

**Middletown Springs Selectboard • Tuesday, November 20, 2018**  
**Regular Meeting Approved Minutes**

**BOARD PRESENT:** H. Childress, C, Fenton, C. Haynes [7:40 pm], P. Kenyon, T. Redfield

**TOWN OFFICERS:** Sarah Grimm, Auditor; Jenny Talke Munyak, Treasurer; Bill Reed, Road Foreman

**PUBLIC AND GUESTS:** None

**CALLED TO ORDER:** 7:02 p.m.

**Minutes:** T. Redfield moved to approve the minutes of the November 8 meeting; P. Kenyon 2<sup>nd</sup>; [*all in favor, motion carried*].

**Town Officers:** Elizabeth Cooper contacted the Board Chair to indicate that the Conservation Commission is preparing its 2019 Budget; she will attend the next regular board meeting.

Treasurer Munyak mailed the October financials last week; she'll send the most current info in preparation for the December budgeting process, and will send the final FY2018 actual expenditures to the board clerk for preparing budget documents.

The Clerk and Auditors have finalized their review of the FY2018 books, with no significant issues. There was some discussion of the overage for the computer expense line: the Treasurer drew upon the technology reserve fund to cover an overage for expenses related to office technology service calls. The treasurer is setting up two technology accounts for next year, one for equipment and one for service and maintenance.

We will begin the process of developing the FY2020 budget at a special meeting of the Board at 6:00 pm on Thursday, December 13.

Bill and Jenny have been working on finalizing all of the reimbursement paperwork for Spruce Knob, Norton and Buxton highway projects. The Auditors reviewed the FY2018 paperwork for the Garron Road box culvert project, and were satisfied with its recordkeeping. The Board encouraged Bill and Jenny to put the financial recap for that project into the 2019 Town Report, to demonstrate the successful funding that we have been able to achieve for major highway projects

P. Kenyon moved to nominate Debra House as the Town's interim Delinquent Tax Collector (DTC) for the period November 21 through Town Meeting 2019; T. Redfield 2<sup>nd</sup> [*all in favor, motion carried*]. The Treasurer will work with NEMRC to authorize the new DTC to have appropriate access to property tax records once she has been sworn in. The pay for this position will be the monthly prorated proportion of the annual stipend.

**Highway:** The snow plowing has been difficult because of the warm weather and soft roads. The crew has alternated plowing and grading depending on conditions. The 7600 should be in service tomorrow, but there are brake and power steering problems with the one-ton truck that will need to be addressed soon.

Bill and Brent are discussing options for the design of a town garage, and is also in contact with VTRANS for current expectations for salt and sand sheds.

**Town Lands:** The consultant's "listening tour" has now completed, and Shana will be providing her summary of public comments this week. The building committee will use that information to build the public information and fundraising processes.

H. Childress had a phone conversation with Paul Giuliani for Montpelier, a municipal bond attorney. His recommendation is to ask the voters to approve a loan ceiling for all construction, but to actually take out loans or bonds individually as projects become prepared to move, over the course of a few years. This allows more precise recordkeeping, greater town flexibility in pursuing optimal funding types for each project, and reduces interest costs by not having unused loan funds accruing interest. Each of the proposed projects would need to have a loan ceiling (e.g., the town will pursue funding of not more than \$xxx,xxx to construct a town garage) that contributes a known amount to the overall maximum request for public approval.

**Solid Waste:** T. Redfield is continuing work on the transfer station certification. We are exploring a new contractor for refrigerant removal. SWAC has provided their 2018 annual report for inclusion in the town report. We will ask Glen about his interest in varying the days of operation during Christmas week.

**Correspondence:**

- VLCT News
- VMCTA training for 2019
- 2019 funding requests
  - \$750 from SW VT Council on Aging
- Ads

**Board Orders:** H. Childress moved to approve the board orders as presented; T. Redfield 2<sup>nd</sup>; [*all in favor, motion carried*].

**Legal:** T. Redfield moved to authorize a Request for Proposals (RFP) for audit services to audit the Town's fiscal year 2018 financial condition; P. Kenyon 2<sup>nd</sup> [*all in favor, motion carried*]. H. Childress will post this in the Rutland Herald, VLCT bulletin board, and possibly to New England regional accounting organizations or societies.

**Other Business:** P. Kenyon reported that the Town's website is running low on storage capacity. The added fee for storage would be well within the Town's website budget. P.

Kenyon moved to accept the greater fee (an additional \$50 per year); T. Redfield 2<sup>nd</sup>, [all in favor, motion carried].

The Clerk has been reminded to post minutes to the Town website in a timely way.

**Adjourn:** C. Haynes moved to adjourn; H. Childress 2<sup>nd</sup>; [*all in favor, motion carried*]. Meeting adjourned at 9:06 p.m.

Respectfully submitted,  
Herb Childress, Selectboard Clerk