

# **Town of Woodbury Select Board**

## **Approved Meeting Minutes from the February 27, 2017 Select Board Meeting**

**Select Board Members Present:** Michael Gray-Chair, Thomas “Skip” Lindsay; (Guy Rouelle was not present due to a medical emergency)

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

**Town Employees:** Harry Dailey-Road Foreman

**Members of the Public:** None

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

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

**Adjustments to Agenda:** The Treasurer’s report will follow the CVRPC Regional Energy Plan Survey.

**Public Comment: None**

### **Approve Bills to the Town:**

Michael introduced a motion to approve the bills to the Town, Skip seconded the motion, and the motion was approved.

### **Approve the Minutes from the February 13, 2017 Select Board Meeting:**

Michael introduced a motion to approve the meeting minutes from the February 13, 2017 Select Board meeting; Skip seconded the motion, and the motion was approved.

### **Road Foreman’s Report-Pickup Truck Purchase:**

Harry remarked the roads are holding up pretty well and he is holding off on posting them until March 15, 2017. Harry continued, he has warned the loggers/granite haulers to use their heads regarding the roads and not to use them if they are too broken-up. Harry warned once a road is posted it would prove confusing to the users if it was then “un-posted”. Harry continued the posted roads are registered with the State and if a person disregards the warning and damages a road the State will step in and compel the offender pay for any road repairs.

- Pickup Truck Purchase: Harry began the discussion noting he has recently leased a new truck for his personal use and he is now looking to purchase a used/inexpensive pick-up for Town to run around with. Harry continued noting the existence of a federal surplus web site that offers used trucks for sale at a reduced cost.  
Skip questioned the need for the truck as the total highway mileage reported for personal vehicle use by the Road Crew from July 1, 2015 through February 6, 2017 totaled 1,564 miles. Harry delivered an ultimatum stating the Highway Crew will not be using their vehicles for Town business. Skip offered the Highway Crew use the F550 truck for such purposes. Harry disagreed and left the meeting.

Michael noted this issue was addressed two years ago and the Board agreed the Town could not afford the expense.

**Highway Equipment Replacement Fund (HERF):**

This discussion was tabled as Harry Dailey removed himself from the meeting and Guy Rouelle was not present due to a medical emergency.

Michael did offer information regarding transferring a portion of the Swenson Quarry reimbursement monies for maintaining Cabot Road to the HERF. Michael noted the HERF is a restricted fund and moving funds from a revenue source to the HERF would require voter approval.

**Town Treasurer's Report:**

Brandy distributed the current Town's bi-weekly financial reports for review and they were accepted without questions.

Brandy reported she is unhappy with the amount of interest the Town's Money Market account at Union Bank is accruing. Note the account's balance is \$280K and monies in this account are used to pay bills to the Town. Brandy distributed letters from three banking institutions, Merchants, North Country, and Community National in response to her inquiries. The Board asked Brandy to move forward with her investigation and contact Union Bank to determine if they can give the Town an improved interest rate as well.

Brandy noted an issue with the vendor who supplies diesel fuel and fuel oil to the Town Garage. The vendor sent invoices for fuel delivery without the supporting delivery tickets and Brandy refused to pay the invoices. Additionally, the vendor was charging late fees on these invoices. After several conversations with the vendor, Brandy is now in receipt of the delivery tickets, the late fees have been removed, and the invoices may now be paid. Brandy thought it prudent the Town solicit bids for diesel fuel and fuel oil in hopes of obtaining a better cost per gallon and upgrading customer service/support. Brandy noted diesel fuel and fuel oil have never gone out to suppliers for a bid; however, propane bids are solicited on a fiscal year basis. Brandy remarked that bids for Town property and cemetery mowing and maintenance should be promulgated soon after Town meeting.

Brandy informed the Board of an upcoming Workers Compensation audit of the 2016 payroll by the VLCT. Brandy has submitted some of the audit information electronically. The audit will scrutinize:

- W2's
- Quarterly Form 941's
- Payroll Records
- Copies of Form 1099's
- Certificates of Insurance
- Contracts
- Non-Employee Work Agreements

**Town Clerk's Report:**

Diana presented the following mail:

- Four Overweight Permit requests for Michael's signature.
- A letter of intent from Orange County Property Management stating their interest in bidding for mowing Town properties.

- A letter from TH39 abutters indicating they have no opposition to TH39 being discontinued.

A discussion ensued regarding the need for a P.A. system for use at Town Meeting and who could provide the system. After some deliberation, all agreed to rent a system from Gagnon's for \$100.00.

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

Diana contacted Attorney Sarah Field who the Town has engaged to draft a Purchase and Sales Agreement for the property. Diana noted that Attorney Field plans to contact the state level stakeholders to get a sense of the project's complexities and timing. Diana noted Attorney Field has some experience in petroleum cleanup projects and Attorney Field stated that usually petroleum clean-up money could not be given to a private property owner.

Diana commented that she has not heard anything nor received any electronic correspondence from the landowners concerning the project. Diana remarked she has asked the property owners to give her some dates when they would be able to meet with the Town but again has not heard back from them. It was decided that, because of movement forward on the Purchase and Sales Agreement, the property owners expressed desire to get a Purchase and Sales Agreement in place and their perceived reluctance to meet with the town, that pursuit of this meeting be discontinued.

The discussion turned to a planned project meeting that will bring the stakeholders together for a progress report and update. (The initial project kickoff meeting took place on August 16, 2016.) Skip distributed an email from Gail Alosio that included a project task list and GANNT<sup>1</sup> chart listing tasks and those agencies responsible for task completion. Please see Attachment 1. Note it is problematic to assign start and completion dates to the tasks at this time.

Lastly, all agreed with Michael's assessment that we should focus on getting the purchase and sales agreement crafted and work through the property owner's Attorney in hopes of bringing them to the table. Attorney Field is planning to contact the property owners regarding the purchase and sales agreement and cc Diana on this correspondence.

### **Town Official Appointments:**

Michael commented that he has received responses to the letter sent to appointees whose terms expire in 2017. Responses were received from the appointees representing the Board of Adjustment, Woodbury Fund Committee, Rail Trail Committee, Planning Commission, Forest Fire Officer and the Central Vermont Solid Waste District representative. Appointments for open positions will be filled after Town Meeting.

### **Town Plan and Planning Commission:**

Michael noted the potential exists to appoint an entirely new Planning Commission.

Michael is in receipt of the ninety page Town Plan and noted several of the recommendations made by the Central Vermont Regional Planning Commission were not included in the Plan. Michael subsequently forwarded the Plan to Eric Vorvold at the CVRCP for his review. Michael noted that Eric has not had time to review the latest iteration of the Plan. However, Eric commented that the Plan does seem to meet

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<sup>1</sup> A Gantt chart is a type of bar chart, devised by Henry Gantt in the 1910s, that illustrates a project schedule.

most State Statute requirements. Both Michael and Diana remarked that Woodbury, as members of the CVRPC, is entitled to receive consultation from the CVRPC in an effort to bring the Plan up to acceptable standards.

Michael noted the importance of having a Town Plan as Act 174 states in part: “the Public Service Board shall give substantial deference to the land conservation measures and specific policies contained in a duly adopted regional and municipal plan.” Here’s the link:

<http://publicservice.vermont.gov/content/act-174-recommendations-and-determination-standards>

The next steps are to appoint a new Planning Commission and meet with Eric Vorvold sometime in April to review and edit the Plan as required.

### **Pre-Town Meeting Planning:**

*A pre-Town Meeting at the Town Hall on March 2, 2017 beginning at 6:30PM.*

Diana will open the doors and turn the heat on in the afternoon. Skip and Michael will arrive at 5:30PM and set-up.

The Highway and General Fund budgets will be voted on separately during the actual Town Meeting. Diana remarked the voters may amend the budget(s) downward by eliminating expenditures as happened at the 2016 Town meeting. Diana continued, the budget(s) may not be increased.

### **Central Vermont Regional Energy Plan Survey:**

During the February 13, 2017 Select Board meeting, Michael led the discussion noting the CVRPC is developing a comprehensive regional energy plan and requests input from each Town’s Select Board, Planning Commission, Energy Committee, and Conservation Committee. Here’s the survey link:

[https://www.surveymonkey.com/r/CV\\_energy\\_survey](https://www.surveymonkey.com/r/CV_energy_survey)

Responses will be used to assist with the development of the CVRPC’s Regional Energy Plan and to help ensure municipal interests and opinions are acknowledged.

The survey document asks the Board and other Town committees to review three “Constraints” maps, Known Constraints, Possible Constraints, and Regional Constraints and agree or disagree with the siting constraints as detailed for solar and wind project siting. Michael reported the Woodbury Conservation Committee has completed and submitted their survey to the CVRPC.

Maps are available electronically by accessing the survey link or by contacting the Town office. Skip setup his laptop and external monitor and the group was able to view the maps and move forward with the survey.

The Select Board agreed with the Conservation Committee in their assessment of Woodbury’s Known and Possible Constraints as depicted on the maps. Michael will formalize tonight’s effort and submit the survey electronically to the CVRPC.

### **Updates and Follow-Ups: TH 39 Reclassification:**

Michael reported the letters to the abutters were sent out and the meeting and site visit is scheduled for March 20, 2017 at 1:00PM at the Town Office.

**Adjourn:**

Michael introduced a motion to adjourn at 8:16PM; Skip seconded the motion and the motion carried.

Approved Date: March 13, 2017

Michael Gray: Select Board Chair \_\_\_\_\_/S/\_\_\_\_\_

Guy Rouelle: Select Board Member \_\_\_\_\_/S/\_\_\_\_\_

Thomas Lindsay: Select Board Member \_\_\_\_\_/S/\_\_\_\_\_

**ATTACHMENT 1**

**Color Coding by Funding Source & Agency Leadership**

Blue = FEMA HMGP Buyout Grant Gray = AOT District 7 Brown = VT Dept. of Environmental Conservation & U.S. EPA

Agency & Project	Task
FEMA Building Buyout	FEMA approval of pre award costs
FEMA Building Buyout	Letter of extraordinary circumstances
FEMA Building Buyout	Building Materials Assessment Plan (lead & asbestos, etc.)
FEMA Building Buyout	(pre award) building demo SOW - ensure building doesn't go in stream. protect RT 14
FEMA Building Buyout	Building demo & safety stabilization
AOT Culvert Upgrade	Culvert Conceptual Design
EPA & DEC Environmental	Soil & Groundwater sampling plan
EPA & DEC Environmental	Phase 2 env. Site assessment
EPA & DEC Environmental	Corrective Action Plan (explores options for clean up, stream restoration & culvert design, provides cost estimates, town decides, approved by DEC)
FEMA Building Buyout	Stream Restoration Design
AOT Culvert Upgrade	Culvert Design
FEMA Building Buyout	Stream alteration permit
TBD/Exploring Solutions	Soils cleanup
VT Dept. of Enviro. Cons.	Site Management Activities Completed (SMAC) Letter
VT Dept. of Enviro. Cons.	Clean Letter
FEMA Building Buyout	FEMA buyout notice of award
FEMA Building Buyout	DEMHS issues subgrant agreement
FEMA Building Buyout	\$\$ reimbursement to town for pre approved activities
FEMA Building Buyout	Town reimbursed by FEMA for lead & asbestos
FEMA Building Buyout	title transfer/closing
FEMA Building Buyout	site grading + landscaping
FEMA Building Buyout	Stream channel restoration and recontouring
AOT Culvert Upgrade	culvert excavation
Project Outcome	greenspace
Project Outcome	restored stream + floodplain
Project Outcome	upgraded culvert



