

SHAFTSBURY SELECTBOARD
SPECIAL MEETING
FEBRUARY 13, 2012
MINUTES

ATTENDING: **Board Members present:** Lon McClintock, Karen Mellinger, Bill Pennebaker, Craig Bruder. Town Officials: Margy Becker, Town Administrator; Henri Billow, Town Treasurer. **Board Members absent:** Carl Korman. Guest: Bill Fisk, Billy Obenauer, Holly S. Bahan.

1. Call to Order

Chairman McClintock called the meeting to order at 6:10pm.

2. Announcements

No announcements made.

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. Meet With Town Treasurer

Margy Becker and Henri Billow, Town Treasurer discussed the transition to a the new treasurer. They discussed what materials will be moved, such as the safe, records, computer, and printer, etc. The Town will take over the Post Office Box on March 5. Henri Billow will help the new treasurer with the trial balance, balance sheet, general ledger, tax anticipation note and several other details.

The Board discussed if there will be a need for an audit with a change in treasurer.

5. Personnel Policies

Changes made to section 8.3: Delete *injury* from heading and first sentence. In first sentence change who receive on the job injury to "who suffer injury or illness", delete after the word *recover* to *without*. Start new paragraph at *An employee*. Craig Bruder will rewrite paragraph and add to paragraph that employees can obtain a handbook from the Town Administrator.

6. Approval of Minutes

Karen Mellinger made the motion to approve minutes for January 23, 2012 with an amendment to Section 5, second paragraph, take delete the *f* at end of sentence. Bill Pennebaker seconded. Motion carried unanimously.

Karen Mellinger made the motion to approve minutes for January 30, 2012 with change to header. Craig Bruder seconded. Motion carried unanimously.

Karen Mellinger made the motion to approve minutes for January 30, 2012. Bill Pennebaker seconded. Motion carried unanimously.

Minutes for February 6, 2012 were tabled.

7. Approval of Warrants

PAYROLL WARRANT PR32 IN THE AMOUNT OF \$6,590.17.

Karen Mellinger made the motion to approve payroll warrant PR32 in the amount of \$6,590.17. Craig Bruder seconded. Motion carried unanimously.

TRANSFER WARRANT TO GENERAL FUND IN THE AMOUNT OF \$176,000.

Bill Pennebaker made the motion to approve Transfer Warrant in the amount of \$176,000. Karen Mellinger seconded. Motion carried unanimously.

CHECK WARRANT #W35 IN THE AMOUNT OF \$25,347.50.

Karen Mellinger made the motion to approve check warrant #W35 in the amount of \$25,347.50. Craig Bruder seconded. Motion carried unanimously.

8. Other Business

The regular meeting will be held on the 20th and a special meeting on the 27th at 6:00pm. There will be announcements in the newspaper for all board and committee vacancies. Lon McClintock invited Bill Fisk and Holly Bahan to speak at the next meeting.

9. Adjournment

Craig Bruder made the motion to adjourn at 8:45pm. Karen Mellinger seconded. Motion carried unanimously.

Submitted by
Carol MacLean