

## GUILFORD SELECTBOARD MEETING

October 12, 2016, 6:30 PM – 236 School Road, Guilford, VT

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**Selectboard Members Present:** Gabby Ciuffreda, Dick Clark, Gordon Little, Troy Revis, Jr. (Vice Chair), **By Telephone:** Sheila Morse (Chair)

**Officials/Staff Members Present:** Katie Buckley (Town Administrator), Dan Zumbruski (Road Foreman/Commissioner)

- I. Call to Order at 6:30 PM
- II. Recognition of Public – Sara Coffey (BBCC), Sandy Garland (BBCC), Ian Kiehle (BCTV), Steve Lembke, Addison & Adelaide Minott, Lynn & Lois Pancake, Bill Pettengill, Joan Seymour
- III. Rules of Procedure
- IV. New Additions - NONE
- V. Changes to Agenda Order – NONE
- VI. Approval of Minutes
  - a. September 26, 2016 - **ACTION:** Troy moved to accept the minutes as written. Dick seconded. All were in favor. None opposed. No abstentions. Motion carried.
- VII. Old Business - NONE
- VIII. New Business
  - a. Broad Brook Community Center (BBCC) – Project Update – Sara Coffey, President, BBCC, provided the Selectboard with an update on their project. In 2013, the Vermont Council on Rural Development conducted their Community Visit Program here in Guilford. The final product was a Report & Action Plan (located here: [http://www.guilfordvt.net/index.asp?SEC=CEB7015F-8563-424C-9FB3-ACC0C8E2FEAB&DE=1A95EDB2-0B6E-4B19-B04F-24AB000D4A79&Type=B\\_BASIC](http://www.guilfordvt.net/index.asp?SEC=CEB7015F-8563-424C-9FB3-ACC0C8E2FEAB&DE=1A95EDB2-0B6E-4B19-B04F-24AB000D4A79&Type=B_BASIC) ). Redeveloping the Grange building was the number one priority identified in this Plan. The BBCC formed with the purpose of realizing this priority. To date BBCC is awaiting their IRS determination of 501(c)(3) status, they have assembled a strong board of directors in October 2015, adopted bylaws and begun the planning process for the project. The BBCC is working collaboratively with the Broad Brook Grange (organization) to acquire the building. The goal will be to rehabilitate the building and make it ADA accessible. The building will continue to be used by the Grange and for the same purposes that it always has.
  - b. Letter (printed from email), 9/28/16 – Nate Reil – Threat of Law Suit – There was general agreement that Mr. Reil’s issue is not one that the Selectboard can act upon. It falls to the Board of Abatement. Katie will notify Mr. Reil that the Selectboard has no authority to make any decision on this matter.
  - c. Letter, 9/25/16 – Joan Seymour – Restitution for GRCB Project – Joan Seymour’s property is right next to the GRCB project. She sent a letter to the Selectboard expressing her concerns for her property resulting from the project. She would like to have her property returned to the way that it was. She is asking for 1). Her propane lines to be checked 2). The exterior of her

home to be washed and 3). Her driveway to be restored to its original condition. Her gas company is Keene Gas; they told her that they would charge for a trip to check her lines. DigSafe was brought in for the project to determine the location of utility lines and ensure safety related to this. Gabby recommended that the Town check in with the Resident Engineer to determine if the jack hammering could result in an issue. Sheila explained that she and the RE visited Joan during the period of jack hammering in the project; all jackhammering was completed in the first week of August. Steve Lembke expressed that it doesn't seem like a big deal to have someone come in and check her lines. Addison recommended that the Town contact the contractor to see if it can be covered under their insurance. Bill Pettengill supported Steve's recommendation that the Town pay for the gas line check and the house cleaning. Sheila asked if Joan has gotten estimates for cleaning the house; she did not. Gabby and Gordon both expressed that it is a slippery slope to pay for these issues for one resident but not for others; where should the board draw the line? **ACTION:** Gabby moved to communicate with Wright regarding the gas line check and the cleaning of the house to learn if these items might be covered under their insurance for the project. Dick seconded. Four (4) were in favor. None opposed. Troy abstained. Motion carried. Katie expressed directly to Joan Seymour that she should call her gas company to get her lines checked immediately; it is important to get this done, regardless of who ultimately pays for it, since she is concerned for the safety of her property.

- d. Email, 10/8/16 – Lynn Pancake – New Signage Placement by GRCB – There have been complaints from some of the residents of Green River about the new bridge height signage. Katie had spoken to Danny early in the day about this issue. He will work with the residents to resolve the location of where the signs will be moved. There is a pallet in the island area that needs to be removed; the Highway Crew will remove it. The Board expressed its appreciation to the residents of Green River for enduring the project. Addison shared a 2017 New England calendar that has an old (pre-2014) picture of the bridge on the cover of it!

## IX. Discussion/Updates

- a. Green River Covered Bridge Project – update
  - i. The project is complete and the bridge is OPEN.
  - ii. The final requisition for payment from the contractor is in the warrant.
  - iii. Katie is working to resolve the final billing from the Resident Engineer, Dubois & King. There is disagreement on this based on the contract.
  - iv. The Road Foreman intends to pave the aprons (approx. 20') on each entry to the bridge before the snow flies (this is separate work from the formal bridge project)
- b. Emergency Management Ordinance Revision (for adoption during 10.24.16) – Katie drafted a revision for this ordinance using a model from the VT Emergency Management, Dept. of Homeland Security's website. The goal is for all board members to review it and be ready to adopt it during their meeting on October 24<sup>th</sup>. No action.
- c. Town Administrator Job Opening – Sheila explained that the job description that was discussed was formally adopted during the Special Selectboard meeting held that same day at 4:00 PM. It is posted on the website and will be published. The Town will contact VLCT to see if they can offer services in recruitment process.

## X. Highway

- a. General Update – The Highway Crew is working on doing culverts on Barney Hill Road and grading roads. Mowing and leaf blowing is occurring.
- b. Excess Weight Permits - NONE

**XI. Finance**

- a. Request Approval for Inter-fund Transfer – The final ERAF payment of \$29,712.37 arrived from the State for Tropical Storm Irene. Katie completed the final grant closeout reporting and the project is officially completed. During the April 11, 2016 meeting, she sought approval to move money remaining in the FEMA project fund (\$88,506.31) into the Capital Fund for the purpose of funding work related to Act 64 mandates (minutes from the 4/11/16 meeting: [http://www.guilfordvt.net/vertical/sites/%7B372CBFCC-DD14-4AC7-862E-8EA2C377FFD3%7D/uploads/SB\\_Mins\\_4.11.16\\_-\\_FINAL.pdf](http://www.guilfordvt.net/vertical/sites/%7B372CBFCC-DD14-4AC7-862E-8EA2C377FFD3%7D/uploads/SB_Mins_4.11.16_-_FINAL.pdf)). At this time, she would like to separate the Act 64 funds from the Capital Fund, for cleaner reporting, and create a new fund – 014, “Act 64.” Additionally, she would like to move the remaining money in the FEMA Fund over to this newly created fund. **ACTION:** Troy moved to support the adjusting journal entries that were suggested by Katie. Gordon seconded. All were in favor. None opposed. No abstentions. Motion carried.
- b. MPG Match – The Conservation Commission submitted their application for the 2017 Municipal Planning Grant (MPG) Program yesterday with Katie’s help. The match that is required for this application if awarded will be approximately \$3,300, which the Selectboard already authorized during their meeting on September 12, 2016. Katie would like to know where this match should be taken if the grant is awarded so that it can be included in the record of the meeting. She suggested that it come from Fund 007 – “Fund Balance Reserve Est. FY14”. The balance in this fund far exceeds that which is required by the voters and Policy. **ACTION:** Troy moved that the grant match for the 2017 MPG, if awarded, would be taken from Fund 007. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.
- c. Warrants

Payroll – WE 10/3/2016	\$ 7,090.66
Payroll – WE 10/10/2016	\$ 6,786.92
Expense Warrant #1707	\$ 155,599.00
Expense Warrant #DP07	\$ 73.50
<b>TOTAL</b>	<b>\$ 169,550.08</b>

**Significant Expenses:**

- 2 Invoices for Dubois & King – GRCB Project - \$26,224.72
- Mudgett, Jennett, Krogh-Wisner, P.C. (CPA) – FY 16 Audit Services - \$6,200.00
- WSWMD – Qtrly Assessment - \$6,408.15
- 2 Requisitions for Wright Construction – GRCB Project - \$96,091.27

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

**XII. Communications**

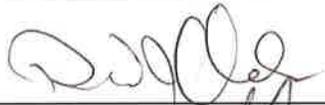
- a. BDCC -SeVEDS 2016 Annual Meeting 10/27/16, 4:00-6:00 PM, Latchis
- b. VLCT News, October 2016

**XIII. Adjournment ACTION:** Troy moved to adjourn the meeting at 7:33 PM. Gordon seconded. All were in favor. No abstentions. None opposed. Motion carried.

The next Guilford Selectboard Meeting will take place Monday, October 24, 2016, 6:30 PM at the Guilford Town Office.

All meetings are open to the public – we welcome and encourage you to come!

\_\_\_\_\_ Gabby Ciuffreda

  
\_\_\_\_\_ Richard J. Clark

  
\_\_\_\_\_ Gordon Little

  
\_\_\_\_\_ Sheila Morse, Chair

\_\_\_\_\_ Troy Revis, Jr., Vice Chair