**Town of Woodbury Select Board**

 **April 12, 2021**

 **Draft Meeting Minutes**

## Select Board (SB) Members: Michael Gray; Chris Koteas

## Town Officers: Robin Durkee -Town Clerk; Brandy Smith – Town Treasurer; Diana Peduzzi - Assistant Town Clerk; Chuck Batchelder - Road Commissioner; Skip Lindsay-Planning Commission Chair

**Members of the Public:** None

**Media:** Leif Goldberg-Hardwick Community Television (Meeting can be viewed at hctv.us or Channel 1080)

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

**Adjustments to Agenda-** Appointment of a Town Constable added under “Appointments”

**Public Comment:** Brandy reported that gates have been erected on Class 4 roads, one on Hattie Bell Road and one on Old Quarry Road.

**Approve the Bills to the Town:** Bills were not available for review. Brandy will let SB know when they are ready and SB will review. Approval of bills will be SB signatures on the warrants.

**Approve the Minutes from the March 22, 2021 Select Board Meeting**: Minutes approved

**Town Clerk’s Report:** Robin reported that she has been primarily processing dog licenses. She created a list of unlicensed dogs at the request of Kim Silk, Animal Control Officer. Diana reported that notices of the April 27,2021 Special Town Meeting have been published in the Hardwick Gazette and posted in the usual places, as well as on the web site and on Front Porch Forum. Two absentee ballot requests have been received. Otherwise she is working to clear up unfinished work, cleaning out files and training Robin on various Town Clerk duties.

**Town Treasurer’s Report:** Brandy reported that the VLCT Payroll audit was completed and the Town will be receiving a refund from VLCT. Brandy reported on income and expenses. She and Tom are trying to figure out a refund that has come from IRS that is probably related to the COVID-19 pandemic. Mild weather has resulted in lower personnel costs for the road crew over the winter.

**Town Highway Report:** Chuck reported that the Grader has been repaired and returned and is in service now; the repair was not as major as the road crew had feared.

Two 15-MPH signs have been installed on Keene Farm Road, hopefully that will appease the adjoining neighbors.

Country Road has been honed with the grader back in action and the crew has been placing gravel on Cabot Road.

Michael reported a complaint from Merry Gangemi, runoff from East Hill Road is creating a gully in the bank behind her house. Chuck will look into it.

Chuck asked about the cleanup of the intersections. Greg Parkhurst recalled that the fire department used to do that. Chuck will check in with Paul or Chance.

Michael asks Chuck whether the town crew will be doing any of the work on the project to finish the drainage plan at the school driveway. Chuck will have to look at the plans before answering that question.

Michael has signed up for a webinar on the Municipal Roads General Permit process, on Wednesday, April 28. Chuck would like to attend also, as will Chris Koteas.

The annual Certification of Compliance for Highway Roads and Bridge Standards is at the office waiting to be signed by the SB.

Michael has almost finished two Municipal Highway grant applications, one for the resurfacing of a two mile section of Cabot Road (from the end of the pavement, up the hill and then to the new quarry entrance) and the second for the design work to replace the deteriorating metal culvert at the village end of Valley Lake Road.

Chris got in touch with JA McDonald, regarding crushing of granite waste from Swenson Quarry and is waiting for a cost estimate for the crushing. Swenson is willing to let the town store the crushed gravel at the quarry. Swenson also has gravel available and is willing to help if we need some now.

**Woodbury Elected and Appointed Officials: Auditors** – There is one resident that has expressed an interest but no commitments yet. There was discussion about having a professional audit; Chris thinks there should be one. Brandy would like to have someone to look at the books every month. When the town issued an RFP for auditing several years ago, only one bid was received from Sullivan and Powers with a cost of $18,000. Nothing has been budgeted for an audit in the coming fiscal year 2022. This discussion will be continued. Brandy has developed a binder for someone to review if they are interested in the auditor position.

**Road Foreman** – Chuck thinks Greg Parkhurst should continue as Road Foreman. The SB will wait on a decision at its next meeting so Paul can contribute to the discussion.

Michael nominates Gary Clark as **Town Constable** and Becky Browning as representative to the **CV Fiber Board**. Chris moves to approve; Michael and Chris vote in favor.

**Emergency Generator:** At the end of March there was a power outage while school was in session and the generator shut down because the coolant in the radiator was low, Brookfield Service showed up within an hour and got the generator running. The town contracts with Brookfield Service for generator servicing on an annual basis for $927. Semi-annual maintenance service is available for $1,442. Michael proposes that the semi-annual service would be a good investment. Chris asks how old the generator is and whether we should consider replacing it before signing on to a new contract. Chuck suggests that there should be a pressure check to find out why the coolant was low. Brandy mentions that the school has the one key to the generator and suggests the town and the fire department also have keys, then things could be checked locally. Brookfield Service is willing to send a representative to advise on how regular maintenance checks can be done by someone locally. Michael will call Brookfield Service to ask the questions raised in the discussion to learn more about the situation and possible remedies.

**Proposal from Woodbury Gardening Committee** – A group of community members has developed a proposal to install two flower planters in the green strip around the flagpole in Woodbury village. They request $620 to purchase and install two planters, including soil, compost, mulch and annual flower plants for this year. The proposal was discussed and approved by the SB.

**Woodbury Town Plan – Review of Community Values Mapping Report**– Chris voiced his concerns about whether the Community Values Mapping Project had looked into other values such as flood resiliency and groundwater quality protection. Skip explained that the mapping project, an exercise offered by the Vermont Department of Fish and Wildlife, had a limited scope, offering input on a list of values limited to recreation, hunting & fishing, scenic, community, working landscape, historical and ecological. Many other aspects of the town are being reviewed as part of the Planning Commission’s work on writing the Town Plan. Skip invites Chris to submit his questions and issues to the Planning Commission, and that the Planning Commission will welcome his expertise in the area of flood resiliency and groundwater protection.

**Stipend for service** – The Calais Town Health Officer, Jay Copping, has been very helpful to Michael in advising on a recent health inspection, as well as a similar situation in Woodbury last year. The board approved paying a $50.00 stipend/gift to Jay in appreciation for his help.

**Updates** – The Library Roof RFP has gone out and has been published in four local newspapers as well as Front Porch Forum. A mandatory site visit is scheduled for April 23 and bids are due May Zoning Violation – A Notice of Violation (NOV) has been drafted for a property on Ainsworth Road and is being reviewed by the town’s attorney. When the NOV is completed it will be mailed to the property owner.

**Personnel Policy** – The SB ran out of steam at this point and postponed the discussion of the personnel policy to its April 26th meeting when Paul would also be present.

**The meeting adjourned at 8:06 P.M.**