

GUILFORD SELECTBOARD MEETING
February 22, 2016, 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), Dan Zumbruski (Highway Foreman/Road Commissioner)

- I. Call to Order
- II. Recognition of Public – Ian Kiehle (BCTV), Addison Minott
- III. Rules of Procedure
- IV. New Additions – Troy asked for an Executive Session for a personal matter of his own.
- V. Changes to Agenda Order - None
- VI. Approval of Minutes
 - a. February 8, 2016 – **ACTION:** Troy moved to accept the minutes as written. Anne seconded. All were in favor. None opposed. No abstentions. Motion carried.
- VII. Old Business
 - a. Signature Stamps – return – During the Selectboard meeting on 2/8/2016 Troy questioned where the signature stamps for Selectboard members were being kept. Katie located them in the Treasurer’s vault. She returned them to their respective owners to take home with them.
 - b. Green River Covered Bridge Project:
 - i. Announce award for construction – Hoyle, Tanner & Associates performed the bid analysis for the three (3) bids submitted for the construction portion of the project. They concluded that Wright Construction Company, Inc. was the lowest responsive and responsible bidder at \$440,156.25. **ACTION:** Anne moved to accept the bid submitted by Wright Construction Company, Inc. and to issue the Notice of Award. Dick seconded. All were in favor. None opposed. No abstentions. Motion carried.
 - ii. Announce award for Construction Inspection Services – On February 9th the Selection Committee met to review the three (3) Technical Proposals submitted for Construction Inspection Services by Dubois & King, John Turner Consulting (JTC) and Cole Engineering & Construction. Each of the Committee members separately scored each of the firms. All scored Dubois & King’s Technical Proposal the highest; Cole’s proposal was considered incomplete and unqualified. The Cost Proposals were then opened at the end of the Selection Committee meeting. Dubois & King was the lowest qualified bidder at \$57,802, which was \$1,102 less than JTC. The Committee’s recommendation to the Selectboard is to contract with Dubois & King for Construction Inspection Services. **ACTION:** Dick moved to accept the proposal of Dubois & King for Construction Inspection Services for the Green River Covered Bridge project. Anne seconded. All were in favor. None opposed. No abstentions. Motion carried.

VIII. New Business

- a. Conflict of Interest Policy & Questionnaire –Adoption – Dick Clark had shared information on “Open Meeting Law” with Gabby Ciuffreda; it included the recommendation that Selectboards adopt a Conflict of Interest Policy. Gabby, Sheila and Katie worked on the proposed draft of the Conflict of Interest Policy for the Guilford Selectboard. There was a brief discussion about the policy and questionnaire. **ACTION:** Anne moved to adopt the Conflict of Interest Policy and the Conflict of Interest Policy – Related Party Statement & Questionnaire. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.
- b. Selectboard Orientation Meetings – set regular schedule – At Gabby's request, she and Katie have been holding weekly meetings so that she can learn more about the Town since she is a new board member. Sheila has joined in on them. They furnish topics to Katie in advance about which they would like to learn more and then they cover them together; no decisions are made nor actions carried out as a result of these meetings. They established a regular schedule of Thursdays at 8:00 AM. Since there will be a new Selectboard member joining the group after Town Meeting, it may make sense for it to become a regular warned meeting so that anyone on the Board is free to attend without question if they choose to do so. **ACTION:** Anne moved to adopt and warn this new "work session" schedule for Selectboard members to attend if they wish. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.

IX. Discussion/Updates

- a. Anne – Town Meeting Day lunch – The Guilford Country Store will be offering a light lunch menu at a nominal price.

X. Highway

a. General Update

- i. It has been quiet.
- ii. Everyone went riding around today looking for mud. They haven’t found any yet, thank goodness, but it is inevitable.
- iii. Dan has found a buyer for the wheel chair bus (Emergency Management’s).
ACTION: Anne moved to authorize Dan to negotiate with the buyer and work towards a bill of sale that will be formally accepted during the next Selectboard meeting. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.
- iv. Excess Weight Permits – Pike Industries, Inc. and United Natural Foods, Inc.
ACTION: Troy moved to approve the Excess Weight Permit as presented (they included the usual restrictions). Anne seconded. All were in favor. None opposed. No abstentions. Motion carried.

XI. Finance

a. Warrants

Payroll – WE 2/14/16	\$ 6,377.43
Payroll – WE 2/21/16	\$ 7,562.07
Expense Warrant #1616	\$ 96,819.92**
TOTAL	\$ 110,759.42

** Warrant #1616 contains an invoice for \$73,700.00, charged to the Capital Fund. It is for the new 2016 International truck body, plow, wing and painting.

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

Sheila mentioned that Katie included YTD financial reports in the Selectboard meeting materials she emailed to board members. They will become a regular component of the meeting materials they receive in their Dropbox link.

XII. Communications

- a. County of Windham – FY2017 Adopted Budget
- b. VTrans – Letter 2/10/2016 – Final 2016 Certificate of Highway Mileage
- c. State of VT Public Service Board, 2/5/2016 – Procedural Order Re: Application and Comment Deadline – Application for Cert. of Public Good Soveren, Inc., 500kW
- d. Windham Country Sheriff’s Department – STARS Report, January 2016
- e. VT ACCD, Division of Historic Preservation – Determination of Eligibility for State Register of Historic Places, Jacobs/Thomas Place, 1250 Weatherhead Hollow Road – Generative Arts VT, pre-Act 250
- f. Phone Call, 2/22/2016, Tim Gahm, Federal Department Alcohol, Tobacco and Firearms – application to be a gun retailer, 102 Whipple Drive

XIII. Executive Session - Anne moved to enter executive session at 6:57 PM to discuss a personal matter presented by Troy. Anne invited the Town Administrator to attend. Troy seconded. All were in favor. No abstentions. None opposed. Motion carried.

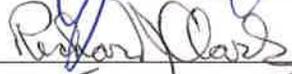
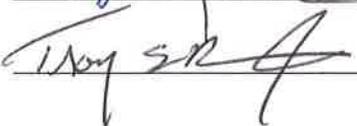
The Selectboard exited executive session at 7:05 PM. **NO ACTION** taken.

XIV. Sheila took a moment to acknowledge Anne Rider’s long service on the Selectboard. Those present took turns thanking Anne for her service and sharing memories of Selectboard highlights over the years. Anne Rider will be truly missed in her leadership role for Guilford.

XV. Adjournment–ACTION: Anne moved to adjourn the meeting at 7:08 PM. Dick seconded. All were in favor. No abstentions. None opposed. Motion carried.

The next Guilford Selectboard Meeting will take place Monday, March 14, 2016, 6:30 PM at the Guilford Town Office; it will be the Selectboard’s annual organizational meeting.

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