

SELECTBOARD MEETING

January 28, 2013

PRESENT: Katie Buckley (Town Administrator), Dick Clark (Selectboard Chair), Anne Rider (Selectboard), Penny Marine (Town Clerk/Treasurer)

I. CALL TO ORDER 6:30 PM – The meeting was called to order by the Board Chair.

II. RECOGNITION OF PUBLIC

- Ian Kiehle (BCTV)

III. APPROVAL OF MINUTES

- Approval of minutes from the 1/14/2013 Selectboard meeting were tabled due to inability to adopt based on those present.

IV. NEW BUSINESS

- FY14 General and Highway Fund Budgets – There was a discussion about some of the changes that had taken place since the last budget work session. Katie had suggested a change in the allocation of the salaries for the Town Clerk and Treasurer since the decision was made to shift the workload of the Bookkeeper/Assistant Town Clerk position. Anne asked if Penny Marine would join to share her feelings on the matter. Penny explained that her duties are approximately 30 hours/week as Town Clerk and 10 hours/week as Treasurer. There has been a true shift in how the office has run and it is working very well. Anne explained that Barbara Oles (former Town Clerk/Treasurer) had once told the board that the day was not long off when the Town would need a full time Clerk and a full time Treasurer (Bookkeeper); the changes over the last year in the office support this idea. Changing the numbers in the budget to reflect the reality of work performed is important to do.
The Capital Fund money (\$150,000.00) has been included in the General Fund budget this year instead of it being a voted upon separately as a special article. Dick thought that perhaps we should hold off another year on making this change. Anne said that we should just “jump in the deep end and doing these changes.....they are all part of the same cloth.” The feeling is that we have committed to this Fund; it is a regular annual ongoing expense and it protects the stability of the tax rate in doing this. The voters are reasonable people and will understand this. There was some discussion on the original creation of the Capital Fund and the wording of the original article. There was a brief discussion about how to read the budgets presented. Katie explained that the main point on which to focus is how much the Town will need to raise in taxes – all the rest (residual revenue sources and expenses) are just supporting details; this is shift in how the Board is used to thinking about the budget. Katie told the board that she is currently writing a narrative piece as a companion to the financial presentation for the Town Report. Anne moved to approve the General Fund and the Highway Fund, Revenue and Expense budgets as presented for FY14. All were in favor. Motion carried.
- 2013 Town Meeting Warning – There was a discussion about Article 6 which states:
“Shall the voters authorize the establishment of a reserve fund in accordance with 24 V.S.A. § 2804(a) for the purpose of funding unanticipated revenue shortfalls and paying non-recurring and unanticipated General and Highway Fund expenditures, the balance of which shall be created and maintained using budget surplus funds, as available, growing to a level not less than five percent (5%) and not more than twenty percent (20%) of the total operating General Fund and Highway Fund expenditures?”

This Fund will function like a savings account. Sound financial management requires sufficient funds be maintained by the Town for unanticipated expenditures and revenue shortfalls during the course of the fiscal year that may be caused by economic downturns, natural disasters, and other unforeseen circumstances. Maintaining such funds will help sustain the stability of the Town tax rate and reduce the need for short-term borrowing. After Irene hit, we quickly saw the need and value of having this reserve fund. Only Funds from General Fund surpluses may be used for this newly created Fund. Highway Fund surpluses are carried over in the Highway Fund. Katie explained that whenever we use budget surpluses to relieve taxes we take the Town down to a zero fund balance in the General Fund and the overall effect on the taxpayer is small whereas the benefits of saving it are much greater. Anne move to accept the 2013 Town Meeting Warning (which includes the proposed Article 6) as written. All were in favor. Motion carried.

- Gazette/Town Report Selectboard Narrative - Anne move to accept the Selectboard Report (which is also being used as the Gazette article) as written. All were in favor. Motion carried.

V. HIGHWAY

- General Update –
 - Dick has been working with Bill Jewell on the Class 4 Roads policy to be incorporated into the Highway Ordinance. Anne indicated that she is fine with the definition of Class 4 Roads but is concerned with the gross inequities of some Class 4 roads that could/should be Class 3.

VI. FINANCE

- Warrants:
 - PR 01/20/2013 \$ 5,557.58Anne moved to approve the Payroll warrant from 1/20/2013. All were in favor. Motion carried.

VII. COMMUNICATIONS

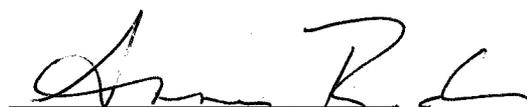
- Project Review Sheet – Fort Dummer SP Dump Station.
- Living History Association, Inc. Blueberry Festival Planning 2013 – July 26th-August 4th.
- WW-2-4289-R – Approved Davis & Guarino – Project consists of property line revisions for a previously approved two-lot subdivision with an existing 5-bedroom residence and 1-bedroom residence on lot 392 and an existing duplex with two 2-bedroom units on lot 392.2 located on Guilford Center Road.
- 2013 Property Valuation and Review Annual Report.

VIII. EXECUTIVE SESSION – None

Anne moved to adjourn at 8:32 a.m. All were in favor. Motion carried.

The next Selectboard Meeting will be held Monday, February 11, 2013 at 6:30 p.m. in the Guilford Town Office.


Richard Clark


Anne Rider