

**SHAFTSBURY SELECTBOARD  
REGULAR MEETING  
JULY 2, 2012  
MINUTES**

ATTENDING: **Board Members present:** Lon McClintock, Karen Mellinger, Craig Bruder, Billy Obenauer. **Board Members absent:** Carl Korman. Town Officials: Margy Becker, Town Administrator; Terry Stacy, Road Foreman. Visitors: Jeri Schoof, James Downey, Jay Palmer, Deena Ruege.

**1. Call to Order**

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

**2. Announcements**

Lon McClintock announced that the Fire Department sold truck 66 and has ordered a new truck. The Highway Department bought an all wheel drive army surplus dump truck for \$500. Chair McClintock reminded everyone that the landfill stickers from last year have expired and a new sticker is needed. The cost is \$20.00 and can be purchased at the landfill or Town Hall.

**3. Public Comments**

Jeri Schoof stated that she attended a DRB meeting, one topic discussed was the Rules of Procedure. Stated in the rules was that the Select Board appoints three year terms to the DRB. Jeri Schoof stated that she did not think the terms were all for three years. Chair McClintock commented that the Select Board does make appointments and sets the terms, which may not always be three years.

**4. Conflict of Interest Statement**

Chairman McClintock inquired if any Board member had a conflict of interest with any matter on the agenda. No conflict noted for the record.

**5. Downey-Highway Access Approval**

James Downey owns property on Potter Montgomery Road. In 2007 Mr. Downey obtained a highway access permit. Mr. Downey has sold the property and the new owner's attorney believes the Select Board needs to approve the permit.

**Craig Bruder made the motion to approve the permit that was previously approved by the DRB. Karen Mellinger seconded. Motion carried 3-1 with Billy Obenauer voting against.**

**6. Road Foreman Report**

Road Foreman, Terry Stacy, reported on the spread of gravel on the west side of town. Cider Mill Road is on hold at the moment. There are plans to begin work on White Creek Road on

July 18, pending the recommendation from VTRANS. Roadside mowing will be ongoing for another two weeks.

**7. Tax Anticipation Note**

Tabled

**8. Professional Appraisal Services-Board of Listers**

The Grand List maintenance service went out to bid. There will be a meeting on July 3, 2012 at 8:30a.m. with the Listers and the Select Board.

**9. Unlicensed Dog Report**

Volunteers will be calling owners of unlicensed dogs. The Sherriff Department will be asked to enforce the licensing of the dogs.

**10. New Town Garage Status**

Karen Mellinger reported the Facilities Committee met and reviewed a site plan from MSK Engineering with the main access from North Road. Revisions to the site plan are being reported back to MSK Engineering. The Board members viewed the revised site plan.

**11. Amend Select Board Rules of Procedures**

**Billy Obenauer made the motion to amend the start time for Selectboard meetings from 7:00p.m. to 6:00p.m. Craig Bruder seconded. Motion carried unanimously.**

**12. Personnel Policies-Implementation of Leave Time Provisions**

The Selectboard discussed accrued leave and the transition to the new policies, beginning July 1. The intent is to have the new accrued leave policy implemented without penalizing any employees

**Craig Bruder made the motion to make a one-time adjustment to rollover 80 hours for employees with 3 week's vacation time 2012-2013. Karen Mellinger seconded. Motion carried 4-0.**

**13. Town Administrator Report**

The Town Administrator, Margy Becker, announced that the bridge on Lower East Road has been posted with a weight limit of 3 tons under the advisory of VTRANS. The Town Administrator discussed the possible option of using the Cider Mill culvert grant money to fix the bridge instead of installing the box culvert planned for Cider Mill Road. Estimates of bridge repairs are needed prior to this decision.

Preparations for computer network installation in the Town Offices are moving forward. If any Board Member has questions about the liaison assignments contact Margy Becker.

**14. Other Business**

Lon McClintock spoke with Bill Fisk, Town Treasurer, about procedures for reporting finances to the Board. A work session will be scheduled in September.

Brownell's Salvage Yard has filed an application for Certification of Approved Location prior to the June 30<sup>th</sup> deadline. The Town needs to take action on the application before the State can act upon it. A site visit will be scheduled July 23<sup>rd</sup>. The Board will meet at 5:45p.m. at the Town Hall and go to the site from there. The Board will hold a public hearing on the application afterwards.

The Board discussed the security at Howard Park. They suggested having the superintendent responsible for opening and closing the park and instituting other security measures.

Margy Becker informed the Board that there has been little change in their insurance premium. The Select Board will meet with the insurance representative on July 16, 2012.

Karen Mellinger announced that the Water Board will meet at 5:00p.m. on July 16, 2012.

The Board discussed spending funds on the maintenance of Cole Hall. Karen Mellinger will meet with the Facilities Committee.

Billy Obenauer asked who would be responsible for lead paint found in the school. The Board informed him that the Vermont Health Department oversees this aspect of public health.

#### **15. Approval of Minutes**

**Karen Mellinger made the motion to approve minutes for June 18, 2012. Craig Bruder seconded. Motion carried unanimously.**

#### **16. Approval of Warrants**

PAYROLL WARRANT PRW 51 IN THE AMOUNT OF \$8,304.62.

**Karen Mellinger made the motion to approve payroll warrant PRW 51 in the amount of \$8,304.62. Craig Bruder seconded. Motion carried unanimously.**

PAYROLL WARRANT PRW 52 IN THE AMOUNT OF \$10,033.88.

**Karen Mellinger made the motion to approve payroll warrant PRW 52 in the amount of \$10,033.88. Craig Bruder seconded. Motion carried unanimously.**

RETIREMENT WARRANT PRW 52R IN THE AMOUNT OF \$134.42.

**Craig Bruder made the motion to approve retirement warrant PRW 52R in the amount of \$134.42. Billy Obenauer seconded. Motion carried unanimously.**

CHECK WARRANT #W01 IN THE AMOUNT OF \$29,077.25.

**Karen Mellinger made the motion to approve check warrant #W01 in the amount of \$29,077.25. Craig Bruder seconded. Motion carried unanimously.**

#### **17. Executive Session: Performance Evaluations**

**Craig Bruder made the motion to adjourn to executive session at 9:10pm. Billy Obenauer seconded. Motion carried unanimously.**

The Selectboard exited executive session at 10:30PM.

**Craig Bruder made the motion: "Based on annual evaluations the Selectboard approves a \$.61 (sixty-one cent) per hour wage increase for highway crew members effective July 1, 2012". Karen Mellinger seconded. The motion carried 4-0.**

**Craig Bruder made the motion "The Selectboard authorizes issuance of bonuses to each highway crew member in the amount of \$600 gross, to be paid through the usual and customary payroll process". Said expense shall be posted to Fiscal Year 2012 salary and wages." Karen Mellinger seconded?**

**Craig Bruder made the motion "Based on the Road Foreman's annual evaluation the Selectboard approves a 3.5% increase in salary effective July 1, 2012". Billy Obenauer seconded. The motion carried 4-0.**

**Karen Mellinger made the motion "Based on the Town Administrator's annual evaluation the Selectboard approves a 4% increase in salary effective July 1, 2012". Billy Obenauer seconded. The motion carried 4-0.**

**Lon McClintock made the motion "The Selectboard authorizes issuance of a \$1,000 bonus to the Town Administrator. The expense shall be posted to Fiscal Year 2012." Karen Mellinger seconded. The motion carried 4-0.**

#### **18. Adjournment**

**Karen Mellinger made the motion to adjourn at 10:40p.m. Craig Bruder seconded. Motion carried unanimously.**

Submitted by  
Carol MacLean