

GUILFORD SELECTBOARD
Tuesday, October 13, 2015 AT 12:01 P.M.
GUILFORD TOWN OFFICE

Selectboard Members present: Anne Rider, Chair, Gabby Ciuffreda, Dick Clark, Sheila Morse

- I. Call to Order**
 - a. Meeting called to order by Anne Rider @ 12:01
- II. Recognition of Public**
 - a. Town Officials and Staff Present:
 - i. Selectboard: Anne Rider (Chair), Sheila Morse, Gabrielle Ciuffreda, Dick Clark
 - ii. Staff: Dan Zumbruski (Road Commissioner), Ron Lenker – interim Administrative Assistant.
 - iii. Em Richards (BCTV), Laura Lawson Tucker, Alan McBean, Cheryl Franklin
- III. New Additions**
 - a. WSWM District budget update – Cheryl Franklin
- IV. Approval of Minutes**
 - a. For Monday Sept 28, 2015: Sheila moved to accept; Gabby seconded; motion passed unanimously.
 - b. For Tuesday October 6, 2015: Sheila moved to accept; Gabby seconded; motion passed unanimously..
- V. New Business**
 - a. LT Paul Favreau-will attend the Oct 26th Selectboard meeting
 - b. Allan McBean - Tucker leach field @ 4075 Guilford Center Rd
 - i. Leach field for the Tucker household will be on Spring Farm Trust property. State permit will state easement allowance. The only issue needing the Town’s approval is the work necessary to go under the road. Dan Zumbruski has spoken with contractor about their process. They will be boring under the road and will not be disrupting the surface or interfering with the culvert that is at that location. Dick moved to “approve placement of pipe under the road and existing culvert with acceptance of road commissioner” Sheila seconded; motion passed unanimously.
- VI. Old Business:**
 - a. Revisit Salvage Yard Application: The application needs to specify the duration of the permit and Mr. Winchester needs to include the remittance of funds.
 - i. Sheila moved to grant a “one year permit;” motion seconded by Gabby; motion passed unanimously. Ron will contact Ralph Winchester to let him know that there is the payment due of \$25.00.
 - b. Town Administration follow up:
 - i. Penny, Pete, Katie, Ron and Sheila Morse met to discuss budget process. Sheila thanked Penny, Pete, and Ron for making themselves available on a holiday not just for this meeting, but also to be able to accept tax payments due on 10/15. Sheila will get notes from that meeting out to Selectboard. There was a discussion about the necessity to inform the public (through warnings and posting on our website) about budget “work sessions.” There will need to be Selectboard meetings to work on the budget in addition to the regularly scheduled Selectboard meetings. The initial preparatory meetings between the contractor preparing the budget (Katie Buckley) and the Selectboard representative (Sheila Morse) do not need to be warned.

- ii. Job description for Town Administrator: Sheila will meet with Dick for clarification about his suggested edits after today's meeting.
- iii. Anne feels good support is currently in place so that job posting need not be rushed.

VII. Discussion/Updates:

- a. Recent workshop reports/information takeaways from both meetings -- Town Fair and VLCT-
 - i. Dan Zumbruski stated that water quality regulations need to be addressed and noted that the Town will eventually be charge a fee of somewhere between \$400-\$2000 dollars per year for permits.
 - ii. Act 46 is going to have a tremendous effect on town meeting if implemented. If the School Budget is not discussed and voted on at Town Meeting, attendance and participation may drop significantly.
 - iii. Discussion about ways to increase participation in Town Meeting.
 - iv. Sheila and Dick attended a workshop on Open Meeting laws and the changes that have gone into effect since 2014. All Town boards and commissions must follow the law. The information from that workshop will be shared with all boards and commissions. Ron will distribute the materials.
 - v. A couple of examples were give to illustrate the requirements of the open meeting law: if three or more select board members are present, that makes a quorum; decisions and discussion are not allowed. A meeting does not need to be warned in such a case if the objective is solely to gather information; discussing issues or making decisions is not allowed unless the gathering has been warned.
 - vi. Selectboard can have meetings as long as town business is not discussed.
 - vii. When someone has requested pre-notification about meetings in writing, town must provide that notification in addition to meeting all the other posting requirements.
 - viii. Budgeting workshop provided great information but too detailed to share at this time. It will inform our process as we create our FY 17 budget

VIII. Highway

- a. Bridge 64 on Hale road: Dan reviewed the status. The State agreed that it made sense to put on a concrete deck but the Board wanted further information about the best short-term supports for the bridge through the winter. Currently, there is a plate of steel over the weak spot in the deck. Dan feels that steel plate is sufficient to be safe but will get an engineer to look at it soon. Anne mentioned the possibility of Better Back Roads funds being available to help with that work. There was a washout of a culvert on Lowry Road. Dan will be putting in two four foot culverts. He has done a temporary fix until the state does a hydraulic study. State may want a different solution.
- b. Currently town road crews are grading and blowing leaves; they will start on culverts at end of week.

IX. Continuation of New Business: WSWMD –

- i. No MRF: no recycling collections, which would mean no recycling operations at the Ferry Rd. site or modified collection. Recyclables would still be collected but would be sent to another facility for processing.
- ii. Guilford's assessment was \$29,309.91 for last year. If things remain the status quo, there is likely to be a 3% increase or more. If they eliminate the MRF, our assessment will go down significantly. The budget is supposed to done in December for WSWMD.
- iii. WSWMD proposed budgets seemed overly optimistic according to Cheryl.

X. Finance

- a. Payroll warrant-16023 10/08/2015 \$5579.45
- b. Payroll warrant-16025 10/11/2015 \$5599.48
- c. Expense warrant-1607 10/13/2015 \$164,079.18
 - i. VT Roadworks - paving WHH Rd \$152,712.03
 - ii. Greg's Auto - fender Repair \$3166.08
 - iii. Tristate Asphalt - marking & cutting \$1445.00
- d. State License warrant-07DP 10/15/2015 \$276.00
- e. Sheila moved to pass all warrants, Gabby seconded; motion passed unanimously.
- f. Note: The items listed under the expense warrants are those that exceeded \$1,000 and are shared for informational purposes.

XI. Communications

- a. SeVEDS Annual meeting
- b. Notice of Application for Public Good
- c. Wastewater System/Potable Water Supply Permit 2518 Stage Rd
- d. Application for onsite system receipt Parcel ID 625.000
- e. Vermont Town City Management Association Fall Meeting 2015

XII. Executive Session - none

XIII. Set Meeting Date

- a. Next meeting is scheduled for October 26, 2015 at 6:30

XIV. Adjournment

- a. Dick moved to adjourn; Sheila; motion passed unanimously. Meeting ended at 1:15 pm

Anne Rider, Chair

Sheila Morse

Gabrielle Ciuffreda

Richard Clark