

MINUTES  
GUILFORD SELECTBOARD  
MONDAY, AUGUST 10, 2015 AT 6:30 P.M.  
GUILFORD TOWN OFFICE

**I. CALL TO ORDER**

Meeting called to order at 6:32 p.m.

**II. RECOGNITION OF PUBLIC**

Town Officials and Staff Present: Anne Rider-Chair, Sheila Morse, Dick Clark, Gabrielle Ciuffreda, Troy Revis, Jr. – Selectboard; Dan Zumbruski – Road Commissioner; Jeremiah Sund – Listers Clerk; Andy Cotton – Lister; Susan James – Conservation Commission; Rebecca Stone – Town Administrator.

Others Present: Addison Minott, Katie Buckley, A. Lyle Howe, Jr., Sean James, Matt Mann, Michael Knapp, Ian Kiehle - BCTV

**III. NEW ADDITIONS**

None

**IV. CHANGES TO AGENDA ORDER**

Anne proposed rearranging the Agenda to allow the Listers to appear before the Conservation Commission.

**V. APPROVAL OF MINUTES**

Troy made a motion to approve minutes of July 27, 2015 meeting. Sheila seconded. Unanimous. Motion carried.

**VI. NEW BUSINESS**

Green River Covered Bridge Alternatives – Sean James, Hoyle & Tanner

Anne offered a summary of timeline to the analysis of alternative routes to the covered bridge on Green River as submitted by Hoyle & Tanner last year. In October 2014 the Selectboard discussed looking further into Alternative A, which would be another bridge placed north of the current covered bridge. Discussed setting up a Steering Committee to answer questions on whether this option should be pursued further. Sean indicated that aerial photogrammetry would be needed, noting an estimate of \$30,000. Sheila had received an inquiry of why the issue of pursuing an alternate route was coming up given the fact that the covered bridge is being fixed. Anne and other Selectboard members explained that this alternate route would be in addition to the covered bridge due to load restrictions. Addison seemed to think that photogrammetry was already available. Matt indicated that some may be available but it would not be at the resolution level that is needed. Sean to verify. Dick talked about the proposed alternate route and the current bridge near the mill that would not allow for easy turning of trucks because of the sharp angle. Gabby asked what the next steps would be once a Steering Committee is set up. The intention is to have the Steering Committee hold three or four meetings. Sean said he can put together a proposal based on discussions. Lyle Howe asked about using drone imagery. Sean indicated that type of imagery is not used. Katie asked if Sean could provide a full range of services, not just photogrammetry, to assist in planning and forecasting budgets. Sean said he

could provide and will refine estimates. Gabby inquired about when was the best time to do aerials and Sean explained it is during no leaf cover. The rough estimate for alternate route A presented last year was at \$1.7 million. Dick asked if the estimate included attorney fees and Sean offered that attorney costs would be in addition. Gabby made a motion to have Hoyle & Tanner provide a proposal of steps to the Selectboard. Troy seconded. Dick wants to see landowner approval first. Troy wants to know all the costs involved. Sheila did not understand why there is discussion for an alternate route. Katie offered that the alternate route is being considered because heavier loads are not allowed on the covered bridge. Anne commented that out of the alternate routes presented last year that this is the most feasible alternate. Dick asked about steel beams for the covered bridge. Sean said it was not feasible, too many constraints, and that not only weight restrictions limit the use, but height restrictions are a big factor. Unanimous. Motion carried. Addison asked if anyone has walked the proposed site, noting how steep it is. Expect feedback from Sean in time for the next Selectboard meeting. Matt talked briefly about the current GRCB project and will discuss in detail at the September 14<sup>th</sup> Selectboard meeting.

#### Guilford Listers Office – Jeremiah Sund & Andy Cotton

Errors & Omissions – Jeremiah explained there were two property values that need to be corrected on the grand list which require approval of the Selectboard. He explained that the state passed legislature effective January 1, 2015 regarding the valuation and taxation of solar projects with capacities of less than 50 kW. Guilford has one property located at 1266 Coolidge Highway owned by Mr. & Mrs. LaRock which is only a 22.52 kW system which is no longer taxable. Listers office is requesting a property reduction of \$35,950 reducing the property value from \$688,420 to a new value of \$652,470. The other property is 24 Church Drive purchased by the Guilford Community Church. Jeremiah explained that last year the church had a portion of the taxes abated. This year the Listers did not merge the parcel together and make the land portion of the property tax exempt. The new tax bill for the church will be reduced \$45,800 (value of the land that is now exempt). The value of \$22,940 for the mobile home will remain on the tax bill. Dick made a motion to approve the reduction in values as presented. Troy seconded. Unanimous. Motion carried. Town Clerk will be notified. Jeremiah explained that solar projects can go in and not be taxed based on the kW capacity; but if over 50 kW, they are taxed. He also explained that the first 50 kW is exempt; so if there is a 150 kW proposal, it will only be taxed on 100 kW. Jeremiah will research and bring back tax values on the proposed solar sites to the Selectboard at a future meeting

#### Guilford Conservation Commission – Susan James

Susan thanked Gabby for being the liaison to the Conservation Commission. Susan indicated that the Conservation Commission wants to apply for a natural resources inventory grant. She explained that applications are due at the end of September and awards made in December. Once awards are made, requests for proposals can be issued that will allow an expert to perform online research, field work, allowing for a documented inventory of ecological preservation areas. The importance of having this information is to assist town officials in advising developers about certain projects and encourage siting. Grant is estimated at \$7,000 to \$8,000 and would require a 30% match by the town. Approximate costs are \$2,310, but could reach \$3,300 depending on what final estimate for the work to be completed is. The town's portion could be built into the FY17 budget. Katie said some money may already exist. Dick asked if

the Planning or Conservation Commission has already done an ecological survey. Susan said the Conservation Commission did some work previously. Sheila commended the Conservation Commission for their work and encouraged them to submit an application. Per Susan, the town would be eligible again next year to submit an application, no waiting period, and awards are based on need. Dick made a motion to allow the Conservation Commission to submit a municipal planning grant application. Gabby seconded. Unanimous. Motion carried. Discussed funding. No motion necessary for the matching funds needed. Conservation Commission is meeting with the Planning Commission next week.

#### Capital Program & Budget Policy – End of Year Procedures/Schedule

A draft Capital Program and Budget Policy was presented at the previous meeting. A document associated with the proposed policy includes proposed procedures for end of year and an implementation schedule was presented. Anne asked if everyone had a chance to review the draft policy. Dick offered that the Planning Commission should be the primary department involved in carrying out the capital program. Sheila indicated that the language included involvement of the Planning Commission. Sheila made a motion to approve the Capital Program and Budget Policy as presented. Gabby seconded. Unanimous. Motion carried. Katie asked if the policy was going to be posted on the website. Becky said her understanding was that only ordinances and bylaws are posted on the town website. Gabby noted that building assessments are going to be needed to create a capital project list and budget.

October Meeting Schedule – The regularly scheduled first meeting in October falls on October 12<sup>th</sup>, Columbus Day. Selectboard discussed options of holding on Wednesday as they typically do if a meeting falls on a holiday. Troy is away for a week beginning on October 8<sup>th</sup>. Anne is unable to meet on Wednesday the 14<sup>th</sup>. Troy made a motion to hold a Special Selectboard Meeting on Tuesday, October 13, 2015 beginning at Noon. Gabby seconded. Unanimous. Motion carried.

#### **VII. OLD BUSINESS**

None

#### **VIII. HIGHWAY**

Dan provided summary of paving bid results for a section of 1.5 miles on Guilford Center Road. Dan sought bids from four companies. Received bids from the following companies: Warner Bros, LLC submitted bid total of \$152,250.00; Vermont Roadworks bid total of \$140,622.50; and Lane Construction Corp. bid total of \$168,359.50. Anne asked why the wide range of bids. Dan explained the estimated tonnage was different. Dan noted that many towns in the area are doing business with Vermont Roadworks which is located in Guilford. Dan also commented on a fire that Lane Construction experienced earlier in the week causing significant damage to their control room at their Northfield, MA site, and as a result, their material will need to be hauled from another facility. Dan recommended Vermont Roadworks for the paving. Dick made a motion to award the paving bid to Vermont Roadworks in the amount of \$140,622.50. Troy seconded. Unanimous. Motion carried.

General Update: Road grading continues. Dan explained that culvert replacement and guardrail work will begin in a few weeks. He expects delays on Weatherhead Hollow Road and verified that advance notice will be given.

Asphalt Sealing: Dan has received an estimate from Tri-State Asphalt Sealing, Inc. for \$43,211.20. Troy explained that the money is in the budget for the sealing work that is necessary on various roads as determined by the Road Commissioner. Anne commented that this is a type of sole-source bid as Tri-State is the supplier in the area. Troy made a motion to award sealing bid to Tri-State Asphalt Sealing, Inc. in the amount of \$43,211.20. Gabby seconded.

Unanimous. Motion carried.

Salt: Dan provided that he has obtained an estimate from Cargill for salt at a rate of \$85.13 per ton, with fuel surcharge Option #1, estimated need is 400 tons. Cargill holds the state contract. Dan noted the rate last year was \$84.63. Troy made a motion to award salt bid to Cargill at \$85.13 per ton, selecting Option #1 fuel surcharge. Sheila seconded. Troy explained the guarantee on the tonnage. Unanimous. Motion carried.

The request for approval from the Selectboard about a proposed ramp along a residential property on Weatherhead Hollow Road that was tabled at the previous meeting was discussed briefly. Plans are available but no letter has been received from the owners. Dan to follow up. Tabled.

Uniform Municipal Excess Weight Permits: none

## **IX. FINANCE**

### Payroll & Expense Warrants

#### Warrants:

○ PR 08/02/2015	\$ 5,688.63
○ PR 08/09/2015	<u>\$ 6,540.02</u>
Subtotal	\$ 12,228.65
○ Warrant #1603	\$ 33,238.46
○ Warrant #03DP	<u>\$ 87.00</u>
Subtotal	\$ 33,325.46
Total	\$ 45,554.11

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

## **X. COMMUNICATIONS**

- Anne commented on recent layoffs by the Brattleboro Reformer allowing for the layoff of Mike Faher, noting that he was a good reporter and provided excellent coverage.
- Anne received an email request from Gail Nunziata pertaining to the greenery that appears to be taking over the Guilford Pond along Weatherhead Hollow Road. She encouraged her to talk with state officials as the area is not town-owned.
- VLCT Loss Control requesting follow up to Action Plans regarding the park area on Carpenter Hill Road. Becky has followed up with VLCT office and informed them that no action has been taken on the identified hazards, and she has also followed up

with Andy Loughney who is helping to coordinate the park improvements. The organizers of the area know what is necessary before the park area can be open to the public.

- Town Health Officer – received a copy of a property inspection letter as sent by our Town Health Officer regarding 111 Johnson Pasture
- VT Department of Environmental Conservation (DEC) – reviewing application for pump tank within 50 ft of brook at 5598 Coolidge Highway (Route 5)
- VT DEC & Natural Resources Board – project review sheet for wastewater system/water supply for campground on Stony Hill Road. Sheila inquired to Act 250 hearing. In spirit of the Town Plan, this being a large development project, Sheila asked if the owners could be invited to meet with the Selectboard and the Planning Commission and offer a presentation on the campground. Sheila made a motion to invite the owners to come in to an upcoming Selectboard meeting. Troy seconded. Unanimous. Motion carried.
- Windham Solid Waste Management District – notice of available compost - \$20 per cubic yard to town departments; \$30/cubic yard to the public
- Gabby asked about the timeline for the proposed park/playscape area to be completed and requested a revised timeline. Becky to follow up with Andy.

## **XI. EXECUTIVE SESSION**

Troy made a motion at 7:55 p.m. to enter into Executive Session to discuss a personnel matter with Penny Marine. Sheila seconded. Unanimous. Motion carried.

Open meeting reconvened at 8:20 p.m. No action taken.

Gabby made a motion to adjourn at 8:20 p.m. Dick 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.