

# **Town of Woodbury Selectboard**

## **Approved Minutes – July 25, 2016 Selectboard Meeting**

**Selectboard Members Present:** Michael Gray-Chair, Guy Rouelle, Thomas “Skip” Lindsay

**Town Officers Present:** Brandy Smith--Town Treasurer; Diana Peduzzi—Town Clerk

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

**Michael Gray called the meeting to order at 6:03 P.M.**

**Adjustments to Agenda/Public Comment:** Two adjustments to the agenda were noted; one to approve the minutes from the Special Selectboard meeting held on July 18, 2016; the second to eliminate the need for tonight’s Executive Session to discuss Personnel issues.

**Public Comment:** There was no public comment.

**Approve Bills to the Town:** Michael made a motion to approve the bills to the Town, Skip seconded the motion, and the motion passed unanimously.

**Approve the Minutes from the July 11, 2016 Selectboard Meeting:** Michael made the motion to approve the final draft minutes of the July 11, 2016 meeting as edited. Guy seconded and the motion passed unanimously. Skip will edit the minutes as directed and publish/post.

Skip presented to the Board the **Draft Meeting Minutes from the July 18 Special Selectboard Meeting**. The minutes were reviewed; Michael made a motion to approve the minutes as written, Guy seconded and the minutes were approved unanimously. Skip will publish and post the minutes.

**Town Treasurer’s Report-Town Tax Rate:** Brandy distributed a Statement of Revenues and Expenses for the end of FY 2016, the current Statement of Revenues, and Expenses along with current Balance Sheet.

Brandy led the Board through line items on the Statement of Revenues and Expenses noting projected savings in the Highway Expenses and the addition of rows in the Excel spreadsheet that will add more granularity to the document. Skip wondered how much money is in the Highway Equipment Reserve Fund (HERF). Brandy noted there is approximately \$2,000.00 remaining in the fund. A discussion ensued regarding leasing highway equipment as it is done now vs purchasing the equipment outright. Skip asked what the lease terms are and are there purchase options once the leases expire? Michael noted previous Selectboard’s entered into these leases and he is not familiar with the terms and conditions of the leases. Guy proposed that the Board review the leases to gain a better understanding of the terms and conditions. Skip will review the leases and report to the Selectboard during the August 8, 2016 Selectboard meeting.

Guy commented the HERF is a mixture of leased and purchased fleet equipment including a trailer and a “bucket loader”. Michael noted one benefit of the leased equipment is if something breaks down the repair cost is a covered expense.

Brandy reintroduced the Statement of Revenues and Expenses document and noted she was prepared to adjust the proposed FY 2017 Budget as directed by the Board. Michael indicated he has the School tax rate and found the total Town Tax Revenue required for FY 2017 is \$492,343. Brandy noted the Grand List remains in flux as the Listers have mailed approximately 80 change notices some of which may be appealed by the property owners.

Michael led the group in calculating the Town Tax Rate for residents and non-residents. On Michael’s direction Guy calculated a tentative Municipal tax rate of 0.3788. Brandy noted her spreadsheet formula concurred with Guy’s findings.

By adding the Municipal Tax Rate to the School Tax Rate a total tax rate for residents is roughly 1.9501; non-resident tax rate is approximately 1.8788. Note these are tentative numbers and will be finalized once the Listers have completed the appeal process.

A lengthy discussion ensued regarding a line item, Lower Cabot Road Paving, and how/where the Grant money received from the State should be listed on the Statement of Revenues and Expenses document. The Statement listed a total of \$143,000 under the “Revenues-Other Revenues” heading -Lower Cabot road Paving project. The State Grant portion of the project totals \$114,400; the Town’s contribution to the project is \$28,600.

The Statement also listed \$143,000 under the “Expenses”-“Special Projects” heading-Lower Cabot Road Paving. Skip asked the group if the State Grant portion of the project, \$114,400, should be listed in the “Other Revenues” heading and only the Town’s \$28,600 contribution to the project be detailed in the “Expenses”-“Special Projects”.

After much deliberation and further discussion the group concurred that a meeting with both the Treasurer and Assistant Treasurer is warranted. That meeting will take place on Tuesday August 1, 2016.

**Town Clerk’s Report:**

- Diana Peduzzi reported on the Phase 2 Environmental Site Assessment study and noted she attended the CVRPC Brownfields Sub-Committee meeting chaired by Janet Shatney on July 18, 2016 as a representative of the Town. At the meeting, Diana delivered a summary of the Town’s progress to date and the history of the site. Diana remarked some of the Committee members liked the fact that this project is a small town public undertaking and not a private sector project.

Diana indicated there are two pots of money from the EPA; one that funds studies and one focused on clean up. Diana and Michael emphasized the money for the study is not a Grant per se from CVRPC because they will do all the work to secure contractors and undertake

administrative tasks for the Phase 2 study. Michael wondered if the sum of \$42,000 for the Phase 2 study portion is correct. Diana noted a \$40,000 figure was discussed for the study.

Diana reported the Town's application was approved on a vote of six approving, one no vote, and one abstention. Diana speculated the project could begin this Fall and is not impacted by seasonal conditions.

Diana further indicated the next meeting is scheduled for August 17, 2016 at the Town Hall. Michael noted the meeting is being required by the CVRPC and will include a site visit. Michael further explained the meeting would bring together all agencies involved in the project to create a preliminary scope of work ensuring that interdependencies are addressed. VTrans, ANR, FEMA Emergency Management, CVRPC, property owners, and Town officials are slated to attend. Michael and Diana noted this is a working meeting and will serve to kick the project off. A meeting report will be created and posted on the usual social media sites. Interested persons will not be turned away from the venue.

Diana presented the following documents:

- Change of Appraisal of Real Estate for the land purchased from Larry Rossi. The land, now the park on Cabot Road, is now valued at \$16,000.
- Complaint regarding the dogs at the Katon property. The complaint was passed on to Kim Silk.
- A letter noting that VTrans is getting into the parcel mapping business. The letter indicated VTrans plans to create or update parcel data including boundaries, tax maps, and SPAN numbers. Diana noted the Town's parcel maps have not been updated since their creation in the 1990's.
- A letter from the Vermont League of Cities and Towns indicating members may, for a fee of \$50.00 per year, sign-up for on-line Microsoft training facilitated by Knowledge Wave.

**Marci Young-Prospective Legislator:** Michael turned the meeting over to MS. Young and she began with a couple of questions regarding previous discussions. Subsequently, MS. Young addressed the group expounding on her credentials, how she would support the Town of Woodbury residents, and spelled out her political ideologies.

**Appropriations Committee:** The Auditors wanted to meet with the Selectboard and discuss the feasibility of forming a Town Appropriations Committee. The Auditors had to cancel their appearance before the Selectboard and reschedule for the August 8, 2016 Selectboard meeting.

**Cabot Road Repaving:**

Skip remarked Pike Industries have accepted the Town's contract and are willing to move forward with the project. Skip handed out three documents for signature:

- Town of Woodbury Contract with Pike Industries

- Town of Woodbury Notice to Proceed letter to Pike Industries
- Pike Industries Contract with the Town of Woodbury

Skip indicated he would meet with Pike Industries representative, Dick Covey, on July 26, 2016 and finalize the contracts.

**Updates and Follow-Ups:**

- **Village Trees:**
  - The group reported reading numerous emails regarding the siting of trees in the Village Island. Issues were raised by the Permit Coordinator from VTrans included reclassifying the road as a Class 1 Town Highway, Right of Way boundary, size of the tree’s root ball, and tree trimmings responsibility. Diana indicated the existence of a survey detailing the island is not in the State Right of Way. Diana noted she is now working with Jayne Brown, landscape Architect with VTrans, in order to determine what species of trees could be planted in the strip.
- **Sample Mutual Aid Agreement:**
  - Michael distributed a sample Public Works Emergency/Non-Emergency Mutual Aid Agreement from the VLCT. (Harry Dailey indicated at past Selectboard meetings his desire to enter into such an agreement with East Montpelier. Guy noted the document represented a good framework with which to proceed and that further discussion with Harry present should take place during the August 8, 2016 Selectboard meeting. Michael noted Guy’s request.

**Executive Session:**

- The Executive Session was postponed until the August 8, 2016 Selectboard meeting.

**Michael Gray made a motion to adjourn at 7:58 P.M.; Guy seconded the motion and the motion carried unanimously.**

Approved Date: August 8, 2016

Michael Gray: Selectboard Chair \_\_\_\_\_/S/\_\_\_\_\_

Guy Rouelle: Selectboard Member \_\_\_\_\_/S/\_\_\_\_\_

Thomas Lindsay: Selectboard Member \_\_\_\_\_/S/\_\_\_\_\_