

Town of Shaftsbury
Budget Work Session
5:00 PM
Regular Selectboard Meeting
7:30PM
Monday, December 17, 2012
Cole Hall - 61 Buck Hill Road

Minutes on the Work Session and Regular Selectboard Meeting

Members present: Lon McClintock (Chair), Karen Mellinger, Billy Obenauer
Members absent: Carl Korman; Craig Bruder
Others present: Town clerk (Judy Stratton), Bill Fisk (Town Treasurer), Terry Stacy (Roads Foreman), Margy Becker (Town Administrator), Sandra Mangsen (Recording Clerk), Mitchell Race, Deputy Sheriff Andrew Hurley; Jeri Schoof; Mike Foley; Jay T Palmer; Chris Williams

1. Call to Order of Budget Work Session

Lon McClintock called the Budget Session to order at 5:07 p.m.

- a) Judy Stratton (Town Clerk) – advised the Selectboard about recent upgrades to database programs, efforts to improve integration and accessibility of data for town employees, Boards, and public; and about enforcement of town ordinances and collection of fines imposed for infractions thereof.
- b) Bill Fisk (Town Treasurer) –
Discussed how to deal with and report an annual surplus. The Treasurer recommends that the town create a reserve fund; the existing contingency fund has language that limits its use as operating capital. Normal practice is to maintain a reserve fund of operating capital equivalent to approximately 20% of budgeted expenses. There was a discussion of how best to present this information at the Town Meeting.
- c) Highway Budget (continued) –Terry Stacy (Road Foreman)
The Board discussed with Terry Stacy various aspects of the highway budget, including capital improvement projects and regular road maintenance, and in particular the budget for gravel.
- d) Employee Compensation

Deferred until the next meeting.

2. Executive Session – Contract Negotiations

Bid for Engineering Design Services – New Town Garage

Motion. To move into Executive Session at 7:12 p.m. to discuss the bids for engineering design services for the new town garage. Moved by Karen Mellinger; seconded by Craig Bruder. Carried, 4-0-0.

The executive session ended at 7:55 p.m.

3. Call to Order of Regular Selectboard Meeting

Lon McClintock called the meeting to order at 7:56 p.m.

Lon apologized for the late start, explaining that a budget meeting and a discussion in executive session had preceded the regular meeting, and had taken longer than expected.

4. Announcements

Billy Obenauer apologized for missing some meetings due to conflicts with class times.

Karen thanked those involved with the tree lighting on Dec 9, especially members of the NorShaft Lions Club.

Margy Becker noted transfer station hours over the holidays: the transfer station will be closed Dec 25 and Jan 1. Otherwise there will be regular hours. She also reminded those in attendance of the winter parking ban now in effect.

A traffic slowing sign has been stolen shortly after being installed. Margy Becker asked anyone with information about this missing sign to share it with her.

She thanked Jerry Mattison (Emergency Coordinator) for helping to clean up an illegal waste dump of 400 mercury-containing fluorescent lamp bulbs off of East Rd. Again she asked people to share whatever information they may have about that incident.

Lon McClintock asked residents to remember to license their dogs in 2013.

5. Public Comments

Mike Foley asked about the status of the Gun Club zoning situation. Lon responded by explaining the situation as it has evolved within the DRB, the Environmental Court and the Vermont Supreme Court. The DRB continues to deal with aspects of the matter within its purview.

6. Conflict of Interest Statement

There were none.

7. Emergency Management – Generator Installation

Lon McClintock updated the Board and public with respect to the installation of the recently acquired generator. It is installed on a pad, and connected to the school's electrical system, operating by means of a direct line into the school's heating oil tank. The School Board may ask the Town to fund the installation completely, due to its own budget issues. The intention is to apply for a grant (50-50) to help with costs. Emergency management is a town function, but the school is a separate municipal corporation. The school is to be one of three available shelters, along with the two fire stations (Buck Hill and North Fire Station). The Red Cross provides supplies to shelters and has its own requirements for operations thereof.

The Selectboard will need to act on budgeting for installation of the generator. Consultation is needed with the Red Cross and School Board re collaboration to keep shelter ready and open when

needed. Pownal has an existing agreement that may serve as a model. Billy Obenauer will investigate. Lon McClintock will try to arrange a meeting with the Red Cross and School Board representatives.

8. New Town Garage: Engineering Design Services - Contract Award

Four bids were opened; three firms have been interviewed.

The bids are in two parts: 2

- a) base engineering and design services and cost estimate through 20% plans;
- b) Option A = other services required to complete construction;

Keefe and Wesner: Base bid, \$19,000; Option A, \$70,000; Total bid of \$89,000

Cross Consulting: Base bid, \$17,800; Option A, \$80,300; Total bid of \$98,1000

MSK Engineering: Base bid, \$15,000; Option A, 72,500; Total bid of \$87,500.

Motion. To award the base contract for engineering and design services and cost estimate for the new town garage to MSK Engineering in the amount of \$15,000. Moved by Karen Mellinger; seconded by Billy Obenauer. Carried, 4-0-0.

9. Curb Cut ordinance – 3rd reading

Craig Bruder said that the proposed ordinance seems to be in line with the recent discussions at the Selectboard level. A few details were examined; Lon McClintock summarized the changes, which make the Zoning Administrator and the Road Foreman the main town officials involved in curb cut applications. Karen Mellinger raised concern about the requirement that drives from a paved road be paved to a length of twenty feet. There is a need to check standards on this matter. Another reading will be on the agenda at the next regular meeting with the intention of ordinance adoption.

10. Town Administrator's Report

a) Rte. 7A Intersection

A group of parents wants to make the intersection at Church St/Buck Hill Rd and Rte 7A safer in whatever way is possible. VTrans has grants available for studies of situations like this. A meeting is scheduled to learn more about the grant application process.

b) Website

The current website is maintained by a volunteer; some study has been undertaken re needed improvements. Margy Becker suggested that there is a need for some consulting work at this point. Billy Obenauer and Margy Becker will pursue leads.

c) Zoning Bylaw Amendments – Open Space Subdivision

Margy Becker noted that there is a need to return to this discussion; the next step was to be consultation with the town attorney.

d) VSP – Neighborhood watch – schedule special meeting

Andrew Hurley spoke to his experience with Neighborhood Watch programs, outlining the advantages of having such a program in place. It encourages neighbors to take a more proactive approach to neighborhood safety and surveillance. He made some recommendation re actions to take (recording descriptions and license numbers; taking photographs) and those to avoid (any that might imperil personal safety).

Margy Becker raised the question of interface with the state police; Karen Mellinger will investigate.

11. Other Business

Billy Obenauer reminded the members of a recent issue with respect to signage where a public road becomes private (Tunic Road). The resident in question has requested that the town consider erecting an appropriate sign.

Margy Becker noted that the Sidewalk Committee has met with VTrans re sidewalk redesign at Church St and Rte 7A. A contract needs to be signed with respect to work the Selectboard has approved.

12. Minutes – Dec. 13th special meeting

Motion. To approve the minutes of the meeting of Dec 13, 2012 as circulated. Moved by Craig; seconded by Karen Mellinger. Carried, 3-0-1 (Billy Obenauer abstaining)

Special meetings will be scheduled as follows:

Budget work session – Sat Dec 22, 8-11 a.m.

Budget work session – Thursday Dec 27, 5–8 p.m.

The next regular meeting is Jan 7.

13. Warrants

Motion. To approve check Warrant # W16 in the amount of \$20,433.89. Moved by Craig Bruder; seconded by Karen Mellinger. Carried 4-0-0.

14. Adjournment

Motion. To adjourn the meeting. Moved by Craig Bruder; seconded by Karen Mellinger. Carrie, 4-0-0.

Meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Sandra Mangsen
Recording Clerk