

Town of Woodbury Select Board

Approved Meeting Minutes – June 27, 2016

Members Present: Michael Gray, Guy Rouelle

Town Staff Present: Harry Dailey – Road Foreman, Diana Peduzzi – Town Clerk, Brandy Smith – Town Treasurer, Erni Wilbur –Assistant Town Clerk & Scribe

Members of the Public: Merry Gangemi

Media: John Pepe – HCTV, Michael Bielawski – Hardwick Gazette

Michael called the meeting to order at 6:00 p.m.

Adjustments to Agenda: Kim Silk is unable to attend the meeting, but the select board will review the warning letter for animal ordinance violation.

Public Comment: There was no public comment.

Approve Bills to the Town: Michael made the motion to approve the bills to the Town. Guy seconded. Motion carried.

Approve the Minutes from the June 13, 2016 Select Board Meeting: Michael made the motion to approve the final draft minutes of June 13, 2016 as corrected. Guy seconded. Motion passed.

Town Treasurer’s Report: Brandy gave the Select Board the current financial report.

She also commented on the sales tax discussion in the minutes from the last meeting. Her practice is to deduct the sales tax on any invoice and to send a tax exempt certificate with the payment. Vendors adjust the account.

This is the last week in the fiscal year, and Brandy wanted the Select Board to know that she may be calling for signatures on checks as they arrive before the fiscal year’s end.

Discussion was held on fees paid for costs involved in discontinuing a portion of road running through Patti Garbeck and Janine Gallagher’s property. Patti and Janine volunteered to pay the Town for cost incurred. They will be asked if they could reimburse the Town for monies already paid out. Michael will work on the project this summer.

VLCT is requiring contracts for vendors doing work for the town. A contract needs to be drawn up for Jamie Benjamin who is mowing the town properties. The contract will be available for the next Select Board meeting. Brandy will ask Jamie if he is interested in mowing the Town Park. If he’s not, and someone wants to volunteer to do the job, Michel believes the volunteer would be covered by town insurance. He will check with VLTC to verify.

Discussion was also held regarding the cleaning of the town office. Decision was made previously to make the cleaning people town employees. Discussion was then held on the rate of pay for the employee.

Tonya Kennison from VTrans will be coming to the office on July 11 at 9 a.m. to talk with Brandy about what information needs to be in each grant folder for audit purposes. There are new standards for grants that have to be documented. Each grant will now need a separate line item in the budget.

Town Clerk's Report: The Sheriff Department contract was signed. The budget amount for that contract is \$7500. The hourly rate has increased to \$28.75, from \$28.50. The mileage rate did not change. The Sheriff's Department will do the math to determine how many hours their service will be.

The Local Emergency Operations Plan was discussed and two small corrections were made. Michael made the motion to adopt the Local Emergency Operations Plan as corrected. Guy seconded. Motion passed.

A Tree Planting Grant has been received in the amount of \$1000. That money will be applied to purchases already made for the Town Park. There is \$500 left from the Woodbury Fund money received. That money will go to planting trees in the median in front of the store. Research will be done to determine what would be best to plant there.

Sylvia Jackson Fund Proposed Committee: Merry Gangemi was present to discuss the Sylvia Jackson Fund proposed committee. She also presented the proposed objectives of that committee. Many people do not know what the Fund's purpose is and the Committee would like to make it more public. Discussion was held as to whether the Select Board should actually appoint a committee. Under the open meeting rules, the Committee would have to give a written report of what transpired in a meeting. Guy suggested forming an Ad Hoc Committee so that people could come to the Ad Hoc committee and have the dealings be confidential. It is decided to have the committee be ad hoc. Merry will form this committee and let the Select Board know at their next meeting who the committee members are.

Warning Letter for Animal Ordinance Violation: Michael and Skip wrote a warning letter to Marie Katon which he had reviewed by Paul Gilles. Paul had a question about impounding versus fines and the appeal process. Harry felt that since Woodbury had no leash law that animals could not be impounded if they wandered off the property. The animals in question are threatening to people walking by but as yet have not bitten anyone. They have damaged neighboring properties. Kim has mentioned that he would like to actually know how many dogs are on the property. There are only two registered. A question was raised about the state having jurisdiction if the dogs were on the road in the State Right-Of-Way

Discussion was held on how to keep the dogs on the property since there are no leash laws. Michael will reword the letter to elaborate on restraining of the animals by leash or fencing since there have been so many complaints about the dogs. He will ask Paul Gilles to review. It is hoped that the letter could be sent by the end of the week.

Road Foreman's Report: Road mowing is ongoing. There was an incident with Tom Brooks and the windshield of his car. He was in the mowing area and debris flew onto his windshield leaving a small chip in the windshield. Tom repaired the windshield and the Town (Harry) reimbursed him for the repair. Michael requested that Dave Pike give a report of what happened. Tom Brooks will be asked to also give a statement of what happened and how the Town resolved it.

The Road Crew has been ditching on East Hill Road, and there are culverts on County Road that need to be repaired.

Arrangements have been made with Hardwick to help them with hauling sand. In return, the Town of Hardwick plows West Woodbury Road for the Town of Woodbury.

Discussion was held about how the towns can help each other with equipment needs, etc. There is a mutual aid template available to make the agreements more formal.

The annual financial plan for the Highway Department was signed and forwarded to Shauna Clifford, director for District 7 VTrans.

Supplemental Environmental Project for ANR Fine Remediation: There is a plan offered by the State to do environmental projects in lieu of fines imposed by ANR for not following ANR regulations. This is a Supplemental Environmental Project and lists idea of what a Town could do to alleviate part of the fine. The Town would still be financially obligated to pay 25% of the fine. Paul Gilles has been handling negotiations with the State. Guy suggested that the Town offer to do at least two projects on the list and offer to do an additional project to alleviate the entire fine since this is our first and only violation. Michael will discuss this with Paul Gilles.

Open Bids for Cabot Road Repaving: Two bids were received. One was received from Pike Industries and one was received from Blacktop, Inc. The bids were opened in the presence of Michael Gray, Guy Rouelle and Harry Dailey.

The bid from Pike Industries was for a grand total of \$122,670.80; Primary bid (for paving) in the amount of \$110,170.80; secondary bid (for guardrails) in the amount of \$12,500.

The bid from Blacktop, Inc. was for a grand total of \$126,639.12; Primary bid (for paving) in the amount of \$116,424.12; secondary bid (for guardrails) in the amount of \$10,215.

The apparent low bidder is Pike Industries.

Harry Dailey, Road Foreman, reviewed the descriptions and quantities and found them to be adequate.

Guy Rouelle reviewed the tabulated costs and found them to be correct.

A budget check was done. \$143,000 was budgeted for this project and both bids came in below the budgeted cost.

On this date, June 27, Michael Gray, Guy Rouelle and Harry Dailey were present. Michael made the motion to accept the bid submitted by Pike Industries as low bidder for the paving project on lower Cabot Road. Guy seconded. Motion passed.

Tom "Skip" Lindsay will be asked to write the contract after Brandy has checked to see that the bidder has insurance, that they are registered with the State of Vermont, and that they are not on the debarred list.

Guy wondered if there was a waiting period before the contract is awarded. Michael will email Shauna Clifford to get that question answered.

EXECUTIVE SESSION: Michael made the motion for the select board to go into executive session at 8:00 p.m. to discuss personnel issues, first inviting Harry and later Diana. The select board came out of executive session at 9:05 p.m. The select board discussed wages for the road crew with Harry but held off making any decisions until its next meeting on July 11 when Skip would also be present. The select board also discussed financial compensation for other appointed and elected town officials, again deferring to their July 11 meeting when they would have a full board present. The select board then met with Diana to discuss a dispute between her and Skip Lindsay over the purchase of back-up software for the new computers. Michael and Guy agreed that because of the small amount of the purchase –\$440 – based on the town’s purchasing policy, select board involvement and approval was not required.

Michael made the motion to adjourn the meeting at 8:25. Guy seconded. Meeting adjourned.

_____/S/_____ Michael Gray--Selectboard Chair

_____/S/_____ Guy Rouelle—Selectboard Member

