

GUILFORD SELECTBOARD MEETING
August 8, 2016, 6:30 PM - Guilford Town Office

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

Officials/Staff Members Present: Michelle Frehsee (Planning Commission, Chair), Dan Zumbruski (Highway Foreman/Road Commissioner)

- I. Call to Order
- II. Recognition of Public – Bob Davis, Ian Kiele (BCTV), Sean Matthew, Herb Meyer, Tom Wagener
- III. Rules of Procedure
- IV. New Additions - None
- V. Changes to Agenda Order - None
- VI. Approval of Minutes
 - a. July 25, 2016 - **ACTION:** Gordon moved to accept the minutes as written. Gabby seconded. All were in favor. None opposed. Dick and Troy abstained. Motion carried.
- VII. Old Business - None
- VIII. New Business
 - a. Planning Commission Update – Michelle Frehsee (Chair) – Michelle stated that the Planning Commission would like to update the Selectboard at least a couple of times each year. She provided some feedback from the ice cream social held in June. The big take away from the event was that people want a community website, different than the Town’s official website. The Planning Commission would like to spearhead the trial of this website, set it up and manage it for 1 year. Gordon asked if the website was exclusively for Guilford people. Yes, it would be. Michelle explained the main point of the website is to create a community calendar and every local organization would upload/post to it. Gordon inquired about “Guilfordonline” website and recalled that it was created with the same purpose. Michelle explained that the Planning Commission’s website would be different. Step one is getting the website through Squarespace.com and creating the template. It will cost \$18/month and will come out of the Planning Commission’s budget. They will sign up for one year and reassess at that time. Gabby asked who will be responsible for the upkeep of the website and under which entity will it be held. Thayer Tomlinson, Secretary of the Planning Commission, will set it up and it will be the Planning commission’s ownership. Gabby asked whether there will be a policy guiding the use of the website. Michelle said it would only be links to organizations’ website and a calendar – nothing more. If there are problems with it, then the Planning Commission

will take care of them. The point of the website is to simplify things for everyone, especially those who are not computer savvy.

ACTION: Dick moved to support the Planning Commission to create a new community website at a cost of \$18/month for one year. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.

- b. Guilford Fire Department Auxiliary – Request for Boot Drop 9/5/2016, 7:30 AM – 2:30 PM - **ACTION:** Troy moved to approve the Guilford Fire Department Auxiliary boot drop as requested. Dick seconded. All were in favor. None opposed. No abstentions. Motion carried.

IX. Discussion/Updates

- a. Green River Covered Bridge Project – update – Sheila Morse and Gabby Ciuffreda – A section of rotted chord was discovered early last week. This must be repaired now. It will require additional shoring of the bridge. This will add 5 weeks to the bridge closure. The bridge will remain closed until September 30th. The most recent update is posted on the homepage of the Town's website (www.guilfordvt.net). This change in scope will result in a \$24,000 change order. Sheila explained that Katie had budgeted with sufficient contingency to cover this. Gabby explained that Katie has arranged to meet with the Guilford Central School Principal, John Gagnon, to come up with a plan to allow pedestrian access for school children to cross the bridge for pick up and drop off from the school bus. The children will need adult supervision to cross the bridge whether it is with a parent/guardian or a school staff person as an escort. Gabby explained that Katie had received an email from Noella Sullivan (a resident on the west side of the bridge) that she had forwarded onto Gabby. Noella explained the hardship that the bridge closure was having on the residents on the west side of the bridge and asked for unlimited pedestrian access for the remainder of the project to alleviate this. Gabby explained that she understands this hardship since she is a resident of the west side of the bridge as well. She had responded to Noella to tell her that the Town sympathizes with her and the others but that allowing pedestrian access at all times cannot happen because it is an active construction zone. Neither our or our contractor's insurance company would allow it, nor would OSHA. Gabby expressed that if anyone had an idea to help alleviate the extended closure that would be safe and legal, then the Town is willing to entertain it. Dick stated that he was told that a footbridge could be constructed south of the bridge. Gabby explained that this would be on private property, not Town owned, there are wetland issues, permitting issues and it would not be ADA accessible – basically, the Town could not be involved with it. Dick claimed that the River Management Engineer had already permitted it but he is not longer in this position. Gabby challenged this for all the reasons she just stated. Dick said it was not outside the realm of possibility. Gabby countered that it is. The Town cannot do anything with regard to a footbridge – this is a private property matter.

Sheila reported that she had spoken with Joan Seymour about her concerns with jackhammering taking place near her well. The matter has since been resolved.

- b. Vigilant Guard (VG) Overview -- Sheila Morse and Dick Clark – Dick asked Sheila if she has had a chance to look at the Local Emergency Operations Plan (LEOP) since the VG exercise. She said she has not. Dick challenged Sheila's actions during the exercise when she first arrived at the Emergency Operations Center (EOC). He told her that as the Town's highest-ranking official, she is the Emergency Management

- Director (EMD) and should have taken charge. Sheila corrected Dick in his error – Guilford has an appointed EMD who was indeed present at the EOC for the duration of the exercise. If the EMD were not present, then she would have assumed this role. Dick went on to criticize Sheila’s actions during the exercise and “dress her down” as “not doing what she should have done.” Gordon, who was present during the exercise, explained that there was a lot of positive learning that took place. Gabby asked Dick if they were able to “fix the (communications) wrinkle” because she was never contacted when the exercise started nor at any point during its duration. Gordon explained that from his perspective as the “new guy” he recognizes that there has been a changing of the guard – Dick and Herb Meyer have been running drills/emergencies for years (decades?) – there is now new leadership. He said that he read Sheila’s after action report and thought that it spelled out the issues and challenges that took place and that she wasn’t trying to “throw anyone under the bus.” Gordon explained that he too was never called to come to the EOC. He was home waiting and decided to just stop by. Sheila explained that she had thoroughly gone through the LEOP with Ron (Lenker (EMD) and Katie Buckley before it was sent up to the State in May. She explained that she has taken all of the Incident Command System (ICS) classes that she is required to take as Selectboard Chair. She explained that Ron, as the EMD and Incident Commander, was in charge of assigning and delegating ICS section responsibilities to volunteers; he did not do this. Sheila pointed out to Dick that it was indeed her who began to take charge when no direction being given by Ron, despite many attempts to prompt him to do so. She and Katie stepped up to assign ICS sections, created and updated the status board, took over communications and share information with volunteers present, etc. Sheila explained that we were lucky to have the professional VG evaluators that we did. Although they were there to observe our performance, they decided halfway through the first day to step outside their role, go beyond what they were authorized to do and switch to a coaching role because otherwise we would have failed. The after action report that Sheila wrote, once approved, will be posted on the website. It is both an action report and plan on how to move forward. Sheila is hoping when Ron becomes available that everyone can get together to create a plan for moving forward. Dick and Herb suggesting ongoing table top exercises. Sheila thanked: Herb and Dick for planning the events of the exercise, Ron for being present for the entire event, the members of GVFD for participating, all the volunteers who took part (including all the shelter volunteers!), Kathy Wilde-Clark, Gordon and Katie who helped out, Chuck Mayotte, Dan Zumbruski, and everyone else who participated.
- c. August 22nd Selectboard Meeting – Change of Venue – Gabby Ciuffreda – Gabby suggested that the next Selectboard meeting take place on the west side of the Green River Covered Bridge at her property. This would be a show of solidarity for everyone who lives there. **ACTION:** Troy moved to hold the August 22, 2016 Selectboard meeting in Gabby’s barn (384 Gallup Road) instead of the Guilford Town Office. Dick seconded. All were in favor. None opposed. No abstentions. Motion carried. PLEASE BRING A CHAIR.
 - d. Vernon Fiber Optic Committee (a Sub-Committee of the Vernon Planning Commission) – update on the 7/26/16 meeting – Sheila Morse – Vernon is in an exploratory phase and not yet ready to bring it to their town. All parties are still learning.

- e. AFD #1 Governance – Sheila Morse – Sheila read an email to the Selectboard from Katie Buckley explaining that AFD #1 has issues cropping up with the Town of Brattleboro and Commonwealth Yogurt that they are looking to her for governance and administrative support. While she provided this to them in the past, at the direction of the former board, she no longer has the time to do this work and is looking to the current Selectboard for direction. She explained that when she drafted the FY17 budget for AFD to adopt, she included in it funding for them to hire a staff person to provide administrative support; the AFD Prudential Committee voted to adopt this budget. The Selectboard felt that Katie’s work should be focused on the Town of Guilford, not AFD. Dick wondered if the Town should hire another staff person on a part time basis to help AFD. Gabby felt that it is cleaner for AFD to hire its own staff person – they are their own municipal entity. The Selectboard recommended AFD hire a staff person. No action on the part of the Selectboard.
- f. Guilford Center Speeding – Bob Davis left a voice mail for Sheila about speeding in the Village. Sean Matthew and Tom Wagener were also present to speak about the issue. Sean had a plywood sign saying “Slow Down” that was vandalized. The residents expressed their concern with the high rates of speed at which people are traveling. Dick provided history on moving the speed limits signs in the Village and by the Blueberry Haus – they never got moved. Dan is supposed to get pricing on “radar” speed limit signs – Sheila asked him to get costs to Katie by next Monday. The Town can ask VSP to set up speed enforcement and write speeding tickets in the Village. Gabby asked the residents what action they want the board to take. They want enforcement by VSP for speeding in the Village and to have the 35 MPH speed limit sign moved to the end of Cemetery Hill Road. **ACTION:** Gabby moved to look into moving the 35 MPH speed limit sign to the end of Cemetery Hill Road, put it on the next meeting’s agenda for follow up as well as speaking to VSP about focusing their enforcement in Guilford Center and to amend the Traffic Ordinance and ensure that all of the proposed is legal. Gordon seconded. All were in favor. None opposed. No abstentions. Motion carried.

X. Highway

- a. General Update
 - i. The new Highway Crew Member started today.
 - ii. Mowing, grading and cleaning culverts.
- b. Excess Weight Permits - NONE

XI. Finance

- a. Memo 8/8/16 – Katie Buckley, Town Administrator – request approval for transfer of funds **ACTION:** Gabby moved to accept the recommendation as presented in Katie’s memo (included in the final meeting minutes). Troy seconded. All were in favor. No abstentions. None opposed. Motion carried.
- b. Warrants – PR and Expenses

PR Warrant WE 7/31/16	\$ 6,927.08
PR Warrant WE 8/7/16	\$ 6,780.24
Expense Warrant #1703	\$ 117,870.37
TOTAL	\$ 131,577.69

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.

XII. Communications

- a. Email – 8/3/16, Virginia Doss, CIEE – Looking for host families for foreign exchange students
- b. VLCT – Town Health Officers Workshop 9/10/16 (Richard Davis will attend)
- c. Letter – 7/1/16, Kelly Kindestin, VLCT PACIF – Detail Loss Report

XIII. Executive Session

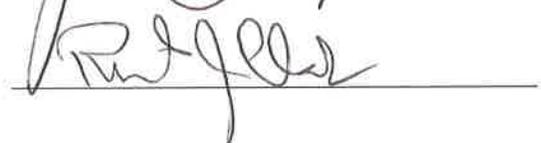
XIV. Adjournment - **ACTION:** Gabby moved to adjourn the meeting at 7:49 PM. Gordon seconded. All were in favor. No abstentions. None opposed. Motion carried.

The next Guilford Selectboard Meeting will take place Monday, August 22, 2016, 6:30 PM at
***** 384 GALLUP ROAD, GUILFORD, VT *****.

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



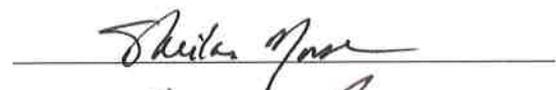
Gabby Ciuffreda



Richard J. Clark



Gordon Little



Sheila Morse, Chair



Troy Revis, Jr., Vice Chair