

## GUILFORD SELECTBOARD MEETING

March 14, 2016, 6:30 PM - Guilford Town Office

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

**Officials/Staff Members Present:** Lisa Barry (Lister), Katie Buckley (Town Administrator), Andy Cotton (Lister), Shaun Murphy (Lister), Jeremiah Sund (Assessor Clerk)

- I. Call to Order – Katie Buckley called the meeting to order at 6:30 PM.
- II. Election of Selectboard Chair and Vice Chair – Dick nominated Gabby to be Selectboard Chair but Gabby respectfully declined.
  - a. **ACTION:** Troy moved to nominate Sheila Morse to serve as the Selectboard Chair for the ensuing year. Gabby seconded. All were in favor. No abstentions. None opposed. Motion carried.
  - b. **ACTION:** Gabby moved to nominate Troy Revis to serve as the Selectboard Vice Chair for the ensuing year. Sheila seconded. All were in favor. No abstentions. None opposed. Motion carried.
- III. Recognition of Public – Barry Aleshnick, Ian Kiele (BCTV)
- IV. Rules of Procedure – Sheila quickly reviewed the Rules of Procedure for attendees to refer
- V. New Additions – Shaun asked to be added under “Discussion/Updates” to speak to
- VI. Changes to Agenda Order - none
- VII. Approval of Minutes
  - a. February 22, 2016 - **ACTION:** Gabby moved to accept the minutes as written. Troy seconded. All were in favor. None opposed. Gordon abstained. Motion carried.
- VIII. Old Business
  - a. Reappraisal – Contract for Services – Jeremiah Sund, Assessor Clerk & Board of Listers – During the 12.28.15 meeting the Listers presented proposals from 5 firms for Reappraisal services (link to minutes for reference: [http://www.guilfordvt.net/vertical/sites/%7B372CBFCC-DD14-4AC7-862E-8EA2C377FFD3%7D/uploads/12.28.15\\_Minutes\\_-\\_FINAL.pdf](http://www.guilfordvt.net/vertical/sites/%7B372CBFCC-DD14-4AC7-862E-8EA2C377FFD3%7D/uploads/12.28.15_Minutes_-_FINAL.pdf) ). They settled on ARG1 and were given approval to negotiate a contract for services; the contract presented is the result of this work. **ACTION:** Troy moved to accept the ARG1 contract for reappraisal services as presented and allow the Selectboard Chair to sign on behalf of the Guilford Selectboard. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried. The Listers’ office will provide the Selectboard with monthly updates as the project progresses.
  - b. GIS Mapping Project – update – Jeremiah Sund, Assessor Clerk – Jeremiah explained that a major portion of the mapping project is complete but there is quite a bit of history left to add to get the Town current. This work will be spread out over time. This has been a much bigger project than was originally anticipated but at no additional cost to the Town than contracted. One of the questions that must be decided upon before the site goes live is what level of information the Town wants to have out on the Internet. A meeting to discuss this

involving the Listers, Penny Marine (Town Clerk) should be coordinated so that a recommendation can be made to the Selectboard.

Sheila took a brief pause in the regular meeting agenda to welcome Gordon Little as Guilford's new addition to the Selectboard. Welcome, Gordon!

**IX. New Business**

- a. Request for Authorization to Refer Accounts to Attorney for Tax Sales – Delinquent Collector – Penny, Delinquent Collector, is to the point in her process where she is ready to refer properties to the Town's tax attorney, Jodi French; these property owners are not following a payment agreement with the Delinquent Collector. This step requires your authorization since it will obligate Town funds. **ACTION:** Troy moved to authorize Guilford's Delinquent Collector to refer 15 delinquent tax accounts to Attorney Jodi French in order to pursue tax sale. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.
- b. Dog Complaint, Nancy Johnston – Sheila Morse – Sheila provided background about this issue. It originated around Thanksgiving, 2015. Communication by the Dog Officer, Walter Thorn, with Nancy Johnston has not been consistent. Nancy Lynde (dog owner) and Walter Thorn have asked Nancy Johnston to notify the Lynde's one time when she would like to run to observe how the dog behaves. Dick indicated that Nancy Johnston should find another road on which to run. Sheila corrected that this is not what the Dog Ordinance indicates. Shaun reported that Nancy Lynde has moved the electric fence closer to the house and is being very responsible in trying to correct this. No action taken at this time.
- c. Financial Services, Cynthia Stoddard – Katie Buckley – Katie met with Cynthia Stoddard to review FY15 draft financial statements from the professional auditors, Mudgett, Jennett, Krough-Wisner. Cynthia will continue to work with the Town on a quarterly schedule to review the trial balance and ensure that reporting is accurate. She will also assist the Town Treasurer's office with closing the fiscal year, issuing tax bills and other regular tasks that have been performed by NEMRC in the past.
- d. Set regular schedule for Selectboard meetings for the ensuing year – **ACTION:** Dick moved to keep the existing schedule for regular Selectboard meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month at 6:30 PM in the Guilford Town Office unless it falls on a holiday in which case the meeting will be the Wednesday immediately following at 6:30 PM. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.
- e. Set regular schedule of Selectboard work sessions for the ensuing year - **ACTION:** Gordon moved to adopt a schedule for regular Selectboard work sessions every Thursday at 8:00 AM in the Guilford Town Office. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried. There will be no formal action taken during work sessions.
- f. Designate official posting locations – **ACTION:** Troy moved to designate the Broad Brook Grange, the Guilford Country Store and the Green River Covered Bridge as the official locations for posting Town notices; when the Green River Covered Bridge is closed postings will be at the end of Jelly Mill Road. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.
- g. Designate the Town's paper of record – The Reformer historically has been Guilford's paper of record. Barry Aleshnick is a board member for the Commons newspaper (as well as Carolyn Taylor-Olson, Guilford resident but not present) and spoke to the benefits of the Commons, including that it is a local, mission-driven non-profit. Barry explained that the Commons will reach twice as many readers as the Reformer and can work closely with the Town to overcome all obstacles of being a weekly paper. **ACTION:** Dick moved to

designate the Commons as the Town of Guilford's paper of record. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.

- h. Annual Selectboard Appointments – see attached list of appointments (new and reappointments are denoted with grey shading) – There was a discussion about the role and responsibilities of the Dog Officer, specifically if the shooting of a dog is on the list of responsibilities. This appointment was tabled until clarification about this is found. The appointments of the newly created Recreation Commission will be held until more members have officially committed to fill the seats.  
**ACTION:** Troy moved all appointments as noted on the attached list. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.
- i. Designate Selectboard liaisons with Commissions – The board discussed who should serve as liaisons with Town organizations. The following is the list:
  - i. Conservation Commission - Gabby
  - ii. Planning Commission – Sheila
  - iii. Recreation Commission - Gabby
  - iv. Cemetery Commission - Katie
  - v. Library Trustees – Katie
- j. Set Selectboard goals for ensuing year:
  - i. SB policies are sufficient, relevant, and up to date related to Guilford's needs, State law, and VLCT recommendations
  - ii. Put in place the Capital Program Planning and Budget Process
  - iii. Ensure optimal relations among Town entities for all parties
  - iv. Ensure that Town-appointed official roles and responsibilities are necessary and are being executed
  - v. Effective community-wide communication and outreach
  - vi. Cost-effective solid waste disposal program for Guilford
- k. Training & Workshops – There was a discussion about the expense of annual training – it now includes the 5 Selectboard members plus the Town Administrator. It makes sense for the board to identify ahead of time who among them should attend trainings; it should not be one board member attending all. As training/workshop schedules develop, the board will discuss this in their meetings.

X. Discussion/Updates – Shaun provided a brief report on Act 46 that was passed last year. He is very interested in the topic and has attended several meetings in the area. There may be a vote prior to June 30, 2016 about a school district merger but this is not known yet.

## XI. Highway

- a. General Update – The roads are starting to become messy – mud season is upon us!
- b. VTrans - TA-60 Annual Financial Report - There is financial paperwork that VTrans requires the Town to complete annually allowing us to receive our State Aid to Highway grant funding; it is approximately \$140,000/year. Katie prepared the paperwork; Sheila, Danny and Katie will meet with representatives of the VTrans District 2 Office on April 8<sup>th</sup> to review it with them. **ACTION:** Troy moved to approve the TA-60 Form as presented, certifying that funds raised by municipal taxes are equivalent to or greater than a sum of at least \$300.00 per mile for each Class 1, 2 and 3 Town Highway in Guilford. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.  
**ACTION:** Troy moved to approve the Certification of Compliance of Town Road and Bridge Standards and Network Inventory. Gordon seconded. All were in favor. None opposed. No abstentions. Motion carried.

- c. Mitigation Work – Stage Road – Plugged road culverts have caused major damage to a private property on Stage Road. This is the second time (at least) that this has happened and it causing an undue burden on the landowner. Dick recounted the history of this issue. He had spoken with Danny about it and both agree that the landowner should be compensated in some way for the damages that continue to occur. Sheila added that the Highway Department intends to replace the roadway culverts this summer. Troy asked if we do this for one, shouldn't we be doing it for all? It could set a bad precedent. Katie asked what the root cause was for the culverts washing out – are they undersized, is there other mitigation work needed, is it a maintenance issue? The Selectboard needs to consider all of the options and considerations. No action taken.
- d. Excess Weight Permits – Camp Precast Concrete Products, Inc. and Markowski Excavating, Inc. - **ACTION:** Troy moved to approve the Excess Weight Permit as presented (they included the usual restrictions). Dick seconded. All were in favor. None opposed. No abstentions. Motion carried.

**XII. Finance**

a. Warrants

Payroll – WE 2/28/16	\$ 6,580.64
Payroll – WE 3/6/16	\$ 6,368.40
Payroll – WE 3/13/16	\$ 6,101.89
Expense Warrant #1617	\$ 54,147.39 **
Expense Warrant #17 DP	\$ 74.00
<b>TOTAL</b>	<b>\$ 73,272.32</b>

\*\* Includes the following large invoices:

- Barrows (Diesel) \$ 1,139.72
- Barrows (Diesel) \$ 1,143.71
- Cargill (Salt) \$ 2,707.94
- Cargill (Salt) \$ 2,591.69
- Cersosimo (Gravel) \$ 2,430.00
- Hoyle, Tanner & Assoc. (GRCB) \$ 2,625.60
- Mudgett (professional audit) \$ 8,600.00
- VLCT PACIF (liability ins.) \$14,987.25
- WSWMD (qtrly pymnt) \$ 7,326.74

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

**XIII. Communications**

- a. Municipal Impact Questionnaire - Black Barn Arts
- b. Pre-Candidate Town Highway Bridge List – email, 3/2/16, Matt Mann
- c. Letter, 2/26/16 - Franklin Land Trust – Announcement – 2016 D2R2
- d. Thank You Card – Anne Rider

**XIV. Executive Session - none**

**XV.** Adjournment - **ACTION:** Troy moved to adjourn the meeting at 8:15 PM. Gabby seconded. All were in favor. No abstentions. None opposed. Motion carried.

The next Guilford Selectboard Meeting will take place Monday, March 28, 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  
\_\_\_\_\_ Gordon Little  
\_\_\_\_\_ Troy Revis, Jr.

## TOWN OFFICES - Through 3/13/2017

<u>OFFICE</u>	<u>NAME</u>	<u>OFFICE/TERM EXPIRES</u>	<u>LENGTH OF TERM</u>
<b>Selectboard Appointments:</b>			
Road Commissioner	Daniel Zumbruski	2017	1 year
Delinquent Tax Collector	Penny Marine	2017	1 year
Constable	Walter Thorn	2017	1 year
Emergency Management Director	Ron Lenker	2017	1 year
Dog Officer	Water Thorn	Tabled	1 year
Alternate Dog Officer	Marianne Lawrence	Tabled	1 year
Health Officer	Richard Davis	2018	3 years
Deputy Health Officer	Joy Hayes	2018	3 years
Fence Viewers	Daniel Zumbruski	2017	1 year
	Daniel L. Ingold	2017	1 year
	Merton Garland	2017	1 year
Conservation Commission	David Gessner	2017	4 years
	Linda Hecker, Chair	2017	4 years
	Rory Lincoln	2018	4 years
	Marli Rabinowitz	2018	4 years
	Bevan Quinn	2018	4 years
	Linda Lembke	2019	4 years
	Karen Murphy	2019	4 years
	William Jewell	2020	4 years
Planning Commission	Susan James	2020	4 years
	Andy Loughney	2018	3 years
	Sheila Morse	2018	3 years
	Tanya Balsley	2018	3 years
	Chuck Clark	2018	3 years
	Hal Kuhns	2018	3 years
	Harry Evans	2018	3 years
	Jackie Gaines	2019	3 years
	Michelle Frehsee, Chair	2019	3 years
	Jethro Eaton	2019	3 years
Recreation Commission	tabled	2019	3 years
		2019	3 years
		2018	3 years
		2018	3 years
		2018	3 years
		2017	3 years
		2017	3 years
Windham Regional Commission	Dick Clark	2017	1 year
	Katie Buckley	2017	1 year
Town Pound	Marianne Lawrence	2017	1 year
Floodplain Administrator	Steve Lembke	2017	1 year
Energy Coordinator	Michael Marcy	2017	1 year
Green Up Day Coordinator	Elly Majonen	2017	1 year
Tree Warden	Daniel Zumbruski	2017	1 year
Rescue Trustee	Dan Ingold	2017	1 year
WSWMD Directors	Cheryl Franklin	2017	1 year

## TOWN OFFICES - Through 3/13/2017

<u>OFFICE</u>	<u>NAME</u>	<u>OFFICE/TERM EXPIRES</u>	<u>LENGTH OF TERM</u>
	Troy Revis, Jr. (alternate)	2017	1 year
Low Level Waste	Stephen Detra	2017	1 year
	Daniel Ingold	2017	1 year
	John G. Kristensen	2017	1 year
Bullock Edu Loan Committee	Kathryn Mason	2017	3 years
	Laura Lewis	2018	3 years
	Stephanie Case	2019	3 years
Revolving Loan Fund	Calvin Grandy	2017	3 years
	Herb Meyer	2018	3 years
	Troy Revis, Jr.	2019	3 years