

SELECTBOARD MEETING
April 14, 2014

BOARD MEMBERS PRESENT: Dick Clark (Chair), Troy Revis, Jr., Anne Rider

TOWN OFFICIALS/STAFF PRESENT: Katie Buckley (Town Administrator), Cheryl Franklin (WSWMD Supervisor), Penny Marine (Town Clerk/Treasurer),

I. CALL TO ORDER 6:30 PM

II. RECOGNITION OF PUBLIC

- Reed Cutting, Mike Faher (Reformer), Tim Franklin, Ian Kiehle (BCTV), Alice Revis, Craig Goodenough,

III. APPROVAL OF MINUTES

- Troy moved to approve the minutes from the 3/24/2014 Selectboard meeting as written. Anne seconded. All were in favor. Motion carried.

IV. NEW BUSINESS

- Remote Access of Town Server & “Log Me In” Subscription Request – Penny Marine, Town Clerk and (email) request from Listers – Penny provided the board with background about the Town’s server and security issues regarding it. The Listers have requested authorization for a subscription to “Log Me In,” an online application that would allow them to access the server from remote locations (home). The question was raised – under whose authority does the server lie – the Town Clerk/Treasurer or the Selectboard? Penny felt that since she is the custodian of the Town’s records and since the server acts as an “electronic vault” that she should oversee its operation and maintenance. A short discussion ensued. The matter was tabled until more information is learned. Katie will notify the Listers to let them know they should hold off on the subscription. She will also email VLCT to see if this issue has come in other towns and what advice can be given to help make a decision.
- Drug & Alcohol Policy Draft – Penny Marine, Town Clerk – Penny attended a Drug & Alcohol workshop through VLCT; Penny is the DER (Designated Employer Representative). This testing is federally mandated. Additionally, the DER is required to run a series of reports annually for each of our Highway Department employees. She presented a draft “Drug & Alcohol Policy” for the board’s review and input for future adoption (as outlined in federal law CFR 49). No action taken at this time.
- WSWMD Update – Cheryl Franklin – 24/7 Bins – Cheryl provided the board with some of the local updates surrounding Act 148. Many of the local small haulers were present. A lengthy discussion on this topic ensued.
- Recycle Bins – Non-renewal of Lease – The Town received a letter from Gary Swindler, President, Friends of Algiers Village regarding the current lease of the recycle bin area which will expire 6/30/2014 (attached). Cheryl Franklin informed that WSWMD has not made a decision on the fate of the 24/7 local bin program; they may discontinue it altogether as of 7/1/2015. The Town needs to know this to determine if siting a new location is worth the effort. The topic was tabled until more information is learned.
- Dog Ordinance and VT Animal Control Association, Inc. – Dick recently attended a workshop during which he learned that the Town’s Dog Ordinance needs a heavy revision. He indicated

that he and Walter Thorn (Dog Officer) would work on it together. Katie suggested that Marianne Lawrence (alternate Dog Officer) be included in the revision process as well. Dick relayed that Walter would like the Town to authorize his membership to the VT Animal Control Association, Inc. Anne asked how much the membership costs; Dick didn't know. The matter was tabled until the cost of membership is known.

- Planning Commission – Open Seat – 2 Candidates: John Heikkila, Andy Loughney – Dick said that the Planning Commission should review the two candidates and whomever they recommend the Selectboard will appoint. The matter was tabled until the Planning Commission makes its recommendation to the board.
- Second Class Liquor License and Tobacco Application – Broad Brook Foods, LLC. – Troy moved to approve the License as presented. Anne seconded. All were in favor. Motion carried.
- Contract for Annual Grounds Care – Tyler Higley, X-pert Lawn Care submitted a one-year and a three-year bid to the Town for services. Katie asked if she should seek two other bids (to have three) from which to make a decision. There was general agreement that since he already has the job and the Town is satisfied with his work that bidding was not necessary. Anne moved to enter a three-year contract with X-Pert for services. Troy seconded. Motion carried.

V. OLD BUSINESS

- None

VI. DISCUSSION/UPDATES

- Continuity of Government – Dick suggested that the Town should consider increasing the number of signers on Town accounts (for signing checks) in times of emergencies. Katie cautioned against this idea; having more signers means there are more people with access to the Town's cash funds.
- Hydrant raising in Hannigan field – Troy inquired where we stand with this project. Dick indicated that he told MT3 to just go ahead and do it and send the bill to the Town. Katie expressed concern because all work on the waterline had followed a bid process because of the involvement of Federal and State funds. Additionally, the Town has a signed agreement with Brattleboro for "operational control" of the system; perhaps they would do this work as their DPW is well used to working on water systems; the Town could contract just the site work portion of it once that was determined. It is unknown where this stands at this point.
- EOC Funding & Future Planning – Herb Meyer and Candace Stoumen (Co-EMD's) submitted a letter to the Selectboard indicating that funding to support the Town's Emergency Management Department (staff and expenses) would end as of June 30, 2015. They respectfully asked the board to consider including some level of funding in the Town's annual budget to make up for this loss of revenue from the RERP Program. No action taken at this time.
- AFD #1 Merger – Garrett Baxter, Staff Attorney, VLCT, responded to Katie's email with a phone call. We are positioned well to move ahead with the planned merger. Garrett will work up a timeline for us to follow and determine a date when he can come down to gather all parties for a guided discussion.

VII. HIGHWAY

- General Update – MUD....nothing else to say!
- Uniform Municipal Excess Weight Permit – Travis Bristol, Derrig Excavating, Inc., Emery Trucking – Troy moved to approve the permits as presented with the usual restrictions. Anne seconded. All were in favor. Motion carried.

VIII. FINANCE

- Remaining Balances in Budgeted Accounts & Line Item Transfer Requests – Katie Buckley – Katie explained to the board that there are significant balances of unspent funds in the budgets of the: Conservation Commission, Planning Commission, Cemetery Commission and Constable. She would like to email the Chairperson of each to remind them to spend their monies or they will lose it after June 30th. Also, there is unspent money in the “Building Improvement” and “Office Repair/Maintenance” line items. She would like to explore using these funds to make improvements to the Guilford Free Library and/or the Old Town Hall (both Town owned properties) and asked for the board’s support in this. She will gather more information, including costs for proposed work.
- Warrants:

○ PR 03/30/2014	\$ 11,403.47
○ PR 04/06/2014	\$ 5,318.53
○ PR 04/13/2014	\$ 5,544.36
○ TOTAL PAYROLL	\$ 22,266.36
○ Warrant #18	\$ 38,697.51
○ <u>Warrant #18DP</u>	\$ 38.50
○ TOTAL ALL.....	\$ 61,002.37
- Troy moved to approve the Payroll and Expense warrants as stated above. Anne seconded. All were in favor. Motion carried.

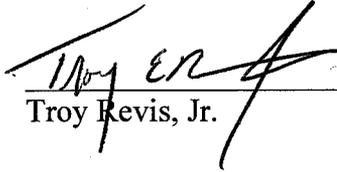
IX. COMMUNICATIONS

- 2014 Windham Regional Plan DRAFT revision & timeline for public input – Chris Campany, Executive Director
- WW-2-4465-1 Application – Parcel 343.1.2 RV Dump Station Upgrade – Construct new RV Dump Station and upgrade existing RV wastewater disposal field to a new mound system disposal system located on 517 Old Guilford Rd., Guilford, VT
- WW-2-4603 – Permit Issued – Cutting – Project consisting of a 2 lot subdivision with Lot #1 (+/- 7.6 acres) developed with an existing SFR, onsite water supply and wastewater disposal system and Lot #2 (+/- 3.4 acres) to be developed with a SFR, onsite water and Presby Enviro-Spetic mound wastewater disposal system located on Sweet Pond and Stage Roads in Guilford, VT.
- Darby Thorndike Kolter & Nordle, LLP - Act 250 Application (full) #2W1318 - Submitted – C.A. Denison Lumber Co., Inc./Ashfield Stone – Halifax Quarry
- Letter, 4/11/2014 – April Hensel, District #2 Coordinator, Natural Resources Board – Act 250 Application #2W1318 C.A. Denison Lumber Co., Inc./Ashfield Stone – Halifax Quarry – additional information required to complete application
- Windham County Sheriff’s Department – S.T.A.R.S. Report – March, 2014
- Letter, 4/4/2014 - Comcast Cares – 13th Annual service day, Sat., 4/26 – Guilford Central School interior painting
- VLCT – “Successfully Navigating the Property Tax Assessment Appeal Process” – Tue., 5/6 and Thu., 5/8
- Windham Child Care Association – Spring 2014 Newsletter
- VLCT News, April 2014
- Letter, 4/9/2014 – Stephen Morabito, Vermont Tobacco Evaluation & Review Board – voluntary survey re: VT’s comprehensive tobacco control program

Anne moved to adjourn at 8:02 PM. Troy seconded. All were in favor. Motion carried.

The next Selectboard Meeting will be held Monday, April 28th at 6:30 p.m. in the Guilford Town Office.


Richard Clark, Chair


Troy Revis, Jr.

Anne Rider