# SELECTBOARD MEETING December 28, 2017

Present:

Casey Mathieu

Allison Hope

Nanette Rogers Greg Barrows

Guests:

None

The meeting was called to order at 7:04 p.m.

#### CHANGES TO AGENDA

The following changes were made to the agenda: Added appointment of second Interim Zoning Administrator and security bundle for new Road Foreman Computer to the Discussion section.

### **PUBLIC COMMENT**

There was no public comment.

#### **MINUTES**

Allison Hope made a motion to approve the December 14, 2017 minutes as written, seconded by Casey Mathieu. Motion passed: 2-0.

## RETURN (ORDER) FOR LAYING OUT COMMON ROAD

The Town's attorney provided a final draft of the Return (Order) for laying out Common Road. The Board had no changes.

Allison Hope made a motion to approve the final draft of the Return (Order) as submitted by the Town's attorney, seconded by Casey Mathieu. Motion passed: 2-0.

#### DRAFT TOWN MEETING WARNING

Nanette provided the Board with a draft warning for Town Meeting. The warning includes an article to create a reserve fund for the library. This article was supposed to be voted on at the last town meeting however was not placed on the warning. If approved, the article would allow the Library to keep surplus funds from a fiscal year to be used for future expenses. The library's funds are separate from the Town's funds.

The Planning Commission has requested a similar article for their Special Project funds.

# APPOINTMENT OF 2<sup>ND</sup> INTERIM ZONING ADMINISTRATOR

It has been requested that the Selectboard appoint Melissa Manka as 2<sup>nd</sup> Interim Zoning Administrator in the event that Kate Lalley and Sue Adams are unavailable to process applications.

Allison Hope made a motion to appoint Melissa Manka as 2<sup>nd</sup> Interim Zoning Administrator, seconded by Casey Mathieu. Motion passed: 2-0.

## SECURITY BUNDLE FOR ROAD FOREMAN COMPUTER

David Mahoney of Vermont Connections provided the Selectboard with the reasons he feels the Road Foreman's new computer should have a security bundle. Unlike the town office

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network system, the town garage does not have a firewall to protect the computer beyond the anti-virus software on the computer. Not all viruses are detected by anti-virus software but would be stopped by a firewall.

The Selectboard decided that because the town garage computer does not need the same protection as the computers at the town office, the bundle is not necessary.

#### ROAD SCHEDULE

Allison Hope made a motion to approve the December 12, 2017 through December 28, 2017 Road Schedule, seconded by Casey Mathieu. Motion passed: 2-0.

#### **FY'19 DRAFT BUDGET**

The Board reviewed the admin and highway draft budgets.

John advised that a used wood chipper is approximately \$20,000. He would like to use the \$20,000 in the FY'18 budget for a down payment for the chipper.

Based on changes made to the budget at this meeting, the amount to be raised by taxes will increase approximately 9%. Greg and Nanette will review the budget and factor in the Grand List and other items to firm up the numbers for the informational meeting being held on January 11<sup>th</sup>.

### **ACCOUNTS PAYABLE & PAYROLL WARRANTS**

The Board approved the accounts payable and payroll warrants.

#### CORRESPONDENCE

The Town's attorney advised that per the Class 4 Road Ordinance, the Town is obligated to maintain and plow a portion of Dick Lavallee's driveway, which is classified as a Class 4 Road. However, the Town does not need to maintain and plow the Class 4 portion of Dick's driveway to the same level as other Class 4A roads that have more than one resident.

## **ADJOURN**

The meeting adjourned at 9:07 p.m.

Respectfully Submitted,

Casey Mathieu, Chair Selectboard

Nanette Rogers Town Administrator