

**Town of Shaftsbury  
Selectboard Meeting  
6:30 PM  
Monday, May 18, 2015  
Cole Hall, 61 Buck Hill Road, Shaftsbury**

**SUBJECT TO APPROVAL**

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

**Absent: None**

**TA Present: David Kiernan**

**Others Present: Melanie Dexter (Treasurer), Steve Washburn (Interim Road Foreman)**

**6:30PM Regular meeting**

**1. Call to Order**

Tim Scoggins (Chair) called the meeting to order at 6:30 PM.

**Changes to agenda**

Item #13 has been removed from agenda. Coin drop will be held in the fall.

Credit card policy will be discussed during the Treasurer's report.

**2. Conflict of Interest Statement NONE**

**3. Approval of Minutes**

**Motion:** Tim Scoggins makes a motion to approve the minutes from the Regular Meeting on Monday, April 20, 2015. Mitch Race 2nds.

**Discussion:** Mitch Race asked for an addition to Item #9: Mitch Race asked the Fire Chief if they equipment they (the Fire Department) currently has would be able to handle the new pump's standards. Joe (Vadakin, the Fire Chief) said yes. And Item #16: Predictions on inventory spreadsheets had three different set-aside reserve options. One option was chosen. 5-0-0. Motion passes.

**Motion:** Tim Scoggins makes a motion to approve the minutes from the Special meeting on Friday, May 1, 2015. Mitch Race 2nds. 5-0-0. Motion passes.

**Motion:** Tim Scoggins makes a motion to approve the minutes from the Regular meeting on Monday, May 4, 2015. Mitch Race 2nds. 5-0-0. Motion passes.

**4. Warrants**

**Motion:** Tim Scoggins makes a motion to approve Check Warrant # 24 in the amount of \$43,180.55. Mitch Race 2nds. 5-0-0. Motion passes.

**5. Announcements**

Shaftsbury Historical Society is holding its Ordinary Heroes Day on May 30, 2015 from 2:00 PM to 4:00 PM at the Galusha Homestead. Ceremony begins at 3:00 PM.

Listers have placed the Grand List on the Town website. Homeowners should check the listed information for accuracy and inform the Listers of any errors.

**a. North Road Property Closing completed 13 May 2015**

The North Road property real estate transaction closed on May 13, 2014.

**b. Mr. Herrington's Finish Line 5K – 21 June 9 am**

Mr. Herrington, who has been the gym teacher at Shaftsbury Elementary School for the past 31 years, is retiring. A race is being held on Father's Day, June 21<sup>st</sup> in his honor. The school has information on signing up for the race.

**6. Public Comments**

None.

**7. Treasurer's Report – Melanie Dexter**

The difference between budget in April and as compared to today is about \$6,000 in items such as cemetery fees and pay-as-you throw.

Town is assuming more revenue in the forms of grants.

Expenditures are 85% complete.

Dipping in reserve by \$65,000 instead of \$120,000.

**a. Credit Card Policy**

A credit card is needed to pay for expenses without having a delay or a need to reimburse employees.

The card would have a \$5,000 maximum and the Town Administrator would be the only authorized user.

Melanie Dexter agreed that this is a good idea. The same controls should be in place as petty cash.

Tim Scoggins stated the model credit card policy from the Vermont League of Cities and Town states that the Select Board will determine which officers and Town employees will be able to use a credit card and will establish limits.

Tim Scoggins recommended the following addendum:

The Town Administrator is authorized to acquire one card in his or her name for making town purchases. The Town Administrator is responsible for any and all credit card

purchases. Other Town officials and employees requiring credit card purchases shall request them from the Town Administrator. No single credit card purchase shall exceed the limit on incidental card purchases as defined in the Town policy, currently less than \$3,000. The credit limit on the card shall not exceed \$5,000.

Art Whitman expressed concern that if the Town Administrator's name is on the card, how can it be used when he or she is not available (e.g., on vacation).

Tim Scoggins suggested to take out "in his or her name."

Tony Krulikowski suggested to have two authorized signatures.

David Kiernan explained that this will only be used for real emergencies.

**Motion:** Tim Scoggins moves that the Selectboard adopt the VLCT model credit card policy as the Town of Shaftsbury credit card policy with the addendum as amended. Mitch Race 2nds. Motion passes. 5-0-0.

The policy will be signed at the next meeting. David Kiernan will move forward with acquiring the credit card.

#### 8. **Treasurer's Office – Potential Restructuring of Office**

Melanie Dexter does not wish to continue as the Town Treasurer. She stated that this a job for a true accountant and the accounting is complicated. She will continue until a replacement is found.

David Kiernan is looking at the structures of the Treasurer's office in other towns. Other towns have intermediary positions, such as bookkeeper and financial coordinator along with a Treasurer. The Board was sent the model structures of the position from the Towns of Jericho and Moorestown.

The current duties of the accounts payable/payroll position would stay the same and still include solid waste reporting and VMERS (pension system) reporting.

The financial coordinator position would take on all bookkeeping practices that the Treasurer is doing now, computer system (NEMRC) management, maintain the Fund accounting, presenting a cash-on-hand schedule to the Selectboard, financial statements, attending Selectboard meetings as required, help Treasurer prepare for audits, help process tax bills and water bills.

The restructure would only cost about \$2,500 more a year. Continuity would be a benefit.

The financial coordinator would be a town employee.

Only the Treasurer position is a bonded position.

If the Treasurer resigns before the end of the term, the Selectboard will appoint a replacement until the next election date.

**Motion:** Art Whitman makes a motion to allow David Kiernan to pursue restructuring the Treasurer's office to include a Financial Coordinator and defining lesser Treasurer duties. Tony Krulikowski 2nds. 5-0-0. Motion passes

9. **Interim Road Foreman Report – Steve Washburn**

Steve Washburn addressed the Board to discuss the road department's weekly work schedule, including the replacement of missing signs in Town.

Paran Road suffered from washboarding as result of the December mud season. The stones did not adhere to the road. The road was graded again on the morning of this meeting.

Daniels Road and West Mountain Road also suffered from washboarding during this season.

Trees were removed from Potter Montgomery Road. More work will be done on Potter Montgomery than originally intended. The road has no drainage and is very wet.

The road department staff have accrued up to 80 hours of comp that they cannot complete before the July 1 (end of fiscal year) deadline with being short-staffed. David Kiernan recommended to extend using the time accrued to the end of the calendar year or pay the staff for the overtime rate

**Motion:** Art Whitman makes a motion for the road crew to use their comp time by the end of the calendar year, instead July 1 as previously agreed to. Tim Scoggins 2nds. 5-0-0. Motion passes.

The road department has discussed switching to a schedule of four 9-hour days a week. This schedule is to begin after Memorial Day weekend. This schedule did not work for everyone on staff. Therefore, there will be further discussion and the change in the schedule will not begin after the holiday weekend.

Art Whitman asked about blacktopping. The class 3 road fund will be available for some paving. Town is waiting to hear from the State about grants. Town will have to spend \$32,000 as match to the grants, if received.

Art Whitman asked that the road department address a rotten tree on Cold Spring that is obstructing the road.

David Kiernan asked residents to call the Highway Hotline to report rotten and fallen trees.

10. **Rupert's New Town Garage Site Visit**

Ken Harrington and Tim Scoggins visited the new town garage in Rupert. The building is a five-bay garage, which includes fans installed in cupolas for venting purposes. The floor is pitched and has no floor drains. The cost of the project was \$500,000 and building size is about 60 feet

by 120 feet. Members of the Rupert Selectboard acted as contractors for the project, saving money on the overall project.

a. **Garage Cost Analysis review**

Tim Scoggins revisited the estimates for the Town garage to compare the Rupert garage against the estimates from the last discussion of the Town garage (February 9, 2015 meeting).

Art Whitman asked for the definition of a maintenance bay, specifically if this is the square footage or if this includes the tools to be placed in the maintenance. When a maintenance bay is added to the plan versus a regular bay, the cost estimate goes up.

The voters will vote on a town garage next March. By the beginning of Fiscal Year 17, three payments will have been made into the garage fund. \$700,000 will need to be borrowed at that time.

David Kiernan discussed ClearSpan Buildings. He will give information to the Selectboard about these.

**11. Opening Bids Howard Park Tennis Courts**

Three bids were received.

1. Advantage Tennis Inc. \$10,866 for a three-coat system with a 4-year warranty covering cracks and surface or \$9,085 for two-coat system with a 3-year warranty.
2. Vermont Recreational Surfacing and Fencing Inc. \$7,800 Option A for a three coat system with a 3-year warranty on cracks. \$400 Basketball court lines. \$175 for quick start lines.
3. Vermont Tennis Court Resurfacing. \$12,601.

The Selectboard will review the details and the Recreation Committee will meet to discuss. There is a \$10,000 grant from the State that the Town will match these funds to help pay for this work.

There are other projects in Howard Park that will also be paid for with this money.

**12. BC Solid Waste Alliance Ordinance – Final**

The petition period for this ordinance will end on May 20. There have been no petitions at this time. If there are no petitions, the ordinance will take effect.

**13. ~~Authorization for coin drop SFD~~**

**14. Road Closure authorization for Mr. Herrington's 5K**

The run (as discussed in Announcements at this meeting) will begin at Howard Park, run down Buck Hill, go to Cleveland Park and return to Howard Park.

On Sunday, June 21, the roads would be closed between 8:30 am and 10:30 am.

**Motion:** Mitch Race makes a motion to close the street from Howard Park to 7A and Church Street from 7A to Cleveland Avenue and Cleveland Avenue to Holliday Drive on the 21<sup>st</sup> of June. Ken Harrington 2nds. 5-0-0. Motion passes.

There will be signs for the road closing. Sheriff(s) will be hired for the road closures. There is a 4-hour minimum to contract the Sheriff for an event. The Constable has been asked to help with this event.

#### 15. **Better Back Roads Grant Application**

David Kiernan has submitted an application for a grant to have Shaftsbury Hollow Road engineered. The grant is for \$4,000. Town's match will be \$1,000. Repair plans will be designed for the area.

**Motion:** Tim Scoggins moves to allow David Kiernan to apply for the Better Back Roads Grant with a \$1,000 match. Mitch Race 2nds.5-0-0. Motion passes.

#### 16. **Town Audit**

The Town has an audit policy to have audit at the end of the term of the Treasurer, every three years. If the Treasurer is in office for more than three years (one term), audit shall take place every six years.

David Kiernan put together a request for proposals.

Former Treasurer Bill Fisk gave suggestions for bid proposals for town audits: request a management letter and ten-hours of consulting time to answer questions at the end of the audit.

**Motion:** Tim Scoggins makes a motion to allow David Kiernan to request proposals for a Town audit. Tony Krulikowski 2nds. 5-0-0. Motion passes.

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

The Delinquent Tax Collector will hire an attorney for an upcoming tax sale.

There is a request for Hometown Hospitality/The Perfect Wife Restaurant and Tavern to serve alcohol at a wedding rehearsal on Town Line Road on June 12, 2015.

**Motion:** Mitch Race moves to approve the catering event. Tim Scoggins 2nds. Motion passes.

#### **Local Emergency Operations Plan (LEOP)**

(As discussed in the 4/20/15 Selectboard meeting, Tim Scoggins had to complete the ICS-100 course online at the FEMA website in order to sign the LEOP. He has completed the class and signed the document at this meeting.

#### 18. **Other Business**

Ken Harrington inquired about the Truck (specifically, the Truck that was in a building that caught fire). David Kiernan stated that it is an active investigation and he could only comment that it is moving along.

**19. Review of Action Items**

- David Kiernan will research options to restructure the Treasurer's Office
- The Road Department will work on Potter Montgomery Road
- David Kiernan will advertise for bids for a Town audit of accounting.
- David Kiernan will research the warranty on the truck
- David Kiernan will get information on ClearSpan Buildings

**20. Executive session for personnel**

At 8:29, Tim Scoggins moved to go into executive session to discuss a personnel issue.

**21. Adjournment**

**Submitted by Jennifer McGean, Recording Clerk**

**Next Regular Selectboard meeting is scheduled for Monday, June 1, 2015**