

## GUILFORD SELECTBOARD MEETING

October 24, 2016, 6:30 PM – 236 School Road, Guilford, VT

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**Selectboard Members Present:** Dick Clark, Gordon Little, Sheila Morse (Chair)

**Officials/Staff Members Present:** Lisa Barry (Lister), Katie Buckley (Town Administrator), Jethro Eaton (Planning Commissioner), Chris LaFlam (Recreation Commissioner), Jeremiah Sund (Assessor Clerk), Cheryl Franklin (Guilford Representative WSWMD)

- I. Call to Order at 6:30 PM
- II. Recognition of Public – Ian Kiehle (BCTV), Elly Majonen, Isaac Wagner
- III. Rules of Procedure
- IV. New Additions – VCDP Grant Administration – moved to “New Business Item a.”
- V. Changes to Agenda Order – NONE
- VI. Approval of Minutes
  - a. Special Selectboard Meeting October 12, 2016 - **ACTION:** Gordon moved to accept the minutes as written. Dick seconded. All were in favor. None opposed. No abstentions. Motion carried.
  - b. Regular Meeting - October 12, 2016 - **ACTION:** Dick moved to accept the minutes as written. Gordon seconded. All were in favor. None opposed. No abstentions. Motion carried.
- VII. New Business
  - a. VCDP PG – Grant administration – Typically, the Town carries out the grant administration when it receives VCDP funding because Katie has extensive experience in administering these funds. Since she will no longer be an employee of the Town after tomorrow, she has offered to do the grant administration for this project, if awarded, as an in-kind donation to the Town and CC4G. Isaac Wagner had agreed to make the same in-kind contribution. **ACTION:** Gordon moved authorize Katie Buckley and Isaac Wagner to perform the grant administration for the VCDP Planning Grant, if awarded; their services will be given a cash value and donated in-kind to the project. Dick seconded. All were in favor. None opposed. No abstentions. Motion carried.
  - b. Grand List – Errors & Omissions – Jeremiah Sund provided background on error/omission as presented (included as record). **ACTION:** Gordon moved to accept the Errors and Omissions as presented. Dick seconded. All were in favor. None opposed. No abstentions. Motion carried. Mapping, Reappraisal Update – Lisa Barry provided an update on the Reappraisal project to date; they are approximately 58% complete over 5 months, working 3 days a week. They anticipate being done before the spring; it will be fully completed by June 15, 2017 with the final Grand List to be lodged by June 30<sup>th</sup>. Statewide Property Parcel Mapping Program – see attached for details.
  - c. Law Enforcement Contract – Lt. Oliver, VSP – tabled until November 14, 2016.
  - d. WSWMD FY18 Budget package– Cheryl Franklin, Guilford WSWMD Representative – There was a discussion about the various options WSWMD is considering as they craft the

FY18 budget. Cheryl will not be able to attend the next Board of Supervisors meeting in November during which they will vote on the FY18 budget. Troy Revis, alternate rep., will attend and vote in her place. **ACTION:** Gordon moved to ask Troy to vote for the 50/50 model for assessments. Dick seconded. All were in favor. None opposed. No abstentions. Motion carried. **ACTION:** Gordon moved to direct Troy to vote in favor of No MRF. Dick seconded. All were in favor. None opposed. No abstentions. Motion carried. Everyone thanked Cheryl for her wisdom regarding this topic. It is in valuable to the Town.

- e. Recreation Commission – Request to Build Storage Shed on Town Office Property – Chris LaFlam, Commissioner – Chris explained that Clint Kerber has graciously agreed to donate the wood. The Career Center has agreed to construct it. The dimensions will be 10’x14’. They would like to construct it on the Town Office property. It will house the sporting goods and items that support the Recreation Commission work and activities. **ACTION:** Dick moved to support the Recreation Commission’s request to place the shed on the Town Office property with the exact location to be decided by Selectboard and Town Office employees. Gordon seconded. All were in favor. None opposed. No abstentions. Motion carried.
- f. Emergency Management Ordinance Adoption - **ACTION:** Dick moved to adopt the Ordinance as drafted. Gordon seconded. All were in favor. None opposed. No abstentions. Motion carried.

### VIII. Old Business

- a. Letter, 9/25/16 – Joan Seymour – Restitution for GRCB Project – Katie had contacted Wright Construction regarding Ms. Seymour’s requests. They replied that none of her requests fall under their contract. Dick expressed that Ms. Seymour has waited too long regarding her gas lines and that the Town should not cover any of her requests. **ACTION:** Dick moved to deny all three of Ms. Seymour’s requests as presented in her letter. Gordon seconded. All were in favor. None opposed. No abstentions. Motion carried.
- b. Town Administrator Search Status and Recommendations – Sheila provided details on the Town Administrator search. She has concluded that the services VLCT can provide are ones that have already been carried out already. There are print ads in: Reformer, Commons, Seven Days. Dick suggested listing it in the Greenfield Recorder. Sheila suggested that the search continue in-house and that a committee forms to assist in the hiring for this position. Anne Rider has offered to be on the committee. Sheila, Gordon, Dick and Anne will comprise the committee. Sheila can do the reference checks; VLCT can be hired to do the criminal background checks.

### IX. Discussion/Updates

- a. Green River Covered Bridge Update - Katie Buckley – All documentation to seek reimbursement for grant funding for this project has been submitted to the State’s Transportation Alternatives Program and the Structures Program.
- b. 2017 VLCT Municipal Policy (as adopted) – Dick Clark – tabled until November 14<sup>th</sup>.
- c. Highway Ordinance – Dick Clark – Tabled until November 14<sup>th</sup>.
- d. Establish FY18 Budget Work Session Schedule – Sheila recommended meeting an hour before each meeting starting with the November 28<sup>th</sup> meeting.

### X. Highway

- a. General Update – Getting ready for winter. The new truck is here.
- b. Excess Weight Permits - NONE

**XI. Finance**

a. Warrants

Payroll – WE 10/17/2016	\$ 5,440.38
Payroll – WE 10/24/2016	\$ 5,323.24
Expense Warrant #1708	\$ 3,168,059.90
Expense Warrant #DP08	\$ 49.50
<b>TOTAL</b>	<b>\$ 3,178,873.02</b>

**Significant Expenses:**

Appraisal Resource Group (Reappraisal Contract Services)	\$3,500.00
BUHS #6 – FY17 Education Tax Payment	\$1,034,025.99
Dubois & King – Final Pymt for GRCB Project	\$15,643.67
GTSD – FY17 Education Tax Payment	\$2,025,222.49
H.P. Fairfield – 2017 International Truck Body & Accessories	\$ 73,700.00

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

**XII. Communications**

- a. MJK – professional audit - FY16 Final Financial Statements arrived. Katie wanted it on the record that she is leaving the Town with completely clean audit results – there were no findings or material weaknesses.

**XIII. Executive Session – Personnel Matter - ACTION:** Gordon moved to enter executive session at 8:07 PM to discuss a personnel matter. Dick seconded. All were in favor. No abstentions. None opposed. Motion carried. The Selectboard exited executive session at 8:12 PM. No action taken.

**XIV. Adjournment - ACTION:** Dick moved to adjourn the meeting at 8:14 PM. Gordon seconded. All were in favor. No abstentions. None opposed. Motion carried.

The next Guilford Selectboard Meeting will take place Monday, November 14, 2016, 6:30 PM at the Guilford Town Office.

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



Richard J. Clark



Gordon Little



Sheila Morse, Chair

## ERRORS AND OMISSION

PROPERTY LOCATION: 6430 COOLIDGE HWY

CURRENT OWNER: JAMES CURLEY

PROPERTY DESCRIPTION: Former Crematorium Building located at 6430 COOLIDGE HWY

James Curley called the town office the week of 9/26/2016 notifying that his Lessee ownership of the building at 6430 Coolidge Highway was relinquished and he should not owe property taxes on the building. Upon becoming aware of this the Assessor Clerk Jeremiah Sund spoke with Jackie Gaines on 9/27/2016 as to the details of the Lease Agreement. Both Parties have agreed that the property at 6430 Coolidge highway is now under the ownership of Robert Gaines Senior & Junior. According to the lease agreement when the business ceased operations ownership would revert back to Robert Gaines Senior & Junior. The Town office did not obtain a copy of the lease agreement but the Listers office will change ownership of the building at 6430 Coolidge highway to reflect current ownership based on these conversations. The change in ownership will result in corrections being made to the 2016 tax bills sent to James Curley and Robert Gaines, the tax bill with the span 273-086-11096 had an assessed value of \$35,500 and the assessed value will now be placed on the tax bill associated with span 273-086-10343 (Robert Gaines). The previous tax bill's assessment was \$406,060 and will now be \$441,560 this correction will be made upon the approval of the Select Board. The statute § 4261. Correcting omission from grand list.

When real or personal estate is omitted from the grand list by mistake, or an obvious error is found, the listers, with the approval of the Selectboard, before December 31, may supply such omissions or correct such errors and make a certificate thereon of the fact; provided, however, the listers may make a correction resulting from the filing or rescission of a homestead declaration without approval of the Selectboard.

## Reappraisal Update 10/24/2016

- Total 937 improved properties in town
  - 666 letters have been sent out
    - Of the last batch mailing, still approx. 100 homes still to visit
  - 271 residential properties still to send letters (letters have been printed and divided into two batches geographically)
  - 30+ “special” properties ie. (farms and commercial properties) still to inspect
  - 58% complete with inspections over 5 months at 3 days/wk
  - We will have springtime months to fill in inspections as needed
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## The New Statewide Property Parcel Mapping Program

The State of Vermont has a new program in which the state will fund one year’s costs to a mapping company to bring data up to a NEW state data standard, which includes GIS data (we have this) and SPAN for each parcel (we don’t have this). All data created and updated will be available to the town and will appear on state-sponsored online mapping applications like the ANR Atlas and the E911 Viewer.

The time and wages of the Listers to get the data collated for the mapping companies will be the expense of the towns. We have already spoken with MainStreet GIS about performing additional map updates besides the yearly property updates until we have all of the maps updated. What these funds should do is shorten this timeline necessary to complete these changes. We are in the process of going through the surveys from 2016 back (we have +/-450 surveys to look through, having looked through 245 having approximately 120 updates as a result. We anticipate another +/-65 changes this brings the total just from surveys (not including PTRS from 2005-1995) up to 185 map updates just from surveys.

The State is putting out an RFP shortly and encouraging all mapping firms who can deliver the appropriate data to apply. The idea is to result in towns continuing to work with their current mapping companies (if they have one and wish to continue the relationship), but the State will pay for one year of updates. Our mapping company, MainStreet GIS, is planning to submit a bid when the RFP comes out.

This is a 3 year funded project, and Guilford has requested to be in the first year of the project.

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## Errors and Omissions

Please see attached sheet