

Town of Woodbury Selectboard

Approved Minutes from the November 14, 2016 Selectboard Meeting

Selectboard Members Present: Michael Gray-Chair, Guy Rouelle, Thomas "Skip" Lindsay

Town Officers Present: Brandy Smith-Town Treasurer; Erni Wilbur-Assistant Town Clerk & Scribe

Town Employees: Harry Dailey-Road Foreman

Members of the Public: Paul Cerutti – Chief, Woodbury Volunteer Fire Department
Carol Ray – Woodbury Food Shelf; Vail Leach

Media: John Pepe-HCTV; Michael Bielawski-Hardwick Gazette

Michael Gray called the meeting to order at 6:02 P.M.

Adjustments to Agenda: Michael Gray indicated there are three additional items added to the Updates and Follow-Ups agenda item:

- A Vermont Agency of Natural Resources update on the Katon property
- Discontinuance of Town Highway 39
- Discontinuance of a portion of Buck Lake Road
- Old Woodbury Country Store Appraisal Vendor Selection and Contract

Public Comment: Vail Leach commented the Planning for Fiscal Year 2108 Budget should read Planning for Fiscal Year 2018 Budget.

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

Approve the Minutes from the October 24, 2016 Selectboard Meeting: Michael made the motion to approve the meeting minutes, Skip seconded the motion, and the motion carried unanimously.

Road Foreman's Report: Harry Dailey noted that he had received a letter from the State of Vermont Department of Environmental Conservation (DEC) Drinking Water and Groundwater Protection Division regarding the four (4) floor drains at the Town Garage. State officials inspected the drains and the officials ordered one drain filled and capped with cement. This bay will be the only one used for vehicle maintenance. The other three (3) drains were deemed acceptable however the bays cannot be used for vehicle maintenance or washing. Harry has placed an order for signage warning users of each bay's limitations. Harry is tasked with forwarding the necessary documentation, including photos, to the DEC verifying the work has been completed.

Harry remarked several trees were blown down during Friday's (November 11) wind event. Harry cleaned them up on Saturday and checked the other town roads for downed trees.

Skip commented the Calais Select Board Chair asked him how often the Town of Calais and Town of Woodbury road crews worked together and shared equipment. Skip noted he has sent a "draft" Mutual Aid (Interlocal) Agreement to the Town of Calais and the Select Board chairperson asked how often the road crews shared equipment and services. Harry replied that they had worked together on occasion.

Skip distributed a letter from the Attorney General's office stating that the Mutual Aid (Interlocal) contracts between Woodbury and East Montpelier and Woodbury and Hardwick, are in proper form and compatible with the laws of Vermont. The letter is filed in the Town Office under Interlocal Contracts.

Harry will be attending a Road Foreman's meeting on Nov. 30. There will be another meeting in December to go over the permit process for Act 64, Vermont's Clean Water Act.

Michael noted there has been no response yet from the Town Attorney regarding the underground storage tank violation resolution. Skip will follow-up with the Town Attorney.

Woodbury Fire Department and Woodbury Food Shelf:

Paul Cerutti, Chief of the Woodbury Volunteer Fire Department, and Carol Ray from the Woodbury Food Shelf were present to discuss snowplowing of the Annex building. Paul requested the Town plow the area so that access to the Fire Equipment in that building would not be hindered by snow in front of the doors. Carol Ray had the same concern for access to the Food Shelf housed in the Annex. Although the Annex building is owned by the Fire Department, the Food Shelf is a Town sanctioned program. Paul stated that it was difficult to get volunteer fire fighters to plow and shovel the Annex building and hiring a contractor would be an additional expense in his budget. After some discussion centered on past practices the Town road crew will plow and sand the front of the Annex building early on in a snowstorm and subsequently plow and sand the Annex buildings side driveways.

Michael brought up payment to Grady Neill for plowing the dry hydrant near his house. Paul had had a discussion with Grady and "way back when" the Town agreed to pay Grady for keeping that hydrant clear. All agreed Grady should continue plowing the hydrant and the town will pay Grady for his efforts.

Town Treasurer's Report:

Brandy Smith distributed the current financial report to the Select Board.

Brandy reported that partial payment from the Cabot Road Paving Grant had been received and deposited. Additional Grant monies are due once the final invoice from Lamberti is received.

Michael Gray commented he has noticed a couple of large School invoices were paid this month and wondered if Brandy expects additional invoices. Brandy commented two additional School invoices are due, one in December and one in January.

Michael asked how much money is taken out of the Highway Equipment Reserve Fund (HERF) for the truck lease. Brandy commented \$56,000 has been paid on the leases. Skip noted once the leases are paid the Town will own the equipment. Michael noted the Board would address the HERF in more detail during the FY 2018 budgeting process.

Town Clerk's Report:

Diana Peduzzi was absent due to illness. However, Diana did compile correspondences and documentation for the Select Board regarding the responses from Appraisal contractors for services at the Old Woodbury Store.

Old Woodbury Store Hazardous Mitigation Grant (HMG) Grant:

Two estimates for property appraisal at the Old Woodbury Store were received; one from Champlain Valley Appraisal Services with an estimated the cost of \$2,500.00 and one from Sargent Appraisal Services with an estimated the cost of \$4,000.00. Champlain Valley Appraisal Services does not possess the mandatory insurance coverages required to perform the appraisal for the Town, Sargent Appraisal Services does possess the mandatory insurances. Subsequently, Skip made a motion to award the appraisal contract to Sargent Appraisal Services, Guy seconded the motion, and the motion carried unanimously. Michael then signed the contract.

Skip commented that Clay Point Associates was the contracted for the lead and asbestos assessment at the site. That assessment will take place Thursday, Nov. 17. Guy will continue to serve as the intermediary between the owner and the appraisal service. Skip will be the project's contract manager.

Michael noted the Central Vermont Regional Planning Commission (CVRPC) was supposed to be selecting contractors who will facilitate a Phase II environmental study at the Old Woodbury Store. Michael will contact the Central Vermont Regional Planning Commission (CVRPC) to see where they are in the selection process.

Helicopter Restricted Landing Application:

Guy Rouelle had previously suspended his application for a helicopter landing area near his home but now is ready to restart the application. Guy recused himself from taking part in any actions

the Town pursues in order to move his application forward. Skip will serve as the point person for Guy's application and contact the appropriate personnel from the Transportation Board. Skip also noted there would be no cost to the Town for this project.

Guy led the discussion regarding the next steps including:

- a letter of support for the application from the Town
- a warned public meeting facilitated by the Transportation Board

Both Michael and Skip thought it important to hold a public meeting prior to issuing the letter of support. To that end, the November 28, 2016 Select Board meeting will include a discussion on Guy's application.

Planning for Fiscal Year 2018 Budget and 2017 Town Meeting Planning:

The FY 2018 budget process will kick-off with a special meeting on January 2, 2017. Brandy will provide the spending details from July 1-Dec. 31, 2016 for budgeting purposes. Skip remarked the Town needs a Social Service Appropriation Policy to manage requests from Social Service Agencies.

Brandy noted a best practice for budgeting is the separating the General Fund from the Highway Budget. Proposed Articles for the Town Meeting Agenda were:

- Change in the delinquent tax interest and penalties percentages
- Town Pay scale: A pay scale has been drawn up but needs to revised. VLCT will help with proper wording
- Town Meeting Support: Select Board in front at table along with Town Clerk, Treasurer using a microphone to field questions from the voters.

Michael wondered if a town poll might be of interest to the Town and Select Board to see how the town's people felt about such things as the library and various other town situations. All agreed a handout, similar to the Bill Doyle poll, at Town Meeting would be prepared.

A discussion followed centered on the Town's Personnel Policy and the need for the document to be revised to reflect the current Federal and State law. All agreed a redlined version would be produced and distributed to comment.

Updates and Follow-ups:

Michael reported that there is slow progress on the Town Forest. The Woodbury Conservation Committee completed a walk thru of the forest with a representative from the Vermont Youth Conservation Corps in hopes of determining the best place to create a walking trail through the

forest. They talked about selective cutting to create new habitat growth of benefit to birds and wildlife. The VYCC is willing to help create a trail plan free of charge and are willing to do the trail building work for the Town at an estimated cost of \$10,000. The Conservation Commission would prefer that no costs be taken on by the town for this project. At this very early stage in the exploration of the possibility of a trail in the Town Forest there are no definite plans to proceed; several options will be further explored

Michael had a conversation with Ryan McCall from the Agency of Natural Resources regarding the Katon property cleanup. Michael noted Ryan felt that Marie Katon and the people on her property have been making progress on the clean-up project and he was satisfied that they were trying to make amends and not let the situation get out of control again. Ryan will let the process move forward as is unless there are further complaints.

Michael has completed the paperwork to discontinue Town Highway 39 and a portion of the Buck Lake Road. This paperwork has been sent to the Town Attorney, Paul Gilles, to be reviewed and subsequently sent to the various landowners involved. Vail Leach noted that it is relatively easy to discontinue a road and extremely difficult to establish a road. Vail continued roads are valuable Town assets and landowner's property values diminish once roads are discontinued.

Michael Gray made a motion to adjourn at 7:41 PM, Skip seconded the motion, and the motion carried unanimously.

Approved Date: November 28, 2016

Michael Gray: Select Board Chair _____/S/_____

Guy Rouelle: Select Board Member _____/S/_____

Thomas Lindsay: Select Board Member _____/S/_____