

Town of Woodbury Select Board

Approved Meeting Minutes – January 23, 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: None

Members of the Public: None

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

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

Adjustments to Agenda: None

Public Comment: None

Approve Bills to the Town:

Michael introduced a motion to approve the bills to the Town, Guy seconded the motion however, Skip asked for clarification on one invoice-the quarterly payment to the Woodbury Fire Department. A discussion ensued and Brandy added further clarification on the invoice. Subsequently, the motion to pay the bills to the Town was approved.

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

Michael introduced a motion to approve the meeting minutes from the January 9, 2017 Select Board meeting; Skip seconded the motion, and the motion carried unanimously.

Road Foreman’s Report:

Harry was not present at the meeting due to illness.

Michael commented on a discussion he and Harry had regarding future road equipment purchases. Harry has begun to investigate the purchase cost of new trucks and what the trade in value of the existing trucks.

Tonight’s discussion focused on the Highway Equipment Reserve Fund (HERF) and the amount of money proposed in the FY 2018 budget for the HERF. Skip remarked \$70,000 is earmarked in the HERF for payment of the existing leases and for future equipment purchases. Guy questioned the HERF’s origin and if the fund was set up to purchase or lease highway equipment. Michael commented the HERF “lease” in its present form has been around as long as he’s been on the Select Board. Skip noted once the lease payments are finished, the Town owns the equipment. Guy continued noting the HERF documentation indicates when leases and their associated

payments end, the payment amounts, and any carryover funds. Guy questioned what the interest rate is on the leases and if it would be cost effective to accelerate the payments and purchase the leased equipment or continue until the lease term ends. As the discussion continued, the veracity of the HERF document was brought into question. Brandy produced installment payment schedules from each lease contract that indicate a final payment date of July 14, 2019 for both Freightliner trucks. . Guy volunteered to review the HERF document and create different payment scenarios to determine the best way forward.

Skip distributed a spreadsheet containing the 2016 mileage/hours usage for each piece of Town highway equipment. The documentation contained the total amount of fuel used in 2016 as well. Guy noted the importance of documenting repairs and maintenance done on the equipment for future trade in value. Michael remarked he is certain Harry is compiling this information.

Town Treasurer's Report:

Brandy presented the January 23, 2017 Balance Sheet and Statement of Revenues and Expenses General Ledger report for the Select Board's review.

Town Clerk's Report:

Diana presented the following mail:

- An Overweight Permit for Michael's signature.
- Sheriff's Department Annual Report (Will be included in the Town Report)
- Warning of a VLCT Special Membership Meeting

Town Meeting Agenda Items:

Diana presented the Warning for the Annual Town and School District Meeting for the Select Board's signatures. Diana remarked that most annual reports have been received including the Select Board's report. Diana noted one of the School Board members has resigned. Diana continued:

- Articles 17 and 18 are the money articles, one for highway purposes, and one for general fund purposes.
- All Social Services appropriation requests are "lumped" into Article 16.
- The goal is to have the report ready to send to the printer by February 1, 2017.

All agreed to hold a pre-Town Meeting at the Town Hall on March 2, 2017 beginning at 6:30PM.

Michael initiated a discussion concerning Appointed Officials whether there is a need for archaic positions such as Inspector of Lumber, Shingles, and Wood. Michael referenced a report he received from a VLCT attorney indicating the Select Board has the statutory authority not to appoint certain positions. Here's the applicable law:

24 V.S.A. § 871. Organization of selectboard; appointments

Forthwith after its election and qualification, the selectboard shall organize and elect a chair and, if so voted, a clerk from among its number, and file a certificate of such election for record in the office of the town clerk. The selectboard shall thereupon appoint from among the legally qualified

voters a tree warden and **may** thereupon appoint from among the legally qualified voters the following officers who shall serve until their successors are appointed and qualified, and shall certify such appointments to the town clerk who shall record the same:

(1) three fence viewers;

(2) a poundkeeper, for each pound; voting residence in the town need not be a qualification for this office provided appointee gives his or her consent to the appointment;

(3) one or more inspectors of lumber, shingles, and wood;

(4) one or more weighers of coal; and

(5) one town service officer.

Michael introduced the following motion: The Board agrees to no longer make appointments to the following positions:

- A Weigher of Coal
- Inspector of Lumber, Shingles and Wood
- Fence Viewers (Now considered part of the Lister function)

Skip seconded the motion and the motion carried unanimously.

Skip will generate a letter addressed to other appointees asking if they desire to serve again in their present capacity.

Social Services Appropriations Policy:

Skip distributed the final draft of the Woodbury Social Services Policy to the Board and Diana. The purpose of this policy is to establish procedures for managing social service agency appropriations. The policy applies to appropriation requests from social service agencies and programs subject to the provisions of Title 24, Chapter 73 of the Vermont Statutes Annotated.

After a brief document review, Skip introduced a motion to adopt the policy; Michael seconded the motion and the motion passed unanimously. Diana plans to send a copy of the policy to the social services agencies along with their checks. Copies of the policy are available at the Woodbury Town Office and electronically on the Woodbury WEB Site. <http://www.woodburyvt.us>

The Woodbury Auditors, Susan Martin, recommended placing a “cap” on social service appropriations. The Auditors noted an average 8% annual appropriations increase from FY 2104-2017. A discussion ensued with Guy recommending the Board level fund the social services appropriations.

FY 2018 Budget:

Skip distributed the final draft of the proposed FY2018 Budget he and Brandy edited since the last Select Board meeting. (Woodbury’s fiscal year begins on July 1 and ends on June 31. For example, FY 2018 begins on July 1, 2017 and ends on June 31, 2018). This final iteration utilizes the most current Grand List values to determine the Municipal Tax Rate: The cumulative proposed FY 2018 Expenses and Revenues are as follows:

FINAL PROPOSED FY2018 BUDGET—Summary Page

	FY 2016	FY 2016	FY 2017	FY 2017	FY 2018
EXPENSES	Budget	Actual	Budget	12.31.16 Actual	Budget
General Government Total	\$350,615.00	\$326,557.68	\$372,843.00	\$246,236.05	\$364,472.00
Highway Funds Totals	\$328,850.00	\$331,262.28	\$371,750.00	\$199,772.40	\$354,358.80
Special Projects	\$96,767.00	\$132,232.12	\$173,000.00	\$164,792.68	\$121,400.00
Total Expenses	\$776,232.00	\$790,052.08	\$917,593.00	\$610,801.13	\$840,230.80
REVENUES					
Deduct Revenues	\$246,102.00	\$297,951.90	\$302,650.00	\$235,739.28	\$272,050.00
Deduct from General Fund Surplus	-\$30,000.00		\$0.00		\$0.00
Tax Revenue Required	<u>\$500,130.00</u>	<u>\$492,100.18</u>	<u>\$614,943.00</u>	<u>\$375,061.85</u>	<u>\$568,180.80</u>
	2015 Tax Bill		2016 Tax Bill		2017 Tax Bill
Grand List	\$1,293,354.00		\$1,293,354.00		\$1,299,334.00*
Municipal Tax Rate	\$0.388		0.460		0.437**
Tax on \$100,00 Parcel	\$388.00		\$460.31		\$436.52
*This is an estimate only, the actual Grand List amount used to calculate the 2017 tax rate will be different. If the Grand List decreases, the tax rate will increase, if the Grand List increases, the tax rate will decrease.					
**Amount of Municipal Tax using 2017 Grand List and \$567,180.80 of tax revenue required.					

After some deliberation, Michael introduced a motion to accept the fiscal year 2018 budget as discussed; Skip seconded the motion and the motion carried unanimously.

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

Skip reported that Clay Point Associates sent an electronic version of a draft Request for Proposal (RFP) to remove the asbestos contamination found in the Old Woodbury Store. Skip noted the draft RFP as sent is comprised of one page. Skip will contact Clay Point and discuss the RFP content and report at the next Board meeting on February 13, 2017. The Board agreed to delay issuing the RFP until the Town takes ownership of the building(s).

Diana noted the appraiser's report is due by the end of January and will distribute the report to the owners and Select Board once it is received.

Diana reported the Johnson Company has been assigned by the CVRPC to undertake the Phase 2 Hazard Mitigation study.

Diana will continue as the point of contact with the property owners.

Updates and Follow-Ups: None

Adjourn:

Michael introduced a motion to adjourn at 7:42PM; Guy seconded the motion and the motion carried unanimously.

Approved Date: February 13, 2017

Michael Gray: Select Board Chair _____/S/ _____

Guy Rouelle: Select Board Member _____/S/ _____

Thomas Lindsay: Select Board Member _____/S/ _____