

GUILFORD SELECTBOARD MEETING
April 11, 2016, 6:30 PM - Guilford Town Office

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

Officials/Staff Members Present: Katie Buckley (Town Administrator), Steve Lembke (Floodplain Administrator), Ron Lenker (Emergency Management Director)

- I. Call to Order at 6:31 PM
- II. Recognition of Public – Jim Haine (Community Collaborative for Guilford), Glenn Herrin (DEMHS/REPR Program), Ian Kiehle (BCTV), Daniel Kornguth (Black Barn Arts Project), Sandy Lynn (Community Collaborative for Guilford), Alice Maes (Community Collaborative for Guilford), Elly Majonen (Community Collaborative for Guilford)
- III. Rules of Procedure
- IV. New Additions - None
- V. Changes to Agenda Order - None
- VI. Approval of Minutes
 - a. March 28, 2016 - **ACTION:** Gabby moved to accept the minutes as written. Dick seconded. All were in favor. None opposed. Sheila abstained. Motion carried.
- VII. Old Business
 - a. Dog Officer Appointment – **ACTION:** Gabby moved to eliminate the position of Alternate Dog Officer and appoint Marianne Lawrence to serve as Guilford’s Dog Officer for the ensuing year using the Guilford Dog Ordinance and all applicable statutes as her guide. Gordon seconded. All were in favor. None opposed. No abstentions. Motion carried.
 - b. Recreation Commission Appointments – **ACTION:** Gabby moved to appoint Wendy Stone, Eric Jones, Lisa Ford, Tadj Schreck, Chris LaFlam and Timm Harris to serve as Guilford’s first Recreation Commissioners. Troy seconded. Katie will work with members to determine who will take which terms. All were in favor. None opposed. No abstentions. Motion carried.
 - c. Board Liaison to AFD #1 and GVFD – During the meeting held on 3/14/16, the Selectboard divvied up who would liaise with Town boards/commissions. AFD #1 and GVFD were not included on this list. Dick nominated Gabby; she respectfully declined. Sheila stated that she would like for her and Katie Buckley to act at the Town’s representatives with these groups. All agreed to this.
- VIII. New Business
 - a. VY/RERP Updates – Glenn Herrin, RERP Coordinator – Glenn Herrin is the Trainer/Planner for the RERP Program. Glenn explained the VY response and requirements for varying classifications of events. There was discussion about whether funding for the Town would continue beyond FY16; this is unknown, the Town should plan for \$0. If there is any funding it will be significantly less than the \$32,000 minimum that we have historically received (most of which funded the Emergency Management Director’s salary and drill costs). Guilford needs to find a balance of the desired capabilities and the realistic needs of the town. (The handout that Glenn furnished to the Selectboard will be included with the final record of the minutes).

- b. 2016 Local Emergency Operation Plan (LEOP) – Update, Ron Lenker, EMD - Each year the Town is required to update and file its LEOP by May 1st so that the State’s match of Emergency Relief Assistance Fund (ERAF) won’t drop. The Windham Regional Commission provides towns with the template to use. Ron will attend a meeting later this week that help him complete the 2016 update of Guilford’s LEOP.
- c. Black Barn Arts – Project update – Daniel Kornguth - The Black Barn Arts Center is located at 1250 Weatherhead Hollow Road. Daniel provided background and details on his project. It is a proposed artists’ residency facility that will also offer space for community events and activities such as classes, summer camps, weddings, performances, rehearsals, martial arts and other physical fitness activities. The adaptive re-use of the existing historic buildings will include upgrades to modern standards for energy conservation, electrical, plumbing, ADA access and fire safety regulations. It falls under Act 250 review. There are no municipal impacts as a result of this project. Daniel plans to submit his Act 250 application within a month. The hope is to begin programming in 2017, depending on the outcome of the Act 250 process.
- d. Community Collaborative for Guilford (CC for G) – Project update & request for approval to apply for VCDP Planning – Elly Majonen – Elly provided a brief background on her group’s history; they formed as a result of the priorities set by the Guilford Community Church and furthered by Guilford’s Community Visit Program with VCRD (for more info on Guilford’s Community Visit, please visit: [http://www.guilfordvt.net/vertical/sites/%7B372CBFCC-DD14-4AC7-862E-8EA2C377FFD3%7D/uploads/Guilford Community Visit - Report Action Plan - 2014\(1\).pdf](http://www.guilfordvt.net/vertical/sites/%7B372CBFCC-DD14-4AC7-862E-8EA2C377FFD3%7D/uploads/Guilford%20Community%20Visit%20-%20Report%20Action%20Plan%20-%202014(1).pdf). CCfor G’s goal is to construct a community center with a focus on early childhood education, especially in the area of childcare services (birth to school age) and other enrichment opportunities for the community. Guilford does not have a licensed or registered childcare facility in town. They are interested in developing the property next to the Guilford Community Church that the Church presently owns; CC for G would do a ground lease with the Church but own the structure. CC for G would like to ask for the Town’s support to apply to the Vermont Community Development Program for a planning grant to determine the feasibility of this project. Only municipalities may apply for these funds. **ACTION:** Gordon moved that the Town sponsor a planning grant pre-application to the Vermont Community Development Program on behalf of the Community Collaborative for Guilford. Dick seconded. All were in favor. None opposed. No abstentions. Motion carried.
- e. Reserve Fund Balance Policy – amendment to 2/23/2015 version - Katie explained that the version of this Policy that the Selectboard adopted on 2/23/2015 is not correct. It states: “the Selectboard will propose funding of the contingency reserve fund through the town budget to maintain the balance at the maximum amount authorized by the voters.” This means that the Town can grow the Fund using taxation. This is not what the voters approved in Article 6 during Town Meeting on March 5, 2013. She has revised the Policy to include the exact language of Article 6 and the appropriate directions as specified by the voters – “the balance of the Fund shall be created and maintained using budget surplus funds, as available. If an expenditure reduces the reserve fund balance below 75% of the maximum amount authorized by the voters, the Selectboard will, as part of its approval, adopt a plan to restore the funds to the prescribed level.” **ACTION:** Troy moved to adopt the revised Reserve Fund Balance Policy as presented. Gordon seconded. All were in favor. None opposed. No abstentions. Motion carried.

IX. Discussion/Updates

- a. Vigilant Guard Exercise Update – Ron Lenker & Dick Clark - Vigilant Guard is an emergency training exercise that will take place on July 27, 2016 and will be facilitated by the State of Vermont later this year. It will be a “mock” major disaster event that will involve many players throughout the state of which Guilford is one.
- b. Green River Covered Bridge Project - The start of this project is coming up quickly. There will be a pre-construction meeting on April 14th. Construction will begin on Monday, May 23rd. An announcement with details has been added to the Town’s homepage (<http://www.guilfordvt.net/index.asp?SEC=AF36A755-1C38-4CD1-96EF->

[33CE818AF03A&DE=950B249C-461F-4D60-BFA5-BFA5066222E2&Type=B_PR](http://www.guilfordvt.net/33CE818AF03A&DE=950B249C-461F-4D60-BFA5-BFA5066222E2&Type=B_PR)). The same details are duplicated under the “Highway Department” tab on the website – www.guilfordvt.net.

- c. US Route 5 (Algiers) Bridge Replacement Project - The Vermont Agency of Transportation (VTrans) will host a public information meeting on Tuesday, May 3, 2016, 6:30 PM at the Guilford Community Church to discuss details of the summer 2017 replacement of this bridge; this is a State-owned bridge. Anyone interested in this project is encouraged to attend.
- d. Green Up Day is May 7th – the 1st Saturday in May. Details are on the homepage of the Town’s website: www.guilfordvt.net

X. Highway

- a. General Update – The Highway crew is waiting on dry weather to grade roads. In the meantime they are checking culverts to ensure they are clear.
- b. Revised VTrans TA-60 Financial Report – On 3/29/16 Sheila, Dan and Katie met with representatives of VTrans. The numbers on the TA-60 Financial Report form as presented during the 3/14/16 meeting were revised so that the “non-winter maintenance” budget numbers are now lower. This will allow the Town to qualify for emergency grant money quicker should an event occur; emergency grants are based on damage costs 10% or greater of the non-winter maintenance budget. **ACTION:** Dick moved to approve the revised TA-60 as presented. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.
- c. Excess Weight Permits – Emery Trucking - **ACTION:** Troy moved to approve the Excess Weight Permit as presented, with the usual restrictions. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.

XI. Finance

- a. FY15 Audit – Final – The Selectboard reviewed the final FY15 financial statements as compiled by Mudgett, Jennett, Krogh-Wisner, P.C.
- a. FY16 Adjusting Entry Recommendations – Based on the final audit statements and conferring with Mudgett, Jennett, Krogh-Wisner, P.C. Katie presented a memo, dated 4/11/16, to the Selectboard requesting approval to perform adjusting journal entries from FY15 and FY16 (a copy of this memo is included with the final record of the minutes). Entries mainly involve moving surpluses from the General and Highway Funds out and into their appropriate reserve funds. There was also a question on the disposition of money in the Irene recovery fund. **ACTION:** Gabby moved to approve all of the entries as requested in Katie’s memo. Gordon seconded. All were in favor. None opposed. No abstentions. Motion carried.
- b. YTD FY16 Q3 Budget Review – Katie had supplied the Selectboard with year to date financial reports through the 3rd quarter of FY16 in with their board meeting materials. There were no questions regarding these reports.
- c. Warrants

Payroll – WE 4/3/16	\$ 6,060.90
Payroll – WE 4/10/16	\$ 9,332.50
<u>Expense Warrant #1619</u>	<u>\$ 25,254.41 *</u>
TOTAL	\$ 40,634.81

** Significant invoices include:

Cersosimo, 2 for gravel totaling	\$9,222.50
U.S. Bank, bond interest for GVFD & waterline	\$5,565.06

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

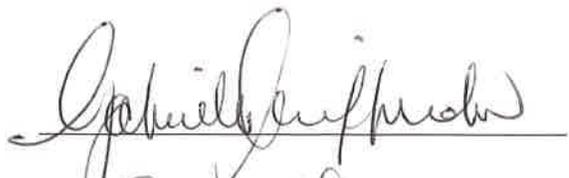
- a. WW-2-0698-1 Permit – Shields, replacement system on Wild Turkey Road
- b. VLCT PACIF – Detail Loss Report (contains sensitive information)
- c. VLCT News, April 2016

XIII. Executive Session

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

The next Guilford Selectboard Meeting will take place Monday, April 28, 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



Guilford Emergency Management (EM) Post Vermont Yankee

- Assumptions
 - Radiological Emergency Response Program (RERP) grants drop drastically in July 2016
 - Residents want to maintain high level of all-hazard emergency preparedness and involvement
 - Town resources will only support much smaller EM budget
- Key Roles in Town Emergency Management
 - Discrete Duties:
 - Director – manage town EM program
 - EOC Chief – lead Emergency Operations Center (EOC) during emergencies
 - Trainer – coordinate and support EM training
 - Coordinator – maintain liaisons with local residents, businesses, and organizations
 - Planner – maintain Emergency Operations Plan (EOP), support Hazard Mitigation planning
 - RERP - maintain radiological plan and equipment, manage grant, coordinate with state and VY
 - Potential Goal: share duties to keep 2-5 (or more) people actively involved in town EM
- Funding
 - Goal: reduce budget as much as possible while continuing to fund the most high-value, high-return items (beginning in July 2016)
 - Sort current budget items into four categories:
 - RERP funded
 - Town fully funded
 - Town funded as budget allows
 - No longer funded
- Training
 - Goal: continue to conduct training that will maintain readiness and improve response to and recovery from likely hazards
 - Possible hazards: ice storm, flooding, forest fire, pandemic, regional power outage, heat wave, active shooter, chemical spill...
 - Exercises to consider:
 - Planning workshops (every year)
 - Tabletop exercises (every two years?)
 - Community drills (every year?)
 - Full scale exercises (every 2-4 years?)

Endstate: balance desired capabilities with available resources to support an ongoing Emergency Management program that suits Guilford's needs.



VY Response and Requirements

As of April 18, 2016

Classification	Protective/Precautionary Action	Public Notification
Unusual Event	None	None
Alert	Early assembly of buses State of Emergency Transfer Vernon schoolchildren Vernon shelter-in-place	Press Release VT-Alert
Escalation Beyond Alert	Precautionary transfer of schoolchildren Shelter livestock Clear parks and waterways Advise transients to leave Implement traffic and access control Shelter-in-place Evacuate	EAS VT-Alert Press Releases

Vermont is still negotiating funding with VY; town grants will be linked to state requirements

Requirements	FY16 (Transition)	FY17 until Spent Fuel Pool empty
Emergency Planning Zone (EPZ)	Brattleboro, Dummerston, Guilford, Halifax, Marlboro, Vernon	VY site boundary
Reception Center (RC) and Mass Care	RC resourced and trained to process 20% of EPZ population	No RC; congregate care facilities will receive evacuees as necessary
Radiological Survey Teams	Focused on VY response	Staged for VY but planned for statewide response
State and EPZ Drills and exercises	Monthly radio checks Quarterly drills or planning workshops	Biennial planning workshop Biennial tabletop exercise
Equipment	EOC (telephones, radios, generator, computers); dosimetry; survey meters	EOC (as town maintained)
Training	Initial and annual refresher for EPZ responders	Available as requested
Potassium Iodide (KI)	KI for residents and emergency workers	Not needed, keep KI until expiration if desired
Local funding	EPZ Towns: \$32K; RC Town: \$5K	Former EPZ Towns: ?

TO: The Guilford Selectboard
FROM: Katie Buckley
DATE: April 11, 2016
RE: FY15 & FY16 Adjusting Entries

FY15

Included in your materials for the April 11th Selectboard meeting, you received the final financial statements for FY15 from Mudgett, Jennett & Krogh-Wisner, P.C. Based on the results they contain and conferring with Bonnie Lesage, the accountant assigned to our audit, I would like to make the following recommendations for adjusting journal entries to the Town's General Ledger:

1. During Town Meeting, on March 5, 2013, in Article 6, the voters authorized "the establishment of a reserve fund in accordance with 24 V.S.A. § 2804(a) for the purpose of funding unanticipated revenue shortfalls and paying non-recurring and unanticipated General and Highway Fund expenditures, the balance of which shall be created and maintained using budget surplus funds, as available, growing to a level not less than five percent (5%) and not more than twenty percent (20%) of the total operating General Fund and Highway Fund expenditures."

In FY14, the "Fund Balance Reserve Fund – Est. FY14" (007) was created. On February 23, 2015, during a regular Selectboard meeting, the Fund Balance Reserve Policy was adopted. The Fund (007) currently holds \$44,968 (FY13 surplus funds).

Using the language in the approved Article 6 as guidance and the FY16 expenses below, the Fund (007) could contain minimally \$ 93,442 (5%) or maximally \$373,769 (20%).

FY16 General Fund Expenses	\$ 998,327
FY16 Highway Fund Expenses	<u>\$ 870,516</u>
TOTAL	\$1,868,846

Based on the FY15 final audit results (page 12), the uncommitted General Fund (003) surplus is \$ \$258,978 (this includes FY14 and FY15 since FY14's surplus was never attended to). I would recommend that the entire amount be transferred to Fund 007. This would bring the balance of Fund 007 up to \$303,946; this is 16.3% of the total operating General Fund and Highway Fund expenditures (max. is 20%).

2. Based on the FY15 final audit results (also on page 12), the uncommitted Highway Fund (009) surplus is \$377,347. This includes \$59,169 of FY13's surplus that resides in "Annual Surplus – Highway" Fund (010). The actual amount available for disposition is the difference between these two:

Total Highway Surplus	\$377,347
Prior Year Surplus	<u>(\$59,169)</u>
TOTAL	\$318,178

I would recommend that the entire amount, \$318,178, be transferred to the "Annual Surplus - Highway" Fund (007), bringing the balance up to \$377,347. This money could be used for both planned and unplanned capital projects for Highway.

FY16

Based on review of the FY16 General Ledger activity to date, the following adjusting journal entries are recommended:

1. The FY16 planned Capital project was the acquisition of a tandem truck for the Highway Department. This was a phased purchase totaling \$204,788; \$150,000 was budgeted.

FY16 Truck - Actual Cost	\$204,788.00
<u>FY16 Capital Project Expense Budgeted</u>	<u>\$150,000.00</u>
Difference	(\$54,788.00)

The result of the excess spending has brought the Capital Fund (004) fund balance to (\$11,387.66). A transfer in the amount of \$54,788 to the Capital Fund (004) is required to restore its fund balance to the proper level. This money should be transferred from the "Annual Surplus - Highway" Fund (007).

2. The Town has come to the official close of the Irene recovery. On January 26, 2016, we received the final reimbursement from FEMA in the amount of \$74,824.66. Tracking for the Irene recovery took place in the "FEMA - Irene - 8-28-2011" Fund (102). The Fund balance is currently \$88,506.31. I would recommend that this entire balance be transferred to the Capital Fund (004) so that it can be used as both grant match for and to help fund Highway planning and projects relating to Act 64.
3. The "Guilford 250th Celebration" Fund (300) has a remaining balance of \$450.23. Since taxpayer money was used as one of the funding sources for this project (a total of \$5,000), I would recommend that the Fund (300) be closed out and the balance be transferred to the General Fund (003).

Cc: Penny Marine, Treasurer
Peter Hetzel, Assistant Treasurer