

MINUTES
GUILFORD SELECTBOARD
MONDAY, AUGUST 24, 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, Troy Revis, Jr. – Selectboard.
Absent: Gabrielle Ciuffreda – Selectboard. Dan Zumbruski – Road Commissioner; Rebecca Stone – Town Administrator.

Others Present: Heidi Joyce and Larry Smith-VLCT; Matt Mann-WRC, Ian Kiehle-BCTV, Steve Lembke, Shaun Murphy

III. NEW ADDITIONS

None

IV. CHANGES TO AGENDA ORDER

Anne announced that since Ralph Winchester is scheduled for 6:30 and is not at the meeting yet that they will conduct other items on agenda until he arrives.

V. APPROVAL OF MINUTES

Based on comments, Troy made a motion to approve minutes of August 10, 2015 meeting with two corrections to include spelling of last name of Michael Knapp, and under Capital Program and Budget Policy discussion, strike the sentence about the town accountant. Dick seconded. Unanimous. Motion carried.

VI. NEW BUSINESS

Salvage Yard Application Renewal – Ralph Winchester
Tabled.

Wellness Programs – VLCT Representatives – Heidi Joyce and Larry Smith

Larry and Heidi provided overview of PACIF wellness programs and services. Talked about equipment grant program. Town submitted for grant earlier this year for cameras for highway equipment which was received. Heidi spoke about scholarship program and EAP services. Discussed whether or not town officials wanted Heidi to host an all-employee orientation about the services available. Anne to follow up with staff and will let Heidi know if there is an interest.

Guilford Local Hazard Mitigation Plan

Anne commented that our plan that was submitted is the first one recommended for adoption by the state without any changes. She complimented all involved in the process, including former Emergency Management Director Herb Meyer and resident Steve Lembke. Sheila made motion to approve the Certificate of Adoption for the Local Hazard Mitigation Plan. Troy seconded. Unanimous. Motion carried. Steve commented that a thank you should be extended to Alyssa Sabetta at the Windham Regional Commission who was very involved in seeing the plan through. Steve commented on training for Flood Plain Administrators through the WRC.

Posting of Town Policies on Website

Anne said the subject of posting policies on the website was discussed at the last meeting. Becky said it was her understanding from the administrator of the website (the Town Clerk) and those involved in setting up the website, that it had been decided several years ago that policies would not be posted on website as they were more for internal use. Sheila wants policies on the website and said they had nothing to hide. Dick said it is a

good idea but didn't want things to be confusing. Anne didn't have a problem with them being put on town website. Troy in agreement. All policies need to be clarified and an inventory provided. Sheila made a motion to post all policies on the town website. Dick seconded. Unanimous. Motion carried.

VII. OLD BUSINESS

Green River Covered Bridge Project - Waiting on Matt Mann to arrive from Windham Regional Commission. Tabled discussion until he arrives.

VIII. HIGHWAY

General Update

Dan stated two culverts will be replaced this week, one on Guilford Center Road Tuesday morning, and one on Weatherhead Hollow Road Wednesday morning. Electronic and detour signs will be in place. Dan stated another culvert is scheduled to be replaced near Ron Cutting's but no timeframe given.

Black Barn – 1250 Weatherhead Hollow Road

Discussed placement of ramp along the roadway at this property. Dan offered that the proposed location of the ramp is fine with him. Troy read letter from Joan Rockwell, the architect for property owner Daniel Kornguth, requesting in writing from the Selectboard that the Town will not be responsible for any damage caused by the Town in their normal road care and maintenance and that the Town will not be responsible for snow removal on the ramp. Troy made motion to sign letter that the Selectboard is in agreement. Sheila seconded. Unanimous. Motion carried.

Dan provided that roadside mowing continues and that they spent nearly three weeks on East Mountain Road. Mower is working well. The new truck is having the body put on and anticipate November delivery. Road grading to continue. Highway staff cleaned the covered bridge last week. Dan will be placing an order for signs in a few weeks.

Uniform Municipal Excess Weight Permits
None.

IX. FINANCE

Payroll & Expense Warrants

Warrants:

○ PR 08/16/2015	\$ 5,394.67
○ PR 08/23/2015	<u>\$ 4,838.36</u>
Subtotal	\$ 10,233.03
○ Warrant #1604	\$ 43,533.23
Total	\$ 53,766.26

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

X. COMMUNICATIONS

- Conservation Commission Appointment- Conservation Commission has requested Gordon Little be appointed. Will be placed under New Business for next Selectboard meeting. No action.
- Park Area – Andy Loughney has provided an update to the Action Plan items. Dick commented that when the barbed wire is removed that no children should be in the area and that he hopes the fencing is rolled up and given to the owner. Signage for the area needs to be coordinated with the Selectboard. Becky will forward completed action plans to VLCT.
- Town Health Officer – received copy of second property inspection letter as sent by our Town Health Officer regarding 111 Johnson Pasture
- Senior Solutions – Council on Aging for Southeastern Vermont – seeking nominees for 18th Annual Successful Aging Award. Becky to forward to Guilford Community Church.

- LC & A, PLC – Attorneys for GLC Powersmith Tinker Hill Soar - Advising Selectboard of 500 kW Solar Project
- VT Department of Environmental Commission – notice of wastewater system and water supply permit located at 5598 Calvin Coolidge Memorial Highway (Nasirvik, Inc.)
- VT Department of Public Service – creating focus group about local cable public access (Comcast). Group is meeting September 9th at the Brooks Library in Brattleboro at 6:00 p.m.
- VT Council on Rural Development Newsletter
- VLCT Town Health Officers Workshop – September 23rd and 24th
- VLCT Municipal Budgeting & Borrowing Workshop – September 30th. Sheila to attend.
- VLCT News – August/September Issue
- U.S. Fish & Wildlife Service – Draft Comprehensive Conservation Plan available for public comment
- Renewable Energy Conference & Expo – October 8th and 9th
- Citizens for Property Rights, Underhill Center, Vermont – regarding GIS mapping actions
- Capital Improvement Plan – Becky presented draft memo to staff along with a draft Capital Expenditure Request form for the Selectboard to review and finalize. Becky will be coordinating year-end financials with Treasurer with intention to submit report to Selectboard mid-September.

OLD BUSINESS

Green River Covered Bridge Project

Matt Mann with Windham Regional Commission came in to discuss bid dates and guardrail selection for the project. Matt said Hoyle & Tanner needs direction from the Selectboard to establish bid dates and guardrail design. Several pictures of similar projects showing steel backed timber frame guardrail design versus a box beam design were presented. The box beam is approximately \$30,000 less expensive than the steel timber frame. It was noted that the steel backed timber frame guardrail is what was submitted and built into the budget. Steve asked who raised the guardrail issue. Matt said that he did. Steve said that the steel backed timber frame design had been viewed at other sites and he thought that they looked better, in addition to the fact that is what was already in the plans. Dick commented on the price difference. Matt indicated a shortfall in the project is approximately \$5,000 to \$6,000. Expenditure reports were provided to Matt last week by the Town Administrator. Steve wondered why the project is over. Matt explained that they are over for various reasons for services from Hoyle & Tanner and Windham Regional Commission. Discussed construction period which will be up to two and a half months. Matt indicated that the Selectboard should consider closing the bridge at the beginning of the construction phase since the last stages of the project will allow for the bridge to be open while work continues. Discussed starting the project June 1st. Troy noted that school is scheduled to be out June 17th, subject to change. Matt explained that the more limited the timeframe of the construction period that it can change the bid prices. Anne said she had taken the time to talk with some residents near the bridge. Based on discussions tonight, Selectboard in agreement with having construction begin May 23, 2016. Invitation for Bids will be issued the first week in January 2016, allowing three and a half weeks for submittal of bids. Matt suggested a Selection Committee be established, consisting of one or two members of the Selectboard, the Town Administrator, Matt, VTrans official, and possibly one Green River area resident. Discussed rail selection. Dick commented on other project overruns and thought they should try and save money and go with the box beam. Shaun felt that based on the entire cost of the project, that a \$5,000 shortfall from a \$500,000 project is rather small. Shaun objected to the comments about cost overruns because the library project did have adequate funds set aside. Anne noted that projected year-end figures for FY15 are not in a deficit. Dick said he was just trying to be prudent. Anne in favor of the steel backed timber frame. Steve wants to not focus entirely on the price. He said everyone is assuming the bridge project was going to go out to bid based on decisions that had already been made. Dick concerned with projects and overages. Sheila commented on the process of protecting the assets of the town, to be proactively planning, and that the town is in good financial shape. Troy made a motion to stay with the steel backed timber frame guardrail design for the project. Sheila seconded. Unanimous. Motion carried.

Shaun pointed out that the meeting held in October 2014 that an alternate route near the mill was discussed and that it would use the existing bridge near the mill, not necessitate a new bridge. Shaun inquired if any upgrades would be needed to the bridge near the mill. Anne explained that the Selectboard is waiting on estimates from Sean James with Hoyle & Tanner before any decisions to a potential alternate route would be made. She explained of the various options discussed last year that this is the only feasible option, but that does not mean that it will happen. First of all, landowners would need to be in agreement. Anne commented that there is a new reporter at the Brattleboro Reformer. Dick felt they should just focus on the covered bridge and not even explore other options. Selectboard waiting on information from Hoyle & Tanner.

Salvage Yard Application Renewal

The applicant, Ralph Winchester, did not attend the meeting. Anne asked Becky for an update from the state. The Agency of Natural Resources (ANR) has indicated they recommend the Selectboard issue the certificate of approved location. Dick made a motion to approve the Certificate of Approved Location. Sheila seconded. Discussion. Troy said the site is an eyesore and doesn't support the renewal for aesthetic reasons. Sheila commented on continued compliance by the landowner and inspection by ANR. She felt what ANR is doing is not sufficient and wants updates and wants ANR to know the thoughts of the Selectboard. Dick commented on the process and that ANR has oversight of junkyard permits. Becky commented that ANR performed a site inspection on Friday, August 24th and met with Mr. Winchester on that date. Based on their findings, ANR is satisfied and has recommended the Selectboard issue the certificate of approved location so that ANR can issue the permit. Becky suggested tabling the issue since Mr. Winchester's signature is needed on the application renewal. Steve said the person owes \$15,000 in taxes to the town. Anne asked if anyone was opposed to approving the certificate. Sheila and Troy opposed to the approval. Motion defeated. Dick said they should not be mixing a tax issue with this issue. Anne agreed. Mr. Winchester will be asked to come in to the next Selectboard meeting.

Other:

Dick commented that the reporting by the Brattleboro Reformer needs to include all the information, not just pieces of information. Shaun said the recent article about the alternate route indicated a new bridge was being considered and it that is not the case at all.

Shaun asked when budget sessions will begin since he would like to participate. Anne said she has some ideas for changing the process. Will be discussed at an upcoming meeting.

XI. EXECUTIVE SESSION

Troy made a motion to enter into Executive Session with Selectboard members only at 8:16 p.m. Dick seconded. Unanimous. Motion carried.

Selectboard came out of Executive Session at 8:42 p.m. Becky asked what the purpose of the Executive Session was for so that she could note it for the record. Anne said it was a personnel matter. No action taken.

Dick made a motion to adjourn at 8:43 p.m. Becky had one more item for discussion. Agreement with Windham Regional Commission for Local Project Manager services requires a signature. Selectboard Signed. Sheila seconded the motion to adjourn. Unanimous. Motion carried.

Anne Rider, Chair

Sheila Morse

Richard Clark

Gabrielle Ciuffreda

Troy Revis, Jr.