

Town of Woodbury Select Board

July 22, 2019

Meeting Minutes

Select Board Members: Paul Cerutti; Brian Shatney; Michael Gray

Town Officers: Diana Peduzzi-Town Clerk; Brandy Smith-Town Treasurer

Members of the Public: Chuck Batchelder; Coleman Parker; Mike Miller; Richard Ainsworth

Media: Griffin Lucier-HCTV

Michael called the meeting to order at 6:04 P.M.

Adjustments to Agenda: Update on school roof replacement project.

Public Comment: Richard Ainsworth suggests the town print for sale the topographic map of Woodbury with the lakes, ponds and streams overlay that hangs in the town office.

Approve the Bills to the Town: Motion Approved

Approve the Minutes from the July 8, 2019 Select Board meeting: Minutes are approved

Release of Town Leased Land: Mike Miller came before the Select Board (SB) with a request for the SB to sign a Quit Claim Deed to terminate an old town lease on a portion of property in the process of being sold on South Hovey Road by Greenwood Lake. The SB agrees to let go of the ancient lease and signs the quit claim deed.

Town Treasurer's Report:

- Brandy presents financial statements to the SB. Sources of income include the Fiscal Year 2020 (FY20) "rent" payment - approximately \$45,000- that will be used toward the school roof replacement project. This payment completes the transfer of town funds that were in reserve for the school roof project prior the new school union merger from the supervisory union. Delinquent tax payments totaling \$1,938.26 were received since the July 8 SB meeting. Outstanding due payments for the last quarter of FY19 from Swenson Quarry, reimbursement the FY19 Municipal Roads General Permit road work and for the Local Hazard Mitigation Plan Grant total \$26,862.
- Brandy recommends the Highway Equipment Reserve Fund be dissolved and money placed in that fund be transferred to the Highway Budget and placed in a separate line item as the Highway Equipment Capital Fund. Michael will check with the Vermont League of Cities and Towns (VLCT) to see how this should be done. Brandy also mentions the dispersal percentages for the Swenson reimbursement to the town. The SB has been considering decreasing the percentage that goes to the Paving Fund and increasing the percentage to the equipment fund. This will be discussed at future SB meetings. Discussion follows over future planning and funding of highway equipment replacements. This will be a SB topic over the next few meetings to organize a long term plan for truck replacements and the purchase of a decent used grader.
- Brandy presents a questionnaire from VLCT of checks and balances for internal controls and town financial practices. Brandy has filled out the form. Tom Beers, the town's assistant town treasurer (and former town treasurer) will be putting in more hours in FY 20 to spend time reviewing Brandy's work for better checks and balances of the town's accounting.
- The town's line of credit with the Union Bank is discussed. Brandy has borrowed \$60,000 to cover town expenses after the large FY 20/ July 1 payments. She will pay this back after

there is a good cushion of in the town's accounts from tax payments this fall. In the future, Brandy would like to use the surplus from various town funds to get through the low cash flow time of mid-summer and reimburse these funds in the fall instead of using the line of credit.

- Brandy and the SB set a special SB meeting date of August 1st for a final review of the FY 20 budget to set the town tax rate.

Town Clerk's Report: Diana presents the SB with a Records Management and Retention Policy she and Brandy have developed by looking at other town's similar policies. Diana briefly discusses the policy and its rules. Paul makes a motion for the SB to approve the adoption of the policy; the SB approves. The secure shredding of discarded documents is also discussed.

Old Woodbury Store: Still nothing from FEMA. Diana checked in by e-mail with Lauren Oates of Vermont Emergency Management, overseeing the FEMA grant request. Lauren told Diana that she and her director have a phone date with FEMA on July 23 to discuss Woodbury's grant. The SB expresses its frustration with FEMA over their inability to make a decision and advocates contacting our federal representatives.

Town Highway Report:

- North Road – Richard Ainsworth requests a few loads of gravel to fix erosion on the Class 4 section of North Road. The SB agrees to Richard's request. He will spread the gravel.
- Old Quarry Road – The draft agreement for work on the Old Quarry Road developed from the July 12 site visit meeting is discussed with Coleman Parker and Chuck Batchelder. Chuck points out that some of the work discussed at the site is not in the agreement. Michael will make corrections and requests Chuck and Greg Parkhurst review the work plan together on site. Payment by the town for Chuck's work on the road that the SB has requested is set at \$80/hour. Coleman requests the SB reimburse him for the work he has paid Chuck for already on the section of the road that passes through his property. Coleman had this work done prior to the July 12 meeting and without the permission of the town. The SB decides they should not reimburse him as it would set a bad precedent for others to alter town roads without permission from the SB and then bill the town.
- Village Paving – Paul has a Request for Proposal (RFP) all done but needs a spec for the pavement. Michael will send Paul contact information for the Pike representative he met with earlier this year.
- VTrans Town Highway Emergency Grant (VTHEG) - The grant agreement form has been sent to the town. The grant award is for \$150,000...\$135,000 from VTrans with a 10%/ \$15,000 match from the town. The work plan/ scope of work is still being developed by another state agency. The scope of work is needed before the RFP for this work can be sent out. A mandatory site visit for interested contractors, with VTrans and soils representatives present, will be required to submit bids. The SB agrees to sign the grant agreement.
- Highway Equipment – Paul has done further research into the berm removing tool or "bermer" that can be attached to the front of the town's bucket loader. He sent details of that research to Greg; Greg spoke with Alan May of Vermont Better Roads. Alan mentioned some towns in Addison and Chittenden counties use this tool. Greg is still trying to get more information about the mower/brush cutting tool that would also attach to the bucket loader. The plan is to finance the acquisition of this equipment through the Union Bank using the annual mowing rental fee. A brief discussion follows exploring thoughts for the future 10 wheel plow truck and grader replacements. Thinking at the moment is to use the 2013 truck for one more winter before it is replaced and to get a couple more years out of the 2014 truck to help spread out the expense. Somewhere in there the grader will need to

be replaced. Greg would like to get a heavier, 4 wheel drive grader that could do the grading work more efficiently. He has seen good used graders for sale at around \$150,000. Greg is talking with Charlebois, the Freightliner dealer that services the trucks, about replacement and trade-in costs.

- Municipal Roads General Permit Grants-in-Aid – Greg and Michael met with a representative of the Central Vermont Regional Planning Commission (CVRPC) for a site visit of the proposed road work on Valley Lake Road for the FY 20 grant cycle. Work will be done later this year before winter sets in. Paul asks about the erosion control design work that is scheduled to be done with another grant overseen by CVRPC. Michael states that CVRPC is waiting for the state disbursement of funds to start that project.
- Vermont Local Roads – All road crew members are signed into online information for training opportunities through the Local Roads program.

Conflict of Interest Policy: Michael spoke with Vermont League of Cities and Towns (VLCT) and was told the state has two separate statutes concerning the adoption of a conflict of interest policy. One statute states the adoption can be approved at town meeting' the other statute lists the adoption as one of many regulatory actions a select board can undertake. The SB chooses to approve the conflict of interest policy and signs it. Copies of the policy will be sent to all town elected or appointed officials.

Update on School Roof Replacement: Work by Watershed Construction on the school roof has begun; Watershed is also working on the school entryway. As the old shingles were removed, Watershed discovered there is no sheathing underneath. The shingle warranty requires sheathing. Watershed will be submitting a change order for the sheathing.

Meeting was adjourned at 8:27 p.m.

Approved on _____

Michael Gray Michael Gray

Brian Shatney Brian Shatney

Paul Cerutti Brian Shatney