

**GUILFORD SELECTBOARD**  
**Monday, November 9, 2015 AT 6:30 P.M.**  
**GUILFORD TOWN OFFICE**

**Minutes**  
**DRAFT**

**Select-board** members present Sheila Morse, Chair, Dick Clark, Troy Revis, Jr., Gabrielle Ciuffreda, recorder Ron Lenker.

- I. Call to Order** 6:30
- II. Recognition of Public** Penny Marine, Steve Lembke, Kathy Clark, Shaun Murphy, Ian Kiehle (BCTV), Dan Zumbruski
- III. New Additions** None
- IV. Changes to Agenda Order** None
- V. Approval of Minutes**
  - a. For October 26, 2015 Dick moved to accept minutes, Troy seconded, passed unanimously
  - b. For October 30, 2015 Troy moved to accept minutes, Dick seconded, passed unanimously
- VI. New Business**
  - a. Property Tax Report – Penny provided tax collection summary. Outstanding delinquent taxes continue to become less and less. 2013 - \$657,160.33, 2014 - \$512,589.12, 2015 – \$389,702.78. 22 Liens, and 15 payment agreements currently exist. Board expressed gratitude for her efforts.
  - b. Flood Plain plan – Steve Lembke, Town Flood Plane Administrator, went to a training in September that was provided by Alyssa Sabetto of Windham Regional Commission, FEMA and VT Department of Conservation. Steve presented history of National Flood Insurance Program (NFIP). In 2007 Guilford adopted a flood hazard bylaw that basically follows the NFIP guidelines. According to Emergency Relief and Assistance Fund (ERAF) Guilford has 46 Structures that are within the Flood Hazard Area.  
Once Guilford completes a River Corridor Protection Plan the town will qualify for an additional 5% in funding for flood disaster relief. Ron will check with Alyssa to see how this plan is made.  
An electronic copy of the flood information materials will be placed on the town website and a hard copy will be kept at the Town Office along with forms required for building in a flood hazard area.
  - c. Sheriff vs. State Police Contract – Sheila presented information on the two offers from law enforcement. There was discussion and a notice of some concrete information missing. Topic will be revisited once the information is gathered. Information needs include checking with Londonderry on their experience with SP Department; quote from Officer Favreau to be more succinct; if we currently pay the state police what services do they provide?
  - d. Payment of time sensitive invoices prior to regular warrant. Motion was made by Dick to allow Chair or Vice Chair to sign to pay bills to avoid a late fee or take advantage of discount on invoices. Discussion followed. Dick amended motion to be - to authorize the chair and/or the vice chair of the Select-board to authorize the treasurer to allow claims and to draw orders to pay a time-sensitive invoice for previously authorized goods or services. This authorization will be used only for the Town to take advantage of cost savings with timely payment that would otherwise be incurred because invoice was not received in time to be included on a warrant for the Select-board meeting. Seconded by Troy, motion passed unanimously
- VII. Old Business**
  - a. Town Administration follow up – Gabby made motion to allow Sheila to cancel Katie's consulting contract and bring her on earlier at the agreed upon pay rate and not at the

consulting rate. Seconded by Troy. Passed unanimously. Katie Buckley is officially hired to be the Town Administrator. There will be a phase in time for her to take care of personal matters and make a better exit from her current position with Windham and Windsor Housing Trust.

- b. Needs assessment for buildings progress – short-term solutions for town office; fuel usage Discussion of current issue with the town office heating system and ice damage. Two proposals were presented in an effort to control costs and improve efficiencies. Both proposals could conceivably be permanent long term solutions to the ice issues and leakage with the roof. Discussion was had as to the viability, return on investment and fuel usage. Ron indicated that he would install the material and that if the cost were to exceed \$250.00 that he would continue with the insulation gratis. Ron pointed out that fuel usage seemed high, possibly due to multiple reasons. Dick made motion that the town accept Ron’s proposal, seconded by Troy, passed unanimously.

**VIII. Highway**

- a. Discuss bridge 64 – Hale Rd –Mark Pickering and Sven from VTrans met with Sheila and Dan at the bridge. They (VT Trans) indicated that the bridge was not as much of an emergency as previously thought. This gives the town time to put cost effective plan in place for the repair/replacement of the bridge. This bridge repair may qualify for a structure grant from VT Trans. The costs will be above a threshold, thus the town must seek competitive bids. Dick made a motion that the town put out a Request for Proposal for Bridge 64 in Commons and on Town web site. Troy seconded, passed unanimously. Timing will affect eligibility for grants. This bridge may qualify for an Accelerated Bridge program.
- b. Road crew is currently resetting guardrail on Guilford Center Rd. Tristate is crack sealing and shoulder paving is happening on Weatherhead Hollow Road. Work on Bridge 55 is complete.

**IX. Finance**

- a. Payroll warrant – 16030                      \$4,519.32
- b. Payroll warrant – 16031                      \$4,786.98
- c. Check Warrant – 09DP                        \$ 98.00
- d. Check Warrant – 1609                        \$84,819.88
  - i. Barrows Fisher Oil – Diesel                      \$1,217.91
  - ii. Bernie LaRock – Hydrant                        \$4,480.00
  - iii. Bernie LaRock – Lowery Rd                      \$1,270.00
  - iv. Brook Field Service – Generators                      \$1,233.00
  - v. Cersosimo Ind - Gravel                            \$1,358.00
  - vi. Evertt Prescott – Culvert                        \$4,500.00
  - vii. Manatron – Rate tables                         \$1,352.00
  - viii. Renaud Bros – Bridge deck                      \$59,500.00
  - ix. WW Building Supply – Culvert                      \$3,063.00
- e. Warrant Total -                                      \$94,224.18

**X. Communications**

- a. ~~Sportsmans’ Club~~
- b. Shane Ellis – Excess weight permit – Approved and signed
- c. Windham Regional Commission – John Seitz solar array – Project owner must put in storm water handling due to 3.5 acres being disturbed.

**XI. Executive Session - none**

**XII. Set Meeting Date**

- a. 11/23/2015

**XIII. Adjournment** –Dick moved that meeting be adjourned, seconded by Troy, passed unanimously. Adjourned at 7:58AM