

**Town of Royalton  
Royalton Regular Selectboard Meeting  
June 24, 2014  
Town Office Safford Street**

**Royalton Selectboard:** Larry Trottier, Phil Gates, Peggy Ainsworth, Joan Goldstein, Sandy Conrad

**Public present:** Ted Ask, Harry Dodge

**Town Staff:** Administration and Finance Manager Rose Hemond,

**Chairman Larry Trottier opened the Regular Selectboard Meeting at 7:00pm**

**Ted Ask** the owner of *Share* spoke to the Selectboard about his new business. He asked the Selectboard permission to set up his food service business on the Hope Property in South Royalton Vermont. Mr. Ask described the food he will be preparing and serving as “farm to table.” He also mentioned as his business grew he would add a charitable component which will provide a meal to those in need when he sold a meal at regular price. The Selectboard suggested that he contact the Royalton Farmers Market. **J. Goldstein motioned and P. Gates seconded to allow Ted Ask set up his food business on the Hope Property. Motion passed 4-0.**

**Funds for Bridge Repairs in the Royalton Town Forest. J. Goldstein motioned and P. Gates seconded to pay \$142.25 from the Community Betterment Fund to Kathy Benson for materials to repair bridges in the Royalton Town Forest. Motion passed 4-0.**

**Sign Standing Order for Payroll:** Rose explained the new payroll process. Payroll funds needed to be drafted prior to the Selectboard meeting in order to process payroll on time. A Standing Order for payroll needed to be signed by the entire Selectboard which states:

*“This is a standing order to release any contractual and or /other payroll obligations and all related withholding checks as approved by the principal and or his (her) designee.”* A preliminary payroll report will be emailed for review before anything is finalized. **J. Goldstein motioned and P. Gates seconded to sign the standing order. Motion passed 4-0**

**Sign Authorization for Compucount to draft monthly fees. J. Goldstein motioned and P. Gates seconded to authorize Larry Trottier to sign the authorization for payment of fees under Compucount Inc. Pre authorized check plan. Motion passed 4-0.**

**Staff for Royalton Accounting Department:** Rose discussed the changes to the Royalton Finance Department beginning 07/01/14. (The new fiscal year). The Town Treasurer will only be responsible for the statutorily required treasurer duties and the remainder of the accounting work will transfer to the Finance Department. Rose requested permission to transfer staff (Luann Bingham and Theresa Harrington) from the Treasurers’ Department to the Finance Department to work as accounting clerks. The funds for this transition are already included in the FY 14/15 budget and will not create any additional expenses for the taxpayer. Peggy asked for an accounting clerk job description and Rose said she will provide one at the next Selectboard meeting. **J. Goldstein motioned and S. Conrad seconded to approve transfer. Motion passed 4-0.**

**Change Town Treasurer from an elected to a hired position.** Rose discussed her concerns about the complexity of the Treasurer’s responsibilities and how an election may not yield the most qualified person for the position. The Treasurer needs to possess, at the very least, computerized accounting, database, and spreadsheet skills. The Selectboard asked Rose to contact the Town Attorney and find out if there was enough time to make this charter change in time for the August 2014 primary. **P. Gates motioned and J. Goldstein seconded to change the Treasurer from an elected official to a hired employee. Motion passed 4-0**

**Harry Dodge** spoke to the Selectboard about the location of the town office building. He stated the Town office building should be located on the Hope Property. He felt it should be in the village and not located at the Crawford Property. Mr. Dodge also spoke about some road issues near where he lived. The Selectboard listened to what he had to say and Mr. Dodge thanked them for their time.

Change the name of Crawford Auto-Lane. Selectboard decided to leave as is.

**Sign Engagement Letter from Angolano and Company CPA's for Royalton's FY 13/14 Annual Municipal Audit. J. Goldstein motioned and P. Gates seconded to authorize Larry Trottier to sign the engagement letter for the annual town audit. Motion passed 4-0.**

**Review Architect Request for Qualifications:** The Selectboard reviewed qualifications for the following architects who are interested in designing the new town office building: Black River Design, Banwell Architects, David Laurin, Gossens Bachman, Scully Architects, and Jay White

**J. Goldstein motioned and P. Gates seconded to send out Request for Proposals to all architects who respond to the RFQ. Motion passed 4-0.**

Joan asked Rose to look into a Procurement Policy for the Selectboard to review at the next meeting.

Phil spoke about a joint meeting with the Sharon and Tunbridge Selectboard to discuss the possibility of an intermunicipal rescue squad. He said a tentative meeting was scheduled for August 7, 2014

**CDBG Letter of Intent for grant funds to reuse FEMA Buyout Property: S. Conrad motioned and J. Goldstein seconded to submit the letter of intent to Two Rivers Regional Planning Commission for funds to reuse properties located at 43 Royalton Hill Road and 106 Bridge Street for possible parks, river access or picnic areas. Motion passed 4-0**

**Perley Farm Road:** Rose updated the Selectboard on the latest developments

**Permission for Recreation Commission to deposit funds from a June 2014 fundraiser into the Sheila Coogan Carpenter Fund. P. Gates motioned and P. Ainsworth seconded to allow the Recreation Commission to deposit funds into the Sheila Coogan Carpenter Fund. Motion passed 4-0**

**Royalton Academy Lease Agreement Renewals for FY 14/15.** The Selectboard reviewed and approved a 3% lease amount increase for the FY 14/15 for the following lessees: Community Fellowship Church, Royalton Civics Club, Royalton Area Senior Citizens, White River Partnership and Central Vermont Council on Aging. **J. Goldstein motioned and P. Gates seconded Motion passed 3-0 (2 recusals Larry Trottier and Sandy Conrad)**

**Approve Meeting Minutes 05/27/14, 06/10/14 P. Ainsworth motioned and P. Gates seconded to approve meeting minutes for 05/27/14 and 06/10/14 with changes. Motion passes 4-0**

**Approve Special Meeting Minutes 06/18/14 P. Ainsworth motioned and P. Gates seconded to approve Special meeting minutes 06/18/14. Motion passed 3-0.**

**L. Trottier Motioned and P. Ainsworth seconded to enter into executive session at 9:55pm to discuss personnel matters. J. Goldstein motioned and P. Ainsworth seconded to exit executive session at 10:25pm No Action Taken**

The Selectboard reviewed and approved account payables as prepared by the Town Treasurer.

**Meeting Adjourned 10:40pm**

**Respectfully submitted**

**By Rose Hemond**

Royalton Selectboard Minutes 06-24-14

