

SUNDERLAND SELECT BOARD
Regular Meeting - November 2, 2018

1. Call to order by Mark Hyde
2. Board members present
 - a. Jon French, Mark Hyde, Steven Bendix, and Melanie Virgilio
 - i. Rick Timmerman, absent
 - b. Audience
 - i. Rose Keough (Town Clerk/Treasurer)
3. Session recorded by GNAT-TV
4. Approval of Minutes from October 15, 2018
 - a. Motion made to approve the previous meeting minutes made by Virgilio, seconded by Bendix, motion passed
5. Report from Road Liaison and/or Highway Foreman
 - a. Cement posts are up to protect propane tanks at the Town Garage
 - b. All plow trucks have been serviced and are ready for winter
 - c. Stormwater Plan from Fitzgerald has about 48% of hydrologically connected roads meeting the standard, 39% partially meet, and 13% do not meet the standard
 - d. Mowing brush back on roadsides and cleaning ditches
 - e. New plow truck has arrived
 - f. Radar sign has been moved to Sunderland Hill Road, near the Town Garage
 - i. Sent over speed report from South Road before moving (3 months worth of data)
 1. Maximum speed was 65 mph
 2. Average speed was below 50 mph
 3. Keough emailed the data to the Sheriff's office
 - ii. North Road will potentially be next

6. Old Business

a. Budgeting

- i. Virgilio asked about the timeline of budgeting, Hyde explained that the Board is budgeting for the July 1, 2019, through June 30, 2020 timeframe

- 1. Virgilio asked if the Board should look further into employing a part-time town manager

- a. The consensus was that isn't a feasible option at this time due to several reasons

- 2. Virgilio asked if we should make the IT budget item a separate line item for the future and who that would be

- a. Hyde and Keough also explained that there is no real way to predict the cost or frequency

- b. Keough also suggested that instead of an IT budget item, there should be an IT fund

- i. Hyde said that it would need to include hardware, service, licensing, etc.

- ii. This would need to be warned

- iii. Bendix asked what the amount should be for this fund, Hyde answered that \$2,000 is a good amount to ask for

- iv. Everyone is on board with this idea

b. Audit review and discussion

- i. Hyde and Keough reviewed and agreed with the figures submitted by Love, Cody, & Company, CPAs

- ii. Mostly a positive report

- iii. Virgilio asked what the report meant by "cash basis," and why this seemed to be a negative thing

1. Keough answered that the preference is an accrual system, which the new NEMRIC method will take care of
 2. This audit covered a time period before NEMRIC was used, feedback on this change was positive
 3. Hyde and Keough discussed the value of assets, Keough answered that this value of assets will be incorporated as time goes on
- iv. Copies of these reports will be available at the Town Office and Hyde will upload the pdf version onto the Town website
- c. Update on town computers
 - i. In addition to the purchase of the new computers, Hyde also looked into acquiring a new host as our current host will be shutting down
 - ii. Hyde decided on Blue Host for \$5.95 a month
 1. Everything was transferred over and went live on Friday, November 2, 2018
 2. Hyde predicted that when the three year contract ends, the price will likely increase to somewhere near \$15 a month
 - iii. Hyde also submitted a bill for his time and work
 - iv. Hyde explained that Keough has the passwords and login information for the new computers
- d. Social services by John Williams
 - i. A new request was received from Recovery Alliance from Burlington, Keough will forward to Williams
7. Review of Bills, Correspondence, and Signing of Select Board's Orders
 - a. Better Back Roads Grant for Barney Orchard Road reimbursement request
 - i. The grant was for \$17,240, the total was \$14,866, the town's match is \$2,900

- ii. Motion made by Bendix to allow Hyde to sign the grant reimbursement request for Barney Orchard Road, motion seconded by French, motion passed
 - b. Grant for Prouty Hill Road reimbursement request
 - i. The grant was for \$20,000, the total was \$19,640, the town's match is \$3,928
 - ii. Motion made by French to allow Hyde to sign the grant reimbursement request for Prouty Hill Road, motion seconded by Bendix, motion passed
 - c. Sunderland Hill Road Culvert grant reimbursement request
 - i. The project totaled \$95,850, the original award amount was \$87,646, the town's match was \$9,185
 - ii. All Select Board members sign
 - d. Town of Sunderland is in budget for the Bennington County Solid Waste Allowance
 - e. Hyde asked if the official grant forms and approval have been received for the Pre-Disaster Hazard Mitigation Plan Grant (\$7,900)
 - i. Hyde is unsure if the necessary approval has been given and is ready to go out for bid
 - ii. Keough will go over the information with Johnston
 - f. Motion made by Bendix to pay Hyde half of what was requested for his webmaster services for a total of \$693, motion seconded by French, motion passed with Hyde abstaining
 - i. This money will come from the overall payroll budget
 - ii. Virgilio suggested that in the future, this work should probably be discussed before being completed
 - g. Select Board is happy with the auditing that was performed by Love, Cody, & Company CPAs and would like to continue with the firm
8. Motion to adjourn made by French, seconded by Bendix, motion passed

Respectfully submitted,

A handwritten signature in black ink, consisting of a large 'S', a stylized 'M', and a 'W'.

Stephanie Muñoz Wells