

GUILFORD SELECTBOARD MEETING
Monday, August 24, 6:30 pm, 236 School Road, Guilford, VT

SELECTBOARD MEMBERS PRESENT: Sheila Morse, Chip Carter, Mike Szostak; Kim Frost

STAFF PRESENT: Jim Freeman, Elly Majonen

PRESENT IN PERSON: Steve Lembke, Kyle Parker, Dolores Clark

PRESENT VIA ZOOM: Tammy Sargent

Minutes

- I. Call to Order at 6:30 by Sheila
- II. Rules of Procedure (2 minutes)
- III. Welcoming of Public; Community Comment Period (10 minutes)
 - a. Steve Lembke described the D2R2 marathon: 1,000-1,600 people came out on Saturday; 500 runners on Sunday for the race; all went very smoothly.
 - b. WRC August Planning Hearing wasn't available on Zoom as advertised. Matt will reschedule. Tammy requested that the meeting to be posted on the town website.
- IV. Changes to Agenda Order (2 minutes)
- V. Updates & Reports
 - a. Highway (5 minutes)
 - Lembkes and Jim participated in the Senior Walk with Guilford Cares during which Jim answered questions regarding road crew activities for Guilford with grading, trees etc.
 - On 8/12/26 a Burdick Road sink hole that had "swallowed a 1-ton truck last spring" was repaired on Burdick. (There was a spring in the middle of the road producing 3 gallons of water a minute.)
 - Erika and Jim worked with Windham Regional Commission on cooperative salt purchasing for the region.
 - Culverts on Packers Corner Road finished 2 weeks later than expected; 3 are done and one more will be completed on 8/25; ditching will take place later but the road will be open.
 - Met Wade Masure, VLCT Senior Control Program Dir. to work on Guilford Highway/ Insurance stipulations regarding Hazards.
 - b. Town Administrator (5 Minutes)
Erika not here to report
- VI. Old Business

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- a. Exploring Regional Highway Recruitment Project UPDATE (2 minutes)
 - Tomorrow morning Special SB meeting at town office and zoom at 9:00am to discuss; Other towns participating: Grafton, Rockingham, Putney, Halifax & Brattleboro.

VII. New Business

- a. 2026 Grand List Errors & Omissions Certificate MOTION (5 minutes)
 - Only 1 correction is necessary this year and that is due to an error made by a homebuyer's attorney . This error had no impact on the Grand List.
MOTION: Sheila moved that Selectboard approve the certificate of correction to the 2026 Grand List. Mike seconded. Vote by Voice: all in favor, no abstentions, no objections. Motion passed.
- b. Algiers Scoping Study Consultant Recommendation MOTION (5 minutes)
 - Town rejected a prior proposal. The committee received a new bid from a State pre-approved bidder, met last week, and recommended that the SB approve the proposal from Dubois & King
MOTION: Kim moved to approve the RFP response from Dubois & King for the Algiers Village Traffic Calming Scoping Study with the cost not to exceed \$50,000, \$10,000 of which will be covered by ARPA funds, Chip seconded. Vote by Voice. Three were in favor, Sheila abstained, there were no objections. Motion passed.
- c. FYE26 Transfers and Adjusting Journal Entries to derive final FY2026 Audit figures and authorize final entries MOTION (20 minutes)
 - Correcting and managing a spreadsheet error carried over from the last three fiscal years was a challenge for the SB , which scrupulously monitored the impact of the error. FYE2026 Audit figures represent a success in managing the impact of the error.. There will be a net 003 Municipal Operating Budget surplus of \$2,389.01, after we authorize the budgeted transfer of \$225,000 to the 004 Asset Management Fund. This surplus will be allocated to the 007 Reserve Fund, (\$2,389.01). There will be a highway surplus of \$292,360.69 which will be allocated to the Highway Surplus Fund and support the purchase price of a truck.

MOTION: Sheila moved to authorize transferring from the 003 Operating Fund the amount of \$225,000 into our 004 Asset Management Fund for FY26. Mike seconded. Discussion: Tammy asked about other transfers. Dolores & Tammy asked about prior Sheriff/budget from FY24. Sheila & Elly explained that money wasn't spent by recommendation of the Law Enforcement Contract Committee and there wasn't enough money from taxes.

Vote by Voice. All in favor, no abstentions, no objections.

MOTION: Sheila moved to transfer from the 003 budget to the 007 reserve fund \$2,389.01 for FYE2026. Chip seconded. Discussion: Steve explains the how and why the funds have guard rails. Vote by Voice. All in favor, no abstentions, no objections. Motion passed.

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MOTION: Highway fund surplus: \$292,360.69. Sheila moved to transfer from the 009 Highway Operating budget to the 010 Highway Surplus Fund FY26. Mike seconded. Discussion: what are the funds for and explained is more generalizable; mostly for trucks & highway equipment; Highway funds vs. Asset funds. Vote by Voice. All in favor, no abstentions, no objections. Motion passed.

Discussion on Adjusting Journal Entries; Elly explains the 15 adjustments;
1) post fund balances; 2) duplicate entry; 3) reclassify transfer for cemetery fund; 4) Current taxes carried forward 5) correct cash receipts from state of VT; 6) allocation total annual interests into several accounts; 7) corrected insurance for FY27 Q1 for law & fire; 8) accrual water billing vs paid vs due at the FY. 9) Adjusted deferred property tax; 10) Record payable CPWood trust fund interest; 11) delinquent tax penalty to income account; 12) Accrued compensated absences. 13) Depreciation expense; 14) SB emergency fuel fund for BDCC fix; 15) Reclassification of a tax sale.

MOTION: Sheila moved to authorize Adjusted Journal Entries as posted. Kim seconded. Vote by Voice. All in favor, no abstentions, no objections. Motion passed.

VIII. Correspondence: none

IX. Finance **ACTION:** MOTION (5 minutes)

a. Budget Status: 13% of year completed on 8/31/26: 009 highway fund expenditures are at 6.2%. 003 general operating fund expenditures are at 6.9%.

b. Warrants (5 minutes)

Payroll - WE 08.16.26	\$7,361.48
Payroll - WE 08.23.26	\$9,081.62
Expense Warrant #2704	\$270,895.96
Expense Warrant #2704	\$58.50
TOTAL	\$287,397.56

MOTION: Sheila moved to accept the warrants. Kim seconded. Vote by voice: All in favor. No abstentions, no objections. Motion passed.

X. Approval of Minutes **ACTION:** MOTION (2 minutes)

a. **MOTION:** Sheila moved to approve Minutes of the regular meeting of 08.10.26. Mike seconded the motion. Vote by Voice. All in favor. No abstentions, no objections.

XI. Actions from Previous Meeting

a. Approved Salt purchase from Cargill

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- b. Approved TH HWY Structures Grant BC2492 Broad Brook Rd
- c. Approved GIA Municipal Mitigation Grant 1266 FY27
- d. Approved Credit cards up to \$6000
- e. Approved Warrants
- f. Approved Minutes from 7.13.26 and 7.27.26

XII. Action Taken

- a. Approved Grand List Errors and Omissions certificate
- b. Approved Dubois & King for the Algiers Village Trafficking Scoping Study
- c. Approved to Accept Adjusting Journal Entries
- d. Approved Warrants
- e. Approved Minutes from 08.10.26

XIII. Adjournment

- a. Sheila moved to adjourn. Chip seconded. Vote by Voice: All in favor, no abstentions, no objections. Motion passed. The meeting adjourned at 7:33pm.

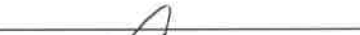
Meeting recording: <https://www.brattleborotv.org/guilford-selectboard/guilford-selectboard-mtg-8-24-26/>

Approved 09.14.26

Sheila Morse



Tara Cheney



Chip Carter



Michael Szostak



Kim Frost

