

SELECTBOARD MEETING
September 24, 2012

I. CALL TO ORDER 6:30 PM

II. RECOGNITION OF PUBLIC

- Mike Faher (Reformer), Ian Kiehle (BCTV), Debra Theriault (Yankee Dog Training)

III. APPROVAL OF MINUTES –

- Anne moved to approve the minutes from 9/10/2012. Troy seconded. Motion carried.

IV. NEW BUSINESS

- NRCS – EWP – Kidder – Two bids were submitted, one from MT3 Unlimited and one from Pat Rawson. Anne moved to accept the bid from MT3 for the Kidder project as it was significantly lower. Troy seconded. Motion carried.
- Village of Algiers – Yankee Dog Training (Doggie Daycare) – Deb provided a brief overview of her background and her hopes for Yankee Dog Training business to be located in the Village of Algiers. Deb outlined what her background is in dog training and the type of business she plans to run in the “Doggie Daycare” property. She is working on rectifying the permitting issues that presently exist, mainly conditions of the Act 250 permit. The Selectboard indicated that they would help support her in anyway they could on the town level but has no authority over State codes, rules and/or processes.
- WSWMD – Betty Frye - tabled

V. UPDATES

- Save Sweet Pond Concert – Friday, September 14th – Recap – The fund-raiser went extremely well. T-shirts were sold in addition to tickets at the door; there was a dessert buffet following the performance of the Guilford Ensemble. The total proceeds to date for the Save Sweet Pond Fund are close to \$6,000.00. The next known event for this cause is a presentation table in Montpelier, hosting the legislature to raise awareness; Mike Hebert will help us coordinate.
- Algiers Waterline - The waterline was flushed for second time; it is clean. All heavy equipment has been removed by Haluch but the project is not fully completed, despite how it appears to the eye. Work on the meter pit it yet to take place, along with final agreements with Brattleboro and determining how Commonwealth’s flows will factor into the system requirements. There is no definitive timeline yet for private connections to start being made. This should been known in the next few weeks after other details have been worked through.

VI. HIGHWAY

- General Update
 - Grading continues
 - Mitigation work continues in Green River area – placing large rip-rap.
 - Yellow center-lines still need to be completed on the Guilford Center Road and Weatherhead Hollow Road by the State; they have somehow forgotten about us! Dick made some phone calls to follow up on this.

- Capital Program Discussion
 - Katie had pulled together a history of capital expenditures and posed some questions about how to move forward using our Capital Program to our best advantage. We have a capital replacement schedule but no guidance document to accompany it. She stressed the importance clearly defining our program and stated that it should be consistent with how we budget, especially since we have started to more accurately track our fixed assets in our financials. Creating a written Program document, as well as reorganizing our capital fund to include all of our assets, will be an important tool in the prudent planning and budgeting for the Town. Anne suggested putting aside some “pre-budget” time to look at the policy work that would need to be done to create such a document. Katie told Anne that one of the main missions of a Planning Commissions is creating a Capital Program; she asked if the Guilford PC might formally take this on. Dick said they have nothing pressing right now; the Town Plan needs to be done by 2015. There was a discussion about need for us to move ahead with this as a goal.
 - Anne moved to charge the board Chair with following up with the Planning Commission to communicate this initiative to them. There was hope that this could take place before budget time if this isn’t too ambitious. Anne asked Katie if she could work with the PC if she had the time. Katie said she would start to do some research on other Town’s Capital Programs. Troy seconded. Motion carried.

VII. FINANCE

- FY12 Audit – We have preliminary feedback from our FY12 audit with John Mudgett’s office; it went extremely well. There were only a few adjusting journal entries recommended by the accountants, mainly for how to book fixed assets and some funds that spanned two fiscal years. Anne asked Katie to share with Penny and Peter the SB’s deep appreciation for everyone’s hard work on keeping our Town’s finances in such good order.
- YTD Budget Report – tabled until after taxes are fully collected.
- FY14 Budget Schedule – Katie will start working on it early with heavy work by the board starting after Thanksgiving.
- Warrants:

○ PR 09/16/2012	\$ 4,497.28
○ PR 09/23/2012	\$ 10,819.51
<u>TOTAL PAYROLL</u>	<u>\$ 15,316.79</u>
○ Warrant #5	\$ 57,626.77
<u>TOTAL EXPENSES</u>	<u>\$ 72,943.56</u>

Troy moved to pay Payroll warrants from 9/16 and 9/23 and Expense warrant #5. Anne seconded. Motion carried. Anne noted the huge difference between the two payroll warrants. There was some discussion about the fact that some Town officials do not submit their hours worked on a consistent basis and they submit for hours worked in the prior fiscal year after it has closed. All were in agreement about this. Anne cited that this issue has been raised before but asked that a memo be drafted to all Town officials and employees reminding them that they need to submit timesheets in the appropriate fiscal year and in a timely manner; it adverse effects the actual results of a budget year by

misrepresenting it. This will be communicated to Penny to pass along to all those who bill out hours through the Town.

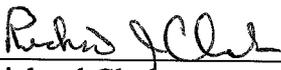
VIII. COMMUNICATIONS

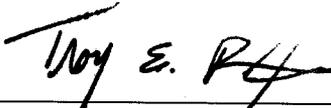
- Susan Arnold – Letter – 9/11/2012 – Katie read aloud. There was a brief discussion. This is not a Town matter and no action will be taken.

IX. EXECUTIVE SESSION - none

Anne moved to adjourn at 7:32 p.m. Troy seconded. Motion carried.

The next Selectboard Meeting will be held Monday, October 8, 2012 at 6:30 p.m. in the Guilford Town Office.


Richard Clark


Troy Revis, Jr.


Anne Rider