

Town Of Groton, Vermont – Selectboard Minutes, January 21st, 2016 (Approved)

The duly warned budget meeting of the Groton Selectboard of January 21st, 2016 was held at the Groton Community Building, 1476 Scott Highway.

Attendance for the meeting included Tom Gandin, Lauren Gandin, Deane Page, Kitty Diggins, Dorothy Knott, Henry Knott, Lynne Palmer, Phillip Palmer, Jim Downing, Roberta Dana, Lisa Hart, Carrie Peters, and Dan Robinson.

The Following Selectboard Members were in attendance: Peter Lyon, Andrew Dorsett, and Mary Grant

The Meeting was called to order at 6:00 PM

Updates/Adjustments to the Agenda:

Kitty added Listers Report to the agenda, Peter added sidewalks update and a letter from Debbie Johnson reference the fire department.

Listers Report:

Kitty began by reporting that the 411 extension was approved. She also received notice that all of the current use parcels were certified. She also added that she had spoken with the district advisor, and she said to go ahead and send the 411 in, which Kitty reported that she had done. So the 411 is completed. The Select Board thanked Kitty for her work.

Community Building Youth Basketball Status:

Tom Gandin introduced his Daughter Lauren Gandin and asked her to tell the Select Board about her fund raising activities. Lauren explained that a while back she began to sell pies to raise money to help the Town repair the Community Building gym floor so that BMU Youth Basketball would be able to host their home games there. Peter asked how much she was able to raise and Lauren replied she had \$450. Peter said that was perfect because the total cost of repairs was just over what he had gotten as a donation from the Wells River/Woodsville Rotary and this donation would cover the remaining balance. Peter also announced that the first game is scheduled to be played in our Gym on February 8<sup>th</sup> and a second game scheduled on the 17<sup>th</sup>. Mary asked for a picture of Peter accepting the check from Lauren so we can submit an article to the local paper. The Secretary took a picture and asked Peter to send him a quick note with the details for the article. Peter added that all of the donations went to the Groton Community Club and the Groton Community Club paid the contractors for the work. The Select Board thanked Lauren again for her outstanding support of the Gym floor project and BMU Youth Basketball.

Review Background on Fort McLeod:

Deane Page was invited to provide the Select Board some background and history of Fort McLeod. Deane reported that sometime in the late 60's the Groton Grange decided to disband because there was not enough interest. The Grange had a hall out in West Groton next to Richard Beck's. He went on to say that it was an old Methodist Episcopal church and the Grange men bought it and use it as a Grange hall. When the Grange disbanded, they decided to sell the building. At that time the Boy Scouts were quite active and Ross McLeod was the Scoutmaster then. He made it known that the Boy Scouts would like to have a camp of some kind. Deane went on to say that at the time the dam at the lower end of Groton Pond was an old wooden thing, and every year in the spring the campers all got together and went down and repaired the dam. Green Mountain Power Corporation owned the dam and the land there. The state said that there needed to be a new dam there, Green Mountain Power didn't want the land there anymore so they deeded it to the Town of Groton.

Deane said he thought there was about 20 acres there. Then Groton deeded about 3 acres to the State water resources and they agreed to build a new dam, which they did. With the land left over, the Fire Department, which Deane was a member of at the time, decided to help the Boy Scouts build a camp. The Grange sold their building and decided to give the money to the Boy Scouts to buy material to build a camp if the Town agreed to let them build it on the land at the foot of Lake Groton, which they did. Deane said that the Grange gave the Boy Scouts around \$1100.00 to buy materials. At the time the Fire Department had a 6X6 Army surplus truck and they used that to haul materials in to the camp site. The camp was built on 24 concrete post and they had to dig the holes to set them in. Green Mountain said they would bring their line truck in to help dig the holes, but it became stuck in the brook which took them 2 days to get it out. The crew building the camp ended up digging all the holes by hand. Deane said that he was working for the phone company at the time and he got some dynamite, which then, anyone could get, and put half a stick in each hole to help loosen up the ground to make digging easier. Once the posts were all set, they began working on the structure. The Army Reserves from Montpelier came over a couple times to help. Once the deck was all done, Russell Hart who is Peter's wife's uncle, is an excellent carpenter said he would build the rest of the camp which he did with the occasional help from his son, Billie. The front door is the old door off the post office. Peter said that the idea of the briefing was to inform the Board and others, that there is a jewel up there not being used and that the Community and Economic Development Committee and others should take a look at it, 20 acres with a building on it, would be a good venue for groups, non-profits to take advantage of. Andrew suggested that it may be a great area if it is close to the Cross VT Trail. Deane said that Scout Troops from other towns have used it and through the years Scout Masters from Groton have made improvements to the building, mentioning Gary Lambertson adding new bunks and shutters for the windows. Peter said that the thought is to look for funds to make additional improvements to make the Fort more appealing for use. Mary and Andrew discussed the right of ways onto the property. Peter suggested that we capture that information. Peter went onto thank Deane for his report.

#### Review of the Rutland Solar/Wind Siting Resolution:

Peter said that this resolution is currently being debated by the legislature so it is a good time for the Board to decide whether or not to support it. Andrew asked if this was the resolution asking for more input into the permitting process and siting of solar and wind farms. Peter said yes. He asked Carrie if the Planning Commission had looked at the resolution, Carrie said yes, Peter asked if she had any recommendations from the Commission. Carrie said they felt that it made sense for them to have some input into where those projects are built. Peter asked if he could put in the record that the Planning Commission supported the resolution, Carrie said yes. Andrew asked if this would give the town veto power on projects, Carrie said no, it would just allow the town to review and offer alternative locations for the projects to be built. Peter said that some towns believe they should have the ability to review site plans to make sure that they meet certain criteria of esthetics, environment impact, etc. Andrew said he was concerned that some towns may try to regulate them so heavily that there is no margin left for the developer making these projects prohibitive. As long as towns don't get total veto ability. After a little more discussion, the board agreed it would be prudent to support the resolution. Mary moved that the Select Board support the resolution, Andrew seconded the motion. Peter asked that the motion be amended to say that a letter of support be drafted by the Secretary and sent to our State Representative and 2 State Senators. The Board voted unanimously to approve.

#### Community and Economic Development Committee Appointments:

Peter asked Mary what the next step was in forming the committee. The Secretary reported that a notice had gone out to all departments, committees and clubs concerned and the Library was the only response. Peter asked what their response was, The Secretary responded that basically the Library said they don't own the building so they would not have a nominee. Andrew said that it was his concern that if the places were singled out where the nominations were to come from then there would be fewer volunteers. Mary replied that they have to reply because the buildings, structures and facilities in their areas are what this committee is trying to help them manage and find resources for to help ease the tax burden for the repairs and upkeep. The idea is to move to the future and develop a plan and they all need a seat at the table during that process. They don't have to be at every meeting if the meeting doesn't directly affect their area, but they need to be informed and provide input as needed. Andrew said that it just may be a lot to ask someone to volunteer to give up another night. Mary replied that if it's in their area and they want money for upgrades, upkeep then they need to be at the table help to plan for the future of the community or not ask for any money in their budget. The discussion continued with all agreeing that the committee needed to be formed. Peter suggested that Erich Crum remain as the Chairperson of the committee along with Stan Pierce to begin the initial work of organizing thing. The following appointments were made:

Erich Crum: Chairperson

Brent Smith: Highway

Stan Pierce: Community Club

Carrie Peters: Planning Commission

Kitty Diggins: Listers

The Fire Department indicated that they would send in a nomination after their next meeting. The secretary read into the record the names of the nominees. Andrew made a motion to accept the nominations, Mary seconded the motion, the motion passed unanimously.

#### Review/Approve Drug and Alcohol Policy:

Mary asked how many times the policy has been brought up, it should be three times before approval, (read it, review it, approve it). Mary wanted to know if it included the latest alcohol percentages, Peter said this was the most current form VLCT. Mary said that it should be check to make sure those percentages were correct. Peter agreed, Mary said that she would email what RCT had to the Secretary. Peter said that then the Secretary could refresh the VLCT model and send it out for review and bring it back to the next meeting. Peter asked that the Secretary send it out to everyone.

Mary added that there is an issue on the state legislature agenda which if passed would require all fire truck drivers to have a CDL, this would make the Drug and Alcohol Testing Policy applicable to them. The Board asked the Fire Department if they would like the Board to send a letter to our legislators asking that they not support the action. The Fire Department said that they would take it under advisement.

#### Finalize Railroad Street Water Issue:

Brent said that he and Andrew haven't met, that he wanted to research and put together a history for the Board to review. There is currently no water crossing over the roadway. Peter asked Andrew what he wanted to do. Andrew said that we should monitor the road and revisit the situation if it reappears. The Board agreed.

Andrew wanted to insert some information from Brent in reference to the Boulder Beach culvert. Brent reported that this grant took a long time to process finally receiving the grant approval in November.

Brent said he needs the Boards approval to accept the grant which is for \$100,000, with a 20% match from the Town. Brent said that Shawna from Vt Dept of Transportation wants to ensure that the town can support the requirements of the grant. Andrew said is the Town's responsibility cash or services in kind, Brent said cash. Mary read the provisions of the grant and it said that if the Town adopted the new water quality codes and standards, then the grant would cover 90% and the Town's match would be reduced to 10%. Brent explained what those new requirements were, Peter ask why the Town wouldn't accept the new codes and standards. Andrew asked where the 20% would come from Brent said infrastructure reserve. Andrew asked the Treasurer's office what that balance was. Brent said that to do it now would save the Town a lot of money. Peter said that now is also the time to adopt the new standards and save the town \$10,000. The new standards are coming anyway, now they could be adopted and save some money. Andrew wanted to know when Brent thought we would start seeing bills. Brent replied he would think late summer to early fall. Peter said that we should adopt the new standards and just be done with it. Andrew asked if the saving applied even if the grant had already been awarded. Brent said he is sure that Shawna would work with the town. Andrew asked Brent to be certain that we don't have to complete all 10, Brent said no we do not. Andrew made a motion to adopt the new codes and standards, Mary seconded the motion, the Board voted unanimously to approve. Andrew said now we can sign the acceptance letter for the grant at 90%, reducing the town's cost share to 10%. Peter said now we can look for some service in kind that we can use to reduce the town's share even more, at least 5%. Andrew made a motion to accept the grant based on the 10% match and further agree to look for service in kind to reduce that to a minimum 5%. Mary seconded the motion. Peter asked if this project is on any capital plan. Brent said that it is not. Peter said that he has an issue spending money on any project that isn't in a plan. Andrew said that he thought this project was part of an ongoing project plan. Peter said that he would be uncomfortable voting for projects like this unless it were on a capital plan. The Andrew and Mary voted for and Peter abstained and the motion passed.

Peter wanted to ask a question while we are on roads. He said he got a comment from Dave Sanville about owning a portion of Powder Spring Road and Little Italy Road and he has stakes up in the road. Peter asked if that was or was not an issue. Is that an issue for the town? Brent said no. Andrew said that most property owners own to the center of the road and gave an example. Andrew asked which roads and peter said Powder Spring and Little Italy. Andrew said that Powder Spring Road is a road that joins with another town and there is a specific legal process that has to be followed in order to give that up. Andrew further suggested that if Mr. Sanville has any issues to have his attorney contact the town attorney.

Open Bids for Emergency Services Building:

Dorothy asked if the Board had the bids. Peter looked through the folders and could not find them. Dorothy went to the Town Clerks Office to find them.

While Dorothy was looking for the missing Bid envelopes, Peter wanted to address the letter from Debbie Johnson about Fire Department pay. Peter started to read the email, essentially saying that in Debbie's opinion, Members from both departments should attend at least 50% of meetings and drills in order to get paid, and that this was a matter of fairness to all members. Lisa said she was not sure what the email was about. The Secretary made copies of the email and gave a copy to Dorothy. Dorothy said that the fire Department already had a policy in place to cover this, she went on to say that she maintains folders for training, drills and calls and when she does payroll, she goes back to verify who has done what before she submits it. Because of training and certification requirements attending training and drills was becoming increasingly more important.

Henry added that sometimes a member who hasn't attended training regularly will respond to a call and based on his abilities may only be used to direct traffic, water supply, etc, life happens and for whatever reason they can't always make a drill but sometimes are able to jump in and lend a hand. The Board Asked that Dorothy and Lisa go off line and talk with Debbie to find out the specifics and let the Board know how it was resolved.

Peter handed Mary the bids to open. And she read them into the record.

Lisa Sharp and Darren Grady Bradford, VT DBA Eagle Eye Construction for \$16,500 complete 3 weeks from start date.

Daryl Hamlett, Woodsville, NH \$29,000 Complete by June 30<sup>th</sup>

Groton Timberworks, Groton, VT \$38,530.25 Completed by August 30<sup>th</sup>

Amount available for this project in the Emergency Services Reserve is \$47,600.34

Henry asked if the doors and steel was included in the bid, Mary said that Daryl Hamlett did include that. It seems like Eagle Eye Construction may not have and Groton Timberworks didn't list out materials.

Peter asked that the Fire Department be given copies to review and perhaps ask some questions to make sure the bidders have submitted a complete bid. Phillip said that they would review and submit their recommendations to the Board. Peter said that the Board will table the award until the Fire Department has had a chance to review.

Philip wanted to report that the old truck has received 3 bids,

Bob Warner, East Dover, VT \$2019.99

Catamount Forest Products, Groton VT \$2050.00

Scott Farquaharsen, Littleton, NH \$3750.00

The Fire Department voted to accept the bid of \$3750.00 with the Boards approval. Peter asked how far they advertised, Phillip wasn't sure but they did get a bid from Dover. Andrew said he thinks they should accept it, Mary said she doubted they would ever get any more than that. Peter said that it just didn't seem like a lot of money. Peter Asked Andrew if he would do some more research to ensure that the Fire Department has a reasonable bid for the old truck. Mary made a motion to allow Andrew to do some homework and empower him to authorize the sale of the truck for \$3750.00 or higher depending on his analysis. Peter seconded the motion, and the Board voted unanimously to approve.

Dorothy added that the Fire Department had one more Item, Henry handed out copies of the VT Department of Public Safety, Division of Fire Safety inspection completed on 12/07/2015 and brought the Boards attention page 2 Item 3 which states that in accordance with NFPA 101-13.1.6 doesn't allow for meetings or gatherings in any space below grade in a building not protected by fire sprinklers and that meetings or gatherings of any size are permitted in the lower level of the building, however periodic use of the kitchen is permitted. Henry added that there was a \$20,000 fine for doing so. Peter asked about the Lister's office which often has meetings. Andrew said that this is obviously something that would need to be addressed on a capital plan. Mary read over the capacity limits and many of the events that we host are over the stated capacities. Andrew suggested that we should look into a community facilities grant, get an estimate of the work to be done and research a grant opportunity. Peter said that this document is perfect to use when looking for funds. The Board agreed. Andrew asked if there was a firm that could come in and design a sprinkler plan, Peter and Mary both indicated that Black River would be a good choice. Peter said that the Board should make a deal to get together and come up with a plan to solve the issues. The Fire Department asked what the plan was in the mean time. Peter said to come up with a plan to address the issue. Dorothy said the report only mentions the kitchen area. Peter said that we are taking the inspection under consideration and that we would use it to make a plan to address it. Henry asked if they could get a written response from the Board.

Peter said no, the Board's response are the minutes. Andrew added that the response will also be in the Town Plan. Peter Thanked the Fire Department for the report.

#### Update on Status of Pac & Hawley Year End Support:

Lisa reported that she had met with Nathan Hawley today to help prepare for the Treasurer's report for the Town Report. This will be the last day until April that he will be able to work with her. Spent the day on the Reserve Accounts, NEMRC is still working on General Fund for November and December. Lisa said Nathan sent an email to the Board giving them an update. Peter reported the conversation between himself, Nathan and Lisa. Nathan briefed that they have had trouble capturing the correct count in reserve funds. Peter asked Lisa to describe what they have done to record those transactions. Lisa said that they went through all of the transactions of the year and created a spreadsheet on all of those transactions and came up with a true balance. Peter asked if she was sure she had a report that was presentable for the Town Report, Lisa said yes. Peter said so the reserve Balance is locked and loaded, Mary added and it balances. Peter said, I don't want a misstatement, Lisa replied, "I don't know if I would say locked and loaded until the General fund is done, Some of the journal entries he's proposing can't be done until the General fund is done". Peter went on to say that the second issue is cash flow. Do we have control there and the answer is no, and with that gap, the question is by how much and we don't know. Nathan is pretty sure there is a gap, but how much we don't know. We think it's because of transactions in the system. Andrew asked if it were an accumulation of transactions in the system, Lisa said yes. They were doing everything in NEMRC. Lisa said that some transactions were missing steps, that it was a learning process and a work in process. Peter said that they talked about needing crisp close numbers for the budget. Lisa said she has told NEMRC that she needs their help to close by this Friday (22<sup>nd</sup>) She was going to email NEMRC and cc the Board, Mary acknowledged that she saw the email. Lisa said that NEMRC has failed to meet every deadline set since July. She said that the owner of NEMRC wanted to visit to make sure that the issue was resolved and that they had all of the updated modules, however, he never showed up and now won't return phone calls or emails. Andrew asked for his name, Lisa answered Ernie Sanders. Peter said the cash balance question is do we have to accommodate a shortfall here or not. Andrew said what we need to know is if there is a gap, what do we have to put in the budget to cover it. Carrie asked if it can be an item that just adds into the calculation of the tax rate. Peter said you would be just setting yourself up for a problem, because you have a budget you know has a gap in it. You are just going for a trip that doesn't end very well. Lisa and Carrie said that was Nathan's suggestion, peter said, "but you heard my response back to him and he agreed with me". Go to the tax payer with a budget and say oh by the way we got a bunch of money you can't account for is not a conversation you want to have with the voters. Roberta asked if we were talking about 2014 or 2015 numbers. Lisa said 2015. Peter said we need a few more days, someone needs to try to contact NEMRC and get them to step up and resolve the issue. Andrew asked about the owner coming out to assist, Lisa said that was months ago. She has tried to call, left messages in his office and email with no response. Peter said that Nathan mentioned to him that there are 50 plus towns in the surrounding area using NEMRC and we are the only one suffering. Lisa said that is because she is new to the system and it is a difficult program to use. Mary said that Roberta can attest to the difficulties of using NEMRC, as she spent two years setting up accounts in there but she never fully executed because she didn't have the people to help her do it. Roberta added that was not a true statement. Every transaction that was done, was put through NEMRC. She used a spread sheet for the Reserve Fund, because NEMRC does not do that for you. When Nathan wanted the town to cut back on accounts because each one of those was a separate bank account, and one of the things Nathan wanted was to have less accounts, so we took all Of the reserve money and put it into one bank account. NEMRC only keeps what is called a fund balance which is not the balance of the bank account which is why the spreadsheet was created.

Every transaction was recorded in NEMRC as an expense or revenue in the 500 account and on the spreadsheet I also had every transaction. Plus at the end every month you have to send the transaction information to the bank, so they can apply it appropriately and do an interest allocation report which comes back to the treasurer and that's how you know how much interest to apply to each one of those reserves. So NEMRC was being used 100%, but NEMRC isn't magic, there is a lot of things that NEMRC doesn't do. It's a tool. The information that goes into the Town Report, NEMRC doesn't do that for you. All of those reports are manually done. You can't even get a financial report out of NEMRC. All of those reports were done manually, one person. Roberta went on to say she felt she was being accused of not doing her job properly, Mary replied that was not the case, they simply didn't know what was being used. Carrie said that they didn't see the 500 account in NEMRC. Roberta said she doesn't know why, they are there. Roberta said one of the reasons' they are running into problems this year, The reserve fund, is a separate bank account, with a separate checkbook, everything that went into and out of the reserves, linked to the reserves, every bill that was to be paid out of the reserves, was to be paid out of that checkbook and then you have to do a journal entry, and then record the check as part of the transaction so that way you can backtrack it if you have to. Roberta said she is a trail person. She also said that knew that there was a mistake in the reserve fund balance, but it was only in NEMRC and she when it occurred but was never able to get the time to sit down and work on it to figure out what happened. Peter asked Andrew what his thoughts were, Andrew said that if we can't get Nathan to do it, then we need to find someone who knows NEMRC and get them on board to help out. Peter agreed now was the time. Lisa said that she has been in touch with the Town Clerk from Hyde Park and she has some one that they have used and Nathan recommends her highly. Andrew asked where she works, Lisa said she believes she is retired however knows NEMRC and municipal accounting very well and comes with high recommendations. Lisa said she has emailed her to get her rates, she responded \$70.00 an hour. Peter asked who Andrew had, Andrew said he has this CPA in Barre that he has used and this CPA does a wide range of work to include working with NEMRC. He wanted to go online to see how much he charges per hour. Mary asked for the name, Andrew said Batchelder, Mary said she has worked with Sullivan and Powers and they do a lot of towns. Peter said we need to get skill in to assist the Treasurer's office and he would not want to book any deal until we have this answered and asked how can we get something done next week. He asked Andrew if he could coordinate that. Andrew said yes. Roberta asked what exactly is the problem. Mary and Lisa said the reconciliation with the General Fund doesn't balance and she is sure it is general entries. Peter said Andrew is going to find the right skill set to contract to work with Lisa. Mary said that she needs to know if Batchelder can't do it, because she will call Fred from Sullivan and Powers tell him it's an emergency and we need to have him come in on Saturday to work with Lisa if needed. Peter said that he is ok with either approach. Peter said then we agree that the two of you will work together to get a CPA with the right skills and then we can set up a meeting as soon as possible to review the results and we'll bend over backwards to make the meeting. All agreed that their calendars are clear to make a meeting whenever they are needed. Peter asked Roberta to repeat her suggestion. Roberta began by saying that she thought it was unfair to Lisa to be told not to contact her when the transition took place. Peter responded that this board didn't tell Lisa that. Mary had commented that she doesn't want to loose Kitty because she has so much knowledge, that she also had knowledge to pass along after 16 1/2 years. A lot of these problems could have been avoided if someone had just asked her and she was willing to do that. Roberta went on to say that her suggestion would be to go back and start where you were able to reconcile last, print out a transaction register for just the General Fund and look at each transaction. You can also print out a report on just the journal entries, and look at those. If it's cash flow, then only look at those entries the affected the cash account. Peter said that's good, we have next steps, we'll look for some calls and notes. Carrie asked what was happening next, Andrew explained who he was going to contact to set-up work sessions.

And Peter added that the end result was that there would be no cash problems, everything balances. Mary suggested that the Treasurer's Office can work on Roberta's suggestion until the CPA is set-up. Andrew remarked that Roberta is a night owl, she may want to work on it now. Roberta commented that she had never been asked.

Peter reported a quick update on sidewalks, They had put out a bid for the engineering, Vtrans wanted some engineering done on it and he has been meeting with them. The bid is out and we should be hiring an engineer shortly, there is not much engineering to be done we should be putting out bids for the job soon, so stay tuned.

Mary went back to the Treasurer's NEMRC issues and asked Andrew about the meeting, and Andrew asked Lisa if she was willing to work with Roberta until the CPA was able to meet with them. Mary said they needed an answer, Lisa asked Roberta if she was going to charge a fee, Roberta answered why shouldn't I. Lisa said then she will need to know how much and she did want any hurt feelings because she does things differently etc. Lisa said that she was willing to do what it takes. Mary asked Roberta what she would charge, Roberta replied \$20 per hour. Mary asked Roberta if she balanced her checkbooks in NEMRC, Roberta said yes. Mary asked her if she had any problems doing that, Roberta said no. Mary went on to say, now they are not balanced and NEMRC is having an issue. Mary said those are smart people they should be able to figure out their own program or they're not really working on it. She asked Lisa how much has the Town been charged, Lisa said that she just got a bill for \$1100. The Board agreed that we need to have both Roberta assist and get the CPA in to help as well and get the situation resolved.

Mary wanted to make sure that we include the 1.75% cost of living increase effective 1<sup>st</sup> payroll in March. Lisa wanted clarification on who was included. Peter answered that it was everyone across the board. Mary read that as a motion, Andrew seconded and the Board voted unanimously to approve.

Roberta wanted to ask a question on the budget. The line item was "transfer to other funds" Peter asked what the question was. Roberta said she just wanted to know what the story was on it. Carrie answered that was the sidewalk money, \$15,000 and then the actual was the money that was allocated to the reserve fund for the Town Clerk's office, the insulation on the roof, and the wifi and cell. Roberta asked was that money that was already spent? Under the actual? Carrie answered no. Andrew said that it was transferred to existing funds. So it would be considered general budget spent. Roberta said that the \$15,000 should be in the reserve, Carrie answered that it was transferred into the reserve. Roberta said that she felt strongly and has gotten a couple of opinions to back her up, Is the Select Board putting an article on asking the voters to put that unspent money into the reserves. Peter asked what money, Roberta answered the \$10,800. Andrew answered that the statute says if the reserve fund has already been created, that money can be deposited into it. If it is a new fund, then there has to be a motion at Town Meeting to create the fund. The other Board members agreed. Roberta said that should go back to the tax payers and shouldn't be put away without voter approval. Peter said they could go back to VLCT. Roberta said she understands that the law isn't clear, but it is recommended so it is transparent. Peter said that VLCT said this is an appropriate transaction, Roberta said that she didn't say it was illegal, just that it wasn't transparent. Peter said, OK, so this isn't a matter of legality.

Peter said that he wanted to give a quick overview of what the Board is doing is trying to look ahead and provide the voters with a level budget. In years past, they have looked ahead and paid for a snow blower, paid off the cruiser, all to help keep cost down, spread the cost out, so if there is some unspent funds, put that in reserve so that we don't have to budget extra money and have it to use as appropriate. So that is the thought and methodology behind it and this is fully supported by VLCT.

Roberta asked if it was fully supported by the voters, that's the question. Peter said it is fully supported by VLCT that's all he can say.

Peter said that he has the Warning for Town Meeting, Mary said that we should hold them based on the outcome of the budget work. Peter said he had a list of two agencies whose packets were still being worked on with Linda. Board agreed to hold onto the Warning until the next meeting.

#### Round Table Discussion:

Jim Downing presented a training completed certificate that he needed to have signed before he can get paid. The certificate stated that the town has adopted a fair and impartial policing policy IAW Title 20 VSA 2366, and that the Town has adopted a Electrical Weapon policy that includes essential components identified by the LEAB. Peter asked if Jim was under the impression that we have to adopt these policies, Jim said yes. Jim said that Linda has his certificates of training. Mary asked if we have the policies. Andrew said he should contact the Bradford State police barracks and ask if they could send him a copy of the policy. Jim said that peter told him he should see if Andrew can get a copy from one of his contacts. Peter said we will do what we need to get the policies. Andrew said he will get them to the Secretary and he will edit them for the board to review. Jim added that he needs to get his body camera emptied. The Secretary will contact him to set up a time to help him download.

#### Approve Minutes:

December 7<sup>th</sup> – Mary made a motion to approve the minutes, Andrew seconded the motion, in discussion, Peter asked to correct the spelling of a name from John to Jon

The Secretary indicated that the Budget numbers mentioned by Roberta during the Budget discussion were wrong and after reviewing the voice recording corrected them. Roberta also mentioned that she didn't remember Peter asking her to put her budget comments on a work sheet. Peter and Dan both confirmed. The board voted unanimously to approve.

December 14<sup>th</sup> – Andrew moved to approve the minutes, Mary seconded the motion. In discussion Mary made the correction of the motion to reflect that Andrew made to notify employees of the 5% contribution and Mary seconded that motion. Mary also wanted corrected in her comment about the Personnel policy to say "Draft" personnel policy. This lead to a short discussion about the timeline of various personnel policies. Peter asked Roberta if there was another policy out there that was marked up, Roberta said yes. Peter said it appears that we need to get them all out and get it fixed. The Board voted to approve the minutes and it passed unanimously.

Peter reported that Lisa is working with Jock oil on a fuel consumption report for our energy audit. Lisa reported that she had received it from Jock Oil and Peter asked her to send it on to Efficiency Vermont.

Select Board Meeting was adjourned at 8:28 pm.

Minutes prepared by Dan Robinson, Select Board Secretary