

SELECTBOARD MEETING
December 10, 2015

Present: Alex Weinhagen Brent Meacham
 Dave Adams Nanette Rogers
 Casey Mathieu Linda Hardy

Guests: See List

The meeting was called to order at 7:03 p.m.

CHANGES TO AGENDA

The following changes were made to the agenda: Added Excess Weight Permit to the end of the meeting.

PUBLIC COMMENT

There was no public comment.

MINUTES

Alex Weinhagen made a motion to approve the November 12, 2015 minutes as amended, seconded by Dave Adams. Motion passed: 3-0.

Casey Mathieu made a motion to approve the November 24, 2015 minutes as drafted, seconded by Alex Weinhagen. Motion passed: 3-0.

SAXON HLL RIDERS VAST TRAILS

Dave Clough from Saxon Hill Riders was present to request permission for VAST (Vermont Association of Snow Travelers) trails to travel a 400' section of Phelps Road and Osgood Hill Road, an 800' section of Cambridge Road and to cross town roads in 9 locations. None of these sections or crossings are new.

Alex Weinhagen made a motion to approve the VAST trails for snowmobile use to travel and cross town roads as proposed by the Saxon Hill Riders, seconded by Dave Adams. Motion passed: 3-0.

FY'15 AUDIT REPORT

Melanie Rodjenski from Fothergill Segale and Valley was present to discuss the draft financial audit report of FY'15 and accompanying documents. Overall the Town received a favorable report.

Melanie provided explanations of the report. The report consists of adverse and unmodified opinions. The Town received an adverse opinion due to not recording its capital assets in a manner to account for their depreciation expense. The report reflects findings of a \$138,000 surplus in the general fund and an \$88,000 deficit in the highway fund. The deficit is due to the expenditures of the Seymour Road Bridge project and the Town not requesting reimbursements that were incurred. The Town did consult with FEMA to inquire about requesting reimbursement, however FEMA was not very informative and implied the project had to be complete before any reimbursements could be requested.

During the audit, funds were identified and moved around based on accounting practices (e.g. expenses booked in FY'16 but incurred during FY'15 were moved to the correct year). It was discovered that the Town has not included the education taxes on the farm stabilization assessments and therefore has not been collecting enough property taxes, which will hold true for

the current fiscal year as well. However, moving forward, the Town is aware of the error and will be able to account for the education portion of those assessments.

The Board, Treasurer and Melanie briefly discussed moving from an accrual to a cash basis. The Board would like the Treasurer to discuss this with the Internal Financial Controls Committee.

The Board and Treasurer will review the report in more details and contact Melanie with any questions. Fothergill Segale and Valley are open to making changes to wording if permissible. The representation letter will be signed at the next board meeting.

FY'17 PROPOSED BUDGET

The Board did not receive the draft proposed expense and revenue budgets until late in the day therefore had not had time to review. Nanette advised that requests presented at the last two meetings have been added to the draft presented in October. The draft budget indicates a proposed 13% increase. The Board will review the budget and look at areas that can be reduced or cut. Per actuals from prior years, it appears there may be some areas that can be adjusted to more accurately reflect the history of expenses. These will also be looked at closely. The Board could use some of the surplus from FY'15 to reduce the amount to be raised by taxes. The budgets will be discussed at the next board meeting.

CAPITAL BUDGET

Alex contacted departments to request them to update the capital budget from last year. Unfortunately he has not had enough time to incorporate those changes into the spreadsheet he's working on. He briefly pointed out a few capital expenditures – such as highway and fire equipment, paving, town office server – that are scheduled to occur in the next two to three years. The total for capital budget items will increase significantly and cause a spike. The Board will discuss the Capital Budget at their next meeting.

BORNSTEIN TRAIL PERMIT REQUEST

Jenn Desautels from Trudell Consulting was present on behalf of Ben Bornstein. She furnished the topographical maps and answers to the Selectboard's most recent questions:

1. Does Mr. Bornstein have permission to cross an abutter's property to access his lot because he does not have frontage on the Goodrich Trail?
Response: We have verbal permission to access my property.
2. Is Mr. Bornstein certain he does not need to make improvements to the trail for vehicular use?
Response: Mr. Bornstein's anticipated use should not require the need to make improvements to the trail.
3. How much of the trail does Mr. Bornstein need to travel before exiting to access his property?
Response: Mr. Bornstein will need to travel most of the trail because of the challenging topography.
4. Please ask Mr. Bornstein to identify which direction he will be accessing his property (Machia Hill Road end or Repa Road end).
Response: Usually from the Westford Machia Hill Road direction except in certain instances from Repa Road because of the exigencies of the challenging topography.

Jenn advised that Mr. Bornstein and an abutter are almost finished finalizing a formal agreement for him to cross their property to access his.

The Board feels the questions have been answered. They encouraged Mr. Bornstein to come back to the Selectboard if he feels it is necessary to make any improvements to the Goodrich Trail for him to access his property. A permit will be drafted and submitted to the Selectboard at the Dec. 22nd or Jan. 14th meeting for their review.

SELECTBOARD ANNUAL REPORT

Alex drafted the Selectboard's report for the Annual Town Report. Aside from a correction to a name there were no suggested changes. The Board discussed elaborating on the audit section of the report. Alex will revise and submit for discussion at the next meeting.

ROGERS ROAD ISSUE

Brent and Glenn Rogers conducted a site visit. Brent advised that Mr. Rogers didn't disturb the road rather he pulled material from his land to smooth the road. The plan is to push the material back onto the land and reseed when the logging is completed. A permit will be drafted and discussed at the next Selectboard Meeting.

ROAD SCHEDULE

Dave Adams made a motion to approve the Road Schedule for December 10, 2015 through December 23, 2015, seconded by Alex Weinhagen. Motion passed: 3-0.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

EXCESS WEIGHT PERMIT

The Chair signed and Excess Weight Permit for All Metals Recycling.

CORRESPONDENCE

An email was received from the Planning Coordinator asking permission to submit a UPWP (Unified Planning Work Program) grant application to update the Town's 2004 VTrans Culvert Inventory and to train the Road Foreman how to update the database. The Board had discussed a grant submitted therefore they gave the go ahead.

The Board received an email from the Vermont Agency of Natural Resources with regard to an opportunity to apply for projects to be listed on the State Fiscal Year 2017 Municipal Pollution Control Project Priority List and Planning List for 2018 to 2021 and funding for qualifying projects. The Board would like Melissa to look into this opportunity to determine if the Town should apply, more specifically to stormwater treatment projects (e.g. ditching)

An email from Dick Lavallee dated 12/4/15 was received expressing concerns of a pile of dirt in the middle of Old #11 Road. Mr. Lavallee was driving a school bus when he came upon a 4.5' pile of dirt in the road and the bucket loader. There was no signage or traffic control. He waited for a signal indicating it was okay to proceed. When he received none, he proceeded to drive the bus over the pile of dirt. He expressed concern for the safety of the children on the bus and the fact that there was no signage or traffic control present. His email referred to a prior complaint filed by Becky Roy expressing the same concern of huge dirt piles in the road and the lack of signage and traffic control.

Brent disputes Mr. Lavallee's complaint and feels that Mr. Lavallee is trying to make good on a statement he's made to get Brent fired. Brent advised that he was cutting potholes, a form of grading. He stated that he possesses a school bus operator license and if a driver feels it is not safe to drive through an area then they shouldn't. Brent stated that the road was down to one lane and

there was a 6-8" pile of dirt. He moved the loader and waived the bus by. Brent felt there was enough room to go around the dirt pile without driving over it. He was not aware that Dick did not see him waive him through. Brent stated that only two people have been submitting complaints, Dick Lavalley and his sister Becky Roy.

Per Mr. Lavalley's email, Casey Mathieu checked with the bus company. The bus company advised there is no documentation that there was a safety issue that morning; nothing was reported.

Dave Adams referred to a Front Porch Forum post submitted by Barb Peck referring to standards when doing road work. Dave reviewed the standards and felt the standards do not indicate that signage must be placed out when grading roads. Brent advised that he and the Road Crew attended a Work Zone Safety Workshop and the workshop did not advise of signage required to be put out when grading a road.

Alex checked with the Road Foreman in Hinesburg and was advised that signage is put out for projects involving more than grading.

ADJOURN

The meeting adjourned at 9:40 p.m.

Respectfully Submitted,

Alexander Weinhagen, Chair
Selectboard

Nanette Rogers
Town Administrator

