

## Shaftsbury Select Board

February 18, 2019

- 1) Call to order came at 6:39 pm. Present were Select Board members Tim Scoggins, Ken Harrington, and Joe Barber. Also present was town administrator David Kiernan.
- 2) Conflict of interest statement  
No one reported a conflict of interest with any item on the agenda.
- 3) Approval of minutes  
Mr. Barber moved to approve the February 4, 2019 minutes. Mr. Harrington seconded the motion, which passed 3-0-0.
- 4) Warrants  
Payroll warrant #6, \$32,140.99. Mr. Harrington moved to approve the warrant. Mr. Barber seconded the motion, which passed 3-0-0.  
Check warrant #24, \$221,882.67. Mr. Harrington moved to approve the warrant. Mr. Barber seconded the motion, which passed 3-0-0.
- 5) Announcements  
Town meeting is coming up on March 4. The meeting will be at the school gym that evening, with Australian ballot voting at the firehouse the day following.  
There are openings on the Planning Commission and Development Review Board. Interested persons should submit a letter of interest to the town administrator.
- 6) Public comments  
None
- 7) Treasurer's report  
The Treasurer was not present.
- 8) Town meeting planning  
Mr. Scoggins said the plaque for Alice Miller is on order. Mr. Scoggins read a resolution regarding her service. Mr. Scoggins moved to adopt the resolution. Mr. Barber seconded the motion, which passed 3-0-0.  
Mr. Scoggins reminded viewers that zoning bylaw revisions will be on the ballot on March 5.
- 9) BCRC contract for Town plan, broadband survey  
Contracts with BCRC had been circulated earlier.  
One is for work on the Town Plan, for \$3500 to be paid to BCRC after July 1. Mr. Harrington moved to approve the contract. Mr. Barber seconded the motion, which passed 3-0-0.  
The second is for work on the broadband survey, for \$2000, to be paid out of economic development fund and billed quarterly. Mr. Harrington moved to approve the contract. Mr. Barber seconded the motion, which passed 3-0-0.  
Mr. Scoggins said he'd arranged to borrow the six cell phones used by the state to map cell phone coverage to map Shaftsbury's cell coverage. He noted that First Net, the nationwide

emergency responder, is already expanding in town. That bandwidth can be used by non-emergency users when they don't need the service.

Mr. Scoggins said USDA is now offering grants to carriers to extend their cables into underserved rural areas. \$100,000-\$3 million. Grants due April 15. A 15% match is required, and the minimum grant is \$100,000.

#### 10) Lister/assessor clerk position

Mr. Kiernan said for many years the town had hired a professional assessor. However, most of the time they weren't assessing properties but were instead simply inputting data into NEMRC. Some towns are contracting with NEMRC to provide an assessor clerk. NEMRC sends down assessors as needed. The cost combined is significantly less than that of an assessor. Mr. Kiernan envisions this assessor clerk-plus-NEMRC assessor position taking over from the listers in the future, as fewer and fewer people express interest in serving as listers. This arrangement will help the town produce the grand list in a timely fashion.

Mr. Kiernan would like to advertise the position beginning immediately, 6-10 hours weekly, \$15-\$20/hour, depending on experience. Our two listers are fully in favor of proceeding this way. The hours could be flexible. NEMRC will provide training sessions for all involved. The board had no objection to Mr. Kiernan advertising the position.

#### 11) Town garage/Cole Hall update

Garage doors will be replaced. The time frame is unknown. The big issue now is installing a POET system for metals in the water. Mr. Kiernan doesn't have a cost estimate yet. The town will start moving in in March.

Cole Hall is essentially finished, except for a punch list. All the offices are up and functioning. Some items remain to be moved in. Mr. Kiernan learned that if we put fire-resistant sheet rock at the front of the balcony, we can do light storage there. He is also looking into building a shed on school property, 10' x' 12' or so, to store election materials.

Re storing papers; not many records have to be kept, but we can't trust the labeling on the boxes as we consider discarding items. As a result, we have to go through the boxes nearly page by page. Items we have to save will be digitized.

We need a meeting table and two or three desks. Mr. Kiernan visited the Buildings and Services warehouse in Waterbury and could find nothing worth purchasing. Most state offices get their office furniture from the St. Albans Corrections facility. Mr. Kiernan is looking into purchasing at least a meeting table from them. Mr. Kiernan thought we could use the Hawkins Fund for the purchases.

Mr. Kiernan invited all to visit the new offices. He said everyone involved, including Ed Shewell and Hathaway Electric, did an excellent job.

#### 12) Other business

Mr. Kiernan suggested continuing paying for the URLs Shaftsburyvt.gov, shaftsburyvt.net, and Shaftsburyvt.org. We now use .org, and our old addresses are being redirected to the .gov site.

Mr. Kiernan will be away Tuesday, Thursday and Friday this week.

#### 13) Review of action items

An old item: consolidating and/or liquidating reserve funds (to be addressed after Town meeting).

Mr. Harrington asked about buying gravel from the Wallingford quarry. Mr. Kiernan will request bids for trucking in the next week or so. The group discussed whether going to bid for gravel made sense. Mr. Kiernan suggested deferring the discussion to a time when the highway foreman could be present.

A special meeting to pay bills must be held before or after Town meeting. Maybe 6:45 pm that Monday would work. (The school meeting always ends early.)

14) Adjournment

Mr. Harrington moved to adjourn at about 7:43 pm. Mr. Barber seconded the motion, which passed 3-0-0.