

GUILFORD SELECTBOARD MEETING
Monday, July 13, 2026 6:30 pm, 236 School Road, Guilford, VT

SELECTBOARD MEMBERS PRESENT: Mike Szostak, Tara Cheney, Sheila Morse, Chip Carter

STAFF PRESENT: Erika Elder, Elly Majonen, Uriel Najera (Zoom), Jim Freeman

PRESENT IN PERSON: Steve Lembke

PRESENT VIA ZOOM: Don McLean, Cindy Clark, Monali King, Ruck-Up

Minutes

- I. Call to Order by Sheila at 6:30
- II. Rules of Procedure read by Chip
- III. Welcoming of Public; Community Comment Period
- IV. Changes to Agenda Order
- V. Updates & Reports
 - a. Ruck-Up Coin Drop

Monali King, Ruck-up from Keene, NH (helps with claims, counseling, homeless outreach, VETS/PTSD groups) asks permission to do their annual coin drop in Guilford. Ruckup gets no state or federal funds and relies on the coin drops for funding, collected \$5k from Guilford last year. Saturday Oct. 24 on RT 5, N of the Guilford Country Store.
MOTION by Tara to allow Ruck-Up to set up their coin drop collection on RT 5, seconded by Mike. Sheila suggests informing the church and GVFD in case of conflicting events. Vote by Voice. All in favor, no objections, no abstentions. Motion passed.
 - b. Highway

Jim: Got our signs in and they are up (Gravity, Tater Lane stop sign, Center Road new 35mph sign & dangerous intersection sign at Fire Station). Trees continue to fall and the crew clears. Mowing - tractor had a pump go. It's running again now. Beaver damage on Weatherhead Hollow by Yeaw Road. Have put lots of stone there. We pulled the dam there to discourage them. Last week Jim worked on the SDS Safety Data Sheets and is 85% done. Grading this week even though it's dry, watering with chloride.
 - c. Town Treasurer

Elly: Many reports are due at the end of this month. M&T Bank sent a Model ACH Policy to prevent Fraud in ACH activity in and out. A Draft Policy will be established for Selectboard approval. Elly attended a Medicare informational seminar. Invest EAP (Employee Assistance Program) meeting for staff information on July 23 at 10am. AFD (Algiers Fire District) - Elly continues to attend Prudential Committee Meetings. The committee has made progress. AFD website has Agendas, Minutes and people can pay sewer bills (algiersfiredistrict1.org); updating new contracts with lawyers soon. The Annual Audit started in June and continues through the third week of August. Guilford Free Library Trustee Fund moving along. Current Fund balances. Budget Status report for FY27. FY 26 Report for 009 and 003.
 - d. Town Administrator

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Reporting ongoing work: Historical Society reported powderpost beetle evidence in the Museum Building; The Green River Preservation Board prefers not to have any flag or banner on the covered bridge; Slate Rock Culvert project postcards were sent out to inform of state-mandated public informational meeting at the BDCC on Tues July 21, at 6:30; Listers grievance hearing done, taxes will be decided and voting is on July 27; Legislature changes effective as of 7/1 are as follows: Land Posting is now valid one year from date first posted; Law Update for Town Forest Warden. Every Fire Chief is now the Forest Fire Warden and they may appoint a Deputy to issue burn permits.

VI. Old Business

a. Radar Sign Move to Guilford Center Rd. (Blueberry Haus)

MOTION: Sheila moved to move the radar sign from Hinesburg to GCR at Blueberry Haus. Chip seconded. Vote was by voice. All in favor, no objections, no abstentions. Motion passed.

b. Class 2 TH Grant Awarded

MOTION: Sheila moved and Chip seconded to accept the grant. Tara read sensible specs to use. Tara will send specific specs language to Erika for RFP. Vote was by voice. All in favor, no objections, no abstentions. Motion passed. Erika to check with Tara for RFP language

VII. New Business

a. BCA Utility Property Grievance Hearing

Uriel: State now assesses Utility properties as Real Property. The Town didn't establish this assessment. PVR (Property Value Review Board) recommends denial. The utility, per the Stipulation Form, will need to appeal to VTel wireless for tower and cell phone pole. Selectboard action will be to deny the appeals. The SB chair signs the Stipulation Form and record for the Town Clerk. MOTION: Chip moved to approve the denial appeals, Tara seconded. Vote was by voice. All in favor, no objections, no abstentions. Motion passed.

b. Internal Financial Control Checklist per 24 VSA §1571(d)

Sheila describes the Internal Financial Controls Checklist **MOTION** Sheila moved to approve, Chip seconded. Steve Lembke asked if there have been any substantial changes to the checklist since last year. Elly described controls for reconciliations. This form goes to Auditors. Vote by Voice. All in favor, no objections, no abstentions. Motion passed.

c. FY27 Employee Pay Rates

Sheila: Effective July 1, 2026. 3% budgeted for Town Staff and Selectboard-adjusted Highway.

MOTION: Sheila moved to accept adjusted pay rates. Elly mentioned leave time updated.

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Mike seconded. Vote was by voice. All in favor, no objections, no abstentions. Motion passed.

d. Non-Employee Work Agreement and Contract

MOTION: Sheila moved to approve a rate not to exceed \$125 per mow. Tara seconded. Elly asked about the Cemetery Commission's role in creating their budget. Vote was by Voice three in favor Chip abstained. Motion passed.

e. Emergency Management Air Cooling units to BBCC

Sheila: EMD, Dan Ingold, purchased four air cooling units which are sitting at the GVFD. Dan Ingold recommended to move them to the BBCC. The units can be used for cooling during events. There are backup batteries in case of power outage. Dan will work with the BBCC board to assess any changes in GMP billing rates, and any other impact on the BBCC budget.

MOTION: Sheila moved to move the cooling units to BBCC Tara seconded. Vote was by voice. All in favor, no objections, no abstentions. Motion passed.

VIII. Correspondence

a. Request for support of Save Birth At BMH efforts

Sheila: This is not a letter on behalf of Guilford, but is instead from Selectboard members. Mike drafted a letter detailing concerns about discriminatory effects from potentially closing the BMH birthing center. Note: BMHBC has on their website and Facebook requesting a call for action/ letter of support from selectboard. Sheila: MOTION: moved to sign Mike's draft letter, Chip seconded. Vote was by voice. All in favor, no objections, no abstentions. Motion passed.

IX. Finance

a. Budget Status

b. Warrants

Payroll - WE 06.28.26	\$7,086.04
Payroll – WE 07.05.26	\$7,410.38
Payroll – WE 07.12.26	\$7,750.97
Payroll – WE 06.24.26	\$3,041.54
Expense Warrant #2701	\$49,357.73
Expense Warrant #2701A	\$1,696.58
Expense Warrant #2701F	\$52.50
Expense Warrant #2701L	\$396.97

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TOTAL	\$76,792.71
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MOTION: Tara moved to accept the warrants as written. Sheila seconded. Vote by voice. All in favor, no objections, no abstentions. Motion passed.

- X. Approval of Minutes **ACTION:** MOTION (2 minutes)
 - a. Minutes of the regular meeting of 06.22.26
MOTION: Sheila, Chip seconded. Vote was by voice. All in favor, no objections, no abstentions. Motion passed.

- XI. Actions from Previous Meeting
 - a. Approved the minutes of regular meeting 06.08.26
 - b. Approved Law Enforcement Governance Council Membership; Tara Cheney as appointed person, Mike as second.
 - c. Approved price increase for One-Ton Truck purchase
 - d. Approved work agreement for Rory Lincoln, cemetery mowing
 - e. Approved warrants and minutes
 - f. Approved payroll

- XII. Action Taken
 - a. Ruck-up coin drop N of Guilford Country Store on Rte 5 on Saturday 10.24.26
 - b. Approved Moving Radar Speed Alert Sign From Hinesburg Road To Blueberry Haus
 - c. Accepted TH Class-2 Grant
 - d. Approved Denial of VTel Grievance
 - e. Approved Internal Financial Control Checklist
 - f. Approved FY27 Employee Pay Rates
 - g. Approved Non-Employee Work Agreement with Matt Earp
 - h. Approved Transfer of 4 Cooling Units To BBCC
 - i. Approved Letter of Support from Selectboard for BMH Birthing Center
 - j. Approved Minutes of 6/22/26 Meeting
 - k. Approved Warrants

- XIII. Actions to be Taken

- XIV. Adjournment
- XV. MOTION: Chip moved, Tara seconded. Vote was by voice. All in favor, no objections, no abstentions. Motion passed. Meeting adjourned at 8:30 pm.

Meeting Video: <https://www.brattleborotv.org/guilford-selectboard/guilford-selectboard-mtg-7-13-26/>

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Approved 08.10.26

Sheila Morse

Sheila Morse

Tara Cheney

Tara Cheney

Chip Carter

Michael Szostak

Michael Szostak

Kim Frost