

SHAFTSBURY SELECTBOARD  
REGULAR MEETING  
MAY 2, 2011  
MINUTES

ATTENDING: **Board Members present:** Lon McClintock, Karen Mellinger, Carl Korman, Bill Pennebaker. Town Officials: Margy Becker, Town Administrator; **Board Members absent:** Craig Bruder.

**1. Call to Order**

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

**2. Announcements**

Carl Korman announced that the committee for the 250<sup>th</sup> Town anniversary met and formed several sub-committees that will arrange to meet on their own. All the committees will meet on Thursdays at 6pm at Cole Hall.

Karen Mellinger reminded everyone that Green-up day is Saturday, May 7, from 9-2. There will be a dumpster at Cole Hall.

The Garden Club was thanked for their great work around Cole Hall.

Bill Pennebaker reminded everyone that Hazardous Waste day is Saturday, May 14. For further information you can go to the Town's website or call the Town Office.

**3. 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.

**4. Public Comments**

No comments made.

**5. Bid Openings-Backhoe/Loader; Plow Truck & Body**

Bid openings for backhoe: Nortrax ; John Deere \$87,250, options \$750, upgrade to 5,000hrs., total \$89,900.

Cat Milton bid: \$987,049.07 minus \$5,000 trade-in, total \$92,049.

Ron Daniels and Margy Becker will compare specifications.

Truck bids: Clark's Truck Center; International truck at \$101,075 minus deductions total net \$77,056

DeLurey's bid: International truck at \$80,895 minus deductions total net \$75,895.

Body bids: Arrowhead; Tenco at \$52,449  
Fairfield bid: Everest at \$49,690 or Mig at \$51,600.

#### **6. Bridge & Highway Standards-Adopt**

The Board discussed adopting the Bridge and Highway Standards. They discussed benefits vs. cost and decided more information was needed. A special meeting will be held with Better Back Roads Committee and Vtrans.

#### **7. Accounting Policies**

The Town needs to develop a comprehensive policy. Work is being done on the internal control factor. There is no fraud or credit card policy, the committee will look to other towns' policies. The transfer Station is back to using the original revenue policy. Material will be collected from key department heads and electives to create an operating handbook; a committee will be formed to do this.

#### **8. Ad Hoc Committees**

The Board discussed various committees to decide whether they need to comply with the open meeting laws. The Cemetery Committee and the Recreational Committee are considered town committees and must comply with the open meeting law. The Economic committee needs further discussion.

The liaisons from the Select Board will contact the various committees to gather information as to whether they are advisory or town committees. A policy will then be put in place.

#### **9. Road Crew Vacancy**

The deadline for the Road Foreman vacancy is May 9<sup>th</sup> at 3pm. The Board decided to wait another week before advertising for a sixth crew member.

#### **10. Summer Hours Policy for Highway Crew**

The Board discussed the summer hours' policy. The start and stop dates were discussed along with more flexibility in the policy. The Board decided to discuss the matter with the new Road Foreman when hired.

#### **11. Shires Corridor Management Plan**

A letter of support for the plan will be sent by May 26. The Town will be eligible for grants through the program.

#### **12. Clean Harbors-HHW Contract**

The contract is in Boston and has not been forwarded at this time.

#### **13. Town Administrator Report**

Margy Becker discussed the issue of the oil tank; if used oil can be sold and who would be responsible for seeing that it is clean oil. Bill Pennebaker and Margy Becker will research the issues further.

The opening of Howard Park is underway; the broken water pipe is being fixed.  
Fuel bidding and mowing bidding will begin this week.  
There are dog enforcement issues that need to be addressed.  
The Town's website needs to be renewed.  
Jay Coonradt will mow Cleveland Park for \$30.

#### **14 Other Business**

There will be a site visit to the Gun Club by the Zoning Administrator. The gun club has an appeal in the Environmental court,. There is a question as to whether or not fences are being torn down.

There will be a School Board meeting on May 10<sup>th</sup> at 5:30p.m. The school has eliminated the crossing guard position, the possibility of a traffic light has been suggested, which would require a study by the state.

The sidewalks on Cleveland Avenue need to be sealed due to damage over the winter.

**Karen Mellinger made the motion to approve the sale of property with the home in Granger Hollow. Bill Pennebaker seconded. Motion carried.**

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

**Karen Mellinger made the motion to approve the minutes for April 18, 2011 with changes added. Carl Korman seconded. Motion carried.**

**Karen Mellinger made the motion to approve the minutes for April 25, 2011 with amendments. Carl Korman seconded. Motion carried.**

Minutes for April 11, 2011 were tabled.

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

TRANSFER WARRANT IN THE AMOUNT OF \$37,825.34 DUE TO THE GENERAL FUND FROM LANDFILL, WATER DEPT., COLE HALL, LISTERS, PROF. AUDIT, DRY HYDRANT, STREET DANCE, HAVA GRANT.

**Carl Korman made the motion to approve the transfer warrant in the amount of \$37,825.34. Bill Pennebaker seconded. Motion carried unanimously.**

REVISED CHECK WARRANT #W45 IN THE AMOUNT OF \$9,659.74.

**Karen Mellinger made the motion to approve revised check warrant #W45 in the amount of \$9,659.74. Carl Korman seconded. Motion carried unanimously.**

RETIREMENT WARRANT #W43R IN THE AMOUNT OF \$107.09.

**Karen Mellinger made the motion to approve retirement warrant #W43R in the amount of \$107.09. Carl Korman seconded. Motion carried unanimously.**

PAYROLL WARRANT #PR41 IN THE AMOUNT OF \$3,139.44.

**Karen Mellinger made the motion to approve payroll warrant #PR41 in the amount of \$3,139.44. Carl Korman seconded. Motion carried unanimously.**

PAYROLL WARRANT #PR40 IN THE AMOUNT OF \$13,258.55.

**Karen Mellinger made the motion to approve payroll warrant #PR40 in the amount of \$13,258.55. Carl Korman seconded. Motion carried unanimously.**

CHECK WARRANT #W42 IN THE AMOUNT OF \$37,706.20.

**Karen Mellinger made the motion to approve check warrant #W42 in the amount of \$37,706.20. Carl Korman seconded. Motion carried unanimously.**

**17. Karen Mellinger made the motion to enter executive session at 9:30pm. Carl Korman seconded. Motion carried unanimously.**

**The Board exited executive session at 10:25p.m.**

**Carl Korman made the motion to authorize payment to Ron Daniels for accrued sick time from 2010 and 5/12 sick time from current year. Bill Pennebaker seconded. Motion carried 4-0.**

**18. Adjournment**

**The board adjourned at 10:26p.m.**

Submitted by  
Carol MacLean