

**Town of Shaftsbury  
Selectboard Meeting  
6:30 PM  
Monday, March 21, 2016  
Cole Hall, 61 Buck Hill Road, Shaftsbury**

**Selectboard Members Present: Tim Scoggins (Chair), Mitch Race, Art Whitman, Tony Krulikowski, Ken Harrington**

**TA Present: David Kiernan**

**Others Present: Melanie Dexter, Steve Washburn**

**1. Call to Order**

Tim Scoggins (Chair) called the meeting to order at 6:32PM. Ken Harrington was absent at the time the meeting began.

**2. Election of Chair and Vice Chair**

Town Administrator David Kiernan then took over the meeting for the election of the Select Board officers.

Motion: Art Whitman moved to delay the vote until all members were present at the meeting, as agreed to on the meeting on March 7, 2016. Mr. Whitman further moved to maintain the current officers in the interim. Tony Krulikowski seconded.

3-1-0 Motion Approved.

**3. Conflict of Interest Statement**

NONE

**4. Approval of Minutes**

Tim Scoggins presented the Meeting Minutes from Town Meeting on February 29, 2016. Mr. Scoggins indicated that a copy of these minutes had just been circulated today and he had made some minor corrections.

Ken Harrington arrived at 6:36PM and joined the meeting.

Motion: Art Whitman moved to approve the Meeting Minutes as amended from Town Meeting on February 29, 2016. Tony Krulikowski seconded.

4-0-1 Motion approved (Mitch Race abstained).

Tim Scoggins then presented the Meeting Minutes from the regular meeting on March 7, 2016.

Motion: Mitch Race moved to approve the Meeting Minutes from March 7, 2016. Art Whitman seconded.  
4-0-1 Motion approved (Tim Scoggins abstained).

## **5. Election of Chair and Vice Chair**

Art Whitman requested that the meeting be turned back over to David Kiernan for the election of officers.

David Kiernan called for nominations for the position of Chairman.

Motion: Mitch Race moved to elect Tim Scoggins as Chairman of the Selectboard. Art Whitman seconded.  
5-0-0 Motion approved.

David Kiernan then called for nominations for the position of Vice Chairman of the Selectboard.

Motion: Tony Krulikowski moved to elect Mitch Race as Vice Chairman of the Selectboard. Ken Harrington seconded.  
5-0-0 Motion approved.

## **6. Warrants**

Motion: Mitch Race moved to approve Check Warrant #30 \$18,633.92. Tony Krulikowski seconded.  
5-0-0 Motion approved.

Motion: Mitch Race moved to approve Retirement Warrant #30 \$96.83. Tony Krulikowski seconded.  
5-0-0 Motion approved.

Motion: Mitch Race moved to approve Payroll Warrant #19 \$18775.76. Tony Krulikowski seconded.  
5-0-0 Motion approved.

## **7. Announcements**

Mitch Race announced that the Shaftsbury Historical Society's ceremony to honor Shaftsbury's 3<sup>rd</sup> Annual Ordinary Hero would be held on June 4, 2016 from 2:00PM to 4:00PM at the Galusha Homestead.

## 8. Annual Appointments

Tim Scoggins presented a list of appointees for Town Officers to be approved by the Selectboard:

Animal Control Officer:	Traci Mulligan
Bennington County Regional Commissioner:	Ken Harrington
Emergency Coordinator:	Jerry Mattison
Energy Coordinator:	Ben Hulett
Health Officer:	Jackie Myers
Deputy Health Officer:	Traci Mulligan
Town Service Officer:	Jackie Myers
Tree Warden:	Jim White

Tim Scoggins proposed eliminating the position of Deputy Health Officer and he expressed some concerns over Ms. Mulligan's understanding of her responsibilities in the position as she believed she was only responsible for dog bites. David Kiernan commented that the position was needed in case Jackie Myers was unavailable and that Traci Mulligan does understand the duties of the position.

Mr. Scoggins said that he also looked into eliminating the position of Energy Coordinator but he was informed by the State that this is a required position.

Art Whitman asked if all of the appointees had been contacted and had given their consent. David Kiernan replied that they had.

Motion: Art Whitman moved to accept the appointments of the Town Officers as presented by Mr. Kiernan. Mitch Race seconded.  
5-0-0 Motion approved.

Tim Scoggins then informed the Board that there were not the required amounts of votes cast at the elections on March 1<sup>st</sup> to fill the position of Town Agent. Mr. Scoggins contacted the Vermont League of Cities and Towns regarding the position and he was informed that while the post is still formally required, it's an anachronism and many towns in the State do not even warn it on their ballot. Mr. Scoggins suggested that the Board decline to fill the post for this year. No motion was made.

Finally, Mr. Scoggins presented the positions up for re-appointment on the Development Review Board and the Planning Commission.

### Development Review Board

Michael Biddy: 3-year term expiring in 2019  
Michael Day: 3-year term expiring in 2019  
Jay Palmer: 1-year alternate term expiring in 2017

Motion: Mitch Race moved to accept the appointments as outlined above to the Development Review Board. Tony Krulikowski seconded.  
5-0-0 Motion approved.

### Planning Commission

Briece Della Rocca: 3-year term expiring in 2019  
Michael Foley: 3-year term expiring in 2019  
David Mance: 3-year term expiring in 2019

Motion: Art Whitman moved to accept the appointments as outlined above to the Planning Commission. Mitch Race seconded.  
5-0-0 Motion approved.

Mitch Race pointed out that there is currently one 3-year term position and one 1-year alternate position open on the Development Review Board. Mr. Race asked for interested individuals to submit letters to the Town Administrator.

## **9. Treasurer's Report – Melanie Dexter**

Melanie Dexter presented a handout to the Selectboard with a mid-month snapshot of the Town's finances. Ms. Dexter noted the interfund transfers from the now-closed reserve accounts and a "per parcel" payment from the State that was transferred to the Listers' reserves. Ms. Dexter went on to say that the Town's finances are in "good shape."

Ms. Dexter also reported that the Town had responded to the external auditors final requests and that the final report was expected from Sullivan & Powers at the end of the week. David Kiernan said that the Town had already taken steps to make the changes that the auditors had requested, including establishing "back-ups" for financial personnel and taking a townwide inventory. Tim Scoggins confirmed with Ms. Dexter and Mr. Kiernan that the Town is now moving toward being audited on an annual basis.

## **10. Road Foreman Report**

Steve Washburn came before the Selectboard to deliver his report on the roads. Mr. Washburn said the Road Crew had been busy trimming brush on Trumbull Hill Road and Bennett Hill Road, as well as removing leaves and debris from ditches. Mr. Washburn said the crew had also been busy patching holes and that he believed that the worst of the

frost was over. The Road Crew is also working on some patch grading. Tim Scoggins asked how the conditions were out in Shaftsbury Hollow and Mr. Washburn said that the roads were holding up well and that he would be meeting with an engineer from Summit Engineering to examine the section above Dwyer's Camp Road. David Kiernan said that he hoped the engineer's report could be received in time to apply for a grant for the repair portion of the project in that section of the road.

Art Whitman commended the crew on getting out and grading the roads so early in the spring season. Steve Washburn said that the crew would be working on Daniels Road as it dried out and also the end of Glastenbury Road. David Kiernan pointed out that with so little sand used this winter, the Town would be ahead for next year and he and Mr. Washburn are looking to use the money already set aside in the budget for road materials to refabric Cider Mill Road and Bahan Road. Mr. Kiernan also indicated that he was looking to chip-seal Hidden Valley Road and Birch Hill, in addition to Paran Acres. Ken Harrington suggested some of the funds be put toward dust control and Mr. Kiernan agreed that dust control and stumping were also important projects.

The Selectboard then revisited the water runoff issue on Blueberry Hill and it was determined that Steve Washburn would work up an estimate fix the problem with the least impact on the property owners' before an engineer was to be consulted.

## **11. Town Meeting Election Results**

Tim Scoggins reviewed the following results from the Town Meeting election held on March 1, 2016:

- a) Shaftsbury Community House – the voters passed the measure to exempt the property from real estate taxes for a period of five (5) years.
- b) All community appropriation requests were approved besides the request to fund the Martha Canfield Library in Arlington.
- c) North Road purchase – the voters approved the purchase of real estate located at 510 North Road.
- d) Town Highway Garage location – the voters consented to the placement of the Town Highway Garage on property adjacent to the former landfill.

Art Whitman expressed concern over the amount of “no” votes and undecided voters concerning the placement of the new Town Garage and feared that a bond later in the year could be voted down. Mr. Whitman went on to say that he felt that the Selectboard needs to get out and “sell this thing” over the coming months. Mr. Whitman said that in his discussions with the public, he learned that the voters had a variety of reasons for voting against the garage location.

## **12. Highway Garage**

Tim Scoggins said that the Selectboard would need to make a decision about the placement of the buildings on the properties owned by the Town off of North Road. The Board will need to decide if the new garage should be placed at the previously discussed site or if the garage and outbuildings should be placed closer to the road.

Ken Harrington reported that he had spoken to a contact at the State of Vermont who had been referred by Ed Corey at the previous Regular Meeting and that the State would send a report to the Selectboard regarding water quality at the site. Tim Scoggins said that he had also been in contact with the same individual and that she had indicated that the site was okayed for a municipal garage. Mr. Scoggins further acknowledged that some wells tested had yielded results that were not acceptable by State standards but that bringing bottled water in for drinking by the Road Crew would not be a hardship.

Mitch Race reminded the Board and the public that the site previously discussed for the placement of the garage had been permitted and that a new location on Town-owned land would have to be permitted and engineered, at an additional expense to the Town.

Tim Scoggins pointed out that a garage placed closer to the road had advantages such as being more visible (for security reasons) and eliminating the needs for the construction of a long driveway. Art Whitman said that he wondered if a steep driveway to the original site would violate Development Review Board standards.

Tim Scoggins suggested that Selectboard and Road Crew stake out the footprint of the building and salt shed before contacting any engineer regarding the project. Ken Harrington reminded the Board that slow removal should be kept in mind when plotting out a potential site, as well as the fact that a tractor trailer truck will need room to turn around for material deliveries.

Art Whitman suggested an alternate route into the originally proposed garage site may be found on a road that slopes toward Airport Road but that he believed that some of this route would encroach on another property owner's land.

A brief discussion then followed regarding the requirements for the salt and sand mixture used in winter months. Art Whitman inquired if the pile of mix needed to be covered. David Kiernan said that an impermeable surface was required and that it was ideal for the mix to be covered as it would last longer, particularly if the entire batch needed to be purchased at the beginning of the season.

### **13. Cole Hall Projects**

David Kiernan presented a draft request for proposals for the interior painting on the 2<sup>nd</sup> floor of Cole Hall. Mr. Kiernan said that there was indeed money in the budget for such a project but that it would not be cheap due to the intense preparations required on the wall and trim. Mr. Kiernan said that some of the tin would need to be replaced before being painted a bright white color and that the light fixtures and fans would also be replaced at the time of renovation. Mr. Kiernan also reported that some electrical work would need to be done to accommodate the second floor work stations safely. The painting will need to be done by a professional company with experience on commercial buildings and any contractors considered for bid will need to come to a Selectboard meeting and examine the building firsthand.

Tim Scoggins asked about the urgency of painting the exterior of the building and David Kiernan replied that he would like to get on a schedule of painting a side at a time, starting on the east and west sides of the building and finishing with the steeple. Mr. Kiernan said that once interior and exterior painting had been done, it would be a matter of maintaining the work.

The Selectboard agreed to allow Mr. Kiernan to go ahead to the Request for Proposals (RFP) on the interior painting bid.

### **14. All Fuels RFP**

Mr. Kiernan presented the Selectboard with an RFP for all fuels (propane, diesel, and oil) for the next year. It was determined that the RFP would be published in the local newspaper(s) and Town website and not sent to individual companies.

### **15. Town Administrator's Report**

#### **a) Around the Block Sidewalk Project**

The State is in the process of the final review of the bid forms and then KAS and David Kiernan will get together to begin the bid process. The bids must come from contractors working with VTrans and the bids will need to be opened at a meeting. The lowest qualified bid will automatically be awarded.

#### **b) Shaftsbury Hollow - Mance Engineering Report**

An initial report by Mance Engineering regarding the existing condition of the Shaftsbury Hollow Road culvert was circulated. It was determined that the culvert has a 3-5 year life span in its current state and up to 7 years if some maintenance is performed. A subsequent report outlining plans for repair will be forthcoming and then the Town may

apply for a grant. The initial existing conditions report did indicate that there are issues with the road being too narrow, with too much material packed at that particular location and low guardrails.

Tim Scoggins pointed out that the minimum expected lifespan of the culvert of 3 years was not much time.

**c) Parker Water Wells – Howard Park**

[Note: at the previous Regular Meeting on March 7, 2016, the bid for the well drilling was awarded to Frost Wells but they could not accommodate the project in their spring schedule and the bid was subsequently awarded to Parker]

Mr. Kiernan report that Parker Water Wells would begin work on the drilling at Howard Park this week.

**d) Summit Engineering BBR Grant Shaftsbury Hollow**

As discussed during the Road Foreman's Report, an engineer from Summit Engineering would be visiting the section above Dwyer's Camp on Shaftsbury Hollow Road on March 22, 2016. The engineer's report is expected by April 15<sup>th</sup>, in time for the Town to apply for a grant for repairs.

Mr. Kiernan concluded his report by discussing the skating rink at the Cleveland Avenue Park. Mr. Kiernan reported that replacing the rink would cost between \$3,200-\$4,000 depending on the size of the rink but that the Town would need to gauge community interest before proceeding as maintenance of the rink is a concern.

Art Whitman said that he believed that the Norshaft Lions have the hardware for the rink but a new liner was needed. Again, maintenance was mentioned as a concern.

**16. Other Business**

Mitch Race asked Art Whitman if the next Economic Development Meeting has been scheduled. Mr. Whitman replied that the 4<sup>th</sup> Thursday of the month was not working out and that a new schedule was being considered.

**17. Review of Action Items**

- Evaluate garage site
- Selectboard goals for the upcoming year



**18. Executive Session**

Motion: Mitch Race moved to go into Executive Session at 8:00PM. Ken Harrington seconded.

**19. Adjournment**