

**Shaftsbury Selectboard Minutes**  
**Special Meeting and Budget Workshop**  
**December 14, 2009**  
**COLE HALL**  
**SHAFTSBURY, VERMONT**

**Board Present:** Lon McClintock, Bill Pennebaker, Cinda Morse, Karen Mellinger, Craig Bruder; **Others Present:** Larry Johnson, Lister; Jim Meskun, Mark Bolhardt, \_\_\_\_\_; **Staff:** Margy Becker, Town Administrator.

**1. Call to order:**

Chairman McClintock called the meeting to order at 6:00PM.

**2. Announcements:**

There were none.

**3. Conflict of Interest Statement.**

Chairman McClintock asked if any board member had a conflict of interest with any topic on the agenda. No one did. Chairman McClintock stated he had a conflict of interest with regards to upcoming budget-related discussions concerning Habitat for Humanity.

**4. Budget Workshop:**

Jim Meskun, Mark Bolhardt and \_\_\_\_\_ met with the Board to discuss the Veterans Committee budget. Jim Meskun explained the Hooke Memorial Fund was established in memory of World War II Veterans. These funds are used to maintain the Honor Roll and Memorial Stone at Cole Hall. He also noted the Committee maintains flags at graves of Veterans in the 18 public and private cemeteries throughout Town. The Committee is requesting level funding at \$2,000.

Cinda Morse discussed the Cemetery Committee budget. The Committee is proposing an increase in fees. Ms. Morse noted there were \$9,500 in cemetery revenues and \$20,500 in expenses over the past year, which raises the question of how self-supporting cemetery operations should be. The Committee is proposing a \$12,500 expense budget for FY2011. Brief discussions focused on the Cemetery Maintenance Fund balance sheet as appears in the 2008 Town Report. The Huntington Money Market with Chittenden Bank was noted. Lon McClintock suggested diverting an increased portion of fees from lot sales into the perpetual care fund. Ms. Morse noted that there is \$0 budgeted for a Cemetery Superintendent stipend. There is also \$0 budgeted for grave

openings. The Board further discussed policies on grave openings. Over the past several months, the Funeral Homes have been contracting for grave openings on their own. Discussions concluded with an agreement that the Cemetery Committee would appear before the Board on December 21<sup>st</sup>.

Budget discussions turned to employee health insurance coverages. Karen Mellinger explained the Fleischer Jacobs Group had provided the Town with some analysis of different health insurance plans – inclusive of plans offered outside of the VT League of Cities and Towns' Health Trust. But after closer examination of the differing types of deductibles, deductible amounts, and benefits – Ms. Mellinger stated she recommended the Town renew its current high-deductible plan through the VLCT. The Town currently pays for 90% of premium expense and reimburses employees 88% of each out-of-pocket dollar of deductible expense up to \$2250 or \$4500. Reimbursement of deductible expenses is through a 'health reimbursement arrangement'. Employees are also given the option of setting aside pre-tax dollars into a Flexible Savings Account to fund deductible expenses. If the dollars are not spent each year by December 31<sup>st</sup>, the employee loses the money to the employer. The HRA/FSA plans are administered through a Plan Administrator independent of the Town. Ms. Mellinger made the recommendation to move to the new VLCT Plan administrator – ChoiceCare Card.

**Craig Bruder made the motion that the Town remain with the VLCT High Deductible Plan, coupled with the HRA/FSA. Cinda Morse seconded. The motion carried unanimously.**

Chairman McClintock said the Facilities Committee had met December 10<sup>th</sup>. The Committee estimates approximately \$15,000 in preliminary architectural and engineering costs will be incurred to develop detailed and site-specific plans for an expansion of Cole Hall and a new Town Garage. He noted the Committee estimates that \$10,000 of these expenses will be incurred in 2010, and an additional \$5,000 in budget year 2011. Chairman McClintock noted that Ben Benedict had volunteered to produce a site plan for the new Town Garage. Chairman McClintock expressed his concern regarding raising funds to finance purchase of land for the new garage. Selectboard members asked what the cost differential would be in preparing site plans for the landfill site versus the Cole Hall site.

**Cinda Morse made the motion to enter Executive Session at 7:35PM with the Town Administrator in attendance to discuss the purchase of real estate. Bill Pennebaker seconded. The motion carried unanimously.**

**The Board exited Executive Session at 8:00PM.**

The Selectboard reviewed the list of requests for Community Appropriations from area non-profits and local organizations. The Board agreed to put all requests

on the warning for Town Meeting. Chairman McClintock abstained from discussions regarding Habitat for Humanity. It was noted that there were a few organizational requests still missing and that these should be followed-up with.

#### **5. Warrants:**

Payroll Warrant #24 in the amount of \$12,100.46.

**Cinda Morse made the motion to approve payroll warrant #24. Karen Mellinger seconded. The motion carried 5-0 in favor.**

Check Warrant #21 in the amount of \$43,350.85, inclusive of invoices from Greenmen Pedersen (Sidewalk Expense) for \$2,298.78, FR Lafayette for guardrail installation at the new box culvert on Airport Road (\$2,923), and Peckham for \$5,491.73 in gravel expenses.

**Cinda Morse made the motion to approve Check Warrant #21. Karen Mellinger seconded. The motion carried 5-0 in favor.**

Revised Check Warrant #20 in the amount of \$90,460.69. (Original Warrant for \$91,708.69) due to check void in the amount of \$1248.00.

**Lon McClintock made the motion to approve the revised amount for Check Warrant #21. Bill Pennebaker seconded. The motion carried unanimously.**

#### **6. Adjournment:**

**Karen Mellinger made the motion to adjourn at 8:30PM. The motion was seconded and carried unanimously.**

Submitted by,  
Margy Becker