

TOWN OF WOODFORD, VT
WOODFORD TOWN HALL
BOARD OF SELECTMEN'S MEETING
September 25, 2019- Unapproved

MEMBERS PRESENT: Ryan Thurber, Steve Wright, Mike Charette

ALSO PRESENT: Gail Rutkowski (treasurer), Susan Wright (clerk), Joseph Rutkowski

1. Ryan called the meeting to order at 7:05pm.

2. Agenda Adjustments

No agenda adjustments

3. Public Comments

No public comments

4. Approval of Minutes

Motion made by Ryan to approve August's minutes as posted, 2nd by Mike. There being no further discussion; all were in favor, Motion Carried.

5. Treasurer's Report

Ryan asked if there were any discrepancies from last month's outstanding bills to this month's warrants. Gail stated there was. She explained that the cemetery mowing was not listed on last month's outstanding bills but is included on this month's accounts payable warrant for \$300.00.

B. Outstanding Bills

Gail presented the outstanding bills for September for \$13,328.28. The large amount of tax overpayment listed is the result of tax payments from homeowner's escrow accounts being made prior to the homestead credit being applied. Once the credit is applied a refund is issued.

Motion made by Ryan to approve the outstanding bills as presented with discrepancy indicated for \$13,328.28 (attached), 2nd by Mike. There being no further discussion; all were in favor, Motion Carried.

A. Warrants

Gail presented the warrants for August.

Motion made by Ryan to approve the Accounts Payable #AP-8 warrant for \$8182.92 as presented with previous discussed additional item (attached), 2nd by Mike. Steve abstained where appropriate. There being no further discussion; all were in favor, Motion Carried.

Motion made by Ryan to approve the Payroll Account #PR-8 warrant for \$4887.57 as presented (attached), 2nd by Mike. Steve abstained where appropriate. There being no further discussion; all were in favor, Motion Carried.

Motion made by Steve to approve the Highway Account #HW-8 warrant for \$2895.00 as presented, 2nd by Ryan. The board reviewed the invoice and discussed the work done on Harbour Road. There being no further discussion; all were in favor, Motion Carried.

6. Computer Upgrade

Susan presented an estimate from Unicorn Computers for the cost of upgrading the current system versus the cost for complete replacement. Discussion followed as to the pros and cons of each option. It was explained

that the town's computers will need to upgrade to windows 10 before January 1, 2020 and the current system may not be adequate for this upgrade. After further discussion the board decided to budget \$2000 for two new computer systems based on the estimates given by Unicorn Computers.

7. Budget Review

Ryan asked if there were any departments that had submitted a 2020 budget. Susan answered that there were not but was not sure if they were notified. She will contact the Listers and Cemetery Commission for their budgets. Planning and Zoning are not expecting any additional expenses. She requested an additional \$1000 for the restoration fund to in order to build that fund up to start restoration projects.

Ryan reminded everyone about setting aside \$80,000 from the management account for capital improvements as discussed and agreed upon at last month's meeting.

Budget review will continue at next month's meeting and all departments are urged to submit their budget requests at this time to be reflected in the 2020 budget.

8. Other Business

A. Ryan informed the board that he had been invited by Mike Smith from the Bennington Trail Cruisers to attend a meeting with Governor Scott. The meeting was to review the work done on road improvements on the Stage Coach Trail and National Forest Land. The club had received federal and state grants to complete these improvements. National Forest did not attend this meeting which was disappointing, but the Governor was pleased with the results.

B. John Dovitski, not being able to attend the meeting, had emailed the board with his concerns with Nemrc and the town reappraisal and felt the board should be aware of the issues. One of the biggest issues is scheduling appointments for inside inspections. Several taxpayers have complained that the appraisers are not showing up for appointments or are saying that inside inspections are not necessary. Nemrc has greatly reduced their availability for appointments because they have started appraising Readsboro and have less time. Prior to that the appraisers were expecting at least 12 appointments a day, 4-6 a week was a struggle to schedule due to people's own schedules and the time frame Nemrc had set. John explained that during the summer the listers were more flexible but now have all returned to regular jobs. Nemrc now claims that all external inspections have been completed in Woodford and therefore are only available for internal inspections on Monday mornings at 9 and Friday afternoon from 2:30-4. Since the situation was becoming very stressful and unacceptable, he made a call to Ed Clodfelter, the appraiser in charge at Nemrc. John expressed his dissatisfaction with the service the Town was receiving and that taking on more work should not have anything to do with the job the Town of Woodford had contracted them to do. Furthermore, he already sees issues when it comes time to grievances what with their availability and the lack of follow thru with appointments and inspections. According to Nemrc, the next step will be to conduct a sales study and adjust the cost tables if necessary, do a final review and submit to the listers for review. John concluded in saying that Nemrc was chosen not because of the price, but the fact that they were the only ones willing to come to Southern Vt. to conduct a reappraisal, however, it has not been a smooth process and feel as though they should be doing what they agreed to do.

C. Ryan suggested that he and Gail should meet with the financial advisor to withdraw \$80,000, as discussed previously, and set up a separate account to make it accessible for capital improvements as approved by the board. Gail will set the meeting up for next week if possible.

D. Susan presented the contract from Batchelder Associates for the 2018 audit for the board's signature.

E. Ryan informed the board that Prospect Mountain Association has concluded the dredging of their pond and will be installing a new septic system. They will be looking for options as to what to do with the material pulled from the pond. Anyone interested in the material should contact them.

F. Mike presented the adoption form for the Local Emergency Operations Plan (LEOP) to the board. He stated that the Local Emergency Operations Plan has been completed and ready for board approval. It's pretty close to what it was last year.

Motion by Mike to adopt the LEOP as presented (attached), 2nd by Ryan. There being no further discussion; all were in favor, Motion Carried.

G. Susan informed the board that an email was received from Atlas Geographic Data, the company who created the parcel maps from the Town for the State. They were inquiring if the Town would be interested in continuing with them for future services. They had sent a quote for \$2800.00 that would include providing hard copies of the parcel maps along with updating the digital data annually. It was not clear whether or not this is a yearly contract. Ryan suggested we get samples of their work and get clarification as to the time commitment. There has already been \$2500 set in the 2019 budget for hard copies of the maps.

9. Executive Session

No executive session needed.

10. Adjournment

Motion made by Ryan to adjourn, 2nd by Mike. There being no further discussion; all were in favor, Motion Carried.

Meeting adjourned at 8:10m - NEXT MEETING OCTOBER 16, 2019 at 7 pm. at the Woodford Town Office.

Susan Wright - Clerk

TOWN OF WOODFORD OUTSTANDING BILLS

9/25/2019

VENDOR	PURPOSE	AMOUNT	ACCOUNT	CHECK #
BCN	phone	\$ 124.00	general	
Bennington Cty. Sheriff's Dept	august patrols	\$ 787.50	general	
Green Mountain Power	electric	\$ 156.79	general	
Nancy Coleman	reimbursement/plumbing supplies	\$ 21.66	general	
Peckham Industries	gravel/trans charge	\$ 487.93	Highway acct	
NEMRC	Assessment Services September	\$ 3,650.00	general	
John Dovitski	Cemetery mowing 300.00 (July/Aug)	\$ 600.00	general	
John Dovitski	Town mowing 2019 contract	\$ 1,400.00	general	
	Balance for Cemetary 2019 contract	\$ 1,950.00	general	
Joseph Rutkowski	reimbursement/painting supplies	\$ 62.16	general	
Staples	Office supplies	\$ 258.06		
Gail Rutkowski	August mileage for banking	\$ 37.12	general	
SecurShred	shredding services	\$ 40.00	general	
Suburban Propane	fuel	\$ 354.78	general	
Vermont State Treasurer	dog license fees	\$ 50.00	general	
VMCTA	membership dues Oct.18-Sept.19(pd.)	\$ 55.00	general	
Bank of Bennington	overpayment of 2019 taxes	\$ 1,194.00	tax acct	
Eleanor Dunn	overpayment of 2019 taxes	\$ 90.48	tax acct	
Wells Fargo Tax Services	overpayment of 2019 taxes	\$ 1,661.00	tax acct	
Wells Fargo Tax Services	overpayment of 2019 taxes	\$ 347.74	tax acct	
		<u>\$ 13,328.28</u>		

SELECTMEN:

[Signature] 9/25/19
[Signature] 9/25/19
Mike Charitty 9/25/19

These bills listed are exclusive of the payroll tax required to be paid

One Discrepancy for
 John Dovitski - Cemetery mowing
 was not on August's Outstanding Bills
 for \$ 300. -

08/20/19
03:25 pm

Town of Woodford Accounts Payable
Check Voucher Report # A2-9 Current Prior Week FY Invoices
For checks For (Check Acct 01)GENERAL 08/01/19 To 08/20/19

Page 1
Treasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
882	JOHN DOVITSKI	995585	necessary wiring	300.00	0.00	300.00	4385 08/02/19
177	WOW TELECOMMUNICATIONS	22787663	phone	119.30	0.00	119.30	4384 08/07/19
42	BERKSHIRE COUNTY REGIONAL COM SW59 478 Q	swip 4th quarter	309.44	0.00	309.44	4382 08/22/19	
133	BERKSHIRE COUNTY SHERIFF'S DE 31489	july patrols	875.00	0.00	875.00	4393 08/22/19	
12300	DOVITSKI, LORNA	7/19/19	reimb/postage	43.15	0.00	43.15	4394 08/22/19
008	GAIL E. RUTYNSKI	JULY 2018	banking mileage	9.28	0.00	9.28	4395 08/22/19
078	GLENN BRUNER	AUGUST 18	salad, vests/lithers	153.94	0.00	153.94	4396 08/22/19
02	OW GREEN MOUNTAIN POWER	08/08/19	electric	148.67	0.00	148.67	4397 08/22/19
23	HEBAC	44170	assessment services	1450.00	0.00	1450.00	4398 08/22/19
23	HEBAC	44186	annual license agreement	1450.81	0.00	1450.81	4398 08/22/19
23	HEBAC	44217	consult june 28	812.50	0.00	812.50	4398 08/22/19
					Check Total	5923.31	
88208	SECURUS	302974	shredding services	20.00	0.00	20.00	4399 08/22/19
128	STAPLES	2321943001	office supplies	98.27	0.00	98.27	4400 08/22/19
204	SUSAN WRIGHT	JULY 10418	travel reimbursement	87.44	0.00	87.44	4401 08/22/19
09	THOMAS STREET	978822	trash removal	35.00	0.00	35.00	4402 08/22/19
217	WOODROW COMPUTER SYSTEMS	120190814	install activities	50.00	0.00	50.00	4403 08/22/19
Report Total			8,182.92	0.00	8,182.92		

To the Treasurer of Town of Woodford, We hereby certify that there is due to the several persons whose names are listed herein the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****8,182.92
Let this be your order for the payments of these amounts.

Board of Selectmen

9/25/19

Mife Chaitte 9/25/19

08/30/19
09:28 am

Town of Woodford Payroll
Check Warrant Report 499-9
Period end date 08/31/19 to 08/30/19

Page 1 of 2
Treasurer

Employee	Gross	Fringes	Reimburse	FVT	FICA	MSD	SWT	SOI	Local	OTH Dedu	Net Amt	Elim Amt	Check No						
KINNEY, JAMES B.	174.25	0.00	0.00	0.00	19.80	2.33	0.00	0.00	0.00	0.00	160.92	0.00	4581						
COLDHAM, MARY J.	233.33	0.00	0.00	0.00	19.73	3.47	0.00	0.00	0.00	0.00	233.95	0.00	4579						
SLER, CATHERINE	107.80	0.00	0.00	0.00	6.68	1.94	0.00	0.00	0.00	0.00	99.18	0.00	4589						
DOVITSKI, JOHN W.	71.00	0.00	0.00	19.00	4.48	1.04	0.00	0.00	0.00	0.00	32.58	0.00	4587						
DOVITSKI, LINDA E.	258.00	0.00	0.00	19.00	18.00	3.74	0.00	0.00	0.00	0.00	223.26	0.00	4588						
RITCHIE, GAIL K.	1000.00	0.00	0.00	84.67	62.00	14.50	7.75	0.00	0.00	0.00	829.08	0.00	4592						
KERRINGTON, SANDRA D.	89.00	0.00	0.00	0.00	4.94	1.16	0.00	0.00	0.00	0.00	79.88	0.00	4580						
YOUNGER, CLEW G.	142.00	0.00	0.00	0.00	10.04	2.30	0.00	0.00	0.00	0.00	149.41	0.00	4583						
DEWBER, GLENN G.	480.00	0.00	0.00	0.00	29.76	6.94	0.00	0.00	0.00	0.00	443.28	0.00	4581						
Total of 2 items for DUB											582.89	0.00							
ULSTOCK, VIRGINIA	172.48	0.00	0.00	0.00	18.48	2.50	0.00	0.00	0.00	0.00	159.29	0.00	4590						
WRIGHT, SUSAN C.	1060.00	0.00	0.00	74.33	63.72	15.37	24.93	0.00	0.00	0.00	897.65	0.00	4604						
WRIGHT, SUZAN C.	1047.71	0.00	0.00	75.00	65.20	15.48	27.19	0.00	0.00	0.00	883.74	0.00	4584						
Total of 2 items for WRIGHT											1745.39	0.00							
-----											4887.57	0.00							
-----											254.18	303.00	70.84	71.87	0.00	0.00	0.00	4185.72	0.00

To the Treasurer of Town of Woodford
we hereby certify that there is due to the several persons whose
names are listed herein the sum against each name and that
there are good and sufficient vouchers supporting the payments
aggregating \$ 4,185.72
Let this be your order for the payments of these amounts.

Board of Selectmen

[Signature] 9/25/19
[Signature] 9/25/19
[Signature] 9/25/19

Town of Woodford Accounts Payable
Check Warrant Report # WM-R Current Prior Next FY Invoices
All Manual/Direct Pays For Check Acct 03(RIGORANT) 08/01/2019 To 08/31/2019

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
8100	OWEN'S & SEARONS	575245827	ameration work/contract	2895.00	0.00	2895.00	896 08/22/19
Report Total			2,895.00	0.00	2,895.00		

To the Treasurer of Town of Woodford, We Herby certify that there is due to the several persons whose names are listed herein the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****2,895.00
Let this be your order for the payments of these amounts.

Board of Selectmen

 7/25/19

 Mike Chamber 9/25/19

Local Emergency Management Plan Municipal Adoption Form

Town/City of Woodford

1391 VT Route 9
Woodford, VT 05201

The Local Emergency Management Plan (LEMP) must be annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

Mark this block if a readopted plan has no changes since the previous year.

Municipality	Woodford
LEMP Adoption Date	9/25/19
NIMS Adoption Date	6/17/15
EMD Name	Mike Charette
Position	EMD
Primary Phone	4424358
Alternate Phone	207-651-1188
Email	charette.mike@gmail.com
POC 2 Name	Ryan Thurber
Position	Selectboard Chair
Primary Phone	4428620
Alternate Phone	780-7769
Email	ryanthurber@msn.com
POC 3 Name	Steve Wright
Position	Selectboard
Primary Phone	442-8634
Alternate Phone	
Email	

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Michael P. Charette

Signed*

Michael P. Charette

Printed Name

certifying individual must have taken, at a minimum, ICS400 or ICS100/15-300 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:



Ryan Thurber selectboard chair

Signed*

Print Name, Selectboard / council member

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to
Regional Planning Commission.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 276.