

Shaftsbury Select Board

October 4, 2021

1. Call to order

The meeting came to order at 6:30 p.m. in person and via the platform Zoom. Present were selectmen Art Whitman (chair), Ken Harrington, Tony Krulikowski, and Joe Barber. Town administrator David Kiernan was also present.

2. Conflict of interest statement

No one reported a conflict of interest with any item on the agenda.

3. Minutes

Mr. Harrington moved to approve the September 2 minutes. Mr. Barber seconded the motion, which passed 4-0-0. Mr. Harrington moved to approve the September 20 minutes. Mr. Barber seconded the motion, which passed 4-0-0.

4. Warrants

Payroll warrant #7, \$24,227.95. Mr. Krulikowski moved to approve the warrant. Mr. Harrington seconded the motion, which passed 4-0-0.

Check warrant #10, \$139,473.03. Mr. Harrington moved to approve the motion. Mr. Krulikowski seconded the motion, which passed 4-0-0.

5. Announcements

Positions are open on the Planning Commission and the Development Review Board.

6. Public comments

There were none.

7. Presentation – BCRC – Regional Bylaw Modernization Grant

Catherine Bryar and Kelly outlined the grant. It is intended to address affordable housing as it is impacted by zoning bylaws. BCRC identified the top ten communities in the region where changes to zoning bylaws could impact housing availability. Shaftsbury is one of those towns. If the select board wishes to participate, the town's bylaws would be addressed in year two of the grant. Among the issues the bylaw review will address are accessory dwelling units, regulatory barriers for mixed uses posed by conditional use review, and reducing dimensional standards to conform to existing densities. The Village Center and Village Residential districts will be targeted. Proposals will be made to the Planning Commission, which can move them forward, or not. If the Commission adopts the BCRC's recommendations, the grant match (10%) will be waived. Mr. Krulikowski moved to approve submitting a grant application totaling \$6000 (with \$5400 being the BCRC's share) by signing the resolution provided by Ms. Bryar. Mr. Barber seconded the motion, which passed 4-0-0. Ms. Bryar also asked the town to administer the grant for all ten towns, as Dorset did for an earlier study. Mr. Kiernan will speak with the Dorset town manager about it.

8. Treasurer's report

Ms. Dexter referenced the cash flow report. \$900,000 in tax receipts have come in, about normal for this time of year. About \$10,600 has come in from the transfer station (almost entirely in one dollar bills).

Re the reserve accounts, ARPA funds, a state highway grant, and a water grant have been received.

Ms. Dexter said she gets stacks of undeliverable mail frequently. She reminded people that they owe their taxes whether or not they have received their tax bills. Wednesday, November 10, is the due date. She urged people to use the online payment option this year especially, as mail service has been erratic. A receipt will be issued immediately. The cost is only \$1.50 for the "E-check" option.

9. Town Clerk – Records recording system

Ms. Hall presented a request to the select board to change to COT, a new land use records vendor. She said the existing software doesn't work anymore, crashing several times a day. She fell behind about a month in her recording because of the unreliability of the system. NEMRC, the present vendor, wants the Town to move to a cloud-based system. She considers it relatively insecure.

COT greatly streamlines the recording process and saves money on land use records books. She said the software would cost about \$6000 (including a scanner dedicated to COT), and the cost to migrate the existing land use records from NEMRC to COT would cost about \$11,000. Thereafter, the fee would be about \$175 monthly. The data would be stored on our RCS server, plus on three other secure servers maintained by COT.

Ms. Hall has been depositing \$4 from every transaction into a land records restoration account for years. The account now totals about \$25,000.

Mr. Harrington moved to change to the COT program. Mr. Krulikowski seconded the motion. Ms. Hall said she would also like to add dog and marriage license records to the COT system at a later date. She doesn't know yet what those costs would be. The motion passed 4-0-0.

10. Transfer station

a. Contract for design of ramp and staircase structures for recyclables

The town administrator has been in touch with Goldstone Architects to design the ADA-compliant ramp. The cost of the ready-to-build design would be \$5720. Mr. Krulikowski moved to enter into such a contract with Goldstone. Mr. Barber seconded the motion. Mr. Kiernan said he thought a design of this level of sophistication is necessary to protect the town from liability claims. The motion passed 4-0-0. Mr. Barber requested that a variety of materials be considered and compared as to cost and longevity. Mr. Kiernan will bring this issue to the architect's attention.

b. Temporary trailer rental contract for employees

Mr. Kiernan said the existing shed/office must be replaced to meet code as a "municipal building." To rebuild to code could cost as much as \$35,000. Meanwhile, he would like to rent a temporary trailer with enough windows to allow employees to monitor the station. Mr. Kiernan proposed renting a 24' field office for the transfer station for six months. He hopes that by the end of that period a plan will have been created for a permanent facility. Mr. Krulikowski moved to rent a 24' field office for six months. Mr. Harrington seconded the motion. The cost per month will be \$295 monthly (with a drop off and pick up charge, and wiring for power). The motion passed 4-0-0.

c. Proposed new rate schedule for TS

Mr. Kiernan said most rates are the same (though freon charges have gone up). The new schedule mostly formalizes the old procedures, some of which were not routinely followed. Locations for the disposal of various items not taken at the transfer station are provided.

Mr. Harrington moved to approve the new schedule. Mr. Krulikowski seconded the motion, which passed 4-0-0.

11. Cemetery Superintendent – new job description

Mr. Whitman introduced the topic. Our former superintendent recently resigned. Going forward, the outdoor work will be done by Joe Coonradt, our current contractor; record keeping, plot monitoring, responding to requests for help for the funeral homes, and various researching would be the responsibility of the new superintendent. Kathy Cardiff, chair of the cemetery committee, spoke of the new job duties. The committee will be interviewing candidates on October 5. She asked the select board to affirm the new job description. Mr.

Krulikowski suggested evaluating the new job arrangement at the end of the year. Mr. Krulikowski moved to accept the revised job description. Mr. Harrington seconded the motion, which passed 4-0-0. Ms. Cardiff reported that twelve volunteers showed up for a clean-up day on Oct. 2, at Center Cemetery. Thirty-five stones were replaced upright or repaired. Ms. Cardiff noted that special care is required for old stones.

12. DPW report

The Hollow project is finished. (ANR required some changes, which were made.) West Mountain at the orchard was completed. When the rains stop, the road will be resurfaced. Grading continues. The crew is getting ready for winter. Mr. Whitman asked that the crew seed a new culvert site on Rollin Road. Mr. Harrington asked that the road crew be asked to do some work now contracted out, to make better use of the town's equipment. Mr. Kiernan said it would result in getting less done, and the equipment is already being used elsewhere.

13. Other business

Mr. Harrington asked about the new chloride replacement. Mr. Kiernan said Mr. Yannotti has expressed some hesitancy about the new material's impact on equipment. **IS THAT WHAT HE SAID?** Mr. Kiernan noted that the new material is more expensive, but it lasts longer. Mr. Whitman said he'd suggested that the crew dilute the material more.

14. Review of action items

Mr. Kiernan will have Mr. Yannotti come in the next meeting. He will have a contract proposal on the ramps ready for review then.

15. Executive session

Mr. Harrington moved to enter executive session at about 8:10 p.m. Mr. Krulikowski seconded the motion, which passed 4-0-0.

16. Adjournment