

Town of Shaftsbury Special Selectboard Meeting Minutes June 3, 2013

Members Present: Craig Bruder, Karen Mellinger, Ken Harrington, Mitch Race;
Members Absent: Carl Korman
Others Present: Margy Becker (Town Administrator), Bill Fisk (Treasurer), Franco Rossi (Guest), Terry Stacy (Foreman), Listers: Deni Mayer, Larry Johnson, Jim Boyle (Appraiser), Barry Mayer, Mary Gronning, Jay Palmer

1. Call to Order

Craig Bruder called the meeting to order at 6:30 p.m.

2: Conflict of Interest Statement

There was no Conflict of Interest.

3: Approval of Minutes: May 6, May 20th, 2013

Motion: By Karen Mellinger to approve Minutes from May 6, 2013. Mitch Race 2nd.

Mitch Race asked for correction to page 2, under public comments, delete “sites” and replace with “Deerfield”. The June 22nd trip is sponsored by the Bennington Museum and the Shaftsbury Historical Society. The Trip costs \$30 for 3 ½ hour tour with limited spaces available. Tickets are available at the Chocolate Barn and Bennington Museum. Mitch Race stated that no additional transportation will be provided once trip fills up. 802-375-2776 for more detail. **Motion carried unanimously (4-0-0).**

Motion: by Karen Mellinger to approve the Minutes of May 20, 2013. Mitch Race 2nd. Karen Mellinger asked for an edit to Treasurer’s Report on p. 3, second paragraph, delete “budgets”. **Motion carried unanimously (4-0-0).**

Ken Harrington inquired about the Highway Department’s expenses on the Government Surplus loader. Margy Becker will report this information to the Selectboard at the next scheduled meeting.

4: Approval of Warrants

Motion: By Karen Mellinger to approve Check Warrant P47R in the amount of \$114.47. Mitch Race 2nd. Motion carried unanimously (4-0-0).

Motion: By Karen Mellinger to approve Payroll Warrant P47 in the amount of

\$8,479.23. Mitch Race 2nd. Motion carried unanimously (4-0-0).

Motion: By Karen Mellinger to approve Warrant P48 in the amount of \$ 9,869.72. Mitch Race 2nd. Motion carried unanimously (4-0-0).

Motion: By Karen Mellinger to approve Check Warrant #32 in the amount of \$15,466.58. Mitch Race 2nd.

Line items over \$1,000 were discussed. Karen Mellinger and Margy Becker acknowledged the Clean Harbors invoice for the Household Hazardous Waste day was less than expected. Line items involving Green Mountain Power and Sycamore Landscape also discussed briefly. All Board members were content with information presented and discussed. **Motion carried unanimously (4-0-0).**

5: 6:40PM Announcements

Ken Harrington summarized a conversation he had had recently with a town resident about ditch work in the town. Margy Becker stated she received a call which about the same issue on Twitchell Hill and had met with the landowner.

Mitch Race offered condolences on behalf of himself and the Shaftsbury Historical Society, as he acknowledged the loss of a member of the Hardy family.

The Selectboard moved to honor Marty Harrington. Harrington was a Vermont state rep from Shaftsbury who served several terms. Karen Mellinger cited his love for the "Harrington store" on the corner of Buck Hill Rd. and Rte. 7A. It is well known in the town as a popular social gathering spot and a part of Shaftsbury legacy. Harrington and his wife had run the store for a long time.

The Selectboard paid respect to Merritt Hewitt, a Bennington County Senator and Representative. Hewitt introduced legislature that conserved and protected Shaftsbury State Park. There was a moment of silence for Merritt Hewitt.

Shawn Sterling was introduced as recorder for the meeting.

6: Parcel Mapping – presentation by Vendor, Board of Listers

Franco Rossi, representing Cartographic Technologies of Littleton, NH, was introduced by Craig Bruder to discuss parcel mapping services. Margy Becker noted concerns raised in previous meetings. The Vermont Center for GIS is not in the business of providing parcel mapping services to towns. It does, however, supply GIS data of interest for overlays to parcel maps.

Mr. Rossi's computer-based presentation provided direct viewing of a sample town website. He demonstrated software capabilities. Cartographic Technologies stores parcel

mapping data on Amazon's servers. Cartographic Technologies performs backups. The Selectboard agreed that ease of public access and utilization of data layers is key. Mr. Rossi demonstrated this to be so. He then showed that though much information from property cards will be able to be viewed on-line, the floor plans will show only square footages. The rooms will not be labeled. Mitch Race inquired whether the software kept a record of viewers who access the site. Franco Rossi replied no record is kept.

Technical questions that were answered by Mr. Rossi included start-up costs, appraisals, and annual updates to the software. The Selectboard discussed with the Listers how the start-up and yearly maintenance costs would tie into the Lister's operating budgets for the next 3 years. Mr. Rossi suggested his 3-year costs would be \$5,900/year – inclusive of all charges. This includes the tasks of re-creating data and converting to GIS standards, since the Town's prior vendor will not relinquish data without charging the Town. Franco Rossi was one of three vendors to be interviewed in the vendor selection process.

Craig Bruder asked Mr. Rossi how the company and its software handled and maintained updates, citing how April 1st of each year is typically the time when grand list information used by the Town is updated. Mr. Rossi explained the Town's grand list CAMA updates, which are ongoing throughout the year, will be uploaded to the website. Jim Boyle will rely upon an on-line query manager. The parcel map itself will be updated once each year. Mr. Rossi explained that his partnership with ESRI (a large GIS company) is now allowing small towns to purchase his services for annual updates for only \$1,800/year.

Mr. Rossi explained that start-up costs includes adding GIS data layers to the Listers' preference. Afterwards it will cost \$250 per event to add and update GIS layers. Only data that is available publicly will be incorporated into the GIS database. The Selectboard suggested soils, surface water or groundwater, 911 structure locations, zoning districts, and roads as probable GIS overlays to be considered.

The site will be password-protected while under development. The website should be up and running in less than 12 months, inclusive of Jim Boyle's time to update and correct data. The Listers will have to find and correct discrepancies in parcel acreages.

Members of the audience expressed support with moving forward to contract with Franco Rossi. A motion was requested to approve a three-year contract to be supported with funds from the Listers' Appraisal Reserve Fund in addition to operating budgets for FY13 and FY14.

Motion: by Karen Mellinger to accept Cartographic Technologies' 3-year proposal and estimate for Parcel Mapping and web hosting services and to commence with finalizing the contract for same. Mitch Race 2nd. Motion carried unanimously (4-0-0).

Ken Harrington asked if other companies had bid. Larry Johnson replied that there were three vendors who were asked to supply proposals. Jim Boyle stated he works with other towns who use a variety of mapping vendors, and he believes Franco Rossi's software and

services are superior. Karen Mellinger asked how to move forward with the procedure to formally accept Rossi's proposal. Rossi informed the Board that he will draw up a proposal that includes contract details.

7: Fuel Bids – Award

Motion: by Karen Mellinger to accept John Ray & Son's bid to supply diesel fuel at \$.14/gallon over the JRS cost. Mitch Race 2nd. Motion carried unanimously (4-0-0).

Motion: by Ken Harrington to accept West Oil's pre-buy fixed price option for No. 2 fuel in the amount of \$3.349 per gallon. Karen Mellinger 2nd. Motion carried unanimously (4-0-0).

Motion: by Karen Mellinger to accept fixed price plan on Propane from HL Fuels/HL Propane at \$1.779/gallon. Mitch Race 2nd. Motion carried unanimously (4-0-0).

8: Unlicensed Dog Report

The Selectboard discussed ways to enforce and maintain an ordinance that focuses on unlicensed dogs in the town. The Selectboard acknowledged that it has made calls to residents with unlicensed dogs in the past, in an effort to get them properly licensed. The Selectboard then determined that Animal Control would be best to handle this responsibility.

Mitch Race said he believed Animal Control should be the first to act, and Karen Mellinger agreed. Margy Becker said she will contact Bennington, for it recently imposed new ordinances involving unlicensed dogs.

Karen Mellinger said she wants to look at the Town's ordinances and update them. She stated her opinion that using the Constables to enforce the laws should be a last resort.

Motion: by Ken Harrington to analyze and update Ordinances and enforcement for unlicensed dogs. Karen Mellinger 2nd. Motion carried unanimously (4-0-0). It was noted Karen Mellinger is now serving as liaison to the animal control officer.

9: Parking Ordinance – Amendment: 1st reading

Craig Bruder noted that the Town has received complaints about Dunham Avenue being near impassable due to residents' vehicles clogging the road. Margy Becker suggested that Section Six of the Parking Ordinance be amended. This section lists areas with "no parking" restrictions. The suggestion is to add in a sentence or two to ban parking from the south side of Dunham Avenue. Terry Stacy requested additional language be considered to ban parking on the north side of Buck Hill Road from Rte. 7A to just past the Buck Hill Fire Station.

The Selectboard agreed to educate and communicate with the Cleveland Avenue neighborhood to help improve the parking situation there in an effort to prevent future accidents or hazards on the street. No parking ban will be proposed for the east or west side of Cleveland Avenue.

It was noted that the Parking Ordinance had recently been amended to impose a Town-wide on-street parking ban from 11PM to 6AM from December 1st through April 1st. Margy Becker recommended that signs be ordered for enforcement of the winter parking ban.

10: New Town Garage – Status

Karen Mellinger reported on the status of Town Garage Committee planning, inclusive of the Committee's consensus on a revised salt shed proposal.

11: Road Foreman Reports

Terry Stacy reported Cider Mill Road as the current capital project his crew has been working on to complete. Margy Becker asked for a suggested time frame for completion of the capital project. Terry Stacy estimated that it was to be completed on or before July 1st, 2013.

Terry Stacy also reported that a brand new ditch and culvert on Daniels Road at the junction with Mountain View were immediately compromised by torrential rains in the past week. Water coming off of Mountain View was the problem. He reported that two inches of rain in a twenty-five minute span had been measured, which caused wash outs and severe erosion to many culverts and ditches in the town.

Other projects noted by Terry Stacy included completion of gravel work on Myers Road and that Cross Hill Road had been widened and ditched properly. Terry Stacy also stated work was being done on White Creek Road and that 1/3 of Buck Hill Road on its south side. He reported water running down the other side and that work would be done on that end soon.

The new drainage issues on Twitchell Hill Road as a result of recent ditch work were discussed. It was agreed that future improvements required to mitigate these problems be budgeted as a future capital improvement project. In the meantime the road crew will address the complaint about the driveway wash out.

12: Water Board Meeting:

The Water Board Meeting was tabled until the July 15th Selectboard meeting. At that time the Board will go over the new fiscal year budget, and in doing so will be updated on the status of the search for a new Water Superintendent.

Karen Mellinger reported on the status of shut-off proceedings. She requested the Selectboard consider amending its Water Department policies to allow for negotiations with tenants for payment of water rents.

13: Town Administrator's Report

Margy Becker noted being busy with administrative duties including but not limited to hiring personnel and overseeing preparations for upcoming payroll changes. A recent landfill cap inspection noted some erosion and animal burrows which need to be filled.

Margy Becker announced methane gas monitoring for the landfill is going well after two incidents of methane pump failures. Pump failure can lead to buildup of methane gas. She cited that a faulty ground fault connector has since been replaced, and there have been no additional pump failures. She stated that Bill Pennebaker has volunteered to assist with minor repairs to methane monitoring equipment which he designed.

14: Other Business

Mitch Race said he is introducing himself to the local officials for which he is Board liaison. Karen Mellinger reported the School Board is now satisfied with results of a recent meeting with Water Department representatives, and it will be sending a check to cover the cost owed for water system loss.

Karen Mellinger spoke in detail of the sidewalk project. Supplemental grants will be needed to fund the costs of the project. A letter of support from the Selectboard will be needed by July 26th, in order to move forward with getting supplemental grant funds through the Bicycle Pedestrian Grant Program.

Craig Bruder noted DRB members had expressed concern regarding the Selectboard's Conflict of Interest policy. The Selectboard discussed scenarios in which a board member excuses themselves from their post due to a particular conflict of interest. Possible changes to protocols mentioned in the Selectboard's Policy were discussed. Mitch Race and Karen Mellinger agreed that it is not their intent to require DRB members to have multiple meetings with the Selectboard for disclosure of conflicts of interest with DRB applications. Ken Harrington took exception, stating his belief that this was a good idea. The Selectboard will revisit this matter in the future, but Craig Bruder will speak with DRB members in the meantime.

15: Adjournment

Motion: to adjourn at 9:45PM by Mitch Race. 2nd by Ken Harrington. Motion carried unanimously (4-0-0).

Prepared By:
Shawn M. Sterling