

SELECTBOARD MEETING
September 23, 2013

PRESENT: Katie Buckley (Town Administrator), Dick Clark (Chair), Anne Rider, Dan Zumbruski (Road Commissioner/Foreman)

I. CALL TO ORDER 6:30 PM

II. RECOGNITION OF PUBLIC

- Ian Kiehle (BCTV), Allen Bellville

III. APPROVAL OF MINUTES

- Selectboard Meeting 09/09/2013 – Anne moved to approve the minutes from 9/9/2013 as written. All were in favor. Motion carried.

IV. NEW BUSINESS

- Health Care for Town Employees – VT Health Connect – Plan Decision – There has been quite a bit of discussion in recent weeks about the various plans being offered through Vermont Health Connect. The plans represent levels of funding options, not the level of care employees will receive. The Town has been using an HRA account for employees costs incurred over the last three years; presently, there is a balance and FY14's contribution has not yet been made. Katie explained that opting for the "Bronze" plan will present a higher level of funding risk in the short term – it offers a lower premium in exchange for a higher HRA contribution. This risk only applies if all employees use the maximum amount of benefits; this has not happened in the past, hence the significant balance in the HRA account. The "Platinum" plan has the highest premiums and the lowest HRA contribution. The money paid on premium is lost to the insurance company whereas the Town retains its HRA balance. In FY14 we will have five employees who participate in the Town's health insurance plans; Katie and Penny will take a buyout. A discussion ensued about the future of health care in Vermont and the uncertainty surrounding what it will look like in the future; making as few changes now as possible is the best approach until we have a clearer picture. Anne moved to select the BCBS Bronze Plan with the Town fully funding the HRA and costs. All were in favor. Motion carried.
- Set up Receivable for RLF Notes – Anne moved to authorize the creation of the RLF Notes accounts for 2 outstanding notes: Reed & Mary Fisher and Gail Hartley. All were in favor. Motion carried.
- Time Recording – Town Staff and Elected Officials – There was a discussion about how people who are paid by the Town for hours worked submit their hours. Penny has been very clear with all employees, elected officials, etc. at the end of the fiscal year about getting their hours submitted; all did so with the exception of one who just submitted June hours that day. The books for FY13 (ending June 30th) have already been closed and are almost done being audited. Anne feels that everyone has been spoken to about this and have had lots of opportunity to be educated about this. Katie asked the Board if they would support her writing a policy for employee/elected official time tracking and submissions for payment; they did. Anne moved to deny payment for work performed in FY13 that wasn't submitted until three months into FY14. All were in favor. Motion carried.
- EPZ EMD RERP Quarterly Maintenance Checklist – Anne moved to authorize the Board Chair to sign the Quarterly Checklist. All were in favor. Motion carried.

V. OLD BUSINESS

- Ancient Roads – Dick indicated that there are a few ancient roads in Town that need to be added to the map. He felt that there should be some east/west corridors between the ridgelines. There are several roads that could potentially be added but only the ones that make sense should be added. Anne asked if Dick has changed his mind on the matter; originally he wanted all ancient roads added to the map. He stated that if he felt only the roads that “make sense” should be added. Dick thought that he would like some public input. Katie suggested penciling the proposed additions onto a map for people to look at and weigh in on. Katie asked if the roads were being added to increase recreational foot trails or if they could be added as potential alternate routes as a planning piece for mitigation to include in our All Hazard Plan that is being drafted. There was a discussion about the various roads that may be useful and how to work with residents to make sure that everyone is happy. Anne suggested that Dick work closely with Bill Jewell on priorities and come up with a plan on how to proceed. Katie suggested coming up with a proposal for the roads and holding a public meeting to gather public input before they move too far forward to help gain perspective and support. She also suggested that Dick attend “Trails” forum that will take place during the Community Visit on October 15th to speak more about this plan and gather opinions.
- Library Painting – Follow Up from 9/9/2013 – There was a question raised during the 9/9/2013 Selectboard meeting by Dolores Clark (resident) as to whether proper lead practices were used in the painting project for the Guilford Free Library. Katie had emailed Eddie Charbonneau, the contractor inquiring about this. He responded and she read his response aloud. He assured the Town that he and his crew did indeed follow the proper procedures for handling lead paint.
- Website – Anne moved to authorize getting the site to go live as soon as possible. All were in favor. Motion carried.
- Anne moved to engage Steve West’s services doing business as Fearless Computing as soon as possible. All were in favor. Motion carried.

VI. DISCUSSION/UPDATES

- FY13 Professional Audit – Katie provided an update on the professional audit being performed by Mudgett, Jennett & Krogh-Wisner, PC. The accountants are digging deeper into our books than in the past. They are exploring the relationships between the Town and the Guilford Volunteer Fire Department and the Guilford Free Library. Their results will be shared when they finish their audit. Katie suggested that a meeting might take place that will include Erin Packie (accountant) members of the Selectboard, the GVFD Trustees and the Guilford Free Library Trustees to discuss the outcome.

VII. HIGHWAY

- Capital Program – Updates – Tractor, Truck
 - In 2006 the Capital Program was started. A replacement schedule was created for all pieces of Highway equipment. The Tractor that we just traded was 12 years old. The 2008 1-ton (standard) that is due to be traded/sold will be replaced with a 2013 1-Ton (automatic).
 - Dan presented a proposal from Gateway Motors for a 2013 1-ton with a 6-year warranty. Anne moved to approve the private sale of the 2008 1-ton and approve the purchase of a 2013 1-ton as proposed and authorize the Board Chair to sign the agreement. All were in favor. Motion carried.
- Paving – Update – The Guilford Center Road from US Route 5 to the Blueberry Haus is complete. Manholes and watergates were raised by MT3. The rest of Guilford Center Road

from the Old Town Garage up to the end by Sweet Pond Road has been shimmed and will get paved tomorrow. The Guilford Central School parking lot area for the buses was also paved. Dan thought that the total project would be 100 tons over budget at \$75/ton. Centerlines will be done as soon as the paving is done – within a week or two. Anne felt strongly that the edge lines should also be painted. Dan will ask for them to be included. Shoulder work will be done in a few weeks. The “Stop” indicators will also be painted by the stop sign at the School and at the end of School Road.

- Update – Setting culverts at various places around town, grading roads and blowing leaves.
- Uniform Municipal Excess Weight Permit - None

VIII. FINANCE

- Warrants:

○ PR 09/15/2013	\$ 4,537.58
○ <u>PR 09/22/2013</u>	<u>\$ 5,389.43</u>
○ TOTAL PAYROLL	\$ 9,927.01
○ Warrant #5	\$ 86,120.73
○ <u>Warrant #5DP</u>	<u>\$ 178.50</u>
○ TOTAL	\$ 96,226.24
○	

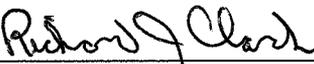
Anne moved to pay Payroll warrants from 9/15 & 9/22/2013 and Expense warrants #5 and #5DP as stated above. All were in favor. Motion carried.

IX. COMMUNICATIONS

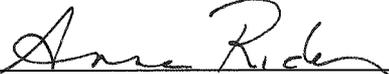
- WW-2-4459 – Permit Issued – Detra – Parcel #494 – Replacement of a failed wastewater disposal system for an existing single-family residence on a +/- 0.9 acre lot located at 118 Green River Road, Guilford.
- USDA, Jon-Michael Muise – Letter, 9/10/2013 – Dissolving AFD #1, statutory obligations

Anne moved to adjourn at 7:36pm. All were in favor. Motion carried.

The next Selectboard Meeting will be held Monday, September 23, 2013 at 6:30 p.m. in the Guilford Town Office.



 Richard Clark



 Anne Rider