

**Shaftsbury Selectboard Minutes**  
**Regular Meeting and Budget Workshop**  
**December 21, 2009**  
**COLE HALL**  
**SHAFTSBURY, VERMONT**

**Board Present:** Lon McClintock, Bill Pennebaker, Cinda Morse, Karen Mellinger, Craig Bruder; **Others Present:** Larry Johnson, Lister; Joe Vadakin, Fire Chief; Henrietta Billow, Angie Abatello, Joyce Scarey, Judy Stratton (Cemetery Committee); Staff: Margy Becker, Town Administrator.

**1. Budget Workshop:**

Chairman McClintock convened the budget workshop at 6:00PM.

Fire Chief Joe Vadakin met with the Board to review his budget request. The budget request is for level-funding, with the exception of an increase of \$500 in insurance expense, a \$500 increase in Fire Truck fuel expense, and a \$1,000 increase in Fire House fuel expense. The budget includes the \$40,694 lease payment for payment 5 of 7 payments towards a new fire truck. The prior year's budget totaled \$112,544.

Chief Vadakin discussed the SEC mandate for radios to be 2-way narrow-banded within 2 years. The Department's older radios and base radios cannot be upgraded. Bids are being solicited from River Valley Radio. Grant funding will be looked for in order to replace the 16 minotaurs, which run \$500 each. A grant for \$8,500 may be available. The local match would be 20%. The Chief stated he hoped to rely upon Equipment Fund balance for this match.

Lease payments on Engine #64 will end in budget year 2013. The need for a new Extrication Truck was discussed. In 2015 a Fire Rescue Truck will be needed, as the existing truck will be 15 years old. There have been no reserve payments into the fire truck sinking fund in 3 years. The Chief explained the need to start a Fire Facilities reserve fund. The Fire Station structures are in need of repairs. The cost of bringing the stations into good repair is estimated to be \$200,000.

Law enforcement expenses were briefly reviewed. It was noted that the Traffic Court is slow to release fines due to the Towns. The Court will be contacted.

Cinda Morse discussed a budget request from the Economic Development Committee for \$1,500 for signage and lighting in South Shaftsbury Village. The \$1,500 would be the local match set-aside in anticipation of a municipal planning grant for landscaping the Village Center.

Ms. Morse said the Committee is working on recreational trail development. There is an \$1,800 balance in funds remaining that are restricted to South Shaftsbury Village economic development work. The funds are left over from a prior grant received for the sewer study.

Chairman McClintock stated he would like to see a proposal for the municipal planning grant request. Ms. Morse said the Economic Development Committee would like to pursue Village Center Designation. Chairman McClintock stated he felt other priorities, inclusive of infrastructure, should have higher priorities.

## **2. Regular Meeting: Call to order:**

Chairman McClintock called the Board's Regular Meeting to order at 7:00PM.

## **3. Announcements:**

Bill Pennebaker said he had received a letter from Adam Bow regarding website development. He will volunteer to assist the Town with its website development in return for credit. He will be using open-source software.

## **4. Conflict of Interest Statement:**

Chairman McClintock asked if any board member had a conflict of interest with any topic on the agenda. No one did.

## **5. Cemetery Committee:**

Henri Billow, Joyce Scarey, Angie Abatello, and Judy Stratton joined the Selectboard. Discussions encompassed lot sales, fees, perpetual care funds, and the objective of the cemetery trusts. Chairman McClintock raised the issue of whether or not purchase of additional cemetery land is needed. He stated support for the price of a lot at \$500 and encouraged the Committee to adjust fees now. It has been 10 years since fees have been adjusted.

Cinda Morse asked the question "What happens if the Town runs out of land for cemetery lots. Chairman McClintock stated there was not statutory requirement for the Town to provide burial space.

After further discussions of fees, it was agreed that the new fee schedule will be as follows:

Recording fee	\$25.00
Lot fee	\$500.00
Corner marker fee	\$120.00
Administrative burial fee	\$100.00 (was \$70.00)

Cemetery Committee members expressed their preference to have Funeral Homes continue to contract for grave openings. The Committee further recommended that this aspect of burials remain separate from the Superintendent's job. The Superintendent should oversee the setting of corner markers. Chairman McClintock said he would prefer to have the Superintendent take on more responsibility regarding laying out lots.

**Karen Mellinger then made the motion to approve the new fee schedule as agreed upon, inclusive of a 50/50 contribution of fees towards perpetual care and maintenance – effective January 1, 2010. The motion was seconded and carried unanimously.**

It was then agreed that the Town's interim policy regarding corner markers would remain in effect. Bill Pennebaker inquired how the Town planned to bring burial records into conformance? Chairman McClintock stated area funeral homes have been contacted for replacement burial certificates.

It was agreed that the Superintendent's job description and Committee charge would be discussed again on January 5<sup>th</sup>.

#### **6. Modified Accrual Accounting:**

The need for certain changes to be made in the way expenses are posted to accounts was noted. This includes posting of grant income and expenses to the general fund commencing July 1 for fiscal year 2011.

#### **7. Planning Commissioner Resignation**

**Craig Bruder made the motion to accept, with great regret, the resignation of Bob Carter from the Planning Commission. Bill Pennebaker seconded. The motion carried unanimously.**

#### **8. Liquor Licenses**

**Bill Pennebaker made the motion to approve the 2nd class liquor license for Paulin. Craig Bruder seconded. The motion carried.**

**Bill Pennebaker made the motion to approve the 1<sup>st</sup> class liquor license for Thyme Tables. Karen Mellinger seconded. The motion carried.**

#### **9. Ellis Speath Engineers – Estimate for Culvert Design**

Discussions resumed concerning a \$1,900 estimate by Ellis Speath Engineers to provide stormwater engineering services for the purpose of sizing a replacement culvert for the intersection of Daniels Road and Glastenvew. After some debate

**Cinda Morse made the motion , seconded by Lon McClintock, to accept the Lump Sum \$1,900 estimate from Ellis Speath. The motion failed 2-3, with \_\_\_\_\_ and \_\_\_\_\_ voting in favor.**

#### **10. Bond Anticipation Note:**

Henri Billow requested the Board approve renewal of the Bond Anticipation Note for the water project at an interest rate of 2%. The note will expire February 22, 2010. Karen Mellinger noted that water project expenses are in the process of being reimbursed by the State of Vermont.

**Karen Mellinger then made the motion to approve renewal of the Bond Anticipation Note. The motion was seconded and carried unanimously.**

#### **11. Warrants:**

Warrant for Community Appropriations in the amount of \$51,814.

**Cinda Morse made the motion to approve the warrant for Community Appropriations. Karen Mellinger seconded. The motion carried unanimously.**

Payroll Warrant #25 in the amount of \$10,775.94.

**Karen Mellinger made the motion to approve payroll warrant #25. Bill Pennebaker seconded. The motion carried 5-0 in favor.**

Transfer Reserve Warrant in the amount of \$69,500, to set aside voted appropriations into the following reserve funds: the audit reserve fund (\$3,000), Cole Hall reserve fund (\$10,000), Fire Warden Truck reserve fund (\$4,000), Shaftsbury Town Garage reserve fund (\$7,500), Grader reserve fund (\$10,000), Paving reserve fund (\$10,000), reappraisal fund (\$15,000), and sidewalk reserve fund (\$10,000).

**Karen Mellinger made the motion to approve the Transfer Reserve Warrant as presented. Bill Pennebaker seconded. The motion carried.**

Retirement Warrant #21 in the amount of \$342.91.

**Cinda Morse made the motion to approve Retirement warrant #21. Craig Bruder seconded. The motion carried.**

Check Warrant #22 in the amount of \$19,817.11.

**Cinda Morse made the motion to approve Check Warrant #22. Karen Mellinger seconded. The motion carried.**

## **12. Other business:**

**Deer Run Acceptance:** Is still pending. Chairman McClintock stated Ray Bolton, Chris Denio's attorney, is awaiting the survey plat.

**Highway Access Ordinance:** Bill Pennebaker said that Rex Burke's letter has been forwarded to the Planning Commission.

**Junkyard regulations:** Chairman McClintock informed the Board of new junkyard regulations that require certificates be issued to junkyards from Towns and the State. The legislation provides the Towns more flexibility to regulate junkyards. Rob Woolmington is looking into the impact of this legislation with regards to the Brownell case.

**Law Enforcement training – Constables:** Chairman McClintock noted the Constables are requesting \$1,500 for training for part-time law enforcement certification. He questioned whether the Constables should have a more expanded role or whether the Town should limit their role. There is no plan in place to keep the Constables safe. Karen Mellinger noted the willingness of the State Police and Sheriff to cooperate with whatever decision the Town made concerning its Constables. Cinda Morse pointed out decreased funding for the State Police imposed a greater burden on the municipalities. But taking on law enforcement activities poses a risk to the Constables, she said. Chairman McClintock said the Constables would need more equipment and radios. Bill Pennebaker pointed out that training for law enforcement would be ongoing, whereas Shaftsbury's Constables are elected once a year. He inquired whether the Town should pay for additional hours from the Sheriff's office. The Board agreed to table discussions until later in January.

## **13. Minutes of December 7<sup>th</sup>, 2009**

Bill Pennebaker noted the minutes of December 7<sup>th</sup> needed a correction to Item 3 under "Warrants". The amount of revised warrant \_\_\_ does not agree with the tally of voided checks.

**Karen Mellinger made the motion to approve the minutes of December 7<sup>th</sup> with the correction noted. Craig Bruder seconded. The motion carried.**

## **14. Executive Session – Personnel:**

**Chairman McClintock made the motion to enter Executive Session to discuss a personnel matter. Bill Pennebaker seconded. The motion carried.**

**The Board exited Executive Session at 9:20PM.**

**15. Adjournment:**

**Karen Mellinger made the motion to adjourn at 9:20PM. The motion was seconded and carried unanimously.**

Submitted by,  
Margy Becker