

## SELECTBOARD MEETING

May 29, 2013

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**PRESENT:** Katie Buckley (Town Administrator), Dick Clark (Chair), Troy Revis, Jr. Anne Rider, Dan Zumbruski (Highway Foreman/Road Commissioner)

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

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

- Em Richards (BCTV)

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

- Troy moved to approve the minutes from the May 13, 2013 as written. All were in favor. Motion carried.

### **IV. NEW BUSINESS**

- Appointments
  - Planning Commission – Michelle Frehsee – Troy moved to appoint Michelle Frehsee to the Planning Commission. Anne seconded. Motion carried.
  - Health Officer – Deputy – Anne moved to amend the appointment of the Health Office to be Dolores and the Board Chair to serve as Deputy. Troy seconded. Motion carried.

### **V. OLD BUSINESS**

- Algiers Waterline – Change Orders 6 & 7, Certificate of Completion and Acceptance of Work, Payment Request #3 – Anne moved to authorize the Board Chair to sign all of the aforementioned documents and send payment once Katie gets the go-ahead from Brud Sanderson (Stevens & Associates). Troy seconded. Motion carried.
- Ancient Roads – Data Entry – During the last Selectboard Meeting, the Selectboard assured the Conservation Commission that they would get the rest of the data for the Ancient Roads project entered (converted from metes and bounds to usable coordinates). Katie asked the Board how they would like to proceed in accomplishing this; they asked her recommendation. She felt that the Town would need to pay someone to do this work. They agreed. She will try to find someone to do it. No action taken at this time.
- Letter, 5/10/2013 - Bob and Susan Arnold – Bob and Susan Arnold have sent several written correspondences to the Selectboard. Katie read aloud the most recent letter. In response to the Arnold's letter, Katie drafted letter from the Selectboard to Michael and Noela Sullivan clarifying the alleged statements of a Town employee regarding the Arnold's in the spring, 2012. Anne moved to sign the letter to the Sullivan's as presented. Troy seconded. (Two [2] ayes, One [1] nay). Motion carried. In this same letter, the Arnold's also had requested an apology letter from the Board Chair for statements made during the September 24, 2012 Selectboard meeting. Dick stated he will not send a letter but instead invites the Arnold's to attend a Selectboard meeting at their convenience to discuss the matter. No action.

### **VI. DISCUSSION/UPDATES**

- Algiers Fire District #1 – Update – Katie attended the annual meeting for AFD #1 on May 23, 2013. Other than members of the Prudential Committee and the Treasurer, there was nobody else that came. She provided a brief update on what took place at the meeting. There was a discussion about the difficulties of running this system by an all-volunteer committee that meets only four times a

year. Anne moved to support the idea of investigating the pros/cons of dissolving AFD #1. Troy seconded. Motion carried

- Old Town Hall – Roof Repair - Dick contacted Travis Slade who came and looked at the roof at the Old Town Hall. He thought that some of the slates had to be replaced on the vestibule roof with ones that weren't so old and brittle. Dick will follow up with him to ensure a formal proposal is forthcoming.
- Guilford Free Library – Painting – During the May 13<sup>th</sup> Selectboard meeting Dolores Clark's bid to paint the Guilford Free Library was selected with the condition that the Town obtain documentation of her lead certification. Upon following up, it was learned that she is not certified so her bid must be rejected. There was a brief discussion about how to proceed with the project. The Board asked Katie to obtain additional estimates.
- Town Office – Septic Issues – During the previous week, the toilet at the Town Office backup and overflowed; Houghton Sanitation was called to pump the septic tank. The next day it was determined that there was a plug in the septic line but also the tank was already half full of water again. There was some discussion about the idea that perhaps the leach field is failing. There is a large silver maple growing near the system whose roots have caused problems with the line and are again growing around it. Anne moved to remove the problem tree. Troy seconded. Motion carried. Members of the Highway Department will remove it.

## VII. HIGHWAY

- Algiers Housing On-Street Parking– W-WHT, Housing VT – Dick and Danny had met with representatives from Windham-Windsor Housing Trust (W-WHT), Housing Vermont and construction managers to discuss on-street parking in front of the Algiers Housing structures. Scott Mckusik, who is the Clerk of the Works for the project, sent a letter to Dick summarizing the details of the meeting and outlining the proposed parking plan. Anne moved to accept the proposal as presented by Scott McKusik. Troy seconded. Motion carried.
- Bridge #65 – Final Plans – Dan reviewed the plans in depth. Anne moved to accept the final bridge plans for Bridge #65 on Hale Road. Troy seconded. Motion carried.
- Uniform Municipal Excess Weight Permits – None.
- Tri-State Asphalt came out and measured our road-cracks. Anne moved to accept the proposal for crack-filling from Tri-State. Troy seconded. Motion carried.
- There was some discussion on the paving project that will take place in late summer. No action.
- Anne asked about how to start a conversation to make the intersection of Guilford Center Road and US Route 5 safer. There was a discussion about the current dangers (speed, sight distances, pedestrian traffic, etc.) and how they will be heightened once the Algiers Housing units are fully occupied and the Guilford Country Store is open again. Katie suggested that she send an email to John Alexander (VTrans District 2) and Matt Mann (Transportation Planner, WRC) inviting them to meet with the Town to discuss and address this problem.

## VIII. FINANCE

- Warrants:
 

○ PR 05/20/2013	\$ 5,119.12
○ <u>PR 05/27/2013</u>	<u>\$ 5,346.65</u>
○ TOTAL PAYROLL	\$ 10,465.77
○ Warrant 21	\$ 44,028.99
○ <u>Warrant 21 DP</u>	<u>\$ 231.00 **</u>
○ TOTAL EXPENSE	\$ 44,259.99

Troy moved to pay Payroll for 5/20 and 5/27/2013 and Expense warrants #21 and #21DP. Anne seconded. Motion carried.

\*\* DP means "Direct Pay." These are expenses that are deducted directly from the Town's Operating Fund (ACH's from the cash account). They are not paid by a check drawn from the Town's checking account as most other expenses are. They are processed through Accounts Payable as invoices that are "direct pays" so they will appear on a warrant for Selectboard approval rather than being journal entries made in the General Ledger; this process makes them transparent.

## IX. COMMUNICATIONS

- Letter, 5/22/2013 - VT Dept. of Environmental Conservation, Facilities Engineering Division – Fish & Wildlife Access Improvements – Weatherhead Hollow Pond
- Email, 5/28/2013 – Matt Mann, Transportation Planner, WRC – Town Highway Bridge Pre-Candidate List FY15
- Health Officer News, Spring 2013
- VT Department of Health – Required Lead Safe Practices for Contractors
- WW Permit Application Submitted – WW-2-4373 – Franklin - Parcel #655.1 – Correct Lot sizes from original permit WW-2-4373. Lot #1 will still be 22.97 acres. Lot #2 will now be 70.63 acres; this is the correct sizing for all the remaining land.
- WW Permit Application Submitted – WW-2-2819-1 – W-WHT - Parcel #322 – Connect the Tontine building to the existing Algiers Village Water System, with an increase to accommodate a total of five (5) 1-bedroom apartments and two (2) 2-bedroom apartments.
- WW Permit Application Submitted – Wilde - WW-2-4431 – Parcel #765 – Subdivide existing parcel, retained lot has house and new lot will have a proposed SFR.
- WW Permit Issued – WW-2-4255-R – Levin – Parcel #493 – Amended permit for replacement wastewater system for an existing home to reflect a corrected design flow indicating the existing residence is a 3-bedroom home with an apartment and the proposed design flow will be for a 2-bedroom home with a 1-bedroom apartment.

Anne moved to adjourn at 7:30 p.m. Troy seconded. Motion carried.

The next Selectboard Meeting will be held Monday, June 10, 2013 at 6:30 p.m. in the Guilford Town Office.

  
Richard Clark

  
Troy Revis, Jr.

  
Anne Rider