

SELECTBOARD MEETING

April 22, 2013

PRESENT: Katie Buckley (Town Administrator), Dick Clark (Chair), Troy Revis, Jr., Anne Rider

I. CALL TO ORDER 6:30 PM

II. RECOGNITION OF PUBLIC

- Mike Faher (Reformer), Ian Kiehle (BCTV)

III. APPROVAL OF MINUTES

- Anne moved to approve the minutes from the Selectboard meeting held on 4/8/2013 as written. Troy seconded. Motion carried.

IV. NEW BUSINESS

- 2013 Emergency Operations Plan – Anne move to approve the 2013 Emergency Operations Plan and authorize the Board Chair to sign it; she included a special thanks to Herb and Candace for revising it. Troy seconded. Motion carried.
- Town Website – The Guilford Middle School currently hosts the Town’s website. With the closing of the Middle School at the end of the school year, this will no longer continue to offer this service. Peter Hetzel, Penny Marine and Katie Buckley have been working together to determine the best direction to take for the Town of Guilford’s website. There was a discussion about various types of web design companies and costs. There was additional discussion about what the site might look like and the type of information it will have on it. There was agreement that it should support community related information by posting links to sites but not host/maintain it. Anne really wants to be sure that if someone (not from Guilford) does a Google search of our town that they will find information on our site that will help them understand what Guilford is like as a community and what is going on here; it will give perspective on our unique identity. Katie explained that it might be best to keep the site very factual providing information about ordinances, boards/committees/commissions’ meeting minutes, etc. Anne moved to enter into an agreement not to exceed \$2,000.00 with www.govoffice.com for the creation of the new town government website for the Town of Guilford. Troy seconded. Motion carried.
- Cemetery Trust Fund – moving forward – There was an invoice from Guilford Center Cemetery for \$200.00 for care of the King Lot and Town graves. In researching this invoice Katie had asked Penny to explain some of the history of why the Town pays for this since this cemetery is a private one. When Jerry James (former Trustee of Cemetery Funds) passed away, much of the knowledge about the cemetery funds went with him. There is a “black book” (from 1955) in the vault that documents many of the bequests that created the early cemetery funds. Katie took this book and made a spreadsheet of all the bequests and for which cemeteries they were made. She worked with Peter using this information and old Town Reports to determine how much money each cemetery is “apportioned.” Of the Cemetery Trust Fund 40% is for Guilford Center Cemetery, 40% is for Maplehurst and 20% is for Wilken; Maplehurst and Wilken are Town owned cemeteries, Guilford Center Cemetery is not. There has been an ongoing discussion between and Penny (Town Treasurer and also a Trustee of Public Funds) and the Treasurer of the Guilford Center Cemetery about how much money is owed to them on a regular basis. On Penny’s behalf, Katie asked the Selectboard if there is clear documentation to show how much of the Cemetery Funds are strictly for the Guilford Center Cemetery, would they support the transfer of this money directly to the Trustees of Guilford Center Cemetery for them to manage themselves? The Town spends a great deal of time doing the books for Guilford Center Cemetery’s investments held by the Town; they will have more freedom to invest these funds to gain more yield than the Town does. There was a discussion about the types of funds that we hold for this private organization. Dick preferred not to move this item tonight.

Katie wasn't looking for a motion but more sharing information about a decision the Trustees of Public Funds might make that will have an effect on the Town.

V. OLD BUSINESS

- WSWMD – Appointment of Supervisor - Anne moved to appoint Cheryl Franklin to represent the Town of Guilford on Windham Solid Waste Management District's Board of Supervisors. Troy seconded. Motion carried.
- EPA STAG Grant – Extension Granted – The EPA grant for the waterline was due to expire on April 15th. Katie had submitted a letter requesting an extension to December 31, 2013; it was approved by the EPA. There was discussion about what the grant will pay for. Katie is trying to submit any/all expenses that have to do with the entire waterline under the grant first so that the bond will be less. She went onto explain how cash flow has worked during the process. There was some discussion about the connections for the fire department and the Guilford Community Church; it was understood that the funding (bond) including the cost to get the connections to the walls of the buildings. There was agreement that the bond was to bring the waterline to each of the buildings but not bring it inside of them. There was a quick exchange about the pressure release valve (PRV) and when it is expected to be in.
- Policies/Ordinances Update – Katie has three (3) policies ready for adoption at the next meeting. She has gathered background for the Flood Hazard Area Bylaw revision and Peter will work with her on re-writing it. Dick said if someone will drive around with him, he will GPS all the places where there will be changes in the Highway Ordinance. We are still waiting on the Sign Inventory from WRC to further work on this ordinance.

VI. HIGHWAY

- General Discussion – Property owners landscape elements placed in public right-of-way – Dick explained that over the years there has been some confusion on what are the rights of property owners when they place landscape elements, personal property, fences, etc. in the Town's right-of-way. Basically, the Town is not responsible for any damage to them from Town equipment and the Town may ask the property owner to have the items removed. This will be well explained in the next revision of the Highway Ordinance. Troy feels that all members of the Highway Department should have a copy of the Ordinance on them at all times.
- Anne asked about follow up on the damage to the Weatherhead Hollow Bridge – what is the time line for fixing it? Dick will follow up with Dan.
- Anne asked Katie if she had heard anything about the US Route 5 bridge in the Village of Algiers. There was a team from the State doing State survey work on it. Dick had heard that the project is being "fast-tracked." Katie said she emailed John Alexander (VTrans District 2 Office) to see if he could share facts on this; he hasn't responded yet. There was discussion about the need for a sidewalk to be incorporated into the design for the bridge – there was the general understanding that this must be contemplated in all state and federal road and bridge projects as a part of the "Complete Streets" legislation.
- Uniform Municipal Excess Weight Permits – None

VII. FINANCE

- Warrants:

○ PR 04/14/2013	\$ 4,344.71
○ <u>PR 04/24/2013</u>	<u>\$ 4,976.45</u>
○ TOTAL PAYROLL	\$ 9,321.16
○ <u>Warrant 19</u>	<u>\$ 63,155.01 **</u>
○ TOTAL	\$ 72,476.17

** \$28,014.43 Transferred from the Capital Fund to the General Fund for the F550 One-Ton final lease payment; we now have no debt on equipment/vehicles for the Town – we own it all!! \$200 was transferred from the Cemetery Trust Fund to the General Fund for care of the King Lot and Town graves.

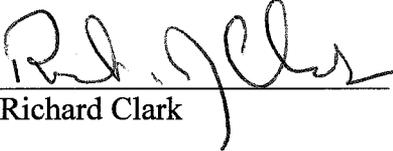
Troy moved to pay payroll warrants for 4/14/2013 and 4/24/2013 and expense warrant #19. Anne seconded. Motion carried.

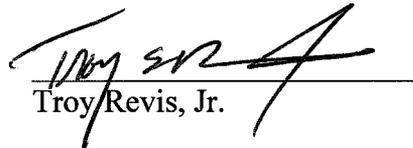
VIII. COMMUNICATIONS

- Windham County Sheriff's Department – March 2013 STARS

Anne moved to adjourn at 7:14 p.m. Troy seconded. Motion carried.

The next Selectboard Meeting will be held Monday, May 13, 2013 at 6:30 p.m. in the Guilford Town Office.


Richard Clark


Troy Revis, Jr.

Anne Rider