

**GUILFORD SELECTBOARD MEETING**

July 11, 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. (Vice Chair)

**Officials/Staff Members Present:** Katie Buckley (Town Administrator), Shaun Murphy (Lister), Jeremiah Sund (Assessor Clerk), Dan Zumbruski (Highway Foreman/Road Commissioner)

- I. Call to Order
- II. Recognition of Public – Ian Kiehle (BCTV)
- III. Rules of Procedure
- IV. New Additions – Windham County Humane Society Contract, added as the 2<sup>nd</sup> item under “New Business”
- V. Changes to Agenda Order - None
- VI. Approval of Minutes
  - a. June 27, 2016 - **ACTION:** Gabby moved to accept the minutes as written. Gordon seconded. All were in favor. None opposed. Motion carried.
- VII. Old Business - None
- VIII. New Business
  - a. Reappraisal Update – Jeremiah Sund – Jeremiah presented a spreadsheet showing progress to date. Approximately 25% of the property owners have already received letters requesting they contact the Town Office staff to set up an inspection time; the letters also contain other instructions. Follow up calls will take place after responses to letters do not occur. Jeremiah feels that the project is a bit slow but on target to complete in 7.5 months. The Listers are tracking their communications with property owners so that they will have a clear record of such by property. For more information on the town-wide Reappraisal Project, please visit:  
[http://www.guilfordvt.net/index.asp?SEC=315EE1D4-B918-4209-BA14-C0D23B665503&Type=B\\_BASIC](http://www.guilfordvt.net/index.asp?SEC=315EE1D4-B918-4209-BA14-C0D23B665503&Type=B_BASIC)
  - b. Windham County Humane Society Contract – tabled until more information is learned.
  - c. VCDP Planning Grant – Development Consultant Services – Selection – The Town had circulated the RFP for Development Consultant Services. Responses were due back Wednesday, June 29<sup>th</sup>. Only one proposal was received from Wagner Development Partners. The Selection Committee met on July 5<sup>th</sup> to 1). Determine if Wagner’s proposal met all of the requirements for submission in the RFP and 2).

Determine if the proposal was sufficient enough to be selected or if the RFP should be reissued to obtain additional responses. The Committee decided that the proposal met the requirements and that it was sufficient to be selected; they recommended that the Selectboard formally accept Wagner's proposal and engage in a contract for services. **ACTION:** Gabby moved to accept the proposal submitted by Wagner Development Partners for development consultant services to author an application for a Planning Grant to the Vermont Community Development Program for the Community Collaborative for Guilford's (CC4G) community center project with the caveat that CC4G must have the 20% grant match (\$6,000) in hand before August 31, 2016. Gordon seconded. All were in favor. None opposed. No abstentions. Motion carried.

- d. Senior Solutions Board Appointment – Richard Davis has expressed interest in being appointed to the board of directors for Solutions (Council on Aging for Southeastern Vermont). **ACTION:** Dick moved to appoint Richard Davis as Guilford's representative on the board of directors for Senior Solutions. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.
- e. Town Office Roof Repair – On Wednesday, June 29<sup>th</sup>, Katie Buckley noticed that the Town Office roof had leaked in the same spot as it historically has (last leak, see minutes from: 3/12/2015, 3/23/2015, 4/13/2015). She contacted Doug Hunt to see if he could assess the problem. He came to the Town Office on July 1st and quickly put a patch on the roof; it is a temporary fix. Katie expressed concern that this is the 3<sup>rd</sup> or 4<sup>th</sup> time that the roof has leaked in this same spot and stated that part of the roof dates to the 1970's and the rest dates to the early 1990's. She feels it is the appropriate time to start planning for roof replacement. A lengthy discussion ensued. Katie will draft an RFP for capital needs assessments to take place on all Town buildings.
- f. Highway Crew Member Job Description – In preparation for hiring new Highway Crew employees, Katie drafted a new job description of the position. She reviewed it with both Sheila and Dan Zumbruski (Highway Foreman) for their input. This is the final draft for board approval. Gordon asked Dan if he was comfortable with the wording of the job description as written; he stated he is. **ACTION:** Gordon moved to accept the Highway Crew Member Job Description as written. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried. Now that the job description is approved, the job will be posted on the Town's website and Front Porch Forum. Post it for 2 weeks. Gordon will be the Selectboard point person to work with Danny for interviewing

## IX. Discussion/Updates

- a. Green River Covered Bridge Project – The project remains on schedule. After the job meeting on June 22<sup>nd</sup>, it was determined that the siding on the bridge is in worse shape than originally thought; the problem was compounded by the fact that the siding was nailed directly into the chords, without using a nailer. All (Contractor, Resident Engineer and the Town's representatives) were in agreement that full siding replacement, instead of the 25% in the contract, makes the most sense and that including a nailer for proper moisture management would protect the long term health of the bridge. Katie presented this change in scope via email to the VTrans State

Historic Preservation Office and the Covered Bridge Committee, along with photos showing the level of deterioration in the siding. She received word on Friday, July 2<sup>nd</sup> that all were supportive of full replacement. The Contractor will work up the change order for full siding replacement for the Town to review.

- b. Vigilant Guard – grant application to fund meals during drill – The Vigilant Guard exercise is an unfunded drill. Katie applied for a grant to the Department of Homeland Security to fund all the food to feed volunteers for the event. The cost will be approximately \$1,500. She has not heard yet if the grant was awarded.
- c. FY16 Close and Audit – The Town’s fiscal year for 2016 ended on June 30<sup>th</sup>. On July 1<sup>st</sup>, Katie closed FY16 in all NEMRC modules for the Town, including the General Ledger (GL). At this point, the Town is operating in FY17. Katie will monitor the GL and perform any/all adjusting journal entries to ensure that all income and expenses are booked into the appropriate fiscal years. The Town has 60 days after the close of the fiscal year to continue to book delinquent tax revenue into FY16; also FY16 invoices will continue to arrive for a few more weeks.
- d. Next Work Session – Katie sent an email on July 6<sup>th</sup> re: 7/26 or 7/27 at 8:00 AM – can anyone else besides Sheila make it? Gordon was the only Selectboard member who could make it work either day. He, Sheila and Katie will meet on 7/27/16 at 11:00 AM to discuss some final pieces of the Personnel Policy revision.

**X. Highway**

- a. General Update
  - i. Finished up final grading for a while.
  - ii. Will rent a machine to do ditching on black top roads.
  - iii. Have not done paving bids yet. Dan is rethinking the paving for this year. There are roads that really need gravel. He and Katie are working on a potential plan that will be a more prudent use of the paving funds.
  - iv. FY17 tandem truck purchase (capital replacement) - Dan got a call from the truck dealer today. It is ready to get the truck body on it.
- b. Excess Weight Permits - NONE

**XI. Finance**

a. Warrants	
Payroll – WE 7/316	\$ 5,270.59
Payroll – WE 7/10/16	\$ 5,644.41
Expense Warrant #1625	\$ 2,104.51
Expense Warrant #1701	\$ 108,018.20
Expense Warrant #01DP	\$ 24.50
<b>TOTAL</b>	<b>\$ 121,062.21</b>

**Significant Expenses:**

- Innovative Surface Solutions – Chloride - 2 invoices totaling - \$7,015.32
- Rescue, Inc. - FY17 services contract - \$47,998.23
- Wright Construction Company – GRCB Req. #1 - \$31,550.85

**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. VT Dept. of Taxes – Notice of Education Tax Rate for FY17
- b. WCSD – May and June 2016 STARS Reports
- c. VLCT News – July 2016

**XIII.** Executive Session – Personnel Matter - **ACTION:** Gabby moved to enter executive session at 7:57 PM to discuss a personnel matter and invited Katie Buckley to join. Troy seconded. All were in favor. No abstentions. None opposed. Motion carried. The Selectboard exited executive session at 8:05 PM. No action taken.

**XIV.** Adjournment - **ACTION:** Dick moved to adjourn the meeting at 8:05 PM. Troy seconded. All were in favor. No abstentions. None opposed. Motion carried.

The next Guilford Selectboard Meeting will take place Monday, July 25, 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