

SELECTBOARD MEETING

March 26, 2012

PRESENT: Richard Clark (Chair), Anne Rider, Katie Buckley (Town Administrator)

I. CALL TO ORDER 6:30 PM

II. RECOGNITION OF PUBLIC

- Nick Franklin, Tim Franklin, Penny Marine, Herb Meyer, Eric Slade

III. APPROVAL OF MINUTES –

- Anne moved to accept the minutes from the March 12, 2012 Selectboard Meeting. All were in favor. Motion carried. Minutes from the March 16, 2012 Emergency Selectboard Meeting were tabled until April 9, 2012.

IV. NEW BUSINESS

- Un-maintained Class 4 Roads – Proposed State Legislation for Maintenance Agreements – Eric Slade had provided the board with a copy of a Maintenance Agreement which had been proposed by another property owner in his neighborhood for the unmaintained (Class 4) portion of Butternut Hill Rd. He said that banks are requiring these agreements for buyers purchasing properties where road maintenance is borne by the property owners. (They are standard on private drives but not so for Class 4 highways). He had heard that there was legislation which would be passed regarding it. Katie explained to Mr. Slade that she had researched this topic and could find nothing to support this as a legislative issue. A discussion ensued about the Maintenance Agreement and how various neighbors felt about signing it. Dick told Mr. Slade that if residents want to bring Butternut Hill Rd. up to a Class 3 road, they would have to follow the road standards laid out in the Highway Ordinance (all present were provided with a printed copy of the Ordinance) and work with the Town to do so. It was agreed that a site visit should be performed by members of the Selectboard and the Highway Commissioner to discuss next steps.
- Emergency Management – Herb Meyer – Herb reviewed ICS/EOC Action Planning - Readiness Assessment Checklist. Anne moved to have the Board Chair collaborate with the EMD to ensure that the Town is in compliance with the items on the checklist. All were in favor. Motion carried. Herb also distributed a “Volunteer Emergency Response Survey – TO Assess Training Needs” from the LEPC 6 for review. He thinks most people involved with Emergency Management are up to date on their ICS training. Herb will start with the fire department; he is fairly certain the Town Office and Highway department employees are current for the most part. Dick believes that there should be a drill that is a State-wide exercise that is not VY related to give people a realistic feel for what might take place.
- Selectboard Meeting April 23, 2012 – scheduling conflict – Anne moved to change the regular meeting scheduled for April 23, 2012 to May 2, 2012 at 6:30 p.m. All were in favor. Motion carried. Katie will warn the change in the meeting schedule. Anne moved to allow the Board Chair to sign regularly scheduled warrants for April

23rd on that day with the remaining board members to approve it on May 2nd. All were in favor. Motion carried.

- Wellness Leader Program – Payment- Penny explained that she and Joe had participated in the Wellness leader Program through VLCT Health Trust. Penny followed through on the program – using a pedometer and contributing survey information. A payment was made to the Town of Guilford for \$203.00 for Penny’s contribution to the Program. She asked the Board what should be done with the money. Anne moved that the amount be split: \$103.00 paid to Penny Marine and the remaining \$100.00 be put in an office fund. All were in favor. Motion carried.
- Change of Signer – Dodge & Cox – Anne moved to change the signer on the Dodge and Cox fund from Barbara Oles to Penny Marine. All were in favor. Motion carried.
- Dog Chasing Sheep – Bonnyvale Rd. - Dick told the group about a report of a dog chasing sheep on Bonnyvale Road.
- Waterline Construction Bid – Accept Lowest, Responsive, Responsible Bidder – Haluch Water Contracting, Inc. – Anne moved to accept the bid of Haluch Water Contracting, Inc., per the recommendation of Brud Sanderson, PE, Stevens & Associates. All were in favor. Motion carried.
- Waterline Bond – Anne moved to have the term of the bond for the Waterline extensions be 10 years. All were in favor. Motion carried.

V. DISCUSSION

- Anne asked Penny for an update regarding the land record situation; she had heard that the lack of complete land records was a problem for those doing title searches. Penny said that she is continuing to obtain records from various sources – it is a slow, imperfect process but she has a good handle on it.
- Payroll Warrants – Preliminary Approval – Katie explained to the Board that payroll warrants get paid without their authorization because of the timing of the Selectboard meetings. She told them that she and Penny have a new procedure to strengthen financial control; Katie will review and sign the payroll warrants after Penny completes them. The Selectboard will continue to sign them in their meetings as they always have – they will just be reviewed first before payment is remitted.

VI. OLD BUSINESS

- Anne moved to enter executive session to discuss a personnel matter at 7:15 p.m.; she asked Katie and Penny to join. All were in favor. Motion carried.
- The Selectboard exited executive session at 7:26 p.m.
- Assist. Town Clerk/Bookkeeper – Fill Vacancy – Anne moved that the Selectboard extend an offer to Peter Hetzel for the position of Bookkeeper. All were in favor. Motion carried.
- Community Visit Program – VCRD - Follow-up & Letter – Anne moved to approve the letter to Paul Costello requesting that Guilford be considered for inclusion in VCRD’s 2012 Community Visit Program. All were in favor. Motion carried.

VII. HIGHWAY

- Excess Weight Permit – Derrig Excavating, Camp Precast Concrete Products, Barrett Trucking, Co., Cardinal Logistics Management Corp. – Anne moved that the Board Chair sign the aforementioned Excess Weight Permits. All were in favor. Motion carried.

VIII. FINANCE

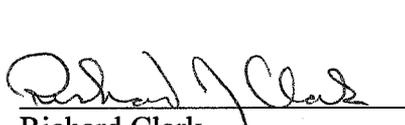
- Warrants:

○ PR	03/18/2012	\$ 5,322.16
○ PR	03/25/2012	\$ 8,922.89
<u>Warrant #18</u>		<u>\$ 29,726.88</u>
TOTAL EXPENSES		\$ 43,971.93

Anne moved to pay Payroll warrants from 3/18/2012 and 3/25/2012 as well as Warrant #18. All were in favor. Motion carried.

IX. COMMUNICATIONS

- WSWMD – Letter of Resignation – Cindy Sterling Clark
- Town of Bernardston – Invitation to join 250th Parade
- Application - WW-2-4147, Parcel ID#634.1 – Serkin – Construction of a new detached apartment which ties into an existing water and wastewater system located on 274 Serkin Road.
- WW-2-3037-1 – Martyn - Parcel ID #326 – Martyn – Resubdivide and reconfigure two previously permitted lots into two lots with existing SFR’s and create a third lot under deferral language on Partridge Road in Guilford.


Richard Clark


Anne Rider