

Town of Woodbury Selectboard

Approved Meeting Minutes – April 25, 2016

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

Town Staff Present: Harry Dailey--Road Foreman, Diana Peduzzi--Town Clerk,

Members of the Public: Michael McGlynn, Manual Carcoba, Peter Peltz

Media: John Pepe – HCTV

Michael Gray called the meeting to order at 6:00 p.m.

Adjustments to Agenda: Michael Gray noted an adjustment to the agenda as Peter Peltz is unable to attend at his scheduled 6:30PM time. Michael read his notes regarding follow-up assignments from the April 11 Selectboard Meeting. Michael indicated updates and follow-ups are scheduled for discussion later in the agenda. Michael mentioned he wanted to talk about the Buck Lake Road and the Conservation Camp as a follow-up to a recent conversation he’s had and is attempting to have with those from the Camp if time allows tonight.

Public Comment: Manual Carcoba, representing 35 taxpayers living on a Private Road-Herricks Cove Road, stated he and his neighbors contribute \$100K in tax payments to the Town. Mr. Carcoba opined that other than Fire services he and his neighbors receive limited services from the Town. Mr. Carcoba stated the 35 taxpayers want to get together with the Selectboard and discuss the condition of Herricks Cove Road. Mr. Carcoba noted that in the past the Woodbury Road would scrape ¼ mile Herricks Cove Road and often times the residents would pay the Commissioner a fee for this service. Mr. Carcoba further stated he and his neighbors would like the Town to scrape Herricks Cove Road once a year when they ask. Michael raised the concern if the Town performed this service on Herricks Cove Road other residents of Private Roads would expect the same treatment. Mr. Carcoba countered that the Herricks Cove Road residents are willing to pay an hourly rate for this service. Michael noted a precedent may have been set by the previous Road Commissioner in performing the grading work and will seek a legal opinion of how to proceed. An agreement to discuss this issue further during an upcoming Selectboard Meeting was accepted by all. Harry Dailey noted there is no loose gravel on Herricks Cove Road and it would be difficult to grade.

Michael McGlynn asked for a follow-up to an anonymous complaint concerning the condition of the Marie Katon property noted during the April 11, 2016 Selectboard Meeting. Michael Gray summarized the situation indicating there was a verbal agreement with the Selectboard and Marie Katon where the Town would help the Katon’s clean up the property during “Green-Up” day 2016. A more formal written document was prepared by the Selectboard but never signed by MS. Katon. Michael Gray noted the entire situation will be reviewed during the May 23, 2016 Selectboard meeting that will include input

from the Town's Health Officer, Building and Grounds Officer, and Zoning Administrator. Michael McGlynn hoped this situation would not be precedent setting and empower other landowners to circumvent the Town's Zoning regulations. Diana Peduzzi noted another anonymous complaint regarding the Katon property was received on April 25, 2016. A discussion ensued focusing on the options available for the Town to move forward with enforcing existing Zoning Regulations and the Building and Grounds Ordinance. Michael noted the Buildings and Grounds Ordinance needs a few minor changes and he will take the responsibility of incorporating the changes. Michael plans to invite Marie Katon the May 23, 2016 Selectboard meeting in hopes of moving the process forward.

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

Approve the Minutes from the April 11, 2016 Selectboard Meeting: Michael noted there were a few "English" teacher changes to the document. After the corrections were reviewed, Michael made the motion to accept the Minutes of April 11, 2016 as corrected. Guy seconded the motion, the motion carried unanimously.

Road Foreman Report: Harry Dailey reported he and his crew have been out grading as much as possible and changing culverts that are "bad". Today, the crew focused on East Hill Road as numerous mud holes required immediate attention. Harry went on to report of work recently completed including ditching on Buck Lake and Greenwood Lake Roads.

Harry responded to a question from Guy noting that his crew are capturing roadwork data on a computer program and, in the process, creating an inventory of materials used and roads where the crew have performed their work.

Harry indicated the new hydro seeder was delivered to the Town Garage on April 22. Harry noted Dan Currier, a CVRPC road expert, would lend his know-how to the road crew regarding ditching and use of the hydro seeder.

Guy noted the Highway Budget looks good with some expected savings for the fiscal year ending in June 30, 2016.

A discussion ensued regarding electricity use at the Town Garage and exploring the use of solar panels, LP generator to provide A.C. power. Harry will engage the services of an electrician to test and determine actual voltage level serving the Garage.

Town Treasurer's Report: There was no Treasurer's report.

Lower Cabot Road Paving Request for Proposal (RFP). Skip Lindsay presented a document in draft form that will serve to elicit proposals from Contractors to repave the paved section of Lower Cabot. Skip led the group through the RFP contents focusing on Work to be Done and Special Considerations sections.

Guy noted the "Questions Due" and "Site Visit" dates appeared to be out of synch. Guy thought it prudent the "Site Visit" date should precede the "Questions Due" date. All agreed Skip would make that

change. Guy stressed the importance of having a single point of contact for questions associated with the RFP. Harry Dailey will serve in that capacity compiling Contractor questions and disseminating the Town's responses to each RFP respondent. Electronic inquiries will be sent to the towoodbury@comcast.net email account and subsequently forwarded to Harry Dailey.

Guy wondered if a Liquidated Damages section should be included in the RFP? An ensuing discussion indicated Liquidated Damages should be included in the successful bidder's contract. Guy further noted scoring matrix should be included in the RFP that will serve to refine the bid evaluation process as well. Matrix elements including Experience, Cost, Performance Period, etc. will be included in the final RFP document.

Skip noted a Grant from the VT Agency of Transportation for this project was awarded on July 1, 2014 and the award monies are based on a February 2014 budgetary estimate. Skip will re-work the RFP creating an optional "Work to be Performed" section of the scope of work.

Skip was directed to forward an edited copy RFP to the Vermont Agency of Transportation District 7 Manager Shauna Clifford for her scrutiny.

Harry Dailey noted he will "post" Cabot Road during and after the work is completed warning Granite Haulers, Logging Trucks, and other overweight vehicles to stay off the freshly paved road for a specific period of time.

Village Green Update: Peter Peltz apprised the group with an update of an initiative to plant and seed the Village Green. Peter indicated he applied for a \$1,000.00 Grant and believes there is a good chance the Grant is forthcoming. Peter went on to describe the addition of a split rail fence, and plantings including lilacs, a hedge grove of cedars, three crab apple trees, three balsam firs and two maple trees as part of the Village Green initiative. Peter has been working with Russell Richardson to help with procuring plants and will provide the planting labor. Larry Rossi will complete the grading and soil work. The Town's newly acquired hydro seeder will be used to seed the property. Additionally, the existing septic will be pumped, broken in, and filled with material.

A three-car pull-off adjacent to Cabot road is anticipated along with a picnic table and pitcher pump installed on the existing wellhead.

Peter noted the Woodbury Fund has \$1,800.00 remaining from the purchase of the property and has another \$7,000.00 to contribute to the project. Peter anticipated a late May project completion.

Michael McGlynn wondered what options might be available if the idea of moving the Town Hall across the road to the Village Green came to fruition. A discussion ensued including a reading of the original Town Hall Deed by Diana Peduzzi. Further discussion followed and resolved that moving the Town Hall is an endeavor the entire Town will have to vote on and that decision is not imminent. Peter Peltz noted the Village Green project, once completed, would need the grounds to be maintained. The Selectboard voted unanimously to accept the project as presented by Peter Peltz, move forward with the Village Green initiative, and absorb to maintenance cost. Guy articulated a second motion that

directs Harry Dailey to utilize the Town's hydro seeder for the project. The motion was seconded by Michael and carried unanimously.

Town Clerk Report: Diana Peduzzi noted she received a second request from the State of Vermont Finance and Administration-Agency of Transportation seeking assistance from the Town to provide data on revenues and expenditures pertaining to local highway expenditures for Fiscal Year 2015. Skip and Brandy Smith will work on compiling this information and forward to the State of Vermont.

Diana presented the amended and approved Final Meeting Minutes from the April 11, 2016 Selectboard meeting.

Diana reported the School District did pay 40% of production and mailing cost for the Woodbury Town Report.

Updates and Follow-ups: Diana and Michael reported the April 14 meeting concerning the old Woodbury Village Store with the Agency of Natural Resources, the Town, Central Vermont Regional Planning Commission, and the property owners did not occur due to scheduling conflicts. The meeting has not been formally rescheduled. Mike McGlynn asked if the upcoming meeting would be open to the public. Diana replied that anyone who wants to come to the meeting can and further noted these meetings are working sessions where no decisions are made on the Town's behalf. Both Guy and Michael agreed. All noted that access to the building remains an impediment to completing Phase I of the Environmental Assessment and moving forward with the Phase II study. Diana, Guy, and Michael agreed that no Town funds are being expended to facilitate these meetings.

Diana reported the April 18th meeting with the Woodbury Planning Commission and the Central Vermont Regional Planning Commission, did not take place due to a personal issue

Skip reported the Town Office computer transition was successfully completed. Skip noted Skip Marchesani's assistance during the transition proved invaluable. Additionally, Skip noted the new printer was not installed as it proved an unsuitable replacement of the existing copier. Diana noted the existing copier produces 20,000 copies per year. Skip was in contact with Ormsby's Computers regarding trouble reports and zero complaints have been registered.

Guy gave an update regarding the ANR Underground Tank Violation at the Town Garage complaint stating the legal process is ongoing and hopes to have a resolution to report soon.

A follow-up to the question if the Town Auditors audit the Volunteer Fire Department finances ensued. Skip reported the Chair of the Auditing team reported the Auditors do not audit the Volunteer Fire Department. Skip will follow-up with the Chair of the Auditing team asking if the Auditing team could complete an audit of the Volunteer Fire Department. Michael McGlynn noted the Town contributes a substantial amount of money to the Volunteer Fire Department and these funds should be accounted for at a minimum.

New Woodbury Village Store Barbeque Request: Skip reported he visited the site and it appears exactly as in the handout provided to the Selectboard by the storeowners. After a brief discussion Michael

made a motion to approve the store's request establishing a barbeque site with two picnic tables behind the Town Hall, Skip seconded the motion and the motion carried unanimously.

Open Bids for Cemetery Mowing: Three bids were received:

- Orange County Property Management: \$6,990.00
 - \$22.50 per hour for additional work
- Jamie Benjamin: \$9,900.00
 - \$45.00 per hour for additional work
 - \$50.00 per hour for Tractor work
- Kirkyard Services
 - \$9,000.00
 - \$35.00 per hour for additional work

A discussion ensued regarding the existing money in the Cemetery budget and FY 2016 budget level. Michael noted each proposal was over the budgeted amount and thought it prudent the Selectboard ask members of the Cemetery Commission to participate in the bid evaluations. Subsequently, the Bids were returned to their envelopes. A bid award is anticipated to take place during the May 9, 2016 Selectboard meeting.

Approved Date: May 9, 2016

 /s/ Michael Gray-Selectboard Chair

 /s/ Guy Rouelle-Selectboard Member

 /s/ Thomas Lindsay-Selectboard Member