

Selectboard

June 27, 2019

SPECIAL MEETING – END OF YEAR

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

Members Present: David Gagnier, Vice-Chair; Roger Barry; Roger Audet and Roland Boivin (by phone for LCSD Communications Contract only)
Members Absent: Susan Bartlett
Others Present: Ron Rodjenski, Town Administrator; Alyson Cusson, Town Finance Director; GMATV did not videotape this meeting.

Dave opened the meeting at 8:30 a.m.

1. **Welcome** – Dave welcomed Finance Director Alyson Cusson. Ron asked to add the annual LCSD Communications Contract to the agenda and the Board agreed.
2. **Dispatch Services** – Dave called Roland to participate in this discussion by speaker phone. The Lamoille County Sheriff's Department's annual communications budget for FY2020 is \$74,306 for Hyde Park's share. Motion by Roland to approve the contract with LCSD for \$74,306. Seconded by Roger A. Voting: 3 in favor, 0 against, 1 abstention (Dave G as an employee of LCSD). Motion passed.
3. **Net Zero Stormwater Contract; Main Street Redevelopment Projects** – Ron reviewed the one response to the advertise from Watershed Consulting and the email request from Dubois-King to extend the RFP submittal deadline. Ron stated that Watershed was the only on-time submittal and they would do a good job for the town, noting that they helped prepare the grant application to the Lake Champlain Basin Program. Motion by Roger to accept the proposal from Watershed Consulting and authorize Ron Rodjenski to sign any necessary contract or grant documents to complete this project. Voting: 3 in favor, 0 against, motion passed.
4. **Assignment of FY2019 funds to FY2020** – Ron reported that one request was received for an assignment of unspent FY2019 culvert budget funds to FY2020 for culvert purchases. Ron and Alyson reviewed the operational budget for highway without the capital project expenses and determined that the total available for assignment to FY2020 was \$23,900. Other line items in the highway department were overspent like heavy equipment maintenance and labor but grant funds would offset some operational expenses, noting capital grant match funds should usually come from the reserve funds if possible. Motion by Roger A to assign \$23,900 from FY2019 to FY2020 for culvert purchases. Seconded by Roger B. Voting: 3 in favor, 0 against, motion passed.
5. **Amend Purchase Order #2019-01** – Ron noted that the original purchase order noted to use the fire reserve fund (Fund 32), but the Selectboard discussion was to use the fire operating budget (the 30 account). This amendment would only change the account line number to match the Selectboard discussion. Motion by Roger A. to amend PO #2019-01 for fire turn out gear purchases to the 30 account. Seconded by Roger B. Voting: 3 in favor, 0 against, motion passed.
6. **Amend Purchase Order Policy; increase threshold to \$10,000 for purchase orders** – Ron stated that \$10,000 is reasonable for both as a capital asset definition and to trigger the requirement for purchase orders. Roger B. agreed it was a good threshold and would reduce paperwork for departments. Ron noted that expenditures under \$10,000 still needed to be quoted or be purchases under a state bid agreement. Ron stated that as town policies are revised, the inclusion of the new Town Finance Director role is being done. Motion by Roger A. to approve the amendments to the Hyde Park Purchasing Policy. Seconded by Roger B. Voting: 3 in favor, 0 against, motion passed.

- 1 7. **Amend Fund Balance Policy** – Ron noted that minor amendments to clarify how restricted and
2 unrestricted town funds should be handled, noting that the five classifications are accepted by the
3 Governmental Accounting Standards Board (GASB) for all municipalities. Ron noted that the
4 change from a maximum unassigned fund balance of 15% was increased to 20% in July 2018 and
5 is carried forward in this amendment. The revised policy should help with the classification of funds
6 in the annual audit. Motion by Roger A. to approve the amendments to the Hyde Park Fund
7 Balance Policy. Seconded by Roger B. Voting: 3 in favor, 0 against, motion passed.
- 8 8. **Board of Listers; Errors and Omissions** – Motion by Roger A. to approve the E & O Grandlist
9 adjustment presented by the Town Listers that will modify the assessment for Kenneth and Marie
10 Smith to \$203,200. Seconded by Roger B. Voting: 3 in favor, 0 against, motion passed.
- 11 9. **Memorandum of Understanding** – 252 Main Street Bike Racks – The State and Town are
12 working on the required permissions to install a bike rack in front of 252 Main Street (the State’s
13 Attorney’s Office) and the State asked for some time to review legal issues. Deferred.
- 14 10. **Set Municipal Tax Rate for FY2020** – The Board reviewed the proposed tax rate from the Town
15 Treasurer and reviewed by the Town Administrator showing a 3.8% increase over the current year,
16 which results in an approximate \$24/per year increase for every \$100,000 of property value. Ron
17 noted that the State will be sending the school tax rates soon. The Town Treasurer will also add
18 the “local agreement” tax rate which is about \$0.002/ \$100 after the needed information from the
19 State is received. The local agreement rate makes up the school tax lost to the State when a town
20 approves Veterans Exemptions. Motion by Roger A. to set the FY2020 municipal tax rate at
21 \$0.7690 per \$100/assessed value. Seconded by Roger B. Voting: 3 in favor, 0 against, motion
22 passed.
- 23 11. **Adjourn** – Motion by Roger A. to adjourn at 10:08 a.m. Seconded by Roger B. Voting: 3 in favor,
24 0 against, motion passed