

Town of Woodbury Selectboard

Approved Meeting Minutes – December 12, 2016 Selectboard Meeting

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

Town Officers Present: Diana Peduzzi-Town Clerk

Town Employees: Erni Wilbur-Assistant Town Clerk & Meeting Scribe

Members of the Public: None

Media: John Pepe–HCTV

Michael Gray called the meeting to order at 6:00 P.M.

Adjustments to Agenda: None

Public Comment: Michael read from a meeting announcement from the Woodbury School Board. Michael remarked a meeting will be held on 12.15.16 at 6:30PM at the Woodbury School where persons may share their thoughts, questions, visions, and future of the Woodbury School.

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

Approve the Minutes from the November 28, 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 a pending snow event. Michael Gray did comment that Harry was having issues with the “550” truck constantly breaking down. The issue was determined to be centered on corroded wiring and since has been fixed under warranty. Another truck in the fleet is offline waiting for a hydraulic component.

Town Treasurer’s Report:

Brandy Smith prepared the current financial report for the Select Board prior to leaving for vacation. The Select Board reviewed the report and found no issues.

Town Clerk’s Report:

Diana reported she is working on the 2017 edition of the Woodbury Town Report and noted that Stephanie Fraser has begun her work to compile, format and make the report ready for printing.

Town Meeting Agenda Items:

- Diana remarked that last year the OSSU Superintendent insisted the school budget vote be included during Town Meeting in March. Note that the 2016 Town Meeting agenda had the School Budget discussion first on the agenda followed by the regular Town Meeting. Diana thought the 2107 Town Meeting agenda should have the Town business first followed by the School Budget discussion and vote. Diana will prepare the warning document and the Select Board will subsequently approve the warning for the Board's approval.
- Diana asked if anyone had knowledge of petitions that should be included as an article at the Town Meeting. Michael remarked that he knows of one, an Australian Ballot Petition, but has not seen the petition.
- Social Service Funding Policy:
 - The meeting turned to a draft Social Service Appropriations Policy Skip created that details the procedures a Social Services Agency must follow to secure funding. Skip emailed the document for comments and edits prior to tonight's meeting and incorporated the edits in the document for review. Michael had one question regarding a petition if filed in August whether the timing cadence would apply. All agreed that it would be applicable. Skip will edit the document and send a final draft to the Select Board, Clerk, Treasurer, and cc the Auditors.
 - Skip noted while working on the FY 2018 budget he observed an 8%-9% annual increase in the Area Social Service Organizations funding between FY 2104-FY 2016. Guy asked if there is a method in which to cap funding for Social Services Appropriation. A discussion ensued and Michael proposed the Select Board decide what the funding cap amount should be and utilize a formula to determine individual funding amounts. Guy pointed out that the addition of new organizations to the list would skew the total amount and therefore the formula may not work. Skip will create a Social Services Appropriations spread sheet that could be used to level fund appropriations to these organizations and cap donations at a certain amount.
 - Diana asked that the line item for the Hardwick Emergency Rescue be moved from Area Social Service Organizations heading to the Town Appropriation heading. Skip will ask Brandy to make this change for the FY2018 Budget.
- Delinquent Taxes:
 - Michael read from a draft agenda item for the 2017 Town meeting that will change the Delinquent Tax Penalty as follows: *"will the voters authorize a Delinquent Tax Penalty that increases from one-half of one percent (1/2%) per month to a maximum of six (6%) for one full year or more of delinquency.* Guy raised a question concerning tax sales and discussion ensued regarding the existence or not of a formal tax sale policy. Diana commented that Marcia McGlynn had a formal policy but Brandy Smith did not nor does Ron Wells.

Skip produced a current list of properties on the Delinquent Tax list and commented one property has been delinquent since the 2014 tax year.

- Michael commented on a conversation with the Collector of Delinquent Taxes, Ron Wells, regarding compensation and delinquent tax penalty. Ron indicated he is ok with the compensation as structured: \$30.00/hour and is interested in running for collector of delinquent taxes at Town Meeting.
- FY 18 Budget
 - Skip produced an excel spreadsheet that incorporates actual revenues received and expenses for FY's 2014-2016. Skip plans to have a complete document ready for the January 2, 2017 budget meeting that will point out trends in spending and revenues and assess which budget items require more scrutiny. Diana asked if the Select Board plans to have the Highway revenues and expenses separate from the General fund. Skip remarked they would be segregated and voted on as such at the 2017 Town Meeting. Skip further remarked that any changes in the line items would need the Treasurer's support.
 - 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:

- Lead and Asbestos Testing
 - Skip commented the Lead and Asbestos fieldwork that gathered samples from the buildings was completed on November 17, 2016. Skip read an email from the contractor, Clay Point Associates, indicating that asbestos was detected in the following materials:
 - Linoleum Floor Covering the kitchen in the residence
 - Sink undercoating material in the kitchen of the residence
 - Sink undercoating material in the store
 - Joint compound associated with the sheet rock in the residence
 - Vermiculite attic insulation was observed in the residence (In accordance with EPA and VT Department of Health guidelines this material is assumed to contain asbestos)

Skip continued that Clay Point Associates recommended removing the asbestos as soon as possible due to the decaying building structure. Clay Point noted that if the building does collapse, the entire waste stream could be deemed contaminated and the removal cost will soar. Clay Point Associates' final report is due the week of December 16, 2016.

Clay Point Associates submitted a document “Estimated Asbestos Consulting & Abatement Budget” which details tasks and associated budgetary costs to remove and dispose of the asbestos. The total estimated cost is between \$21,740 and \$25,740 based upon the amount of contamination in the building.

A discussion ensued focused on contracting for the asbestos removal and subsequent demolition of the buildings. Several scenarios were aired including the possibility of hiring individual contractors, one licensed to remove the contamination and one to demolish the buildings. Guy noted in his experience he has hired one contractor to remove the contamination and one to complete the demolition. Guy commented that the building owner has clearly said he wants the contract to demolish the building.

Michael’s noted his concern stating the cost to remove the contamination is considerable. Michael continued that the town should have assurances the project will move forward before the Town incurs this expense. Diana noted the Town could not spend this amount of money until the Grant is awarded. Guy indicated these costs should be line items in the FEMA Grant. Diana noted that in the Grant application \$55,000 was budgeted for demolition, turning the site into a green space, and restructuring the stream bed. All agreed we should investigate asking for additional Grant funding.

All agreed that Skip will contact Clay Point Associates and ask them to prepare a Request for Proposal to remove the asbestos contamination.

- Letter of Intent

In Executive session during the 11.28.2016 the Select Board reviewed a draft “letter of intent”, written by Diana, to be sent to the property owners of the old Woodbury store . After edits by the Select Board, the letter was forwarded to the Town attorney for his review. (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.)

All agreed that once the Attorney’s analysis is complete and the Select Board will review document, signed, and sent to the property owners.

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

Personnel Policy

- The Select Board is in the process of reviewing and editing the Personnel Policy. The Policy was sent to the VLCT for their review and subsequently returned with their comments. The Select Board is focused on the Policy’s vacation time, compensatory time off, sick leave, vacation allowances, and accruals. The Board will incorporate provisions from the

new Vermont Statute, Act 69, and the Federal Fair Labor Standards Act to be certain employees are fairly compensated.

Michael commented the Policy does not address part time employees. Woodbury has three part-time employees, Road crewmember, Assistant Town Clerk and Assistant Treasurer.

Guy commented the policy should contain a definition of core duty hour schedule and an alternative work schedule. Guy will add language to the Policy for review defining these timetables.

Updates and Follow-Ups

- **Helicopter Restricted Landing Area Application:**

Skip commented the letter of support for the Landing Area was written and signed by Michael. The Town is waiting to hear from the State Transportation Board to determine the next steps in the process. Guy noted the Transportation Board next meets in April of 2017.

- **Mutual Assistance Agreement with Calais**

Skip remarked he has been in contact with the Calais Selectboard Chair regarding the Agreement. The Agreement is in the hands of the Calais Town attorney for his review.

Michael made the motion to adjourn at 7:54P.M.; Guy seconded the motion and it passed unanimously.

Approved Date: January 2, 2016

Michael Gray: Select Board Chair _____/S/_____

Guy Rouelle: Select Board Member _____/S/_____

Thomas Lindsay: Select Board Member _____/S/_____