

SHAFTSBURY SELECTBOARD  
REGULAR MEETING MNUTES

March 19, 2012

Attending: Selectboard Members - Lon McClintock, Craig Bruder, Carl Korman, Billy Obenauer;  
**Absent:** Karen Mellinger; Town Officials: Treasurer, Bill Fisk; Staff: Margy Becker, Town  
Administrator; Visitors: Jay Coonradt, Megan Donckers, Jay Palmer, Mitch Race, Joanne Race,  
Tom Huncharek, Ron and Jeri Schoof, Mary Gronning, Mike Foley;

**1. Call to Order**

Chairman Lon McClintock called the meeting to order at 7PM.

**2. Announcements:**

The Chair announced the Selectboard will be resuming its bi-monthly meetings on 1<sup>st</sup> and 3<sup>rd</sup>  
Mondays.

The Chair announced, order to correct the record, that TAM has been submitting scale weight  
slips. The question had arisen upon review of the contract to manage the Town's transfer  
station.

It was noted that Karen Mellinger was still out-of-town. After brief discussions the Board  
agreed it would hold a special meeting to begin DRB interviews on Thursday, March 22<sup>nd</sup>.

**3. Conflict of Interest Statement:**

Lon McClintock asked if any Board member had a conflict of interest pertaining to any matter  
on the agenda. There was no conflict of interest stated.

**4. Public Comments:**

There were none.

**5. Treasurer's Cash Flow Projections:**

Bill Fisk reviewed his cash flow projections, which project a \$119,000 positive fund balance at  
the end of the fiscal year. Income projections include \$21,000 in FEMA grant funds for Tropical  
Storm Irene repairs; but it was noted that it is difficult to project when the income will be  
received.

**6. People's Bank Resolution**

The Selectboard signed, and the Town Administrator notarized, the banking resolution for to  
grant the new Treasurer to manage the Town's bank accounts with People's Bank.

**7. Municipal Solid Waste Agreement**

The Selectboard reviewed the final proposed agreement with TAM for management of the  
Transfer Station. TAM is not asking for an increased management fee. TAM is not responsible  
for management of the landfill, only the transfer station. **Carl Korman made the motion to  
approve the contract as proposed. Craig Bruder seconded. The motion passed 4-0.**

## **8. Listers' Fees for Grand List Mail Labels**

Margy Becker explained that prior to March elections, the Listers had received a request for grand list mailing labels. The question at the time was how much to charge for the labels and time to produce them. Margy Becker inquired with the Secretary of State's office, and then subsequently prepared the justification for the fee of approximately \$11.00. It was suggested the Listers' should provide the information on a CD. Only the Selectboard sets fees. **Billy Obenauer made the motion to adopt the fee schedule as presented. Craig Bruder seconded. Carl Korman made a motion to amend the motion 'for a period of 2 years'. Craig Bruder seconded the amendment. The Board voted 4-0 to amend the main motion. The Board voted 4-0 in favor of the main motion.**

## **9. New Garage Permitting Bids**

Carl Korman noted that the revised Long Trail Engineering and MSK Engineering bids are 'non-responsive', in that the Engineers did not submit a final proposal cost that was a hard number. Revised surveying estimates were provided as a cost range. The RFP had asked for fixed price proposals. The Selectboard discussed and then agreed the RFP was written with enough clarity for bid solicitation. It was agreed Long Trail Engineering and MSK Engineering would be asked to submit the fixed price proposals as requested.

## **10. Cemetery Mowing Bids**

Action on bids was tabled until the March 22<sup>nd</sup> special meeting, pending reference checks. Carl Korman noted there was little justification for ignoring the lowest bid.

## **11. MOU with Benninton County Regional Commission for Household Hazardous Waste Collection Days**

Margy Becker advised the Selectboard to table action until April 2<sup>nd</sup>, as requested by BCRC.

## **12. Clean Harbors Contract for Household Hazardous Waste Days**

Margy Becker advised the Selectboard to table action until April 2<sup>nd</sup>, as requested by BCRC.

## **13. 2012 Certificate of Highway Mileage**

Action was tabled pending resolution of confusion regarding mapped class 4 mileage.

## **14. Solid Waste Implementation Plan Amendment ("SWIP")**

**Craig Bruder made the motion to amend the SWIP to enable Glastenbury to join the membership. Carl Korman seconded. The motion carried 4-0.**

## **15. Computer Network Bids**

Selectmen agreed to form an Ad Hoc committee to review and tabulate bids with the Town Administrator. Network bids will be opened by the Selectboard on April 2<sup>nd</sup>.

## **16. Other Business**

Billy Obenauer recommended the Selectboard adopt an appointment policy.

Margy Becker presented a revised FEMA grant agreement to enable the Town to receive 90% vs. 75% federal funds. **Craig Bruder made the motion to approve the revised FEMA grant agreement. Carl Korman seconded. The motion carried 4-0.** Lon McClintock signed the Agreement on behalf of the Board.

Craig Bruder reported on the status of the personnel policies. It was agreed the Board would meet in special session on Wednesday, the 21<sup>st</sup> at 6PM for a work session solely devoted to review of the proposed policies.

**17. Approval of Minutes:**

**Craig Bruder made the motion to approve the minutes of March 12, 2012. The motion was seconded by Carl Korman.**

It was noted a correction is needed in the meeting attendance list to correctly record Karen Mellinger's absence. Under 'Announcements' correct the spelling of Billy Obenauer. Under 'Town Officer Appointments' change 'member' to 'candidate'. In paragraph 2 of 'Other Business' the word 'process' needs to be spelled correctly.

**The motion carried 4-0 to approve the minutes of March 12, 2012.**

**18. Warrants:**

Payroll Warrant #37 in the amount of \$6,823.00.

**Craig Bruder made the motion to approve Payroll Warrant #37 in the amount of \$6,823.00. Carl Korman seconded. The motion carried 4-0.**

Check Warrant #40 in the amount of \$34,843.77.

**Craig Bruder made the motion to approve Check Warrant #40 in the amount of \$34,843.77. Carl Korman seconded. The motion carried 4-0.**

**19. Adjournment:**

**Carl Korman made the motion to adjourn at 8:45PM. The motion was seconded and carried unanimously.**

Submitted by,

Margy Becker