

## Town of Woodbury Select Board

November 26, 2018

### Meeting Minutes

**Select Board Members** : Thomas "Skip" Lindsay-Chair; Brian Shatney; Michael Gray

**Town Officials** : Diana Peduzzi-Town Clerk; Brandy Smith –Town Treasurer; Laura Dailey-Select Board Secretary/Assistant Town Clerk; Susan Martin, Woodbury auditor

**Members of the Public**: Jamie Stewart-Executive Director, Central Vermont Economic Development Corporation (CVEDC);

**Media**: Griffin Lussier- Hardwick Community Television

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

**Adjustments to Agenda-** Report on Vermont League of Cities & Towns (VLCT) Changes to Municipal Law Workshop; Discuss upcoming Fiscal Year 2020 (FY20) town budget meetings and future select board meeting dates.

**Public Comment:** none

**Approve the Bills to the Town-** Bills were approved after a brief discussion about the \$2,700 charge from the Hardwick Electric Department (HED) for the new LED street lights. Michael explained that Efficiency VT sent a check to the town for \$2700 and the town then used that money for payment of the invoice from HED. This sequence gave the town a paper trail for its accounting records.

**Approve the Minutes from the November 12, 2018 Select Board Meeting-** Minutes were approved.

#### **Town Treasurer's Report:**

- Brandy cut a check for Woodbury's school payment; the payment was for \$1.6 million.
- Because of late filings for the Homestead Exemption there were many residents with overpaid taxes, resulting in many refund checks. A lot of time was spent by Brandy on these refunds. Checks were issued if the refund was over \$20, anything under that was applied as a credit to next year's tax payment.
- Brandy transferred \$35,000 from the money market to the general fund to cover bills.
- \$819,090.18 in property taxes have been collected, with \$137,612.84 outstanding in delinquent and back taxes.
- Brandy received another quarterly Swenson payment which will be divided into the 3 highway funds the quarry reimbursement supports – the Paving Fund, the Heavy Equipment Fund and the town's purchase of road salt.
- On December 10, Brandy will be cutting the checks for all the appropriations voted on at town meeting and sending them out. Brandy also began the spreadsheet for work on the FY20 budget.

**Town Audit Bid Award:** Woodbury received one response to its Request for Proposals (RFP) for a town audit from Sullivan & Powers (S&P). The select board voted to award the audit to S&P. The town was given 2 options for the audit from S&P-one for a one time audit for \$18,500 and the other for a 3 year series of audits at approximately \$15,000/year. Approval of this audit and its expense will be decided at Town Meeting. There has not been an outside audit and no record of an audit

that anyone can recall. Brandy would like to be sure all accounts transferred over when the town switched accounting systems –from Peachtree to the New England Resource Center (NEMRC).

**Central Vermont Economic Development Corporation (CVEDC):** Jamie Stewart, executive director of CVDEC, came before the SB to re-establish CVEDC's appropriation of \$300 from the town. CVEDC has not received an appropriation for the last two years after failing to request an appropriation in 2017. Jamie explained the CVEDC's work in aiding businesses and gave an example of its role in helping a Woodbury business. The SB agreed to aid CVEDC in gathering the needed town resident signatures to qualify CVEDC for placement on the appropriations list. Skip will draft a petition and it will be available at the Town Office and Shatney's Garage. Jamie will also provide a brief synopsis of CVEDC to Skip for posting on the town website.

**Woodbury Country Store/ Hazard Mitigation Grant (HMG):**

- **Phase 1 Study Revision-** The Phase 1 Report done early in the process of the HMG must be updated. This is required if a 1 year lapse of time occurs from the time of its completion to the time of purchase of a property. Diana would like to wait to have this done when the purchase of the property is close at hand.
- **Brownfields Reuse and Environmental Liability Limitation Program (BRELLA) -** At the previous meeting, Diana presented the select board with a BRELLA application. They asked for more time to review before signing the application. The select board approved the signing of the application at this meeting. The application also requires a \$500 registration fee.

**Woodbury Country Store Demolition RFP-**

- Diana and Skip met with Don Marsh –the engineer hired for the restoration of the site - to look over the property and discuss the work needed. Don will give input for the RFP and Skip will revise the RFP for review at the 12/10 SB meeting. Diana said the select board didn't have to decide immediately on the submitted bids; the bids would give a good estimate of the costs involved in the work to be done that could be used for working on the FY 20 budget. This amount would need to be presented at Town Meeting. There will be a mandatory site visit for all contractors interested in submitting a bid on 01/19/19.
- The Johnson Company has not yet sent a final report for the removal of the contaminated soil at the old store site.

**Town Highway Report:**

- **Road Crew Work Reporting-** Winter is in full force. The road crew has been out straight working to keep the roads open. Tim Neill is the third member of the plowing crew. Peter Dailey, a new part time road crew member, will be worked into the schedule for training. He will need to pass the Commercial Driving License (CDL) road test to obtain his CDL license; this is required to drive the large town plow trucks.
- **LoPro Truck Delivery Update-** A mid November delivery date has come and gone. Viking has promised the road crew that it will be ready to pick up on 12/7.
- **Insurance Compensation-** Greg Parkhurst has requested an increase for the insurance compensation he receives from the town. Greg is not on Woodbury's insurance coverage but receives compensation for the insurance he has through his wife's coverage. The increase comes to \$316 a month; the town has been compensating Greg \$185/month for compensation as stated in the town's personnel policy. Skip will make the change regarding this in the personnel policy.
- **Trees on Ainsworth Road town right of way-** Ron Wells, Woodbury's tree warden, inspected the trees and reported the trees are dead or dying and therefore are a hazard. Paul Gillies, Woodbury's lawyer, and the Vermont League of Cities & Towns (VLCT) have

been consulted. Both advised the town is ultimately liable for any damage the trees might create if the property owner does not remove them. ("The tension is avoiding making the town into a general landscaping business." said Paul Gillies.) The property owner will be made aware of Ron's report and removal of the trees will then be negotiated. The SB feels that if the property owner is unwilling to have the trees removed at the property owner's expense, the town would commit to the expense of felling the trees and the property owner would then be responsible for the removal of the wood. Skip will contact the owner and ask that he draft a letter to the board.

**Bids for Fuel and LP-** Bourne, Gillespie, and Liberty Propane submitted bids. Skip created a spreadsheet to review the bids. Gillespie Fuels and Propane was the only company that submitted bids for all the fuels -heating, diesel and propane – in the RFP. Their bids were also the lowest. They also provided cost bids for service. The board voted to award Gillespie Fuel & Propane the contract for all fuels needed by the town for 2019.

**Local Hazard Mitigation Plan (LHMP)** - The LHMP committee will meet with consultants from the Central Vermont Regional Planning Commission (CVRPC) on 11/29 to work on the plan. Thanks to CVRPC, the committee is on track to meet the 12/6 deadline for submitting a draft of the plan for initial review by the state's Vermont Emergency Management (VEM). This is the first step in a series of reviews and possible changes/revisions before final review by VEM and the Federal Emergency Management Agency (FEMA). There is no mention in the LHMP of the Fire Department and their involvement or the training they have done, and what qualifications they have that can contribute to managing future emergencies outlined in the plan. Skip has set up Diana and Brandy as authorized users with the federal government's System for Award Management (SAM). Enrollment in SAM is necessary for any financial awards from FEMA or any other federal agency.

**VLCT Municipal Law Updates:** Skip and Brandy attended a workshop held by VLCT addressing changes in state statutes to municipal law. Significant to the town are changes in marijuana legalization, sexual harassment and personal leave statutes. Changes will be made in Woodbury's personnel policy to be compliant with the state changes. Also public town bathrooms will need to be designated with gender neutral signs. Michael will inquire with the company that the road signs are ordered through to see if these signs are available and what the cost would be.

**New Flag-** The town was given a new flag by the American Legion in Hardwick and delivered by Ron Langevin

**Select Board Adjourns at 8:23 pm**

Minutes approved on 12/10/17 by: [Signature]  
Thomas J. Lindsay, Jr. [Signature]  
Select Board Chair

Michael Gray [Signature]  
Member

Brian Shatney [Signature]  
Member