

MINUTES  
GUILFORD SELECTBOARD  
MONDAY, JULY 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; Ron Lenker – Emergency Management Director; Dan Zumbruski – Road Commissioner; Rebecca Stone – Town Administrator.

Others Present: Jan Coplan, Dan Ingold, Katie Buckley, Timm Harris, Ian Kiehle -BCTV

On a personal note, the Selectboard took a moment to congratulate Dick on his wedding over the weekend. Congratulations to Dick and Kathy!

**III. NEW ADDITIONS**

Dick wished to add the propane bid policy to the Agenda. Will discuss under Old Business.

**IV. CHANGES TO AGENDA ORDER**

The Salvage Yard application item has been removed from the Agenda at the request of Ralph Winchester. He has been rescheduled for August 24<sup>th</sup>.

**V. APPROVAL OF MINUTES**

Dick made a motion to approve minutes of July 13, 2015 meeting. Sheila seconded. Unanimous. Motion carried. Troy made a motion to approve minutes of the 2015-2020 Town Plan Public Hearing of June 22, 2015. Sheila seconded. Unanimous. Motion carried.

**VI. NEW BUSINESS**

Selectboard Organization – Anne explained the process of reorganization. Dick had requested a Vice Chair be appointed to keep a consistency in the absence of the Chair. Dick made a motion to nominate Troy to serve as Vice Chair. Gabby seconded. Unanimous. Motion carried.

Brattleboro Development Credit Corporation:

Jan Coplan, Internship Coordinator with Brattleboro Development Credit Corporation (BDCC), provided an overview of their organization and their purpose of doing outreach to town officials. Jan said a workforce survey was issued a year ago and BDCC, along with Southeastern Vermont Economic Development Strategies (SeVEDS), are now responding to the survey results by assisting with employment voids. The BDCC is helping to meet the workforce needs in the area. The assistance being provided can be to help people who are seeking jobs and various sectors needing employees. Jan is working with the Six College Collaborative Internship Program to find internship opportunities. The collaborative includes the Community College of Vermont, SIT Graduate Institute, Vermont Technical College, Landmark College, Marlboro College and Union Institute and University. Since the inception of the program, 37 interns have been placed in Windham County. Of the 37, six were hired. Energy is being put towards young professionals by providing resources to them so they will get to know the area so they will stay and contribute. As part of these efforts, outreach to Middle School and High School students is being done, providing information to them so that they know what is already here for employment opportunities. Jan works with approximately 100 employers. Jan inquired to what Guilford may need or want. Anne explained that through the Vermont Council on Rural Development, a Report and Action Plan was completed last year, noting that support of the Guilford economy was a priority. She noted Guilford has many home-based businesses and that a task force to promote business is not currently active. Jan explained that there are paid, credit-bearing internships available. Sheila commented that the newly updated

Town Plan has an economy and business section, and that supporting growth in Guilford, creating infrastructure, and internet speed are just a few issues. Sheila asked if the BDCC can meet with the Planning Commission. Jan offered that SeVEDS has ongoing internet speed efforts and will meet with Planning Commission. Gabby stated that Jan will be checking in on a regular basis with town officials.

#### Solar Project – GLC Powersmith Solar, LLC – Dan Ingold

Dan noted that the net-metering facility proposed at 120 Tinker Hill Road that was discussed at a previous Selectboard meeting, previously referred to as Tinker Hill Solar, is now Blanchard Hill Solar. Dan provided an update to the project noting construction is set for September.

Dan presented information regarding the 500 kW photovoltaic group net-metering facility at 401 John Seitz Drive to be located within the Exit 1 Industrial Park in the towns of Brattleboro and Guilford. Dan noted most of the property is in Guilford and it will be located on land owned by Brattleboro Development Credit Corporation. Access to the facility will be through the Industrial Drive. Dan explained vegetation management efforts, and because of the siting, he allows that there will be no visibility from the roadway. Anne asked about tax benefits to the town. Dan said he would like to discuss the capacity tax in more detail. Becky to follow up with Dan and the Listers office. Sheila inquired how do Guilford residents benefit, can they purchase or buy-in. Dan explained offtaker process that allows for a 20-year credit for power provided for a reduction in monthly electric bills, but he suggested people talk with Soveren about the proposed community solar project. Dick asked what happens at the end of the 20 years. Dan explained that a decommissioning plan is required. Katie suggested talking with the town of Putney. Sheila asked about marketability, how can residents find out more information. Outreach to the community can be done through the Guilford Gazette and is being done through Selectboard meetings. Becky suggested listing Soveren Solar information in the minutes. Contact information for Soveren Solar, located in Putney at (802) 869-2500.

#### Route 5 Bridge Project:

In keeping with the aesthetics of the area, the Vermont Agency of Transportation (VAOT) is requesting review by the Selectboard of the proposed guardrail and bridge rail for the Route 5 bridge in Algiers. Selectboard reviewed photos. Dan was in agreement with the recommendations. Gabby made motion to approve a black powder-coated bridge rail and guardrail for the Route 5 Bridge Project. Troy seconded. Unanimous. Motion carried. Selectboard signed letter of approval for VAOT.

#### Set Tax Rate:

Becky presented the 2015 Tax Rate calculation sheet for review and discussion. The proposed Homestead tax rate is \$2.547, an increase of .0447 from last year. The proposed non-residential tax rate is \$2.3767, an increase of .0211 from last year. Dick made a motion to set the 2015 Homestead Tax Rate at \$2.547 and the Non-Residential Tax Rate at \$2.3767. Sheila seconded. Unanimous. Motion carried.

Homestead Act application – a penalty of 8% for filing late is the current rate. Discussed the Homestead Act application late filing rate. Becky provided information that showed in 2013, 50 applications were filed late resulting in \$18,000 revenue to the Town; in 2014, 15 late applications resulted in \$3,900 revenue; and so far in 2015, 5 late applications have resulted in \$1,500 in revenue. Troy made a motion to set the late filing Homestead Act application rate at 8%. Gabby seconded. Unanimous. Motion carried.

#### FY15 Line Item Transfers Request:

Anne stated that no line item transfers are necessary as Becky clarified with NEMRC staff earlier in the day as it relates to audit findings. Becky to coordinate with NEMRC for additional training.

#### Capital Program & Budget Policy:

Becky and Sheila presented a draft Capital Program and Budget Policy. Sheila provided an overview of the intention of the policy. Dick wants to be sure it is in keeping with the Highway plan and Sheila confirmed that it will be. For planning purposes, a memo outlining a proposed timeline will be issued to Selectboard for review. Selectboard to review the draft policy in preparation for discussion at the August 10<sup>th</sup> meeting.

## **VII. OLD BUSINESS**

**Guilford Free Library Building Improvement Project:** Becky has confirmed that \$5,655.00 was moved into a capital project account at end of FY14 to be put towards the library project, which is in addition to the \$15,000.00 dedicated in FY16. Since the bid came in over budget by \$4,207.58, these funds can come from the capital account. In addition, the amount to bring the building up to code based on the State Fire Marshal inspection is \$805.00. The decision of whether to do the attic insulation for \$2,577.54 has yet to be decided. Dick not in favor of spending the additional money. Troy stated that the code requirements must be done. Katie provided history of how money was budgeted for past projects and that the code requirement costs can be paid from the building improvement account. Discussed the option of replacing the basement window which will involve labor costs only. Becky said labor cost estimate is unknown. Troy not in favor of having the window replaced and the Selectboard agreed. Discussed energy efficiency measures. Change Orders presented for review. Troy made a motion to approve Changer Order 1 in the amount of \$805.00 for installing illuminated exit signs and emergency lighting per code requirements. Sheila seconded. Unanimous. Motion carried. Troy made a motion to approve Changer Order 2 in the amount of \$2,577.54 for attic insulation. Dick seconded. Unanimous. Motion carried. Ron commented that he wanted to be sure the attic is vented properly after the insulation is done.

**Highway Ordinance and Traffic Ordinance:** Dan indicated that the Windham Regional Commission has completed the map(s). Ordinance changes may include changing the speed zone near the Blueberry Haus and relocating/changing signs in various locations. Dan and Dick to review the current ordinances and let the Selectboard know when they are ready to present potential changes.

**Propane Bid Policy:** Dick discussed the propane bid award to Keene Gas and said Cota & Cota did not receive the amounts for the buildings and said the Fire Department needed to be removed from the bid. Becky explained the procurement policy and process and noted three attempts were made to obtain a bid from Cota & Cota, all of which resulted in no submission of a bid from them. Dick said Cota & Cota did submit an amount with an agreement back in May. Becky stated he was correct, however, the agreement was for propane only for the Historical Society building, which was presented to the Selectboard at a meeting, but the Selectboard opted not to sign the agreement and wanted to seek fuel bids for all town owned buildings. The Fire Department was asked if they wished to participate in the bid process and they said yes. Dick asked the Selectboard to withdraw the propane bid award. Anne was not at the meeting when the award was made. Gabby and Sheila not in favor of reconsidering the award.

## **VIII. HIGHWAY**

**General Update:** Dan said the Highway Department is busy hauling sand and doing roadside mowing. Crack sealing work to be performed. Dan is meeting with various companies to obtain paving bids. Dan noted approximately 1.5 miles of Guilford Center Road is going to be repaved. Guardrails on a certain section need to be re-set. Dan said the new truck is in and they will be taking it to get the body put on it. Dan anticipates an October finish date for the truck.

Dan has been approached by a Weatherhead Hollow Road landowner, near the Guilford Fair entrance, requesting a letter from the Selectboard that states they approve a handicap ramp to be located within approximately 4 feet of the roadway. Selectboard asked Dan to talk with the owner and let them know they need to put a detailed request in writing, showing plans, so the Selectboard can discuss the issue before they make a decision.

In getting back to the new truck, Troy noted that with wing on it, it will not fit in the garage. Dan to get estimates to retrofit the garage. Dan stated they have outgrown the garage.

**Uniform Municipal Excess Weight Permits:** Troy made a motion to approve a permit for TK Trucking of Londonderry, VT with restrictions during mud season and the Green River Covered Bridge limit to 4 tons. Gabby seconded. Unanimous. Motion carried.

## IX. FINANCE

### Payroll & Expense Warrants

#### Warrants:

○ PR 07/19/2015	\$ 5,949.61
○ PR 07/26/2015	<u>\$ 4,920.33</u>
Subtotal	\$ 10,869.94
○ Warrant #1602	\$143,141.97
○ Warrant #02DP	<u>\$ 38.50</u>
Subtotal	\$143,180.47
Total	\$154,050.41

Gabby made a motion to approve warrants as presented. Dick seconded. Unanimous. Motion carried. It was noted the new truck was on the warrant. Dan provided a proposal from Tri-State Asphalt for crack sealing.

## X. COMMUNICATIONS

- Request for Assistance with Taxes: In anticipation of higher taxes, a resident has offered to work off their taxes. Anne commented that the Selectboard is unable to honor the request. As a suggestion, the resident could request a tax abatement hearing through the Board of Civil Authority by contacting the Town Clerk's office. Selectboard signed letter explaining the process.
- Windham Regional Commission:
  1. Hazard Mitigation Grant Program notice. Discussed the process of applying for hazard mitigation grants. Becky explained that matching funds are required, engineering plans, maps, and a benefit cost analysis (BCA) has to be done in order to apply. The BCA process involves tracking labor and equipment costs over a period of time on a specific project you wish to mitigate. Katie and Ron commented on the process. Dan said two mitigation grants were done but it was twenty years ago. Gabby asked how do we prioritize projects. Dan identified a spot on Carpenter Hill Road but the project cannot be done because the landowner is not in agreement. Becky suggested reviewing the Hazard Mitigation Plan with Dan and to prioritize three projects so they can begin to track costs in preparation of submitting a future grant application. Selectboard in agreement.
  2. Municipal Planning Grant Program notice. Planning Commission is reviewing.
  3. Emergency Planning Zone Transition Meeting to be held August 13<sup>th</sup>. Ron urged Selectboard and other officials to attend and noted that when emergency management grant money is no longer available in FY17, there will still be bills to pay.
- VT Agency of Commerce & Community Development and Brattleboro Development Credit Corporation – Windham County Economic Development Program notice. Sheila reviewing.
- VT Department of Environmental Conservation:
  1. Application for Campground Project on Stony Hill Road
  2. Wastewater System and Potable Water Supply Permit on Weatherhead Hollow Road
- VT Department of Housing & Community Development – Algiers Village Center Designation renewal notice. Renewal deadline is January 2016. Becky to coordinate with Planning Commission.
- VLCT Town Fair Notice – Killington, VT on October 8, 2015
- VLCT WorkStrong Promotion Program – Wellness Consultants available. Questions of additional costs for the program or insurance savings raised. Becky to research.

Dick made a motion to adjourn at 8:00 p.m. Troy seconded. Unanimous. Motion carried.

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Anne Rider, Chair

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Sheila Morse

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Richard Clark

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Gabrielle Ciuffreda

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Troy Revis, Jr.