

**TOWN OF RIPTON
SELECTBOARD MINUTES
11-28-11**

Date:	Meeting No.	Start:	End:	Next Meeting	Next Time
11-28-11	2011-26	7:30	9:45	12-13-11	7:30 p.m.
Attendees:	Laureen Cox, Ronald Wimett, Richard Collitt, Selectboard; Alison Joseph, Board Clerk				
Visitors:	Sheriff Jim Coons, Erik Eriksen, Warren King, Edmund Hanson, Sally Hoyler				
Minutes:	Approved and signed minutes of 11-14-11.				
Approval / Actions:	<p>Approved Town Records Management Policy.</p> <p>Approved to borrow funds from the school for 2011 town expenses, to be reimbursed when grant income is received. The exact amount of funds requested is to be determined at the December 2011 selectboard meetings.</p> <p>Authorized the treasurer to make the request to borrow funds from the school on behalf of the selectboard.</p>				
Orders:	Reviewed and signed: Roads: \$183,779.68; General Fund: \$837,215.07				
DISCUSSION WITH VISITORS					
Sheriff's report on enforcement:	<p>The Daignault property on the Lincoln road was inspected and found in compliance with a court order and the junk ordinance on October 16th. There were 11 vehicles on the property with 7 registered, 3 unregistered, and 1 in the process of being registered. The owner cooperated with cleaning the parcel and will be encouraged to continue to do so. There was discussion about fences, objection to the option of screening given by the junk ordinance, and dissatisfaction with the Judicial Board ticketing system. No direct complaints about the property have been made to the selectboard this year, though the listers received one. The zoning administrator proposed visiting the property with the listers because the footprint of the buildings on the parcel does not match zoning permit and lister records. The sheriff, whose work is greatly appreciated, will continue to work with the property owner.</p>				
School zone ordinance	<p>The Sheriff recommended keeping the school zone short and ordinance simple. In particular, the ordinance is best done as a new ordinance, not as part of the town speed ordinance. If it is part of the speed ordinance a complete re-write with traffic studies on all paved roads is required. It was emphasized that signs shall be posted in a reasonable and conspicuous manner. Copies of a speed ordinance recently passed by Salisbury were provided. The selectboard will consider the start and end points of the zone, and the clerk will re-write the draft.</p>				
Town records management policy	<p>Town clerk, Sally Hoyler, presented a records management policy to provide a framework for managing public records in a consistent and effective manner. Topics discussed included: what is a public record, legal and physical custodianship, procedures versus policies, roles and responsibilities, indexing, and disposition of records. In addition to the town clerk those participating in the discussion included the three selectboard members; zoning administrator, Ed Hanson; fire chief, Erik Eriksen; planning commission and zoning board chair, Warren King; and lister chair, board clerk, asst. clerk, Alison Joseph. All present agreed that the draft policy, which Ms. Hoyler prepared with help from the secretary of state's office, was worthy of adopting. The selectboard moved and adopted it, and the clerk will provide a copy for signing at the next meeting. It was further agreed that original documents shall remain in the town office. For example, to implement that policy the zoning administrator will photocopy documents that are needed for his work outside the office, rather than remove a zoning file from its place of physical custody at the town office. Procedures that support the policy will be developed.</p>				
Property Assessed Clean Energy - PACE	<p>The selectboard continued discussion with Warren King, town energy coordinator, about the PACE program which provides loan funds for energy efficiency improvements. The need for informing the public about the program prior to the town meeting warning and town meeting was emphasized. The program was considered beneficial to property owners and</p>				

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	contractors; and too complex to be introduced without prior public presentation at town meeting for a vote. Mr. King will try to schedule a public presentation about the meeting in January, and request use of the school for it.	
Roads report:	Tropical storm Irene - August 28, 2011 flood	
	Richard Downer, of FEMA's Hazard Mitigation Grant Program (HMGP), will view potential Ripton projects Nov. 29th. Except for property buyouts, potential HMGP projects are sites that were not severely damaged by Irene, but have a history of repeated storm damage and meet a benefit:cost analysis test. Potential sites are on the Lincoln Rd. and Peddlers Bridge Rd. Repair of sites damaged during Irene will be funded by FEMA 406 funds.	
	Old Town Rd. residents paid their bills for emergency protective measure repairs. Deacon Hill Rd. and Scott Rd. residents were recently sent bills and the road agreement for future emergency work.	
	Culverts/Bridges	See: Major Projects
	General	The roads were reported as being in good condition and ready for winter, with basic maintenance, such as cleaning culverts and grading, performed.
	New business	Concerns were made about the condition of the south edge of Peddlers Bridge Road, uphill from Wagon Wheel Road where the travel lane has sagged and there is little shoulder above a steep bank. Repairs were intended for spring when paving can be done. It was decided to take more immediate action and remove pavement, fill with bluestone and compact. The contractor who does this work will also patch and grade the town building parking area.
	Class 2 Rd grant	Invoices to be submitted for reimbursement.
	Major Projects	Bridge 16 Natural Turnpike: construction complete.
School speed zone	See: Discussion with Visitors	
Town Clerk	Petitions for the town meeting ballot: No update.	
Town buildings	Weed-whacking behind the buildings is complete.	
Correspondence:	Funding requests and/or info from Red Cross, Otter Creek NRCS, filed for budget prep.	
Old business:	Private road emergency work agreement: Prior to mailing the agreements, the board clerk consulted with the attorney about how to file and record returned documents. The agreements will be filed. Liens will be recorded in the land records when incurred. Agreements have been mailed to owners on one road, and the others are nearly ready.	

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New business: Cash flow, borrowing, treasurer report	<p>The education tax payment, bond payment for 2008 flood repairs, and most payments for road grant work are made. Grant reimbursement for roadwork expenses is not received, leaving the town short for its December expenses including payment of the fire station construction bond. The selectboard chair described how the town has often borrowed from the school and vice versa to address cash flow. The selectboard agreed to request to borrow funds from the school to address 2011 cash flow needs, and authorized the treasurer to make the request to borrow on their behalf. The exact amount to be borrowed from the school will be determined at the December selectboard meetings as 2011 income and expenses are known.</p> <p>It was noted that the town match for work at Bridge 16 is to be paid from the Major Project Fund.</p> <p>Fund transfers have been made to the town primary account as follows: \$16,630.37 from the reappraisal fund for 2011 reappraisal expenses to date; and \$4,000.00 from the floods 2008 escrow account, per Article 4 approved by vote at the 2010 Town Meeting.</p> <p>VTrans issued a quarterly highway aid payment in November rather than January to assist towns with cash flow problems due to storm damage repair expenses. Ripton's payment was \$11,593.72. This income is not in the 2011 budget and will be noted in the town report. The 2012 budget will reflect three highway aid payments rather than the usual four.</p>
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Laureen Cox

Ronald Wimett

Richard Collitt