

## GUILFORD SELECTBOARD MEETING

August 22, 2016, 6:30 PM – 384 Gallup Road, Guilford, VT

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**Selectboard Members Present:** Gabby Ciuffreda, Dick Clark, Sheila Morse (Chair), Troy Revis, Jr. (Vice Chair), **Missing** – Gordon Little

**Officials/Staff Members Present:** Katie Buckley (Town Administrator), Andy Cotton (Lister), Dan Zumbruski (Highway Foreman/Road Commissioner)

- I. Call to Order
- II. Recognition of Public – Alex Bell, Ian Kiehle (BCTV), Ernie Murray, Noela Sullivan
- III. Rules of Procedure
- IV. New Additions – NONE
- V. Changes to Agenda Order - NONE
- VI. Approval of Minutes
  - a. August 8, 2016 - **ACTION:** Dick moved to accept the minutes as written. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.
- VII. Old Business
  - a. VTrans – Maintenance Agreement, US Rt. 5 Bridge Sidewalk – During the July 25<sup>th</sup> Selectboard meeting the board tabled this agreement because they wanted to know why the language couldn't be simpler ([http://www.guilfordvt.net/vertical/sites/%7B372CBFCC-DD14-4AC7-862E-8EA2C377FFD3%7D/uploads/SB\\_Mins\\_7.25.16\\_FINAL.pdf](http://www.guilfordvt.net/vertical/sites/%7B372CBFCC-DD14-4AC7-862E-8EA2C377FFD3%7D/uploads/SB_Mins_7.25.16_FINAL.pdf)). Katie has read the agreement in more depth. It contains the same stock language as all VTrans agreements in which there is Federal Highway (FHWA) funding; it is a FHWA requirement to include it. The language protects the Town since VTrans is doing a project inside the Town's limits and in/near its ROW. **ACTION:** Dick moved to have the Board Chair sign the Maintenance Agreement as written in the presence of a Notary. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.
- VIII. New Business
  - a. Letter of Support – Green River Village Preservation Trust (GRVPT) – Katie drafted a letter of support on behalf of the Selectboard for GRVPT's grant application to Historic Grant Program. They are applying for funding to perform necessary maintenance to protect the Green River Timber Crib Dam. **ACTION:** Troy moved to sign the letter of support as drafted. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.
  - b. Personnel Policies and Benefits Guidelines – Sheila, Gordon, Katie, Penny and Dan have all participated in the revision of the 2012 Personnel Policy over the last several months. The 2012 Policy was not inclusive of all employees; this is illegal. As the iterations have been completed they have been emailed to the Selectboard for their review and to provide feedback and comment. The drafts of the new documents that are being presented have been a group effort. The next step will be to send them off to VLCT for legal review by one of their attorneys. **ACTION:** Dick moved to authorize Katie to send the unsigned draft policies as

written to VLCT for their legal review before the Selectboard formally adopts them. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried. Sheila thanked all those who participated in this process and supported it.

- c. WSWMD – Solar Project Update and Meeting – WSWMD is ready to move forward with their solar project. They are looking for communities interested in signing on. There will be two informational meetings held on September 6<sup>th</sup>. Katie will check with Gordon to see if he is available to attend the 11:00 AM meeting with Katie. If Gordon is unavailable, Troy will attend the 7:00 PM and Katie will rework her schedule to join him. If Troy cannot go, Gabby volunteered.
- d. 2016 Town Fair – Voting Delegate - **ACTION:** Gabby moved to appoint Dick Clark as the Town’s voting delegate at the business meeting during the 2016 Town Fair and the Board Chair can sign the paper to send along. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.
- e. Training Opportunities for Town Officers and Staff – The 2016 VLCT Town Fair is coming up – At the beginning of the year there was a discussion about how training should be budgeted and scheduled now that there is five-member board. Dick feels that every Selectboard member should attend every training opportunity that is offered. He stated that if there isn’t enough money budgeted, then the Town should increase the budget and spend more. Sheila stated that board members who have expiring terms and know they are not going to run again should not attend trainings to allow remaining funds for those who need it. Also it allows others time to contemplate running for office. Katie reminded the board that the costs of her training are also included in the Selectboard’s Training line item in the budget.
- f. Katie was invited to participate in the Leadership Southeastern Vermont. The cost for the session is \$950; employers typically sponsor their employees. Katie was awarded a 50% scholarship and asked the Selectboard to sponsor her for the remaining 50%. Sheila read aloud information about what types of activities are parts of the program – all of them will strengthen Katie in her role as Town Administrator. **ACTION:** Gabby moved that the Town support Katie’s participation in the program. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.

## IX. Discussion/Updates

### a. Green River Covered Bridge

- i. Project Update – Katie provided an update on the work to date. Dan suggested that at both ends of the bridge there should be a paved apron. Katie explained that this is not something that is part of the contract for the project and we don’t want to add it because of O&M fees. Instead, the Town will do it independently after the project has concluded. If it can be done in the fall, Dan will schedule it. If not, then it will occur in the spring of 2017. There is money in FY17 budget for paving to cover it.
- ii. Limited Pedestrian Crossing for K-12 Bus Runs – Troy recused himself from this discussion due to a conflict. Katie has only heard from 3 of the 5 families of school age children living on the west side of Green River. At this point, her recommendation to the Selectboard is employ Troy Revis, Jr. to act as the Town’s representative to escort children across the bridge for bus runs; it ensures that all kids will indeed cross the bridge and do so safely, and that the Town’s liability is covered. **ACTION:** Hearing no unanimous response from all the parents on the west side of the bridge by 10:00 AM that day, Gabby moved that the Town employ Troy Revis, Jr. to serve as the Town’s escort for school children across the covered bridge for bus runs. Dick seconded. Troy abstained. All remaining were in favor. None opposed. Motion carried. Troy will take this on and ensure that all kids

make it across the bridge carefully. Gabby thanked Troy for reworking his schedule to take on extra work. Troy stated “this is not a school problem or a Town problem – it is a community problem – let’s just get the kids safely across the bridge to and from the bus and make it as easy as we can on the parents.”

- b. Guilford Center – Speeding Issue – Update – What has been done since the 8.8.16 meeting:
  - The 35 MPH speed limit sign was moved closer to Cemetery Hill Rd. (The one Blueberry Haus has not been moved yet.)
  - Dan has looked into the electronic signs; they are \$2,500/sign and Dan has the contact information if the Town chooses to order them.
  - Katie has emailed Vermont State Police and asked them to direct their contract hours to speed enforcement in Guilford Center; they have already started to do this. On 8/19 in 1 hour, 13 cars were clocked traveling through the Village. Of the 13, only 1 was traveling over the speed limit at 36 MPH. This took place between 7:00-8:00 AM.
  - Katie has asked VSP for use of their speed cart to monitor traffic in the Village. She has gained permission from Robin Frehsee and Sean Matthew to place the cart on their properties. Mr. Matthew has since revoked his permission.

During VSP’s shift in Guilford they received a complaint about the profanity on Sean Matthew’s sign and requested the Trooper to ask Mr. Matthew to take it down. VSP cannot do this since the sign is not illegal. Katie asked the Selectboard what they would like to do about it. Dick said that he would like the Town to ask Mr. Matthew to take the sign down; he feels that Mr. Matthew has been too aggressive in his approach to the speeding issue. Sheila felt that it isn’t in the Town’s purview to make this request but that we could simply ask him out of courtesy to other residents – he is under no obligation to comply.

- c. Traffic Ordinance – The last version of the Traffic Ordinance is from 2007. It needs to be updated to include the 35 MPH speed limit sign that was moved in Guilford Center and the one that will be moved by the Blueberry Haus. It is believed that perhaps Anne Rider might have a version of the Ordinance that was worked on by Dick and Dan a couple of years ago. Dick, Gabby and Dan will work on updating the ordinance together.

**X. Highway**

- a. General Update – The Highway crew is working on culverts. Lots of trees down today.
- b. Excess Weight Permits - NONE

**XI. Finances**

a. Warrants

Payroll – WE 08/14/2016	\$ 5,512.09
Payroll – WE 08/21/2016	\$ 5,281.92
Expense Warrant #1704	\$ 79,519.72
Expense Warrant #DP04	\$ 21.50
<b>TOTAL</b>	<b>\$ 90,335.23</b>

**Significant Expenses:**

- Dubois & King - \$29,823.23 – GRCB Project Construction Engineering Services
- Wright Construction Company - \$42,070.47 – GRCB Project – Construction

**ACTION:** Troy moved to pay the Payroll and Expense warrants as presented above. Gabby seconded. All were in favor. No abstentions. None opposed. Motion carried.

**XII. Communications**

- a. VLCT Memo 7.29.16 – Municipal & Legislative Service Awards
- b. State of VT Public Service Board Memo 8.3.16 – Correction to Page 1 of the Certificate of Public Good for Soveren Inc., 500 kW project
- c. VTrans Memo 8.5.16 – 2017 Transportation Alternatives Grant Program announcement
- d. VLCT Training “Reasonable Suspicion Testing” courses, September 2016
- e. Email shared by Penny Marine, Town Clerk, 8.17.16 – School Vote on Election Day, Nov. 8, 2016

**XIII. Executive Session – Legal Matter -** Troy moved to enter executive session at 7:21 PM to discuss a legal matter. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried. The board exited executive session at 7:25 PM. **ACTION:** Gabby moved to authorize the Town’s attorney, Patricia Beu, to contact the Town’s insurance company, VLCT PACIF, on behalf of the Town. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.

**XIV. Adjournment - ACTION:** Troy moved to adjourn the meeting at 7:26 PM. Dick seconded. All were in favor. No abstentions. None opposed. Motion carried.

The next Guilford Selectboard Meeting will take place Monday, September 12, 2016, 6:30 PM at the Guilford Town Office.

All meetings are open to the public – we welcome and encourage you to come!



Gabby Ciuffreda



Richard J. Clark



Sheila Morse, Chair



Troy Revis, Jr., Vice Chair