

SELECTBOARD MEETING AGENDA

February 25, 2013

I. CALL TO ORDER 6:30 PM

II. RECOGNITION OF PUBLIC

- Bill Jewell (Conservation Commission), Ian Kiehle (BCTV), Marianne Lawrence (Town Poundkeeper),

III. APPROVAL OF MINUTES

- Troy moved to approve the minutes from the February 11, 2013 Selectboard Meeting. Anne seconded. Motion carried.

IV. OLD BUSINESS

- Windham County Humane Society – Contract – Follow Up – Dick spoke with a member of the Humane Society today on the telephone regard the Town's needs for services. A representative will attend a future Board meeting to establish parameters of an agreement of for services. The Town could pay a flat rate and come to an agreement or sign a contract for expanded services (this might be more than what we need). Anne moved to enter an agreement for a flat rate with terms to be decided. Troy seconded. Motion carried.
- Ancient Roads – Bill Jewell (Conservation Commission) has been working with Dick Clark on the Ancient Roads project. He had called Johnathan Croft (VTrans) to get our 2013 Certificate of Highway Mileage that had already been filed in late January returned; he indicated to Mr. Croft that we are indeed ready to include the mileage for the Ancient Roads that will be added to the Certificate as Class 4 roads. Dick explained that he and Bill have been working on gathering the documentation needed to do this. Anne asked if this would fall on Katie to get into the State by the time extension and if we have everything needed to do the refilling; Bill assured Anne that everything is complete and ready to submit. He indicated that Jeff Nugent (Windham Regional Commission) should have a map done of all the roads that will be added – he referenced the map hanging on the wall as being it. Katie clarified that this map was the one she had asked Jeff to make for her back in 2009 when she was more deeply involved in the project. Bill indicated that Jeff should have made an updated version of this map based on all the research he and Dick had done. Katie questioned the placement of the roads on the map – they are ballpark estimates and not accurate. Bill stated that it doesn't matter if they are accurate or not but rather we just need to show that "there is something more or less in this vicinity"; Dick supported this by saying that it "just needs to be to the best of our knowledge." Bill explained that he made a CD containing the documentation to support the addition of these roads; he stated that he had given it to Katie about 6 months ago – she did not recall receiving it. Katie clarified that to submit the new Certificate she would need the new map (from Jeff Nugent), the CD and a letter from the Selectboard stating that they have verified and support the documentation to add the roads to the Official Highway Map for VTrans. Anne moved to submit to Johnathan Croft the addition of the Ancient Roads with supporting documentation and map and Katie will draft a letter to from the Selectboard verifying/supporting the documentation for these additions with the Board Chair authorized to sign it. Troy seconded. Motion carried. There was a discussion about some of the potential consequences of adding these roads. Katie felt that the property owners who are affected by the addition of the roads should be notified of this happening; nobody shared her opinion - all felt property owners should already know if there was an old road running through their property. She reminded that title searches only go back 40 years and this could have been inadvertently overlooked in this process.

- Bill Jewell had also worked with Dick on revising the Road Ordinance. He presented a draft based on the Vermont Local Roads model and said that it was ready to go. Anne asked Bill for clarification on the ordinances; she wondered if the Town has a Traffic Ordinance, a Highway Ordinance and a Road Ordinance – Bill replied that yes, we do. Katie indicated that the Town only has a Traffic Ordinance and Highway Ordinance – there is no separate “Road Ordinance” as Bill stated – road specifications are included in the current Highway Ordinance. Katie asked if there was an addition of a Class 4 Road Policy to support this work; Bill said that there was. Katie indicated this “draft” must be merged with our current Ordinance to ensure continuity; it cannot just replace it. Bill also pointed out that a section must be added to it that addresses if a property owner makes changes to their drainage; they must notify the Town of this and obtain written permission to do this. He said that if someone plans to change the “drainage pattern,” they would need to get a “drainage easement.” Katie questioned why this should appear in the Highway Ordinance, especially if the property wasn’t close to a Town Highway and if the Town even has the authority to do this in the absence of zoning. Bill indicated that yes it should and yes we do. Anne thought that more work would be needed on this before it was ready to be adopted.
- Windham County Sheriff’ Department – School Partnership - Dick spoke with Sheriff Keith Clark on the telephone today. He indicated that the Guilford Central School must get a separate contract; they cannot “piggy-back” onto the Town’s contract for the remainder of FY13. Sheriff Clark said it would be possible to alter the Town’s contract for FY14 to include the school’s services. He expressed a willingness to sit down with members of the Selectboard and School Board to determine the details of said contract. Katie believed the school budgeted the funds for FY14 so this shouldn’t be a problem. She will coordinate with all parties to set a meeting date after Town Meeting Day.
- Anne asked about the timeframe in which the Board must appoint a new Lister. Katie suggested reaching out to Lisa and Jeremiah to determine what their needs are; she will try to schedule a meeting between them and the Board to work out the details.

V. HIGHWAY

- General Update – We escaped another storm
- Uniform Municipal Excess Weight Permit – Pike Industries – Troy moved to approve Pike Industries’ Excess Weight Permit with the usual restrictions. Anne seconded. Motion carried.

VI. FINANCE

- Budget Update – Katie provided a year-to-date budget update. Everything seems to be on track with the exception of health insurance in the General Fund; it may run over budget in its line item but the overall budget will be fine. Highway is over in the Building Maintenance line; some items were charged to it that Katie feels are Capital Program expenses. She will perform the journal entries to clean this up.
- Warrants:

○ PR 02/17/2013	\$ 5,731.24
○ PR 02/24/2013	\$ 5,846.67
○ TOTAL PAYROLL	\$ 11,577.91
○ <u>Warrant 15</u>	\$ 22,733.62
○ TOTAL	\$ 34,311.53

Troy moved to approve the above stated payroll warrants from 2/17/13 and 2/24/13 and expense warrant #15. Anne seconded. Motion carried. There was a brief discussion about some of the items on the expense warrant.

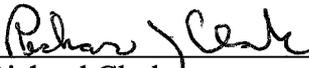
VII. COMMUNICATIONS

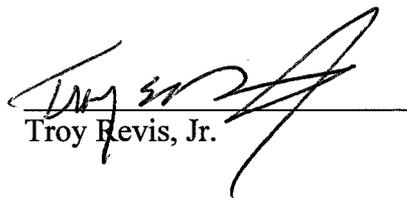
- WW-2-4373 – Permit issued – Franklin & Rounds – Parcel #655.1 – Project consists of e two (2) lot subdivision with Lot #1 improved with an existing 3-bedroom, SFR and Lot #2 to be under deferral restrictions located at 2961 Weatherhead Hollow Road.

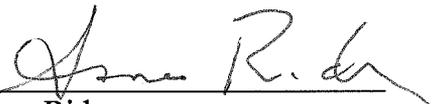
VIII. EXECUTIVE SESSION - None.

Anne moved to adjourn at 7:10 p.m. Troy seconded. Motion carried.

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


Richard Clark


Troy Revis, Jr.


Anne Rider