

DRAFT Minutes
Special Selectboard Meeting
March 26,2012

Present: Delsie Hoyt, Beverly Ash, Cory Austin, Fred Cook

The meeting was called to order at 5 pm.

1. Selectboard Organization/Administrative Details

Copies of the Town's Municipal Calendar were distributed. The document continues to evolve as new and recurring responsibilities are added. Other organizational details were discussed including email, computer access, computer and print resources, and filing and record-keeping.

2. Review Insurance Policies

The Selectboard reviewed the Towns's blanket coverage provided through municipal insurer PACIF. Ash asked whether other insurance had been investigated. Hoyt noted that PACIF is a special pool of municipalities and no other companies are competitive for such comprehensive and specialized coverage. Since PACIF refused to cover Bean Hall a few years ago a separate policy for that building was reviewed. Hoyt noted that while general liability for Bean Hall was set at \$2 million, medical coverage per incident is just \$5,000 leaving the Town potentially exposed should someone be injured. Austin asked for an update on the status of Bean Hall.

3. Risk Control Audit

The Selectboard conducted a risk control audit using a format supplied by PACIF. Items of concern or requiring further include: access/walkways to the Community Building are hazardous and must be improved; falling ice warning signs should be posted on the Community Building; review placement of fire extinguishers. Hoyt noted that compliance with GASB34 – the schedule of fixed assets planned for the coming year -- will provide more accurate building valuation and contents documentation should the Town need to make a claim in the future.

Under law enforcement liability it was noted that as of July 2010 Town Constables are prohibited from performing law enforcement activities unless they have received certified training at the police academy.

Employment practices, the conduct of public officials, and crime/fraud coverages were also reviewed. The Town now has solid procedures to protect the Town when contracting work but these should be formally incorporated into the purchase policy.

Following up on recommendations of the VT Secretary of State and our outside auditors, the Selectboard will draft a letter to all Commission and Committee members regarding the Fraud Policy and adherence to the Open Meeting Law.

4. Compliance With GASB34 – Fixed Assets

Various materials concerning implementing GASB34 were circulated via email. Hoyt noted that the Town has avoided compliance for almost 8 years but might be unable to borrow money – or would be charge higher interest rates – if this process is not completed. A plan will be

established for capturing baseline data on each of the major asset categories. Current assessments of Town lands, buildings, and easements will be incorporated into the upcoming reappraisal. The Historical Society will be consulted to clarify ownership and status of any Town art or historical treasures. The process of documenting infrastructure (bridges, culverts, roads, etc) will be discussed at the next meeting as part of the summer roads discussion.

5. Prioritize Policy Ordinance Review

Brushwood Forest

The proposal from the Conservation Commission for reinvestment of Brushwood Forest proceeds was reviewed. Hoyt noted that division of an existing cap fund, or the establishment of a new one, require a Town-wide vote. Town Treasurer Rhonda Cook has assured the Selectboard and CC that all reserve funds are already held in distinct accounts which maximize earned interest while protecting the principal. The Selectboard agreed in principle to the reinvestment of logging proceeds – projected to be modest in the next 20 years – back into the Brushwood Fund. Cook agreed to act as the primary liaison between the Conservation Commission and Selectboard in redrafting the proposal and for other CC issues as they emerge.

Emergency Operations Plan

Hoyt noted that following Irene, VT Emergency Management cautioned that “first responders” (e.g. fire and rescue personnel) have a well-defined role in a disaster scenario and should not appoint as Town Emergency Operations Coordinators which has a different function and focus. Hoyt offered that a few individuals had expressed concern about the EOP and suggested that the Selectboard consider establishing a small ad-hoc committee to bring the

Investment Policy

A model Investment Policy from the VT League of Cities and Town was distributed. In view of the time, Selectboard members will edit this draft and bring questions and suggested changes to the next meeting. It was noted that the Town Treasurer must, and will be, asked to consult on the Selectboard’s draft.

A motion to adjourn at 7:30 pm was made by Bev Ash, seconded by Cory Austin, and passed unanimously.