GUILFORD SELECTBOARD MEETING
Monday, December 14, 2015 at 6:30 pm
GUILFORD TOWN OFFICE

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

Town Officials/Staff Present: Katie Buckley (Town Administrator), Laura Lawson-Tucker (Library Trustee), Steve Lembke (Floodplain Administrator), Ron Lenker (Emergency Management Director), Cathi Wilken (Librarian), Richard Wizansky (Library Trustee, Treasurer)

I. **Call to Order**

II. **Recognition of Public** – Michael Alexander, Lisa Ford, Dan Ingold, Herb Meyer, Peter Muller, Wendy Stone, Eric Stone, Jane Wheeler

III. **New Additions** - Anne stated the need for an executive session.

IV. **Changes to Agenda Order** - none

V. **Approval of Minutes**

a. November 23, 2015 – Troy moved to accept the minutes as written from the 11/23/2015 Selectboard Meeting. Anne seconded. All were in favor. None opposed. No abstentions. Motion carried.

VI. **Old Business**

a. WSWMD FY 2017 Update – Sheila attended the WSWMD Board of Supervisors (BOS) FY17 Budget meeting on 12/10. She provided details of the meeting that included an assurance that the assessment amount included in the draft budget of 11/10/15 (it includes MRF) would likely be finalized as is on 1/14/15. (Complete minutes of this BOS may be found at, when they are available: http://windhamsolidwaste.org/index.php/about-us/boards-committes/board-of-supervisors/board-of-supervisors-documents).

b. Sheriff vs. State Police FY 2017 Contract - Sheila has discussed details of a FY17 contract for services with both Lt. Paul Favreau of Vermont State Police and Sheriff Keith Clark of Windham County Sheriff's Dept. In the Sheriff's Dept. contract 12 hours/month will cost $7056. In VSP's, 8 hours/month will cost an amount not to exceed $6,360, possibly less depending on the seniority of the Trooper assigned to the shift block. The Board discussed the cost/benefits of 8 hours vs. 12 hours as it relates to the Town's needs as well as the difference between the two contracts in the level of the services provided. Dick stated reasons why he felt the WCSD's contract should be selected. Anne and Gabby both shared their opinions as to why they favored the VSP. Anne moved to enter into an agreement with Vermont State Police, effective 7/1/2016 through

6/30/2017. Gabby seconded. Three (3 – Anne, Gabby and Sheila) were in favor. Two (2 – Dick and Troy) opposed. No abstentions Motion carried.

VII. New Business

a. Floodplain Administration Plan - Steve Lembke – The Board thanked Steve for his continued work on this project. On 11/23 he presented the Board with "Floodplain Administration Suggested Activities and Proposed Action Timeline" for review. It outlines a range of steps, some immediate, some longer term, some that we must do as part of National Flood Insurance Program, some that are elective. The board appreciated the way the plan is organized. Anne moved to accept the action plan as presented. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried. The Plan indicates that Steve will work with the Town Administrator as the representative for the Selectboard; Katie will be the point person for this.

b. Coordinated mapping project proposal (Guilford and Halifax) - Windham Regional Commission (WRC) approached 2 towns in their service area – Guilford & Halifax - about being part of a joint project with ANR & DEMHS. It will involve creating a table and map of: projects identified in existing river corridor plans, existing bridge and culverts inventories data, existing road and river assessments, projects identified in the Local Hazard Mitigation Plan. Anne moved that the Selectboard support WRC's inclusion of Guilford in this mapping effort. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.

a. Sportsmen, Inc. Act 250 Application - Dan Ingold – Dan has prepared the Act 250 application that will be submitted for the Sportsmen Inc.'s project; he shared background on it. The application will be in two parts – first for all the existing aspects of the projects ("Clean Slate Program") and the second for the new development; it will bring the project in its entirety into compliance with the State. They will be doing a study to learn more about mitigating the sound transmission that occurs as a result of the creation of the berm in 1989. This will be a multi-year process. The Board posed a series of questions about the content of the application; all were clearly answered. Troy moved to authorize the Board Chair to sign the Municipal Impact Survey as prepared. Anne seconded. All were in favor. None opposed. No Abstentions. Motion carried.

c. VY Siren contract: Ron Lenker – As a result of VY's decommissioning process, Entergy Nuclear Vermont Yankee, LLC (ENVY) will no longer be required to operate, test or maintain Guilford's emergency preparedness sirens. Sirens are located at Guilford Central School (GCS), at a private residence at 1215 Stage Road and at Sportsmen, Inc. at 2081 Creamery Road. ENVY is providing Guilford with three (3) options for their disposition: 1. Donate all sirens to the Town of Guilford in "as-is" condition, 2. ENVY will remove all sirens from Guilford (at ENVY's expense) or 3. The Town will keep some and ENVY will remove what the Town does not want. There are annual costs to the Town if we keep the sirens in the amount of $275-520/siren/year. Ron's recommendation is that the Selectboard authorize ENVY to remove all of the sirens since they are of no use. Anne moved that the Town of Guilford remove all sirens and keep the

poles in place. Dick seconded. All were in favor. None opposed. No abstentions. Motion carried.

d. Additionally, Ron thanked the Board for his time serving as Interim Town Administrator. Anne was grateful to Ron for his willingness to step in and help the Town in such a flexible way. Sheila has felt enormously supported having Ron here in the last few months. Sheila mentioned that during the VY Emergency Planning Zone - EPZ- Year-end wrap-up meeting on 12/8 in Vernon, once again Guilford was singled out as being THE proactive town vis-a-vis emergency planning and preparedness - and only Guilford. She expressed deepest thanks to Ron Lenker, along with Herb Meyer, for their major contributions to and participation in all these activities. The Selectboard also thanked Ron for stepping up to the plate and filling in as interim Town Administrator and for his attentive eye on the assets of the Town and looking for ways for us to save money. There was a warm round of applause for Ron. Upon his departure, Ron provided each board member with an envelope containing a list of recommendations for them to consider from his time serving as Town Administrator.

b. FY17 Library Budget: Cathi Wilken, Richard Wizansky and Laura Lawson-Tucker – Richard presented the FY17 as approved during their Trustees meeting this same night. Laura Lawson-Tucker expressed her gratitude to the taxpayers of Guilford for their generosity in supporting their local library. The Selectboard recommended no adjustments and no action was taken.

c. Guilford Recreation Project Presentation: Wendy Stone spoke in support of the Athletic Program that has gone dormant in the Town of Guilford. Her group (G.R.O.W.S.) hopes that a Guilford Recreation Commission can be created to address the needs of not only the Guilford School children but residents of all ages. Eric Stone presented information gathered as a result of a town-wide survey. The group has met with the School Board and will be meeting with the Planning Commission as well. Eric presented 3 possible options to administer this program. A lengthy general discussion ensued. Michael expressed that this is a crisis that calls for Town leadership to step up. Gabby suggested forming a task force to move this forward in the short term until more official action can be taken. Anne will serve as the Selectboard member and partner with Katie on moving this forward with the School Board. There was a lot of good brainstorming that can take place on this topic.

d. FY2017 Budget Work Session Schedule:
12/28 – 6:30 PM
1/7/16 – 5:00 PM
1/11/16 – 5:00-6:30 PM
1/14/16 – 7:00 – 8:00 AM
All work sessions will take place at the Guilford Town Office and are open to the public. Please note that the public will be required to hold all of their questions during the work session until the end at which time they will have 3 minutes each to speak.

e. Green River Covered Bridge Project - Katie and Sheila

i. There was a typo in the contract for Local Project Management – 12/31/2015 instead of 12/31/2016. Troy moved to sign the contract for services with the corrected date. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.

ii. Katie shared that the State of Vermont has approved all final comments and changes to plans and will apply for the release of funds for the project. The bid package is complete. The intention is to advertise it January 6, 2016.

iii. Bid Selection Committee - One of the funding requirements is for the Town to have a Bid Selection Committee. Sheila proposed: Gabby and Sheila from Selectboard, Michael Knapp and Addison Minott from Green River, and Ron Lenker; Danny Zumbruski, Matt Mann, and Katie Buckley will serve as advisors to the committee. Dick moved to nominate the Selection Committee members as proposed. Anne seconded. All were in favor. None opposed. No abstentions. Motion carried.

e. VTrans Quit Claim Deed for US Rt 5 Bridge Project Easements – This deed is simply for temporary right-of-way access for the US Route 5 Bridge Project over Broad Brook during construction and permanent ROW for the installation and maintenance of guardrails of the same. Danny and Katie have reviewed the proposed deed language and support it. Dick moved that the Selectboard sign the Vermont Agency of Transportation Quit-Claim Deed as written. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.

VIII. Discussion/Updates - none

IX. Highway – no updates – glad there is no snow!

X. Finance

a. Warrants:

i. Expense Warrant #1611	$8,205.02
ii. Expense Warrant #11DP	$43.00
iii. Payroll Warrant WE 11/29/15	$4,277.87
iv. Payroll Warrant WE 12/06/15	$9,732.69
v. Payroll Warrant WE 12/13/15	$5,154.63
TOTAL	$27,413.21

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

XI. Communications

a. WSWMD – BOS Minutes 11/12/2015, Check Register Nov 2015, November Financials, FY17 Proposed Budget, Dec 10, 2015 BOS Meeting Notice & Agenda

b. 11/23/2015 - Guilford Floodplain Administration Suggested Activities & Proposed Action Timeline – Steve Lembke, Guilford Floodplain Administrator

c. Email, 10/9/2015 – Alyssa Sabetto, Planner, WRC – Coordinated Mapping Project – Guilford & Halifax

d. Act 250 Permit Application & Municipal Impact Survey – Sportsmen, Inc.
e. FY2017 Guilford Free Library Budget, Cathi Wilken, Librarian
f. Email (with attachments) 12/10/2015 – Wendy & Eric Stone, G.R.O.W.S. – Recreation - Survey Results, Comments from Survey, Models from Neighboring Towns
g. VTrans Quit-Claim Deed – US Route 5 Bridge
h. Email – 12/14/15 - Jeremiah Sund – Listers Office request to be on 12/28/15 Agenda
i. County of Windham – Notice of Preliminary Proposed Budget Meeting – 12/15/2015 – 3:30 PM, Windham County Courthouse, Newfane
j. Office of the State Treasurer, Beth Pearce – 12/5/15 - RFP Solicitation for Local Investment Financing due 5/13/2016.
k. "VLCT News" – December 2015
l. Visiting Nurse & Hospice – "VNH Connect" Fall 2015 Newsletter
m. VT Assoc. of Chiefs of Police – Invitation to annual luncheon, Capitol Plaza, Montpelier, 1/12/16, 12:00 PM
n. "Governing" – December 2015

XII. Executive Session

f. Anne moved to enter executive session at 8:44 PM to discuss a personnel matter [1 V.S.A. § 313(a)(3)]. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.
a. The Selectboard exited executive session at 9:00 PM. Anne moved to amend the minutes of the October 30, 2015 Selectboard meeting by deleting any comments that refer to performance issues of a past employee, to be in compliance with 1 V.S.A. 317(c)(7) and correct a typo in the same. Troy seconded. All were in favor. None opposed. No abstentions. Motion carried.

XIII. Troy moved to adjourn the meeting at 9:02 PM. Gabby seconded. All were in favor. None opposed. No abstentions. Motion carried.

The next Guilford Selectboard Meeting will take place Monday, December 28, 2015, 6:30 PM at the Guilford Town Office. All meetings are open to the public – we welcome and encourage you to come!

Sheila Morse, Chair

Gabby Ciuffreda

Richard J. Clark

Troy Revis, Jr.

Anne Rider