harrington

Others Present: Margy Becker, Town Administrator; Chris Williams, Chair (Planning Commission), Bill Pennebaker, Planning Commission, Terry Stacy (Road Foreman), Jay Palmer, Rob Steuer (RCS Consulting)

1. Call to Order

Chair Tim Scoggins convened the meeting at 6:00PM.

2. Discussions on Proposed Town Plan

Planning Commissioners met informally with the Selectboard. Chair Chris Williams thanked all Planning Commissioners for their work on drafting a proposed Town Plan. He noted special thanks were owed to Abigail Becker for tracking changes throughout the drafts.

Mr. Williams stated a goal of the Town Plan is to promote 100% broadband coverage throughout the Town of Shaftsbury. Bill Pennebaker stated there is confusion over just where coverage gaps now exist. The State's information conflicts with Fairpoint and feedback from residents.

Art Whitman stated concerns with a new and more comprehensive inventory of historic structures and related language.

Tony Krulikowski asked for clarification of language pertaining to school districts.

Chris Williams noted the Town Plan recommends proposed zoning changes, inclusive of a change in Village Zoning. Planning Commissioners documented the fact that no new building has been built in the Village in 25 years. To alleviate the situation the Commission recommends creation of a "VR2" district.

3. Announcements:

Mitch Race announced the upcoming Shaftsbury Historical Society's "Ordinary Heroes Day" from 2 – 4PM, with a 3PM award to the 'local hero'.

Tony Krulikowski announced he had attended a Passenger Rail Revitalization workshop. It is hoped that passenger rail service can be re-introduced from North Bennington to Manchester to Rutland. A daily connection with service to Troy, NY is also hoped for.

4. Minutes

Town Meeting Minutes from March 3, 2014: Changes to be made are noted as follows: correct spelling to "Carsen" in attendees; page 5 – re: Article 3 and Article 6 discussions;

Motion by Mitch Race to approve; 2nd Tony Krulikowski. Motion carried 3-0-2, with Art Whitman and Ken Harrington abstaining.

Minutes of March 17, 2014: Tim Scoggins noted the following changes to be made: correct spelling of "Krukowski" and make changes to item #14 as noted. **Motion to approve by Mitch Race; 2nd by Tony Krulikowski. Motion carried 4-0-1, with Ken Harrington abstaining.**

5. Warrants

PAYROLL WARRANT #19 IN THE AMOUNT OF \$17,035.25.

Motion to approve payroll warrant #19 in the amount of \$17,035.25 by Mitch Race; 2nd by Tony Krulikowski. Motion carried 5-0-0.

PAYROLL WARRANT #20 IN THE AMOUNT OF \$19,212.41.

Motion to approve payroll warrant #20 in the amount of \$19,212.41 by Mitch Race; 2nd by Tony Krulikowski.

RETIREMENT WARRANT PR20 (VMERS DB Quarterly and DC) IN THE AMOUNT OF \$8,244.22.

Motion to approve retirement warrant #20 in the amount of \$8,244.22 by Mitch Race; 2nd by Tony Krulikowski. Motion carried 5-0-0.

CHECK WARRANT #28 IN THE AMOUNT OF \$50,149.06.

Items over \$1,000: 2 loads of salt \$2,297.19; Bennington County Sheriff's \$1,963.50; (March Svs); BCBS of VT \$7,309.71 (100% Monthly Premium); TAM, Inc. \$6,293.89 for February services and \$5,886.34 for March services; VRS Sales \$1,060.60 (Fire – repairs); Wm. E. Dailey \$ 6,408.16 in winter sand.

Motion by Mitch Race to approve Check Warrant #28 in the amount of \$50,149.06. 2nd by Tony Krulikowski. Motion carried 5-0-0.

6. Financial Reports

Bill Fisk met with Selectmen to present a year-to-date budget status report and projections about year-end. Total revenues received to-date and prior to operating transfers in are \$1,609,027 versus a budgeted \$1,695,328. Revenues stand at approximately 95%. Revenues are projected to be **under budget** by approximately \$18,000 as of June 30th.

Total expenses, prior to operating transfers out, total \$1,301,143 versus a budget of \$1,759,131. Expenses are approximately 74% of budget to-date and are projected to be under-budget by approximately \$120,000 at June 30th. The savings are being realized due to fewer than budgeted health deductible expenses, sidewalk design and construction expenses, Lister's wage expenses, and Zoning Administrator's wage (due to months without a Z.A.).

The Village Sidewalk project's construction phase is now estimated to be delayed until the next budget year. The majority of the \$90,000 highway funds budgeted for the Sidewalk Project are projected to be unspent as of June 30th. Similarly, the majority of the \$73,000 in funds to be received from the State to off-set the cost of this project are now projected to be received after July 1, 2014.

Bill Fisk reported that though the current budget was projected to draw down on the existing fund balance by \$120,000, this may not occur. Projections are that the Town might finish the year with an additional \$78,000 to be applied to the fund balance. The Town entered the fiscal year with a fund balance of \$390,317. The projected year-end fund balance is approximately \$350,000.

Mitch Race inquired again regarding the possibility of having two property tax payments. Bill Fisk mentioned no taxes would be delinquent until after the second payment. He suggested statutes be consulted. It could be the Board's prerogative to 2 payments.

7. Road Foreman Reports

The Road Foreman provided brief reports on the status of crew efforts to keep up with mud season emergency repairs. He warned the Board and public that 2 to 3 feet of frost has yet to come out, and that roads will be bad this week.

Prospective repairs to Murphy Hill Road were discussed. Ken Harrington inquired if the crew planned to install French drains where water is coming out.

Highway truck replacement was considered. It was agreed that Terry Stacy should gather quotes on single-axle and tandem axle trucks.

8. Road Crew Summer Hours

It was agreed that road crew summer hours (10 hour days) would commence May 5. The Board will consult with Terry Stacy as to the end date for summer hours.

9. VTRANS Paving Grant Application – East Road

Margy Becker noted the Peckham estimates to pave the section of East Road from Reservoir Road to Buck Hill had been received, and the grant will be submitted to VTrans District One.

10. Annual Town Officer Appointments

Motion by Art Whitman to appoint Karen Mellinger as Green Up Day Coordinator. 2nd by Mitch Race; Motion carried unanimously.

Motion by Tim Scoggins to offer a stipend of \$200/year for the position of Health Officer. 2nd by Mitch Race.

Ken Harrington suggested paying hourly plus mileage to a Health Officer. Tony Krulikowski stated he would like more information about what is entailed with the position.

Motion carried 4-1-0 with Ken Harrington voting against the motion.

No Health Officer appointment was made. The Town Administrator will continue to advertise for this position.

11. IT Security/Agreement for Services – RCS Consulting:

An agreement for services for computer network administration was reviewed. Mitch Race called attention to Paragraph 4 “Services”. This provision allows services to be requested by either party in written or verbal proposals. He stated his opinion that the contract, as written, was too open-ended and could be made less so with removal of the phrase “or verbal”. Discussions followed.

Motion by Mitch Race to remove “verbal” from paragraph 4 entitled “Services”. Tim Scoggins seconded for discussion purposes. Motion FAILED 1-4-0 – with Mitch Race voting in favor.

Tim Scoggins reviewed his memo regarding IT matters. He recommends remote backup of non-Nemrc files and cable locks on all computers. After further discussions it was agreed that Rob Steuer will re-submit an agreement for services, inclusive of hosted email, and proposals for remote backup and installation of cable locks on all computers.

12. Liquor License Renewal – Paulin

Motion by Art Whitman to approve the liquor license renewal application from Paulin. 2nd by Ken Harrington. The motion carried unanimously 5-0-0.

13. Amendment to Solid Waste Implementation Plan

Tony Krulikowski left the meeting.

Ken Harrington made the motion to amend the Solid Waste Implementation Plan to include a proposed demolition and debris recycling facility in the Town of Pownal. 2nd by Mitch Race. Motion carried 4-0-1, Krulikowski out of room and not voting.

Tony Krulikowski re-joined the meeting. He stated he agreed with the vote.

14. Memorandum of Understanding – Household Hazardous Waste Grant

Margy Becker briefly summarized the purpose of the MOU with Bennington County Regional Commission. BCRC applies annually for a grant in support of HHW collection days in Bennington County.

Tim Scoggins proposed a new paragraph #6 reaffirming the BCRC will pay HHW grant funds received on behalf of Shaftsbury directly to the Town.

Motion by Mitch Race to approve the modified MOU with BCRC in support of 2014 HHW collection events. 2nd by Ken Harrington. Motion carried 5-0-0 to approve.

Review and approval of the proposed collection and disposal agreement with Tradebe Environmental Services was postponed to the next regular meeting.

15. Town Administrator's Report

Margy Becker said she is awaiting confirmation from the Design Engineer and the VTRANS as to whether the construction phase of the Village sidewalk project will begin prior to June 30th. The last segment of sidewalk construction entails installation of sidewalk, curbcuts, new lighting, and pedestrian safety enhancements at the corner of Church Street and VT Rte. 7A.

Margy Becker thanked the road crew for repairing the gates to Howard Park.

16. Other business:

Ken Harrington stated he will measure the width of East Road. He will also visit the pavement ditch at Odell's on Twitchell Hill.

Selectmen agreed to carpool to the workshop on Saturday, April 12th in Rutland.

Selectmen will review and discuss Board goals at a May meeting when the Chair is in attendance. Tim Scoggins noted he will be absent from the meeting scheduled for April 21st. Vice Chair Mitch Race will preside at that meeting.

Ken Harrington stated the Town should estimate the costs of removing material from Murphy Hill road out to the Hollows prior to approval of a revised highway capital improvement budget and project schedule.

Stipulation - Tax Appeal - Gulley: Motion by Ken Harrington, 2nd by Art Whitman, to authorize Tim Scoggins to sign the Stipulation issued by State Appraiser Michael Bernhardt concerning the stipulated fair market and grand list value of 173 Town Line Road at \$52,500.

17. Adjournment

Mitch Race made the motion to adjourn at 9:05PM. Art Whitman seconded. Motion carried unanimously 5-0-0.

Submitted by Margy Becker