

GUILFORD SELECTBOARD - MEETING
Monday, 9 July 2018, 6:30 pm, 236 School Road, Guilford, VT

MINUTES

SELECTBOARD MEMBERS PRESENT: Verandah Porche, Gabrielle Ciuffreda, Richard Wizansky, Sheila Morse, Gordon Little

OFFICIALS/ STAFF PRESENT: Peder Rude (Town Administrator), Dan Zumbruski (Road Commissioner/Foreman)

- I. Call to Order
- II. Recognition of Public: Ian Kiehl (BCTV), Eric Jones (resident), Wendy Stone (resident), Will Wohnus (resident), Bill Lax (resident), Richard Griffith (resident), Dana Berry (resident), Amanda Smith (resident), Rebecca Eisenhandler (resident), Don McAllister (resident)
- III. Rules of Procedure
- IV. New Additions
 - a. Town office septic
- V. Changes to Agenda Order
- VI. Approval of Minutes (5 minutes)
 - a. Regular Meeting - 25 June 2018
 - i. **ACTION** Richard moved to approve the minutes as written. Gordon seconded. All were in favor. None were opposed. No one abstained. Motion carried.
- VII. Highway
 - a. General Update
 - i. The road crew has been working on stone-lined ditching and culvert work on Bonnyvale Road. They have also been hauling sand and doing regular summer road maintenance throughout the Town.
 - ii. Sheila advised that Guilford received a grant of \$144,800 to pave 2 miles of Weatherhead Hollow; the Town's match is 20% for a total cost of \$28,960. This amount will come from the FY 2019 paving budget of \$180K. \$180K for paving costs was rolled over from the FY2018 budget, providing a total of \$331,040 for paving. Dan hopes to do a shim and overlay on Guilford Center Road between Tater Lane and Weatherhead Hollow Road with the paving funds. There was also brief discussion regarding the ditching on Sweet Pond Road.
- VIII. New Business
 - a. Melendy Hill Dr. & Town Acquiring - Bill Lax (10 minutes)
 - i. Bill presented the conversation the residents of Melendy Hill Drive hope to have moving forward. He layed out the background of the drive as it exists currently.

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The residents want to know if the Town will take over maintenance and snow removal of the road. How can the residents and the Town work together to make this happen? They hope this is the beginning of a conversation.

- ii. Dan pointed out that this is not the first time this has been addressed to the Selectboard. The main issue is that the drive is considerably steeper than the lower section road. He also stated that this is "opening a can of worms" regarding all other private drives in Town.
- iii. Gabby asked why this exception should be made now, when it's been denied in the past? What are the merits and basis for making this exception now? Bill responded from his personal viewpoint. Richard W. inquired about how maintenance is done on the private drive. Bill explained the process the residents use to maintain the road. Dana feels that the resident concerns and the Selectboard are not disparate. She hopes that it will be figured out. Peder noted that the MRGP took effect on 1 July and this impacts minimum road standards that all roads need to meet. There was extended discussion between Selectboard members and residents present.
- iv. Next steps would be for more research to be done by Dan, Peder, and Selectboard members.

b. Communications Committee & Website redesign (10 Minutes)

- i. Sheila presented the status of the Communications Committee and the work they are doing currently. She also introduced Eric Jones and his background and work. Eric presented a proposal for implementing much needed changes for the Town's aging website. Due to the cost of Eric's proposal, the Selectboard would need to consider him as a "Sole Source Vendor" for doing this project so as not require going out to bid, as is found in the Town's Procurement Policy. The Selectboard had a few questions for Eric regarding both maintenance and upfront costs. Eric provided an overview of related costs for the project. The Selectboard had several other questions regarding security and keeping the site updated and fresh annually.
- ii. **ACTION** Gordon moved to engage Jones E Designs as a sole-source vendor to redesign the Town website, not to exceed \$5000 for FY19. Verandah seconded.
- iii. There was some further discussion by Selectboard members.
- iv. All were in favor. None were opposed. No one abstained. Motion carried.

c. Right to sue waiver/Non-employee work agreement (10 Minutes)

- i. Peder shared the Non-employee work agreement with Pat Beu for review. He also requested a sample Right to sue waiver from her as well. We are still awaiting her review at this time.
- ii. **ACTION** Richard moved to adopt a Right to sue waiver and the Non-employee work agreement which may be modified if the Town's attorney so recommends. Gordon seconded. All were in favor. None were opposed. No one abstained. Motion carried.

d. State-wide Emergency Exercise - Sheila (5 Minutes)

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- i. Sheila explained the exercise and the background. One thing she pointed out was that this had not been brought to the Selectboard's attention in the past. She gave general details of what the exercise would cover. Sheila strongly emphasized the fact that Guilford no longer has emergency management grant money available to the Town to cover expenses such as this and the importance of participating in this event. One or two individuals, who are not the Emergency Management Director, need to participate in the planning process. There was a brief discussion between Selectboard members.
- ii. **ACTION** Gordon moved that two volunteers be authorized to participate in the planning of a state-wide emergency drill. Richard seconded. All were in favor. None were opposed. No one abstained. Motion carried.

e. WCHS Annual Contract (5 Minutes)

- i. The Town finally received the completed contract from Windham County Humane Society. The contract cost is the same as last year at \$530; the same amount that was budgeted for FY19.
- ii. **ACTION** Richard moved to accept the WCHS contract. Gordon seconded. All were in favor. None were opposed. No one abstained. Motion carried.

f. Septic

- i. During some of the recent work on the Town office while MT3 was installing the new septic line between the building and the tank, some concern was raised regarding the status of the existing septic tank. Both Mike T. (MT3) and Marc S. (GPI) expressed concern and that at the minimum it needed pumping. Peder called Houghton Sanitation to have it pumped and the septic tank inspected. In conversation with Jeff, Peder learned that the last time it was pumped it was considered a failed system. There was some minor discussion regarding the best way to proceed forward.
- ii. **ACTION** Gordon moved that Peder begin a discussion and request a cost proposal from Stevens & Associates for work on replacing the septic system. Verandah seconded. Gordon, Richard, Verandah, Sheila were in favor. None were opposed. Gabby recused herself. Motion carried.
- iii. **ACTION** Peder to contact Jeff Houghton about pumping versus replacement.

IX. Old Business

- a. Kirchheimer Dr. Solar - Will Wohnus (10 minutes)
 - i. Will presented a letter he wrote to the Selectboard regarding the 500kw solar array located at 159 Kirchheimer Drive. There was a brief discussion between Will and the Selectboard.

X. Discussion/Updates

- a. Town Office Renovations (5 Minutes)

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- i. The Town office renovations have been moving along over the past three weeks. Some of the many changes already done include:
 - 1. Removal of old siding
 - 2. New insulation on most of the building
 - 3. Moving of some windows (to account for depth of new insulation & siding)
 - 4. Excavation for the new handicapped entry
 - 5. Excavation for new foundation
 - 6. New foundation
 - 7. Installation of new sewer line

- ii. Some of the things to be done in the upcoming week and a half include:
 - 1. Install new windows
 - 2. Siding
 - 3. Framing and roofing the new addition
 - 4. Laying out lines in attic for the new A/C system
 - 5. Pouring concrete for the handicapped entrance
 - 6. Removal of old roofing

- b. Source & Use of Funds Update (2 Minutes)
 - i. Peder let the Selectboard know that the Source and Use of Funds worksheet has been updated. This includes information on the three grants that have been awarded in the past month and the equipment that has recently been purchased for the Highway Department.

- c. VTrans highway finance report (2 Minutes)
 - i. Peder shared with the Selectboard that this report had been completed on our behalf by VTrans in previous years. Due to cost saving measures at the state level, this has now been pushed on towns to complete. It is a report that lays out how the Town spends money on it's roads. The report was submitted prior to the deadline.

XI. Finance
 a. Warrants (5 minutes)

Payroll – WE 07/01/18	\$5868.46
Payroll – WE 07/08/18	\$5660.86
Expense Warrant #1901	\$50,793.75
Expense Warrant #FW01	\$50.50
Expense Warrant #BS25	\$279.52
Expense Warrant #GVF25	\$5337.58
TOTAL	\$67,990.67

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ACTION Gordon moved to pay finance warrants as read. Richard seconded. Sheila, Verandah, Gordon, and Richard were in favor. None were opposed. Gabby abstained. Motion carried.

XII. Communications

XIII. Adjournment

ACTION Richard moved to adjourn at 8:18 pm. Gordon seconded. All were in favor. None were opposed. None abstained. Motion carried.

Next Selectboard Meeting: 07.23.18 at 6:30 pm

Gabrielle Ciuffreda _____

Sheila Morse Sheila Morse

Verandah Porche Verandah Porche

Richard Wizansky _____

Gordon Little Gordon Little

