

Town of Woodbury Select Board

Approved Meeting Minutes – January 9, 2017 Select Board Meeting

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

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

Town Employees: Harry Dailey-Road Crew Foreman

Members of the Public: Paul Cerutti-Woodbury Volunteer Fire Department Chief; Stephen Morse and Timothy Neill - Woodbury Fire Department Members

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

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

Adjustments to Agenda: Michael noted the discussion to discontinue Town Highway 39 would not be heard tonight.

Public Comment: None

Approve Bills to the Town:

Michael noted an invoice from the Town Attorney regarding a site visit and hearing associated with discontinuing Town Highway 39 and changes to the classification of parts of Buck Lake Road is in question. The Town was relying on the Attorney for guidance throughout the process. Michael explained a junior lawyer from the Town Attorney’s office led the meeting and site visit and failed to inform Michael that participation by a quorum of Select Board members is required to validate the proceedings. (One Select Board member-Michael Gray participated in the meeting.) The invoice in question billed the Town for a telephone consultation and for the site visit/meeting held in the Woodbury Town office. The Select Board instructed Brandy to pay that part of the invoice associated with the telephone consultation and withhold payment for the site visit and meeting.

Michael made a motion to approve the remaining bills to the Town, Guy seconded the motion, and the motion was approved unanimously.

Approve the Minutes from the January 2, 2017 Select Board Meeting:

Michael made the motion to approve the meeting minutes from the January 2, 2017 Select Board meeting; Skip seconded the motion, and the motion carried unanimously.

Skip provided CDs containing Select Board meeting minutes and audio recordings from March-December 2016 to Diana for filing in the Town vault.

Road Foreman's Report:

Harry Dailey reported the Ford Model 550 truck has been experiencing mechanical issues and explained his actions to facilitate its repair. Lamoille Ford misdiagnosed the 550's problem and would not honor the truck's warranty. Harry contacted Gateway Motors, from whom the 550 was originally purchased, who subsequently diagnosed the problem and repaired the truck under warranty. Harry commented he is not satisfied with the repair service at Lamoille County Ford and the repairs will now be done at Gateway Motors in White River Junction, Vermont.

Harry remarked the road crew has spread approximately 1,900 cubic yards of sand so for this winter season and noted there is sufficient sand and salt remaining to get through until Spring. Harry speculated 4,000 cubic yards of sand would be needed in FY 2018 to augment the remaining supply.

Michael asked Harry if he has issues with the draft Highway budget for FY2018 and Harry responded he has no issues.

Harry thanked Michael for stepping-up and helping the road crew during one of the recent storms when they were shorthanded.

Town Treasurer's Report:

Brandy presented the third quarter invoice from the Woodbury Volunteer Fire Department she received for signature. Brandy commented on an invoice for an LP Tank fill at the Woodbury Elementary School's emergency generator noting future costs should be part of the FY 2018 Budget. Brandy plans to create a General Ledger line item to capture this cost.

Brandy commented she has registered for two continuing education courses; Building Formulas in Microsoft EXCEL and Creating Tables of Contents in Microsoft Word.

Woodbury Volunteer Fire Department:

Stephen Morse distributed the Department's FY 2018 proposed operating budget noting the budget is down approximately \$300.00. The proposed FY 2018 operating budget is \$101,335.00 broken down as follows:

- Calais-Operating: \$28,650
- Woodbury-Operating: \$72,685

Several discussions ensued including drainage work completed at the Fire Department Annex, the number of calls doubling in 2016, and future location of the Fire Department building.

Town Clerk's Report:

Diana presented the following mail:

- Access Permit for a property on Bailey Bridge Road for signature.
- Certificate of Town Highway Mileage from Vermont Department of Transportation
- Swenson Act 250 Permit-Approved

Old Woodbury Country Store-Hazardous Mitigation Grant (HMG) Project:

Diana reported the property appraisal at the Old Woodbury Store was completed today, January 9, 2017. The appraiser spent time in the Town office researching the property and did not return. Diana noted the possibility of receiving the appraisal by the end of January.

Diana referenced email correspondences with Central Vermont Regional Planning Commission and the Vermont Division of Emergency Management and Homeland Security regarding the recently completed Lead and Asbestos Inspection at the Old Woodbury Store and other aspects of the Hazard Mitigation Grant project. (Note the Lead and Asbestos final report indicated Asbestos contamination within the structure.)

The CVRPC sent an email to the DEMHS on the Town's behalf noting the asbestos abatement and removal must be completed prior to the demolition of the structure and the associated cost might possibly be included in the HMG. A reply from the State Hazard Mitigation Officer-DEMHS stated: *"The Town can certainly request additional funds for the lead/asbestos abatement portion of the project. Again, without a clean site letter we will not receive formal FEMA approval so the abatement work would need to be fronted by the Town until we receive the official award. If a budget can be developed by Clay Point for the lead/asbestos abatement work, please send it along to me and I can add it to the file and request pre-award cost approval from FEMA."*

Diana noted that a Phase 2 mitigation contractor has not been selected and that additional paper work is required to move forward.

Guy remarked the property owners are in receipt of the Town's "Letter of Intent". Guy continued the property owners are concerned that the appraisal will come in extremely low and the project could fall apart.

The discussion turned to the Request for Pricing (RFP) for the lead and asbestos removal. Skip noted Clay Point Associates submitted a budget that included a \$1,200 cost to prepare and manage the RFP. Skip noted Clay Point did provide budgetary costs for the entire abatement/removal. Further discussion centered on the RFP timing and whether or not it is too early in the project to issue the RFP. Guy noted he would rather spend the \$1,200 on the cleanup rather than spending it on the RFP. Skip indicated an RFP is required to engage certified contractors to complete the abatement work. Consensus was reached. Moving forward, Clay Point will create the RFP with the stipulation work will be performed once the Town takes ownership of the property.

Guy noted his concern that the property owners would have to grant access to the property again for the RFP.

Town Meeting Agenda Items:

Diana distributed a draft agenda for the March 7, 2017 Annual Town and School District Meeting to the Select Board. Skip will apply the dollar amounts found in Articles 8,10,11,12,13,14,15,16 to the draft FY 2018 Budget he and Brandy are compiling and have a final draft for the Select Board's review during the January 23, 2017 Board meeting.

A discussion ensued regarding Article 4 that will place before voters a proposed change in the delinquent tax penalty assessment. Michael will create language for the article.

Diana noted she is in receipt of most of the appropriation requests from area social service agencies and that two of the social service agencies requested amounts higher than their FY 2017 appropriations. Diana remarked that she notified the agencies who are requesting larger appropriations indicating they must submit a petition for a warned Town Meeting article in accordance with 17 VSA § 2642. Both agencies chose not to request an increased appropriation.

Capping appropriations from area service organizations at \$13,000 was discussed. Michael noted that one of the Auditors' recommendations last year was to establish a not-to-exceed annual budget for appropriation requests based on a three-year average of each service organization seeking funds. Note the Select Board prepared a final draft of a Social Services Appropriations Policy and plan to adopt the policy once reviewed by the Auditors.

The Woodbury Town School District Article dealing with the proposed \$17,385 cost per equalized pupil raised some concern among the group. The Article noted the cost represents a 17.01% increase in spending from last year.

Diana presented a draft progress report on the Old Woodbury Store Hazard Mitigation Grant that will be included in the Town Report. Monies spent to date will be part of the report along with the project's next steps.

The discussion turned to the draft FY2018 Budget. Additional information regarding town employee's compensation and health costs were analyzed along with General Ledger item descriptions, Old Woodbury Store Hazard Mitigation Grant, Lower Cabot Road Paving, East Hill Better Back Roads Grant, Consultant Fees, and Highway Fund expenses.

The Highway Equipment Reserve Fund was discussed in detail. Historically, \$60,000-\$80,000 was earmarked annually for this restricted fund to purchase trucks and heavy equipment for road maintenance. However, each truck is under a lease agreement with lease expiration dates beginning in 2017. Skip noted once the terms of the lease(s) are satisfied the Town takes full ownership of the vehicles.

A line item in the budget, Deduct from General Fund Surplus in Fiscal Years 2014-2016, was discussed with Skip noting a total of \$250,000 was used to lessen the tax impact for those years. Further discussion ensued with Skip and Michael remarking the General Fund Surplus is used as a "bridge" to fund the Town's expenses from the end of a fiscal year to the start of tax collections. The Board will ask Brandy how much money is currently in the General Fund Surplus account and plan accordingly.

Updates and Follow-Ups:

- Town Forest
 - Michael reported the Town Conservation Commission posted an update regarding the establishment of a trail through the Town Forest on Front Porch Forum. Michael continued noting the Commission has received a few responses to their post and assured the Board the Commission does not plan of spending Town

monies on the project. The next step is to develop a plan and subsequently apply for grant funding.

Adjourn:

Michael made the motion to adjourn at 8:02 PM, Guy seconded the motion and it passed unanimously.

Approved Date: January 23, 2017

Michael Gray: Select Board Chair _____/S/_____

Guy Rouelle: Select Board Member _____/S/_____

Thomas Lindsay: Select Board Member _____/S/_____