

GUILFORD SELECTBOARD MEETING
July 25, 2016, 6:30 PM - Guilford Town Office

Selectboard Members Present: Gabby Ciuffreda, Gordon Little, Sheila Morse (Chair)

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

- I. Call to Order
- II. Recognition of Public – Betsy Bosiak, Janis Chaillou (BCTV), Robin Frehsee, Laura Lawson-Tucker, Don McLean Sean Matthew
- III. Rules of Procedure
- IV. New Additions – Sale of Constable Cruiser
- V. Changes to Agenda Order - None
- VI. Approval of Minutes
 - a. July 11, 2016 - **ACTION:** Gabby moved to accept the minutes as written. Gordon seconded. All were in favor. None opposed. No abstentions. Motion carried.
- VII. Old Business
 - a. Sale of Constable Cruiser – The cruiser has been listed on the homepage of the Town’s website for the last two weeks. Katie has received interest from just one person. **ACTION:** Gabby moved to sell the cruiser for \$250 to Brad Rafus. Gordon seconded. All were in favor. None opposed. No abstentions. Motion carried.
- VIII. New Business
 - a. GMP – ROW Easement – Weatherhead Hollow Road - Betsy Bosiak is a ROW Agent working for Green Mountain Power. GMP would like to obtain a ROW easement with the Town for relocating 5 power poles along a 1,400' stretch of the Town's ROW on Weatherhead Hollow Road. This section of roadway was reconfigured in 1967 to address some drainage issues; there is a deed to support it and a layout in the Highway Records. Ms. Bosiak covered the details of the project in depth. Katie has asked Ms. Bosiak for a draft of the easement which she received via email earlier today and passed along to the board. The project will take place in early fall 2016. **ACTION:** Gordon moved to sign the draft easement as presented. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.
 - b. Letter from Guilford Center Residents re: Reducing Speed Limits – Katie read aloud the letter from the residents (residents’ letter included with a record of the minutes). Robin Frehsee spoke on behalf of the group. In addition to the letter he suggested the Town consider adding electronic speed signs on either side of the Village. Dan indicated that these signs cost about \$2,000/sign. Sean Matthew shared his

sentiments; has made a “Slow Down” sign on plywood that he has posted. Laura Lawson-Tucker has lived in the Village for 30 years and noticed a change in the traffic patterns just this year; the rate of speed is consistently higher. She also commended the Planning Commission for all the work they have done to better the Village but living there right now is frightening. Don spoke not as a resident of the Village but someone who spends a lot of time in the Village doing community work. He expressed the high pedestrian traffic that is taking place because of the increased activity in this area and the level of faster traffic than ever before. Gordon asked if there are more cars travelling this section this year. Residents and Dan felt that there are. Laura suggested building a community awareness campaign is a very component of making a change. Katie suggested that a more comprehensive plan be explored that includes not just electronic signage but more elements like additional roadway signage, traffic calming measures, etc.

- c. 2017 Tax Rates - **ACTION:** Gabby moved to accept the 2017 tax rates as presented. Gordon seconded. All were in favor. None opposed. No abstentions. Motion carried. (Tax Rate Calculations are included as a record with the minutes).
- d. VTrans – Maintenance Agreement, US Rt. 5 Bridge Sidewalk – The US Route 5 Bridge in Algiers over the Broad Brook is scheduled for replacement in the summer of 2017. The design of the new bridge includes a sidewalk. The maintenance agreement states that the Town of Guilford will be responsible for keeping the sidewalk free of snow and ice during the winter months. The Selectboard questioned why the agreement contained so much information – it should be simpler.
ACTION: tabled.
- e. Policy Adoption – Meal Reimbursements During Emergency Exercises, Incidents, Events – The grant funding for the Vigilant Guard exercise requires that the Town have a policy in place stating that the Town normally provides meals for all participants in exercises, incidents and events. **ACTION:** Gordon moved to accept the policy as drafted. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.
- f. RFP Capital Needs Assessments (also refer to letter from Shaun Murphy under Communications) – During the last meeting the topic of the Town Office roof was discussed. From that discussion it was decided that Katie would draft an RFP for CNA’s for all Town owned buildings. This work will support the Capital Program that the Town adopted in 2015
([http://www.guilfordvt.net/vertical/sites/%7B372CBFCC-DD14-4AC7-862E-8EA2C377FFD3%7D/uploads/Capital_Program_and_Budget_Policy - August 2015\(1\).pdf](http://www.guilfordvt.net/vertical/sites/%7B372CBFCC-DD14-4AC7-862E-8EA2C377FFD3%7D/uploads/Capital_Program_and_Budget_Policy_-_August_2015(1).pdf))
ACTION: Gabby moved to approve the RFP for CNA’s as drafted. Gordon seconded. All were in favor. None opposed. No abstentions. Motion carried.

IX. Discussion/Updates

- a. Green River Covered Bridge Project – update – The project’s progress is smooth and remains on schedule.
- b. Vigilant Guard – update – Just a reminder that the Town of Guilford will participate in this state-wide exercise this week (July 29th through July 31st).
- c. Monitoring Visit August 31st – VTrans – Staff from VTrans Financial Operations Division will visit the Town Office on August 31st to monitor to grants: FEMA and

the Town Highway Structures grant (for the Green River Covered Bridge). Katie has already pulled all the documentation that they will require.

- d. Other “Town” websites – The Planning Commission has expressed interest in starting a new community website. The Recreation Commission also has its own website. The Town has its own official website. What is the Selectboard’s feeling on other Town Commissions having sites in addition to the Town’s official website (www.guilfordvt.net). Sheila thought that a member of the Planning Commission and the Recreation Commission should come to the Selectboard to speak more about it. Gabby raised questions about the monitoring of other websites. Katie will email the Chairs of the Planning Commission to ask them to send a representative to speak to the Selectboard on 8/22.
- e. Commissions Select-board Liaisons – Each Commission has a Selectboard “liaison” assigned to it. Katie asked the board if there could be a regular schedule of updates from liaisons. Katie suggested a quarterly schedule for all Commissions to report in – 2 times a year could be a member of the Commission (Chairs?) and the other 2 times could be the Selectboard liaisons who will do it. No action. Katie will come up with a schedule.

X. Highway

- a. General Update – mowing roadsides, cutting brush and installing signage.
- b. Excess Weight Permits - NONE

XI. Finance

a. Warrants

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|-----------------------|----------------------|
| Payroll – WE 7/17/16 | \$ 5,823.47 |
| Payroll – WE 7/24/16 | \$ 5,203.23 |
| Expense Warrant #02DP | \$ 24.50 |
| Expense Warrant #1702 | \$ 235,051.19 |
| TOTAL | \$ 246,102.39 |

Significant Expenses:

- Clark’s Truck Center – FY17 Truck - \$129,103.00 (Capital Fund)
- Wright Construction Company – GRCB Req. #2 - \$86,980.70 (TA Grant Fund)

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

XII. Communications

- a. Deerfield Valley Blueberry Festival Parade – July 30, 2016, 11:00 AM,
- b. FY2017 Municipal Planning Grant Program Announcement

XIII.

Executive Session – Gabby moved to enter executive session at 7:52 PM to discuss two personnel matters. Gordon seconded. The board exited executive session at 8:16 PM.

ACTION: Gabby moved to accept Dan’s recommendation for hiring a new Highway Crew member with terms to be included in an offer letter. Gordon seconded. All were in favor. No abstentions. None opposed. Motion carried.

XIV. Adjournment - **ACTION:** Gordon moved to adjourn the meeting at 8:17 PM. Gabby seconded. All were in favor. No abstentions. None opposed. Motion carried.

The next Guilford Selectboard Meeting will take place Monday, August 8, 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