

SHAFTSBURY SELECTBOARD
REGULAR MEETING
MARCH 22, 2010
MINUTES

ATTENDING: **Board members present:** Lon McClintock, Bill Pennebaker, Karen Mellinger, Cinda Morse, and Craig Bruder; **Town Officials:** Henri Billow, Treasurer; **Staff:** Margy Becker, Town Administrator; **Visitors:** Cemetery Committee members Joyce Scarey, Ken Coonradt, Judy Stratton, Angie Abatello;

1. Call to Order

Chairman McClintock called the Regular Meeting to order at 5:30PM.

2. Announcements

There were none.

3. Public Comments

There were none.

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 of interest was noted.

5. Cemetery Committee

The Selectboard met with the Cemetery Committee to discuss the Superintendent job description and the roles and responsibilities of the Cemetery Committee.

The matter of a stipend for the Superintendent was discussed. \$1,000 has been budgeted for salaries/wages in the cemetery budget. Lon McClintock expressed his desire to have the Superintendent involved in setting corner markers and overseeing burials. He suggested the Superintendent could be awarded a fee for participation in said activities. After discussions it was agreed that upon final documentation that a burial committal has been done properly, that burial permit(s) and all fees have been collected, with evidence that the Superintendent has set corner markers, then he or she could collect \$25.00 from each lot sale and \$25.00 for each permit. The total compensation to the Superintendent will thus include stipend, plus fees for lot sales and completed and properly filed permits, plus mileage for use of personal vehicle.

It was agreed that the Town (via the Superintendent) will purchase and set all corner markers.

It was agreed that the price of the corner markers and installation costs = the “cost” to the Town. Hence corner marker fees are market price + installation cost + \$25.00 administrative fee.

Bill Pennebaker made the MOTION that the compensation and fee structure for the Cemetery Superintendent will include the following:

- a. \$25.00 per lot sale and deed – which will be drawn from general fund revenues**
- b. \$25.00 upon completion of all “committal” transactions, establishment of corner markers, and filing of a completed burial permit.**

Draft 4 dated 3/22/10 of the “Cemetery Committee Responsibilities” was reviewed. It was agreed that the document would be modified as follows:

Paragraph 2 beginning “The role of the Cemetery Committee...” Line 3: change will to “**shall**”
Paragraph 4 item #4: delete “the” ; insert “comma” after “sale”; insert “determine the” need for additional space;
Paragraph 4: item #10: delete “supervise and” so sentence reads “Annually evaluate the performance”

The changes to Committee Responsibilities agreed to reflect the agreement that the Superintendent shall report to the Town Administrator, and the Town Administrator will oversee the work of the Cemetery Superintendent.

Karen Mellinger made the MOTION to approve Draft 4 of the “Cemetery Committee Responsibilities” dated March 22, 2010 as amended. Craig Bruder seconded. The MOTION carried 5-0 in favor.

Draft 6 dated 3/22/10 of the “Superintendent’s Job Description” was reviewed and minor modifications were made as follows:

“Job Functions” Line 3: Insert “Keep and” so the sentence reads “Keep and maintain all Cemetery records in the Town Office”.

“Job Functions” Line 15: Replace “Develop quarterly reports from records....” With “Must be available on short notice to attend to requests for cemetery services”.

“Job Functions” Line 16: Delete sentence and replace with “Assist the Cemetery Committee in its preparation of the report for the Auditors to include in the Town Report”.

Craig Bruder made the MOTION to approve Draft 6 of the “Cemetery Superintendent’s Job Description” dated March 22, 2010. Karen Mellinger seconded. The MOTION carried 5-0 in favor.

The process for advertising and hiring a Superintendent was then discussed. It was agreed that Selectboard members will attend the Cemetery Committee's April 1st 4PM meeting as their schedules allow.

It was agreed that the Selectboard's acceptance of the Renz land donation for expansion of the Waite Cemetery will be warned for April 5th, 2010.

Cinda Morse volunteered to obtain outstanding deeds and permits.

6. Warrants:

Check Warrant #37 dated 3/22/10 in the amount of \$11,476.68.

Karen Mellinger made the MOTION to approve Accounts Payable Warrant #37. Craig Bruder seconded. The MOTION carried.

Payroll Warrant #38 dated 3/18/10 in the amount of \$5,405.33.

Craig Bruder made the MOTION to approve Payroll Warrant #38. Bill Pennebaker seconded. The MOTION carried.

7. Minutes – March 8, 2010

Karen Mellinger made the MOTION to approve the minutes of March 8th with the addition of "Lister" after Larry Johnson in the paragraph noting attendees. Bill Pennebaker seconded. The MOTION carried 5-0 in favor.

8. Adjournment

Bill Pennebaker made the motion to adjourn at 7:50pm. Craig Bruder seconded. The MOTION carried.

Submitted by,
Margy Becker