

Town of Woodbury Selectboard

Approved Minutes – November 28, 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

Town Employees: None

Members of the Public: Steve Gray-Mountain Tamers Snowmobile Club

Media: John Pepe–HCTV

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

Adjustments to Agenda:

Michael Gray indicated there is one additional item added to the agenda noting that Diana Peduzzi requested an Executive Session to discuss the Hazard Mitigation Grant project for the Old Woodbury Store.

- Michael made a motion to enter into Executive Session to the end of the meeting citing Title 1 § 313(2) negotiations for securing real estate purchase options.

Skip questioned the need for an Executive Session if the discussion does not focus on a purchase and sales agreement/purchase price for the Old Woodbury Store but merely on how to proceed with the project. Guy commented that once in executive session should the discussion not focus on the purchase and sales agreement/purchase price the executive session will end.

Public Comment: None.

Approve Bills to the Town: Bills to the Town were approved at the end of the meeting.

Approve the Minutes from the November 14, 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 was absent from the meeting due to an impending ice storm. Michael Gray did comment that Harry and crew repaired a drainage issue located at the Fire Department’s Auxiliary building. Jim Ryan from the Agency of Natural Resources was present along with Paul Cerutti-Chief of the Woodbury Volunteer Fire Department at an initial site visit to review the situation. ~~Both~~ Paul was present as the road crew finished the project and felt the work would be an improvement.

Michael remarked that Jim Ryan indicated the Town could pursue a Better Back Roads Grant to fund a more permanent solution to the chronic drainage issue.

Michael introduced Steve Gray from the Mountain Tamers Snowmobile Club noting Steve is seeking limited access on Town class 3 and class 4 roads for the 2016-2017 winter season as a means to connect to their trails. Michael noted the receipt of a formal letter from Steve requesting access to these roads on November 21, 2016. Steve and the Select Board looked at a map that detailed trails and road access points noting the access points are the same as last year.

Subsequently, Michael made a motion to approve Steve's request for the 2016-2017 season, Guy seconded the motion, and the motion was approved unanimously. Steve concluded stating if there were any complaints from the public, he or a representative from the Club would formally address the complaints during a Select Board meeting.

Town Treasurer's Report:

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

Brandy remarked she has opened a new account for \$30,000 in support of the Hazard Mitigation Grant (HMG) for the Old Woodbury Store. Skip commented the Town voted these funds at the 2016 Town Meeting. Brandy will pay all invoices associated with the HMG from this account and not from the General Fund. Skip commented the invoice for the lead and asbestos testing at the store is due in the next week or so.

Brandy indicated she is beginning to prepare a budget for FY2018 and in doing so came across a line item in the Highway Fund that was over budget; Culverts. All agreed with Guy's recommendation that we not return the culverts but use them next year. Brandy responded to a question from Guy who wondered if General Fund monies could be used for Highway expenditures. Brandy explained these funds must be kept separate and distinct.

A discussion ensued regarding "call-in" hours on the road crew's time sheets. Skip remarked he could not approve Harry Dailey's time sheet without further explanation as the time sheet indicated overlapping call-in hours. Both Guy and Michael felt comfortable approving Harry's time sheet. Skip will ask Harry to add AM and PM to the regular hours worked, overtime and call-in hours as well in an effort to minimize any confusion. Brandy asked the Select Board to approve all future road crew overtime.

Guy wondered how Harry could call himself in. Guy continued that Harry is responsible to call in the other members of the road crew but not himself. A discussion ensued regarding the Town's Personnel Policy and that the Policy is undergoing an edit focusing on personnel and compensation concerns.

Town Clerk's Report:

Diana reported the receipt of the following correspondences:

- A letter from the Washington County Clerk announcing a Pre-Budget Meeting on Thursday, December 15, 2016.

- A letter from the Vermont League of Cities and Towns' Board of Directors setting dues for 2017-2018. Woodbury's dues are \$2,013.00, based on a \$1.14 per capita and the 2010 census population of 906 residents; plus a \$980.00 service fee.
- A Freightliner Truck Company Satisfaction Survey
- An Underground Storage Tank News Letter

Diana remarked she sent the Town Auditors an email regarding the 2017 Town Report production noting her preference in using the same person as last year, Stephanie Fraser, to compile and make the report ready for printing.

Michael commented on a meeting held earlier with the Auditors regarding capping/level funding the social services organizations. Michael recalled the Auditors initially believed they could write a social service funding policy but now have stepped back from doing so. Skip will now create a policy for review and have the document ready for the Select Board meeting on December 12, 2016.

A discussion regarding future Select Board meetings ensued. The December 2016 and January 2017 Select Board meetings are as follows:

- December 12, 2016—Regular Meeting
- January 2, 2017—FY2018 Budget Planning
- January 9, 2017—Regular Meeting
- January 16, 2017—Regular Meeting

Old Woodbury Store Hazardous Mitigation Grant (HMG) Grant:

Skip commented the Lead and Asbestos fieldwork gathering samples from the buildings was completed on November 17, 2016. The samples were sent to a testing lab and the test results report is due the week ending December 3, 2016.

Michael read from the notes of a Board of Commissioners of the Regional Planning Commission meeting indicating that four (4) firms were hired to conduct environmental assessment and clean-up the brownfields sites in the HMG program. Michael will follow-up with Gail Alosio in hopes of determining which firm is assigned to the Old Woodbury Store project.

Diana noted the next step is to have the appraiser gain access to the site and assess the property's value.

Helicopter Restricted Landing Area Application:

Skip commented the Helicopter Landing Area Application was an agenda item at three previous Select Board meetings and discussions at those meetings were memorialized in the associated meeting minutes. Guy Rouelle, the applicant, reemphasized the project will be privately funded and for personal use only. Guy further commented the landing area could be used for air ambulances in the event of an emergency requiring this type of response. Next steps are:

- Skip will create a letter of support for the application from the Town for Michael's signature.

- The Vermont Transportation Board will facilitate a warned public meeting. Invitees will include:
 - Adjacent landowners
 - Woodbury residents
 - Public Safety officials and first responders

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

Michael Gray noted the Board met with Ron Wells regarding Delinquent Tax Collection interest and penalties and Delinquent Tax Collector’s compensation on September 12, 2016. Notes from that meeting include:

Ron Wells noted if a person goes delinquent in paying taxes, the State Statute specifies an annual penalty of 8% plus an annual 6% interest. Ron continued that at a recent Woodbury Town Meeting the voters changed the delinquency penalty by reducing it to the present 1%. Ron believes the 1% penalty is not working.

Brandy remarked the interest on un-paid taxes is 0.5% per month or 6% annually if they are unpaid for a year.

Michael opined there should be two distinct articles for Town meeting focused on delinquent taxes:

- One for changing the penalty percentage for delinquencies
- One for how the Collector of Delinquent Taxes is compensated for his/her time

Michael offered to write the two articles and may reach out to the Vermont League of Cities and Towns for assistance and review.

The next article for consideration is that of a pay scale for Town employees. The pay scale was originally introduced at the August 22, 2016 Select Board Meeting:

Appendix I (Effective Date July 1, 2016) (Woodbury Town Pay Plan)

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
Asst Twn Clerk	5	10.66	12.25	12.80	13.28	13.69	14.11	14.55	15.01	15.45	15.94	16.39	16.81	17.27	17.71	18.19
Road Crew Part-Time	6	14.55	15.00	15.45	15.93	16.45	16.95	17.51	18.02	18.50	19.00	19.52	20.05	20.60	21.13	21.71
Asst Treasurer	7	16.75	17.25	17.81	18.37	18.88	19.40	19.90	20.50	21.07	21.63	22.22	22.82	23.45	24.05	24.70
Road Crew Full-Time	8	16.08	16.75	17.25	17.87	18.37	18.88	19.40	19.90	20.50	21.07	21.63	22.21	22.82	23.40	24.04
Treasurer	9	19.20	20.00	20.61	21.30	21.93	22.52	23.18	23.84	24.54	25.19	25.89	26.59	27.32	28.02	28.78
Town Clerk	10	19.96	20.65	21.31	22.00	22.71	23.47	24.14	24.82	25.51	26.24	26.97	27.77	28.53	29.26	30.06
Road Foreman	11	21.03	21.78	22.48	23.24	24.00	24.77	25.60	26.43	27.19	27.98	28.80	29.58	30.46	31.31	32.16

* Step increases each consecutive full year of creditable service to the Town of Woodbury.

Guy referenced the table above understanding this is a *draft* pay scale that will be edited and presented as part of the overall budget at Town Meeting. The Appendix referenced is to the Town Employee Personal Policy and the effective date is for illustrative purposes only. Guy volunteered to take on the responsibility to edit the Town’s Personnel Policy incorporating the pay scale and

discretionary cost of living adjustment compensation. Skip will forward his edited copy of the Personnel Policy to Guy that includes comments/edits by the VLCT regarding overtime pay for the road crew.

Michael will invite Harry to review the edited Personnel Policy once it is ready.

Updates and Follow-ups:

Michael has completed the paperwork to discontinue Town Highway 39 and a portion of the Buck Lake Road-Town Highway 8. The notice was sent to the affected landowners and published in the local newspapers before Thanksgiving. The Town Attorney, Paul Gillies, will lead visits to both sites and conduct a formal hearing on December 15, 2016. The meeting begins at 1:30PM at the Town office with site visits to follow.

Executive Session:

Michael made the motion to enter into executive session at 7:48 P.M. to negotiate a real estate purchase options and invite Diana Peduzzi. The motion was seconded and passed unanimously.

After considerable deliberation, Michael Gray made a motion to come out of Executive Session at 8:39 P.M. Guy seconded the motion and the motion carried unanimously.

Skip reported that in Executive session the select board reviewed a draft "letter of intent", written by Diana, to be sent to the property owners of the old Woodbury store. The letter of intent outlines the completed project tasks, remaining tasks, funds committed by the Central Vermont Regional Planning Commission, and Town secured resources expended to date. Diana's document was reviewed and discussed and will require further editing by the Select Board and Diana. Subsequently, the edited document will be sent to the Town's attorney for his scrutiny before signoff by the Select Board. Once signed, document becomes part of the public record and available for review at the Town office.

Approved Date: December 12, 2016

Michael Gray: Select Board Chair _____/S/_____

Guy Rouelle: Select Board Member _____/S/_____

Thomas Lindsay: Select Board Member _____/S/_____