

SELECTBOARD MEETING

May 13, 2013

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

I. CALL TO ORDER 6:30 PM

II. RECOGNITION OF PUBLIC

- Mike Faher (Reformer), Ian Kiehle (BCTV)
- Conservation Commissioners: Linda Hecker, Susan James, Linda Lembke, Karen Murphy, Marli Rabinowitz,

III. APPROVAL OF MINUTES

- Troy moved to accept the minutes from the April 22, 2013 Selectboard Meeting as written. All were in favor. Motion carried.

IV. NEW BUSINESS

- Conservation Commission (CC) – FY2014 Goals & Objectives – Linda Hecker provided a brief overview of some of the Commission’s work over the last year:
 - Current Membership List – 2 members were made emeritus – John Kristensen and Jim Young. Two new members are proposed – Mikah Depper and Susan James.
 - Communications – Dick has been regularly attending Conservation Commission meetings and keeping steady communication flowing.
 - Website – The Town is contracting with www.govoffice.com to build a new Town website.
 - Ancient Roads – There is a lot of data that needs to be entered before any ancient roads can be added to the Highway Map as Class 4 roads. Dick indicated that there are 2 roads that should be easy to start with. The Selectboard will find money in the budget to get the data entered into a usable format.
 - Invasive Species and Natural Resources Inventory – There are invasive plants and also invasive pests! The Commission implored the SB to find someone to fill a volunteer position to be the “watch-dog” for First Detector. The Town is looking for interested volunteers to serve in this valuable role.
 - Mobilize a committee to create a base-line inventory for natural resources to see how they will change over time.
 - Booth at the 6th of July event – information and resources available for those interested in eradicating invasive plants. The CC will continue setting up their presentation.
 - Continue to work with Brian Collieran (State person hired to assist in post Irene knotweed work). He will bring another group of volunteers to our area; Linda has worked with 8 property owners to get permission for work to be done on their land regarding this.
 - Karen shared that there would be sites picked for each of the 5 types of invasives. Afternoon workshops/demonstrations focused on proper methods of eradication will be held for landowners to attend. Dates to be announced.
 - Regular walks will continue.
 - Troy moved to appoint Susan James to the Conservation Commission. All were in favor. Motion carried.
- AFD #1 – Commonwealth Dairy (CWD) – Wastewater Collection System Usage, Increase Allocation Requested – Troy moved to approve CWD’s request to increase from 60,000

GPD to 80,000 GPD of wastewater to pass through the Algiers Fire District #1 sewer system. All were in favor. Motion carried.

- Emergency Management - Herb Meyer, EMD
 - Potential Sale of Van – the Emergency van gets very little use. Herb is looking into finding another multi-passenger vehicle that will be more useful for the Town (Guilford Cares, etc.). Troy moved to approve the sale of the Emergency Management van. All were in favor. Motion carried.
 - Future Planning/Collaboration – Small Bus - Katie had suggested the idea that the Town and perhaps the school explore the idea of purchasing a multi-passenger vehicle together that could be used for many purposes by many groups in Town: during emergencies for special needs folks, by Guilford Cares, for field trips (seniors or students), etc. She explained that if this type of vehicle were to be purchased, it makes most sense for it to be used regularly for the expense to be justified. Collaboration might be the best way for making this happen. She will follow up with Herb to learn more.
- Extension Request for Lodging of the Grand List – Listers – The Listers wrote a letter to the Director of the Division of the Property Valuation and Review requesting an extension to lodge the 2013 Grand List; it must be signed by the Selectboard. Troy moved to approve and sign the Listers' letter of request for extension. All were in favor. Motion carried.
- Library Painting – Review of Estimates – Katie presented the estimates for painting the Guilford Free Library as submitted. There were a total of three (3): Dolores Clark, Raymond Blow and Hawke & Brush (Paul Gardener). Hawke & Brush would not be available to do the job until next year. There was a discussion about each of the remaining two bids. Troy moved to select Dolores Clark as the contractor to paint the Library as long as she could provide lead certification. All were in favor. Motion carried.
- Old Town Hall (Historical Society) – Roof Repair – Dick had contacted Travis Slade about an estimate for the repair to the slate roof in the entryway of the Old Town Hall (Historical Society Museum).
- Town Properties – Current Conditions and Needs Assessments – Katie suggested the idea of having all Town owned properties/buildings thoroughly examined in all aspects and create a document for each with current conditions and needs assessments. This would be the base-line from which maintenance schedules and improvement plans could be created. Planned upkeep of our properties will be easier on the backs of taxpayers (it is much less expensive than the costs associated with deferred maintenance) and help to stabilize the municipal tax rate. She asked the Board if they would support her in learning more about having this sort of assessment done. Troy moved to authorize Katie to learn more about obtaining the aforementioned assessments. All were in favor. Motion carried.
- Policy Adoption:
 - Accounting, Auditing and Financial Reporting Policy
 - Fraud Prevention Policy
 - Balanced Budget Policy

Katie had drafted these polices back in 2010; they were presented but tabled at that time. In light of recent financial troubles in many municipalities statewide and based on the recommendation to adopt such policies by the Office of the State Auditor and the Town's professional auditors, they have been reintroduced. Troy moved to adopt the above

polices as written and as already approved by the Town Treasurer, Penny Marine. All were in favor. Motion carried.

- Guilford Fire Department Auxiliary – Boot Drop Request, 9/2/2013. Troy moved to approve the Guilford Fire Department Auxiliary’s request for Boot Drop. All were in favor. Motion carried.
- US Route 5 Bridge 5 over Broad Brook – Local and Regional Input Questionnaire – Katie will work on the responses for the Questionnaire. There is a five (5) week response time.

V. OLD BUSINESS

- 2013 High Risk Rural Roads Program Requirements – Troy moved to authorize Dick to sign the Program requirements. All were in favor. Motion carried.
- Lost Land Record Project – There are still 2+ land record books that have yet to be recovered. Penny Marine, Town Clerk, asked the Selectboard for their support in trying to get this project completed. She requested permission to use some of her Preservation Funds to hire a person to come in on Fridays to accomplish this. She felt that approximately 500 hours would be needed. Troy moved to approve Penny’s request. All were in favor. Motion carried.

VI. DISCUSSION

- Trailer Park – Partridge Road – A resident approached Dick the other day and told him that the trailer park on Partridge Road would make a nice senior housing neighborhood. Dick wanted to put it out there for discussion.

VII. HIGHWAY

- TA-60 Annual Financial Form – Approval – Troy moved to allow the Board Chair to sign form TA-60 (annual financial form for the Highway budget as required by 19 V.S.A., section 306[e]). All were in favor. Motion carried.
- 2013 VTrans Roads and Bridge Standards- Adoption – Troy moved to adopt the “2013 VTrans Roads and Bridges Standards” as amended by the Town. All were in favor. Motion carried.
- Uniform Municipal Excess Weight Permits – Emery Trucking – Troy moved to approve the application for permit as submitted by Emery Trucking, with the usual restrictions. All were in favor. Motion carried.
- Update
 - Meeting with District 2 VTrans Office - Class 2 Roadways Grant Program - About \$160,000 may be expected in in Class 2 money from the District. The funds will be used to pave a total of 2 miles of TH1, including raise manholes. Paving will occur on Guilford Center Road from US Rt 5 to the Blueberry Haus and up School Road. An application will also be submitted for Structures money to rebuild the wing-wall by the Green River Covered Bridge where the sink-hole keeps recurring.
 - Road grading is almost complete. Creamery Road, South Street and Barney Hill are left to do. They’ve been ditched, cleaned and chlorided. They are holding up very well.
 - Tri-State Asphalt will measure for crack filling.
 - Wednesday is the annual equipment show up in Barre that the Highway Department members will be attending.
 - There is money left over from mud season and from Retreatment Dan would like to spend some money on gravel – it is badly needed.

VIII. FINANCE

- FY13 Line Item Transfers
- Warrants:
 - PR 04/28/2013 \$ 4,710.78
 - PR 05/05/2013 \$ 4,285.12
 - PR 05/13/2013 \$ 5,736.87
 - TOTAL PAYROLL \$ 14,732.77

 - Warrant 20 \$ 12,894.12
 - Warrant 20A \$ 102,000.00
 - TOTAL \$ 129,626.89

IX. COMMUNICATIONS

- VLCT - Municipal Dog Control Workshop - 6/13/2013, Capitol Plaza, Montpelier
- VLCT News, May 2013
- WW-2-4417 Permit Issued- Franklin - Lot #1, 0.9 acres with a proposed SFR and a deferred lot, Lot #2, 1.6 acres located on Butternut Hill Road.
- WW-2-4255-R Permit Application - Levin - Amend prior permit for a 4 bedroom, SFR when it was actually a 3-bedroom, residence with in-law apartment. Proposed is a 2 bedroom, SFR with a 1-bedroom in-law apartment located on Green River Road.
- VTrans Operations Traffic Shop - Memo - March 2013 - Marking of centerline on all Class 1 & 2 paved roads
- VTrans & WRC - Vtrans Transportation Forum - 5/15/2013, 7:00-8:00 pm, Union Hall, Newfane
- State DHP & PTV - Village Revitalization with the Main Street Approach - 5/21/2013, 6:30-8:00 pm, Memorial Hall, Wilmington

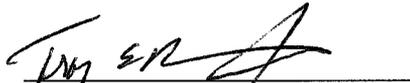
X. EXECUTIVE SESSION -

- Troy moved to enter into executive session at 7:51 p.m. and invited Katie to join.
- Exited executive session at 7:55 p.m. No action taken.

Troy moved to adjourn at 7:56 p.m. All were in favor. Motion carried.

The next Selectboard Meeting will be held Wednesday, May 29, 2013 at 6:30 p.m. in the Guilford Town Office.


 Richard Clark


 Troy Revis, Jr.

NOT PRESENT
 Anne Rider