

**Town of Shaftsbury
Selectboard Meeting
6:30 PM
Monday, May 4, 2015
Cole Hall, 61 Buck Hill Road, Shaftsbury**

SUBJECT TO APPROVAL

**Selectboard Members Present: Tim Scoggins (Chair), Mitch Race, Art Whitman,
Tony Krulikowski, Ken Harrington**

Absent: None

TA Present: David Kiernan

Others Present: Melanie Dexter (Treasurer), Steve Washburn (Interim Road Foreman)

6:30PM Regular meeting

1. Call to Order

Tim Scoggins (Chair) called the meeting to order at 6:30 PM.

2. Conflict of Interest Statement

None.

3. Approval of Minutes

Postponed until next meeting.

4. Warrants

Motion: Tim Scoggins makes a motion to approve Check Warrant #23 in the amount of \$9,155.75. Mitch Race 2nds. 5-0-0. Motion passes.

Motion: Tim Scoggins makes a motion to approve Check Warrant #22 in the amount of \$391.58 (to reimburse petty cash). Mitch Race 2nds. 5-0-0. Motion passes.

Motion: Tim Scoggins makes a motion to approve Retirement Warrant #22 in the amount of \$113.16. Mitch Race 2nds. 5-0-0. Motion passes.

Motion: Tim Scoggins makes a motion to approve Payroll Warrant #22 in the amount of \$21,242.04. Mitch Race 2nds. 5-0-0. Motion passes.

Warrant to pay for Cold Spring Historic Site Project postponed until #11 of this agenda.

5. Announcements

- The Shaftsbury Historical Society will celebrate Ordinary Heroes Day at the Galusha Homestead on Saturday, May 30th at 2:00 PM.
- There is a burn ban for the Town of Shaftsbury until next Sunday (May 10) due to dry conditions and high winds. Even those who have permits cannot use them at this point.
- Household Hazardous Waste Day will take place this Saturday, May 9 at the Bennington Transfer Station on Houghton Lane from 8 a.m. to 1 p.m. This event is open to Shaftsbury residents.
- There will be a Walk to School Day on Wednesday, May 6 as part of the Vermont Statewide Intergenerational Walk to School Day. Those who wish to walk to school can meet at the T&M building at 8:00 AM.

6. Public Comments

None.

7. Treasurer's Report–Melanie Dexter

Melanie Dexter (Treasurer) reported that the Sidewalk Project will not happen during this fiscal year, so the grant money will not be spent. (It will happen late summer in the next fiscal year.) Town is expecting intergovernmental money in June that will bring up some accounts. There will be shortfalls in Zoning Permits and Dog License Fees. On the expenditure side, Town is at 77% of budget (with Sidewalk Project money, it is 82%). Town will dip into Fund Balance by \$85,000, less than the budgeted \$120,000. Tony Krulikowski asked for computer printouts on reports going forward.

Update on the Sidewalk Project

The Sidewalk Project has been approved but will begin after the end of this fiscal year (projected for August 2015).

Ken Harrington stated that he is concerned the Sidewalk Project may harm the willow trees growing near the sidewalk. David Kiernan said that he will check the plans for the project.

8. Property Purchase of 492 North Road

The loan for this purchase has been approved and funds have been received. The Town Attorney's office is setting up the closing for later this week or early next week.

9. Opening Bids Howard Park Roofing

The deadline to submit a bid for the Howard Park Roofing project was today. No bids were received. Some inquiries were made.

David Kiernan proposed trimming the scope of work to less than \$10,000 and seeking quotes instead of formal bids, which is a less formal process, in order to align with Purchasing Policy.

Motion: Art Whitman makes a motion to set aside the purchase policy for the Howard Park Roofing bids and accept three non-formal quotes for the work. Tim Scoggins 2nds. 5-0-0. Motion approved.

The bids for resurfacing the tennis courts in Howard Park, a separate part of the overall project, are not due for two more weeks (May 18th).

10. **Interim Road Foreman Report – Steve Washburn**

David Kiernan has begun posting the weekly road work schedule on the Town website. Rollin Road is one of the roads slated for work this week.

Tim Scoggins stated that there have been complaints about dust since the preliminary scraping of the roads.

Chloride is applied to the roads after they are graded to decrease the dust. The application of chloride to the roads is a costly process (\$1,500 per mile) that is used sparingly throughout the Town.

11. **Cold Spring – Grant Funds Owed Artist**

The Board decided at the last regular meeting not to release any of the funds received from the grant for the Cold Spring Historic Site.

The Town owes artist Angus McCullough \$700 for his initial work on the project.

Motion: Tim Scoggins moves to approve a check warrant #23 in the amount of \$700. Tony Krulikowski 2nds. 5-0-0. Motion passes.

Motion: Art Whitman moved that the Board seek a legal opinion for the issues involved in creating a historic site at Cold Spring. Tim Scoggins 2nds.

Discussion:

The grant received was to pay for art design and art fabrication; the grant is to beautiful infrastructure projects.

Tony Krulikowski expressed concern about how water is received from the pipe. He is concerned about the engineering aspects of the project, and that this will be more of a public works project than an historic project.

Art Whitman recommended scaling the project back to a plaque or an historic marker, if a legal opinion stated there this is a potential liability.

The Selectboard has received letters of concern from residents about this project.

Tony Krulikowski and Mitch Race suggested calling the Vermont Agency of Natural Resources for an opinion.

The intention of the project is to decorate the site, not disturb it.

David Kiernan stated that the Town Attorney should be asked about the scope of the project

Amended motion: Art Whitman changes the original motion to ask the Town Attorney for a scope of work of the legal issues involved in placing the historical marker at Cold Spring. Tim Scoggins 2nds. 5-0-0. Motion passes.

12. Shaftsbury Fire Department Appointments

A letter is read from the Fire Chief requesting the appointments of Chief Joseph Vadakin, Assistant Chief Joseph Coonradt, and 2nd Assistant Chief Mike Taylor to serve May 1, 2015 to May 1, 2016.

Motion: Tim Scoggins moves that the Selectboard approve the appointment of officers from the Fire Department. 5-0-0. Motion passes.

13. Bennington County Solid Waste Alliance Ordinance – Final

There are 10 days left to file an appeal (final date is May 10, 2015). The ordinance will be effective on the 60th day if there are no appeals.

The ordinance includes a \$50 fee for haulers.

Education outreach has begun in the schools.

14. Easement across Mattison Road for Septic Line under Road

The septic field failed at the house of the College President for Bennington College on Mattison road. An acceptable field has been found across the street. The easement property is of no value and Bennington College will pay for all transfer costs. The road is not paved and will be restored after the work is completed.

Art Whitman is concerned about the restoration of the road after the work is completed. The Selectboard should ensure that the pipe will be sleeved so that future work does not require digging up the road again

Motion: Tony Krulikowski makes a motion to approve Select Board Chair to sign the easement for Bennington College to run a septic line under Mattison Road, contingent upon the pipe being sleeved. Mitch Race 2nds. 5-0-0. Motion passes.

15. Listers' Request for Extension on Grand List

The listers are requesting an extension of 30 days in the filing of the Grand List for the Town to review properties under construction and needing adjustments in valuation.

Motion: Tim Scoggins moves to approve a 30-day extension as requested by the Listers on preparing the Grand List. Ken Harrington 2nds. 5-0-0. Motion passes.

16. Environmental Issues Committee

Members of the Environmental Issues Committee are Karen Mellinger, Mike Bidy, Bill Pennebaker, and a few other people. Mitch Race is the liaison for this Committee.

David Kiernan would like a copy of the minutes for recording.

At the last meeting held a few weeks ago, the Committee discussed the clothing recycling box at the Transfer Station.

17. Selectboard Goals

A review of some of last year's goals:

1. Building New Town Garage. Alternative sites were reviewed.
2. Improvements to Cole Hall. The contract has been signed for the bathroom project and construction will begin soon. More construction will follow. The exterior needs to be painted and to be repaired. David Kiernan discussed the possibility of reconfiguring the upstairs area of Cole Hall to create more office space. The roof is in good shape. There is a lot of bare wood on the exterior and there are other problems that need to be fixed. The steeple needs work.
New window treatments are needed for the upstairs area of Cole Hall.
3. Town Website. One of last year's goals was to keep the website current. This is particularly important with the Vermont Open Meeting Law. Requests for proposals and bid invitations have been added as a section to the website. The weekly update on road work is also being posted to the website. Departments are encouraged to review their information on the website for accuracy.

2015 Goals

Decision on new Road Foreman: Promote from within or find an outside candidate. The road crew is down to 5 members. The Road Crew will remain at 5 members to determine if 5 members is enough.

Schedule for Laying Fabric

A decision will be made as to how to balance the workload between the road crew and contractors. A decision will be made in late autumn/early winter on size of road crew and a candidate for Road Foreman will be chosen. Voters can vote again in March 2016 for a new garage; the size of the road crew will help to determine the size of the garage.

18. Town Administrator's Report

Invitation to Bid for fuel

Motion: Art Whitman moves to accept bid specifications for Heating Oil, Propane Gas, and Diesel Fuel. Mitch Race 2nds. 5-0-0. Motion passes

Hazard Mitigation Plan

Updates to the Hazard Mitigation Plan for FEMA were made by Michael Batcher from Bennington County Regional Commission.

Changes are not up on website. A final version will be placed on website. The Selectboard accepts the changes to be sent back to FEMA.

Financial Audit for the Town

Policy requires a financial audit every 3 years when a new Treasurer is elected or every six years if the Treasurer is reelected. There has been no audit since the close of Fiscal 2010. There is approximately \$11,000 in the audit reserve fund, which is not enough.

The 2010 audit may have been a single audit for Federal Grants.

At the next meeting, there will be a proposal for an audit for Town of Shaftsbury. This may be a long, extensive audit.

Road Crew Schedules

The road crew will work 4 nine-hour days (Monday–Thursday) and a 4-hour day (Friday). The start date for these summer hours will be determined by grading schedules.

19. Other Business

The process of finding an Animal Control Officer is in progress.

20. Review of Action Items

David Kiernan will contact KAS to find out status of willow tree roots with regard to the Sidewalk Project.

Tim Scoggins will talk to Bill Pennebaker about the Environmental Issues Committee and their meeting schedules.

Tim Scoggins will contact ANR about the Cold Spring project.

21. Executive session for personnel if needed

Motion: At 8:34 PM, Tim Scoggins moves for the Board to enter Executive Session for a Personnel Issue. Mitch Race 2nds. 5-0-0. Motion passes.

The board returned from executive session at 8:45 and adjourned.

22. Adjournment

The next scheduled regular meeting is Monday, May 18, 2015

Submitted by: Jennifer McGean, Recording Clerk