

DRAFT

Shaftsbury Select Board
November 5, 2018
6:30 pm

- 1) Call to order at 6:30 pm. Present were Select Board members Tim Scoggins (chair), Ken Harrington, Art Whitman, Joe Barber, and Tony Krulikowski. Also present was town administrator David Kiernan, treasurer Melanie Dexter, cemetery committee members Elanor Hyjek and Ken Coonradt, trustee of public funds Rob Steuer, road foreman Mike Yannotti.
- 2) Conflict of interest statement
No one reported a conflict of interest with any item on the agenda.
- 3) Approval of minutes
Mr. Krulikowski moved to approve the 10/15/18 minutes. Mr. Whitman seconded the motion, which passed 3-0-3, with Mr. Scoggins and Mr. Barber abstaining.
- 4) Warrants
Check warrant #12: \$214,698.33. Mr. Krulikowski moved to approve the warrant; Mr. Whitman seconded the motion, which passed 5-0-0.
- 5) Announcements
Vote Nov. 6, 7a-7p at the firehouse.
- 6) Public comments
There were none.
- 7) Treasurer's report
Melanie Dexter reported that incoming tax payments have passed the fifty percent point. (This should be the busiest week for payments.) A few people have taken advantage of the credit card option. (The card holder is charged a 2.65% fee.) The first \$1 million has been transferred to the school.
- 8) Cemetery committee report
Eleanor Hyjek, Ken Coonradt, and trustee of public funds Rob Stuart, reported. Ms. Hyjek asked for permission from the board to stop doing winter burials, perhaps between Dec. 1 and April 15. The cemetery becomes icy, plows can't maneuver, markers are knocked over. Now the road crew plows the entrance. If winter burials are stopped, Mr. Whitman said, the road crew should also stop plowing in the parks. Mr. Kiernan noted that unless the entrances are plowed after every storm, they can't be kept clear. And the Town becomes responsible for them. Ms. Hyjek and Mr. Coonradt will check with funeral homes to explore the storage issue.
Mr. Whitman moved to not plow the cemeteries in winter. Mr. Harrington seconded the motion, which passed 5-0-0.
Ms. Hyjek said the cemetery committee is very active, and dedicated to making sure the cemeteries are cared for as best they can be. The Huntington Cemetery Fund is used to maintain the Huntington headstones. \$59,300 sits in the fund. The committee entered into a contract with a West Rutland company to clean and repair the stones in the Huntington Cemetery. The contract will be extended to work in the other cemeteries. The committee imagines three visits will be made annually, at a cost of \$1600 each.

The perpetual fund, which contains \$128,000, is a nest egg used to generate income. The income can be spent for maintenance. The income from the cemetery trust fund is used for maintenance and land purchases. The committee would like to schedule three days of maintenance at Maple Hill and Waite Rd. at a cost of \$1600, plus \$800 for Grandview. The committee would like to sand-blast and paint the Village and Center Shaftsbury fences. Bill Hardy has volunteered to paint the fence. Mr. Harrington asked if it wouldn't be cheaper to install a vinyl fence. Mr. Coonradt said the cost to sand blast the Center fence will be \$3235.00. Mr. Kiernan said the contractor will have to ensure that if lead paint is present it will be addressed appropriately.

Ms. Hyjek will put together all the proposed costs for review by the Select Board. Perpetual funds of \$83,000 have been received for Grandview. The trustee doesn't know how to treat those monies. Mr. Coonradt said 53 loads of junk were removed from Grandview, allowing the cemetery to expand.

The Select Board will get a legal opinion regarding whether the fund principals can be spent down. Mr. Coonradt will check with the sand blasting company to ensure they will be complying with lead abatement requirements. An opinion on how to handle Grandview funds will be secured. Mr. Stuart suggested setting a target principal amount. Mr. Coonradt said there about 18 active and ancient cemeteries in town.

9) Roads report

Mike Yannotti reported that East Rd. is paved. Shoulder gravel will be laid this week, weather permitting. Springfield Paving's owners are retiring. The crew was out all last weekend cleaning up wind storm damage, and Monday through Wednesday chipping and cleaning up the brush. Wet weather has slowed grading progress. Brush has been cut on Town Line, Bennett Hill, Erlich Rd., White Creek Rd. and Cross Hill Rd. The crew follows behind to clean up brush and larger trees. Some trees will need to be taken down on White Creek Rd. Flaggers will be used to control traffic. Mr. Yanotti hopes to ditch roads that have been mowed. A resident of Cross Hill Rd. asked that some brush be left as it protects homes from dust in the summer. Mr. Yannotti asked him to call him when dust gets bad. The crew has been doing routine maintenance. They hope to blow leaves out of the ditches. Mr. Yannotti said he thinks next year he'll use a different mowing head for brush work.

10) Town garage/transfer station project

Mr. Kiernan said the three 12-inch thick concrete pads at the transfer station are about 2.5 feet short of the length of the standard roll-off container. How to maintain the longevity of the slabs? Jason Dolmetsch presented a possible solution suggested by a structural engineer: an extension with a combined footing or haunch. Mr. Scoggins suggested getting a second opinion from a second structural engineer. Mr. Kiernan said he was going to reach out to the engineer Mr. Dolmetsch used. Mr. Kiernan said the action won't require a change order.

Mr. Harrington moved to accept the solution for the short pads recommended by engineer Steve Sacco pending receipt of a stamped signed memo from Mr. Sacco. Mr. Whitman seconded the motion, which passed 5-0-0.

Mr. Kiernan said the transfer station is open, though some drainage issues have to be addressed. The old station will come down this or next week. January 11 is the projected completion date. The well is in at about 200 feet. The well will be added to the regular groundwater testing schedule.

11) Revisiting FY 2019 Select Board goals

Short term goals re bylaw changes will be put to vote at Town meeting.

Long term goals included getting water main replacement and capital equipment schedule into revised Town Plan. Mr. Yannotti will write something up regarding the capital equipment schedule. The largest goal was the 50-year gravel road plan: a mile a year of new fabric and gravel at a cost of \$100,000 annually, plus annual maintenance. Mr. Yannotti requests first allowing two years to establish road maintenance that include brush removal, ditching, and crowning instead. The Select Board agreed with this change.

An additional goal is the renovation of Cole Hall. An interior renovation is planned for the turn of the year. Re the outside, goals could include:

- Remove old garage
- Paint wood exterior
- Repair/replace leaky windows.

The eastern staircase detracts from the character of the building. To dos could include:

- Remove exterior stairway
- Restore main entrance through veterans' memorial
- Do something about Christmas tree and power line
- Put up town office signs

Mr. Scoggins said our town hall should be a source of pride.

Mr. Whitman suggested we should be cautious about spending too much on a facility that isn't quite right for our needs. Mr. Harrington suggested placing a modular building on the existing concrete slab for the old garage. Mr. Kiernan said we've discussed this for years, that a \$40-50K restoration has been contracted for, and that once those renovations have been made the town's space needs for several years ahead will have been met.

Mr. Scoggins would like to be able to hire an architect to produce a vision for the Cole Hall complex.

12) FY 2020 budget

Mr. Kiernan said he'd provide everyone with a draft budget by the end of this week. He will adapt the NMRC spreadsheet to lay out the budget spreadsheet. (It will match the layout of the audit too.) He will invite department heads to present their needs.

13) Other business

Mr. Harrington moved to approve a \$2400 contract with CAI GIS. Mr. Krulikowski seconded the motion, which passed 5-0-0.

14) Review of action items

- Water fountain for Howard Park: Mr. Kiernan will continue to try to find one that can fill water bottles for a reasonable price.
- Farm dog issue: Per legal counsel, the town cannot deny a farm dog license. The neighbors will have to pursue legal action.
- Water bill mailed to wrong address: ~~was waived~~ Kiernan will check with McGinnis to make sure we are now sending it to the right address.

Re cemeteries:

- Committee will provide Select Board with their wish list with costs.
- Several legal opinions will be sought re nature of funds.

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15) Executive session, personnel
Cancelled.

16) Adjournment

Mr. Harrington moved to adjourn at 8:36 pm. Mr. Krulikowski seconded the motion, which passed 5-0-0.