

TOWN OF WOODFORD, VT  
BOARD OF SELECTMEN'S MEETING

*June 19, 2013 Draft*

WOODFORD TOWN HALL

*MEMBERS PRESENT: Ryan Thurber, Steve Wright, Mike Charette*

*ALSO PRESENT: Avis Bruce-Hurley, Virginia Ulitsch, Calvin Ulitsch Kathy Slee, Thomas Slee, Jim Horrigan, Betty Charette, Susan Wright, (clerk).*

*Motion made by Ryan, 2<sup>nd</sup> by Mike to call the meeting to order. All in favor. Meeting called to order at 7pm.*

*Ryan read a letter of resignation from Holly O'Brien from the position of select board clerk. The board regrettably accepted her decision but also stated how much they appreciated all her work and dedication. Ryan suggested that it may be a good idea for the Town to post all vacant positions available through the Banner so the public is aware of these opportunities.*

*GENERAL PUBLIC*

*Ryan asked the general public for any questions, concerns or discussion they wished to address to the board. Avis brought up the fact that the Elm tree in front of the Town Hall is now dead and should be removed. The Town received it as a gift about 20 yrs ago but unfortunately within the last year the tree was not able to survive. The sooner the tree is removed the better and perhaps at a later date the Town can think of a replacement.*

*APPROVAL OF MINUTES*

*Correction to page 1- change Kathy Dovitsky to Linda Dovitsky.*

*Motion by Ryan to accept the minutes with correction, second by Mike. All in favor, Motion Carried.*

*APPROVAL OF WARRANTS*

*Motion by Ryan to approve warrants as presented, second by Mike. All in favor, Motion Carried. Warrants signed by selectboard:*

*General Fund -01 \$43,918.23, General Fund-02 \$7221.50, Dog Account \$136.00, Payroll #pr-5 \$1691.71*

*Jim stated that the amount stated on last month's minutes for donation to the town of Benn was incorrect. The amount should have been \$200.00 and not \$3000.00. He sent a check for \$200.00 as stated in the approved budget. Also, the amount for BCA abatement meeting was actually \$20.40 and not \$40.00 as listed.*

*Motion by Ryan to change the total paid bills for May in the previously approved minutes to \$44302.95 instead of \$47299.37 previously listed, second by Steve. All in favor, Motion Carried.*

**NO UNAPPROVED WARRANTS**

**UNPAID BILLS**

*Jim stated that he paid a bill for lawn care for the cemetery out of the general fund. A discussion was held as to how the Cemetery bills should be paid. The cemetery commission should review the bills before being presented to the Select Board and if there is any money in that account then the payments should be made from that account.*

*Motion by Ryan to approve June's bills as presented for the amount of \$4968.66, second by Mike. All in favor, Motion Carried.*

**TREASURER'S REPORT**

*Jim Horrigan submitted the treasure's report. In the checking account there is \$28,000.00. There is also \$3900.00 in an account at Citizen's Bank. Jim stated that he would like to close this account and move the money into the checking account. Money will also be coming from Pilot funds. Ryan advised Jim to contact the person who is handling this disbursement and find out how the money will be deposited and to what account they will be using.*

*Jim discussed a bill just received from Ryan for \$2961.02 from BCRC. This money is the 2<sup>nd</sup> phase of the planning grant funds. The Town needs to the bill and once paid, will be reimbursed from the grant money.*

*Motion by Ryan to approve unpaid bill for BCRC for the amount of \$2961.02, second by Mike. All in favor, Motion Carried.*

*Jim also reviewed the energy efficiency report he received. The board decided to review this further at a later date and more extensively with grant information.*

*Ryan stated that the Town Charter has been signed by the Governor and is now in effect with some concerns from those in the State reviewing. It is advised that a couple of items should be reviewed and adjusted. One is that policies now need to be created to reflect the Charter's requirements. One of the Charter's requirements is the way recording fees are handled. All fees collected by the town clerk need to be recorded in a ledger and deposited in the Town's account. Then a check for that amount can be written to the clerk for those fees. The town needs to create a policy to reflect the Charter's requirements and should be written and not verbal. The public were in agreement that all policies should be written and not verbal.*

#### **AUDIT REPORT**

*Ryan stated that he does not know where the audit stands. He will contact Steve Love and find out what the problem is. The audit was approved to be done every year and it has already been 8 months for the 1<sup>st</sup> audit.*

#### **VONNE SIMON ESTATE-CLEAN UP**

*This property has been condemned by the Town. The attorneys for the property owners were contacted but have not responded. The estate is responsible for all clean up costs*

*Jim discussed another issue at a previously property. It was cleaned up but now has issues again. Ryan stated that a site visit would have to take place and raw sewage be visible for the Town to be involved and take action.*

#### **OTHER BUSINESS**

*Tax sale deadline is mid July. A WLE lot is now owned by the Town and taken off the grand list but the Town pays the association fees for this property. A potential buyer is interested in purchasing this property for the amount close to market value. The board will further discuss this next month.*

*Ryan stated again that perhaps the town should post in the banner and vacancies the Town has including School board vacancies. This may spark interest in residents that no one is aware of.*

*Ryan asked if there were any applicants for the Town scholarship. Jim said that there was 1 and he had already sent out an award letter for \$250.00. Ryan clarified that in the future the Board needs to review this and select board approval is necessary prior to notification since the amount is determined by the board.*

*Ryan stated that HMGP 404 forms require immediate action from the Town. Jim stated that they have been completed and he mailed them out. Ryan also stated that the Town is on some kind of bad list and needs to be removed from it before any grants are approved. Ryan emphasized that deadlines need to be met or everything will be delayed. We are now dealing with the State of Vt and not Fema. Fema has released the money to the State and now we need to complete the State's requirements on time. Included in the grant money is \$7122.00 for administrative costs for filling out all forms. This money needs to be deposited into the general fund, not given to the project manager.*

*Ryan asked Jim to please take notice of expenses or receipts that are not in line with the budget. It will soon be time to do the budget again and more accurate information or any noticeable discrepancies can be corrected in the new budget.*

*Susan stated that a representative from the Rescue Squad had called and wanted to attend the select board's June meeting. They were interested in setting up training for local people who inevitably are called upon for search and rescue situations in the area. Many times these people are the first ones to arrive on the scene and showing them what they can do to help the person would be very beneficial everyone. Unfortunately no one from the Rescue Squad attended so no more information was available.*

*Motion made by Ryan to adjourn the meeting, second by Steve. All in favor, Motion Carried. Meeting adjourned at 8:30pm.*

*Next meeting for the Select Board will be Wednesday July 17, 2013 at 7:00pm.*

*Submitted by,*

*Susan Wright*