

**Minutes of Selectboard Meeting
December 2nd, 2015**

Present at Meeting:

Bert Potter, Selectman; Aaron Korzun, Selectman; Steven Nicholson, Selectman; Jamie Carrara, Road Commissioner; Linda McGuire, Treasurer; Richard Biziak, Auditor; Mark Goodwin, Clerk

Members of the Public

David Fretz

Mark Youngstrom – Otter Creek Engineering

Call to Order:

The meeting was called to order at 7:01 PM by Selectman Potter

Approval of Agenda:

Bert moved and Aaron seconded to approve the agenda. Modifications: Additions of Otter Creek Engineering, pertaining to the Spring Lake Road Structures Grant, Rich Biziak, pertaining to additional follow-up from the Auditors presentation last meeting in regard to the Annual Report, and lastly a letter received 11/19/15 from Child First Advocacy requesting funds. Approved with modifications.

Auditors – Follow-up regarding Annual Report Schedule:

Rich Biziak presented a modification to the schedule previously presented, that extends deadlines in order to print the report by one (1) week. Rich indicated that this was done in an effort to accommodate the Treasurer and the Selectboard in the year-end closing of the financial records, including invoices, both Road and Selectboard year-end orders, salary and digital records, among other items.

It was the Auditors opinion that adhering to the modified schedule would allow for the Selectboard to post the Warning, by the statutory deadline of February 1, 2016 (17 V.S.A. §2641). And allow for some of the reports used to construct the Annual Report to follow at a later date, but still allowing for the distribution of the Annual Report to be in voters hands prior to the ten day minimum prior to the Annual Meeting as is the statutory requirement. (24 V.S.A. §1682).

Rich suggested that one way to accomplish the year-end closing is for the Selectboard to schedule an addition meeting in January so as to approve any outstanding orders, thus expediting the payment and recording processes.

Steven indicated that one way to circumspect the schedule of producing the Annual Report would be to just post the Warning in the newspaper 10 days prior to the Annual Meeting.

Linda indicated that with the announcement of the pending reimbursement of ~\$300k in FEMA obligations, that it would trigger a “single” audit by virtue of exceeding the of \$250k threshold limit. The audit expense would be something that would need to be budgeted for in 2016. Steven indicated that he will research the threshold amounts because he was under the impression that they had increased. Linda inquired if there would be an audit of the Grand List this year. Rich indicated that it would be unlikely that it would be accomplished this year.

Road Commissioner’s Report:

Jamie wanted to present a summary of his 2016 Budget requirements to the Selectboard. He indicated five (5) areas of concern at this time.

- 1.) The Structures Grant for the Spring Lake Road Box Culvert will require a 10% match of ~ \$16k. The Road Commissioner does not anticipate being able to utilize any more of the Paving Grant as an off-set this year, without jeopardizing the paving schedule.

- 2.) Chloride Spraying System. Jamie indicated that there are a couple of options when it comes to a storage tank for the material used in the system. One would be to lease the tanks from the distributor, but the terms of the lease agreement would necessitate using the distributor as the supplier of the material, and not so competitive pricing ~\$1.75-\$2.00 per gal. Jamie would like to utilize the Equipment Reserve Fund to purchase two tanks, totaling 4500 gallons so that he might be able to obtain the State (bulk) price at \$1.22 per gal. The process and the system will take a couple of years to figure out how much material will be utilized.
- 3.) Hay for ditch mitigation. Jamie inquired if he should utilize a separate line item for budgeting. He anticipates that with the new Clean Water mandates the need for mitigating the ditching process will be using much more seed hay than in the past.
- 4.) Jamie is requesting that a fire alarm system be installed in the Town Garage, similar to ones utilized in the SVFD Fire Stations and Town Office. There should be enough in the Garage Reserve Fund, but will need to budget for annual maintenance of the system.
- 5.) Parts & Repairs. Currently expenses have exceeded the budget by approximately \$5k. Primarily this overage is due to the 2009 International 7600. Jamie indicated that this was the last year that this particular truck had a Caterpillar engine that is determined now to be prone to excessive part failures with excessive replacement costs. He would like to begin strategizing with the Selectboard for a replacement because the truck tends to unreliable and out of service for too many hours.

A more in depth analysis of the proposed 2016 Roads budget will be scheduled for January 6, 2016.

Otter Creek Engineering:

Mark Youngstrom briefed the Selectboard on the contract that supports the Spring Lake Road Structures Grant. Mark indicated that he anticipates having the design complete and ready for bid early in the spring. The project will be taking into account the Spring Lake Ranch sewer line that crosses the stream at the foot of hill in the area where the work is to done as well as traffic control during the construction phase.

Bert moved and Aaron seconded to approve the contract for \$16,375 with Otter Creek Engineering for design consulting for the replacement of a culvert on Spring Lake Road. Discussion: Steven inquired about the permits and if they were included in the contract price. OCE indicated that those expense were included. Approved

Mark also informed and reiterated to the Selectboard that all the required information pertaining to the reconsideration of the Upper Cold River Road shear (PW 2867), but that no information has been forthcoming from the FEMA Regional Office in Boston.

Dog and Wolf Hybrid Ordinance:

Steven indicated that he had nothing new to report. Steven reiterated upon inquiry from Aaron that the ordinance addresses issues having to do with complaints about loose dogs, multiple bite complaints over the past year and addressing some of the concerns that the Sheriff had when his department agreed to respond under defined contract to animal control issues in lieu of not having an Animal Control Officer.

Steven had some question as to the processes of adopting a new ordinance and if the old ordinance is still in effect.

The issue will be tabled until January in order to be able to published in the Times of Shrewsbury after adoption by the legislative body.

Rutland County Humane Society:

Bert moved and Steven seconded to include the Rutland Humane Society request to the March Annual Town Meeting Warning for appropriation of \$150. Approved.

2016 Budget Discussion Schedule:

Steven volunteered to send a letter to the Chairs of the various Commissions and Boards in respect to their anticipated budgets for 2016.

Open to the Public:

David Fretz inquired about the inspection of the Brown Bridge restoration project scheduled for December 3rd. Aaron indicated that he would try to be there and Bert indicated he will attend as well if Aaron wanted support.

New Business:

The Clerk brought forth a letter from Child First Advocacy Center requesting \$400 for services performed in Shrewsbury. The letter was received on 11/19/2015. It was not implicit, but assumed that this was a request for funding and was to be placed on the warning for appropriation for the Annual Town Meeting ballot. The Clerk was directed to contact the agency letting them know what the protocol was for being included on the Warning and ballot.

Minutes:

Bert moved and Aaron seconded to approve the minutes of November 18th , 2015. No discussion. Approved

Orders

Bert moved and Steven seconded to approve:

Road Commissioner Orders # 12of December 2, 2015 for \$11,324.77 and Selectboard Orders # 12 of December 2, 2015 for \$3,616.98No discussion. Approved

Meeting was duly adjourned at 9:03 PM

Respectfully submitted,
Mark Goodwin, Town Clerk

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