

Town of Woodbury Select Board

Approved Meeting Minutes – May 8, 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

Town Employees: None

Members of the Public: Vail Leach; Lynn Gallison; Chuck Batchelder; Emily Bagley

Media: John Pepe-HCTV

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

Adjustments to Agenda Included:

Michael noted the following agenda items would not be addressed due to Guy Rouell’s absence:

- Postpone discussion and review of the Personnel Policy

Public Comment:

There was no comment from the members of the public.

Approve the Bills to the Town:

Michael introduced a motion to approve the bills to the Town; Skip seconded the motion and the motion carried unanimously.

Approve the Minutes from the April 24, 2017 Select Board Meeting:

Michael introduced a motion to approve the minutes from the April 24, 2017 Select Board meeting; Skip seconded the motion and the motion carried unanimously.

Town Treasurer’s Report:

Brandy distributed the May 8, 2017 bi-weekly financial reports for review and they were accepted without questions.

Brandy reported the Town’s accounting system would transition 100% to a New England Municipal Resource Center (NEMRC) software program. The transition will allow Brandy to use one accounting program for accounts receivable, invoicing, bill paying, and payroll. Brandy has been working with a NEMRC field technician/consultant who is managing the transition and the NEMRC staffer noted that Towns should undergo an outside audit every three years.

The transition is scheduled to coincide with the beginning of Fiscal Year 2018 on July 1, 2017 and will necessitate the complete re-coding of the Town’s General Ledger.

Town Clerk's Report: Assistant Clerk Compensation

Diana presented these documents to the Board:

- A letter for Michael's signature from the Central Vermont Solid Waste District announcing the appointment of Jayne Nold-Laurendeau as Woodbury's representative to the Central Vermont Solid Waste District.
- A letter from the Agency of Natural Resources Department of Forests, Parks and Recreation Vermont and announcing the appointment of Paul Cerutti as Forest Fire Warden for the Town. The Select Board's approval is required for the appointment to become official. Both Michael and Skip signed the document noting the two-year term expires on June 30, 2019.

Diana remarked the Assistant Town Clerk, Jennifer Harmon, has been working for over four months and her performance has been excellent. Diana commented that Jennifer's present salary is \$12.25 per hour. Diana advocated for an immediate salary increase for Jennifer to \$13.00 per hour and subsequently another raise on July 1, 2017. Diana noted that Jennifer works eight hours per week.

Skip commented that he researched Assistant Clerks' compensation using the 2016 Vermont Municipal Compensation and Benefits Survey booklet that details salary and benefits by Municipality for positions including that of an Assistant Town Clerk. Skip noted the average pay for an Assistant Clerk ranged from \$14.33 to \$15.52 per hour. Skip's recommendation was to increase Jennifer's hourly compensation now and not to increase her compensation on July 1, 2017. Skip introduced a motion to immediately increase Jennifer's compensation to \$14.00 per hour, Michael seconded the motion, and the motion carried.

Town Road Suggestions: Lynn Gallison & Chuck Batchelder

Lynn and Chuck commented that now is a good time to think about changes to the manner in which the Town Roads are maintained and to look at the financial aspect of the Highway Department as well.

Lynn and Chuck's recommendations included:

- Obtain gravel from two sources.
- Research the cost of having gravel delivered to the Town Garage (The Road Crew now trucks the gravel from the pit to the Town Garage)
- Increased supervision of the Road Crew and road maintenance.
- Prioritize roads that need work.
- Clean the sides of all Town roads.
- Clean out all culverts.
- Ensure there is a "ditching" policy.
- Make sure Road Crew understands how to grade a road properly.

Both Lynn and Chuck offered to lend their expertise and service at no cost to the Town. Lynn offered to train the Road Crew on how to properly grade a road and assist in other aspects of road maintenance. Chuck and Skip will ride the Town roads and assess those roads in need of immediate improvement.

Town Road Suggestions: Emily Bagley

Emily Bagley addressed the Board asking why the Town does not plow Buck Lake Road road up to her father's house (the Stewart Bagley residence). Michael remarked that the Town's policy is not to plow Class 4 roads in the winter. Michael noted Buck Lake Road is a Class 3 Road up to the bend in the road; beyond that it becomes a Class 4 road. MS. Bagley contends that the Town does plow the Class 4 portion when someone new moves into a property along the Class 4 portion. After a brief discussion, Michael did note the Town does plow a very short section of the Class 4 section of Buck Lake Road. MS. Bagley continued that it is not fair that the Town will not plow up to the Bagley property and that she plans to delete her cost to plow the road out of the property tax bill.

Review Letter from Vail Leach:

In an April 13, 2017 letter to the Woodbury Elementary School Committee Vail aired his concerns regarding the possible closing of the School. Michael noted that he gave the letter to the Planning Commission for their review and continued, the Town Plan is nearing completion. Michael remarked the Plan is statutorily sound and merely needs to undergo final edits. Without an approved Plan, the Town is precluded from applying for certain development Grants.

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

Diana remarked that she hand delivered the final Purchase and Sale Agreement to Kim Sample and forwarded a copy via email to Kirk Gallant at his request.

Diana noted there has been some email correspondence from Kirk regarding his contention that the Town went out to bid for the building demolition work. Diana noted the Town asked for budgetary quote from contractors to include in the Grant application and that did not constitute a formal bid.

Diana noted that Bonnie Waninger from the Central Vermont Regional Planning Commission is planning to write a letter that details her position regarding monies presently allocated for the Phase 2 Brownfields study. Michael noted the Phase 2 study is now on hold due to the lack of a signed Purchase and Sales agreement.

Skip and Michael noted that if the Woodbury Store continues to deteriorate and should debris migrate beyond the property line the State Department of Health will step in and the project would be out of the Town's control.

There is a sense of urgency based on the building's condition to move the project forward. All expressed their concerns with potentially losing the Phase 2 Environmental Study grant monies, the additional cost for asbestos removal, acquiring additional grant money if the Phase 2 Environmental Study finds additional pollution at the site, and the potential for additional demolition expenses due to the partial collapse of the building.

Town Roads:

- **Winter Sand Request For Pricing**
 - Michael produced information from the road crew indicating that 275 round trips were required to haul 4,000 cubic yards of winter sand from Gravel's sand pit to the Town garage for the 2016-2017 Winter season.

- Skip will create a Request for Pricing (RFP) for Winter Sand and ask for two costs; one for sand delivered to the Town Garage and one for pick-up by the Town road crew. The RFP will be ready for review during the May 22, 2017 Select Board meeting.
- **Road Crew Job Applications:**
 - The Town is in receipt of four Road Crew Job applications. Diana distributed the applications to the Board for their review and Michael noted the importance to have Greg Parkhurst review the applications as well. The Board will vet the applicants and discuss their rankings during the May 22, 2017 Board meeting. Subsequently, the qualified applicants will be invited to participate in a face-to-face interview with the Board and their designees. The goal is to have the new Road Crew member hired by July 1, 2017.
- **East Hill Project Request For Pricing:**
 - Both Skip and Michael have reviewed Guy's Request for Pricing and sent minor edits back to Guy. Subsequently, the RFP will be sent to contractors, posted on the Town's Web Site, and noticed in print media.
- **Valley Lake Road/Better Roads Grant**
 - Michael reported the Town was unsuccessful in securing a Grant to mitigate the erosion issue at Valley Lake Road and eliminate flooding issue at the Fire Department Annex. Michael commented that Allan May from VTrans District 7 offered to help in assessing what could be done to Valley Lake Road to alleviate the flooding issue.

Domestic Pet Nuisance Control Ordinance Review:

Skip commented on Kim Silk's request that the Town amend the existing Domestic Pet Nuisance Control Ordinance to add a section that includes large animals such as horses. Skip noted the existing Ordinance focused on dogs, wolf-hybrids, and cats and could prove confusing if large domestic animals were included in the Ordinance. Skip researched existing State statutes and created a draft civic Ordinance for Large Domestic Animals for consideration and review. Both Ordinances incorporate sections addressing what to do if an animal is found abandoned and a process for penalty enforcement.

Both documents have been sent to the Town Animal Control officer for his review and edits.

Burning Ordinance Review; Approve VLCT Review Expense

Skip noted that in his research of the Open Burning Ordinance he found a separate State Statute that deals with burning of solid waste; 24 VSA §2201. The Open Burning Ordinance cites 10 VSA § 2645. Skip produced two draft Ordinances for review that deal with discreet burning situations.

The Board approved the use of VLCT's attorney to review both Ordinances.

Updates and Follow-Ups:

None.

Adjourn:

Michael introduced a motion to adjourn at 8:26 PM; Skip seconded the motion and the motion carried.

Approved Date: May 22, 2017

Michael Gray: Select Board Chair _____/S/_____

Guy Rouelle: Select Board Member _____/S/_____

Thomas Lindsay: Select Board Member _____/S/_____