

Middletown Springs Board of Civil Authority • Thursday, November 9, 2017
Approved Minutes

Board Members Present: Herb Childress, Nance Dean, Chris Fenton, Martha Heitkamp, Pat Hemenway, Patty Kenyon, Terry Redfield, Nora Rubinstein

Public Present: None

Called to Order: 6:10 PM, by Chris Fenton, Select Board Chair

The function of tonight's meeting was to consider the delinquent tax report regarding Middletown Springs properties. The report created by the Treasurer showed 29 properties with delinquencies totaling \$138,754.50. Twelve of those properties are delinquent for more than one tax year.

Nora Rubinstein moved that the BCA investigate proper procedures for tax sale, and take no action at tonight's meeting; P. Kenyon 2nd [*all in favor, motion carried*].

Pat Hemenway moved to adjourn; Herb Childress 2nd; [*all in favor, motion carried*]
Meeting adjourned 6:48 pm.

Respectfully submitted,
Herb Childress, Select Board Clerk

Middletown Springs Selectboard • Thursday, November 9, 2017
Regular Meeting Approved Minutes

BOARD PRESENT: H. Childress, C. Fenton, P. Kenyon, T. Redfield

TOWN OFFICERS PRESENT: Juanita Burch-Clay, Auditor; Jenny Talke Munyak, Treasurer; Bill Reed, Road Foreman.

PUBLIC PRESENT: None

CALLED TO ORDER: 7:00 p.m.

Minutes: T. Redfield moved to approve the minutes of the 10/26 meeting; P. Kenyon 2nd; [*all in favor, motion carried*].

Town Officers: Nita Burch-Clay gave an Auditors' update:

- developing annual report on FY2017 in conjunction with the Treasurer;
- offering appreciation on the draft policies handbook, and beginning their review;
- reviewing procedures for cash handling, and developing a draft guideline for cash transactions in the Town Office and transferring money between Town organizations. The Auditors recommend that the Board adopt a slightly modified version of the VLCT's model policy for financial controls.

Now that we have three active auditors, the Board will need to consider the Auditors' stipend line item in the budget for 2018-19 to ensure adequate funding.

The Auditors are now examining the practices and procedures of the various Town trust funds for management and distribution. The Treasurer is now an official signatory on Trustee of Public Monies funds.

The Treasurer has not received bank statements for October final reporting. She is ready to assist with the December and January budgeting process; we will revise the budget worksheet to align in sequence with the monthly financial statements for ease of planning and communication in the Annual Report.

Road Foreman: We received a bill for the 100-hour preventive maintenance on the new backhoe, for \$974.18; we believe that this should be included in the warranty maintenance plan, and will dispute the bill. Bill will examine the purchase contract to determine our position.

We have received a proposal for guardrails from Lafayette Highway Specialties, including Haley and Garron Roads, for \$10,883.45. We are submitting a grant proposal to Vermont Better Roads for the proposed Buxton Road project.

The crew has put up roughly half of winter's sand. The Garron Road project is complete, with final bills due from contractors this week for reimbursement. The turnaround at the end of Garron is also near complete, with only one layer of topcoat remaining to be applied. Bill is also working on specifications for the Spruce Knob arch culvert project, and planning for the box culverts for next year's work on Norton Road.

Bill will be applying for a resurfacing grant for Route 140 and a structures grant for 2018.

The crew has replaced small culverts, and serviced equipment in preparation for winter maintenance.

Solid Waste: Patty has received a training module on battery collection from SWAC, and will provide that to Glen.

Correspondence:

- Blue Cross/Blue Shield of VT has sent 2018 billing rates
- VT Department of Environmental Conservation: source permit for new Town Office potable water source.
- ARC annual report and request for 2018 town allocation (\$500)
- Bill from Rutland County Sheriff for October service
- Pleasant View Cemetery Association invoice for 2017-18 budget.

Board Orders: T. Redfield moved to approve the board orders as presented; H. Childress 2nd [*all in favor, motion carried*]. The Board discussed the \$5,000 ceiling for purchases without bid. H. Childress moved that we award the guardrail contract to

Lafayette Highway Specialties without bid, since a) they are the only company providing this service in our area, and b) submitting this contract in a timely way will allow the Garron Road component to fall within the current construction grant; P. Kenyon 2nd [*all in favor, motion carried*].

Other business: The Board appreciated Patty and Herb's work on digitizing and organizing policies. The Auditors have recommended that all Town officers sign an affirmation that they have received and reviewed the most current policy/ordinance handbook; we hope to have this process in place by Town Meeting 2018.

H. Childress moved that the second November select board meeting be rescheduled for 7 pm Tuesday November 21; T. Redfield 2nd [*all in favor, motion carried*]

T. Redfield has been working with a dog complaint on Spruce Knob Road; although medical attention was received, no complaint or intervention has been requested. The incident has been filed with the Town Clerk.

C. Fenton and H. Childress attended a meeting of the Sheriff's department regarding a proposed shared 40-hour patrol for Tinmouth, Ira, Danby and Middletown Springs. The Sheriff's Department is proposing to cover the additional costs for the first four month pilot project through a grant they've already received. Each of the four communities would name a liaison for a periodic oversight committee. H. Childress moved that Middletown Springs participate in the Sheriff's Department pilot project, at no additional cost to the Town; T. Redfield 2nd [*all in favor, motion carried*]. We will request that the Sheriff's department provide us with a more detailed overview of proposed services, and discuss the Town's reimbursement from traffic violations. C. Fenton has volunteered to be the Town's liaison on the oversight committee.

Adjourn: T. Redfield moved to adjourn; H. Childress 2nd [*all in favor, motion carried*]. Meeting adjourned at 8:56 pm.

Respectfully submitted,
Herb Childress, Clerk