

DRAFT - MINUTES
GUILFORD SELECTBOARD
MONDAY, APRIL 13, 2015 AT 6:30 P.M.
GUILFORD TOWN OFFICE

I. CALL TO ORDER

Meeting called to order at 6:30 p.m.

II. RECOGNITION OF PUBLIC

Town Officials and Staff Present: Anne Rider (Chair), Sheila Morse, Dick Clark – Selectboard; Shaun Murphy – Board of Listers; Michelle Frehsee – Planning Commission; Rebecca Stone – Town Administrator

Others Present: Addison Minott, Gabriella Ciuffreda, Katie Buckley, Marianne Lawrence, Gordon Little, Alex Bell, Donald Spencer, Frederic Noyes – BCTV.

III. NEW ADDITIONS

Under New Business, added draft job description for Assessors Clerk for the Board of Lister's office.

IV. CHANGES TO AGENDA ORDER

Planning Commission Chair requested to come before the Selectboard as the first order of business under New Business. Since Michelle is involved with the Town Park project, discussion of that topic will immediately follow.

V. APPROVAL OF MINUTES

Dick made a motion to approve minutes of March 23, 2015 meeting. Sheila seconded. Unanimous. Motion carried. Sheila made a motion to approve minutes of April 1, 2015 meeting. Dick seconded. Unanimous. Motion carried.

VI. NEW BUSINESS

Planning Commission – Michelle Frehsee, Chair - regarding Draft 2015-2020 Town Plan.

A Public Hearing will be held on April 29th at 7:00 p.m. at the Broad Brook Grange to receive public comment regarding the draft of the 2015-2020 Town Plan. Copies are available at Town Office and on the town website. The Town Plan is drafted in collaboration with the Conservation Commission, Planning Commission, Windham Regional Commission, citizens and officials. Everyone is invited to attend the public hearing on April 29th or submit comments in writing to the Planning Commission at michelle@frehsee.com no later than 5:00 p.m. on April 28, 2015.

Town Park. Insurance carrier has provided recommendations and requires response from Selectboard on completion dates for each action item. Dick stated he had talked with Ken Canning with VLCT about the project. The Park Committee is meeting next Wednesday at the Guilford Library and will review the recommendations and respond to the Selectboard.

Veteran's Boot Drop – Donald Spencer. The Veteran's Boot Drop will be held the last Saturday in September at the corner of Route 5 and Guilford Center Road. The event is coordinated by Ruck-Up, a consulting, advocacy, outreach, non-profit agency based in Keene, NH which is established to assist area Veterans. Donald noted that donations were \$1,400 in 2013 and approximately \$1,700 in 2014. The group is assisting 100 to 150 veterans a month. Selectboard unanimously supports their efforts and expressed a thank you to Donald and the staff for their services.

Board of Lister's Office. Shaun indicated the Listers have met with two candidates for the vacancy on the Board of Listers and they are recommending Andrew Cotton be appointed. Sheila made a motion to appoint Andrew Cotton to the remainder of the 1-year term. Dick seconded. Unanimous. Motion carried. Draft job description for Assessors Clerk position presented. Format discussed. Sheila made a motion to approve the job description on the condition it would be reformatted. Dick seconded. Unanimous. Motion carried. The intention is to advertise the position in the next few weeks. Shaun stated mapping is moving forward and eight requests for proposals have been sent out to reappraisal firms.

Guilford Free Library. Letter received from Library Director Cathi Wilken requesting funds to replace the basement door at the library. Dick offered to donate a door. Discussed structural assessment and energy audit that has been done with some improvements budgeted for FY16. Selectboard in favor of library officials getting the door replaced. Town Administrator provided balances in building maintenance accounts for the current fiscal year. Sheila made a motion to assess repair or replacement of the door for a sum not to exceed \$600.00. Dick seconded. Unanimous. Motion carried.

VII. OLD BUSINESS

Green River Covered Bridge Update. Town Counsel has completed a draft easement and it has been presented to VTrans and we await feedback from the state.

Town Office. Discussed roof repair and replacement. Repair of a section of the roof is estimated at \$300.00. Discussed heat loss resulting in ice dams, possibly relocating heat pipes, and performing an energy audit of the building. Dick made a motion to have a specific section of the roof fixed at a cost not to exceed \$300.00. Sheila seconded. Unanimous. Motion carried. For capital planning purposes, received an estimate for complete replacement of the roof with shingles of \$15,750.00, with a standing seam metal roof estimate of \$27,500.00. Dick to talk with Penny to obtain more quotes. Quotes received on fixing interior section of the building that received water damage. Sought quotes from multiple contractors and received a quote from Mathes Hulme Builders LLC for \$1,185.00 and Doug Hunt Builders for \$3,022.00. Town Administrator noted the Town has \$1,000.00 insurance deductible. Sheila made a motion to award the project to Mathes Hulme Builders LLC for \$1,185.00 with the condition if the project is to exceed the amount that prior approval is needed from the Selectboard. Dick seconded. Unanimous. Motion carried.

Drug & Alcohol Policy. Received feedback from town counsel based on the policy that was adopted at the March 23rd Selectboard meeting. Sheila had questions and will review and follow up with attorney. Policy to be presented to town staff for signature once finalized.

Solar Resolution. Discussed a proposed solar resolution as received from the Town of Rutland. Rutland officials indicate that the law does not provide a voice and is requesting legislation to amend solar siting projects. The language in the resolution does support our Town Plan. A letter from the Renewable Energy Board is not in favor of the resolution. Discussed the issue being referred to the Energy Committee. No action.

2015 Selectboard Appointments. Appointments will be done at the next Selectboard meeting.

VIII. HIGHWAY

General Update. Roads are staying firm and are in good shape. Town crew is grading roads. Truck purchase is moving forward.

Uniform Municipal Excess Weight Permits. Dick made a motion to approve permits with restrictions for mud season and the Green River Covered Bridge limit to 4 tons for: Bazin Bros. Trucking of Westminster, VT, Fitzpatrick Transport LLC of Putney, VT, VELCO of Rutland, VT, and Cardinal Logistics Management Corporation, of Concord, NC. Sheila seconded. Unanimous. Motion carried.

IX. FINANCE

Payroll & Expense Warrants

Warrants:

○ PR 03/29/2015	\$9,986.62
○ PR 04/05/2015	\$4,838.40
○ PR 04/12/2015	<u>\$5,693.76</u>
Subtotal	\$20,518.78
○ Warrant #18	\$34,461.56
○ Warrant #18 DP	<u>\$ 130.00</u>
Total	\$55,110.34

Sheila made a motion to approve Warrant #18 and Warrant #18DP. Dick seconded. Unanimous. Motion carried.

Dick made a motion to approve the payroll warrants. Sheila seconded. Unanimous. Motion carried.

X. COMMUNICATIONS

- Letter from Legal Counsel regarding letter from Paul Kidder. No action.
- Windham Regional Commission hosting Windham Wood Heat & Solar Financing Conference April 15th
- 5th Annual Tour de Heifer Dirt Road Bike Ride June 7th
- VT Town & City Management Association Conference May 14th & 15th. Town Administrator attending.
- VLCT Property Tax Appeals Workshop May 5th & May 12th. Town officials attending.
- VLCT Municipal Construction Contracts Workshop April 9th
- VLCT Town Health Officers Workshop May 27th & May 30th
- VLCT Delinquent Tax Collectors Workshop May 20th
- VLCT News April 2015 Issue
- University of Vermont Town Officers Education Conferences April 1st, 22nd & 29th
- Vermont Electric Power Company Public Meeting April 8th & April 15th
- Vermont Council on Rural Development notice of available services and contribution request

XI. SET NEXT MEETING DATE

Next Selectboard meeting will be held on Monday, April 27, 2015, 6:30 p.m. at the Guilford Town Office located at 236 School Road. Chair noted the regularly scheduled 4th Monday in May meeting will be held on Wednesday, May 27th.

XII. Executive Session

Sheila made a motion at 8:03 p.m. to enter into Executive Session to discuss a personnel matter. Dick seconded. Unanimous. Motion carried.

Open meeting reconvened at 8:34 p.m. Executive Session discussion to be continued at next Selectboard meeting. Dick made a motion to adjourn at 8:34 p.m. Sheila seconded. Unanimous. Motion carried.

Anne Rider, Chair

Sheila Morse

Richard Clark