**Town of Woodbury Select Board**

**August 13, 2018 Select Board Meeting**

**Approved Meeting Minutes**

## Select Board Members Present*:* Thomas “Skip” Lindsay-Chair; Brian Shatney; Michael Gray

**Town Officers Present:** Diana Peduzzi-Town Clerk; Laura Dailey-Scribe/Assistant Town Clerk, Greg Parkhurst-Road Foreman

**Members of the Public:** Robin Durkee

**Media:** Griffin Lussier- Hardwick Community Television; Mike Bielawski-Hardwick Gazette

Skip called the meeting to order at 6:00 P.M.

**Adjustments to Agenda:** Hardwick electric power line

**Public Comment:** None

**Approve the Bills to the Town:** Bills to the town are approved. Brandy has included full payment for the Municipal Roads General Permit (MRGP). Part of that payment -$1350-is not due until 6/1/2019 while $640 is due this year to review and process the application. Skip is going to ask Brandy to leave the $1350 out of the payment to wait to process next year closer to the due date.

**Approve the Minutes from the July 23, 2018 Select Board Meeting:**

Minutes for the July 23 meeting are approved.

**Town Treasurer’s Report:** No report

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**Town Clerk’s Report:**

* **Town Web Site-** Diana has received no update from Ben Witte about the town website. Skip was unable to access the website and requested an updated URL from Ben. He will try to access the website with the new URL in order to critique it. The old town website has removed.
* **Complaint-** There was a complaint about drunk driving on Nichols Dam Road. There have been 2 accidents so far this year. The dam has a history of being a party spot and law enforcement options in the area are all but nonexistent.
* **Town Roads Map-**The town received its annual updated town highway map. There is the thought to place this on the new website.
* **Vermont League of Cities and Towns (VLCT) Annual Meeting-** The town was sentinformation for VLCT’s annual meeting; we are supposed to send one voting representative. Skip will follow up.
* **Hazard Mitigation Grant Update-** There was a meeting with the Agency of Natural Resources (ANR), the Central Vermont Regional Planning Commission (CVRPC), the Johnson Company and Diana, representing Woodbury, to discuss the Phase 2 cleanup of the old store site. CVRPC will fund the work plan with extra money it has in its Brownfields Fund; ANR stated the Petroleum Cleanup Fund will pay for the cleanup. The Johnson Company, which CVRPC hired to do the Phase 2 study, will put together the work plan and oversee the cleanup of the contaminated soil found in the Phase 2 study.
* **Using Village Green-** Skip looked at facility use/liability policies from VLCT. Robin was asked if there is a policy that works for the town hall, and she gave the board a copy. Skip will create a policy with the same type of guidelines however there will be no fee for use as long as people are responsible when using the village green. He’ll also re-do the old form for the town hall for Robin and make any updates needed. Robin also requested that the town consider sanding and refinishing the Town Hall floors.

**Winter Sand Award:** Skip presented the board with the final 3 year contract drawn up by Paul Gillies, the town’s attorney. Skip dropped off the samples he obtained from each pit, for the state and presented the board with the reports. Skip then made a motion at 7:02 p.m. to enter into executive session, citing VSA- Premature public knowledge could put bidders at a disadvantage. Greg was invited to be in the session.

At 7:34 Skip made a motion to reopen the meeting. Motion approved.

Skip had received 2 documents he did not and will not open, one from McCullough Crushing and one from Ken Davis Contracting, as they arrived long after the bid closing date. Skip made a motion to award the winter sand contract to Davis contracting. Bryan and Michael voted no. Skip voted yes. No’s have it. Skip made motion to award the contract to Gravel Construction. Skip voted no, Brian and Michael voted yes. The contract is awarded to Gravel Construction. Part of the contract would allow the town to do testing during the 3 year period. Ken Davis thanked the board.

**Town Roads Report:**

* The road crew did a major repair to Nichols Pond Road, replacing four culverts and putting down 3’ stone gravel in the eroded section of the road. Work will also be done on the turn-around for Hardwick plow trucks. (Hardwick plows the section of the road which is in Hardwick and then a short section of Woodbury’s part of the road to the turn-around.) Woodbury is going to remove the trees in the turn-around and will need to contact the landowners to let them know.
* A plugged culvert on Wheeler Hill Road was replaced and repositioned; Greg moved it further up the road.
* The outside body on truck #1 was sanded and painted.
* The guard rail on Log Town Road was repaired.
* Mandated changes – a new overfill warning system and smaller fill pipe - to the underground fuel storage tank were done. The cement pad above will also need to be replaced.
* A third person for winter plowing was discussed. Greg is thinking of a few folks that might want to do this work. The present part time crew members are not able fill this position for the full winter. Bob Fair heads south after January 1; Tim Neill and David Pike do not want to do it though Dave is willing to be a sub/on call person. The board briefly discussed creating a third full time position and decided this is probably inevitable in the future but for now will look to find a part time crew member. The board discussed what it would look like to help a new employee get a CDL license to be able to drive for the town. Michael will look into the permitting process for a CDL.
* Skip sent an email about the 911 work on Bailey Bridge Road to the state. Skip Marchesani petitioned Skip Lindsay for names to a road that leads to homes off Bailey Bridge Road. There will be two new road names-one section will be Medawila Lane and the other South Shore Trail. The town will provide signs for each road. The private roads would also be part of the 911 map and notification has been sent to the listers and Paul Cerutti. Robin suggested Skip send it Debbie Reeks and Deb Larose of Hardwick Rescue. This road is not plowed by the town and will not be in the future.
* Skip presented the vehicle use policy he created. It requires the select board to approve any person before they use a town vehicle. New highway employees will be subject to this policy but the current employees are fine. This policy is designed to protect the town from liability and loss of equipment. Skip introduced a motion to approve the vehicle use policy. Motion approved. Select Board members signed the policy.
* The installation of the fire alarm at the town garage is finished. A “knox” box has been installed at the fire department’s request. Michael said he hasn’t seen an invoice for the costs from Mountain View Security but PACIF will reimburse the town for 50% of the costs. Diana then presented the board with the invoice from Mountain View Security which just came in.
* Speed Warning sign- the Woodbury sign on the north end of village is going to be moved when VTrans works on the guard rail so it will no longer block the view of the speed warning sign.

**Town Garage Power Line-** Hardwick Electric Department (HED)has sent an estimate for moving the power line that presently go over the winter sand pile. The estimate also covers the increase in amperage at the garage and a primary transformer for the garage. The estimate for this is $5391. An electrician would have to do the work inside the garage and that estimate is $3625. The board agreed to move forward with the work on the garage. Also on another note, the LED street lights have been received by HED and will soon be installed.

**Tax rate**- Skip and Brandy went over the budget and looked for what has been spent and what is anticipated for expenses. Various details and changes were discussed. Skip cannot figure out a proposed rate until the amounts that are in question are reconciled with Brandy’s input. Skip will revise the spreadsheet he and Brandy developed and then the select board can set a final tax rate. The board will set the rate at its next meeting. The tax rate will be similar to last year.

**Hazard Mitigation Plan (HMP) -** Michael asked about scheduling a time to meet with Stephanie Smith from to discuss hazard mitigation planning. The select board decides on a tentative August 30th date to schedule a working meeting with her to help get started on the plan.

**Zoning Administrator Hearing Conclusions** – Conclusions were just received from Paul Gillies on the ZA hearing. Michael will warn a special select board meeting on Wednesday, August 15 to make a decision on the conclusions of the zoning administrator’s hearing.

**Select Board Adjourns at 8:10pm**

Approved: August 27, 2018

Thomas J. Lindsay, Jr. \_\_\_\_\_\_\_\_\_\_\_/S/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Select Board Chair

Michael Gray\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/S/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member

Brian Shatney\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/S/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member