

**TOWN OF TUNBRIDGE
SELECTBOARD MEETING**

Tuesday, July 9th, 2019, 6:00pm

Meeting called to order 6:10pm.

Present: Gary Mullen, Mike McPhetres, Becky Hoyt - Treasurer, Bill Bohnyak - County Sheriff, Jillian Conner, Rudi Ruddell

Treasurer Report

Becky Hoyt, Treasurer, distributed end-of-fiscal-year reports on where the town's budget ended on June 30th. She explained that because the town will be using its almost \$100,000 surplus, which can not be budgeted for, per say, that the budget will look like it has an equivalent amount of deficit. No such deficit exists, it's just the recommended accounting procedure for use of surplus monies.

Hoyt reminded the Board that they can ask the Trustees of Public Funds for highway funding.

Hoyt also recommended that the Town begin to consistently create and execute contracts with any contractor, regular or not, that works for the Town. Proof of insurance should also be required as well.

Conner updated the Board and Hoyt that a full audit for fiscal year 2018/2019 by Sullivan Powers & Co. was estimated to cost about \$18,000.

McPhetres made a motion to hire Sullivan Powers & Co. to perform a fiscal audit for the FY18/19. Mullen seconded. So moved.

Meeting with Orange County Sheriff

McPhetres invited Bill Bohnyak, County Sheriff, to come in and chat with the Board. Bohnyak started by saying the department will patrol any road that is requested by townspeople. He noted, however, that they try not to exceed the budgeted contract amount that the town has voted on.

Mullen's request to the Sheriff was that the department be a little more proactive in responding to and anticipating complaints. Mullen has heard of townspeople being told incorrect information when speaking to the dispatcher, or not having their complaint followed up on. Bohnyak recommended that townsfolk ask for a deputy when calling to make a complaint if they have doubts that their complaint will go unheard.

Bohnyak told the Board that the number of break-ins has gone down lately. They are still seeing problems with opiates, and he is expecting a crystal meth and fentanyl problem to make its way South from the Northeast Kingdom.

McPhetres motioned to sign the Orange County Sheriff Service contract to begin on July 1st, 2019 and expire on June 30th, 2020. Mullen seconded. So moved.

Contract signed.

Conflict of Interest Policy

Conner drafted a Conflict of Interest Policy based on a model from the Vermont League of Cities and Towns. As it is now a statutory requirement that all Towns adopt one, she asked that the Board adopt it and edit it, if needed, at a later date.

McPhetres motioned to adopt the Conflict of Interest and Ethical Conduct Policy. Mullen seconded. So moved.

Administrative Assistant

Conner, in her role as Town Clerk, asked for approval for a catering permit applied for by Trail Break Tap & Tacos, who plans to serve at the Safeline Paws 4 a Cause event at the Tunbridge Fairgrounds on July 21st.

McPhetres motioned to approve the catering permit for Trail Break Tap & Tacos. Mullen seconded. So moved.

Conner, back in her role as Administrative Assistant, informed the Board that the Town must adopt the State's 2019 Town Road and Bridge Standards in order to be considered for and receive state and federal assistance funding.

McPhetres made a motion to adopt the 2019 Town Road and Bridge Standards. Mullen seconded. So moved.

Conner asked the Board to sign the 25% Match Certification form to be filed with the Local Hazard Mitigation Plan grant. The grant is intended to fund state help in writing the Town's hazard mitigation plan. Mullen signed.

Grant Agreements

The Town received two state transportation grants this spring, the Better Back Roads Grant, to continue work on Monarch Hill Rd. and a Structures Grant, to repair a bridge on Belknap Hill Rd.

Both grant agreements were signed by the Board.

Other Business

Conner told the Board about Mary Fisk's idea to host an open house for townspeople to see the new kitchen in Town Hall. She wondered if some money could be made available for a small event like this.

McPhetres made a motion to allow Mary Fisk \$200.00 of spending power for a Town Hall Kitchen open house. Mullen seconded. So moved.

Rudi Ruddell, the Town's E9-1-1 coordinator brought in the final version of Tunbridge's emergency zones services map for Board approval.

McPhetres made a motion to adopt the new emergency zones services map, drawn on June 25th, to become effective upon expiration of the current ambulance service contracts. Mullen seconded. So moved.

Orders and Warrants signed.

Minutes signed.

McPhetres motioned to adjourn at 8:10pm. Mullen seconded. So moved.

STANDING SELECTBOARD/ COMMITTEE MEETINGS SCHEDULE 1st Meeting of the Month:

- Cemetery Commission: April and August
- Planning Commission: April, August, and November
- Trustees of Public Funds: February and June
- Recreation Commission: January, April, July and October
- Listers: May and November
- Auditors: September and November
- Library Directors: October

Gay Mullen

7-23-19

McPhetres

[Signature]