

DRAFT – MEETING MINUTES
GUILFORD SELECTBOARD
MONDAY, MARCH 23, 2015 AT 6:30 P.M.
GUILFORD TOWN OFFICE

I. CALL TO ORDER

Meeting called to order at 6:30 p.m. by Anne Rider.

II. RECOGNITION OF PUBLIC

Town Officials and Staff Present: Anne Rider, Dick Clark, Sheila Morse – Selectboard; Herb Meyer – Emergency Management Director; Shaun Murphy – Board of Listers; Dan Zumbruski – Road Commissioner; Rebecca Stone – Town Administrator

Others present: Troy Revis, Jr., Steve Lembke, Katie Buckley, Addison Minott, Alex Bell, Gabrielle Ciuffreda, Eric Morse, Patricia Beu, Ian Kiehle- BCTV.

III. NEW ADDITIONS

Anne added under Old Business the Route 5 Bridge Update and under New Business, added performance review for Town Administrator. Dick added Board of Lister's appointment under New Business. Becky noted the Route 5 Bridge update is on the Agenda under Highway.

IV. CHANGES TO AGENDA ORDER

None

V. APPROVAL OF MINUTES

Dick made a motion to approve minutes of March 12, 2015 meeting. Sheila seconded. Unanimous. Motion carried.

VI. NEW BUSINESS

Warning for Special Meeting on April 21, 2015 presented. Special Meeting will be held at the Town Office for two seats on the Selectboard: a 2-year term, and 1 year of a 2-year term. Sheila made a motion to approve Special Meeting Warning. Dick seconded. Unanimous. Motion carried. Anne announced that a candidate's forum will be held on April 16th at the Broad Brook Grange beginning at 7:00 p.m. Voters are reminded they can vote via an absentee ballot once the meeting notice has been posted. Anne reminded everyone that the first 5-member Selectboard meeting will be held April 27th.

WKVT Fun Run – will be held on September 12th beginning at the Guilford Fairgrounds, going south on Weatherhead Hollow Road, with the intention of a 5k race and possibly a 10k race. WKVT staff will manage the event. The road will remain open to traffic. Selectboard was in support of the event.

Local Emergency Operations Plan – Herb Meyer, Emergency Management Director. Herb provided a maintenance checklist and inventory, along with a breakdown of the mileage for the bus. Quarterly report of expenses presented for signature and signed. Local Emergency Operations Plan (LEOP) discussed. Dick made a motion to approve the LEOP as presented.

Sheila seconded. Unanimous. Motion carried. The updated LEOP plan will be filed with the Windham Regional Commission and with Vermont Emergency Management. Herb asked who the Flood Plain Administrator is. Currently, no one is designated. Selectboard indicated all appointments that are typically done in March have been tabled until there is a 5-member Selectboard and that it will be a priority to get the appointments made. Herb reminded the Selectboard that he had resigned as the Emergency Management Director back in September but has continued in the position as a co-director until someone else is appointed.

Board of Lister's office: Dick stated that Lisa in the Lister's office is the only staff person with knowledge in that office. Dick made a motion to hire Jeremiah Sund for a period of up to six weeks to do grand list updates. Sheila seconded. Discussion. Anne stated that she did not want to act on an item with nothing in writing from the Lister's office and that ten minutes before a meeting was not the way to present an item to the Selectboard to allow the Selectboard to be able to make a decision. Dick in favor of the motion. Anne, not in favor. Sheila, not in favor. Motion defeated.

VII. OLD BUSINESS

Green River Covered Bridge Update: Anne provided a summary of recent meeting with Matt Mann from Windham Regional Commission. The Covered Bridge Committee is reviewing plans for the bridge and a categorical exclusion has been submitted and the Selectboard anticipates an answer in a month. The new estimate for the project is \$476,000 and \$50,000 for resident engineer. The topics to discuss tonight are the right of way and easement on east side of the bridge. Pat Beu, the town's attorney, has reviewed the records and finds that an easement can be drawn up for the Green River Preservation Trust (GRPT), and she felt that a survey was not needed. Eric Morse, a local surveyor, has reviewed plans for the project and stated that a survey has been done as part of the plans, and that based on this, a temporary easement would not be needed since the work is to be done in the town's right of way, and that if anything, a permanent easement with GRPT for the 400' square feet because of a culvert installation could be drawn up. Sheila made a motion to have town counsel draft an easement to present to the Green River Preservation Trust. Dick seconded. Unanimous. Motion carried. Gabrielle asked what the timeframe was on the project. Anne explained that there is no assurance from the state on securing funding but that the Selectboard expects they will know in May.

Town Office Roof: The initial estimate for repairs is approximately \$3,000 for the water damage to the interior of the building. A claim has been submitted to the insurance carrier. Sheila offered to get other estimates. The other project is the roof. Dick will request estimates for repair or replacement of the entire roof. Pending more estimates, both projects tabled.

Assistant Town Clerk Job Description – draft presented. Sheila made a motion to approve the job description for the Assistant Town Clerk. Dick seconded. Unanimous. Motion carried.

Drug & Alcohol Policy – draft presented. Sheila would like review by town counsel. Sheila made a motion to approve the Drug & Alcohol Policy contingent on review by town counsel. Dick seconded. Unanimous. Motion carried. Town Administrator to follow up with counsel.

2015 Selectboard Appointments: All appointments are tabled until the April 27th Selectboard meeting. Some of the openings are: Fence Viewer, Planning Commission, Rescue, Inc., Flood Plain Administrator, Town Health Officer, Town Service Officer, Low Level Waste, and Board of Listers has one opening. Town Administrator noted the Board of Listers appointment is a paid position. Shaun Murphy the newly-elected Lister asked how the town decides to do a reappraisal and who decides. The last reappraisal was done 10 years ago.

Personnel: Selectboard noted that a 3-month performance review for the Town Administrator will be done with the intention of finalizing the review at the next Selectboard meeting.

VIII. HIGHWAY

General Update: Dan indicated he may post roads in the next few weeks depending on road conditions. Dick made a motion for roads to be posted if Dan determines they need to be. Sheila seconded. Unanimous. Motion carried. Highway staff filling holes as necessary. Dan presented material for purchasing a tandem truck and has requested an order be placed to secure the truck. Sheila made a motion to approve the ordering and purchase of a 7600 SBA 6x4 tandem truck. Dick seconded. Unanimous. Motion carried.

Route 5 Bridge Project: Preliminary plans have been received. Selectboard and Road Commissioner have reviewed. It was noted that a sidewalk is part of the plans for the new bridge. We anticipate a three to four week closure of Route 5. Project is on track for 2018.

Uniform Municipal Excess Weight Permits: Two permits were submitted for approval, Derrig Excavating, Inc. from Putney, VT; Barrett Trucking Co., Inc. from Burlington, VT. Dan confirmed his approval. Dick made a motion to approve all permits with restrictions. Sheila seconded. Unanimous. Motion carried.

IX. FINANCE

Payroll & Expense Warrants

○ PR 03/16/15	\$ 4,691.26
○ PR 03/23/15	\$ 5,761.50
○ Warrant #17	<u>\$19,081.57</u>
Total:	\$29,534.33

Sheila made a motion to approve the payrolls and warrant. Dick seconded. Unanimous. Motion carried.

X. COMMUNICATIONS

- Hearing set for tomorrow for Kidder vs. Town of Guilford has been cancelled at the request of Mr. Kidder. Superior Court granted the motion to dismiss.
- Guilford Fire Department Auxiliary will be holding a Boot Drop on September 7th.
- Guilford Cares Community Coordinator Report & Meeting Minutes
- VLCT News March Issue

XIII. SET NEXT MEETING DATE

Next Selectboard meeting will be April 13, 2015 at 6:30 p.m. A reminder that the Selectboard meets the 2nd and 4th Mondays at 6:30 p.m., and if the meeting falls on a holiday, they meet on

Wednesday. It was suggested that with a new 5-member Selectboard that they hold an informal work session and orient new members. Dick commented that work sessions are to be posted as meetings.

XIV. Sheila made a motion to adjourn at 7:47 p.m. Dick seconded. Unanimous. Motion carried.

Anne Rider, Chair

Sheila Morse

Richard Clark