

TOWN OF WOODFORD, VT
WOODFORD TOWN HALL
BOARD OF SELECTMEN'S MEETING
January 17, 2018 - Unapproved

MEMBERS PRESENT: Ryan Thurber, Steve Wright, Mike Charette

ALSO PRESENT: Gail Rutkowski (treasurer), Susan Wright (clerk), Linda Dovitski (Lister), and Mike Smith (Bennington Trail Cruisers)

1. Ryan called the meeting to order at 7:00pm.

2. AGENDA ADJUSTMENTS

No changes to the agenda

3. BENNINGTON TRAIL CRUISERS- UPDATE

Mike Smith, representing the Bennington Trail Cruisers, explained to the board the progress being made with Green Mountain National Forest and the trail project being planned for the Stage Coach Trail. Mike stated that since the Stage Coach Trail is a Town road it makes it easier for them to obtain the proper permits. The current ranger for the area has been more co-operative than the previous one. The Trail Cruisers, along with VASA, has applied for a \$50,000 Recreational Trails Program Grant (RTP) which has already received approval from the forest archeologist for GMNF and is expecting final approval from the VT. Dept. of Forests, Parks & Recreation. The cost of any equipment, materials or labor will be paid by this grant with no cost to the Town. The RTP requirement is that the trail has to remain recreational use for the duration of the grant which is 10 years. In order to proceed there needs to be an agreement with the Town as discussed and reviewed at previous meetings. Mike presented the revised Vermont Recreational Trails Program Project Resolution of Commitment from Municipality agreement as requested at a previous board meeting for board approval. Ryan expressed his concern with the statement that the "Town understands that failure to fulfill the stated commitments may result in having to return state and/or federal funds used on the project". His concern was that the Town may be liable for \$50,000 if the work is not done. Mike explained that the grant is handled as a reimbursement account. Proof of work completed is required before any money is released from the grant. The board emphasized that the Stage Coach Trail will remain as unrestricted recreational activity.

Motion by Ryan to approve the Vermont Recreational Trails Program Project Resolution Commitment as presented (attached), 2nd by Mike. There being no further discussion; All in favor, **Motion Carried.**

4. PUBLIC COMMENTS

Linda presented to the board the agreement for the town reappraisal from NEMRC as discussed at last month's meeting. The agreement is to complete a reappraisal of all real property in the Town of Woodford. This reappraisal proposal was the result of the State of Vermont ordering the Town to conduct a reappraisal based off the town's Common Level of Appraisal (CLA). The estimate for the reappraisal is for \$43,800. The Town has an account set aside for this and the majority of the money will be coming from this account. The last Town reappraisal was completed in 2008. This reappraisal will begin in 2019.

Motion by Ryan to approve the reappraisal agreement from NEMRC as presented, 2nd by Mike. There being no further discussion; All in favor, **Motion Carried.**

Linda also presented for board signatures the certificate of no appeal or suit pending for the Grand List.

5. APPROVAL OF DECEMBER'S MINUTES

Motion by Ryan to approve the December's minutes as posted, 2nd by Mike. There being no further discussion; All in favor, **Motion Carried.**

6. TREASURERS REPORT

A. Outstanding Bills

Gail presented the outstanding bills for January stating there were no discrepancies. The board reviewed the outstanding bills as presented.

Motion by Ryan to approve the outstanding bills as presented for \$8987.54 (attached), 2nd by Mike. It was noted that the Town Building ran out of propane and the 1000 gallon tank needed to be filled resulting in the large invoice from Suburban Propane. This was the 1st delivery since last winter. Suburban had the town incorrectly categorized as generator use instead of heat source use and therefore did not deliver monthly as they were supposed to do. This has since been corrected and no further problems should occur. Steve abstained from Susan's reimbursement appropriately. There being no further discussion; All in favor, **Motion Carried.**

B. Warrants

Ryan asked Gail if she had received an explanation on the tax warrant #TX-11 tabled from last month's meeting. She explained that the Town of Woodford is a "giving" town and therefore has to pay this tax. This amount is included in the school budget and is not part of the Town budget.

Motion by Ryan to approve the tax warrant #TX-11 for \$13,965.00 (attached), 2nd by Mike. There being no further discussion; All in favor, **Motion Carried.**

Gail presented the warrants for December stating there were no discrepancies.

Motion by Ryan to approve the tax account warrant TX-12 for \$138,160.04 (attached), 2nd by Mike. There being no further discussion; All in favor, **Motion Carried.**

Motion by Ryan to approve the warrant for the payroll account #PR-12 for \$4157.02 (attached), 2nd by Mike. All board members abstained appropriately. There being no further discussion; All in favor, **Motion Carried.**

Motion by Ryan to approve the warrant for the general account #AP-12 for \$10,936.36 (attached), 2nd by Mike. Ryan abstained appropriately. There being no further discussion; All in favor, **Motion Carried.**

7. BUDGET REVIEW

The board reviewed the proposed budget. Clarification was made to pay rate increases to be sure the budget reflected these changes. The listers' pay will increase to \$12.00/hour and all salaried officials will be increased by 2.5%. All hourly employees increase to \$10.50/hour to meet Vt. State law.

Motion by Ryan to approve the budget as presented for \$167,473.44, 2nd by Mike. There being no further discussion; All in favor, **Motion Carried.**

Motion by Ryan to approve the Highway Budget for \$30,000.00 as presented, 2nd by Mike. There being no further discussion; All in favor, **Motion Carried.**

8. OTHER BUSINESS

A. Susan presented an email received from Donna Lauzon. The board reviewed her concerns regarding improper recreational use in the wilderness area. The board agreed that this is clearly National Forest Jurisdiction.

B. Susan clarified from last month's meeting the two scholarship CDs. The one with Al & Aileen's name is money donated to the scholarship fund but was placed in a separate CD with a higher interest rate. These two CDs are both for the Town of Woodford Scholarship Fund and can be merged together.

Motion by Ryan to merge the two scholarship CDs into one, 2nd by Mike. There being no further discussion; All in favor, **Motion Carried.**

C. Susan submitted the health officer appointment form sent by the State Health Dept. Ryan stated the select board acts as the health office and completed the form with this information along with all board members' signatures.

D. The Certificate of Miles was presented to be completed. Ryan stated that it should state the same as last year's form. The form was signed by all members to be submitted with the same information as last year's.

E. Susan stated that the Town received the 2017 Equalization Study Results from the State Dept. of Taxes. The Town's CLA is currently at 104.67%.

9. EXECUTIVE SESSION

No executive session needed.

10. ADJOURNMENT

Motion by Ryan to adjourn, 2nd by Mike; All in favor, **Motion Carried.**

Meeting adjourned at 8:40 pm.

NEXT MEETING WEDNESDAY, FEBRUARY 21, 2018 at 7 pm. at THE WOODFORD TOWN HALL.

Susan Wright - Clerk

**VERMONT RECREATIONAL TRAILS PROGRAM PROJECT RESOLUTION OF
COMMITMENT FROM MUNICIPALITY**
for projects involving Class IV Town Highways

Whereas: The Vermont Recreational Trails Program, administered by the Vermont Department of Forests, Parks and Recreation provides grants to non-profit trail organizations and municipalities for eligible recreational trail improvement projects.

Whereas: Eligibility for trail project grants is limited to recreational trails only and such grants shall not be used for road projects that result in roads suitable for travel by regular passenger vehicles.

Whereas: The recreational investment represented by a Recreational Trails Program grant must be protected for the useful life of the investment.

Whereas: The project sponsor, Vermont All Terrain Vehicle Sportsman's Association ((VASA) has proposed a recreational trail project described generally as old Stage Coach Trail improvements on Class IV Town Highway (TH#7) Old Stage Coach Rd of the Town of Woodford.

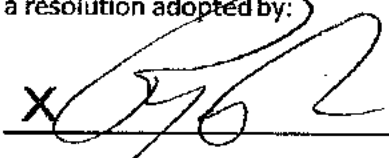
BE IT RESOLVED THAT the Town of Woodford as represented by the Select Board is in full support of the project referred to herein; agrees to continually allow the referenced unrestricted recreational activity to occur on the town highway for the useful life of the investment, 10 years from the date of the grant agreement; and commits to permitting the continued maintenance of the funded recreational improvements for their useful life as defined above.

BE IT FURTHER RESOLVED THAT if the Town should allow additional improvement to the affected length of highway to accommodate uses other than the referenced recreational activity, those uses shall not preclude the intended recreational activity for the stated useful life of the recreational investment.

BE IT FURTHER RESOLVED THAT the Town understands that failure to fulfill the stated commitments may result in having to return state and/or federal funds used on the project.

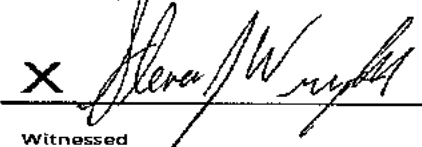
CERTIFICATION

I (authorized person of the municipality) hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by:

X  (Ryan Thurber)
Authorized Signature of the Municipality SELECTBOARD CHAIR

Click or tap here to enter text.

Printed Name & Title of the Authorized Official and Date of Signature

X  Selectboard
Witnessed

Click or tap here to enter text.

Printed Name & Date of Witness Signature

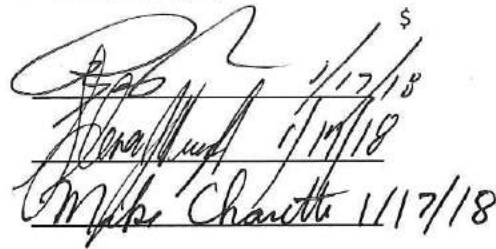
X Mike Charrette Selectman 1/17/18

TOWN OF WOODFORD OUTSTANDING BILLS

1/17/2018

VENDOR	PURPOSE	AMOUNT	ACCOUNT	CHECK #
Bennington Cty. Sheriff's Dept	December Patrols 2017	\$ 897.32	General	
BCN	Phone	\$ 114.01	General	
Green Mountain Power	electric	\$ 245.48	General	
Postmaster	stamps	\$ 49.00	General	
Gail Rutkowski	December mileage	\$ 21.40	General	
Joseph Rutkowski	reimbursement cleaning supplies/CLR cleaner	\$ 15.93	General	
Unicorn Computer Systems	copier & scanner work	\$ 50.00	General	
Vermont State Treasurer	marriage license fees	\$ 50.00	General	
US Postal Service	stamped envelopes	\$ 300.25	General	
Susan Wright	reimbursement/certified letter	\$ 9.67	General	
Suburban Propane	fill propane tank	\$ 1,705.48	General	
Dwyer's Four Seasons	Plowing/Sanding/Salt	\$ 2,802.00	Highway	
Dec. 10,12,13,18,19	Dec. 22,23,24,25,26	\$ 2,727.00	Highway	
		\$ 8,987.54		

SELECTMEN:



[Signature] 1/17/18
[Signature] 1/17/18
[Signature] Charlotte 1/17/18

12/01/2017

10:51 am

Town of Woodford Accounts Payable

Check Warrant Report # TX-11 Current Prior Next FY Invoices

All Manual\Direct Pays For Check Acct 08 (GENERAL) 11/01/2017 To 11/30/2017

*Hold - 12/20/17
for further
explanation*

Treasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
250	TREASURER STATE OF VERMONT	11/16/2017 2017 st. education taxes	13965.00	0.00	13965.00	1181	11/16/17
Report Total			13,965.00	0.00	13,965.00		

To the Treasurer of Town of Woodford, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****13,965.00
Let this be your order for the payments of these amounts.

Board of Selectmen

[Signature] 1/17/18
[Signature] 1/17/18
[Signature] 1/17/18

01/16/18
03:24 pm


Town of Woodford Accounts Payable
Check Warrant Report # TX-12 Current Prior Next FY Invoices
For checks For Check Acct 06(GENERAL) 12/01/17 To 12/31/17

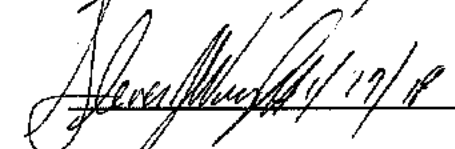
Page 1
Treasurer


Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
06	MOUNT ANTHONY UNION HIGH SCHOOL 12/14/2017	balance 2017 taxes	75780.00	0.00	75780.00	1184	12/14/17
SA	SUSAN ARMSTRONG DEC 1 2017	overpayment 2017 taxes	829.04	0.00	829.04	1182	12/01/17
W175	WOODFORD HOLLOW SCHOOL 12/14/2017	balance 2017 taxes	61551.00	0.00	61551.00	1183	12/14/17
Report Total			138,160.04	0.00	138,160.04		

To the Treasurer of Town of Woodford, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ***138,160.04
Let this be your order for the payments of these amounts.

Board of Selectmen



1/17/18


1/17/18


1/17/18

Employee	Gross	Fringes	Reimburse	FWT	FICA	MEDI	SMT	SDI	Local	Oth Dedu	Net Amt	Elec Amt	Check No
HIGGINS, RONALD J.	20.40	0.00	0.00	0.00	1.26	0.30	0.00	0.00	0.00	0.00	18.84	0.00	4088
WRIGHT, STEVEN	40.80	0.00	0.00	0.00	2.53	0.59	0.00	0.00	0.00	0.00	37.68	0.00	4092
THURBER, RYAN M.	20.40	0.00	0.00	0.00	1.26	0.30	0.00	0.00	0.00	0.00	18.84	0.00	4090
CHARETTE, BETTY-JEAN	174.35	0.00	0.00	10.00	10.81	2.53	0.00	0.00	0.00	0.00	151.01	0.00	4071
CHARETTE, BETTY-JEAN	102.00	0.00	0.00	10.00	6.32	1.48	0.00	0.00	0.00	0.00	84.20	0.00	4062
Total of 2 items for 300											235.21	0.00	
CHARETTE, MICHAEL	40.80	0.00	0.00	0.00	2.53	0.59	0.00	0.00	0.00	0.00	37.68	0.00	4085
KIRNEY, JAMES R.	170.00	0.00	0.00	0.00	10.54	2.47	0.00	0.00	0.00	0.00	156.99	0.00	4065
DOVITSKI, JOHN H.	164.15	0.00	0.00	10.00	10.18	2.38	0.00	0.00	0.00	0.00	141.59	0.00	4072
DOVITSKI, JOHN H.	10.20	0.00	0.00	0.00	0.53	0.15	0.00	0.00	0.00	0.00	9.42	0.00	4086
Total of 2 items for DOVIJO											151.01	0.00	
DOVITSKI, LINDA S.	20.40	0.00	0.00	10.00	1.26	0.30	0.00	0.00	0.00	0.00	8.84	0.00	4087
DOVITSKI, LINDA S.	142.80	0.00	0.00	10.00	8.65	2.07	0.00	0.00	0.00	0.00	121.88	0.00	4053
Total of 2 items for DOVILI											130.72	0.00	
RUYKOWSKI, GAIL K.	1000.00	0.00	0.00	112.32	62.00	14.50	11.83	0.00	0.00	0.00	798.75	0.00	4066
RUYKOWSKI, GAIL K.	20.40	0.00	0.00	0.00	1.26	0.30	0.00	0.00	0.00	0.00	18.84	0.00	4089
Total of 2 items for GER											817.59	0.00	
BARRINGTON, SANDRA D.	80.00	0.00	0.00	0.00	4.96	1.16	0.00	0.00	0.00	0.00	73.88	0.00	4064
SHEA, ED F.	164.15	0.00	0.00	0.00	10.18	2.38	0.00	0.00	0.00	0.00	151.59	0.00	4073
SUSE, CHARLES E.	164.15	0.00	0.00	0.00	10.18	2.38	0.00	0.00	0.00	0.00	151.59	0.00	4074
ULITSCH, VIRGINIA	20.40	0.00	0.00	0.00	1.26	0.30	0.00	0.00	0.00	0.00	18.84	0.00	4091
WRIGHT, SUEAN C.	1041.67	0.00	0.00	98.65	64.58	15.10	29.14	0.00	0.00	0.00	844.20	0.00	4067
WRIGHT, SUSAN C.	40.80	0.00	0.00	0.00	2.53	0.59	0.00	0.00	0.00	0.00	37.68	0.00	4093
WRIGHT, SUSAN C.	429.00	0.00	0.00	23.73	26.60	6.22	7.39	0.00	0.00	0.00	365.06	0.00	4070
WRIGHT, SUSAN C.	126.00	0.00	0.00	0.00	7.81	1.83	0.00	0.00	0.00	0.00	116.36	0.00	4069
WRIGHT, SUSAN C.	164.15	0.00	0.00	0.00	10.18	2.38	0.00	0.00	0.00	0.00	151.59	0.00	4075
Total of 8 items for WRIGHT											1514.89	0.00	
Total of 11 items for all employees											3515.35	0.00	

To the Treasurer of Town of Woodford
we hereby certify that there is due to the several persons whose
names are listed hereon the sum against each name and that
there are good and sufficient vouchers supporting the payments
aggregating \$ 3,515.35
Let this be your order for the payments of these amounts.

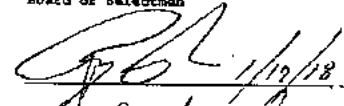
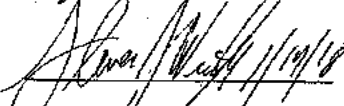
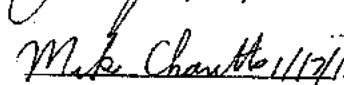
Board of Selectmen
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Town of Woodford Accounts Payable
Check Warrant Report # AP-12 Current Prior Next FY Invoices
All Invoices For Check Acct 01(GENERAL) 12/01/2017 To 12/31/2017

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
177	BCN TELECOMMUNICATIONS	22391074 phone	114.19	0.00	114.19	4068	12/08/17
102	CARSON THURBER	12/14/2017 overpayment for rec.fees	60.00	0.00	60.00	4071	12/14/17
133	BENNINGTON COUNTY SHERIFF'S DE 30085	sept patrols 2017	641.10	0.00	641.10	4077	12/21/17
133	BENNINGTON COUNTY SHERIFF'S DE 30239	oct & nov patrols 2017	1394.42	0.00	1394.42	4077	12/21/17
					Check Total	2035.52	
5KR	GAIL K. RUTKOWSKI	OCT/NOV '17 mileage	34.24	0.00	34.24	4078	12/21/17
05	GW GREEN MOUNTAIN POWER	12/08/17 electric	198.95	0.00	198.95	4079	12/21/17
23	HEMRC	40486	562.75	0.00	562.75	4080	12/21/17
23	HEMRC	40690 oct consult	812.50	0.00	812.50	4080	12/21/17
23	HEMRC	40700 nov consult	875.00	0.00	875.00	4080	12/21/17
					Check Total	2250.25	
158	STAPLES	58037 office supplies	58.02	0.00	58.02	4081	12/21/17
41	VERMONT LEAGUE OF CITIES & TOWNS	01/01/18 2018 insurance	5027.00	0.00	5027.00	4082	12/21/17
18	VERMONT DEPARTMENT OF TAXES	PR-10/06/17 Payroll Transfer	40.97	0.00	40.97	4084	12/29/17
18	VERMONT DEPARTMENT OF TAXES	PR-10/12/17 Payroll Transfer	21.35	0.00	21.35	4084	12/29/17
18	VERMONT DEPARTMENT OF TAXES	PR-11/01/17 Payroll Transfer	40.97	0.00	40.97	4084	12/29/17
18	VERMONT DEPARTMENT OF TAXES	PR-11/01/17A Payroll Transfer	30.27	0.00	30.27	4084	12/29/17
18	VERMONT DEPARTMENT OF TAXES	PR-11/22/17 Payroll Transfer	13.95	0.00	13.95	4084	12/29/17
18	VERMONT DEPARTMENT OF TAXES	PR-12/01/17 Payroll Transfer	40.97	0.00	40.97	4084	12/29/17
18	VERMONT DEPARTMENT OF TAXES	PR-12/14/17 Payroll Transfer	7.39	0.00	7.39	4084	12/29/17
					Check Total	195.87	
244	CHARLENE FOSTER	2017 BCA bca	20.40	0.00	20.40	4094	12/29/17
56	MAUREEN O'NEIL	2017 BCA bca	10.20	0.00	10.20	4095	12/29/17
239	TIFFANY TOBIN	2017 BCA bca	20.40	0.00	20.40	4096	12/29/17
19	BANK NORTH	PR-12/01/17 Payroll Transfer	609.63	0.00	609.63	20171229	12/29/17
19	BANK NORTH	PR-12/14/17 Payroll Transfer	19.28	0.00	19.28	20171229	12/29/17
19	BANK NORTH	PR-12/14/17A Payroll Transfer	89.37	0.00	89.37	20171229	12/29/17
19	BANK NORTH	PR-12/20/17 Payroll Transfer	147.16	0.00	147.16	20171229	12/29/17
					Check Total	865.44	
19	BANK NORTH	PR-12/29/17 Payroll Transfer	45.88	0.00	45.88	20171230	12/31/17

Report Total 10,836.36 0.00 10,836.36

To the Treasurer of Town of Woodford, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ***10,836.36
Let this be your order for the payments of these amounts.

Board of Selectman
 1/19/18
 1/19/18
 1/17/18