

Town of Woodbury Select Board

Approved Meeting Minutes – March 13, 2017 Select Board Meeting

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

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

Town Employees: Harry Dailey-Road Foreman

Members of the Public: Vail Leach

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

Michael Gray called the meeting to order at 6:00 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, Skip seconded the motion, and the motion was approved.

Approve the Minutes from the February 27, 2017 Select Board Meeting:

Michael introduced a motion to approve the meeting minutes from the February 27, 2017 Select Board meeting; Guy seconded the motion, and the motion was approved.

Select Board Governance:

Michael remarked that this is done each year is to establish the Select Board’s make-up. Michael commented he’d like to remain as Chair. Both Guy and Skip agreed to keep the Board structured as is.

Executive Session-Select Board Only:

Michael introduced a motion to enter into Executive Session at 6:05PM. Skip clarified the need for the motion citing, 1VSA Section 313 (a) (4), Discipline Action against a public employee. The Board reviewed the HCTV video of an incident that occurred during the Road Foreman’s report at the Select Board Meeting on February 27, 2017. After considerable debate, the Board’s 2-1 decision was to give a verbal warning, not a warning letter, to the Road Foreman. Michael introduced a motion to come out of Executive Session at 6:30PM, Skip seconded the motion, and the motion carried unanimously.

Executive Session-Invite Harry Dailey:

At 6:32PM Michael introduced a motion to enter into Executive Session citing, 1VSA Section 313 (a) (4), Discipline Action against a public employee. The Select Board informed Harry of its decision and gave Harry a verbal warning. At 6:40PM, Michael introduced a motion to come out of Executive Session, Guy seconded the motion, and the motion carried unanimously.

Subsequently, Michael announced that Harry was given a verbal warning for the incident that occurred during the February 27, 2017 Select Board meeting.

Road Foreman's Report:

Harry remarked that the trucks are using the last sets of new chains and the sand pile is getting "down there", way down there.

Michael commented on a Better Roads Grant he submitted on March 10, 2017 that will provide State funds to complete a road inventory/survey in preparation for the implementation of ACT 64¹, An Act Relating to Improving the Quality of State Waters.

Michael introduced a document that once signed, certifies the Town of Woodbury will maintain the current 2013 State approved Town Road and Bridge Standards. Note this certification is required every four years. The document will be signed at a meeting with Shauna Clifford, VTrans District 7 Project Manager, on March 23, 2017.

Michael briefed the group on a meeting with Shauna Clifford scheduled for March 23, 2017, 9:00AM at the Town Office. The FY 2018 Woodbury Road Budget will be discussed with Shauna, Skip Lindsay, Michael Gray and Harry Dailey.

Paul Cerutti joined the meeting and the group discussed a stormwater issue on Valley Lake Road that affects the Woodbury Volunteer Fire Department Annex building. During a heavy rain and Spring melts, stormwater and mud enters the Annex building through the garage and entry doors impeding firefighter's normal activities. Additionally stormwater and road surface material drain into the Kingsbury Branch stream adjacent to the Annex building. Paul sent the Select Board digital photographs of the damage and ask the Board seek a permanent solution to the problem. A discussion followed and the group decided the best path forward is to apply for a Better Roads Grant that, if awarded, will fund a project to permanently mitigate the stormwater runoff issue. Michael commented that any FY 2018 Grants are due by March 17, 2017. Skip will begin the application process and have a document for review by March 15, 2017. Skip will then forward the application and supporting documentation to the ANR on March 16, 2017.

Michael and Harry noted Woodbury has one approved Better Roads Grant for FY2018, the East Hill Road Upgrade, and historically the State allows only one Better Roads Grant per Town per fiscal year. Plan "B" is to use the information compiled for the Back Roads Grant and create an application for a VTrans Grant.

Woodbury Forest Fire Warden:

Note: Michael indicated Grady Neil has decided not to continue as the Forest Fire Warden. Grady has served in this position for 25 years.

The group discussed the State mandated requirement for the Town to have a Forest Fire Warden. Paul noted issuing permits and completing the requisite Fire Warden training are not the issues. Paul's concern is two-fold, enforcement and compensation, noting a couple of ugly incidents that occurred in 2016. Paul remarked that the Fire Department does not have the right to go on a person's property and extinguish a fire without the Fire Warden's approval. Paul continued, commenting that the key to attract qualified persons for the position is to give either a stipend or hourly compensation to the Fire Warden. The Board heeded Paul's advice that a Deputy Fire Warden position be established as well to ensure coverage should the Warden be unavailable.

¹ <http://legislature.vermont.gov/assets/Documents/2016/Docs/ACTS/ACT064/ACT064%20As%20Enacted.pdf>

Skip noted the FY 2018 Budget does not include any funds for the "Forest Fires" line item, as historically Grady Neil did not submit invoices for this work.

After a review of the present Town employee/appointee compensation rates, the Board agreed to establish a \$20.00 per hour rate for the Forest Fire Warden and Deputy. The Board will revisit the budget after one year and adjust the compensation as needed.

The Board now must adopt a State mandated burning ordinance that will establish criteria for burning, permitting, and fines. Skip will work with Paul, draft a Forest Fire Warden Job description and compensation document, and research other Town's burning ordinances.

Town Treasurer's Report:

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

Brandy directed the Board to the last page of the report where the current Town's Restricted Funds Balances through for FY 2017 were detailed. As of February 2017, the Restricted Funds balances totaled \$187,370.37 as follows:

Cemetery Fund: \$10,469.55	Conservation Fund: \$5,890.27
Fire Department Reserve Fund: \$5,081.46	Hazard Mitigation Fund: \$22,882.89
HERF: \$10,616.19	Library Fund: \$16,337.18
Listers Education Fund: \$7,897.68	Paving Fund: \$13,682.42
Reappraisal Fund: \$69,984.17	Restoration Reserve Fund: \$3,041.17
Sylvia Jackson Fund: \$6,363.81	Town Building Maintenance Reserve: \$15,096.58

Brandy noted revenues for February included:

Two State of Vermont Deposits: \$8,351.00	Delinquent Taxes Received: \$11,498.02
Overweight Road Permits: \$491.00	

Brandy commented that she received an email from Brad Jackson, who works for the State of Vermont Department of Education, indicating that Woodbury is not on the list for property reappraisal this year.

Brandy noted the bid/advertising for Cemetery maintenance/mowing should be published in the near future. A discussion ensued regarding which entity should promulgate the bid, the Cemetery Commission or the Select Board. Brandy she is responsible for ensuring each applicant had the requisite insurances as required by stature and that the Select Board placed the advertisement the past couple of years. All agreed the Board would meet with the Cemetery Commission and produce a bid/advertisement at the 27 March Select Board meeting, if not sooner.

Guy wondered if a two-year contract is a more practical duration for the contract. Guy thought a one-year contract with an option to renew for an additional year more workable. Michael will arrange a meeting with the Cemetery Commission and discuss these options.

Brandy reported on her ongoing investigation regarding interest rates for the Town's deposits. Union Bank will double their rate to 0.03, North Country has proposed a 0.05 rate. After much discussion, the Board opted to leave the decision with Brandy.

Brandy reported the outstanding Delinquent Tax balance stands at \$89,783.16.

Town Clerk's Report:

Diana presented the following mail:

- A letter from Neil Monteith regarding the vacant Forest Fire Warden position.
- A resume for a position on the Road Crew
- A letter from HCTV noting they do not need a donation from the Town this year.

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

Diana noted there is not very much happening. Diana commented the CVRPC is still in negotiations with the Phase 2 environmental study contractor. Diana remarked the property owners have not contacted her nor has the attorney hired to represent the Town in purchase and sale negotiations.

Green Up Day:

Michael was contacted by Elizabeth Stratton, representing the friends of Woodbury Elementary School, requesting the Town designate \$50.00 from the Town's budgeted amount of \$200 for Green-Up Day to the Friends of WES. The money will be used to purchase prizes for children who participate in Green-Up Day and find certain items along the road. The Board voted unanimously to designate \$50.00 for this cause.

Town Official Appointments:

Michael noted the list of Appointees appears on pages 12 and 13 of the Town Report. Subsequently, The Board began to vote on the appointees:

Road Foreman: Harry Dailey; two votes for, one abstention.

The remainder of the appointees were voted in unanimously.

Town Plan and Planning Commission:

Michael remarked the Town Plan is mostly ready for the final approval process. Michael noted Eric Vorwald of the Central Vermont Regional Planning Commission, CVRPC, is currently reviewing the Plan.

Michael will initiate a meeting with Eric and members of the Planning Commission to go over the Plan together. The Planning Commission will then get the document in its final draft form ready to pass State mandated requirements and best practices. The town plan draft will then undergo another hearing overseen by the Select Board, be reviewed by the Select Board for approval, and then passed on to the CVRPC Board of Commissioners for approval. At this point the Town Plan will be officially approved.

Updates and Follow-Ups:

Skip presented a "post mortem" of the Town Meeting that included following up on questions regarding:

- How much money can the Town borrow.
- Whether an increase in funding for Social Services organizations during Town Meeting is legal.
- Why is the Volunteer Fire Department costs allocated as indicated when Calais has more calls for service than Woodbury.

Michael thought it prudent to discuss action items to address for this year. Preliminary items include:

- Promulgate a Class 4 Road Policy
- Revisit the Personnel Policy
- Revisit the Guard Rail Study/Inventory
- Reexamine the Village Plan in concert with the approved Town Plan

Adjourn:

Michael introduced a motion to adjourn at 8:37PM; Skip seconded the motion and the motion carried.

Approved Date: March 27, 2017

Michael Gray: Select Board Chair _____/S/_____

Guy Rouelle: Select Board Member _____

Thomas Lindsay: Select Board Member _____/S/_____