

## SELECTBOARD MEETING AGENDA

April 9, 2012

### **I. CALL TO ORDER 6:30 PM**

### **II. RECOGNITION OF PUBLIC**

- John Bennett, John Kristensen, Bill Murray

### **III. APPROVAL OF MINUTES**

- March 26, 2012 – Anne moved to accept the minutes from the March 26, 2012 meeting as written. All were in favor. Motion carried.
- Emergency Meeting March 16, 2012 – Troy moved to accept the minutes from the March 13, 2012 meeting as written. All were in favor. Motion carried.

### **IV. NEW BUSINESS**

- WRC – John Kristensen – Letter of Resignation as Commissioner for the Windham Regional Commission. Anne read John's letter aloud to those present. Anne and Dick thanked him for his years of excellent service. John suggested that an individual who has served as a Selectboard member would be most beneficial; Fred Humphrey has expressed interest. The board will wait to see if more candidates might surface to make their final determination. A Commissioner is required to serve on two committees. Committee meetings run 2-3 hours with 2-3 meetings per month rotating around the county; meetings can be at night (usually starting around 7:00 p.m.) and some during the day. Anyone interested in serving in this role may contact the Town Office for more information or visit the following:  
<http://windhamregional.org/committees/full-commission>
- WRC – John Bennett – Municipal Consultation, Local Planning Needs & Town Plan Implementation – John thanked the board for allowing him to be present. He provided a customized agenda for Guilford to guide the discussion (included with minutes). There was a brief exchange about how the WRC might assist the Town in advancing the digital tax-mapping project. Bill Murray suggested that if the Town moves ahead with it that it is put online. Anne asked why it is taking so long to get this project done and suggested that Katie invite the Listers to attend the next Selectboard meeting. Anne inquired about the need for traffic studies to be performed in order to change some of the speed limits in town. John said he would defer to Matt Mann, Transportation Planner, to see if this is necessary; he will contact Katie to follow up. The following topics were touched upon: Sweet Pond Dam project and progress, E-911 mapping updates, upcoming need for highway sign inventory and upgrades, Green River Covered Bridge Restoration Project, Hale Road Bridge replacement, 2011 Codes and Standards for Roads. John asked where WRC has been most helpful to Guilford over the last 2-5 years. Katie cited the resources they provided during the Irene recovery, their assistance in funding and coordination of the bridge and culvert inventory, guidance and support in crafting zoning bylaws and presenting them to the voters. John asked what else they might do to assist. Katie mentioned that community development was one arena the town might like additional help with. John briefly summarized some of the many ways that WRC might assist the Town. Dick asked John to look into debris removal in some of the areas of Green River; he did not seem confident that anything would be done to remedy this. John addressed the Town Plan and suggested that some of the

language be tidied up to be more mandatory rather than encouraging. The benefit in doing this is that it becomes a clearer guidance tool for the Act 250 process. He also explained that the statute had changed requiring that our next revision of the Town Plan (2015) must contain an economic development element that describes the present economic conditions and the location, type and scale of desired economic development and identifies policies, projects and programs necessary to foster economic growth. John offered WRC's assistance in improving the Town's Capital Program and assisting in training/educating new Planning Commissioners. WRC could also facilitate updating the Town's flood hazard regulations for the Town and exploring Village Center designation for other areas of Guilford.

- Repair of "Town of Guilford" sign – Troy said that if the sign were brought to the school and the posts were provided, he would coordinate the repair and reinstallation of it; the fifth grade teacher (Mr. M.) at the Guilford Central School said his class would do it. Dick will bring the sign and 4x4 pressure treated posts to the school.
- Waterline Construction Bid – Haluch Water Contracting, Inc. – Notice of Award, Agreement, Change Order (for start date) – Troy moved to authorize the Selectboard Chair to sign the Notice of Award, the Agreement . Anne seconded. Motion carried. Anne moved to authorize Stevens & Associates to issue a Change Order to change the start date for the construction of the waterline. Troy seconded. Motion carried. Construction is estimated to start in early summer (June?) and be complete within 2-3 months.
- Grange Mailing Address – Request to use Town Office – Anne moved to allow the Broad Brook Grange to use the Town Office as their mailing address since they do not have a mailbox. Troy seconded. Motion carried.

**V. OLD BUSINESS**

- Town Office Computers – Authorization to purchase a new computer for one of the Town Office workstations had been approved during a prior Selectboard meeting. Katie asked the board for their approval to move the desktop computer from the Selectboard office, which was purchased in the end of FY11, to the front office and purchase a new laptop for the SB office instead. She had talked it over with Penny and she was fine with this idea. There was a discussion about wiping the memories of all old hard drives before disposal of electronic equipment. Anne moved to relocate the desktop computer in the Selectboard office to the front office and purchase a new laptop for the Selectboard office. Troy seconded. Motion carried.

**VI. FINANCE**

- Warrants:

○ PR	04/01/2012	\$ 5,445.36
○ PR	04/08/2012	\$ 4,690.53
<b>TOTAL PAYROLL</b>		<b>\$ 10,135.89</b>
Warrant #19A		\$ 2,141.53
Warrant #19		\$ 29,602.25
<b>TOTAL EXPENSES</b>		<b>\$ 41,879.67</b>

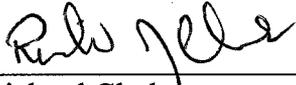
Troy moved to pay Payroll Warrants from 04/01/2012 and 04/08/2012 and Warrants #19 and #19A. Anne seconded. Motion carried.

**VII. COMMUNICATIONS**

- Rescue, Inc. – Mark Considine – 2012 Quarterly Newsletter
- Living History Association - Deerfield Valley Blueberry Festival Parade – August 4, 2012, 11:00 a.m.

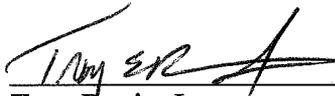
Troy moved to adjourn the meeting at 8:24 p.m. Anne seconded. Motion carried.

The next Selectboard meeting will be held Wednesday, May 2, 2012 at 6:30 p.m. in the Guilford Town Office.



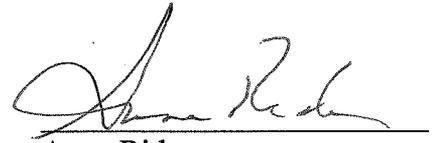
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Richard Clark



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Troy Revis, Jr.



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Anne Rider



**Municipal Consultation Agenda**  
**discussion with Guilford Selectboard**  
4/9/12

**I. How Can WRC Help the Town?**

**a. Overview of WRC programs and projects**

- Overview of WRC programs and projects that may be of assistance
  - What is your WRC handout
  - GIS program, potential areas of assistance
    - Parcel mapping technical assistance
    - E911 mapping update assistance
    - Culvert inventory update
    - Sign inventory
  - Transportation program, existing or potential areas of assistance
    - Green River covered bridge rehabilitation
    - Hale Road bridge replacement — FY-2014
    - reasons for/benefits of adopting 2011 road codes and standards
  - Hazard mitigation planning
  - Community development and brownfields
  - Municipal planning
- Where has the WRC been the most valuable?
- Where could WRC be of more assistance?

**b. WRC representation and communication**

- Discuss participation of town's representatives with the WRC and with the town
  - Excellent participation of representatives on WRC and PPLC
  - How is town end of the information feedback loop?
- Do you hear enough from us directly?
- What could we do to improve our communications and assistance?

**c. Discussion of other local and regional issues and priorities**

- Are there other issues that we can help with, or that others might help with?
  - Sweet Pond
  - Green River

## **II. Local Planning Needs**

### **a. Discussion of town plan assessment and associated recommendations**

- Evaluation using state guidance for standards of review to apply to all town plans
  - Plan approved by WRC 9/22/10
- Recognizing where the town's plan is in the update cycle
  - Plan adopted 6/28/10, therefore expires 6/28/15

### **b. Review of new Town Plan economic development element**

- Summary of the new requirement (see excerpt of statute below)
  - 24 V.S.A. § 4382. The plan for a municipality, Subdivision (11) effective July 1, 2012. (11). An economic development element that describes present economic conditions and the location, type, and scale of desired economic development, and identifies policies, projects, and programs necessary to foster economic growth.
- Review whether the current plan already meets the requirement
  - It seems to, albeit in fairly limited fashion
  - WRC could provide staff technical assistance in next Plan update

### **c. Discussion of training needs of the town**

- Are there topics about which you would like more information and training?
  - WRC could provide education/training for new Planning Commissioners
- What kind of training would be most helpful?
- What format works best for your community?

## **III. Town Plan Implementation**

### **a. Discuss the town's local permitting**

- Are the bylaws up to date? Do they implement the plan?
  - If flood hazard regulations date to 1989, WRC could facilitate update
- Are there issues regarding the local permitting process that need attention?

### **b. Discuss the town's non-regulatory implementation priorities.**

- Discuss the town's priorities related to implementing the town plan
  - WRC could provide Selectboard Capital Budget and Program information
- Discuss designated downtowns, villages, growth centers and new neighborhoods,
  - Algiers is a Designated Village
  - Does Guilford think there are others which might be appropriate?