

**SHAFTSBURY SELECTBOARD
MEETING
MAY 21, 2012
MINUTES**

ATTENDING: **Board Members present:** Lon McClintock, Karen Mellinger, Craig Bruder, Carl Korman, Billy Obenauer. Town Officials: Margy Becker, Town Administrator; Bill Fisk, Town Treasurer; Terry Stacy, Road Foreman. Residents: Mike Foley, Ron Schoof, Jay Palmer, Tom Huncharek, Mary Gronning, Mitch Race, Joanne Race, Kathy Geneslaw, Jeri Schoof.

1. Call to Order

Chairman McClintock called the meeting to order at 7:02pm.

2. Announcements

Karen Mellinger announced that there will be a meeting with the Vermont Telecommunication Authority on Wednesday at 5:30pm. at Cole Hall to discuss the need for broad band. There will be a Memorial Day ceremony at the Shaftsbury Elementary School on Friday at 1pm. The Memorial Day Parade will be Monday beginning a 9am. Billy Obenauer announced that he had RSVP that he would attend the Memorial Day Parade, but he will not be able to attend as planned.

3. Public Comments

Kathy Geneslaw commented on the State Statute Title 24 Sec.4461 regarding DRB procedures. Kathy Geneslaw commented on the Rules of Procedure adopted on May 3, 2006 by the DRB. Section 6J is missing from the rules. Kathy Geneslaw asked if the DRB members could be re-interviewed.

Mike Foley commented on Section 4E of Rules of Procedure.

Mitch Race commented on adopting procedures for appointments of the DRB members. Mitch discussed the interview process.

Jeri Schoof announced that the Shaftsbury Garden Club and the Shaftsbury Elementary School will plant flowers by the Veterans Memorial.

Jay Palmer commented on the fact that residents have the right to voice their opinion and should not be criticized for it. Jay Palmer also commented that the Board should take a closer look at who is on the DRB.

Mike Foley asked why the question of having a Sheriff at meetings had been on a past Select Board agenda. Chair McClintock stated that there was no formal procedure for having a sheriff at a meeting, and that the request from the DRB Chair had raised general concerns.

4. Conflict of Interest Statement

Chairman McClintock inquired if any Board member had a conflict of interest with any matter on the agenda. No conflict noted for the record.

5. Financial Reports

Town Treasurer, Bill Fisk, reported on the Town's finances. He reported a positive cash flow, with a checking account balance of \$326,263. There is \$65,789 due from other funds, which would give a total of \$392,052. The estimated expenditures are \$235,250. The estimated cash balance at June 30, 2012 would be \$156,802.

6. Annual Appointments

a. Cemetery Superintendent

Craig Bruder made the motion to reappoint Ken Coonradt as the Cemetery Superintendent, with thanks. Carl Korman seconded. Motion carried 5-0.

b. BCRC Regional Commissioner

Karen Mellinger made the motion to appoint Bill Pennebaker to the BCRC. Craig Bruder seconded. Motion carried 5-0.

7. Cemetery Mowing

The mowing has been done and the cemeteries will be spruced up for Memorial Day.

8. Highway Truck Body Bids

Margy Becker reported that there was a misunderstanding with a vendor about the specs. The Board Members discussed the specs with Road Foreman, Terry Stacy. The Members discussed re-bidding.

Karen Mellinger made the motion to have vendors rebid on the truck body. Lon McClintock seconded. Motion carried unanimously.

It was agreed that a Board Member would be there for the opening of the bids.

9. New Town Garage

The Facilities Committee met and is looking for an architect. The Town of Wilmington will send a list of architects that they used when building their garage. A meeting will be set with Trevor Mance to discuss an access road.

10. Select Board Liaison Assignments

Lon McClintock will be liaison for the following: Town Attorney, Town Administrator, Town Clerk, Highway Foreman, State Legislator, Delinquent Tax Collector, BCA, Town Treasurer, Board of Civil Authority.

Karen Mellinger will be liaison for the following: Facilities Committee, Sidewalk Committee, Veterans Committee, School Board, Recreation Committee, Auditors.

Carl Korman will be liaison for the following: Water Department, Health Officer, Environmental Issues Committee, Tree Warden, SWIP.

Craig Bruder will be liaison for the following: Policy and Procedures, Fire Department, Fire Warden, Emergency Management, Animal Control Officer, BCRC, Listers, Police.

Billy Obenauer will be liaison for the following: Planning Commission, Development Review Board, Zoning Administrator, Economic Development Committee, Trustees of Public Funds, Cemetery Committee, BCIC.

Karen Mellinger made the motion to accept the Liaison Assignments. Billy Obenauer seconded. Motion carried 5-0.

11. Proposed Personnel Policies

Karen Mellinger made the motion to accept Draft 10 of the Personnel Policies dated May 13, 2012. Carl Korman seconded. Motion carried unanimously.

Craig Bruder made the motion to have the policy in effect on July 1, 2012. Billy Obenauer seconded. Motion carried unanimously.

12. Town Administrator Report

Margy Becker announced that the fuel bids went out and they are due by June 1st. She reviewed the Selectboard's responsibilities to schedule public hearings on the curb cut ordinance, Open Space Subdivisions (bylaw amendment), and Enclosure of Existing Outbuildings (bylaw amendment). After the Planning Commissions' May 22nd public hearing on proposed Flood Hazard Regulations and the Industrial Composting bylaw amendment, the Selectboard will be requested to schedule hearings on same.

The bids are in for the Grand List maintenance. No action will be taken until the Board of Listers meets as a whole.

Margy Becker reported that there is a need to have someone open and close Howard Park. The Water Department is in good shape.

13. Other Business

Billy Obenauer stated his appreciation of the Interim Zoning Administrator and asked if there is an active plan to move forward with finding a replacement Zoning Administrator. Margy Becker has phone-screened candidates for the ZA position.

Karen Mellinger reminded everyone that new access permits for the landfill are due on July 1st.

Craig Bruder asked that the Personnel Policy be printed up. Craig Bruder asked how developing the role for an assistant for the Town Administrator was proceeding.

Margy Becker stated that the bookkeeper may take on other duties.

Margy Becker asked if there was a copy of the Conflict of Interest Policy formally adopted by the Selectboard prior to 2009.

14. Approval of Minutes

Tabled

15. Approval of Warrants

PAYROLL WARRANT PRW 46 IN THE AMOUNT OF \$6,320.64.

Karen Mellinger made the motion to approve payroll warrant PRW 46 in the amount of \$6,320.64. Craig Bruder seconded. Motion carried unanimously.

CHECK WARRANT #W46 IN THE AMOUNT OF \$17,430.50.

Karen Mellinger made the motion to approve check warrant #W46 in the amount of \$17,430.50. Carl Korman seconded. Motion carried unanimously.

16. Personnel Matter (Executive Session)

Karen Mellinger made the motion to adjourn to executive session at 9:12p.m. Carl Korman seconded. Motion carried unanimously.

The Select Board exited Executive Session at 10:40PM.

Motion made by Karen Mellinger to appoint Megan Donckers to the DRB for a term of 1 year. Craig Bruder seconded. Motion carried unanimously.

Motion made by Carl Korman to appoint Jennifer Viereck to the DRB as Alternate for a term of 1 year. Craig Bruder seconded. Motion carried unanimously.

Motion made by Karen Mellinger to appoint Chris Ponessi to the DRB for a term of three years. Billy Obenauer seconded. Motion carried unanimously.

The Chair asked for a motion to appoint Phylis Porio to the DRB for a term of three years. There was no motion made. Reappointment failed due to lack of a motion.

MOTION made by Craig Bruder to appoint Tom Huncharek to the DRB for a term of 3 years. Billy Obenauer seconded. The motion carried unanimously.

17. Adjournment

Carl Korman made the motion to adjourn at 10:45PM. The motion was seconded and carried unanimously.

Submitted by
Carol MacLean