

GUILFORD SELECTBOARD
 MONDAY, SEPTEMBER 28, 2015 AT 6:30 P.M.
 GUILFORD TOWN OFFICE

Board Members Present: Anne Rider (Chair), Troy Revis Jr., Sheila Morse, Gabby Ciuffredda, Dick Clark

- I. The meeting was called to order at 6:31.
- II. RECOGNITION OF PUBLIC: Ralph Winchester, Jeremiah Sund, Dan Zumbruski, Road Commissioner, Ron Lenker, Emergency Management Director
- III. NEW ADDITIONS
 - a. Library Pod update
- IV. CHANGES TO AGENDA ORDER
 - a. Discuss Old Business after Highway update
- V. APPROVAL OF MINUTES
 - a. Minutes of September 14, 2015: Dick moved and Troy seconded that the minutes be approved; motion passed unanimously
 - b. Minutes of September 21, 2015: Dick moved and Gabby seconded that the minutes be approved; motion passed unanimously
- VI. NEW BUSINESS
 - a. Salvage Yard Application Renewal – Ralph Winchester
 - i. Ralph stated that he's cleaned up quite a bit and will be working on it more; he had a health setback but will keep working. Anne and Sheila noted that the appearance of the property has improved noticeably over the past several weeks. Ralph intends to move the trailers up soon, as he hopes to retire next year.
 - ii. Dick moved we approve Ralph's application for a salvage yard certificate; Troy seconded; motion was unanimously approved
 - b. Guilford Listers Office – Jeremiah Sund
 - i. Mapping Update: Listers have a Beta version of the GIS mapping project. Biggest hurdle in creating this map was dealing with inactive properties. Listers worked together to add a layer to the map to identify those inactive parcels. The intent is to make it easier to make property adjustments in the future (e.g., if one of two or more adjacent parcels held by the same land owner is sold, it's easier to raise the parcel to a higher layer and convert it into a separate, taxable parcel). Jeremiah advised that he's basically satisfied with the GIS contract, but that Listers had not anticipated the amount of work that would be necessary for deed research, which is falling primarily on his shoulders. In addition, there may be a

larger number of mapping updates than had been anticipated that need to be brought up to date -some from as far back as 1997. He's not sure yet how many surveys are not on the map that are in the vault. Jeremiah is researching the number of surveys and lot line adjustments to be added, before asking for a change order on the original contract.

1. **ACTION:** Jeremiah advised that the GIS contract needs to be inspected because of a question of what the Town expects to be online.
 2. Jeremiah took Anne, Gabby, and Sheila in to the Listers office for a brief demonstration of the GIS mapping program.
- ii. Anne voiced her appreciation for the work Jeremiah has done and asked about how often he meets with with the Listers since he's been hired as an assessor clerk. He appreciates the work interactions and that the office has been redone; he noted that Listers are out "boots on the ground" in the spring, and for the remainder of the year priorities are primarily to keep information updated.
 - iii. Errors & Omissions: The Listers raised two corrections to tax bills that required the approval of the Selectboard (refer to Jeremiah's letter noting "Correction of Errors, dated 9.28.15). Sheila moved that the LaRock 2015 tax bill be corrected by \$128.42 for a revised total of \$16,489.72 to correct the error in the prior two years' tax bills; Dick seconded; the motion was approved unanimously. Troy moved that the Spahr-Blazej 2015 tax bill be revised to \$90,483.00 to correct the error in the prior year's tax bills; Sheila seconded; the motion was approved unanimously.
 - iv. Anne thanked Jeremiah for the report and the mapping software demonstration on the Listers computer
- c. Town Administration: a contractual issue will be discussed in Executive Session.
 - d. Report on Small Business Incubation Space: Sheila reported on the first meeting of the volunteer Task Force (that arose from the Vermont Council on Rural Development project in Guilford) since 2/14. The initial focus of the group is to assess the status of Internet needs, availability, and access in Town, as this is a fundamental tool for invigorating the economy in our community. Co-work space was the second topic that arose at the 9.21.14 meeting but was tabled for discussion at a later date. The next meeting of that group is on 10.19.15 in the Town Office at 6:30 and is open to the public.
 - e. VLCT Annual Business Meeting Delegate Designation: Gabby moved that Dick Clark be our delegate to VLCT annual business meeting; Sheila seconded; motion was approved unanimously
 - f. VLCT Municipal Policy: **ACTION:** Sheila asked Dick to inquire with VLCT about how they prioritize policy advocacy for 2016, as 22 pages of policy statements is commendable but not realistically actionable.
 - g. HIGHWAY
 - i. General Update: Weatherhead Hollow Rd. paving finished; Hale Road bridge # 64 (the 2nd bridge from Hinesburg Rd.) is

in need of repair. **ACTION:** Dan will report to SB on conversations with contractor and contractor's engineer; **ACTION:** Dick will contact Matt Mann to get a sense of where that bridge is on the State Bridge list of priorities. Dan also described deterioration in a section of the Guilford Center Road and actions that will need to be taken. Both the bridge and the road repairs will be dealt with in the FY2017 budget preparations.

- ii. Request for Sign: Dick moved that Halifax be permitted to put up a sign at the intersection of Hinesburg Road and Green River road to indicate the direction to Halifax section of Green River Road. This will be at no cost to Guilford. Troy seconded; motion passed unanimously.
 - iii. Dan reported that the road crew has stopped grading because it's been too dusty; they will get back to it once there's some rain.
- h. Uniform Municipal Excess Weight Permits: none

VII. OLD BUSINESS

- a. FY16 Budget Process & Finance Committee: Given the transitions in the Town Office, the board decided that, for this fiscal year's budget preparation, it does not make sense to put together a finance committee. Whether it should be considered in the future can be decided later. **ACTION:** the SB decided to put schedule of budget work sessions on website so that interested residents could attend if they wish.
- b. Capital Improvement Plan & Budget: Sheila drafted a memo to send to Town departments alerting them to the regular operating budget process and timetable and the new capital budget process. It was noted that it is likely to take more than one year to get the Capital Budget in place. **ACTION:** SB members to review the memo and get back to Sheila with comments.
- c. Library Pod: \$90 additional month's rental may be incurred because of the delay of getting the fire marshal's approval and then the pod will need to be emptied. Cathi Wilken will do her best to get the matter resolved by 9.30.

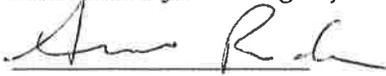
VIII. FINANCE

- a. Payroll & Expense Warrants: Troy moved that we pay payroll of 9.20.15 for \$5,096.41; payroll of 9/27 in the amount of \$13,088.95 for a total payroll of \$18,185.36 and that we pay warrant # 06/16 for \$109,134.96 and #06DP for \$43 for total warrants of \$109,177.96. Warrant grand total is \$127,363.32. Gabby seconded; motion carried unanimously.

- IX. COMMUNICATIONS - nothing of substance except to note that there is a tracker tool for the Hazard Mitigation Plan, following FEMA approval, that needs to be monitored and reported on at least annually.

- X. EXECUTIVE SESSION: Troy moved and Gabby seconded that SB go into executive session to discuss contractual matters. Motion passed unanimously. SB exited executive session at 8:05 pm
- a. Dick moved that the SB hire Cynthia Stoddard to provide financial services to the Town for the period when the Town does not have a Town Administrator. Troy seconded and the motion passed unanimously.
 - b. Troy moved that we accept Ron Lenker's generous offer to work for the town in a clerical capacity while we're in the process of looking for a Town Administrator; Gabby seconded; the motion was approved unanimously.
 - c. Town Administrator job description: Dick "chopped the devil right out of it." Sheila and Dick will work together to come up with a revised Job Description and present to the board at the next meeting.
- XI. Because Monday, October 12th is Columbus day, the next Selectboard meeting will be held on TUESDAY, OCTOBER 13th at noon at the Town Office.

Dick moved that we adjourn, Troy seconded and the motion was approved unanimously. Meeting adjourned at 8:14 pm.



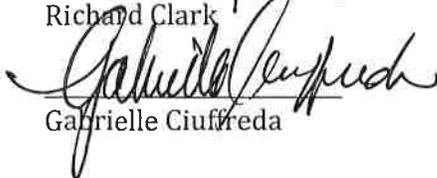
Anne Rider, Chair



Sheila Morse



Richard Clark



Gabrielle Ciuffreda

Troy Revis, Jr.