

SHAFTSBURY SELECTBOARD  
REGULAR MEETING  
March 21, 2011  
MINUTES

ATTENDING: **Board Members present:** Lon McClintock, Karen Mellinger, Bill Pennebaker, Craig Bruder, Carl Korman (via teleconference); Town Officials: Margy Becker, Town Administrator; Guest: Tim Scoggins, Yahoo Group; Trevor Mance, TAM; Meg Cottam of Glastenbury.

**1. Call to Order**

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

**2. Announcements**

Karen Mellinger announced that Ernie Harwood will not be taking care of Cleveland Park this year. The Board thanked Ernie for his many years of helping the community. The Board also thanked everyone who has helped. Margy Becker will send a letter of thanks to Ernie Harwood.

Lon McClintock asked that everyone be patient with the beat up road conditions. Road repairs will be done when weather conditions change.

**3. Public Comments**

No Comments Made.

**4. 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.

**5. Tim Scoggins – Yahoo Group**

Tim Scoggins spoke to the Board about the Shaftsbury Yahoo Group and how the website could benefit the Select Board and Town. The Board agreed to post a link to the website on the Town's web page. **Craig Bruder made the motion to approve the link to the website. Karen seconded. Motion carried.**

**6. TAM Recertification**

Trevor Mance addressed the Board concerning the re-certification for TAM. The five year certification ends July 1, 2011. The re-certification will be for ten years. Trevor informed the Board that the company has no violations and he hopes to expand over the next ten years and possibly hire more people.

## **7. Budget Reports – Highway**

Overtime used YTD \$18,178.87, available \$321.13. Gravel used YTD \$40,355.86, available \$19,344.14. Salt YTD used \$32,640.40, available 9,359.60. Winter Sand YTD used \$72,000, available \$9,735.36. Gas, Oil, Diesel YTD used \$33,364.23, available \$11,035.77.

## **8. 2010 Independent Audit – Management Responses**

Margy Becker informed the Board that the Independent financial and single audits went well and it has been a positive learning experience. There are improvements to be made to financial operations. The Town was given six recommendations, five of which they can improve on. The Town Treasure and Town Administrator will sign off on the audit and it will be sent to the State by March 31.

## **9. Open Meeting Law & Website Postings**

The meeting agenda will be posted on the town website by Bill Pennebaker with Karen Mellinger as his back up for postings.

## **10. Selectboard Rules of Procedure**

On page 3, 2h change to Robert Rules of Order “for small Boards.” On page 3, 2d section 2 add Town website.

**Karen Mellinger made the motion to approve the Selectboard Rules of Procedures as amended for 2011. Craig Bruder seconded. Motion carried 4-0-1 with Carl Korman abstaining, but noting that he would approve if he could vote.**

## **11. Memorandum of Understanding for Municipal Services with Glastenbury**

The Board discussed what services the Town of Glastenbury used. Meg Cottam of Glastenbury offered information about residency and what services to her knowledge were used by the residents. More information will be gathered for the next meeting.

## **12. Clean Harbors HHW Contract**

Carl Korman suggested modifications to the agreement with Clean Harbors. Margy Becker will follow-up on changes.

## **13. Town Officer Appointments**

**Karen Mellinger made the motion to move to Executive Session. Bill Pennebaker seconded. Craig Bruder asked that Executive Session be moved to end of meeting. Motion was withdrawn.**

## **14. Other Business**

Craig Bruder and Cinda Morse will have a review of Personnel Policies for the Board on April 4. Jim Sullivan of the BCRC has one vacancy to fill. Dog licenses are due April 1<sup>st</sup>. There is an Act 250 permit notice form Dailey Construction. The Zoning Administrator and the DRB will be notified.

**15. Minutes: Regular Meetings: 2/7, 2/21, 3/9, Special Meetings: 3/10, 3/16; Town Meeting Minutes**

**Craig Bruder made the motion to approve minutes for February 7, 2011 with change to item 12, 4<sup>th</sup> paragraph omit: “for towns to allow for signs”; replace with “to towns for improvements related to the Shires Byway”. Motion carried.**

**Karen Mellinger made the motion to approve minutes for February 21, 2011. Craig Bruder seconded. Motion carried 4-0-1 with Carl Korman abstaining.**

**Craig Bruder made the motion to approve minutes for the Special Meeting on March 9, 2011. Karen Mellinger seconded. Motion carried 4-0-1 with Carl Korman abstaining.**

**Karen Mellinger made the motion to approve minutes for March 10, 2011. Craig Bruder seconded. Motion carried 4-0-1 with Carl Korman abstaining.**

**Bill Pennebaker made the motion to approve minutes for March 16, 2011. Craig seconded. Motion carried 3-0-1.**

**Bill Pennebaker made the motion to accept the Town Meeting minutes. Karen Mellinger seconded. Motion carried 4-0-1 with Carl Korman abstaining.**

**16. Warrants**

**PAYROLL WARRANT PR36 IN THE AMOUNT OF \$5,462.97.**

**Bill Pennebaker made the motion to approve payroll warrant PR36 in the amount of \$5,462.97. Craig Bruder seconded. Motion carried.**

**PAYROLL WARRANT PR#37 IN THE AMOUNT OF \$5,692.62.**

**Karen Mellinger made the motion to approve payroll warrant PR#37 in the amount of \$5,692.62. Craig Bruder seconded. Motion carried.**

**CHECK WARRANT #W39 IN THE AMOUNT OF \$21,974.40.**

**Karen Mellinger made the motion to approve check warrant #W39 in the amount of \$21,974.40. Bill Pennebaker seconded. Motion carried.**

**17. Executive Session**

**Karen Mellinger made the motion to adjourn to executive session at 9:10pm. Bill Pennebaker seconded. Motion carried. Executive session ended at 9:55pm.**

**18. Town Officer Appointments**

**Karen Mellinger made the motion to appoint Bob Holmes to the vacant position on the Development Review Board. The 3 year term for this position expires in April 2014. Craig Bruder seconded. The motion carried 4-0, Carl Korman abstaining.**

**Craig Bruder made the motion to appoint Gary Burgess and Fritz Ludwig to the Development Review Board for terms of 3 years ending April 2014. Karen Mellinger seconded. The motion carried 4-0, Carl Korman abstaining.**

**Karen Mellinger made the motion to appoint David Mance to the Development Review Board for a 2 year term ending April 2013, in order to adjust the number of appointments expiring in 2014 and to assure proper rotation of terms in the 7-member board. Craig Bruder seconded. The motion carried 4-0, Carl Korman abstaining.**

**Bill Pennebaker made the motion to appoint Chris Williams to the Planning Commission for a 3 year term expiring in April 2014. Karen Mellinger seconded. The motion carried 4-0, Carl Korman abstaining.**

**Bill Pennebaker made the motion to reappoint the Traci Mulligan as Animal Control Officer, Jerry Mattison as Emergency Coordinator, Ben Hulett as Energy Coordinator, Ron Daniels as Road Commissioner, Kathy Cardiff as Town Service Officer, and Jim White as Tree Warden – all for terms of one year expiring in March 2012. Karen Mellinger seconded. The motion carried 4-0, Carl Korman abstaining.**

**Craig Bruder made the motion to reappoint Ken Coonradt as Cemetery Superintendent for a term of one year expiring in March 2012. Bill Pennebaker seconded. The motion carried 4-0, Carl Korman abstaining.**

#### **19. Adjournment**

**Karen Mellinger made the motion to adjourn at 10:03PM. Craig Bruder seconded. The motion carried.**

Submitted by  
Carol MacLean