

Town of New Haven Selectboard Meeting

7:00 pm

Tuesday, May 20, 2014

Town Offices

Present: Chair, Kathy Barrett, Vice Chair, Roger Boise, Charlie Roy, Doug Tolles, Treasurer, Barb Torian and Clerk, Pam Kingman

Absent: Carole Hall

Visitors: Tom Telling from Telling & Associates, Jim Walsh and Francie Caccavo

AGENDA RESULTS:

VISITORS BUSINESS:

1. **Tom Telling from Telling & Associates** came to give an overview to the new members of what controls can be in place in the office. The outside audit includes 3 reports, one of which is the Financial Statement, the other are controls and significant findings. The last two go to the governing board. All of these reports are required by Government Auditing, although some of the parts of it are irrelevant to small towns.

The Financial Statement - any issues will be stated in this report; this is designed to maintain controls. The Financial Statement should represent as a whole the audit and it should concur with all of the financial statements background.

Doug Tolles said the Management letter says there are not enough employees for this job. He is talking about the job and not the person. He asked how to do better internal controls, and is there a lack of segregation of duties. Tom Telling feels one person is capable of doing the job, as long as the Board has active involvement, which this Board is doing by reviewing the monthly statements and reviewing and signing the weekly payroll and pay orders. He said the internal audit function would make bank reconciliation, go through statements and checks the number sequence of checks. With the outside audit, Telling & Associates follow transactions from start to finish. Doug asked how much time is spent looking for fraud. Tom said the audit is not designed to detect fraud. If they suspect something, they bring it to the governing board. They have never had any suspicion in New Haven of fraud. Kathy Barrett said we now have an Assistant Treasurer who has been more active, compared to past Assistant Treasurers. Tom said that is good, that will help the governing body. The Board thanked Tom for coming to the meeting.

2. **Jim Walsh** - For the past 4 -5 years Jim has been following the Solar Facilities and VT Gas Pipeline project, he said he is no longer willing to take the time to work on this. He'd like the Selectboard to choose someone else to take it on. Jim handed out some information for the Board to look over, which included what the

state will tell the Listers how to tax the gas pipeline, and what other towns are being paid in taxes on solar farms. Discussion about how New Haven does not tax personal property, and are solar panels considered personal property or structures. The land they are on can be taxed. All agreed the State will tell us how to tax them. Jim had gotten wind of 3 proposed solar farms coming to New Haven, 2 on Field Days Rd. and 1 on Sawyer Rd. They are “won” through a lottery system, and one of them appears to be a “winner” on Field Days Rd. If all of them go through, it will be about 50 acres of solar panels. Jim Walsh expressed the importance of following these, and that the Board needs to find someone to stay on top of it. Jim said he has spent an average of 10 -20 hours a month on the VT Gas Pipeline and the Solar Farms.

3. **Planning Commission Chair, Francie Caccavo** – The Planning Commission discussed Jim Walsh’s decision to no longer be a “watchdog” for the town on the solar farm and gas pipeline issues. They feel as though it should be someone on staff in the Town Office who looks at the mail and could make recommendations to the Boards. There are many things that would have gone unnoticed if Jim had not been looking out for the Town’s best interest. The Selectboard agreed, but is not sure anyone on staff is qualified or has the time to do all this. Kathy Barrett suggested asking Addison County Regional Planning Commission if they could do it.

TOWN OFFICE BUSINESS:

1. Dental Insurance rates have increased slightly from last year.
2. Kathy Barrett signed the Addison County Regional Planning Commission Appointments for Full Commission to appoint Harvey Smith and Jim Walsh as Delegates and Rod Case as an Alternate. And to appoint Roger Boise and Charlie Roy to the Transportation Advisory Board, each for a 1 year term.

TREASURER’S REPORT:

1. Charlie Roy made a motion to approve payroll for the week ending 5/10/14, in the amount of \$ 3,925.14, seconded by Doug Tolles. 4 yes / 0 no
2. Charlie Roy made a motion to approve payroll for the week ending 5/17/14, in the amount of \$3,553.35, seconded by Roger Boise. 4 yes / 0 no
3. Roger Boise made a motion to approve the pay orders in the amount of \$8,861.92, seconded by Charlie Roy. 4 yes / 0 no

ROAD COMMISSIONER’S REPORT:

1. **Road Update:** The Road Crew has been cutting brush and fixing pot holes. They recently improved the entrance to East Street.

Paving bids are going out soon, and are due back on June 3, 2014 in time for the next meeting.

2. **Equipment Update:** They had a pump leaking on the grader.
3. **Miscellaneous:** The Road Crew has been hauling rip rap from Ferrisburgh. McCulloughs will be coming in June to crush gravel.
There are huge rocks in the pit that either need to be buried or blown up so they can be crushed. The Crew tried to move them with our loader, but they are much too large.
Roger said he has talked to Case Street Ready Mix and they are interested in trading some of their sand for rocks in our pit that are marble sized. Case Street can crush them and use them in their cement.
4. **Open 2014 Roadside Mowing Bids** – Two bids were received.
 - K. A. Bagley – \$10,150.00 includes two mowing's for the summer season.
 - David Miner - \$9,720.00 includes two mowing's for the summer season, each mowing includes two swaths.
 - Roger Boise made a motion to accept David Miner's bid for the 2014 mowing season in the amount of \$9720.00, seconded by Charlie Roy. 4 yes / 0 no

OLD BUSINESS:

1. Draft Lease Agreements with Beeman Elementary School – Defer to another meeting.
2. Set agenda for the joint meeting with DRB & PC which will be held on Monday, June 23, 2014 @ 7:00 pm in the Town Office. Pam Kingman will write up an agenda for the meeting per the Selectboards instructions.
3. Roger Boise made a motion to accept Chucks Heating & Air Conditioning Maintenance Contract for 2014, the contract stipulates that they will come twice a year in the amount of \$1080.00; this does not include the filters. Motion seconded by Charlie. 4 yes / 0 no

NEW BUSINESS:

1. Elevator Inspection – This is a solicitation by this company. In the past we have had the inspection done by The Vermont Department of Public Safety, Division of Fire Safety.

REGULAR BUSINESS:

1. Charlie Roy made a motion to approve the minutes from May 6, 2014, seconded by Doug Tolles. 4 yes / 0 no

OTHER BUSINESS:

- 1. Roger Boise got a quote from Middlebury Fence for the Riverside Cemetery in the amount of \$6,500. This is to do just along the road. He will get quotes from other fence companies soon.

MISC. CORRESPONDENCE:

- 1. State of Vermont – FY 15 PILOT Payment
- 2. Sheriff's Dept. Survey & Activity Logs
- 3. VT Gas Correspondence
- 4. Proposed Solar Farms in New Haven

Adjourn: 8:30 pm

Respectfully submitted:

Pam Kingman

Approved:

Kathleen Barrett

Chair, Kathy Barrett

Roger Boise

Vice Chair, Roger Boise

Carole Hall

Charlie Roy *Doug Tolles*

Charlie Roy

Doug Tolles