

**Town of Fletcher – Select Board
Fletcher Town Clerk's Office
Monday, August 5, 2019
Meeting Minutes**

Present

Members:

Jon Bondy (Chair), Rich Bidwell, Matt Gillilan, Christine E. Nilsen

Guests:

Rachael Scarpa (Secretary), Karrie Sweet, Aimee Tinker

1) Call to order

- a. Jon called the meeting to order at 7:01pm

2) Regular Board Business:

- a. Resident offered to donate a piece of land to the town. *Karrie will speak with resident about seeing if any neighboring property owners would be interested in the property.
- b. Glebe Land: Select Board discussed communicating Glebe Land information to the town. Rich will speak with Aimee about posting Glebe Land information on town's website, and then Rich will post on social media.*
- c. Generator for town office: There is no update regarding the generator for the town office.
- d. Vehicle Damage (from 07-15-2019 Select Board meeting): Resident sent an email to the Select Board explaining that the windshield on their personal vehicle was damaged by a rock(s) that came out of a town truck. The Vermont League of Cities and Towns suggested the town pay for the damage.
 - i. Jon moved to approve the town paying for the windshield repair for the resident's vehicle.
 1. The Select Board unanimously approved paying for the windshield repair for the resident's vehicle.
- e. Town Report: Jon will follow up with Karrie regarding finalizing the accounting reports for the recently ended FY.*
- f. Request for Proposal (RFP): The Select Board discussed setting monetary guidelines for when an RFP is required for town projects.
 - i. Labor Costs: \$5000 or more, RFP is required
- g. Ernie's List: Best Accounting Practices for Towns: The Select Board went through the list with Karrie (Town Clerk). The list and notes are as follows:
 - i. Look at a redesign of the chart of accounts: Karrie will work with Ernie*
 - ii. Integrate the NEMRC Cash Receipts module with the other modules: Complete
 - iii. Move all money to one collateralized sweep account: Not applicable, there are too few accounts to make this recommendation worthwhile.
 - iv. Develop- a 5 year capital budget plan: This is a to-do for the Select Board. Road budget: 8-10 year, Equipment: 20 years. Karrie will ask Ernie for an example of a capital budget plan.*
 - v. Try to fund the general fund balance at a level of 60-90 days expenses: The Select Board decided this in a past meeting- Since the town can easily borrow money at low rates, and rarely needs to do so, the balance will be \$50,000.
 - vi. Move to a bi-weekly payroll: Select Board discussed with the Town Clerk and decided this was not necessary.
 - vii. Succession planning for delinquent tax collector: This is in progress.
 - viii. Interest charged on taxes after each due date: This is the current process.
 - ix. Develop a fixed asset inventory and infrastructure asset inventory: Complete
 - x. Develop a segregation of duties policy: Karrie will ask Ernie for an example of this.*

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3) Road Report:

- a. Vehicles: New truck is running great and work was completed on the 2003 truck.
- b. Matt is working with Norman to finalize vendors for Winter sand.
- c. Grants: The Better Roads grant work on River Road is set to be complete this week (weather permitting).
- d. More ditching is planned for Pond Road.
- e. Matt will review the new town road and bridge standards.*
- f. Office build at Town Garage: Rich will contact Brian about creating specifications for the office build in the Town Garage.*
- g. Norman asked if lights in the Town Garage can be upgraded. Matt will research deals/sales on LED lights.*
- h. Communication with Road Crew: Matt is not receiving emails from the Roads@Fletchervt.net email; he will follow up with Jesse.* Matt will ask Norman to attend the next Select Board meeting to discuss how the Road Crew can improve communication with the town.*

4) Adjournment:

- a. Meeting adjourned at 8:54pm

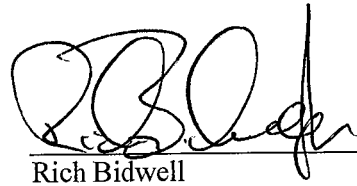
*Denotes action item

Upcoming Meetings:

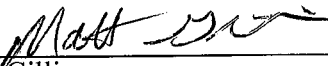
Select Board Meeting: Monday, August 19, 2019



Jon Boridy, Chair



Rich Bidwell



Matt Gillian

Jesse Wiens



Christine E. Nilsen