

SELECTBOARD MEETING

May 14, 2012

PRESENT: Richard Clark (Chair), Troy Revis, Jr., Anne Rider, Katie Buckley (Town Administrator), Dan Zumbruski (Road Commissioner)

I. CALL TO ORDER 6:30 PM

II. RECOGNITION OF PUBLIC

- Ed Clark, Jeff Dunklee (Vernon), Sandra Harris (Vernon), Christiane Howe (Vernon), Ian Kiehle (BCTV), Don McLean, Herb Meyer, Adelaide Minott, Eric Morse, Patty O'Donnell (Vernon), Tomas Wagener, Cor Towbridge (BCTV), David Walker (Vernon)

III. APPROVAL OF MINUTES

- Anne moved to approve the minutes from the May 2, 2012 as written. Troy seconded. Motion carried.
- Anne moved to approve the minutes from the May 14, 2012 VCDP Planning Grant Public Hearing as written. Troy seconded. Motion carried.

IV. NEW BUSINESS

- 250th Committee – Placement of Commemorative Plaque – The 250th Committee has decided on the final design for the plaque which will commemorate Guilford's 250th. Addie explained that most people think it is appropriate to place it on the lawn of the Museum; she asked the board for permission to do this. Anne moved to grant permission to place the monument on the lawn of the Historical Society Museum property (owned by the Town). Anne also took a moment to praise the 250th Committee for their excellent efforts during the successful year long celebration for the town – it was one of the most remarkable events to be orchestrated in Guilford and beyond in a long time. Troy seconded. Motion carried. Eddie Clark suggested a stone - 4' long, 13" wide by 6" thick and the manner in which it should be placed so that it may be seen as people approach the steps. All were in agreement to move forward with this.
- Brattleboro Community Television – Cor Towbridge, Executive Director – Cor introduced herself and provided some background on the services BCTV has provided to Guilford in the past; she also introduced her cameraperson, Ian Kiehle. She told the board BCTV is expanding their coverage to include more Selectboard meetings in Windham County and posting them for on-line viewing. She indicated that they would like to include Guilford's meetings for web viewing. It will not be live. A DVD of the meeting will also be available; all agreed that this would not be necessary. Cor asked that "Executive Sessions" be placed either at the beginning or end of meetings for the convenience of the cameraperson. She asked for notification of meeting changes so that they can accommodate this.
- Town Line Survey – Lowry Road - Thomas Wagener, Vernon Town Representative – Tom provided background about survey work he has done over the last two years to determine where the Town Line falls on Broad Brook Road and where it falls in relation to Lowry Road; there has been no consistent measure of this boundary throughout Guilford's history. He explained that he has tied into monuments up and down the town line, he's done a GPS control survey, tied the work previously done on Franklin Road with a whole variety of different surveys as well as some monumentation that appears to be original Town Line markers. Tom now has the Town Line determined in relation to Lowry Road; he met with Dick, Danny, Sandy Harris and David Walker two weeks ago to present his findings. Both towns – Guilford and Vernon – now must agree that this will indeed be the official Town Line from this point in time onward. Tom's proposal was to monument the Town Line in two specific points but now thinks that going further (4.1 miles total) will make more sense to do – he provided a map illustrating his proposed line. Tom asked the board(s) what direction they want to take with this project. Dick stated that it made sense to resolve

the current issue before adding onto the project. Tom explained a 2005 State law stating that if two towns come together and agree where the Town Line is that the process becomes similar to that of laying out a road; Dick expressed that the board is familiar with how it is done. There was speculation on the questions that may be raised by residents if the Town Line is formalized by Guilford and Vernon. Dan Zumbruski explained that finalizing the Town Line on Lowry Road wouldn't change the manner in which Guilford has maintained the road anyway. Tom indicated that he draft a Plan defining the Town Line for the additional 4.1 miles in the amount of \$1,200.00; this will be used to start the statutory process for a mutual agreement between the two towns to ultimately record the Plan as the official Town Line. A lengthy discussion took place about general survey work. Vernon will discuss this matter during their next Selectboard Meeting.

- 250th Fund – Fund Balance, etc. – Don presented a letter to the Selectboard and summarized: the Committee work is done, bronze plaque has been finalized for a total of \$650.00, small amounts of income will trickle in due to additional sales of items. Katie had inquired about whether sales tax should have been charged for non-clothing merchandise; she has asked the Town's professional auditors to look into this and awaits their formal response. There was a discussion on what the appropriate timeframe will be to close the 250th fund; Katie had suggested the close of FY13. She explained that the fund will remain on the books for at least as long as there will be activity of any kind in it. Don went on to explain how the Committee would like to disburse the remaining monies (in a prorated manner) in the 250th Fund to Guilford non-profits that participated in and supported the entire event. Katie had previously suggested the idea that the 250th fund disbursements (+\$14,000) might be delayed until after taxes are collected in October; the Town may experience cash flow issues in the 1st quarter FY13 as a result of unanticipated expenses (yet to be reimbursed by FEMA) from tropical storm Irene. Don provided a detailed recount of the great levels of participation of the many Guilford organizations that supported the 250th; none expected to be paid nor expected anything in return. Don expressed his concern with the deferment of the reimbursement. Katie interjected and explained that the idea of deferring the reimbursements was just a suggestion that she hadn't even yet proposed to the Selectboard. Anne asked how much the Town had appropriated to the 250th - \$7,500. She also asked if it is legal for the 250th funds to be disbursed in the manner Don was suggesting. There was a brief discussion about the legal ramifications of this matter. Katie will check with the Senior Staff Attorney for the Vermont League of Cities and Towns, Jim Barlow, to find out what can and cannot be done. Don explained that never did the 250th even think that there would be enough money in the fund to pay for all the expenses much less that a surplus might exist. A lengthy discussion ensued. Troy moved to make the cash disbursements from the 250th fund, after hearing from Jim Barlow and all expenses have been paid out, at June 30th. Anne seconded. Motion carried.
- WRC – Dennis Franklin - Commissioner – Katie had provided Dennis Franklin with a variety of resources for him to learn more about the role of Commissioner for the Windham Regional Commission. After serious contemplation, he has decided to take on this responsibility. His caveat was that if the time commitment interferes with his work schedule too much he might have to resign. Troy moved to appoint Dennis Franklin as John Kristensen's replacement to the WRC. Anne seconded. Motion carried.
- Assurances Relating to Real Property Acquisition – NRCS Funding - Kidder Project – This document was furnished by the Natural Resources Conservation Service for the debris removal work for the Kidder property on Hale Road as a part of the Emergency Watershed Protection program. It is the Town's acknowledgement that adequate property rights will be acquired for this project. Anne moved to authorize the board chair to sign this document. Troy seconded. Motion carried.
- Grist Mill Road Discontinuance – Final Report, Amendment – This is the final report and (clarifying) amendment to the report filed for the discontinued portion of Grist Mill Road that became final on February 13, 2012. Anne moved to approve the report and amendment. Troy seconded. Motion carried.

- Mudgett, Jennet & Krogh-Wisner, P.C. – FY12 Engagement Letter – This is the letter engaging services for the FY12 professional audit. Last year (FY11) the Town began the first year of a three-year commitment with Mudgett’s office. The terms of the letter mirror those of last year’s with the exception being the amount is \$1,500 less (\$11,000-\$12,000). Anne moved to authorize the board chair to sign the letter when the original arrives in the mail. Troy seconded. Motion carried. Anne added that she really appreciated the appearance of Erin Packie at the last meeting. She added that she was thankful to Katie and Cynthia (Stoddard, NEMRC) for their hard work restructuring the Town’s finances.

V. DISCUSSION/UPDATES

- Digital Tax Mapping Project – Frank is still looking into it. He is too busy working on the Grand List to work on this at this time. He will revisit it in late June.
- Algiers Waterline Project – Katie is looking into gap funding to alleviate cash flow concerns while awaiting grant reimbursement for the construction of the waterline.
- Algiers Fire District #1 – Katie provided the board with an update on the slow progress of the AFD #1 in resolving some of its pending issues. She asked the board for their support in allowing the Town to take a more active role in the administrative aspects of the AFD’s operation. She explained that she has partnered with Peter (Hetzl) to learn more about this and put a tentative plan together for their review. Anne asked if the Selectboard could make a proposal to the AFD to take a stronger hand in their operational administration. Katie thought that this would be possible in a contractual relationship – just as that which exists for the financial administrative services the Town furnishes; initially it there would be an increased work load to get agreements and policies squared away but after that, things should move along smoothly. Anne suggested that the Selectboard attend the next AFD #1 meeting and propose that they (AFD) contract with the Town to take over their operational administration (writing policies, drafting agreements). Anne asked if it should be a temporary contract. Dick thought it should be permanent. Dick delegated to Anne to attend the next AFD meeting to discuss this proposal. Troy moved to have Anne Rider attend the next AFD to act as a representative for the Selectboard the aforementioned matters. All in favor. Motion carried.
- Sweet Pond Dam – The issue seems to be moving along without incident. Representative Mike Herbert is working to get a meeting with Commissioner Snyder to discuss outcomes of the feasibility study.

VI. HIGHWAY

- General Update
 - Started hauling sand to fill shed
 - Lane will finish paving when the weather improves
 - Road grading will continue when weather improves
 - FEMA – We have our 4th FEMA representative working on our claim.
 - The sink-hole above the northwest wing-wall for the Green River Covered Bridge that was created from Irene is back again. There is general agreement that this is a symptom of a bigger problem there. Both abutments got hit very hard during the storm and are missing material.

VII. FINANCE

- Warrants:

○ PR	05/06/2012	\$	4,333.34
○ PR	05/13/2012	\$	4,516.22
TOTAL PAYROLL		\$	8,849.56
<u>Warrant #21</u>		<u>\$</u>	<u>15,888.53</u>
TOTAL EXPENSES		\$	24,738.09

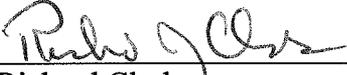
Troy moved to approve Payroll warrants for 05/06/2012 and 05/13/2012 and Warrant #21. Anne seconded. Motion carried.

VIII. COMMUNICATIONS

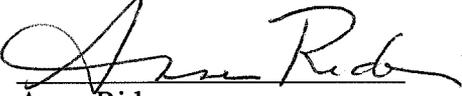
- WW-2-4178 Permit Application submitted – Parcel ID # 916, Gaines – Existing well and wastewater system on lot to be subdivided with remaining lot to be deferred
- Email - Brattleboro I-91 Closure – Christoph Schroeder (Beck & Bellucci)

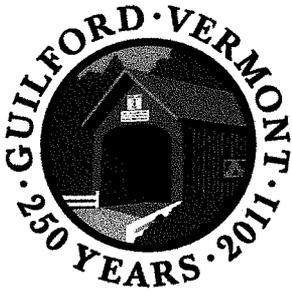
Anne moved to adjourn the meeting at 8:33 p.m. Troy seconded. Motion carried.

The next Selectboard meeting will be held Monday, May 28, 2012 at 6:30 p.m. in the Guilford Town Office.


Richard Clark

Troy Revis, Jr.


Anne Rider



Guilford's 250th Anniversary Planning Committee

Guilford Town Office · 236 School Rd. · Guilford, VT 05301 · www.Guilford250.com

May 13, 2012

Selectboard
Town of Guilford

Dear Selectboard Members:

We are pleased to report that the work of the Town of Guilford's 250th Anniversary Committee is complete, and we had a full-year 2011 celebration that appears to have set a record for both longevity, number of events, quality and variety of any Vermont Town celebrating its semiquincentennial thus far.

One project is still in the works, but we do not feel the formal committee is now needed to carry it to completion. That is the installation of a bronze plaque, containing our acclaimed circular logo, to be mounted on a stone to be located outside the Guilford Historical Society Museum -- we hope by June 30. The disbursement for the manufacture of the plaque, and incidental costs for its installation, will be forthcoming to the Selectboard for payment.

At that point, we believe there will be no outstanding expense obligations. We have also collected all accounts receivable. Small amounts of income will continue to trickle into the 250 account which the Town maintains, from the sale of Broad Brook Anthology DVD's.

The Town Administrator has raised the question of whether the Town will be obligated to pay any Vermont Sales Tax relating to the sale of non-clothing merchandise, such as medallions, coffee mugs, and pint glasses, or for other sales. We have suggested the Administrator check into this matter, and that, if any sales tax is due, that payment should be made from 250 funds.

The Administrator has indicated that the 250 account should remain active through FY 13, to take care of any such items, after which we presume the account will be designated inactive.

We suggest that, in the unlikely event that either any income or obligations relating to the 250th are presented to the Town after June 30, 2013, these be considered part of Town finances.

The one other item is the Committee's decision on disbursement of the substantial surplus funds still in the 250th account. Through a combination of diligent fund-raising and frugality, the account (at last report from the Administrator) appeared to have a balance of over \$14,000 -- this amount will have fluctuated a bit, as funds for receivables and sales have flowed in, and a few expenditures have been made.

At its meeting of February 15, 2012, the Committee voted to the following Guilford non-profit organizations, all of which serve the community in important ways, and all of which contributed in many ways to the celebration. Some organizations donated the use of their facilities or equipment for events, some hosted events, and a good handful went above and beyond in devoting time and making financial sacrifices to assist the celebration. At the time these organizations made these contributions, there was no expectation that the celebration would end with a surplus, and that any "reimbursement" would be possible. In order to make the disbursements clerically easy to generate, as the 250 account continues to be fluid in terms of its balance from week to week, the action specifies percentages, rather than dollar amounts, for each organization to receive. The Committee determined the amount of each percentage upon deliberating on the approximate percentage of support the organizations provided relative to each other.

Broad Brook Grange	20%	
Christ Church Guilford Society	8%	
Friends of Algiers Village	2%	
Friends of Music at Guilford	20%	
Guilford Community Church	8%	
Guilford Fair Association	10%	
Guilford Free Library	5%	
Guilford Historical Society	10%	
Guilford Recreation Club	2%	
Guilford Volunteer Fire Dept.	5%	
Sportsmen, Inc.	5%	
Vermont Performance Lab	5%	
	Total	100%

The Town Administrator has indicated that the Town might wish to defer the disbursements until October, 2012, in view of typical cash flow considerations until tax income is realized.

While the Committee appreciates the reason for this suggestion, it is our fervent hope that the disbursements be made in the next few weeks, or as soon as possible before October. Every one of these organizations is in need of funds to continue their service to the community, and at least several of them have strong need for revenue at this time.

While in some respects, these requested disbursements are made as "donations" to the organizations as our expression of thanks for their service to the celebration, we emphasize that in a number of cases the organizations made financial sacrifices, foregoing funds which would have gone into or remained in their treasuries had they not been assisting the 250th. In a number of cases, we did not reimburse the organizations for their expenses. We could have done that, earlier in 2011, but, again, we were unsure whether the 250th fund would end in the black, and we suggested to the groups that if we were able to do so, we would cover some of these costs. We decided to roll those reimbursements into the percentage amounts, particularly because it would take a tremendous amount of work on the part of these groups to detail the actual costs.

At its final meeting last week, the Committee voted to ask the Selectboard to disband the Guilford 250th Committee, and we hereby ask you to take that action either immediately or as soon as you consider it appropriate.

We thank the Selectboard for financial support, the tributes you gave us, and for your participation in the celebration. Particular thanks goes to the Town Office Staff, also including Joe Hunt, and notably to Katie Buckley for extensive assistance with details of all sizes.

Sincerely,

Addie Minott, Don McLean, Co-Chairs