

**Town of Shaftsbury
Selectboard Regular Meeting Minutes
Monday, June 16, 2014**

Members present: Tim Scoggins, Ken Harrington, Tony Krulikowski, Art Whitman,

Members absent: Mitch Race

Others present: Margy Becker, Town Administrator; Michael Day, Jeff DeLurey, Jay Palmer, VLCT PACIF representatives Pam Fecteau and Vicki Abare; David Newell – Wills Insurance; Tom Huncharek, DRB Chairman.

1. Call to Order

Meeting called to order by Tim Scoggins at 6:33 pm.

2. Conflict of Interest Statements:

None

3. Approval of Minutes:

May 5, 2014 regular meeting minutes: Motion to approve by Tim Scoggins; 2nd by Art Whitman. Motion carried 4-0-0.

May 13, 2014 Town Plan Hearing (#1) minutes: Motion to approve by Tim Scoggins; 2nd by Art Whitman; Motion carried 4-0-0.

May 19, 2014 regular meeting minutes: Motion to approve by Tony Krulikowski; 2nd by Art Whitman. Motion carried 4-0-0.

June 2, 2014 regular meeting minutes: Motion to approve as modified by Tim Scoggins; 2nd Ken Harrington. Motion carried 4-0-0.

June 10, 2014 Town Plan Hearing (#2) minutes: Motion to approve as amended by Tim Scoggins. Ken Harrington 2nd. Motion carried 3-0-1 - Tony Krulikowski abstaining.

4. Approval of Warrants:

CHECK WARRANT #34 in the amount of \$24,685.81, including payments in excess of \$1,000 as follows: Blue Cross Blue Shield of VT for July premiums (\$7,309.71),

Cartographic Technologies (\$1,200) for parcel mapping services; Endyne, Inc. for water sampling (\$2,345.15), John Ray & Sons for diesel (\$1,211.84), KAS, Inc. (\$1,990.62) for sidewalk design services for right-of-way phase; UI Insurance Services (\$2,166) for Fire Dept. short-term disability.

Motion to approve Check Warrant #34 in the amount of \$24,685.81 by Tim Scoggins; 2nd by Ken Harrington. Motion carried unanimously 4-0-0.

PAYROLL WARRANT #25 in the amount of \$16,090.84.

Motion to approve Payroll Warrant #P25 in the amount of \$16,090.84 by Tim Scoggins; 2nd Ken Harrington. Motion carried 4-0-0.

5. Public Comments:

There were no public comments.

6. Road Foreman Reports:

The Road Foreman is on vacation. Art Whitman and Ken Harrington provided a status report of meetings with Holy Smoke Road landowners concerning prospective tree work. Holy Smoke is as narrow as 11 – 13 feet. The graders cannot get through, and the road needs to be widened to accommodate drainage. The 2nd meeting drew 10 – 12 landowners. Terry Stacy had flagged trees to be removed, and he had delineated the proposed edge of ditches along the easterly side of the road. Landowners were largely satisfied with this visual information. Removal of one large tree remains a concern.

Art Whitman requested the road crew display a map which indicates where grading has occurred. The map would be helpful, if placed on the website.

7. Property, Casualty, and Liability Insurance Proposals

Representatives of the VLCT Property & Casualty Insurance Fund (PACIF) met with Board members to review the insurance coverage it offers to municipalities. Many VT towns belong to VLCT PACIF, as the PACIF covers only municipalities. The insurance year is January to January. VLCT PACIF submitted a 6- month proposal from July – December 2014 in the amount of \$31,181. Dave Newell, representing Wills Insurance, provided an insurance proposal for a total of \$44,924 for a 12-month period.

Tim Scoggins made the motion to accept the insurance proposal from Wills Insurance in the amount of \$44,924 for fiscal year 2015. Art Whitman 2nd. The motion carried unanimously 4-0-0.

8. 2015 Truck Bids:

Margy Becker opened and read aloud a single bid from DeLurey Sales & Services for a 2015 Tandem Truck cab and chassis as follows: (1) New 2015 International model 7600 6 X 4 truck cab & chassis for \$117,895. Trade-in allowance in 2006 International 7400 Dump truck with plow #6J314612 \$25,000. The net purchase price is \$92,895 – without extended warranties. Cab & Chassis deliver date is approximately 90 – 120 days. It was noted that the bid price was \$1,300 less than the 2013 tandem purchase price.

_____ made the motion to accept the bid for the 2015 tandem cab & chassis as bid by DeLurey Sales & Service for \$117,895, inclusive of a trade-in allowance of \$25,000 (optional). Ken Harrington 2nd. The motion carried 4-0-0.

It was agreed that the Selectboard, after consultation with Terry Stacy, would act on the extended warranty at the meeting on July 7th.

9. Bennington County Sheriff's Contract Renewal

After brief discussions Tony Krulikowski made the motion to accept the contract renewal for July 1, 2014 – June 30, 2015 with Bennington County Sheriff's Department for 20 hours per week at a billing rate of \$25.50/hour. Art Whitman 2nd; motion carried unanimously 4-0-0.

10. DRB Candidate – alternate position

The Selectboard interviewed Michael Day for the position of DRB alternate. Mr. Day has relocated to Shaftsbury and is interested in becoming active in the community. After consultation with Tom Huncharek, DRB Chair, it was agreed the appointment is to fill Michael Biddy's unexpired through March 2015.

Tim Scoggins made the motion to appoint Michael Day to fill the DRB Alternate term vacated by Michael Biddy, the term of which expires in March 2015. Tony Krulikowski 2nd. Motion carried 4-0-0.

11. Treasurer's Reports – Budget YTD and June 30 Projections:

Treasurer Bill Fisk reported approximately \$1,642,563 (or 88%) of budgeted operating revenues of \$1,695,328 have been received to-date. The projection for year-end is to receive another \$30,000 in revenues to finish the year with \$1,672,562 in revenues, which is \$22,765 short of budget for an unfavorable balance of (\$22,765).

Operating expenses prior to operating transfers in/out are running at 86% (or \$1,500,805) of the budgeted amount of \$1,759,131. The projection for year-end is to finish up the

year with operating expenses of \$1,677,093.56, which is \$81,558 fewer expenses than budgeted. This results in a favorable balance to budgeted expenses of \$81,558.91.

The excess (deficiency) or revenues over expenditures before operating transfers in/out is \$59,271.

But the budget also includes budgeted transfers in from reserve accounts and transfers to reserve accounts. Due to the delay in the sidewalk construction project, the transfer in of \$17,000 from the sidewalk reserve fund will not occur until the next fiscal year. Hence, only \$10,500 of \$39,300 in funds will be transferred in from reserve funds. Hence this is \$28,800 fewer revenues being transferred into the general fund than budgeted.

Voters approved a budgeted with \$93,000 budgeted in transfers out to reserve funds. All transfers have been made, and these are accounted for as expense items.

Therefore, the overall budget picture is a projected reduction in fund balance of \$87,031 versus the budgeted reduction in fund balance of \$117,503. Bill Fisk's report noted a projected fund balance as of June 30, 2014 of approximately \$303,286.

Bill Fisk then reported on the cash situation, estimating the Town will have approximately \$239,695 in cash at June 30, 2014 – which helps pay 1st quarter FY15 expenses and reduces the amount the Town will have to borrow in anticipation of taxes.

12. Town Administrator's Report:

Margy Becker brought attention to the unlicensed dog list received from the Town Clerk. After brief discussions it was agreed the list should be sent to the Animal Control Officer, for enforcement. Traci Mulligan will be asked to report to the Selectboard in late July or early August as to those who still remain in violation of the dog ordinance licensing provision.

Motion by Art Whitman to send the unlicensed dog list to the Animal Control Officer and to have her report to the Selectboard at the first meeting in August. Tony Krulikowski 2nd. Motion carried 4-0-0.

13. Other Business:

Tim Scoggins reported on the tour of the Dailey Building on Rte. 7A, which has plenty of space and storage (including two vaults). This location could be used for town office. But the question is how to make it happen? What would happen to Cole Hall?

Tim Scoggins announced the garage committee will be re-convening on Thursday, June 19th at 7PM and after the Fire Department celebration for Charlie Becker.

Art Whitman inquired how the Board wished to proceed with Town Plan revisions. It was agreed that Tim Scoggins will do the first edits to the Plan. It was agreed Ken Harrington's concerns regarding the need for another industrial zone would be reflected in proposed edits. After some discussions concerning the Planning Commission's recommendation for a new VR2 zone, it was agreed the language would remain in the Plan.

14. Review of Action Items:

Margy Becker will call Comcast to inquire about repairing the broadcast "cable drop" into Cole Hall. The Road Foreman will be asked to create a tracking document (map or otherwise) for grading progress.

15. Adjournment:

Tony Krulikowski made the motion to adjourn. Ken Harrington 2nd. The motion carried unanimously. The meeting adjourned at 9:10PM.

Respectfully submitted,
Margy Becker