

GUILFORD SELECTBOARD MEETING
February 8, 2016, 6:30 PM, Guilford Town Office

Selectboard Members Present: Gabby Ciuffreda, Dick Clark (6:44 PM), 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), Eric Jones, Matt Mann (WRC), Addison Minott, Wendy Stone
- III. Rules of Procedure
- IV. New Additions
 - a. Anne – Old Business - Belogour campground project inquiry
- V. Changes to Agenda Order - None
- VI. Approval of Minutes
 - a. January 25, 2016 – **ACTION:** Troy moved to accept the minutes as written. Anne seconded. All were in favor. None opposed. No abstentions. Motion carried.
 - b. January 29, 2016 (Special Meeting) – **ACTION:** Troy moved to accept the minutes as written. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.
- VII. Old Business– Anne shared that she received a phone call from an abutter of property owned by the Belogour’s in Bernardston (the Belogour’s are developing the campground project on Stony Hill Road in Guilford). She was interested to know if there has been any additional information had been shared with the Town of Guilford regarding similar development planned for Bernardston. Katie informed that the Belogour’s have been trying to get on the agenda for months but their schedule hasn’t allowed it. They will be at a meeting in the near future. **NO ACTION**
- VIII. New Business
 - a. GRCB Project- Construction Bid Opening – Sean James, PE, Hoyle, Tanner & Associates – Due to the weather, Sean James was unable to attend the bid opening. In his place, Matt Mann, WRC, opened the three (3) bids that were submitted for the construction portion of the Green River Covered Bridge Project. All three were hand delivered on 2/8/2016 and arrived before the 2:00 PM deadline. They were:
 - i. Neil H. Daniels, Inc. – received 1:51 PM - \$456,452.00
 - ii. Renaud Bros., Inc. – received 12:45 PM - \$542,004.00
 - iii. Wright Construction Company – received 9:30 AM - \$440,156.25Hoyle, Tanner & Associates will certify that all of the bids are responsive & responsible. **NO ACTION** taken until the bids are certified.
The last day of school will be June 20th (?) depending upon snow days. The bridge closure should take place during summer vacation.

- b. Town Meeting Warning – Assignment of Articles (administrative) - The Selectboard reviewed the articles on the Town Meeting warning and decided who would provide details about each one during Pre-Town Meeting (Thursday, February 18th, 7:00 PM at the Broad Brook Grange) and Town Meeting.
NO ACTION
- c. Recreation Commission –Katie and Sheila completed a draft for the creation of a new Recreation Commission for Guilford (this document is included as a record with the meeting minutes).**ACTION:** Anne moved to approve the creation of the Guilford Recreation Commission as proposed. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried. Gabby inquired if it is standard to have non-residents as members of a Commission; this Commission is non-statutory so the rules are at the discretion of the Selectboard. Allowing non-residents to serve will allow for a deeper pool of talent to be tapped. There will be a total of seven (7) Commissioners appointed; a majority of them must be Guilford residents. The Selectboard encouraged anyone in the audience (physically present or watching on BCTV) to contact Katie Buckley, Town Administrator, if they would like to be appointed to the Commission. She can be reached: 254-6857, ext. 105 or via email: guilfordta@yahoo.com.
- d. Collector of Delinquent Taxes – Memo of Understanding- Elements of this MOU were recommended and approved by the staff attorney from VLCT. This MOU documents the existing structure and compensation of those staff members participating in the collection delinquent taxes. **ACTION:** Anne moved to approve the Memo of Understanding for Collection of Delinquent Taxes as presented. It contains the appointment of Peter Hetzel and EllyMajonen as the Assistants to the Collector of Delinquent Taxes. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.
- e. Southeastern Vermont Community Action (SEVCA) – Public Board Member Reappointment - **ACTION:** Anne moved reappoint Lisa Pitcher as the Town of Guilford’s representative to serve on the SEVCA Board of Directors. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.

IX. Discussion/Updates- None

X. Highway

- a. General Update –
 - i. Salting and sanding were taking place during this meeting.
 - ii. The new truck is here; Allen will be driving it.
- a. Excess Weight Permits –Barrett Trucking Co., and VELCO - **ACTION:** Anne moved to approve the Excess Weight Permit as presented (they included the usual restrictions). Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.
- b. Bridge #64 – Renaud Bros., Inc. – Payment Schedule - **ACTION:** Anne moved that the Town pay the lump sum contract price of \$123,500.00 for the replacement of Bridge #64 in one payment due at completion of the project. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.

XI. Finance

- a. Final FEMA 4022-DR-VT Payment – The Town has received it final payment in the amount of \$74,824.66 for damages incurred during tropical storm Irene, August 27, 2011.
- b. Warrants

Payroll – WE 1/31/16	\$ 5,917.42
Payroll – WE 2/7/16	\$ 6,098.97
<u>Expense Warrant #1615</u>	<u>\$ 19,754.40</u>
TOTAL	\$ 31,770.79

ACTION: Troy moved to pay the Payroll and Expense warrants as presented. Dick seconded. Gabby inquired about the Vermont Roadworks bill -what it was for, and if this is the final invoice for the project? Anne suggested that the warrant be approved contingent upon Danny explaining this invoice. Troy amended the motion for approval of the warrant to be contingent upon Dan Zumbruski (Road Foreman) providing a satisfactory explanation of the Vermont Roadworks invoice. All were in favor. No abstentions. None opposed. Motion carried.

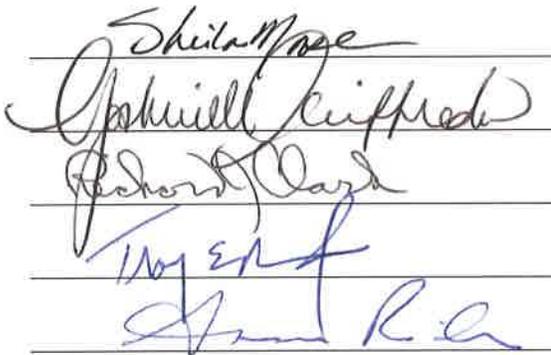
XII. Communications

- a. Letter, 1/25/16 – State of VT Dept. of Housing & Community Development – Village Center Designation for Algiers
- b. Memo, 1/28/16 – WRC – WRC Review & Approval Consideration & Confirmation of Halifax Town Plan, Public Hearing 2/16/2016, 6:00 PM Halifax Town Office
- c. Letter, January 2016 – Prevent Child Abuse VT – April is Child Abuse Prevention Month – Pinwheel Garden, pinwheels, \$1.00/each
- d. Postcard, VLCT – Spring Selectboard Institute – Saturday, 3/12/16
- e. VLCT News, February 2016

XIII. Executive Session- None

XIV. Adjournment–Anne inquired if the SB should meet 5 minutes before Pre-Town meeting to prepare. Nobody felt it was necessary. **ACTION:** Anne moved to adjourn the meeting at 7:16 PM. Dick seconded. No objections. No abstentions. Motion carried.

The next Guilford Selectboard Meeting will take place Monday, February22, 2016, 6:30 PM at the Guilford Town Office. All meetings are open to the public – we welcome and encourage you to come!



The image shows five handwritten signatures in blue ink, each written on a horizontal line. From top to bottom, the signatures are: Sheila Morse, Gabby Ciuffreda, Richard J. Clark, Troy Revis, Jr., and Anne Rider.

Sheila Morse, Chair

Gabby Ciuffreda

Richard J. Clark

Troy Revis, Jr.

Anne Rider



Town of Guilford RECREATION COMMISSION

PURPOSE

The Guilford Recreation Commission will encourage, coordinate, and support a system of public recreation for the Town. The system will include providing for team and independent sports, promoting public awareness of activities and resources, and reporting annually to the Town on goals and achievements. To this end, the Recreation Commission, together with the Conservation Commission and other Town bodies and residents, will plan for and inventory safe byways, publicize recreational resources, and monitor the impact of current and future recreational facilities and activities on land value and usage, among other tasks. Creation of this commission fulfills one of the recommendations of Guilford's 2015-2020 Town Plan and reflects the interests of residents as represented in the Vermont Council on Rural Development's "Guilford Community Visit – Report and Action Plan" (January 2014) and a more recent survey conducted by residents late in 2015.

GOALS

1. Encourage recreational areas and activities, guarding against possible adverse effects on the land and landowners.
2. Encourage use and development of land and waters in such a way as not to significantly diminish the value and availability of existing outdoor or potential future recreational facilities.
3. Create a system of safe bypaths for bicyclists, horseback riders, and pedestrians along town roads, and inventory these bypaths and keep it current on the Town's website and Transportation Map.
4. Plan systems of recreational trails for hiking, cross-country skiing, snowmobiling, horseback, ATV riding, and bicycling, and acquire easements for the Town for public use and to keep motorized and non-motorized recreation trails separate and show on the Transportation Map.
5. Preserve scenic views and other scenic resources that may require protection.

Additionally, the Recreation Commission will:

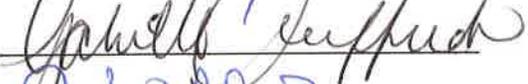
1. Explore the possibility of using State aid and/or private funds for the development and maintenance of recreational trails in the Town.
2. Seek funds for planning for and construction of a system of paths along our roads to provide for the safety of pedestrians, horseback riders and bicyclists.
3. Seek funds to identify and acquire easements for a system of recreational trails for hiking, cross-country skiing, snowmobiling, horseback riding, and bicycling.
4. Support the efforts of residents to preserve recreational facilities on private land that provide considerable recreational and historic value to the Town.
5. Be responsive to private landowner concerns about property rights and liabilities if opening up their property for recreational purposes.
6. Encourage Town-wide recreational events (e.g., foot and snowshoe races, bicycle rides, walks and hikes, etc.) and coordinate these efforts with other Town groups.

STRUCTURE

1. The Guilford Recreation Commission will consist of seven (7) Commissioners.
2. Commissioners will be appointed by the Selectboard.
3. Commissioners will be appointed for staggering three (3)-year terms.
4. The majority of the Commissioners must be residents of Guilford.
5. An appointed Commissioner may be removed at any time by a unanimous vote of the Selectboard.

6. At its organizational meeting, the Recreation Commission must adopt rules necessary to perform its duties. Adoption of these rules shall be by a majority of those present and voting.
7. The Recreation Commission must annually elect a chair, treasurer, and secretary.
8. The Recreation Commission must file a record of all of its financial transactions with the Town Clerk as a public record.
9. Recreation Commission meetings are open to the public and their time and place (and agendas and minutes) must be publicly posted. 24 V.S.A. § 4504.

The Recreation Commission is hereby created this 8th day of February, 2016 by the Guilford Selectboard:

	Sheila Morse, Chair
	Gabby Ciuffreda
	Richard J. Clark
	Troy Revis, Jr.
	Anne Rider

**** Open Meeting Law (2014)**

1 V.S.A. §§ 310-314

Vermont's Open Meeting Law provides that "[a]ll meetings of a public body are declared to be open to the public at all times, except as provided in section 313 of this title [on executive sessions]." 1 V.S.A. § 312(a). The intent of the law is to create transparency in government by requiring advance public notice and an opportunity for public participation in governmental decisions. **The law generally applies whenever a majority of the members of a municipal board, council, commission, committee, or subcommittee have a conversation or make a decision about municipal business.**

The Open Meeting Law requires:

- Public announcement of meetings. 1 V.S.A. §§ 312(c), 310(4)
- Preparation and posting of agendas for every regular and special meeting. 1 V.S.A. § 312(d)
- Conducting the business of the municipality in open meetings (unless specifically exempted). 1 V.S.A. § 312(a). Resolutions, rules, appointments, or formal actions that are not taken or made at an open meeting are not considered binding, except actions to secure real estate options. 1 V.S.A. §§ 312(a)(1); 313(a)(2).
- Allowing for public comment at meetings (subject to reasonable rules). 1 V.S.A. § 312(h)
- Taking minutes at meetings, making those minutes available 5 days after the meeting, and posting on a website, if there is one. 1 V.S.A. § 312(b)
- Responding in a timely manner when there is an allegation of violation of the law. 1 V.S.A. § 314(b)