

**Minutes of Selectboard Meeting
December 6, 2017**

Present at Meeting:

Bert Potter, Selectman; Aaron Korzun, Selectman; Steven Nicholson; Selectman, Linda McGuire, Treasurer; Mark Goodwin, Clerk

Jamie Carrara, Road Commissioner
Annette Parish, Trustee of the Shrewsbury Community Meeting House

Call to Order:

The meeting was called to order at 7:03 PM by Selectman Potter

Approval of Agenda:

Aaron moved and Steven seconded to approve the agenda. Modifications: Transfer of Reserve Funds, Animal Control Officer report, Work in ROW Permit. Approved with modifications

Transfer of Reserve Funds from General Funds:

Linda informed the Selectboard that she is transferring the allocated portion of recording fees into the Records Restoration Fund and allocated portion of the VT Department of Taxes Property Transfer Tax designated funds into the Town-wide Reappraisal Fund.

Schedule for 2018 Budget Construction:

The Selectboard will be contacting Town Officials and Chairs of the various Boards and Commissions in respect to their respective budget requests and deadlines for submission. Schedule for budget construction was tabled until next meeting. It is not anticipated at this time that the budget construction will require extensive meetings outside the regular Selectboard schedule.

Community Meeting House Appointment:

Aaron moved and Bert seconded to appointment Mark Youngstrom a Trustee of the Shrewsbury Community Meeting House, retroactively. Approved

Excess Weight Permit:

Bert moved and Aaron seconded to approve an Excess Weight Permit for Veilleux & Sons Trucking. Discussion: Submission of the supporting documentation was in order. Approved.

Work in the Right of Way Permit:

Jamie received and made his comments on a request by the consulting forester of the Vasile property for a logging curb cut off of Eastham Rd.
Bert moved and Aaron seconded to approve the Work in the ROW Permit conditioned to follow the instructions of the Road Commissioner in respect to the swell and restoration of drainage design when complete. Approved

Rail Road Crossing at Shunpike Rd.

Each Selectboard member commented to the Road Commissioner regarding the “hump” at the Railroad crossing at Town Hill and Shunpike Roads. Jamie, confirmed that the VT Agency of Transportation does not need to inform the Town about work that it is doing in their Right of Way and they can make any “improvement” that they deem suitable to make. However, the way the contractor left this particular crossing gives the Road Commissioner and the Selectboard concern

about the safety of the road and the public travelling upon it, particularly for plowing and speeding traffic. Steven will be contacting Paul Libby; Aviation and Rail Program Manager at AOT to indicate the Towns' concern and request remediation.

Trustees of the Shrewsbury Community Meeting House:

Annette Parish informed the Selectboard that the Trustees had held a meeting on November 30th. A number of issues were addressed by the Trustees in respect to building maintenance, building improvements and enhancements as well as addressing the issue of usage fees, among other issues discussed. Annette had provided to the Town Clerk minutes of the meeting. (Posted under the "Community" on the Town web site). Annette indicated that the Trustees are establishing the functional policies and procedures in respect to their working under the By-Laws and are sensitive to the concerns of the wider community in regard to the Meeting House as a shared asset for the community.

Highway Department Organization:

Jamie presented a concern in regards to the continued administrative burden that is being mandated by the Agency of Transportation in respect to "grants" utilized to reimburse Towns for infrastructure repair and maintenance as well as mandated reports and educational / informational dissemination seminars. Jamie indicated that he has been requesting assistance from the Town Clerk for most of these administrative tasks. In addition, the Town Clerk also indicated to the Selectboard that he is experiencing the same burden from a variety of different agencies such as the E-911 Board, Census, Agency of Natural Resources to name some examples. Both the Road Commissioner and Town Clerk indicated that these requested reports and requests from the various agencies for data and attendance at information seminars and presentations regarding new initiatives are not in and of themselves burdensome, but taken as an accumulated effect they are additional tasks that detract from the principal duties that each is responsible for or these presentations become missed opportunities that might benefit the Town that are passed over because of lack of time to attend to them.

In conclusion, both the Road Commissioner and Town Clerk requested from the Selectboard an affirmative indication that the Selectboard will support a collaboration for drawing up a draft position description for a part-time Administrative Assistant for the purpose of supporting the Town in fulfilling some of the administrative tasks in order to position the Town in the best possible manner to interact with the various different agencies. The Selectboard supported in principal the initiative and will await the proposal that the Road Commissioner and Clerk will present at a later time.

Open to the Public:

No member of the Public present.

New Business:

Bert reported that he contacted the State Police in regards to a report of loose pigs on the Cold River road that were considered a safety hazard for unsuspecting drivers. Although no pigs were apprehended, apparently no serious incidents resulted. Bert did not know if the pigs had been returned to their owner.

Minutes:

Bert moved and Aaron seconded to approve the Minutes of November 15, 2017. Approved

Orders

Bert moved and Steven seconded to approve:

Road Commissioner Orders # 12 of December 6, 2017 for \$23,730.79 and Selectboard Orders # 12 of December 6, 2017 for \$2,266.16. Approved (Note: the Road Commissioner Orders included equipment purchase and stone)

Transfer Station Punch Card Drawing:

Jeff Hebert was drawn for the \$10 Punch Card.

Meeting was duly adjourned at 8:25 PM

Respectfully submitted,
Mark Goodwin, Town Clerk

These minutes are unofficial until approved by the Selectboard at the next regularly scheduled meeting.