

Selectboard Memo
June 22, 2020 SB Meeting

Town Clerk Report: Rosie Laquerre, Town Clerk

➤ **Annual Reporting on Records Management and Records Retention**

Consideration of Warrant to Impound Unlicensed Dogs

- Standard statutory warrant; the number of unlicensed, known dogs is up significantly this year; if comfortable, board should approve warrant and all members sign

Update on Land Records Restoration Fund

- **Consideration of Transfer of FY2020 General Fund Budget Amounts to Land Records Restoration Fund**
 - Concept is to transfer the available funds from the three land record lines in the general fund budget:
 - 100-3630-59.00; Public Records Management; \$1,634
 - 100-3730-70.00; Restoration/Fees; \$2,774.50
 - 100-3730-90.00; Vault Expenses/Town Records; \$950.77
 - The board approved a land records digitization project to move the records start date back to 1988 at an estimated cost of \$19,000; the concept was to pay for the project out of the current budget; suggestion is to pay it from the Restoration Fund and transfer the available general fund lines to the fund

Town Treasurer Report: Don Welch, Town Treasurer

- **Near End of Fiscal Year Budget Status Report**
- **Consideration of Transfer of EMSLI Fund to Revolving Loan Fund**
 - The EMSLI grant expired in February 2020; there is \$17,660 in the EMSLI Fund, all of which is attributable to the grant
 - Now that the grant is expired, the remainder should be return to the RLF
- **End of Fiscal Year Fund Balance Policy Determinations**
 - **Assign Current FY2020 Budget Surplus: Leave Payoff Responsibilities**
 - This is an audit “requirement” – essentially a fund to pay for allowable leave reimbursements at the time of employee termination; the fund sits at \$40,000 now; continuing to annually add \$5,000 would be prudent
 - **Assign Current FY2020 Budget Surplus: Land Records Restoration Fund**
 - The digitization project will require some additional funding in order to pay for it out of the Fund; assigning \$10,000 to the fund should suffice
 - **Assign Current FY2020 Budget Surplus: Capital Reserve Fund**
 - For the past few years the board has been assigning portions of the general fund surplus to the capital reserve fund; assigning \$50,000 is reasonable
 - **Use of Current Unassigned Fund Balance: FY2021 Budget**
 - The FY2021 budget contains a fund balance allocation of \$100,000; formally setting this usage allows us to prepare for the upcoming tax rate determinations and enables the amount to be carried as a set line item in our financial modules

Appointments: Annual Charter-based Appointments

- **Town Clerk & Assistant Town Clerk**
- **Town Treasurer & Assistant Town Treasurer**
- **Zoning Administrator & Acting Zoning Administrator**
- **Collector of Delinquent Taxes & Collector of Current Taxes**
- **Road Commissioners**

Consideration of Employee Pay Rates For FY2021: Potential Executive Session

- See proposed pay chart; if executive session is desired, it should be under 1 V.S.A. § 313(a)(3)

Discussion on Town Management in Light of Covid-19

- The town office remains closed to the public, with researchers/attorneys allowed to access vault materials under the terms originally set up before all in-person actions were banned – one at a time and only by appointment from Town Clerk Laquerre; mandated protocols (masks; health survey; etc.) are in effect for such appointments
- Under the most recent of Governor Scott’s reopening guidance, as of June 1st the town office could reopen to the public in a limited manner (restricted movement and numbers) to allow in-person contact with the front office while maintaining strict, permission-only access control for the vault/research areas and the rest of the building; the intent would be to use the front room for the public – contact with the clerk would be over the counter, which would now have a plexiglass panel; the board should consider amending its order to authorize limited public access as of a date certain, such as July 6th or 13th
- Ms. Sparrow would return to her normal location in the clerk’s office, with some protective separation installed to offset the lack of proper spacing

Warrants

- **June 22, 2020 Regular Warrant for Approval**
 - Just like other recent warrants, this evening’s regular warrant needs to be approved as normal, which generally is shown by a quorum of board member signatures; given our current limitations, the board should once again approve the warrant and authorize Chair Gardner to sign to that effect

Town Administrator Report

- Delinquent Tax Update:
 - Currently at \$220,011 compared to \$160,980 in 2019, \$173,200 in 2018, \$172,365 in 2017 and \$204,839 in 2016
- Town Attorney Bjornlund Retirement:
 - Office closed June 15th; official retirement date is June 30th
- Road Speeding Concerns:
 - Not a new topic, but there has been an uptick in complaints regarding speed on County Road, especially out past Templeton toward the Calais line; the state police have been notified and Road Foreman Perry has the speed cart in the area
 - VSP caught someone going 90 on Towne Hill Road last week
 - Other complaints have come in for Cherry Tree Hill Road and EM Center
- Independence Day Holiday Schedule for Employees
 - The federal holiday is on Friday, July 3rd; it would be nice for town employees to designate July 6th as the holiday as only 3 of 8 employees benefit from the 3rd
- Meeting Schedule:

○ July 13, 2020	6:30 pm	Selectboard “special” regular meeting
○ August 4, 2020	6:30 pm	Selectboard regular meeting
○ August 13, 2020	7:00 pm	EMFD budget & service update at ESF

Zoning Administrator Report

- 4 new applications since the June 1st SB meeting; 21 total applications in 2020
- The next DRB meeting is scheduled for July 7, 2020; one hearing for a two-lot subdivision of the Fitch property at 440/450 Fitch Road