

MINUTES
GUILFORD SELECTBOARD
MONDAY, APRIL 27, 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, Gabrielle Ciuffreda, Troy Revis, Jr. – Selectboard; Candace Stoumen and Herbert Meyer – Co-Emergency Management Directors; Walter Thorn – Dog Officer; Dan Zumbruski – Road Commissioner; Rebecca Stone – Town Administrator

Others Present: Ron Lenker, Alex Bell, Katie Buckley, Steve Lembke, Kathleen Wilde, Mike Faher – Brattleboro Reformer, Frederic Noyes - BCTV

III. NEW ADDITIONS

Email Communications

IV. CHANGES TO AGENDA ORDER

Move Green River Covered Bridge Project Update to first order of business.

OLD BUSINESS

Green River Covered Bridge Project – Matt Mann, Windham Regional Commission
Matt indicated that he anticipates an answer possibly tomorrow from VTrans regarding the draft easement. He explained that since the project is located in a designated Historic District, an additional 4F review must be done which can take up to four weeks. Discussed bids and timeframe. The bridge project is anticipated to take two months. If bids were to be issued mid-May, contractors would need to be on site by July 1st. Contractor availability can be compromised as well as bid amounts changing if a deadline for project completion were to be set for end of August. An RFP for a resident engineer still needs to get issued. Question of whether the town could request two bids from firms, one for this year and one for next year and Matt indicated that we cannot do that. Without getting approval on all of the documents that are before VTrans the town cannot go to bid on the project. Discussed getting the information from this discussion out to residents. Gabby to draft summary and issue to those on list serve.

V. APPROVAL OF MINUTES

Dick made a motion to approve minutes of April 13, 2015 meeting. Sheila seconded.

Abstentions: Troy Revis, Jr., Gabrielle Ciuffreda. Motion carried. The process of approving minutes was explained to new members.

VI. NEW BUSINESS

Green-Up Day Announcement: Green-Up Day in Vermont is in its 45th Year and will be held Saturday, May 2nd. Volunteers can pick up bags beginning at 8:00 am at Broad Brook Grange. The event runs from 8:00 am until 5:00 pm. If anyone has questions or wants to get bags ahead of time, please contact Guilford's Green-Up Coordinator, Elly Majonen at ellymajonen@yahoo.com. Sheila has offered to assist.

2015 Selectboard Appointments: Note, unless otherwise indicated, these are 1 year appointments

Bullock Education Loan Committee:

Troy made a motion to appoint Laura Lewis to the Bullock Education Loan Committee for a term of 3 years. Sheila seconded. Unanimous. Motion carried.

Conservation Commission:

Troy made a motion to appoint Linda Lembke and Karen Murphy to the Conservation Commission for a term of 3 years. Dick seconded. Unanimous. Motion carried.

Constable, Delinquent Tax Collector:

Troy made a motion to appoint Walter Thorn as Constable, Penny Marine as Delinquent Tax Collector. Sheila seconded. Unanimous. Motion carried.

Dog Officer, Dog Officer Alternate, Town Pound:

Troy made a motion to appoint Walter Thorn as Dog Officer, Marianne Lawrence as Dog Officer, Alternate and Town Pound. Sheila seconded. Unanimous. Motion carried.

Emergency Management Director:

Anne stated that Herbert Meyer and Candace Stoumen are not seeking reappointment as Co-Directors. Selectboard thanked Herb and Candace for their service to the town. Discussed potential candidate. Sheila made a motion to appoint Ron Lenker as Emergency Management Director. Troy seconded. Unanimous. Motion carried.

Energy Coordinator:

Dick made a motion to appoint Michael Marcy as Energy Coordinator. Troy seconded. Discussion. Unanimous. Motion carried.

Fence Viewers:

Sheila made a motion to appoint Daniel Zumbruski, Daniel Ingold, and Troy Revis, Jr. as Fence Viewers. Gabby seconded. Abstention: Troy Revis, Jr. Motion carried.

Flood Plain Administrator:

Troy made a motion to appoint Steven Lembke as Flood Plain Administrator. Gabby seconded. Unanimous. Motion carried.

Green-Up Day Coordinator:

Troy made a motion to appoint Elly Majonen as Green-Up Day Coordinator. Sheila seconded. Unanimous. Motion carried.

Health Officer:

Anne nominated Richard Davis to serve as Town Health Officer. Dick indicated that he would like to continue serving. Discussed having someone in place that has a health background. Dick explained that unless another appointment is made, the Chair of the Selectboard is the Town Health Officer. Anne does not wish to serve, and if that is the case, she wishes to resign as Town Health Officer. Dick nominated Joy Hayes for the appointment as she currently serves as health officer on the LEOP Committee. Dick made a motion to appoint Joy Hayes as Town Health Officer. Sheila seconded. Discussion. Sheila in favor of Richard Davis. Discussed making two appointments. Sheila, Anne, Gabrielle not in favor of the motion. Motion defeated. Troy in favor of two Town Health Officers. Troy made a motion to appoint Richard Davis and Joy Hayes as Town Health Officers for a term of 3 years. Sheila seconded. Abstentions: Dick Clark. Motion carried.

Housing Rehab Loan Committee:

Selectboard discussed appointment to the Housing Rehab Loan Committee. Anne stated Katie Buckley is interested in serving. Discussed whether or not the appointment was necessary since the Revolving Loan Fund appointment oversees housing rehab. Clarification needed. No action.

Low Level Waste:

Dick made a motion to appoint Stephen Detra, Daniel Ingold, and John Kristensen. Sheila seconded. Unanimous. Motion carried.

Planning Commission:

Dick made a motion to appoint Chuck Clark, Hal Kuhns, and Harry Evans to the Planning Commission for terms of 3 years. Sheila seconded. Unanimous. Motion carried.

Rescue, Inc Trustee, Tree Warden:

Dick made a motion to appoint Daniel Ingold as Rescue, Inc. Trustee and Daniel Zumburski as Tree Warden. Troy seconded. Unanimous. Motion carried.

Revolving Loan Fund:

Dick made a motion to appoint Herber Meyer to the Revolving Loan Fund. Sheila seconded. Unanimous. Motion carried.

Road Commissioner, Town Administrator, Town Service Officer:

Troy made a motion to appoint Daniel Zumburski as Road Commission, Rebecca Stone as Town Administrator, and Richard Davis as Town Service Officer. Sheila seconded. Unanimous. Motion carried.

Windham Regional Commission:

Troy made a motion to appoint Richard Clark and William Murray to the Windham Regional Commission. Sheila seconded. Discussion. William Murray has indicated he would like to serve until a replacement can be found. Dick suggested Rebecca Stone. Inquiry by a resident to whether this would be paid or volunteer if Rebecca were to be appointed. Selectboard members stated appointments to the Commission are unpaid. Noted there is no residency requirement. Motion carried.

Windham Solid Waste Management District Representatives:

Dick made a motion to appoint Cheryl Franklin and Troy Revis, Jr. to the Windham Solid Waste Management District. Sheila seconded. Discussion. It was clarified that the town can have a Primary representative and an Alternate. Cheryl would be serving as Primary with Troy as Alternate.

Abstention: Troy Revis, Jr. Motion carried. Rebecca commented that she anticipates staff from WSWMD to begin scheduling meetings with Selectboards.

Town Forest Fire Warden, Deputy Town Forest Fire Warden:

Troy made a motion to appoint Daniel Stoughton as Town Forest Fire Warden and Michael Tkacyzk as Deputy Town Forest Fire Warden for a term of 5 years. Dick seconded. Unanimous. Motion carried.

VII. OLD BUSINESS

Drug & Alcohol Policy: Sheila offered remarks to the draft policy as it relates to the description of the commercial vehicles and the second chance language. Based on discussions, Dick made a motion to accept the Drug & Alcohol Policy with amendments as follows: :This policy applies to all Town of Guilford employees who operate commercial motor vehicles (CMVs) covered under the Town's PACIF

Property and Casualty insurance policy” and “ The Town reserves the right to terminate any employee who is found to have a positive test. Employees who have a positive test as defined in Appendix A may be referred to a DOT approved SAP. ODT and/or Invest EAP will be contacted to obtain the name of a qualified SAP. This contact information will be provided to the employee.” Sheila seconded. Unanimous. Motion carried. A meeting will be held with employees in May to review the policy.

Solar Resolution: Dick provided background on the solar siting resolution and how this subject came to the table a few months ago. Selectboards have the ability to offer an influence to the siting of solar panels. The Town of Rutland is asking towns to sign the resolution for municipalities to have a voice in the matter. Dick made a motion to approve the resolution. Sheila seconded. Unanimous. Motion carried.

VIII. HIGHWAY

General Update: Roads are drying out. Gravel budget is anticipated to be overspent this year. Roads did not need to be posted this year. New truck is expected to arrive in July.

Uniform Municipal Excess Weight Permits. Troy made a motion to approve a permit with restrictions for mud season and the Green River Covered Bridge limit to 4 tons for: Travis Bristol, Dummerston, VT. Sheila seconded. Unanimous. Motion carried.

IX. FINANCE

Payroll & Expense Warrants

Warrants:

○ PR 04/19/2015	\$ 5,757.15
○ PR 04/26/2015	\$ 5,181.41
Subtotal	\$10,938.56
○ Warrant #19	\$32,808.37
○ Warrant #19 DP	\$ 48.50
Total	\$43,795.43

Troy made a motion to approve payroll warrant PR 0 4/19/2015 as presented. Dick seconded. Abstentions: Troy Revis, Jr., Gabrielle Ciuffreda. Motion carried. Troy made a motion to approve payroll warrant PR 04/26/15 as presented. Unanimous. Motion carried. Troy made a motion to approve Warrant #19 and Warrant #19DP as presented. Dick seconded. Unanimous. Motion carried.

X. COMMUNICATIONS

- Email Communications: Dick expressed concern with sharing information via email and reminded members that emails are not confidential and are public documents. Discussed email contents. Discussed Open Meeting Law, resources, and orientation for new Selectboard members. Gabby to follow up and provide information to the Selectboard.
- VT Agency of Transportation – Rte 5 Bridge Project – Right of Way confirmation
- VT Agency of Transportation – Structures grant submitted for bridge deck replacement on Hale Road (\$57,000); Class 2 Roadway grant submitted for paving 2 mile section of Guilford Center Road (\$191,595)
- Town Office Roof Project – estimate received from Finnell Roofing LLC
- VLCT Town Health Officer Workshop – May 27th & 30th
- VLCT Municipal Human Resources & Employment Law Workshop – June 3rd
- Windham Regional Commission Town Planning Training – May 28th

XI. SET NEXT MEETING DATE

Next Selectboard meeting will be held on Monday, May 11, 2015, 6:30 p.m. at the Guilford Town Office located at 236 School Road, with the following meeting on Wednesday, May 27th.

XII. Executive Session

Troy made a motion at 7:47 p.m. to enter into Executive Session to discuss personnel matters. Gabrielle seconded. Unanimous. Motion carried.

Open meeting reconvened at 8:12 p.m. Dick made a motion to set Town Administrator pay at an additional \$1.25 per hour effective July 1, 2015. Troy seconded. Discussion. Noted this change is in keeping with what is budgeted for FY16. Unanimous. Motion carried. Troy made motion to set Board of Listers pay rate for new Listers at \$15.00 per hour effective immediately. Dick seconded. Unanimous. Motion carried. Dick made a motion to adjourn at 8:15 p.m. Troy seconded. Unanimous. Motion carried.

Anne Rider, Chair

Sheila Morse

Richard Clark

Gabrielle Ciuffreda

Troy Revis, Jr.