

SHAFTSBURY SELECTBOARD
REGULAR MEETING
October 4, 2010
MINUTES

ATTENDING: **Board Members present:** Lon McClintock, Karen Mellinger, Bill Pennebaker, Craig Bruder, Cinda Morse; Town Officials: Margy Becker, Town Administrator; Henri Billows, Treasurer; Auditors: Bob Holmes, Mike Caslin, Janet Daniels; Guest: Bill Fisk

1. Call to Order

Chairman McClintock called the meeting to order at 7:05pm.

2. Announcements

Hazardous waste day is Saturday, October 9th from 9:00am to 1:00pm. Stickers are needed and are available at the transfer station.

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

No comments made.

5. First Quarter Financial Reports

Henri Billows reported that Sheriff fines were down for the quarter. Landfill mowing will be included under subcontract costs.

6. Audit of Town Finances

The Board and Town Auditors discussed with Bill Fisk, a former CPA, if there was a need for an independent audit with a CPA. Bill Fisk stated that one of the advantages of an outside audit is the assurance that a professional has reviewed the finances. The cost of an audit must also be considered. The Selectboard noted there may be a requirement that an audit be undertaken when there is a change in Town Treasurers. Research is needed to verify whether this is a statutory requirement.

Bob Holmes informed the Board of an Audit Workshop in Montpelier on November 16.

Karen Mellinger made the motion to authorize reimbursement for the Auditors attending the workshop. Cinda Morse seconded. Motion carried unanimously.

Bob Holmes requested that the Auditors and Selectboard meet after the workshop. Selectboard members agreed.

7. Energy Efficiency Improvements – Bid Awards

Five bids were received for the boiler replacement of the Fire House. Margy Becker reviewed the bids and recommended the Stratton bid to the Board. The Board discussed the bids and the compliance with the Davis Bacon Act. **Cinda Morse made the motion to accept Stratton Plumbing & Heating as contractor for the boiler replacement project at the Buck Hill Fire Station, as long as they comply with the Davis Bacon Act. Craig Bruder seconded. Motion carried unanimously.**

Two bids were received for removal on insulation and re-insulation of Cole Hall attic. **Cinda Morse made the motion to accept Hand Energy's bid at \$10,420. Craig Bruder seconded. Motion carried unanimously.**

8. New Personnel Policies

Tabled until next meeting.

9. Town Administrator Report

Margy Becker reported that they were closing old grants and starting new grant for the fire house. The enforcement of unlicensed dogs has been ongoing. The Development Review Board and the Planning Commission are looking for a recording clerk.

10. Other Business

Craig Bruder will contact Dave Newell for an evaluation of insurance coverage to be sure it is accurate.

Lon McClintock discussed issues the Health Officer was having with some health violations and if a letter should be sent. The Select Board determines if the letter should be sent. They must look at the problem, evidence, and the rights. The Board decided two letters will be sent, one registered and one by regular mail.

11. Approval of Minutes

Cinda Morse made the motion to approve the minutes for September 27, 2010 with changes to #2 add the name Linda Weber and on last page, add the word "issue" after public health. Craig Bruder seconded. Motion carried 5-0.

12. Approval of Warrants

PAYROLL WARRANT PR#13 IN THE AMOUNT OF \$8068.21.
Cinda Morse made the motion to approve payroll warrant PR#13 in the amount of \$8068.21. Craig Bruder seconded. Motion carried unanimously.

CHECK WARRANT W13-2 IN THE AMOUNT OF \$390.50.
Karen Mellinger made the motion to approve warrant W13-2 in the amount of \$390.50. Cinda Morse seconded. Motion carried unanimously.

CHECK WARRANT #W14 IN THE AMOUNT OF \$2,676.77.

Cinda Morse made the motion to approve warrant #W14 in the amount of \$2,676.77. Karen Mellinger seconded. Motion carried unanimously.

RETIREMENT WARRANT #W14R IN THE AMOUNT OF \$129.77.
Cinda Morse made the motion to approve retirement warrant #W14R in the amount of \$129.77. Craig Bruder seconded. Motion carried unanimously.

RETIREMENT WARRANT #W15R IN THE AMOUNT OF \$5,957.54.
Karen Mellinger made the motion to approve retirement warrant #W15R in the amount of \$5,957.54. Craig Bruder seconded. Motion carried unanimously.

13. Executive Session-Personnel

Tabled until next meeting.

14. Adjournment

Craig Bruder made the motion to adjourn at 9:30pm. Bill Pennebaker seconded. Motion carried unanimously.

Submitted by
Carol MacLean