

Town of Woodbury Select Board

January 14, 2019

Meeting Minutes

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

Town Officers : Diana Peduzzi-Town Clerk; Brandy Smith –Town Treasurer; Laura Dailey-Scribe/Asst. Town Clerk; Patrick Flood –Woodbury School District Board (WSDB) chair; Cacky Peltz, Stephen Murphy and Phoebe Slater – WSDB members; Susan Martin and Jayne Nold-Laurendeau – Town Auditors

Members of the Public: none

Media: Griffin Lussier- Hardwick Community Television

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

Adjustments to Agenda- Michael would like to present a grant application being developed for the town by the Central Vermont Regional Planning Commission (CVRPC) for the full design of the 5 priority sites chosen in the Kingsbury Branch Tactical Basin Plan. Jeremy Hansen, director of Central Vermont Fiber, was unable to meet with the select board this evening and has been rescheduled for January 28.

Public Comment: Susan Martin turned in documents for the Local Hazard Mitigation Plan (LHMP); Susan was a part of the committee that worked on this plan. Skip sent an email about the status of the LHMP to Stephanie Smith of Vermont Emergency Management (VEM) but has yet to receive a response.

Approve the Bills to the Town: Bills were approved.

Approve the Minutes from the December 10 and December 19, 2018 Select Board Meetings: Minutes were approved.

Design Grant for Kingsbury Branch Tactical Basin Plan Survey Priority Sites:

The survey in Woodbury was completed this summer and 5 priority sites were chosen that directly contribute erosion run-off into the Kingsbury Branch. The original 5 sites were centered in Woodbury Village. One priority site – the section of Valley Lake Road above the school entryway that slopes into the village - was addressed by the road crew with ditching and culvert work after the survey was finished. 4 sites within the village are still on the priority list, they are the Woodbury School parking lot, the Woodbury Fire Department (WFD) Annex building, the drainage area for Church Street and the bottom of Cabot Road and the drainage swale between the post office and the fire station. The 5th site is the salt shed at the town garage. The survey created 30% design plans for these 5 priority sites. Pam DeAndrea of CVRPC contacted Michael to see if the town would be interested in applying for a matching grant to pay for the full design of these 5 sites. Michael explains the designs would be necessary to apply for grants to implement the work in the future. The town match for the grant could be 10% or 20%. There would be no time commitment for the implementation once the designs are completed. The application does ask for a commitment from the town for the operation and maintenance of the sites in the future. Some of the corrections at these village sites would include catch basins that would need to be cleaned periodically. Michael felt the first priority should be the school parking lot and the WFD annex. This area has long been discussed as a flooding problem for the WFD and as a problem area for road erosion where Valley Lake Road meets Rte. 14. There has been discussion to pave the section of

Valley Lake Road up to the school parking lot entry once the erosion issues are solved. Money exists in the Paving Fund to pay for the paving. This design work would be the next step to that end. A possible timeline for getting to this point is to have the design work done this summer and then apply for a grant to implement the work at the 2 sites mentioned the following summer. Also needed for this application is a letter of support from the select board.

The SB discusses this grant and is in favor of working with CVRPC to apply. The match percentage and commitment for the operation and maintenance of the sites is discussed. The SB favors the 10% match and is okay with the maintenance commitment. CVRPC will provide a letter of support template that Michael will review and edit for the SB's January 28 meeting.

Town Clerk Report:

Old Woodbury Store Project- Woodbury has received the clean site letter for the Old Woodbury Store project. Diana sent a draft of her report on the project for the town report to the select board for their review. Award of the Hazard Mitigation Grant (HMG) money is now contingent on the approval by FEMA of the recently submitted LHMP. The demolition RFPs to be opened tonight will indicate whether additional money from the grant will need to be requested. The revising of the Phase 1 study will need to be done. Our acceptance for coverage under BRELLA will pay for the Phase 1 study and the survey required by BRELLA.

Old Store Buildings Demolition RFPs- 4 bids were submitted. The bid envelopes were opened and the bidders were noted. The bids were from Dubois Construction, Mountainside Excavation, Blue Mountain Trucking and Excavation and Lamberti Excavating. Skip will put together a matrix to look at with Diana and Don Marsh, the engineer hired to oversee the restoration. The board will review the information and announce the winning bid at the 1/28/2019 meeting.

Central Vermont Economic Development Corporation (CVEDC) Appropriation Petition- CVEDC has secured enough signatures to be included in the town meeting warning for an appropriation of \$300.

Tax Maps- Woodbury received new town tax maps from CVRPC. The maps are the result of a VTrans project the town participated in, though VTrans did not include some details, such as recent subdivisions. Diana will review them, make some updates and send them back to CVRPC for finishing touches.

Town Treasurer's Report:

Financial statements and balance sheets- Brandy transferred \$13,000 from the money market account to cover today's accounts payable and reviewed income to the town since 12/26/2018. Brandy presented the payment schedule for the new truck-the Freightliner LoPro- that will start 10/1/2019. Fiscal year 2020 (FY 20) will be the town's last payment for the two Freightliner 10 wheelers, Trucks 1 and 2. FY 20 will see payments for 4 pieces of highway equipment; there will only be a \$5,000 cushion in the Heavy Equipment Reserve Fund (HERF) for that fiscal year. The following fiscal year will see a substantial gain in the HERF. Michael asked Brandy if she had received any new information about Daimler's request for proof of an audit for the financing of the new truck. Brandy indicated she had not.

DUE To / DUE From Statement- The board reviewed the breakdown of balances in the various reserve funds the town has. There is discussion about a reserve fund for the fire department. The fund had been established for emergency purposes. Brandy showed the board her equipment calendar with what payments are made and what's left to pay. She hasn't added the new truck to the schedule. Skip will put the LoPro into the HERF schedule and send Brandy any adjustments needed for her information.

Town Highway Report:

Work Report- Winter plowing and sanding and maintenance of the equipment is the main work of the season. Greg Parkhurst has been out with the bucket loader trimming back some of the road

banks. The equipment is holding up well. Peter Dailey, the new part time road crew member, will be taking his Commercial Driver's License (CDL) driving test on January 23. Peter will be borrowing a standard shift truck so he would be licensed to drive standard or automatic trucks. The town trucks are automatic. Taking the test with an automatic truck qualifies an operator to drive automatic trucks only. Tim Neill will accompany him.

Hazardous Trees on Ainsworth Road Right of Way (ROW)-

Michael called various tree services including A & B, Matt Leach, Kirk Thompson and Jamie Benjamin. Matt Leach was interested in the work. Kirk Thompson was not interested in dropping the trees and had been contacted by Mike McGlynn for the tree removal. A & B were busy doing power line work for Hardwick Electric. Jamie Benjamin was also too busy but referred Joe Bayne for the work; Michael contacted Joe. Joe Bayne and Matt Leach have submitted bids and proof of insurance. Joe Bayne's bid was for \$3,000; Matt Leach's bid was for \$2,800. Both responded promptly and are equally capable of doing the work. The SB chooses Matt Leach, going with the cheaper bid. Susan Martin asked if we had a written request from Mike McGlynn to take down these trees. Michael answers "No" and then added that the trees are in the town's ROW, the top of one tree fell recently and it is in the town's interest to drop the trees to avoid any liability to the town for any damage or injury that resulted from any of the trees falling. Ron Wells, Woodbury's tree warden, has judged the trees hazardous. The town will pay only for the dropping of the trees. Once down, the trees are the property of Mike and he is responsible for them from there on.

Woodbury School District (WSD) Merger:

Michael asked if the WSD Board (WSDB) could provide information on the earlier decision that led the towns to decide not to merge. Patrick stated that all the discussions at that time came down to the school districts not being able to come to an agreement on a merger. However the school districts did come up with plans and goals to work together and achieve the same ends as a merger. This plan was shared with the commissioner of the Education Department and was approved. That commissioner resigned last summer and a new commissioner was appointed. In November the WSDB was informed of the mandated merger nullifying the previous agreement. The mandated merger and the limited time frame to establish the new union district's budget and policies has created a fair amount of confusion and uncertainty. There have been a few union district budget meetings but a proposed school budget to be approved at town meeting seems highly unlikely. Cacky felt that the WSDB meeting on 1/15 should clarify some of the uncertainty.

Regarding the school property, Paul Gillies, Woodbury's town lawyer, did conduct a title search and found a deed and select board minutes proving the town owns the school building and the land surrounding the school. Another land area adjacent, known as the school wetland, has a deed stating that property is owned by the WSD. The status of ownership of the building housing the library is confusing; Paul Gillies did not research this. Diana had looked into this and discovered that at a past town meeting there was approval to spend \$6000 for a portable classroom and another meeting later to reconsider that article which was overturned. Then there was an additional \$15,000 approved at a special town meeting which resulted in the building being built. More money acquired as a grant from a state library fund allowed for an addition to be built on the building that now serves as the town library.

Paul Gillies has written a draft of a lease agreement for the town and for the WSD use of the school building and property. The SB and WSDB will work out the particulars of the lease agreement. Patrick feels it would be good to let the supervisory union's lawyers look at the document also.

There is more discussion regarding items in the Articles of Agreement that will dictate policies for the new union district...these are also being worked out by representatives from the towns in anticipation of the July 1, 2019 merger of a new union district. The discussion will continue at the 1/15 WSDB meeting.

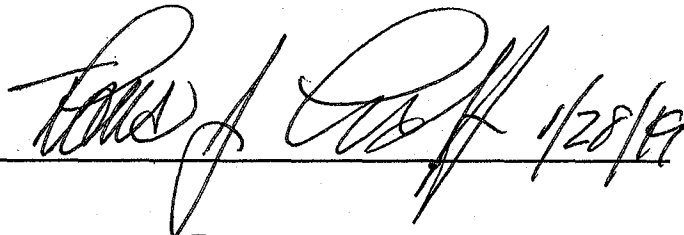
Budgeting Update FY2020:

Parts of the proposed budget that had required further information for FY 20 are reviewed. Ron Wells had requested an increase in the hourly rate for his work as a lister. At the 1/09 budget meeting the SB had settled on offering Ron an hourly rate of \$16.50. Skip spoke with Ron and was told Ron is the only lister that enters information into the computer and does most of the work. Skip and Ron settled on an hourly rate of \$18.00. The SB then voted unanimously to increase Ron Wells' hourly rate for lister work to \$18.00. Because of an increase in legal fees for FY 19 and anticipated legal fees for the school property issue now facing the town the SB increases the budget for legal fees to \$8,000. Brandy has not yet heard from Hardwick Rescue for their yearly fee to Woodbury. Michael discussed the uniform amount with the road crew and recommends an amount of \$500 be added to the clothing allotment bringing that amount to \$1200. Projected yearly wage totals for the 2 part time road crew members are added to the highway budget. Brandy had also calculated the pre-tax amount for Greg Parkhurt's insurance premium assistance. Guard rails and the selling of the 550 are also discussed. At present Brandy has about 85% of the FY 20 budget entered into the accounting system.

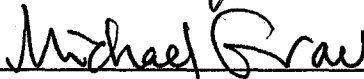
Skip made a motion to adjourn at 8:32pm
Select Board Adjourns at 8:32 pm

Approved:

Thomas J. Lindsay, Jr.
Select Board Chair



Michael Gray
Member



Brian Shatney
Member

