

Town of Woodbury Select Board

December 19, 2018

Meeting Minutes

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

Town Officers : Diana Peduzzi – Town Clerk; Brandy Smith –Town Treasurer; Cacky Peltz and Stephen Murphy, Woodbury School District Board members

Members of the Public: Brett Stanciu - Town Librarian

Media: Griffin Lussier- Hardwick Community Television

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

Adjustments to the Agenda- Planning Commission Appointment; Health Insurance Premium Assistance and Personnel Policy- Appendix 2 Review

Public Comment: none

Approve the Bills to the Town- Bills approved

Meeting Minutes: Minutes for the 12/10 meeting will be reviewed on 1/14/2019

Woodbury Planning Commission (WPC) Appointment: Aaron Krone expressed an interest in serving on the Planning Commission. He met with members of the WPC at their December meeting. Michael-as a WPC member- recommended Aaron be appointed to the WPC. The SB agrees to appoint Aaron Krone as a WPC member. Discussion follows about the make-up of the WPC. Peter Peltz has resigned from the WPC for health reasons. Brian would like to resign as he does not have the time to participate. He agrees to stay on until the end of this year's term.

Select Board Membership: Skip announces he will not be seeking another term as a select board member. His wife will be retiring and there are plans for extended times away from Woodbury. He would like to remain active within the town and expresses an interest in serving on the planning commission.

Health Insurance Compensation: The select board agreed at its last meeting to provide \$315 per month in insurance compensation to Greg Parkhurst. The actual amount will be determined by Brandy so that after taxes are taken out the amount for insurance will be \$315; this will be paid to Greg in a separate check from his wages. Appendix 2 of the Personnel Policy addresses this compensation and health insurance benefits; this appendix is reviewed. It is decided to drop all stated dollar amounts in Appendix 2 of the policy as they change from year to year and to leave all else in this section as it is written. It is also decided to strike reference to an HRA account that has not been offered for several years. Skip will make these changes to the Personnel Policy.

Town Clerk's Report:

- Work has begun on the Town Report. Stephanie Fraser will again assist with its production. Deadlines for the town report are discussed. Diana prefers to not set deadline dates but shares that the Town Report must be received by all voters on the checklist 10 days prior to Town Meeting. The report should be sent to the printer by February 1 to insure it is printed in time to meet the 10 day window for Town Meeting.
- Diana found a deed dated in 1992 for the 15 acres of wetland that is known as the "school wetland property". The property was purchased for \$10,000 by the Woodbury School District. There is no record of where the \$10,000 dollars came from or how it was decided to purchase the property.
- A dog was rescued on the County Road and brought to a vet in the Burlington area. The dog will need to be brought to the Central Vermont Humane Society (CVHS) in order to be eligible for adoption. Diana has contacted Kim Silk about this. The select board agrees to

cover any costs associated with this animal. Diana also noticed that the town presently does not have a contract with CVHS.

Woodbury Country Store/ Hazard Mitigation Grant (HMG):

- **Phase 2 Cleanup:** Diana received the finished report for the Phase 2 clean-up of contaminated soil. She sent the report on to the Department of Environmental Conservation (DEC) The town can now anticipate a Certificate of Completion (COC) from DEC. Diana was informed by Linda Elliot of DEC that the town also will need an approved Local Hazard Mitigation Plan (LHMP). The final draft of the LHMP has just been sent to FEMA for their review; it has passed through state approval. According to Stephanie Smith of Vermont Emergency Management (VEM) having a final draft of the LHMP in FEMA's hands should qualify the town in this regard.
- **Brownfields Reuse and Environmental Liability Limitation Program (BRELLA):** Linda Elliot from the Waste Management Division of DEC suggests the re-doing of the Phase 1 study could include a survey, which is required by BRELLA. BRELLA will pay for the Phase 1 study and survey.
- **Woodbury Country Store Demolition** – The site visit for contractors bidding on the demolition work was held today, 12/19. 12 contractors were present. The deadline for bid submissions is 1/10/2019. Diana has completed a list of contact information for all the contractors attending the site visit. Some of the contractors at the site visit requested further access to the buildings to put together their bids. Diana will look into this.

Town Treasurer's Report:

- Brandy has paid appropriations to the Cemetery Fund and the Library Fund. At this point, all appropriations voted on at Town Meeting have been paid out. There is one more quarterly payment scheduled to be made to the fire department.
- \$40,000 was transferred from the town's money market to the general fund for accounts payable. Brandy will be doing payroll for the coming week on Friday, 12/20 instead of Monday because of the upcoming Christmas holiday.
- Brandy is still working out a payment contract with Daimler for the new truck. One sticking point is the lack of a professional audit of the town; she was told interest on the financing may be more without proof of an audit. Brandy has sent copies of the last three years of the town auditor's report and the balance sheets in the Town Reports. It is not known if this will satisfy the request. This was not an issue with the previous financing of the 2 Freightliner trucks financed through Daimler.

Town Highway Report:

- **Road Crew Work Reporting-** With the let up in winter precipitation the road crew has been working on improvements to the garage and maintenance of the plowing equipment.
- **LoPro Truck:** The LoPro is now in operation on town roads.
- **Trees on Ainsworth Road town right of way** - Ron Wells-Woodbury's tree warden- has marked the trees to be cut. The road crew looked at the trees and decided it would be best if a professional crew took down the trees. A list of local loggers/contractors who could do the work is discussed. Michael will contact them.

Recreational Trails Program (RTP) Grant Application: The Woodbury Conservation Commission (WCC) is working on a grant application with the RTP within the state Department of Forests, Parks and Recreation. The WCC has a January 1 deadline to submit the application. The grant application requires a letter of support from the select board that states its approval of work done in the town forest and assurance the town forest will remain open to the public in the future.

Michael –as a member of the WCC – explains the scope of the project and also the need for the town to serve as fiscal agent when the implementation occurs. The work done in the town forest would include a small parking area in the town right of way along Town Farm Road, a kiosk at the trail head off the parking area and the trail itself. The WCC is still in the writing phase of the grant. The grant will pay for 80% of the costs for the project, with a 20% match from the town. The town's 20% match would be met by work from the town road crew and the WCC and may also include an in-kind donation from the Vermont Youth Conservation Corp (VYCC). There is an archeological survey required and other permits that may be needed to do the work. Known costs at the moment include work done by the VYCC to construct the trail – about \$20,000. The maximum limit for the grant is \$50,000; this project may come close to that amount. The grant money would be paid to the town as a reimbursement for costs incurred after the work is done, much like the road improvement grants the town does each year. Michael asks the select board if they are okay with this arrangement. The SB gives its approval and agrees to provide a letter of support.

Act 46 Discussion: Skip expressed concerns about statements made by Joan LeBlanc at the 12/12 school board meeting suggesting there are “wrinkles” in the town ownership of the school building and property. (Lawyers for the supervisory union had reviewed the deeds in the town office) Skip has been in contact with Paul Gillies, Woodbury's town lawyer. Paul suggests the town do a title search. The select board and the Woodbury School District Board (WSDB) members present agree to have Paul conduct a title search. Cacky brings up the question of the role of the school board regarding the buildings if the town does assert its ownership of the buildings and the property. Skip shares a leasing arrangement another town has with its school as an example of a possible arrangement. Stephen (newly appointed to the WSDB, later returned to the meeting after this discussion to state the opinions he expressed were his alone, not the school board's) suggests that if this agreement is reached between the town and the WSDB before July 1, 2019 when the new union district begins officially, that the new district would be bound to that agreement as stated in the AofA. Cacky Peltz and Stephen Murphy discuss briefly with the SB required changes the merger will bring about and thoughts on the process to have input on those changes through discussion with the other towns in the new union district as they make revisions to the state's default Articles of Agreement. Skip asks if the WSDB is okay with him contacting Joan Leblanc about the “wrinkles and receives their okay. Brett Stanciu, as town librarian, expresses concerns that the town library may fall through the cracks in the work to determine ownership of the school buildings. The SB assures her this will not happen. For a review of the full discussion please see the video –hctv.us Woodbury Select Board December 19, 2018

FY 2020 Budget Planning: The SB began work on the FY 2020 town budget, focusing at this meeting on the town highway budget. There will be a special SB meeting on January 9 devoted entirely to the FY 2020 budget.

Select Board Adjourns at 9:00 pm

Minutes approved on JANUARY 4, 2019 by:

Thomas J. Lindsay, Jr. [Signature]
Select Board Chair

Michael Gray [Signature]

Brian Shatney [Signature]