

SELECTBOARD MEETING

October 8, 2012

I. CALL TO ORDER 6:30 PM

II. RECOGNITION OF PUBLIC

- Ian Kiehle (BCTV), Mike Faher

III. APPROVAL OF MINUTES

- Anne moved to approve the minutes from September 24, 2012. Troy seconded. Motion carried.

IV. NEW BUSINESS

- Consecutive Exempt Agreement – This is the agreement between the Towns of Brattleboro and Guilford that details the operational and administrative aspects of the waterline between the two parties– who will be responsible for what. There was a brief discussion about some of the specifics responsibilities of each town. Anne moved to accept the final version of the Consecutive Exempt Agreement for administration and maintenance of the Algiers Waterline. Troy seconded. Motion carried.
- Town Office – Telephone System – The Town of Guilford’s telephone system is outdated. In 2009 a digital “automated attendant” was added to the existing analog phone system. It was known at that time that this was a temporary fix. It has not worked well since this change took place. There have been many complaints from the public about the current set up. Katie asked the Selectboard to approve an expense of \$2,200 to Southern Vermont Telephone (our existing contractor) to upgrade the existing phone system and components; there are budgeted funds in the “Office Repair and Maintenance” and “Office Equipment” accounts to accommodate this. There was a brief discussion about deferring this expense to the FY14 budget; it was decided that this was too long to wait. Anne moved to authorize this expense with the aforementioned details. Troy seconded. Motion carried.
- Village of Algiers Waterline Project – Pay Request #1 – Brud Sanderson, Stevens & Associates, has completed the detail for Haluch Water Company’s Pay Request #1; it arrived that day. It is for the entire job \$387,463.21, with \$94,657 (20%) retained. Katie asked the board to authorize the Board Chair to sign the Pay Request once she has had a chance to review the details of it more closely. The payment for this request will be on the 10/22/2012 warrant. There was a brief discussion about how the costs of the entire project have been separated out in great detail between the main route of the waterline and the “spur” pieces that are part of the bond. Dick asked how much of the bond will be used. Katie explained that it is too soon to know this information yet as the project is not completed yet. Anne moved to preliminarily approve Pay Request #1 with the understanding that it will be on the next warrant. Troy seconded. Motion carried.

V. OLD BUSINESS

- Japanese Knotweed Project - At the last Selectboard Meeting (9/24/12), the Guilford Conservation Commission had submitted a letter outlining their desire to pursue a grant through the Better Back Roads Program to fund a Japanese Knotweed eradication project. Since the last meeting Katie has learned more information about this project. It was originally understood that the project would take place on Town owned property (in the Town’s right-of-way and in the abutments of the Green River Covered Bridge) – this is not the case. Much of the knotweed removal will be on private property. Katie explained her concern that the Town should not get in the business of sponsoring/managing projects on private property; she encouraged the idea of a “neighborhood” project where a group of landowners work together to accomplish this goal. She explained that the Town is not compensated for sponsoring, managing and administering these types of projects.

They end costing the Town a great deal of time and, consequently, money. Dick will attend the next Conservation Commission meeting to let them know that while the Town will not take on the Japanese Knotweed project the GCC is encouraged to move it forward amongst neighbors and provide education of Guilford's residents on this topic. No action taken.

- Green River Covered Bridge – WRC – LPM Agreement – The Transportation Enhancement grant work for the restoration of the GRCB was put on hold after tropical storm Irene, with FEMA claims that had to be filed. It was important to determine the stability of the wing-walls and abutments of the bridge before the project commenced. We are ready to resume this work and begin to plan for construction to take place in the summer of 2013. Katie asked the Board if they would consider a potential contract with the Windham Regional Commission to partner with the Town for the local project management (LPM). She feels she can perform much of the work (financial and administrative) however would like technical assistance with regard to the construction process (Federal procurement laws, drafting RPF's, bidding, etc.) She has spoken to Matt Mann, Senior Transportation Planner, and worked out a tentative agreement that outlines the specific responsibilities that will be handle by each party. This contract will be funded through the grant. The Board supported her pursuing this agreement. She hopes to have a final draft of a contract for the next meeting.
- VCRD – Community Visits Program – On January 23, 2012, Paul Costello, Executive Director of the Vermont Council on Rural Development, traveled to Guilford to speak to a large group about the Community Visits Program (for more information visit: <http://vtrural.org/programs/community-programs/communityvisit>) . Guilford had expressed interest in being selected for this program. Katie had received an informal phone call from Paul Costello informing her that Guilford had been selected as one of the two Vermont towns to participate. A more formal announcement, information and details will follow.

VI. DISCUSSION/UPDATES

- Waterline –The waterline project is still in the “construction phase” despite what it appears to the public. The Town of Brattleboro is working with both Guilford and Commonwealth Dairy to determine peak flows and how they will effect our system.
- Guilford Community Church – Daycare & Early Childhood Education Programs – Lise Sparrow (Pastor, GCC) had spoken with Dick about the potential of the Guilford Community Church acquiring an Algiers property to house a daycare/early childhood education facility. She was wondering if the town feels there is a need for this service. We will wait to see if they (GCC) are able to find a workable property in which to move forward.
- Town Fair – Kaie and Dick provided a brief recap of their experiences at the 2012 Town Fair in Essex Junction, VT.
- Parcel Mapping/Reappraisal Services – Both Katie and Dick had spoken with Tim Fountain, Vice President, Cartographic Associates, Inc., at the Town Fair. Tim was eager and enthusiastic about coming to Guilford to speak with us about updating our parcel maps. His company did the mapping for and annual maintenance of Brattleboro's parcel maps. It was agreed that he should come to the Town Office to meet with members of the Selectboard, Listers and any other Town Office staff interested in updating our parcel maps. Katie will wait to see if Tim contacts her, if not she will call him to coordinate. Katie also learned that NEMRC now offers town-wide reappraisals as part of their offering of services for towns.

VII. HIGHWAY

- General Update
 - The rented excavator kept breaking down so it has been replaced.
 - Almost done with mitigation work for FEMA.
 - Leaf blower is on tractor and ready to go.

- Winter grading should take place shortly.
- Possible buyer for leaf vac but it has not sold yet.

VIII. FINANCE

- FY12 Audit – Draft Financial Statements – It appears as though there is a surplus of approximately \$44,000 in the General Fund. The surplus that was in the Highway Fund from FY11 (approximately \$115,00) remained in the fund to cushion the blow of Irene; there appears to be a very small deficit for FY12 (\$4,000) – the net result of the two years is \$111,000. Based on carefully watching the General Fund (cash) for revenue flows and monitoring expenses, there was no need to take a tax anticipation note.

- Warrants:

○ PR 09/30/2012	\$ 4,350.53
○ Warrant #6	\$ 33,818.26
TOTAL EXPENSES	\$ 38,168.79

Troy moved to pay Payroll warrant from 9/30/2012 and Expense warrant #4. Anne seconded. Motion carried.

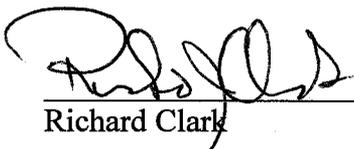
IX. COMMUNICATIONS

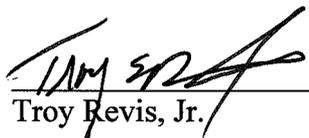
- WRC – email, 10/4/2012 – Act 138 Workshop in Brattleboro
- Natural Resources Board - Act 250 Permit #2W0783-1 – Amendment - Guilford Center Properties, LLC – Specifically authorizes the permittee to install three (3), 500-gallon fuel tanks. The project is located off Guilford Center Road (DBA - Tri-State Asphalt)
- DEC – Memo, 7/10/2012 (forwarded by email from Tim Morton, DFP&R) – Inspection of Sweet Pond Dam, Guilford, VT
- FOAVI – Letter – Invitation to Open House, Sunday October 14, 2012 from 11:00 a.m. to 3:00 p.m.

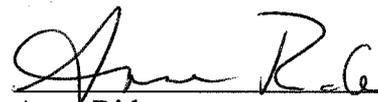
X. EXECUTIVE SESSION - none

Anne moved to adjourn at 7:22 p.m. Troy seconded. Motion carried.

The next Selectboard Meeting will be held Monday, October 22, 2012 at 6:30 p.m. in the Guilford Town Office.


Richard Clark


Troy Revis, Jr.


Anne Rider