GUILFORD SELECTBOARD MEETING

December 28, 2015, 6:30 PM, Guilford Town Office

Selectboard Members Present: Gabby Ciuffreda, Dick Clark, Sheila Morse (Chair), Troy Revis, Jr., Anne Rider

Officials/Staff Members Present: Katie Buckley (Town Administrator), Andy Cotton (Lister), Penny Marine (Town Clerk/Treasurer), Shaun Murphy (Lister), Jeremiah Sund (Assessor Clerk)

I. **Call to Order**

II. **Recognition of Public** - Ian Kiehle (BCTV)

III. **New Additions**
   a. Article for the next edition of the Gazette
   b. Executive session for a contract matter.

IV. **Changes to Agenda Order** – Katie asked for the Communication section of the agenda to be moved ahead of Finances.

V. **Approval of Minutes**
   a. December 14, 2015 - Anne moved to accept the minutes as written. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.

VI. **Old Business** – None

VII. **New Business**
   a. Auditor Appointment - A meeting was held with Neil Quinn, Cathi Wilken, Peter Heltzel, Sheila Morse and Kaite Buckley to discuss the need for the role of Auditors. All agreed their role continues to be a valuable one. Jim Haine has graciously volunteered to fill the long-vacant auditor position; he has taken out a petition to be on the ballot in March to serve until March 1st, 2016. Anne moved to appoint Jim Haine as Auditor until Town Meeting Day 2016. Dick seconded. All were in favor. None opposed. No abstentions. Motion carried.
   b. Listers Office – Town-wide Reappraisal: There is no State mandate for the duration of time between reappraisals; it is dictated by the Coefficient of Dispersion (COD) and the Common Level of Appraisal (CLA). Shaun called all of the firms on the State's approved contractor list (32 in total). Of these, the Listers have whittled it down to 5 firms that can meet the Town's requirements. All firms have been extremely responsive and professional. Discussion ensued. Anne asked if references have been checked for ARGI; Guilford worked with them in 2005, when the last reappraisal was done, and liked them. Based on the information shared, Anne felt strongly that ARGI is the firm with which the Listers should negotiate. Sheila would like a comprehensive project budget for the reappraisal project. Anne moved to approve the Listers' recommendation to proceed with ARGI and to negotiate further

terms with them. Dick seconded. All were in favor. No abstentions. None opposed. Motion carried.

c. Gazette Article – The deadline for article submission is January 4th. Anne suggested that the Selectboard should submit an article to update residents on Town business. Topics to be considered are: the Green River Covered Bridge project, a reminder to voters to attend Town Meeting and a reminder that the Selectboard is now a 5-member board.

VIII. **Discussion/Updates** – none

IX. **Highway:** Dan Zumbruski was not present but reported through Sheila that there is nothing of significance to report. The Road Crew has continued to clean out ditches and grade roads, and are grateful there's been no snow to date.

X. **Communications**

a. Windham County Sheriff's Department – November 2015 STARS report.
b. Letter, 12/16/2015 - The Gathering Place, year-end, generic thank you for continued support.
c. Notice of Annual Meeting - Windham County – January 19, 2016, 3:30 PM, Wind County Courthouse, Newfane.
d. Letter, 12/15/2015 - State of VT, Dept. of Taxes, Division of Property Valuation & Review – Certified Equalized Education Property Value (eff. 1/1/2016).
e. Email from Susan Arnold: Sheila read the email send by Mrs. Arnold via the Town's website. It expressed dissatisfaction about the leaf blowing that took place earlier this fall; leaves were blown into their stonewalls. Sheila spoke with Dan Zumbruski about future strategies that could be used to prevent this from happening in the future. Anne moved to authorize an email response to Mrs. Arnold. Gabby seconded. Three in favor (Sheila, Gabby and Anne). Two abstentions (Dick and Troy - no reason indicated). Motion carried.
f. Letter from Ron Lenker to the Selectboard, provided during the 12/14/2015 meeting that contained recommendations from his time serving as interim Town Administrator. The Selectboard appreciates Ron's input on important issues (mostly surrounding information technology) and will take some time to thoughtfully analyze the suggestions and make decisions about the best course of action.
g. Meeting Minutes, 12/17/2015 – Guilford Conservation Commission - Gabby shared an excerpt from the minutes that recounted details of a recent multi-town, joint Conservation Commissions meeting. Guilford was praised for having a member of its Selectboard (Gabby) on the Conservation Commission.

XI. **Finance**

a. Warrants:

Payroll Warrants	
WE 12/20/15	$ 4,791.64
WE 12/27/2015	$ 6,053.69
Expense Warrant #1612	$25,991.61
TOTAL	**$36,836.94**

Troy moved to pay the Payroll and Expense warrants as presented. Dick seconded. All were in favor. No abstentions. None opposed. Motion carried.

b. FY2016 YTD Budget Status Report – The Board reviewed the FY2016 profit and loss statements. No action taken.

c. FY2017 Budget Work Session – Katie had done preliminary work on the FY2017 budget for the General Fund (003), the Capital Fund (004) and the Highway Fund (009); Dan Zumbruski furnished the budget for the Highway Fund. This was the Board's first review of these budgets. Katie will share her budget notes with them so that they will be prepared for the next budget work session on Thursday, January 7, at 5:00 PM in the Town Office. (http://www.guilfordvt.net/vertical/sites/%7B372CBFCC-DD14-4AC7-862E-8EA2C377FFD3%7D/uploads/FY17_Budget_Work_Session_Notice.pdf).

XII. **Executive Session** – Anne moved enter into executive session at 7:58 PM to discuss a personnel issue and a contract issue. She invited Katie Buckley and Penny Marine to join. Troy seconded. None opposed. No abstentions. Motion carried. The Selectboard exited the executive session at 8:48 PM. No action taken on the personnel matter. No action taken on the contract matter.

XIII. **Adjournment** - Anne, moved to adjourn the meeting at 8:49 PM. Dick seconded. No objections. No abstentions. Motion carried.

The next Guilford Selectboard Meeting will take place Monday, January 11, 2016, 6:30 PM at the Guilford Town Office. All meetings are open to the public – we welcome and encourage you to come!

Sheila Morse, Chair

Gabby Ciuffreda

Richard J. Clark

Troy Revis, Jr.

Anne Rider