

Town of Woodbury Select Board

Approved Meeting Minutes – March 27, 2017 Select Board Meeting

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

Town Officers Present: Brandy Smith-Town Treasurer; Diana Peduzzi-Town Clerk;
Auditors: Jayne Nold-Laurendeau and Susan Martin

Town Employees: None

Members of the Public: Vail Leach

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

Michael Gray called the meeting to order at 6:01 P.M.

Adjustments to Agenda:

- Advertisement for mowing services, including Town property and cemeteries, will be added to the agenda.
- Approval of the minutes from the 3.23.17 meeting with VTrans will be included as part of Updates and Follow-Ups.
- Minutes from the Town Highway 39 meeting and site visit will not be introduced tonight. The meeting and site visit was held on 3.20.17 and by statute, minutes must be produced within 60 days.

Public Comment:

Vail Leach commented on Town Highway 39 noting a section of the highway was discontinued years ago and cautioned that once a highway is discontinued it is difficult to reestablish it as a Town highway. Michael noted the first section of TH 39 was discontinued in 1987.

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 March 13, 2017 Select Board Meeting:

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

Road Foreman’s Report; Hiring a New Road Foreman:

There was no Road Foreman’s Report.

Michael remarked that the Road Foreman, Harry Dailey, announced his resignation on Friday, March 24, 2017. Subsequently, Michael introduced a formal letter of resignation from Harry Dailey indicating Harry’s last day of employment with the Town is April 7, 2017.

Michael commented the Board would be working to reconfigure the Road Crew in the very near future. The remaining Road Crew members, Greg Parkhurst and David Pike, are staying. In the interim, Greg Parkhurst will be overseeing the maintenance of the roads until a permanent road crew configuration is established.

In response to a question from Susan Martin, Michael noted the Select Board plans to meet during the week of April 8, 2017 and consider hiring options to fill the Road Crew vacancy. Skip will produce a draft Road Crew Job Description, Draft Road Crew Job Application, and a media advertisement for review at the meeting.

Review Auditors' Suggestions from Auditors' Report:

Note: The full list of Auditors' Recommendations may be found on page six (6) of the Woodbury Town Report for Year 2016.

- Jayne Nold-Laurendeau began the discussion by remarking how important it is to keep accurate records of Town's vehicle usage and maintenance. Jayne continued, noting that any new Road Crew member should be able to keep these records current and in an electronic format.
- Susan Martin remarked that she and Jayne are committed to go through and inventory Town owned land and assets.
- Susan mentioned the need to provide job descriptions for all employees. Skip will share the new draft Road Crew job descriptions with the Auditors.
- Train and educate Town employees and strive to hire local contractors where possible within the constraints of the Town's Purchasing Policy.
- Require receipts from Road Crew members for reimbursement of up to \$350.00 for work clothing, boots, gloves, etc.
- Adopt an overtime policy similar to that of the Town of Bolton. Michael commented Woodbury has an overtime policy based on the Fair Labor Standards Act¹. A discussion ensued regarding exempt vs non-exempt employee status. Michael noted the Road Crew Foreman was incorrectly categorized and the Town has since reconciled a payment schedule with the Foreman for overtime not paid.
- A policy that level funds Town Appropriations for Area Service Organizations has been adopted.
- Regarding Town checks having a description for their purpose, the Auditors are concerned that they sometimes have no idea why the expenditure was made and for what purpose. Brandy remarked that certain invoices from auto parts vendors contain only part/code numbers and she has no idea how the part will be used. The Auditors cited an invoice from Rite Aid for three dash cameras for the vehicles that took them an inordinate amount of time to reconcile. The expectation is that the road crew should not

¹ <http://flsa.com/coverage.html>

have to write explanations for every nut and bolt invoice but to write an explanation/brief description on the invoices for larger purchases.

- NEMRC General Ledger/Budget Module expenditure was approved at Town meeting and will be purchased and installed once Fiscal Year 2018 commences on July 1, 2017. The NEMRC Budget Module is a replacement application for the Peachtree software which is being used presently for the Town's General Ledger accounting.
- Appointing an independent Road Commissioner was discussed. The Auditors want to be certain that appropriate records are maintained and the Highway Budget carefully managed. Michael remarked that with the imminent changes to the road crew he hopes these concerns could be successfully addressed.

The Auditors first priority is to identify Town assets including ownership of the Woodbury Elementary School. Several prior attempts to identify ownership of the School have proven fruitless.

The Auditors questioned the Town's overtime policy focusing on "call-ins". Michael explained a "call-in" is at the discretion of the Road Foreman and is used mostly to be certain roads are clear for school busses in the morning. Brandy and Michael expressed the need to revisit the personnel policy-overtime section.

Town Treasurer's Report:

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

Brandy reported she had a meeting with the OSSU and noted the OSSU sought to close the Woodbury School Building Reserve Fund and add the funds into the OSSU General Fund. Brandy balked at this idea reminding the OSSU that the Woodbury School Building Fund is a Reserve Fund and can only be closed by the voters at Town Meeting.

Brandy was given a new list of responsibilities as the Woodbury School District Treasurer by the OSSU Business Manager that will increase her responsibilities and workload significantly.

Brandy remarked she decided to stay with Union Bank for the Town's deposits and in doing so Union Bank doubled the interest rate to 0.03%

Town Clerk's Report:

Diana presented the following mail:

- Three Overweight Vehicle Permits
- A UST/AST news letter from the Vermont Agency of Natural Resources
- Announcement of a Human Resources Workshop from the VLCT

Michael introduced a draft of the advertisement for Cemetery and Town property mowing. Skip had provided the initial draft and Michael, with assistance from the Cemetery Commissioners, produced this version. After much discussion and further revisions, Michael will create a final advertisement for posting in local newspapers and online social media sites. Bids will be due in the Town Offices on April 20, 2017; bid opening during the April 24, 2017 Select Board Meeting.

Use of the Town Park for a “Flea Market” was discussed with Diana noting that rules for the Park’s usage have not been established. A May 27, 2017 date was proposed. The conversation turned to pedestrian safety and how to warn vehicles an event is taking place. The Select Board will contact the CVRPC regarding a traffic calming sign for use during the event.

Diana reported on a call from Laura Ranker from the Central Vermont Regional Planning Commission regarding the Town’s Hazard Mitigation Plan. The current Woodbury Hazard Mitigation Plan was approved by FEMA on 12/9/2013 and expires 12/9/2018. Diana noted the CVRPC has money to assist Woodbury in creating a new Plan, however, a \$3,000.00 Town match is required to take advantage of the CVRPC funds. The cash match can be paid in 2019 and payments can be broken out so it is not all due at the same time. CVRPC would also ask the town to record any volunteer time (hours) as an in-kind match. Michael will ask the Town’s Emergency Management Director if he wants to take part in the Plan’s update.

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

Diana commented the CVRPC has completed negotiations with the Phase 2 environmental study contractor, the Johnson Company. The Johnson Company will need access into the building to complete the Phase 1 environmental study that will look for other hazardous materials such as PCB’s. Note the Lead and Asbestos study did find asbestos contamination in the building. Subsequently, the Phase 2 aspect of the project will begin.

A project meeting is being scheduled which will bring together all stakeholders in an attempt to create a project timeline and assign roles and responsibilities.

There was nothing new to report from the Attorney representing the Town in the purchase and sales aspect of the project. Diana will reach out to the Attorney for an update. All agreed that having a signed purchase and sales agreement is a key milestone and is essential for the project to move forward.

Class 4 Roads Policy; Review in light of ACT 64:

Michael commented that during the meeting with VTrans on March 23, 2017 Shauna Clifford advised the Town take a look at Class 4 Roads and determine which of them could be discontinued as Act 64, Vermont’s Clean Water Act, requires Towns to maintain Class 4 roads in a more stringent manner regarding erosion issues, especially those that flow into the Lamoille and Winooski River watersheds. Act 64 stipulates that the Towns will be responsible to mitigate erosion caused by storm water run-off. Michael continued, the Class 4 roads could be reclassified as Trails and therefore would not be subject to Act 64’s regulations.

The Select Board will reach out to the Woodbury Conservation Commission and strive to create an inventory of Class 4 roads noting those that will require maintenance to comply with Act 64.

Michael advised the group that work on Class 4 roads in West Woodbury is scheduled for this summer. The Vermont Youth Conservation Corps will do most of this work with assistance from the Town for any materials such as stone and gravel and equipment as needed. The program is negotiated with the VYCC through the Central Vermont Regional Planning Commission and uses State Grant funds for this work.

Updates and Follow-Ups:

- **Better Roads Grants; East Hill and Valley Lake Road**

Michael remarked the Town has two Better Roads Grants; the East Hill Grant which has been awarded and the Valley Lake Road Grant which is awaiting approval. The Valley Lake Road Grant will strive to mitigate stormwater runoff into the Kingsbury Branch stream and mitigate flooding in the Volunteer Fire Department Annex. Copies of both Grants are available at the Woodbury Town Offices.

- **Meeting with Shauna Clifford VTrans District 7**

Skip reported on a March 23 meeting where Shauna Clifford led the group through the completion of the Annual Highway Financial Plan compiling approved budget amounts both winter and general maintenance on Class 2, Class 3 and Class 4 Town roadways. Shauna captured budgeted amounts for sand/salt, equipment maintenance, gravel & chloride, and road construction projects. Shauna will provide the final version of the document for the Select Board’s signature and records. Skip noted VTrans have grant monies available for Class 2 highway maintenance. Michael noted the Town received approximately \$69,000 from the State for roadway maintenance.

Adjourn:

Michael introduced a motion to adjourn at 8:11PM; Skip seconded the motion and the motion carried.

Approved Date: April 10, 2017

Michael Gray: Select Board Chair _____

Guy Rouelle: Select Board Member _____

Thomas Lindsay: Select Board Member _____