GUILFORD SELECTBOARD MEETING

September 26, 2016, 6:30 PM – 236 School Road, Guilford, VT

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

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

I. Call to Order at 6:31 PM

II. Recognition of Public – Mark Ansart (GRCB Resident Engineer, Dubois & King), Joe Borgatti, Ian Kiehle (BCTV), Steve Lembke, Anne Rider

III. Rules of Procedure

IV. New Additions - NONE

V. Changes to Agenda Order – Move "Discussion/Updates" to just after the "Approval of Minutes"

VI. Approval of Minutes

a. September 12, 2016 - **ACTION:** Gordon moved to accept the minutes as written. Dick seconded. All were in favor. None opposed. No abstentions. Motion carried.

VII. Discussion/Updates

a. Green River Covered Bridge – Mark Ansart, Dubois & King is the resident engineer for the project. He provided and update to the Board. The project continues to progress although the schedule is tight. This is due to the materials needed for the roofing arriving late and the roofing subcontractor not showing up on site when they promised. They guardrail sub also delayed the schedule. The bridge will reopen at the close of business on September 30th through the weekend with some pieces of work requiring closure still yet to complete; the guardrail contractor estimates 2-3 days worth of work. Final inspection of the structure is proposed for the first week of October; Katie and Dan will be present for it. **ACTION:** Dick moved to accept the good faith that if the west end guardrail is completed by Friday at 4:00 that the bridge can open through the weekend, then shut back down completely on Monday morning and remain closed until the guardrails are done. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried. **ACTION:** Gabby moved to have Katie contact Joe Poston to discuss what the drop-dead date is for the bridge in reopening. Dick seconded. All were in favor. None opposed. No abstentions. Motion carried. FOR THE MOST UP TO DATE INFORMATION PLEASE VISIT www.guilfordvt.net

b. Traffic Ordinance – Dick, Dan and Gabby will get together next week to work on it together.

VIII. Old Business - NONE

IX. New Business

a. Joe Borgati – Citizen inquiry re: VSP contract decision on 12.14.2015 (SB minutes 12.14.15: http://www.guilfordvt.net/vertical/sites/%7B372CBFCC-DD14-4AC7-862E-8EA2C377FFD3%7D/uploads/SB_Minutes_12.14.15_-_FINAL.pdf)– Troy asked if Mr.

Borgatti was here representing the WCSD or if he was present as a citizen; he stated he was a private citizen. Mr. Borgatti inquired why the Selectboard had chosen to contract with the Vermont State Police instead of the Windham County Sheriff's Department. A discussion ensued about the services of each agency and how/why the decision was arrived upon almost a year ago. Katie inquired if Mr. Borgatti was employed by WCSD. Mr. Borgatti replied that he is retired from WCSD. Katie asked him to clarify "so you are no longer an employee of WCSD?" Mr. Borgatti stated "yes"; he is still employed as a part time employee. Mr. Borgatti suggested that there should be more patrol hours for Guilford, regardless of the agency providing the hours. Gabby suggested that Mr. Borgatti should attend the Selectboard meetings when the Town must consider the FY18 contract. No action taken.

b. Junkyard Permit Approval – Winchester - **ACTION:** Gordon moved to approve the junkyard permit for Ralph Winchester as presented and send it along to the State for their approval. Dick seconded. Anne mentioned that around the time of Mr. Winchester's permit request in the past a Selectboard member has made a visit to his property. She drove down there last week; she said he could use a little encouragement to follow the rules of his permit. All were in favor. None opposed. No abstentions. Motion carried.

c. Dog Officer – Resignation – Marianne Lawrence has submitted her letter of resignation (via email) as Dog Officer. In it she made some recommendations to the Selectboard to consider as they appoint a new person to fill this office. Marianne will continue to maintain the role of Town Pound. **ACTION:** Gabby moved to accept Marianne's resignation as Dog Officer. Gordon seconded. All were in favor. None opposed. No abstentions. Motion carried. Katie will explore the idea of a contract for hire or if there are other communities who might share their person with Guilford.

X. Highway

a. General Update

b. Excess Weight Permits - NONE

XI. Finances

a. Request Approval for FY16 Interfund Transfers – Highway & General – Katie has worked with Bonnie Lesage, CPA with Mudgett, Jennett, Krough-Wisner, to complete the FY16 annual audit. Final financial statements are done; the Town has clean results - no findings or materials weaknesses. Katie confirmed the surplus amounts for the General and Highway Funds that will be transferred to reserve funds with the accountant. She is requesting the Selectboard's approval to make these transfers. **ACTION:** Gabby moved to approve the transfers requested by Katie, moving $174,734.00 in FY16 surplus from the Highway Fund 009 to the Highway Surplus Reserve Fund 010 (in the financial statements, Funds 009 and 010 are combined. It is separated out into individual funds in the Town's General Ledger for ease of reporting to the Board) and $208,484.00 from the General Fund 003 to the Reserve Fund 007 established in FY14 (for more information, please see the Town's Reserve Fund Balance Policy directing this fund here: http://www.guilfordvt.net/vertical/sites/%7B372CBFCC-DD14-4AC7-862E-8EA2C377FFD3%7D/uploads/Reserve_Fund_Balance_Policy_-_revised_4.11.16.pdf . Gordon seconded. All were in favor. No abstentions. None opposed. Motion carried.

b. Approval of Warrants

Payroll – WE 09/18/2016	$ 11,396.47
Payroll – WE 09/25/2016	$ 5,330.25
Expense Warrant #06SC	$ 478.09
Expense Warrant #06HS	$ 273,038.00
Expense Warrant #DP06	$ 126,281.88

TOTAL **$ 416,254.69**

Significant Expenses:

- US Bank - $74,847.96 – Bond Payments
- Wright Construction Company - $ 31,678.37 – GRCB Project – Construction

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. VLCT PACIF – 2017 Renewal Rates
b. VLCT – Fall Planning/Zoning Workshop – 11/2/16, Montpelier
c. BCTV 40th Anniversary Party Invitation – 10/6/16, Elliot St., Brattleboro

XIII. Executive Session – Personnel Matter - **ACTION:** Gabby moved to enter executive session at 7:34 PM to discuss a personnel matter and invited Katie Buckley to join. Gordon seconded. All were in favor. No abstentions. None opposed. Motion carried. The Selectboard exited executive session at 7:47 PM. Troy read aloud Katie's letter of resignation as Town Administrator. Gordon moved to accept with the utmost regret. Gabby seconded.

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

Due to the Columbus Day Holiday on Monday, October 10, 2016, the next Guilford Selectboard Meeting will take place **Wednesday, October 12, 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

Troy Revis, Jr., Vice Chair

Sheila Mann