

**HYDE PARK SELECTBOARD
MEETING MINUTES – SPECIAL MEETING
July 1, 2013**

*All minutes are draft until approved by the Selectboard; please check future minutes for approval of these minutes. Meetings may be video taped and such recordings are held by Green Mountain Access Television – Recording Info: PO Box 581, Hyde Park, VT 05655;
info@greenmountainaccess.tv or 802-851-1592*

Members Present: David Gagnier (DG), Chair; Brian Jones (BJ), Vice-Chair; Roland Boivin (RB); Pete Couture (PC); and Roger Audet (RA)
Members Absent: None
Others Present: Ron Rodjenski, Town Administrator; Town Treasurer Kim Moulton; Green Mountain Access Television did not videotape this meeting.

DG called the meeting to order at 8:30 a.m.

1. **Welcome and Public Comment** – No public comment.
2. **Fund Balance Policy Discussion** – Rodjenski explained that there are no special projects extending into the next fiscal year, except paving. In June 2012, the Board reserved funds for paving in FY2013 and since those funds were not totally spent, they will continue to be available in FY2014. Rodjenski noted that the fund balance policy goal of maintaining 15% unrestricted for emergency purposes and starting the fiscal year, is exceeded at 20%, however, with a flat or 0% growth in the Grandlist, this is good thing for now. The town may want to revisit the fund balance prior to town meeting 2014 to see if there are special appropriations that can be proposed to voters, including lowering next year's tax rate.
3. **Line Striping Unit** – The Board reviewed the proposal for a new line striping unit which came in slightly higher than estimated on PO#14. Motion by RA to increase the amount of PO #14 to \$4,800. Seconded by BJ. Voting: 5 in favor, 0 against, motion passed.
4. **Purchaser Order Policy Amendment** – The Board discussed a one paragraph addition to the policy for exceptions to acquiring a purchase order if the Selectboard has entered into a service contract or agreement with entities such as law firms, appraisal firms, engineering firms and other services such as lawn mowing and trash collection. Motion by BJ to approve the amendment, retroactive to July 1, 2012, excepting purchase orders if contracts or agreements are in place. Seconded by RA. Voting: 5 in favor, 0 against, motion passed.
5. **Collateral Agreement FY2014** – Kim Moulton presented the 2013-2014 agreement with Union Bank to insure 100% of town funds not covered by FDIC insurance. Motion by RB to sign the Collateral Agreement with Union Bank. Seconded by RA. Voting: 5 in favor, 0 against, motion passed.
6. **FY2014 Wage Adjustments** – The Board reviewed the budgeted pay increase for town employees of 1.8% and the need to conduct annual reviews. DG suggested that the town should develop a policy for performance reviews. Rodjenski advised that at the July 11 regular meeting the board could outline a timeframe to update or create job descriptions, develop a pay range policy and a formal performance review process. Motion by PC to approve a 1.8% wage increase for town employees, effective July 1, 2013. Seconded by BJ. Voting: 5 in favor, 0 against, motion passed.
7. **Minutes** - Motion by RA to amend the May 2013 minutes to show PO 13, not PO 12, was increased to \$85,000. Seconded by BJ. Voting: 5 in favor, 0 against, motion passed.

8. **FY2014 Tax Rate** – The Board reviewed the tax calculation sheet from the town treasurer and the budget summary from the town administrator. Motion by RB to set the FY2014 Municipal Tax Rate at \$0.6534 per 100 assessed value. Seconded by PC. Discussion: The increase is 3.98% higher than the current rate, which is equal to about \$50.00 per year for a \$200,000 home. The rate includes \$0.0022 per hundred to recover tax revenues from the Veterans exemption. Voting: 5 in favor, 0 against, motion passed.
9. **Other Business** –
 - a. Melissa Gamble Parcel –RA reported that the Melissa Gamble property (a vacant residential lot on Route 100) was offered to the town as a donation. If the town accepted the offer, then the property could be transferred to another entity, such as the Fire District #1 for their use or kept for town or state purposes since it has frontage on both Route 100 and the Gihon River. The Board decided to add this topic to their July 11, 2013 regular meeting.
10. **Adjourn** – Motion by RA to adjourn at 9:12 a.m. Seconded by RB. So voted.