

**Town of Shaftsbury  
Selectboard Meeting  
6:30PM  
Monday, September 21, 2015  
Cole Hall, 61 Buck Hill Road, Shaftsbury**

**Selectboard Members Present: Tim Scoggins (Chair), Mitch Race, Art Whitman, Tony Krulikowski, Ken Harrington**

**TA Present: David Kiernan**

**Others Present: Mike Foley, Oliver Durand (Fire Warden), Melanie Dexter (Treasurer), Steve Washburn (Road Foreman), Christopher Ponessi**

**SUBJECT TO APPROVAL**

**6:30PM Regular Meeting**

**1. Call to Order**

Tim Scoggins (Chair) called the meeting to order at 6:30PM

**2. Conflict of Interest Statement**

NONE

**3. Approval of Minutes**

Motion: Mitch Race moved to approve the minutes from the Regular Meeting on August 17, 2015. Art Whitman seconded.

4-0-1 Motion approved.

Motion: Art Whitman moved to approve the minutes from the Special Meeting on August 31, 2015. Mitch Race seconded.

4-0-1 Motion approved.

**4. Warrants**

Motion: Tim Scoggins moved to approve Warrant #8 \$29, 047.73 (BCBS, Bennington County Sheriff, Flaggers for East Road, Business Card Services, Kevin O'Toole, Esq., Mountainair Assessors, Nortrax Equipment Company, VLCT Employment Resource, William E. Dailey).

Mitch Race seconded.

5-0-0 Motion approved.

Motion: Tim Scoggins moved to approve Retirement Warrant #10 \$16.07. Mitch Race seconded.

5-0-0 Motion approved.

Motion: Tim Scoggins moved to approve Payroll #6 \$16,386.19. Mitch Race seconded.

5-0-0 Motion approved.

## **5. Announcements**

Tim Scoggins announced that there is another option for internet access in Shaftsbury through a 4GL signal from VTel. This signal covers Rollin Road and Timber Trail. Resident Mike Foley provided a telephone number (802-885-4444) to obtain a transmitter and service from VTel.

## **6. Public Comments**

Mike Foley presented TA David Kiernan with a letter of interest to serve on the Planning Commission.

Mr. Kiernan presented information to the Board regarding a BCRC grant available to assist in the rewriting with the Planning Commission By-Laws, which is estimated to cost approximately \$12,000.00. A \$1,000.00 “matching limit” had previously been approved by the Board to fund the project. Mr. Kiernan will seek clarification on the matching funds. The deadline to apply for this grant is September 30, 2015. Tim Scoggins suggested an increase of the matching limit to \$2,000.00 in order to receive the full amount possible from BCRC.

Motion: Art Whitman moved to increase the maximum match for the grant from BCRC from \$1,000.00 to \$2,000.00. Tim Scoggins seconded.  
5-0-0 Motion approved.

Mitch Race inquired about letters of interest submitted for the Planning Commission. David Kiernan stated that they received three (3) letters of interest in addition to the letter submitted earlier in the evening by Mike Foley. Mitch Race suggested that interviews be set up for the next Regular Meeting. Mr. Kiernan confirmed that the Commission is allowed to have between three (3) and nine (9) members but it must always be an odd number.

Mr. Kiernan raised the question of whether or not the Planning Commission does its own interviews prior to making a recommendation to the Selectboard. Mitch Race proposed reviewing the By-Laws to check the procedure.

## **7. Appointment of Forest Fire Warden, Gerald Mattison**

David Kiernan presented the Selectboard with a letter from the Vermont Town Forest Fire Warden approving Gerald Mattison as Town Fire Warden.

Motion: Mitch Race moved to approve Gerald Mattison as Town Fire Warden. Ken Harrington seconded.  
5-0-0 Motion approved.

The Selectboard then thanked former Town Fire Warden Oliver Durand for his years of service. Mr. Durand will continue to assist Gerald Mattison in taking calls.

## **8. Cemetery Committee Re-Adopt By-Laws /Access Road Construction Project**

David Kiernan addressed an error on the previously adopted Cemetery By-Laws on Page 5, in Item “D” of the notes referring to a document entitled “Cemetery Regulations and Policies” which no longer exists. The Amended By-Laws strike this reference.

Art Whitman asked for clarification regarding the appointment of the Chair of the Cemetery Committee. David Kiernan and Tim Scoggins inferred from the By-Laws that the Cemetery Committee, rather than the Selectboard, appoints this Chairperson.

Motion: Tim Scoggins moved to approve the Amended By-Laws. Mitch Race seconded.  
5-0-0 Motion approved.

David Kiernan then discussed the construction of 10’ wide road leading from East Road through Maple Hill Cemetery to Area E. Plans for this access road date back to 1995. An estimate from Mike Slavin for construction of the roadway was given at \$4,000.00-\$5,000.00, not including materials or culverts. The Cemetery Committee is asking the Selectboard for \$5,000.00-\$7,000.00 for gravel and trucks. The concern is that there were no allowances made for this project in the gravel allowance (an estimated 300 tons).

Art Whitman asked if this project could be delayed into next budget year. The Selectboard agreed to push the project to Fiscal Budget 2017.

## **9. Treasurer’s Report – Melanie Dexter**

Melanie Dexter presented a Report with a comparison between last year’s revenue/expenditures versus budget as of September 30, 2014 and September 21, 2015.

Ms. Dexter then reported that the Line of Credit had been drawn on three times since July 9, 2015 and that there was \$164,048.84 in cash-on-hand, noting that the cash-on-hand needs to carry us through the period when tax money comes in.

Ms. Dexter informed the Board that tax bills have been prepared but that they were waiting on paperstock for printing. Ms. Dexter hopes to have bills out by Monday, September 28, 2015.

Mitch Race inquired if last year’s budget had been finalized. Melanie Dexter said that it was very close to being finished.

## **10. Road Foreman Report – Steve Washburn**

Steve Washburn reports that the road crew is a little behind on grading due to the reclamation of East Road, which is set to begin on Tuesday, August 22, 2015. His crew has been putting in culverts ahead of this project. Mr. Washburn estimates that he is about a week and a half behind on the grading. Mr. Washburn stated the roads were very dry and it was difficult to keep the roads together. Final mowing is happening now and should be done in about a week and a half.

Ken Harrington inquired about stumps on Holy Smoke Road and a ditch on the east side of the road that will require stoning and culverts. Permission for this project was said to previously be granted by the landowner but it was agreed this should be confirmed prior to beginning work.

Ken Harrington also inquired about a section on Blueberry Hill where water is coming onto the road due to a berm and a small wire fence on private property. The landowner has claimed that permission by the Selectboard to allow the berm and fence to stay. It was determined that a dialog should begin with the landowner.

David Kiernan then announced that a section of East Road between Buck Hill and Reservoir Road would be reclaimed. The road will remain open through the entire project. The next two projects slated to be completed before winter are on Shaftsbury Hollow Road and Ehrich Road.

Art Whitman addressed the issue of the John Deere tractor which is currently being used for mowing touch-ups. It was determined after input from Oliver Durand, who had been working on the tractor, that it was worth more to keep the tractor than to attempt to sell it whole. The issue of selling the tractor for scrap may be revisited if the tractor breaks down again.

## **11. Bid Award Decision – Shaftsbury Hollow Engineering**

Three bids were received for the study of the deteriorating bridge and culvert structure on Shaftsbury Holly Road. A previous study by the State of Vermont produced an initial estimate of \$300,000.00-\$500,000.00 for the replacement of the structure.

David Kiernan obtained a grant for \$30,000.00 to pay for engineers to comment on the State study and offer viable alternatives.

Holden's estimate for an evaluation came in at \$7, 500.00 with an additional \$22,000.00 for design.

Mance's estimate was at \$24,920.00 total.

Weston & Sampson's estimate, not including design, was at \$33,000.00.

Clarification was received from Chris Ponnessi from Mance Engineering regarding an estimate of \$3,250.00+/- for some additional work. Mr. Ponnessi confirmed this would depend on attendance at Town meetings regarding the project. Mr. Ponnessi also clarified that he could seek bids on boring and analysis (which he estimated at \$4,000.00-\$6,000.00).

Motion: Art Whitman moved to award the bid for the Shaftsbury Hollow Engineering culvert analysis to Mance Engineering. Ken Harrington seconded.

Discussion: Tim Scoggins confirmed that all three companies followed bid specs and all of the proposals provided all of the same services.

5-0-0 Motion approved.

## **12. Bid Award Decision – Cole Hall Exterior Painting**

David Kiernan announced that two bids had been received for the exterior painting job. One was far below the 2008 Keefe & Wessner estimate provided to the Town and one was far above that estimate (with no estimate given for the removal of lead paint). David Kiernan recommended that this item be shelved until the spring when a new bid request (possibly segmented ) be crafted and posted.

Motion: Mitch Race moved that the bid be postponed and revisited in the spring. Art Whitman seconded.

5-0-0 Motion approved.

## **13. Road Name Change – Sawmill Road to East Mountain Road (E911 Name Issue)**

In reviewing the 911 system, Sawmill Road in the Town of Shaftsbury came into conflict because the Bennington also has a Sawmill Road. Letters were sent to three property owners on Sawmill Road, Shaftsbury regarding the name change. One property owner responded that East Mountain Road was an acceptable alternative. David Kiernan proposed that once additional certified letter be sent to the property owners notifying them that any objections or comments would be heard at the October 5, 2015 Regular Meeting and the name change would be confirmed at the October 19, 2015 meeting.

## **14. Cole Hall Phone System Upgrade**

David Kiernan informed the Selectboard that the current PBX telephone system in the Town Offices is around 25 years old. The basic system is giving out and needs to be brought up to date. Mr. Kiernan is looking into new equipment and has received estimates from three companies, CIT, SoverNet and 1<sup>st</sup> Choice.

The CIT estimate would allow for the purchase of equipment for an approximate price of \$2,900.00. The Town Offices would have one central phone number with four lines (each with call-waiting and caller ID), and there would be an ability to transfer calls. Monthly service charges would be at \$168/month.

SoverNet provided an estimate of approximately \$4,000.00 for the rental of telephone equipment. Service would be separate at approximately \$400.00/month.

1<sup>st</sup> Choice provided an equipment list only and the Town would have to seek a provider for service.

David Kiernan had previously discussed “voiceover internet protocol” (VOIP) with Tim Scoggins, which would allow phone service to be transmitted through the internet connection. The current internet connection at Cole Hall is presumed to be a courtesy account offered by Comcast but David Kiernan will look into that. A separate account currently exists for the Town

Garage. If the power and internet go out at the Town Offices, a voiceover system will not be operable. David Kiernan will look into the Town Emergency Plan with Fire Warden Gerald Mattison to determine if Cole Hall is a central meeting point.

Art Whitman asked for more information on the CIT proposal. David Kiernan suggested inviting CIT to the next meeting if the Selectboard is interested in moving forward.

#### **15. Howard Park Update**

David Kiernan confirmed that everything has been done on the structures besides painting. Norshaft Soccer is slated to enlist volunteers to paint if the paint comes in before winter.

Chris Ponnessi reported that the new well was waiting on source approval, expected from the State in a few weeks. Mr. Ponnessi indicated that the drilling of the new well, which will be close to the old/existing well, will be cheaper to contract in the winter months. Mr. Ponnessi noted that the Water Department will have to test the water from the well six times a year.

#### **16. Town Administrator's Report**

David Kiernan presented the Selectboard with an estimate from Ed Shewell for interior painting of the Town Administrator and Treasurer's Office and to cover the paneling in the Town Clerk's Office. The estimate totaled \$1,300.00 and is estimated to be a two-day project. Tim Scoggins categorized this as a "routine expense."

#### **17. Other Business**

None.

#### **18. Review of Action Items**

- Budget for the cemetery
- Begin dialog with property owner regarding Blueberry Hill berm
- Rebid the exterior painting of Cole Hall over the winter and revisit the issue in the spring
- Schedule CIT to attend the next Regular Meeting to present information regarding the phone upgrade
- Discuss Town Emergency Plan with Gerald Mattison to determine requirement for traditional land line at Town Offices
- Review of appointment policy for Planning Commission
- Check stumps/culvert on Holy Smoke Road

#### **19. Executive Session for personnel issue**

#### **20. Adjournment**