

**Minutes of Selectboard Meeting
Wednesday January 4, 2017**

Present at Meeting:

Bert Potter, Selectman; Steven Nicholson, Selectman; Aaron Korzun, Selectman; Linda McGuire, Treasurer; Sharon Winnicki, Lister; Jamie Carrara, Road Commissioner; Mark Goodwin, Clerk

Call to Order:

The meeting was called to order at 7:02 PM by Selectman Potter

Approval of Agenda:

Steven moved and Aaron seconded to approve the agenda. Rearrangement of order and modifications with additional items to be included: Treasurer – Transfer Station Receipts procedure, Conservation Commission request for \$100 for Green Up Day, Excess Weight Permit. Approved with modifications

Listers Report and 2017 Budget Finalization:

Sharon Winnicki, Chair of the Board of Listers re-presented the Board of Listers Salary Budget. \$14,000 is anticipated because there will be no anticipated vacancies on the Board for 2017. This will necessitate additional payroll expense. Sharon proposed \$500 for supplies, this is a reduction from last year, however new computer hardware / software is anticipated and will be expensed in the Town Office Equipment Reserve Fund. Bringing the 2017 anticipated Lister budget to ~\$19,200.

Sharon informed the Selectboard of anticipated purchases of a new external hard drive for backup procedures and a UPS (Uninterrupted Power Supply) system for the Lister desktop computer. The current one is antiquated and the Town Office Emergency generator delay is detrimental to the current hardware configuration. Both items are less than \$100 each.

Sharon summarized the distributed Equalization study received by the Town from the VT Dept. of Taxes. With a CLA of 111.07%, Sharon indicated that she would not anticipate a mandated Townwide reappraisal for at least another year, possibly two.

Treasurer – Transfer Station Punch Card Receipts:

Linda indicated a concern that the cash and checks collected for Punch Cards by both the Town Clerk and Pierce's Store are 1) untimely in reconciliation process with the Treasurer and 2) appear to be deficient in custodial integrity. After some discussion involving historical procedural determination in the mechanics of Punch Card receipt collections, and statutorily delineated responsibility of the Treasurer, a procedural modification seemed to be in order. Bert moved and Aaron seconded to maintain the current Transfer Station Punch Card administration. Discussion continued in regard to collection of receipts and custodial arrangements, coordination of the schedules of both the Treasurer and the Transfer Station Administrator. Steven offered the following amendment to the motion: That the Pierce's Store receipts be mailed to the Town Office and that the receipts collected by the Town Clerk be available to the Administrator prior to each Selectboard Meeting for reconciliation, seconded by Aaron. Discussion: It is anticipated that the reconciliation process will not take as long as it is currently, mostly because the volume of items to be reconciled will be only at two week

intervals. The amendment passed with two affirmative votes and one blank vote. The motion passed with two affirmative votes and one blank vote.

2017 Roads Budget:

The Road Commissioner and Selectbaord went over the Road Expense line item entries Budgeted and Actual with the most current Year Ending December 31, 2016 data. Overall the anticipated budget is relatively flat for 2017, including the anticipated Engineering expenses associated with the Cold River Road Flood Mitigation grant. The Road Commissioner's estimates for expendables such as winter sand, salt and gravel are a best guess based on average weather conditions. Last year was mild, this year is cold and icy necessitating the use of much more material. On average, Jamie is anticipating increases more or less associated with inflationary norms. In respect to equipment, no major purchases are required or anticipated, outside those that will continue to make the Highway Department more efficient with the contingent of skilled workers the Road Crew is currently comprised of. A new line item of "Safety Equipment" will be added. Expenses associated with mandatory equipment such as gloves, safety vests, traffic control equipment and the like will be expensed against this line item. The addition will help document grant and insurance procedures in the future. Slight increases in the Garage Building and Repair and Communication line items are anticipated due to upgrades to both the new and old garages such as heat, air exchange and roof repair. Jamie will take another look at the final numbers and communicate any substantial modifications to the Selectbaord prior to or at their next meeting on January 18th.

Auditors November 16, 2016 Quarterly Report Reconciliation:

Steven moved and Aaron seconded to correct the following:

Selectboard Order #2 reflected in the minutes of 2/3/2016: Corrected to \$2,443.82

Selectboard Order #6A reflected in the minutes of 6/15/2016: Corrected to \$16,775.59

Road Commissioner Orders #9A reflected in the minutes of 9/21/2016: Corrected to \$5,412.27

Payroll Order dated 3/16/2016 recognizes the correct amount of \$2,779.15

Approved

Excess Weight Permit:

Bert moved and Steven seconded to approve the Excess Weight Permit for Duquette Forestry Transportation Inc. Discussion: All the requisite paperwork is in order. Approved.

Conservation Commission Funding Request:

The Conservation Commission requested \$100 in order to provide refreshments for the 2017 Green Up Day activities. The Selectboard will be including the requested amount in the upcoming budget.

Open to the Public:

No members of the public present

New Business:

No items brought forth

Minutes:

Aaron moved and Steven seconded to approve the minutes of December 21st, 2016. Approved

Orders:

Aaron moved and Bert seconded to approve Road Commissioner Orders # 1 of January 4, 2017 for \$5,793.15 and Selectboard Orders #1 of January 4, 2017 of \$1,301.39. Approved.

Al Ridlon's name was drawn as the winner of the \$10 Transfer Station Punch Card.

Meeting was duly adjourned at 9:20 PM.

Respectfully submitted,
Mark Goodwin, Town Clerk

These minutes are unofficial until approved by the Selectboard at the next regularly scheduled meeting.