

**TOWN OF WOODSTOCK  
SELECT BOARD  
SPECIAL MEETING  
December 13, 2016  
6:00PM  
Woodstock Town Hall  
DRAFT MINUTES**

**PRESENT-** Preston Bristow, Bob Holt, John Doten, Grettie Howe, L.D. Sutherland, Phil Swanson and Lynn Beach

**OTHERS PRESENT-** Macy Lawrence, Jason Merrill, Charlie Kimbell, John Mudgett, Tyler Kimberley, Anna Pitts, Ann Marie Boyd, Beth Finlayson, Joe DiNatale, Nick Ferro, Tom Debevoise, Joe Swanson, Nicholas Seldon

**I. CALL TO ORDER**

Mr. Bristow called the meeting to order at 6:00PM.

**II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA**

**A. Economic Development Commission**

**1. Grant Funding**

**a) Funding Requests-Woodstock Community Television-\$4,500, Wireless Woodstock-\$6,000**

Mr. Charlie Kimbell, Chairman of the Economic Development Commission presented the funding request for **Woodstock Community Television** of \$4,500.00.

The second request is for **Wireless Woodstock** represented by Tom Weschler. Their request is to supply wireless network throughout the business area using business' wireless networks. Wireless Woodstock is an information access service built and maintained by the local community of Woodstock, Vermont. Funds are requested to double the number of wireless access points in Woodstock and to provide basic maintenance and operation of the system for the next five years. They are requesting \$6,000.00.

**MOTION** by Mr. Holt to approve the funding requests to the Woodstock Community Television for \$4,500.00 and to Wireless Woodstock in the amount of \$6,000.00.

**SECONDED** by Mr. Doten

**DISCUSSION** None

**VOTE** 5-0-0, Passed unanimously.

**b) Fund Allocation**

Mr. Kimbell continued stating that the EDC would like to establish the following guidelines for the ongoing revenues received from the 1% local options tax, approximately \$220,000 per year:

- \$70,000 to actively promote Woodstock using a professional public relations firm,
- \$46,000 to fund grant applications,
- \$9,000 to cover administrative costs
- \$95,000 to fund “big bets”, large initiatives selected by the EDC that have the greatest potential of achieving its goals.

**c) Funding Rounds**

The EDC would like to establish three distinct grant funding rounds in each calendar year to give the commission the time and ability to adequately review the merits of the requests. Applications due 1/15, 5/15 and 9/15. EDC to review approximately 6 weeks later and present to the Select Board approximately 3 weeks later.

**2. Leadership of the EDC**

Mr. Kimbell will be stepping down as Chair to serve in the legislature. Mr. Tom Weschler and Mr. Barry Milstone have been elected by the EDC to serve as co-Chairs.

**MOTION** by Mr. Holt to ratify the new co-chairs Tom Weschler and Barry Milstone of the Economic Development Commission.

**SECONDED** by Mr. Sutherland

**DISCUSSION** None

**VOTE** 5-0-0, Passed unanimously.

**3. ‘Big Bet’ Initiatives**

The EDC would also like the Board to know that separate initiatives have been identified by the EDC as having the greatest potential to make an impact on the local economy. They are: Partner with Commercial Property Owners and Tenants to maintain a thriving retail sector and vibrant central business district, Develop an Entrepreneurial Environment that provides support and facilities to new and growing businesses, Identify Infrastructure/Facility Improvements that would attract and retain new residents and businesses, Convert Visitors to Residents by actively engaging them when they consider locating here, Expand Recreational Offerings and Access such as multi-modal paths connecting the hamlets of Woodstock. The EDC will be pursuing these initiatives in the coming months.

**B. Set Sewer Rates**

Item **TABLED** to Special Meeting, Monday, December 19, 2016, at 8AM.

**C. Police Protection Inter Local Contract**

Item **TABLED** to Special Meeting, Monday, December 19, 2016, at 8AM.

**D. Schedule Budget Hearings**

Item **TABLED** to Special Meeting, Monday, December 19, 2016, at 8AM.

**III. CITIZEN COMMENTS**

None

**IV. INTERVIEWS**

**A. Economic Development Commission Appointment (s)**

Mr. Swanson introduced Mr. Jason Merrill to the Board. Mr. Merrill expressed his interest in joining the Economic Development Commission with focus using his experience as a restaurateur and business owner.

**MOTION** by Ms. Howe to appoint Mr. Jason Merrill to fill one of two vacancies on the Economic Development Commission with his term expiring March 2019.

**SECONDED** by Mr. Sutherland

**DISCUSSION** None

**VOTE** 5-0-0, Passed unanimously.

The Board will wait for an interview with Ms. Jill Davies at their January 17<sup>th</sup>, 2017 to decide the final candidate to fill the second vacancy whose term expires March 2019.

**V. AUDIT REVIEW**

Mr. John Mudgett and Mr. Tyler Kimberley representing Mudgett Jennett & Krogh-Wisner PC, presented the FY2016 Town Audit. Mr. Mudgett stated the basic format is similar as to previous years and that the overall audit review process went smoothly. Significant issues included the new Options Tax.

Changes in this year's report:

- New Options Tax
- Governmental Funds Listing
- Two new Schedules #5 & #6 (Town's participation in the pension plan)

Mr. Kimberley informed the members of a new accounting standard.

Mr. Debevoise asked for clarification about the new schedules regarding pension plans.

Mr. Debevoise inquired about the Options Tax.

The Select Board reviewed the balance sheets, which showed that the bottom line of fund balance is positive.

Mr. Mudgett and Mr. Kimberley thanked Ms. Pitts for a job well done.

**VI. OLD BUSINESS**

None

## **VII. NEW BUSINESS**

### **A. KSE Partners, LLP Annual Contract**

Mr. Swanson discussed the annual contract for services between the Town of Woodstock and Leonine Public Affairs, LLP (d/b/a KSE Partners, LLP).

**MOTION** by Ms. Howe to approve the annual contract for Leonine Public Affairs, LLP in the amount of \$1,250 per month as the Town share with the term of the contract beginning January 1, 2017 until final adjournment of the 2017 session of the Vermont General Assembly.

**SECONDED** by Mr. Holt

**DISCUSSION** None

**VOTE** 5-0-0, Passed unanimously.

### **B. Cardiac Monitor Recommendation**

Mr. Swanson informed the Board that the cost to upgrade a cardiac monitor has been budgeted for the past three years. The request now is to purchase a LifePak 15 V4 monitor which includes a \$4,000.00 credit for a trade in of the old monitor.

**MOTION** by Mr. Sutherland to approve the purchase of a LifePak 15 V4 cardiac monitor.

**SECONDED** by Mr. Holt

**DISCUSSION** None

**VOTE** 5-0-0, Passed unanimously.

### **C. Loan for Highway Truck Bid Tabulation**

Mr. Swanson stated a request for a loan bid on the half-ton pickup truck which was approved last month. The loan amount requested was \$26,000.00. Three bidders responded. Mascoma Savings Bank-2.69%, People's United Bank-2.25%, Lake Sunapee Bank-1.98%.

**MOTION** by Mr. Doten to accept the loan bid from Lake Sunapee for 1.98%, as presented.

**SECONDED** by Mr. Holt

**DISCUSSION** None

**VOTE** 5-0-0, Passed unanimously.

**D. Proposed Rate Increase-Woodstock Ambulance Service**

Mr. Swanson clarified that the increase is for patients who get a ride in the ambulance. Insurance will typically pay the charge. This charge is the same across the board for any patient transport.

**MOTION** by Mr. Sutherland to approve the rate increase for the Woodstock Ambulance Service as proposed:

<b>Charge</b>	<b>Current</b>	<b>Proposed</b>
Basic (BLS)	\$ 650.00	\$ 850.00
Advanced plus 1 (ALS 1)	850.00	1,050.00
Advanced plus 2 (ALS 2)	1,200.00	1,400.00
Mileage	20.00	25.00

**SECONDED** by Ms. Howe

**DISCUSSION** None

**VOTE** 5-0-0, Passed unanimously.

**E. Property Tax Administration**

Mr. Swanson explained that a guardian has been taking care of administration of Parcel 25.51.11-38 Blankey Cottage Lane. This situation became complicated and an error was made by office staff.

**MOTION** by Ms. Howe to accept the administrative error to Parcel 25.51.11- 38 Blankey Cottage Lane, as presented.

**SECONDED** by Mr. Sutherland

**DISCUSSION** None

**VOTE** 5-0-0, Passed unanimously.

**F. Review Request to Obtain Estimate for Legal Work from VLCT Regarding a Board Merger**

Mr. Swanson referred the Board to the email from Mr. Chris Miller. Mr. Miller is gathering information about the process of writing a Plan of Merger, particularly about legal issues. The Vermont League of Cities and Towns (VLCT) has offered assistance for a fee. Their policy however is that they can only provide services to member municipalities. This request is for authorizing Mr. Swanson to proceed with this inquiry on behalf of the municipality.

**MOTION** by Ms. Howe to authorize Mr. Swanson to proceed with legal assistance from VLCT in regards to the process of writing a Plan of Merger.

**SECONDED** by Mr. Sutherland

**DISCUSSION** None

**VOTE** 5-0-0, Passed unanimously.

**VIII. PERMITS**

None

**IX. BOARD OF SEWER COMMISSIONERS**

None

**X. APPROVAL OF MINUTES**-Meeting of November 15, 2016

**MOTION** Mr. Sutherland to approve the minutes of November 15, 2016, as presented.

**SECONDED** Mr. Doten

**DISCUSSION** None

**VOTE** 5-0-0, Passed unanimously.

**XI. OTHER BUSINESS**

**A. Review Financial Report**

The Board reviewed the financial report.

**XII. REVIEW EXPENSE WARRANTS**

The Board reviewed the expense warrants.

**XIII. ADJOURNMENT**

**MOTION** by Ms. Howe to adjourn the meeting at 7:05PM.

**SECONDED** by Mr. Holt

**DISCUSSION** None

**VOTE** 5-0-0, Passed unanimously.

Respectfully submitted,

Lynn Ellen Beach

Preston Bristow, Chair

Bob Holt

John Doten

Margaretta Howe

L.D. Sutherland