

GUILFORD SELECTBOARD MEETING
January 25, 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 - Dolores Clark, Ian Kiehle (BCTV), Steve Lembke

III. New Additions - None

IV. Changes to Agenda Order - None

V. Approval of Minutes

- a. January 11, 2016 – **ACTION:** Troy moved to accept the minutes as written. Anne seconded. All were in favor. None opposed. No abstentions. Motion carried.
- b. January 14, 2016 (Budget Work Session) – **ACTION:** Anne moved to accept the minutes as written. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.

VI. Old Business

- a. Compensation due to Delinquent Tax Collector – The 8% penalty for delinquent taxes has accumulated since the appointment of the new Delinquent Tax Collector, Penny Marine, on January 1, 2015 with no disposition occurring since this date. This money needs to be disbursed. The amount owed for FY2015 is \$7,668.71; the amount owed year to date for FY16 is \$16,428.76. **ACTION:** Anne moved to compensate Penny Marine, Delinquent Tax Collector, the amount of the 8% delinquent tax penalties owed from January 1, 2015 to the present, the schedule to be determined so that full compensation for back penalties for FY15 and FY16 is reached by 6/30/2016. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.

New Business

- c. Policy Adoption – *Selectboard Rules of Procedure* - This is a model policy that the Vermont League of Cities & Towns strongly encourages boards to adopt. It will help the Selectboard to objectively govern the rhythm and order of meetings as well as the pace. **ACTION:** Troy moved to approve the *Selectboard Rules of Procedure* as written. Anne seconded. All were in favor. None opposed. No abstentions. Motion carried. This policy will be posted on the Town's website.
- d. Approve FY17 Budgets – General & Highway Funds – There was light discussion about the budgets presented. All were in agreement that no more changes were necessary. **ACTION:** Anne moved to accept FY17 General Fund and Highway

- Fund budgets as presented. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.
- e. Approve 2016 Town Meeting Warning (FYI - the Town's portion of Town Meeting will be 2nd this year) – **ACTION:** Troy moved to approve the 2016 Town Meeting Warning as written. Anne seconded. All were in favor. None opposed. No abstentions. Motion carried.
 - f. Town coverage of Medicare premiums for employees at the age of 65 – **ACTION:** Anne moved to approve the memo to Allen Belleville regarding reimbursement for his Medicare costs as written. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried. Steve Lembke pointed out the memo should read “at 65” not “over 65.”
 - g. 2016 Certificate of Highway Mileage – There are no changes in the number of Highway Miles listed on the Certificate: Class 1 = 0, Class 2 = 17.250, Class 3 = 49.55, State Highway = 10.68; Class 4 = 9.92, Legal Trail = 4.05 (the Town does not receive State Highway Aid funding for Class 4 or Legal Trails). **ACTION:** Anne moved to accept the 2016 Certificate of Highway Mileage as presented. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.

VII. Discussion/Updates

- a. Green River Covered Bridge Rehabilitation Project:
 - February 8, 2016 - Contractor bids due; Construction Inspection Services (Resident Engineer) proposals due.
 - February 22, 2016 - Award contractor bid; Award contract for Construction Inspection Services.
 - May 23, 2016 - Contractor may begin work at the site.
 - June 20 - August 26, 2016 - The Bridge will be allowed to be closed to traffic. During this time, the contractor shall complete all major items that require bridge closure.
 - August 26-September 30, 2016 - All remaining work items that can be completed after the bridge is open to traffic shall be completed (by Sep. 30th).
 - A selection committee was created for the purpose of reviewing proposals during the 12/14/15 Selectboard meeting. Committee Members include: Sheila Morse, Gabby Ciuffreda, Michael Knapp, Addison Minott, Ron Lenker; Dan Zumbruski, Highway Foreman, Katie Buckley, Town Administrator and Matt Mann, Transportation Planner, Windham Regional Commission, will act as non-voting advisers to the committee.
- b. Shared research on the creation of a Recreation Commission – Sheila explained that Lisa Ford attended the Planning Commission meeting on 1/21 to discuss the local group's progress on the topic. Katie prepared some information for the Selectboard to review as they consider whether or not to create a Recreation Commission for Guilford. Gabby felt that if there is momentum to invigorate the Guilford Recreation Club or to form a Recreation Commission that the Town should create the Recreation Commission that will have accountability. Anne liked that this Commission will not be specifically in charge of K-6 athletics; she feels that should fall under the school. Dick expressed that he did not want this Commission to mirror the school year but

rather year round and serving all residents. There was consensus among board members that they want a Recreation Commission's focus to be year-round, for the whole town, not just school year and the students of Guilford Central School. Further discussion ensued. No action taken.

- c. Other
 - i. Dick asked if there were responses to Ron Lenker's letter that was submitted during the 12/14/15 Selectboard meeting. Katie reminded Dick that she had prepared responses for the Selectboard to review that was included in their Board meeting materials for the 1/11/16 meeting. She will print a copy of this item again for him.
 - ii. Steve Lembke indicated that he has an article about Floodplain administration that he would like to circulate to the board.

VIII. Highway

- a. General Update – Not much to report....this is a good thing.
- h. Excess Weight Permit – Newport Sand & Gravel/Carroll Concrete – **ACTION:** Troy moved to approve the Excess Weight Permit as presented that included the usual restrictions. Anne seconded. All were in favor. None opposed. No abstentions. Motion carried.
- i. Accept Bid Proposal for Bridge #64 (Hale Road) –This item was discussed during the 11/9/2015 Selectboard meeting (under section VIII a., link to minutes: http://www.guilfordvt.net/vertical/sites/%7B372CBFCC-DD14-4AC7-862E-8EA2C377FFD3%7D/uploads/SB_Minutes_20151109.pdf). The Town advertised for bids and received only one from Renaud Bros., Inc. **ACTION:** Dick moved to accept the lump sum price of \$123,500 from Renaud Bros., Inc. for Birdge #64. Work to include: removal of existing deck, engineering, installation of new deck, installation of bridge rail and approach guardrail, gravels to match existing conditions. Anne seconded. All were in favor. None opposed. No abstentions. Motion carried. Payment schedule to be determined.

IX. Finance

- a. Warrants

Payroll – WE 1/17/2016	\$ 5,691.32
Payroll – WE 1/24/16	\$ 4,902.20
Expense Warrant #1614	\$ 18,692.69
<u>Expense Warrant (Direct Pays) #14DP</u>	<u>\$ 48.50</u>
TOTAL	\$ 29,334.71

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

X. Communications

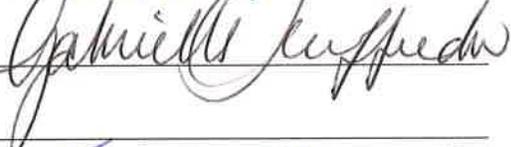
- a. Letter, 1/14/16 – Dunham Rowley, Head Lay Leader, Guilford Community Church – Bus
- b. Letter, 12/19/15 – Peter Lynch, Assistant Fire Chief, Brattleboro Fire Department – Fire Hydrants Winter Maintenance

- c. Windham County Sheriff's Department – December 2015 STARS Report
- d. January 2016 issue, *Governing*

XI. Executive Session

- XII. Adjournment – ACTION:** Dick moved to adjourn the meeting at 7:30 PM. Anne seconded. No objections. No abstentions. Motion carried.

The next Guilford Selectboard Meeting will take place Monday, February 8, 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