

SHAFTSBURY SELECTBOARD  
REGULAR MEETING  
June 20, 2011  
MINUTES

ATTENDING: **Board Members present:** Lon McClintock, Bill Pennebaker, Craig Bruder, and Carl Korman. Town Officials: Margy Becker, Town Administrator; Henri Billow, Town Treasurer; Terry Stacy, Road Foreman. **Board Members absent:** Karen Mellinger.

**1. Call to Order**

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

**2. Announcements**

Bill Pennebaker announced that the By-Way project is at the next step with VTrans. Margy Becker announced that there will be a Bingo Night to benefit the 250<sup>th</sup> anniversary celebration on Tuesday, June 21<sup>st</sup> at the Moose Lodge in Bennington. Bingo starts at 6:30pm. Big Truck Night at the Shaftsbury Elementary School was a success with the dunking machine being a big hit. The event raised \$270 for the 250<sup>th</sup> anniversary celebration.

**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**

Ed Corey commented on the 250<sup>th</sup> Anniversary events and suggested that more events be held in Shaftsbury. Some suggestions made were the Grange Hall or the Fire House.

**5. Tax Anticipation Note**

Town Treasurer, Henri Billow, presented the Board with the Tax Anticipation note for \$300,000 due November 18<sup>th</sup> which is with Peoples Bank at 2% interest.

**Craig Bruder made the motion to approve the Tax Anticipation note. Carl Korman seconded. Motion carried unanimously.**

The cash balance of June 20<sup>th</sup> is \$270,000.

**6. Sullivan Powers-FY10 Audit Follow-up**

Sullivan Powers gave an estimate of \$3,500 to finish the modified accrual. The Board discussed the audit follow-up and decided more information was needed.

**7. Highways**

**a. Introduction of new Road Foreman**

Terry Stacy was introduced as the new road foreman for Shaftsbury. Terry Stacy stated that the transition was going well and work was moving along at a good pace.

**b. Report on Cider Mill Culvert grant award**

The Town received a culvert grant for Cider Mill; funds have not been set aside at this time, but will be set aside for next summer.

**c. Status report on facilities planning**

The Facilities Committee went to the landfill to access the site for possible use for parking equipment. The Board discussed the cost of putting in electricity at the site. The Board discussed building a more energy efficient garage with long term benefits. More options for storage and a garage site are being considered.

Road Foreman Terry Stacy discussed buying chloride through Peckham's who is also offering storage. Bids to supply chloride to the town will be put out to bid next fiscal year.

**8. Rte. 7A-Church Street Intersection-Creation of School Zone**

The School Board is supportive of creating a school zone. Margy Becker will write a letter to Nelson Blanchard requesting a traffic light and this will be forwarded to VTrans, who will do a survey of the area. Margy Becker stated that the cross walk is in a bad spot and should be moved. Alice Miller, State Representative, volunteered to work with Margy Becker on the school zone issue.

**9. TAM Compost Facility Proposal**

Bill Pennebaker gave an overview of the proposed TAM composting facility and the public hearings that have been held. Bill will be asking the Environmental Issues Committee for their opinion.

Several concerned citizens voiced their concerns with the location of the compost site. Some of the concerns voiced are the location on historical route 7A and possible contamination to water supplies. A main concern with the citizens is odors, birds, rodents, and noise. Some agree that composting is a good thing but a better site should be found for it.

There are more meetings to be held by the DRB and the Environmental Issues Committee will be meeting next Thursday to discuss the compost facility.

**10. Fuel Bids Awards**

The Board discussed the fuel bids and decided that no bids will be accepted at this time. Fuel bids will go out again in July.

**11. Personnel Policies and Job Descriptions**

Craig Bruder circulated an updated draft to the Board Members. A copy had been sent to legal for review and suggestions made. Craig Bruder asked the Board Members to review the draft and to send questions to him. The policy will be discussed at the next meeting.

The job description for assistant foreman should be identified as hourly or salary position and should be flexible with experience.

The Board discussed the hiring and firing procedures of subordinates; should the Town Administrator and Road Foreman be responsible for both or should the Select Board be involved.

## **12. Town Administrator Report**

The Town Administrator stated that the focus for the past week has been helping the new road foreman with the transition into the job.

There have been two bids for the capital improvements.

Grant close outs have been done.

The sidewalk project needs to be up and running soon.

The Administrator asked the Board if the cost of living increase will begin in July or does performance ratings need to be done. The Board's decision was to start the increase in July.

## **13 Approval of Minutes**

The board accepted minutes for June 6<sup>th</sup> as amended with attached fuel bid figures.

## **14. Approval of Warrants**

PAYROLL WARRANT PR#49 IN THE AMOUNT OF \$7,875.96.

**Bill Pennebaker made the motion to approve payroll warrant PR#49 in the amount of \$7,875.96. Craig Bruder seconded. Motion carried unanimously.**

RETIREMENT WARRANT #W51R IN THE AMOUNT OF \$124.30.

**Craig Bruder made the motion to approve retirement warrant #W51R in the amount of \$124.30. Carl Korman seconded. Motion carried unanimously.**

CHECK WARRANT #W51 IN THE AMOUNT OF \$8,167.80.

**Bill Pennebaker made the motion to approve check warrant #W51 in the amount of \$8,167.80. Motion carried unanimously.**

PAYROLL WARRANT #W50 IN THE AMOUNT OF \$7,409.24.

**Craig Bruder made the motion to approve payroll warrant #W50 in the amount of \$7,409.24. Carl Korman seconded. Motion carried unanimously.**

Warrant 52 was tabled, pending review of modified accrual accounting entries. To be signed by Chair upon clarification from Treasurer.

## **15. Other Business**

Lon McClintock informed the Board that he wished to discuss a civil matter that prematurely disclosed would place the public at a substantial disadvantage.

**Carl Korman made the motion to enter executive session at 9:23pm. Bill Pennebaker seconded. Motion carried unanimously.**

## **16. Adjournment**

The Selectboard exited Executive Session at 10:07PM. There was no formal action.

**Craig Bruder made the motion to adjourn at 10:08pm. Carl Korman seconded. The motion carried unanimously.**

Submitted by  
Carol MacLean