TOWN OF RIPTON
SELECTBOARD MINUTES

Date:	Meeting No.	Start:	End:	Next Meeting	Next Time
07-11-11	2011-13	7:30	9:30	07-25-11	7:30 p.m.

Attendees:	Laureen Cox, Ronald Wimett and Richard Collitt, Selectboard; and Deb Karpak, Clerk to the Selectboard, Peter Karpak, Associate Clerk to the Selectboard.	
Visitors:	Alison Joseph, Lister Chair and resident and Sally Hoyler, Town Clerk and Resident . *(see below)*	
Minutes:	Approved and signed minutes of 6-27-11.	
Approval / Actions:	• Voted unanimously to set a Special Meeting for setting Tax Rate, Wednesday, July 27, 2011. *Moved: Laureen Cox, second: Ronald Wimett.* • Voted unanimously to approve that the transfer of funds from the Reappraisal Fund to the General Fund to reimburse the Town of Ripton for reappraisal expenses. *Moved: Richard Collitt, second: Laureen Cox.*	
Orders:	Orders for 6-28-11 were reviewed and signed: Total for Roads: $19,637.30 and the total for General Funds: $8,171.81.	
Reports:		
Executive Session		
Delinquent Taxes	As of 7-5-11 the total delinquent taxes for 2008, 2009 and 2010 including interest and fees is $30,707.73. Total 2008 delinquent taxes due, including interest and fees, is $5,713.33. Total 2009 delinquent taxes due, including interest and fees, is $8,356.70. Total 2010 delinquent taxes due, including interest and fees, is $16,637.75.	
Road Commissioner Report:	Culverts/Bridges	
	General	--Board Clerks will review grant forms for Structures Grant and Class 2 Road Grant including signs for reporting procedure to VTrans and address any information needed. This includes when invoices can be submitted to the State. --Class 2 Road Grant work continuing (paving complete; signs, see below). --Other: Storm damage clean up for a recent storm as well as places affected by fall 2010 storm. --Town road work is on schedule.
	Gravel	
	Resurfacing *Paving:*	
	Grading:	Anticipates that chloride will be added the last week of July.
	Major Roads Reconstruction Projects	Ronald Wimett returned signed copy of the easement for Holbrook property re: repairs on Bridge #16. Ronald Wimett brought three questions posed by Brandon Streicher, Phelps Engineering re: Bridge #16: *1.* The bidding contractors would like to close the bridge for a two-week period. *The Board is opposed to this and has sent a question back: can this be done on a limited and sporadic basis rather than for a full two-week stretch?* *2.* Can the work period be extended from 45 days to 60 days? *YES* *3.* Weathered beam braces for the guardrails are not available. Can galvanized be used? *The Board would prefer weathered for the braces as well, but will accept galvanized since this is the only type available.* The time frame for this project is: Preconstruction meeting with contractors: July 6th 10 AM Bid opening : July 15th 2:00 PM at Phelps Engineering The construction time will be approximately 60 days. Working hours are expected to be 7:00 AM to 6:00 PM.
	Signs	As of this meeting of 7-11, all signs are up with exception of 2 that are not accurate for this road. Two replacement signs have been ordered.

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Item Number	Subject	Start Date	End Date	Action
09-27- SNDHL	**Sand Hill Bridge Replacement**	09-27-10	Ongoing	PK
	Laureen Cox will contact Kristin Higgins, State Engineer to find out if they have set a date for the Public Meeting.			
09-16-DATAB	**Town Infrastructure Database**	07-06-09	Ongoing	PK
	Database status: report from Peter Karpak, Associate Selectboard Clerk • **Culverts:** Complete • **Bridges:** Complete • **Roads:** Form design is complete and approved by the Road Commissioner. The Clerks will get completed forms from the Road Commissioner and enter into the database.			
10-26-MIDRIV	**River Stabilization and Grant**	10-26-09	Ongoing	PK
	Board Clerks recently learned that Amy Sheldon has been out of town. She is due back sometime around 7-16. The Board Clerks will contact her with a request for a statement of completion concerning this project.			
11-28-VTsigns	**VTrans Sign Grant**	03-28-11	Ongoing	PK
	As of this meeting of 7-11, all signs are up with the exception of 2 that are not accurate for this road. Two replacement signs have been ordered.			
11-29-CLKS	**Selectboard Clerk Position**	07-11-11	Ongoing	
	The Board Clerk informed the Selectboard that both the Clerk and Associate Clerk will be stepping down. A future date for the convenience of the Selectdboard will be determined in agreement with the Clerks.			

Topics discussed by the Selectboard:

Re: Historic Survey of the Ripton Town Office. Warren King and William Pierce have met and discussed what should be done to make the Town Office more energy efficient and will meet with the Selectboard to discuss the options in the near future. Nothing further to report as of this meeting of 7-11-11.
--notes as of 7-11-11. Mr. King was not available for this meeting. In anticipation that he would be present, Alison Joseph and Sally Hoyler attended the meeting. Input from Ms. Joseph and Ms. Hoyler included the need for attention to the reports and recommendations offered in the survey, that there should be open discussion and a priority list generated, that the Town should pursue a variety of funding possibilities including grants. They mentioned the recent move of the Granville Town offices to the renovated school. The Board acknowledged that this was positive input and looks forward to the rescheduling of the meeting with Mr. King so that discussions toward a plan can proceed.

Re: Bridge Report. The Road Commissioner will be in contact with the Road Commissioners from other towns to see about the installation, maintenance and longevity of membrane bridge decks.

Re: Road Access Permit. Board Clerk Peter Karpak will follow-up with Edmund Hanson, Zoning Administrator regarding completion of the Road Access Permit form which they are working on jointly. Final draft will be submitted at the meeting of 7-25-11.

Re: Meeting with Town Attorney. Board Chair Laureen Cox will contact Ellen Fallon to set a date for the Board to discuss the Middlebury College properties.

Re: Stewardship of Town Funds. The Selectboard discussed some of the recent cases in the news regarding towns that have had funds embezzled. The Board will take into consideration recommendations made by the State Auditor of Accounts for towns and other organizations and have a checklist from the website. The Board will consider ways that Ripton can be protected.

RE: Memo of 7-4-11 from Warren King, Ripton Planning Commission and Zoning Board of Adjustment regarding Fee for site plan review for planned unit development Mr. King suggests that there be no charge "for a hearing when it is in conjunction with a hearing for which a $100 fee (i.e. conditional use application fee) has been charged." The Board is in agreement. The Board Clerks will contact Mr. King with the information.

Inter-office Communications:

Re: Town Clerk/Treasurer Sally Hoyler's memo of 06/10/11 regarding Delinquent Dog List--additional discussion. The Town Clerk responded with a memo of 6-28-11 where the statute was attached " that directs the town clerk to turn over to the Selectboard the list of unlicensed dogs as of May 30 of each year. Animal control is the responsibility of the Selectboard, not of the town clerk." While Ms. Hoyler attended this evening's Board meeting, the subject came up and the discussion ended with the determination that the town clerk has submitted the list and that the Board will address the statute. The Board Clerk will contact VLCT for recommendations of a process to address delinquent dogs.

Re: Alison Joseph, Lister Chair: Information relevant to setting the Tax Rate will be available soon after the reappraisal grievance period. Though there is no firm date, based on the grievance period dates and the State processing of information directly after this date, it is anticipated that work can begin after July 25th. The Board has set a Special Meeting for Wednesday, July 27 in anticipation of this information.

Re: E-mail from Sally Hoyler, Treasurer. Recommendation that if there is a cash flow issue, that funds spent on the reappraisal to date can be transferred from the Reappraisal Fund to the General Fund. This is normally done at the end of the year, but could be done earlier with Selectboard approval. *(see above for approval).*

Laureen Cox | Ronald Wimett | Richard Collitt