

MINUTES
GUILFORD SELECTBOARD
MONDAY, JULY 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: Sheila Morse, Dick Clark, Gabrielle Ciuffreda, Troy Revis, Jr. – Selectboard; Rebecca Stone – Town Administrator. Absent: Anne Rider.

Others Present: Ian Kiehle - BCTV

Sheila made a motion to appoint Troy as Chair for tonight's meeting in Anne's absence. Gabby seconded. Unanimous. Motion carried. Dick stated that based on parliamentary rules that subsequent to elections that the Selectboard needed to reorganize and elect officers when going to a 5-member board. Dick made a motion to appoint Troy as Vice Chair. Gabby seconded. Sheila felt that Anne needed to be here for the discussion and that the full Selectboard needed to be involved in the decision. Troy agreed with Sheila and he also stated this would be a new addition to the agenda. Item tabled until all members are present.

III. NEW ADDITIONS

None

IV. CHANGES TO AGENDA ORDER

None

V. APPROVAL OF MINUTES

Sheila made a motion to approve minutes of June 22, 2015 meeting with typographical edits, no content changes. Gabby seconded. Discussion. Dick abstained since he was not at the meeting. Motion carried.

VI. NEW BUSINESS

Award Bids: Troy gave summary of fuel bid process noting that an Invitation for Bids was issued, public notices posted, and follow up with vendors was made by Town Administrator. Bids were received as follows:
Propane for Fire Station, Library, Historical Society: Keene Gas, \$2.979/gallon
#2 Fuel Oil with additive for Town Office: Barrows & Fisher, \$3.099/gallon
#2 Fuel Oil for Fire Station and Highway Garage: Barrows & Fisher, \$2.569/gallon
Diesel Fuel for Highway Garage: Barrows & Fisher,
Summer \$2.086+.25 over Albany rack price at time of delivery. Currently at \$2.336/gallon
Winter \$2.086+.25 over Albany rack price at time of delivery,+.05 for 10% keroblend. Currently at \$2.386/gallon

Dick made a motion to table all the bids based on needing more information. Dick stated we do not control the Fire Department, that Barrows and Fisher are good to work with and that Cota & Cota has spent time in town. Dick is not in favor of doing business with Keene Gas. Becky commented that upon reaching out to the Fire Department before bids were issued, they were interested in participating in the bid process so they were included. Gabby wanted to know what else Becky needed to do. Cota & Cota did not submit a bid even though Becky spoke with them several times. Dick wants all companies to come in to meet with the Selectboard. Sheila commented that attempts were made to get bids and she did not see any reason for all of the companies to come in. Becky explained that the procurement policy was followed and a number of phone calls were made to prospective bidders. Discussed current suppliers for fuel and propane which includes Barrows & Fisher and Keene Gas. Dick said the Historical Society uses Cota & Cota. Becky explained that they have in the past, however, the contract with Cota & Cota was not signed by the Selectboard this year. Rather than signing the

contract last month, the Selectboard decided to seek fuel bids for all town buildings. It was noted that there have been no issues with Barrows & Fisher and Keene Gas with supplying services to the town. There was no second to Dick's motion to table the bids. Gabby made motion to award bids as received as stated earlier in the meeting. Sheila seconded. Opposed: Dick. Motion carried.

VII. OLD BUSINESS

Guilford Free Library Building Improvement Project: Troy gave a summary that \$15,000 was approved for the project at town meeting. Town sought bids for the project and received one bid totaling \$19,207.58. The Selectboard approved at their last meeting the bid award of \$19,207.58 to Mathes Hulme Builders with the caveat that the Selectboard would follow up with the Library for the \$4,207.58 shortfall. Troy asked Becky to provide an update. Becky said the contractor has indicated that lighting upgrades need to be done at the library based on the state fire marshal inspection and we are awaiting electrician estimates. The library trustees meet next week with the contractor and will be discussing the additional attic insulation cost of \$2,400, and will take into consideration the additional electrical costs when they are available. Becky explained that if the library is able to fund the attic insulation and electrical costs, and the \$4,207.58 is taken from the Reserve fund, the additional costs for the library project will end up being split between the library funds and the Reserve fund. Dick stated that they are setting a precedent by approving a project over budget, and that the Board should have only approved \$15,000. Dick did not attend the last meeting. It was explained that the estimate of \$15,000 for the project was provided nearly 18 months ago. Sheila said that we cannot go back and make a change to the award, and that the project is now going to be closer to \$25,000. Sheila thinks the Library trustees should bring any future requests before the Selectboard. Gabby said it is understandable that the scope has changed and agrees that taking money from the Reserve fund should not be done very much and that they need to look at where to pull money from in order to fund projects. Replenishing the Reserve Fund with remaining FY15 balance was discussed. Sheila and Becky to begin work on capital project list for all assets and town buildings.

VIII. HIGHWAY

General Update: Dick reported the Highway Department is mowing roadsides. Work has begun on the Carpenter Hill Road bridge rail today. One truck has been sold and the proceeds have been set aside towards new truck. Gabby noted the balance for the Highway Department for FY 15 year-end shows it is just under 90% and commented on the excellent job by the Road Commissioner to be under budget. Dick stated that he took photos of a few different mitigation projects in town to the Windham Regional Commission today. Briefly discussed hazard mitigation grant application notice which just came through today. Tabled discussion for next meeting.

IX. FINANCE

Payroll & Expense Warrants

Warrants:

○ PR 06/21/2015	\$11,351.61*
○ PR 06/28/2015	\$ 4,754.69
○ PR 07/05/2015	\$ 5,256.23
○ PR 07/12/2015	<u>\$ 4,876.12</u>
Subtotal	\$26,238.65
○ Warrant #1601	\$63,531.45
○ Warrant #01DP	<u>\$ 62.50</u>
Subtotal	\$63,593.95

Total \$89,832.60

*PR 06/21/2015: \$10,807.24 was approved at June 22, 2015 meeting. An additional \$544.37 was added to the warrant for payroll for RAD officers.

Gabby made a motion to approve warrants as presented. Dick seconded. Unanimous. Motion carried.

X. COMMUNICATIONS

- Host Families Needed for Foreign Exchange Students – contact Virginia Doss, Regional Director of CIEE, email: vdoss@ciee.org or phone:(207) 553-7812. Sheila provided a summary of the request for host families and has posted on Front Porch Forum.
- GLC Powersmith Solar – notice to install 500 kW photovoltaic group net-metering facility at 401 John Seitz Drive (within the Exit 1 Industrial Park in Brattleboro/Guilford). Note: the project was previously proposed for 400 John Seitz Drive
- Windham Regional Commission – creating shared services listserv. The WRC requesting a representative be appointed for the listerv. Sheila made a motion to appoint Rebecca Stone as the Shared Services Listserv Representative. Gabby seconded. Becky explained the background behind the listserv and sharing of services. Unanimous. Motion carried. Sheila suggested that the 5-minute video that has been created by the WRC about the services they offer be posted on the town website. Town Administrator to add the link to the town website.
- VT Trans – email received from District II stating the Structures Grant for B13 on Stage Road (Green River Covered Bridge) has cleared environmental review; contract being processed. Forwarded email to Windham Regional Commission
- VT Trans – Highway Mileage has been certified, copies of new maps received
- VT Agency of Natural Resources – reviewing application received from Paul & Christina Belogour for campground project on Stony Hill Road
- VT Department of Taxes – FY16 Education Tax Rates
- Windham Regional Commission – Emergency Planning Zone Transition meeting August 13th. Sheila to attend. Town Administrator to follow up with Emergency Management Director as well.
- New Non-Profit to use Town Office as mailing address: Broad Brook Community Center, Inc.
- Deerfield Valley Transit Association changing its name to Southeast Vermont Transit
- VLCT Newsletter – July 2015
- M.A. Bean Associates, LLC – bridge contractor services
- Dick noted that a vigilant guard event is being hosted by the state in July 2016. Volunteers will be needed and will involve town officials and members of the public. Currently in planning stage.

Dick made a motion to adjourn at 7:15 p.m. Sheila seconded. Unanimous. Motion carried.

Anne Rider, Chair

Sheila Morse

Richard Clark

Gabrielle Ciuffreda

Troy Revis, Jr.