

**Town of Moretown  
Office of the SELECT BOARD**

**DRAFT - Unapproved minutes of the 2/3/14 Selectboard meeting**

Board members present were: Tom Martin, Reed Korrow, Rae Washburn III, Michelle Beard, John Hoogenboom

Guests included: Martha Douglass, Steve Sharp, Cheryl Brown as assistant to the board, and Charles Merriman, Moretown's legal counsel, via speaker phone for the Blodgett trail portion of the meeting

Tom called the meeting to order at 6:00 p.m.

**Public Comment** – None tonight

**Approval of Minutes** –

Reed moved to approve the minutes of 1/21/14 with the addition ***that the board added \$22,617 to the town budget with the intent that if the town meeting article for the new truck passed, it would be added to the Capital Reserve Fund toward the \$30K being spent from the CRF toward the purchase of the new truck.*** Michelle seconded. All were in favor.

**Reports & Communication, Announcements** –

**Local Government Day February 19, 2014** – the board would like Cheryl to attend to testify to the House Transportation Committee the value of VTrans district technicians during the Irene recovery efforts.

**VTrans grant for \$126,346.50** – was received to help offset the difference between the expenses to build the new bridge (#41 near Sainsbury's), versus what the town has received to date from FEMA.

Cheryl asked the board where to direct the funds.

Michelle moved to establish a Highway Reserve Fund and put the \$126,346.50 into it to be used as directed by the Selectboard, via a motion, for highway department needs. John seconded. All were in favor.

**Buttolph appeal of the Selectboard decision** – The board reviewed and approved a settlement that will be sent to the court to settle the matter of Buttolph's appeal of the selectboard's decision to deny his request that they lay out a road for logging across the lands of Linda Vantine.

**Draft** – unapproved minutes of the 2/3/14 Selectboard meeting

**Letter from Jeb Spaulding** - Spaulding's letter is in regards to new Emergency Relief and Assistance Funds (ERAF) requirements of the State in order to be eligible to receive the additional 12.5 % to cover disaster damage. Four basis steps need to be in place in order to receive the ERAF payment. The Town is already in compliance with the four requirements.

**Sidewalk grant** – Vtrans requested that a Local Project Manager be appointed for the sidewalk project. The LPM would proceed with bids for a project manager etc.

Reed moved to appoint Michelle Beard the Local Project Manager (LPM) and Dara Torre co-LPM for the sidewalk project. Tom seconded. All were in favor.

**Commuter Summary Report from Mike Ketchel of Butternut Systems** – Mike's biggest concern is that our server was purchased in 2008, and thinks that it is probably the life of the unit. Other concerns are related to cleaning of the units themselves and testing of the hardware components. There will be more discussion on this at the next selectboard meeting.

**Steve Sharp re: Website Administrator's report** – A report provided by Steve was reviewed and discussed. There was discussion about adding community functions to the town website. Steve thought the place for community functions was the Front Porch Forum Community Calendar, not the town website. Steve estimates that he works between two and five hours per week, depending on the need, and agreed that the current compensation (\$4,000 per yr.) work well for him and for the town.

Steve will work with the Listers about digitizing the tax maps and with Cherilyn about having public documents available on the town website, without losing town revenue for copies of the documents etc. Town reports and informational community reports will also be on the town website.

## **OLD BUSINESS:**

**Blodgett trail** – According to the mediation agreement, the town must pay for the survey to lay out a new access to the Blodgett trail, and for making the access itself.

Discussion included:

- A new 20' wide access across the lands of Blodgett, must be conveyed by easement via Quitclaim Deed;
- The location of the trail itself does not change or and is not impacted by this new access;
- The new access as it leads to trail #49 will be as surveyed and monumented by Townsend;
- Discontinuation of any part of the trail is not an option if it would deny landowner's access to their property that they have had using for decades. This was made very clear to Charlie Merriman. Merriman will call Blodgett's attorney to talk about tonight's discussion.

**Draft** – unapproved minutes of the 2/3/14 selectboard meeting

**New town hall rental contract** – Michelle is working to revise the town hall rental contract, and once done will contact Becky Ciampi for her review of the draft from the custodian standpoint, before presenting it to the board at the next meeting.

**Investment Committee news** – John reported that the investment committee met and Don LaRocca will be interviewing banks about their investment services.

**New Business:**

**Open bids/selection for audit of 2013 financials** – Three bids were received to perform an OMB Circular A-133 audit to meet FEMA requirements for funding, as follows:

Fothergill Segale & Valley	\$14,500
Sullivan, Powers & Company	\$13,000
Pace & Hawley, LLC	\$11,750

Tom moved to accept the bid of Pace & Hawley, LLC for a price not to exceed \$11,750 to do the audit of the 2013 financials as was their bid. John seconded. All were in favor.

**Selectboard reports for the town report –**

Martin forwarded a report for the town report from the highway department which basically gives a summary of why the town report will show their budget was overspent, when in actuality revenue was received to offset some of the expenditures, but it shows in a different report.

The decision was to ask Martin to do a different highway report which gives an overview of their 2013 projects and the road department’s plans for 2014.

The selectboard wants a spreadsheet which includes expenditures and offsetting revenues then net expenses in the town report.

Tom is working to prepare a report from the selectboard.

**Spreadsheet of hours worked by the road crew** – Tom asked Cheryl for a spreadsheet showing hours broken down for each employee. It appears that Martin is working a lot more hours than the other road crew members are. Reed will talk with Martin about that.

**VTrans grants in 2014** – Cheryl noted that if the highway department is going to apply for Structures or Class II Road grants we should be doing so as soon as possible.

**Review invoices and approve warrants – Other documents for signature** - warrant #5, #6, and #7 were approved as submitted.

- Liquor license for Jolley Associates (Moretown General Store)
- Certificate of Highway Mileage

Tom moved; Reed seconded to adjourn at 8:45 p.m. All were in favor.