

**SELECTBOARD MEETING**  
**October 14, 2013**

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**PRESENT:** Katie Buckley (Town Administrator), Dick Clark (Chair), Troy Revis, Jr., Anne Rider

**I. CALL TO ORDER 6:30 PM**

**II. RECOGNITION OF PUBLIC**

- Ian Kiehle (BCTV), Mike Faher (Reformer), Herb Meyer (EMD)

**III. APPROVAL OF MINUTES**

- Selectboard Meeting 09/23/2013 – Anne moved to approve the minutes s written from 9/23/2013. Troy seconded. All were in favor. Motion carried.

**IV. NEW BUSINESS**

- VY Closure – Representative Mike Hebert – Mike called for a joint meeting that will be held at the Vernon School with the Commerce Committee and Legislative Council (?). Mike invited them down to hear our concerns of what we (local) interpret the concerns to be. There may be things desired in legislation to help us through this. Mike has done some preliminary research: about 28% of employees at the plant live in Guilford, Vernon and Brattleboro (175 people). About 21 employees (perhaps more, some have PO Boxes in other towns) live in Guilford. Windham County is the oldest county in the country. There is an interesting economic dynamic in this area – there is a large group who receives income through transfer payments (state/federal aid) and another significant size group who earns income through accumulated wealth (trust funds) – the group in the middle who need jobs is smaller but will struggle the most. How do we proceed forward in the absence of a major employer? There was some discussion about the recent SeVEDS meeting and if this organization will be involved. The public meeting is at 1:30 for public officials it will span until 4:30; the general public will be heard at 5:30 pm. Anne had questions about how various aspects of the closure will unfold. SAFSTOR or decommission – they don't know which will take place. There was discussion about what a timeline might look like and how it might affect the local communities. There are so many unknowns at this point. This will be a long drawn out process. Mike asked if Katie might help him get a copy of the Voter Checklist to determine who lives in Guilford that will be affected. Katie thought it would be most helpful to have Herb Meyer, EMD, attend the public meeting and testify on behalf of the Town; the Emergency Management Department will be most effected by the VY closure.
- Water Line – Guilford Community Church – review bids \*\* (executive session – see below)
- Policies – Katie asked what the best process would be for reviewing them – group or through email? Anne suggested circulating them, to review ahead and making notes so that we will be ready. A work session will take place before the next Selectboard at 6:00 pm to work on them
  - Time Recording – Town Staff and Elected Officials – Draft
  - Procurement Policy – Draft
  - Metal Detector Policy – do we need one? Dick is concerned that people have been using metal detectors on property and may find something in an old cellar hole that belongs to someone else; he thinks the Town needs a policy on this. Katie thought that this could only be done for Town property but also the Town would have to have it in an

ordinance, not a policy; policies typically guide the Town's operations, not private citizens' activities. She will follow up on this.

- Town Office as Retail Outlet – In the past, the Town has sold items for various organizations (other than the Town) out of the Town Office. This practice has been cited by the professional auditors as something we should not be doing. Katie informed the board that at this point all activity of this fashion has been eliminated and that we must refuse to do this for any/all request in the future.
- Community Visit Program – Dinner, Miscellaneous account, 250<sup>th</sup> Fund balance – Part of the Town's commitment for the Community Visit program was to host the community dinner for those attending the forums on October 15<sup>th</sup>. Katie asked if the money that remained in the 250<sup>th</sup> Celebration Fund might be used to fund this expense rather than finding money in the budget. Anne moved to use the 250<sup>th</sup> Celebration funds. Troy seconded. All were in favor. Motion carried.
- Wex Bank Fuel Card – close account – Katie explained that when a larger company bought out Canal Street Gulf, all of their existing credit accounts were converted to Wex Bank credit cards. The interest rate on the Wex card is exorbitant; there is \$2.00/month fee for just holding the card and a \$39 fee for late payments. Katie asked the board if the card could be closed and if there was a need to purchase gasoline that the existing Peoples bank credit card could be used instead. Anne moved to close the card. Troy seconded. All were in favor. Motion carried.
- Comcast – Cancel one of the phone lines – Katie explained that in the past, there had been a request to have a third phone line added by the former Town Clerk; it was added at that time. Katie feels that this third line is unnecessary and asked the current Town Clerk, Penny Marine, if she agreed; she did. It will save \$49.99/month. Anne moved cancel one of the three existing phone lines for the Town Office. Troy seconded. All were in favor. Motion carried.
- Flood Hazard Area Bylaw Administrator – ANR – The Town has had a Flood Hazard Area Bylaw since 2005. There has been a long period of time for which there has not been a formal appointment of an administrator for this program; the Town must appoint someone to fill this vacancy. Anne suggested Herb Meyer. Dick suggested Dan Ingold. Anne moved to have Dick pursue Dan Ingold to take on this role and if he is unwilling or unable to appoint Herb Meyer to the position in the interim. Troy seconded. All were in favor. Motion carried.
- SB Meeting November 11<sup>th</sup> – Veteran's Day - re-schedule – Anne moved to move the November 11<sup>th</sup> meeting to November 12<sup>th</sup> in observance of Veteran's Day. Troy seconded. All were in favor. Motion carried.
- FY15 Green Up – Coordinator – Anne moved to beg Elly to continue in her service as this year's Green Up Coordinator and expressed her deepest thanks and recognition for doing such an excellent job at it. Troy seconded. All were in favor. Motion carried.

## **V. OLD BUSINESS**

- Website – Customized Photo on Home Page - \$300 – There was a discussion about customizing the photo on the home page of the new website for the cost of \$300; the photo there is not of Guilford. Dick suggested that we do so and have a town-wide contest to pick it. Katie suggested we wait until we are farther into the budget year to make this decision, as the expense was not budgeted. No action at this time.

## **VI. DISCUSSION/UPDATES**

- Ancient Roads – follow up – Town corners – Dick charged the Conservation Commission (through a conversation at the Grange's Apple Brunch with Marli Rabinowitz and Sarah Quine) with organizing walks to determine the 4 corners of the Town.

- Generator for back-up shelter – Grange – The Town has received funding through the RERP Program for a portion of the generator to be installed at the Grange (the back up shelter during an emergency). Dick has been doing some preliminary information gathering for installing the generator that involves moving the power box, materials, insulation, etc. There is no action at this point on the part of the Town.
- GRCB Preservation Project – Conceptual plans were presented to the Town for the rehabilitation of the Green River Covered Bridge funded through the Transportation Alternatives (Enhancement) Program grants. Katie explained the plans/work as presented. She also mentioned that there was additional funding through another grant source to rebuild the wingwall. This presents two separately funded projects for the same area. She feels it makes sense to see if they can be treated as one larger project from a construction perspective – it would stream line expense, permitting, timeline, etc. She spoke with the engineer to inquire about the potential of bidding out the project in two parts – one for the bridge rehab work and the other for the wing wall project. This would allow the work to occur concurrently, with one contractor to oversee both, but invoice separately for the two parts so that the funding can be accurately tracked. She is working with the State (VTrans) to determine if they would be agreeable to this; they are as long as invoicing and funds are kept separately. She will follow up with all parties again to ensure that this will be possible.
- Anne asked about town-wide reappraisal. Anne had asked if there is any forward motion on this project. Dick explained that there is too much work to do yet to schedule this. He had talked to a gentleman representing a mapping company at Town Fair and asked if he would come to Guilford to speak with the Selectboard and Listers about what steps would have to be taken before a mapping project could take place; this would be the same work that would need to be done for a company to do a town-wide reappraisal. The best time to do this would be during work on the FY15 budget.
- Budget Work Session Schedule – Members will email Katie to let her know what dates might work.

**VII. HIGHWAY**

- Update – Still waiting on mower for the new tractor. The new truck (1-ton) is here.
- Uniform Municipal Excess Weight Permit - None

**VIII. FINANCE**

- Closing of Cash Accts. - Reappraisal, Preservation, etc. – Katie has spoken to the professional auditors (Mudgett, Jennett, Krogh-Wisner) and to the attorney from VLCT to confirm that reserve cash accounts can be co-mingle as long as they were separately funded in our books; they are. The Town must track and credit interest accordingly if this is done. Katie has spoken to Peter (Bookkeeper) about creating a spreadsheet to perform this function; he will do it and credit interest on a regular schedule. Anne moved to authorize closing all cash accounts that do not need to be separated by special article or by statute. Troy seconded. All were in favor. Motion carried. (Capital was already decided 12/10/2012)

- Warrants:
 

○ PR 09/29/2013	\$ 4,390.79
○ PR 10/06/2013	\$ 4,511.10
○ TOTAL PAYROLL	\$ 8,901.89
○ Warrant #6A	\$ 99,158.00
○ Warrant #6B	\$607,483.71
○ Warrant #6DP	\$ 22,222.00
○ TOTAL EXPENSES	\$ 728,863.71

○ TOTAL ALL.....

\$ 737,765.60

Troy moved to pay the above stated Payroll warrants for 9/29 and 10/6/2013 and Expense warrants #6A, #6B and #6DP. Anne seconded. Motion carried.

**IX. EXECUTIVE –**

- Anne moved to enter into executive session at 7:43 and invited Katie Buckley to discuss a contractual matter.
- The board exited executive session at 7:58
- Troy moved to accept the bid from Bernie LaRock & Son, Inc. in the amount of \$11,950.00 to construct a 4” service from the waterline to the exterior wall of the Guilford Community Church (the Town’s designated Red Cross Shelter), if the decision is to increase to a 6” service, it will be an additional \$1,200. Anne seconded. All were in favor. Motion carried.

**X. COMMUNICATIONS**

- WW-2-4536 – Permit Issued – Shapiro – Parcel #6-335 –Connection of existing 6, one-bedroom apartment units and 3,000 sq. ft. studio to Town of Guilford waterline, located on +/- 0.21 acre lot located at 37 Bee Barn Road, Guilford.
- WW-2-4535 – Permit Issued – Meyer – Parcel #6-336 –Connection of existing two family residence (1, one-bedroom apartment and 1, two-bedroom apartment) to Town of Guilford waterline, located on +/- 1.1 acre lot located at 41 Bee Barn Road, Guilford.
- DEMHS – Certification Level 1 EMD – Herb Meyer – We are so lucky to have Herb working for our Town!
- Potter, Stewart, Jr. Law Offices, P.C. – Letter, 10/1/2013 – Re: Stony Hill Road – Dick verified that the information provided in the letter is accurate.

Anne moved to adjourn at 8:05 pm. All were in favor. Motion carried.

The next Selectboard Meeting will be held Monday, October 28 at 6:30 p.m. in the Guilford Town Office.

  
 Richard Clark

  
 Troy Revis, Jr.

  
 Anne Rider