

## Select Board Minutes | Town of Landgrove

**January 12, 2023 – (8:02 am start- 10:02 am end)**

Landgrove: Susan Lenox, John Ogden, Steve Hall, Andrea Ogden, Chrystal Cleary

Guests: Londonderry Fire Squad (James Amenden)

- New Business
  - Londonderry Fire Squad
    - Discussion of purchase of a new first response attack truck to replace aging equipment
      - Discussion of fire truck funds and the time to pay using the fire truck fund and raising some additional funds to cover the balance outside of the fire truck fund
      - Discussion of how to allocate funds ahead of time going forward to avoid the large expense
  - Town Clerk
    - Discussion of Officer appointments
      - Currently appointed officers have all been reappointed for 2023
      - List of officers needing re-election presented for Town Meeting, including Cemetery Commission and Michael Jeffery (SB)
    - Presentation of CLA
      - The town's CLA had been affected by the housing boom. We are expecting that our CLA will fall below 85% next year which will trigger a state mandated, town-wide reappraisal
    - SB and Roads report for the Town Meeting is due by the end of the month
  - Cemetery Commission
- Approval of previous meetings minutes
  - Voted to approve
- Treasurers Report
  - COLA increases
    - Adjust Elected Officer Pay policy to include annual increases for hourly employees, appointed officers, elected and approved officials of the Town
      - After reviewing COLA data put out by the State of Vermont for government employees, SB suggests increasing to 3%; policy will be revised and voted upon at the next SB meeting
  - Unallocated Reserve Fund and Balance Sheet Review, Escrow Balance
    - Education tax revenue annually includes an amount from the state intended to cover administrative costs associated with administering the education tax burden. It is called the Municipal Admin Fee.
      - SB has voted to move the education admin fee from the state Education Escrow account into the general fund budget.
    - Discussion to consider setting a policy that at the end of the fiscal year, any delinquent Ed taxes will be moved from the Unallocated Reserve Fund into the Education Escrow account
      - SB voted to move the Delinquent Education tax amount owed (\$2473.53) from the URF to the Education Escrow Account.
    - Inconsequential underpayments, overpayments and discrepancies- anything under \$1, to use the URF to cover these amounts. This year the total was 0.15
      - SB approved this practice.

## Select Board Minutes | Town of Landgrove

- Going forward, it was discussed that the SB might consider applying prior year delinquent taxes received to the Unallocated Reserve Fund. Also, the SB might implement a review process each year that evaluates the amount of the URF that may be needed to cover the budget float between January and when the Town starts to receive tax income. The URF policy document will be addressed in February.
- Animal control officer / Dog Ordinance
  - 1<sup>st</sup> draft finished, presented to SB for review, Executive Session to discuss
- Roads / buildings
  - No update
- Zoning
  - Wedding in town discussion continuing, requested evidence to escalate to Zoning
- Sandbox update
  - Waiting to hear back from all parties involved regarding right of ways and land purchase
- Hazard mitigation plan
  - Questions for SB on emergency services
- Announcements
  - None
- Public Comment
  - None
- Adjournment
  - Vote to adjourn 10:02 am

Respectfully submitted: Susan Lenox, Assistant Town Clerk & Treasurer