

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

**SUBJECT TO APPROVAL**

**6:30PM Regular meeting**

**Selectboard Members Present: Tim Scoggins (Chair), Mitch Race, Art Whitman,**

**Absent: Ken Harrington Tony Krulikowski**

**TA Absent: David Kiernan**

**Others Present: Ken Coonradt, Chris Williams, Melanie Dexter, Steve Washburn**

1. Call to Order

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

2. Conflict of Interest Statement

None.

3. Approval of Minutes

**Motion:** Mitch Race makes a motion to approve the June 15, 2015 minutes as circulated. Art Whitman 2nds. 3-0-0. Motion passes.

4. Warrants

**Motion:** Tim Scoggins makes a motion to approve Check Warrant in the amount of \$228,698.23. (This includes end-of-year items.) Mitch Race 2nds. 3-0-0. Motion passes.

**Motion:** Tim Scoggins makes a motion to approve Retirement Warrant in the amount of \$6,846.98. Art Whitman 2nds. 3-0-0. Motion passes.

**Motion:** Tim Scoggins makes a motion to approve Retirement Warrant in the amount of \$91.90. Mitch Race 2nds. 3-0-0. Motion passes.

**Motion:** Mitch Race makes a motion to approve check in the amount of \$558.33 to Rebholzer Kennels (animal control). Art Whitman 2nds. 3-0-0. Motion passes.

**Motion:** Tim Scoggins makes a motion to approve Check Warrant in the amount of \$11,250 to return grant from Vermont Arts Council. Mitch Race 2nds. 3-0-0. Motion passes.

**Motion:** Tim Scoggins makes a motion to approve Retirement Warrant # 25 in the amount of \$83.80. Mitch Race 2nds. 3-0-0. Motion passes.

**Motion:** Tim Scoggins makes a motion to approve Payroll Warrant # 26 in the amount of \$16,662.34. Mitch Race 2nds. 3-0-0. Motion passes.

5. Announcements

Tickets are being sold for a chicken barbecue dinner to be held on August 20, from 4:00 pm to 6:00 pm at the Shaftsbury Historical Society.

6. Public Comments

None.

7. Cemetery Committee Bylaw Changes

Cemetery Commissioner Ken Coonradt addressed the Board. An increase in rates for the cemeteries were discussed at a meeting of the Cemetery Commission.

New rates went into effect, but the bylaws were not changed.

No motion was passed for the new rates, which have been in effect for approximately five years.

The updated bylaws include the new rates and a list of the public and private cemeteries in Town.

Cemetery Commission would like to prohibit artificial flowers from the cemeteries.

Art Whitman asked for a definition of “bordering” or “fencing.” Ken Coonradt explained that when two-by-four or four-by-six pieces of wood are placed around the grave, it is difficult to mow and grass grows up around the wood.

Ken Coonradt explained that the casket is placed inside a concrete unit called a “vault” in the ground.

Chris Williams spoke to the Board and Ken Coonradt about the \$100 recording fee. (As was discussed at a previous meeting.) Ken Coonradt explained that this is an administrative fee to make a record in the index.

The Select Board may change this rule since the Board oversees the Cemetery Commission.

Ken Coonradt asked the Board for a final approval of these updated by-laws.

**Motion:** Art Whitman makes a motion to approve the updated cemetery by-laws, as provided by Ken Coonradt. Tim Scoggins 2nds.

**Amended Motion:** Mitch Race amended the motion to approve the updated cemetery by-laws, as provided by Ken Coonradt, with a change from the phrase “burial fee” to “administrative burial fee.” Tim Scoggins 2nds. 3-0-0. Motion passes.

Ken Coonradt will make the change and give to David Kiernan.

The Select Board signed the document.

8. Treasurer's Report- Melanie Dexter

Fiscal Year 16 ended on June 30 and the revenue is exactly where it should be.

\$70,000 will be taken from the reserve fund.

A line of credit is needed for \$340,000 to pay bills until the tax payments come in November.

**Motion:** Mitch Race makes a motion to accept the tax anticipation note line of credit for \$340,000 until November. Art Whitman 2nds. 3-0-0. Motion passes.

**Motion:** Tim Scoggins makes a motion to approve the resolution for tax anticipation borrowing line of credit. Art Whitman 2nds.

**Discussion:** Art Whitman stated that this motion affirms that Select Board approved to borrow money in anticipation of taxes.

3-0-0. Motion passes.

**Motion:** Mitch Race makes a motion to approve the non-arbitrage certification tax anticipation borrowing line of credit. Art Whitman 2nds.

**Discussion:** Tim Scoggins clarifies that "non-arbitrage" means that the money from the line of credit will not be reinvested.

3-0-0. Motion is approved.

Mitch Race asked Melanie Dexter for a year-end report and was given a copy. Tim Scoggins asked for an electronic copy.

9. Interim Road Foreman Report – Steve Washburn

Steve Washburn reported that the culverts (four 30-foot culverts) will be repaired and trees will be cut down to prepare for the East Road project.

New tires were purchased for CAT grader.

Ditching and grading will continue.

Tonight's warrant approved payment of new tires for the grader and the truck.

Major work is planned for Potter Montgomery Road for the end of this week.

Updates for road work will be listed on the website on Monday of each week.

10. Truck Insurance Update

The Truck that was in the fire earlier this year has some rust and imperfections in the paint.

The total amount of the insurance claim is in the low \$1,000s. Three radiator/cooling units on the truck will need to be replaced.

There is a discussion of whether the truck should have a new paint job.

11. Surplus computers for SES

Computers in the library at Shaftsbury Elementary are outdated. The Town recently upgraded all the computers at Cole Hall.

**Motion:** Tim Scoggins makes a motion to surplus the unused computers at Cole Hall to the library at Shaftsbury Elementary School. Mitch Race 2nds.

**Discussion:** Mitch Race asked to have the drives reformatted. Tim Scoggins suggested to have new drives installed.

3-0-0. Motion passes.

While Shaftsbury Elementary does have new computers for its students, the library computers have not been updated recently.

#### 12. Bid Award—All Fuels

David Kiernan told Tim Scoggins that Robert Greene has supplied oil to the Town for the past few years. The price difference between the bid from Robert Greene and Haskins is a few cents different. David Kiernan suggested for the sake of continuity that the Town should continue with Robert Greene for oil supply.

Robert Greene has the supplier for oil for the Town and Haskins as the supplier of propane and diesel for the Town.

Previously, the Town has used Robert Greene for the pre-buy option for fuel. The cost-plus option for diesel, and the pre-buy option for propane.

Haskins is offering the pre-buy option for diesel.

**Motion:** Mitch Race makes a motion to use the pre-buy option from Haskins for diesel fuel for \$2.19 per gallon and propane for \$2.90 per gallon and to use the pre-buy option for oil from Robert Greene for \$2.25 per gallon. Tim Scoggins 2nds. 3-0-0. Motion passes.

#### 13. Bid Award for Financial Audit

Two proposals were received for the financial audit:

1. Ron L. Beaulieu & Co., , which offered 2<sup>nd</sup> and 3<sup>rd</sup> year rates, with 30% discount based on sending files electronically. Sending files electronically would be a burden to Cole Hall.
2. Sullivan & Powers in Montpelier has done the accounting for Town previously.

**Motion:** Tim Scoggins moves to approve Sullivan & Powers to do the audit for one year. Mitch Race 2nds. 3-0-0.

The decision to do the accounting for one year only or for three consecutive years will be discussed when a full board is present.

#### 14. Town Insurance Renewal

The Town Insurance will be renewed will Wills Agency.

**Motion:** Art Whitman moves to accept insurance for the Town from Wills Agency. Tim Scoggins 2nds. 3-0-0. Motion passes.

15. Tam Contract (Transfer Station) Signing

This contract was reviewed at the last Select Board meeting. The handwritten changes, which were rates adjusted for inflation, have been incorporated. Tim Scoggins presented a clean copy of this document, which the Select Board members present at this meeting signed it.

16. Howard Park Update

The State told David Kiernan that a well for Howard Park cannot be drilled unless an engineering study is performed.

Chris Ponessi, a partner of Mance Engineering and a member of the Shaftsbury Development Review Board, will do an engineering study. The estimated cost of a well is about \$6,000–\$7,000.

Ponessi also recommended the installation of the UV purification system as a back-up system, which will cost about \$2,000–\$3,000. Total cost may be about \$14,000.

Mitch Race asked if work for the engineering study should go out to bid. The cost of the engineering study is estimated to cost between \$2,000 and \$3,000. (The Select Board purchasing policy does not require a formal bid for this amount.)

Art Whitman stated that this issue needs be resolved quickly and the bid process would slow it down.

**Motion:** Art Whitman makes a motion for Chris Ponessi to perform an engineering study for the WW permit for a well at Howard Park. Tim Scoggins 2nds. 3-0-0. Motion passes.

17. Bid proposal for Cole Hall exterior painting

David Kiernan wrote a job description seeking bids for Cole Hall.

**Motion:** Tim Scoggins moves to allow David Kiernan to seek bids for the exterior painting of Cole Hall, based on the description provided. Mitch Race 2nds. 3-0-0. Motion passes.

18. Town Administrator's Report

None.

19. Other Business

Contract for CAI. Contract ended on 3/30/2015. To be discussed at next meeting.

Mitch Race discussed errors that he found in properties listed.

20. Review of Action Items

- Ken Coonradt will make the change to the Cemetery By-laws as discussed in tonight's meeting and give it to David Kiernan. Upload updated document to Town website.
- Melanie Dexter to send electronic year-end report to the Select Board.
- Discuss with insurance company about re-painting the truck. What costs are involved?
- Will the audit be performed at Cole Hall or in the auditor's office?
- Plan to continue discussion of length of term for audit: 1 year vs. 3 consecutive years.
- Plan discussion of maintenance contract for CAI for next meeting.

21. Executive Session - Personnel

Postponed

22. Adjournment

Motion: Mitch Race makes a motion to adjourn at **7:55?** Tim Scoggins 2nds. 3-0-0. Motion passes.

Submitted by Jennifer McGean, Recording Clerk

Next regular scheduled meeting is Monday, July 20, 2015