

SHAFTSBURY SELECTBOARD  
SPECIAL MEETING  
AUGUST 8, 2011  
MINUTES

ATTENDING: **Board Members present:** Lon McClintock, Karen Mellinger, Bill Pennebaker, Craig Bruder. Town Officials: Margy Becker, Town Administrator; Oliver Durand, Fire Warden; Joe Vadakin, Fire Chief. Guest: Jennifer Viereck. **Board Members absent:** Carl Korman.

**1. Call to Order**

Chairman McClintock called the meeting to order at 6:00pm.

**2. Announcements**

Karen Mellinger announced that volunteers are needed for the 250<sup>th</sup> Anniversary Celebration.

**3. 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.

**4. Public Comments**

No comments made.

**5. Zoning Administrator Appointment**

The Board Members interviewed Jennifer Viereck for the position of Zoning Administrator. Jennifer gave a brief review of her background which included administrative positions with non-profit organizations and small businesses.

**Craig Bruder made the motion to confirm the appointment of Jennifer Viereck to the position of Zoning Administrator. Bill Pennebaker seconded. Motion carried 4-0.**

**6. Personnel Policies**

Tabled

**7. Road Crew Job Descriptions**

Road crew C position under General Summary, add; "In absence of Road Foreman, Assistant Foreman performs duties as delegated." Under heading Knowledge, Skills, Abilities and Credentials Required, item 11, change strongly preferred to "required". Under item 12 add GED.

**Bill Pennebaker made the motion to adopt Assistant Road Foreman job description with amendments. Karen Mellinger seconded. Motion carried 4-0.**

Road crew B position under heading Under heading Knowledge, Skills, Abilities and Credentials, item 5, add the word “basic” to computer skills. Item 8, add GED and “work experience may be substituted for education.”

Under heading Duties and Responsibilities, item 7, delete “has the ability to operate all”, add “ability to operate”. Item 11 delete “ability to”.

**Karen Mellinger made the motion to adopt Road Crew B job description as amended. Bill Pennebaker seconded. Motion carried 4-0.**

**Bill Pennebaker made the motion to bring the crew descriptions back to the table at the next meeting. Karen Mellinger seconded. Motion carried 4-0.**

#### **8. FY13 Budget Schedule – Non-Profit requests**

The deadline for community appropriations is September 1, 2011.

**Karen Mellinger made the motion that the September 1<sup>st</sup> deadline be firm. Craig Bruder seconded. Motion carried 4-0.**

#### **9. Fuel Bids**

Further discussion of fuel bids is needed, will be put on next agenda.

#### **10. Other Business**

The Board discussed their next meeting and agreed on a special meeting on Thursday, August 25<sup>th</sup> at 6 p.m.

Craig Bruder announced because of family circumstances he will be residing outside of Shaftsbury, but will retain his citizenship in Shaftsbury. Craig Bruder’s term ends in 2013, the Board will discuss if this temporary move will affect his term with the Select Board.

Margy Becker stated concerns with insurance needs for the 250<sup>th</sup> Anniversary Event. Craig Bruder informed the Board that onetime recreational events are covered. The food vendors have their own coverage. Margy Becker will discuss the issue further with the insurance agent.

Fire Warden, Oliver Durand addressed the Board regarding the oil tanks. Oliver Durand spoke with Don Dorr about cleaning out the oil tanks, Don Dorr agreed to clean them out. Margy Becker will call Don Dorr to confirm this.

Fire Chief, Joe Vadakin informed the Board that there will be a table top exercise on September 17<sup>th</sup> at 8a.m. at the Fire House. The Fire Chief invited all Board members to attend. There will be a number of different agencies involved.

Joe Vadakin spoke to the Board regarding his concerns with the roof of the Fire House, he will have contractors look at the roof and get estimates for future reference.

#### **11. Approval of Minutes**

**Karen Mellinger made the motion to approve minutes for June 6, 2011. Craig Bruder seconded. Motion carried 4-0.**

**Karen Mellinger made the motion to approve minutes for July 18, 2011. Craig Bruder seconded. Motion carried 4-0.**

August 8<sup>th</sup> minutes were tabled.

**13. Approval of Warrants**

PAYROLL WARRANT PR#5 IN THE AMOUNT OF \$6,654.54.

**Karen Mellinger made the motion to approve payroll warrant PR#5 in the amount of \$6,654.54. Bill Pennebaker seconded. Motion carried unanimously.**

CHECK WARRANT #W5 IN THE AMOUNT OF \$35,258.82.

**Craig Bruder made the motion to approve check warrant #W5 in the amount of \$35,258.82. Karen Mellinger seconded. Motion carried unanimously.**

RETIREMENT WARRANT #W5R IN THE AMOUNT OF \$126.32.

**Craig Bruder made the motion to approve retirement warrant #W5R in the amount of \$126.32. Bill Pennebaker seconded. Motion carried unanimously.**

**14. Karen Mellinger made the motion to enter executive session at 7:40p.m. Bill Pennebaker seconded. Motion carried 4-0.**

**17. Adjournment**

The Board exited Executive Session at 8:45p.m. No formal action taken.

Submitted by  
Carol MacLean