

# TOWN OF CLARENDON, VERMONT

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## MINUTES

### SELECTBOARD MEETING- REGULAR

Monday, August 14<sup>th</sup>, 2017

#### SELECT BOARD MEMBERS:

Robert Bixby, Clerk

Robert Congdon, Jr., Acting Chair

Michael Klopchin (A)

Daniel Pinkowski

Richard Wilbur

CALL TO ORDER: 6:01 p.m.

PRESENT AT MEETING: Select Board (4), Administrative Assistant, Treasurer, Assistant Treasurer, Marjorie Southard, Chris Lanfear, Alf Strom-Olsen, Cindy Davis.

Selectman Bixby motioned that Selectman Congdon be elected as Acting Board Chair due to Michael Klopchin's absence, Selectman Wilbur seconded, the motion passed unopposed.

AGENDA ADDITIONS/DELETIONS: The Acting Board Chair asked if there were any additions or changes to the agenda. Selectman Bixby motioned to add Matt Jakubowski under Guest, Selectman Pinkowski seconded, the motion passed unopposed.

#### APPROVAL OF SELECT BOARD MEETING MINUTES:

Select Board Meeting Regular – July 31<sup>st</sup>, 2017: Selectman Bixby motioned to accept the minutes subject to correction, Selectman Pinkowski seconded, the motion passed unopposed. There were no corrections to the minutes.

HIGHWAY: The Road Commissioner was not present.

South Teer Road Update: After a discussion in which the residents of South Teer voiced their dissent on the road possibly being thrown up, Selectman Bixby motioned that the throwing up of South Teer Road and a section of Clarendon Springs Lane was a dead issue, Selectman Wilbur seconded, the motion passed unopposed. The summer maintenance of South Teer was discussed, and the need for a culvert on the road. The Administrative Assistant was asked to place that issue on the agenda for August 28<sup>th</sup>, and to notify the Road Commissioner of the issue.

APPROVAL OF ACCOUNTS PAYABLE AND PAYROLL WARRANTS: All new warrants and warrants previously signed by the designated Select Board member were approved and signed by all Select Board members.

GUEST: Matthew Jakubowski, Updates (added to the agenda): Fire Chief Jakubowski advised the Board that work was beginning on the dry hydrant on Bridge 11. The Board was also advised that Dick's and RK Miles had donated money to the recreation committee. An update on lights on the community center were discussed, and the need for LEDS, an electrician was being contacted for information and quotes.

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**PUBLIC COMMENTS (10 minutes):** Alf Strom-Olsen gave an update on the Rutland County Solid Waste District as the Town's representative, and the process of replacing the scale on Gleason Road. Mr. Strom-Olsen expressed his concern that tonnage might drop as a result of food waste composting and a rate increase might result. The Board thanked Mr. Strom-Olsen for his efforts.

#### OLD BUSINESS:

**Cemetery Burial Request:** The Administrative Assistant updated the Board as to the process of the investigation as to who actually owned the Smith Button Pratt cemetery and could give permission for burial, and advised the Board that the Town had no documentation that the cemetery was or had ever been owned by the Town. Suggestions were made on who could be contacted to obtain further information.

**Sheriff's Department:** The contract was amended to the amount the voters approved in March. Selectman Pinkowski motioned to approve the contract that matches the amount the voters approved for the year, Selectman Bixby seconded, the motion passed unopposed, with Selectman Wilbur recusing due to conflict of interest.

#### NEW BUSINESS:

**Personnel Policy:** The scheduling of workshop was tabled until August 28<sup>th</sup>.

**Town Fair 2017:** The Administrative Assistant was granted permission to attend the Town Fair.

**PLANNING COMMISSION REPORT:** No report submitted.

**TREASURER'S REPORT:** A statement was presented to the Board by the Treasurer (Attachment 1). Selectman Bixby asked if some of the money received from the municipal forest logging could be set aside in a separate fund, the Treasurer responded it was a possibility if it was for a specific purpose. An external audit was discussed and the difficulty of getting bids, and the necessity of having an audit if outside financing was ever required.

The logging revenue was discussed, and what funds could be established from the revenue. Options suggested were cemeteries, trails in the municipal forest, and the external audit, which would be an unbudgeted expense. The Treasurer agreed to get an opinion on the Board's authority to create funds, and the Administrative Assistant was asked to place the issue on the agenda for August 28<sup>th</sup>.

The fund balance was briefly discussed.

**ADMINISTRATIVE ASSISTANT'S REPORT:** No report.

**PUBLIC COMMENT ON AGENDA ITEMS ONLY (5 minutes):** There were none.

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SELECT BOARD MEMBERS CONCERNS: Selectman Congdon mentioned that the fair would start tomorrow, and Selectman Wilbur advised that Wednesday night would be gospel night.

ADJOURNMENT: At 6:45 p.m., Selectman Bixby motioned to adjourn, Selectman Wilbur seconded, the motion passed unopposed.

SIGNED: \_\_\_\_\_ Michael Klopchin, Chair /s

SIGNED: \_\_\_\_\_ Robert Bixby, Clerk/s

These minutes taken and respectfully submitted by Heather Kent, Administrative Assistant, and were approved on August 28<sup>th</sup>, 2017.

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## MINUTES SELECTBOARD MEETING- REGULAR Monday, August 14<sup>th</sup>, 2017

### Attachment 1.

8/14/17

At the last select board meeting, there were some concerns brought to the boards attention that I'd like to address.

As Becky stated, the FY17 budget status report is currently showing a \$200,000.00 deficit. Historically, a transfer from the fund balance to a fund balance revenue account has been done so that the budget status report would not show it was over expended. I have been advised by multiple sources to Not make that journal entry as it is not revenue to the town. It is money we currently hold in our fund balance. Our budget status report will show we over expended our budget by the \$200,000.00, which was the goal to reduce the fund balance by that \$200,000.00. You can see on our balance sheet that this has happened. I also want to be very clear, I am not declaring a deficit.

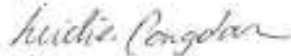
Becky was correct in stating that there are transfers that need to be made. I want to go on record that I made it very clear when all reports were given, that they were not final, that we did still have transfers to be made, and that they are unaudited.

I will be wrapping up our list of transfers this week and will be presenting those to the board next meeting for approval.

I am standing firm to the current proposed tax rate and will be asking your approval at the next meeting as well.

One discussion that we need to have is about the logging money. As Becky stated, if not decided on, the money will be absorbed into the General Fund. It was my understanding that there was discussion on using some towards trails and cemeteries. A motion was already made and passed for \$1000.00 to be used for this past spring cleanup of the cemeteries. This leaves \$23,074.98 to be discussed.

Respectfully,



Heidi Congdon  
Treasurer  
Town of Clarendon