Draft- subject to final approval

SELECT BOARD **APRIL 21, 2015**

PRESENT: Grettie Howe, Preston Bristow, John Doten, Bruce Gould, Bob Holt
Phil Swanson, Mary Riley, Robbie Blish,
Beth Finlayson, Jeffrey Kahn, Ruth Schemmelfennig, Jeffrey Zayas,
Michelle Fields.

I. CALL TO ORDER

Ms. Howe Called the meeting to order at 6:05 P.M.

II. ADDITIONS TO AND DELETIONS TO THE POSTED AGENDA

On a motion of Mr. Bristow, second Mr. Holt the Select Board voted to approve additions and Deletions to the Posted Agenda to be covered under New Business.

III. CITIZEN COMMENTS

Beth Finlayson spoke briefly about a possible addition to the Welcome Center, and the possibility of combining the office of the Chamber of Commerce and the staff of the Welcome Center in the interest of Economics and a permanent location for the Chamber of Commerce Office. The Select Board noted their continued interest in this possibility.

IV. OLD BUINESS

A. Bridge 51, Preferred Alternatives Information Meeting

Jennifer Fitch, Rob Young, Laura Stone, and Judith Ehrlich represented the Vermont Agency of Transportation.

Ms. Fitch presented the scoping components of the replacement for Bridge 51 over the Kedron Brook on Central Street.

The participation by and opinions of those in attendance were done with an electronic voting unit which streamlined response to particular elements of the reconstruction process.

The project is scheduled for no earlier than 2017 and possibly in 2018. The accelerated bridge program should have the bridge work done within a three week period, however additional time will be needed for those elements which will not change the traffic pattern. The community supports the accelerated bridge construction.

Rob Young is the project engineer, he spoke about access to the area around the bridge and the construction elements during the construction period.

Laura Stone is the safety engineer for the project, she defined the detour information.

Judith Ehrlich will be responsible for aesthetics, particularly the guard rail choices, relocation of the parking meters, etc.

Following review of the information collected this evening the Agency of Transportation will proceed with additional information and future public information meetings will be scheduled.

B. Set Date to Meet with Seaward Management re: Investment

The Select Board and Trustees who were present agreed to May 12, at 6:30 P.M., this is the next scheduled meeting date for the Board of Village Trustees.

C. E C Fiber

George Sadowsky gave an update and overview of the progress of EC Fiber locating to Woodstock. Ownership of conduit under the streets of Woodstock must be determined before advancing to this step.

D. T.S. Irene - Approve Application to VT Municipal Bond Bank

Mr. Swanson presented the application to the VT Municipal Bond Bank for financing the remaining costs associated with Tropical Storm Irene. Following FEMA and State reimbursement there remains $669,000 to be financed for long term.

Whether to go with a local bank loan or Municipal Bond Bank will not be determined until mid-June when the bond bank rate is established. Mr. Swanson will request proposals for loan rates from local banks and will present this information to the Board in June.

The Select Board discussed the term of a loan and after discussion agreed that the 15 year option has the least impact on taxes and provides for a better rate of interest according to the information from the bond bank which is available at this time. Mr. Bristow noted without hesitation the board should authorize Mr. Swanson to go with the low bidder and have papers prepared for the Board to sign at the June Meeting.

Following discussion, on a motion of Mr. Bristow, second Mr. Holt, the Select Board voted to authorize Mr. Swanson to proceed with the process of determining the best interest rate to finance local costs of infrastructure repair needed due to damage caused by T.S. Irene in 2011 with a repayment term of 15 years. Motion approved.

Mr. Swanson noted there is no requirement to have special meeting for this bond vote because it is legally incurred debt following a natural disaster.

V. NEW BUSINESS

A. Emergency Management

1. Local Emergency Operations Plan

Following brief review, of the Local Emergency Operations Plan, on a motion of Mr. Holt, second Mr. Bristow the Select Board voted to approve the plan as submitted. Motion approved.

2. National Incident Management System

The Board reviewed the document relating to National Incident Management for emergency situations. Woodstock has been part of this system for many years.

On a motion of Mr. Holt, second Mr. Bristow the Select Board voted to adopt the National Incident Management System. Motion approved.

B. Review Proposals for Police Vehicle and Police Vehicle Loan

The Select Board reviewed proposals for a Police Cruiser to be used in the Town.

The Select Board reviewed proposals for a bank loan to finance a Police Cruiser to be purchased for use in the Town.

On a motion of Mr. Bristow, second Mr. Doten, the Select Board voted to approve both low bids as follows:
Purchase of the Ford Explorer Police Cruiser with extended warranty
The loan as proposed at 1.65% through People's United Bank and authorize Mr. Swanson to sign the loan documents. Motion approved.

C. Review Bids for Carpet at Town Hall

The Select Board reviewed proposals for replacing the carpet at Town Hall, in the Manager's office, the second floor hall and the Pentangle office and Town Clerk's office.

On a motion of Mr. Holt, second Mr. Bristow, the Select Board voted to approve a contract with United Flooring for carpet in the Manager's Office and the second floor hall for $6,550 and for the Town Clerk and Pentangle offices for $1,895.00. Motion approved.

D. Review Bids for Highway Vehicles and Loans

1. Ton Truck

The Select Board reviewed the proposals received for a utility truck for the Highway Department. Ted Green Ford submitted the only proposal for an F-450.

Proposals for the financing were briefly reviewed. On a motion of Mr. Bristow, second Mr. Doten the Select Board voted to approve financing the loan for the vehicle through People's United Bank for 1.65% for four years and authorize Mr. Swanson to sign the loan documents. Motion approved.

2. Dump Truck

Bids have been received from multiple dealers and multiple manufacturers in both 2 wheel drive and 4 wheel drive dump trucks.

Highway Superintendent Ken Vandenburgh recommends, and Mr. Doten concurs, that the 2 wheel drive truck would be the reasonable purchase after thorough review of the additional cost to purchase and operate a 4 wheel drive truck.

On a motion of Mr. Bristow, second Mr. Doten, the Select Board voted to purchase the Four Wheel Drive Utility Truck from Ted Green Ford. Motion approved.

On a motion of Mr. Bristow, second Mr. Doten, the Select Board voted to purchase a 2 WD Freightliner dump truck, fully equipped and net after trade and with the extended warranty for a total of $137,272.00. Motion approved.

Mr. Swanson noted that in the past we have done a loan for the cab and chassis, and paid the cost of the body, sander, plow etc. directly from the capital reserve account, which is $62,665.00, leaving the amount to be financed at $74,607.00 and suggests the loan be rounded up to $75,000.00.

On a motion of Mr. Bristow, second Mr. Holt, the Select Board voted to approve financing the loan for the dump truck as proposed by People's United Bank at 1.65% and authorize Mr. Swanson to sign the loan documents. Motion approved.

E. Class 4 Roads and Spring Use

Peter Vollers addressed the Board about seasonal road closure signs gates which are occasionally put in place. One such gate was placed on Randall Road this year with a seasonal closure sign, indicating the road would be closed through May 31, 2015 (for mud season.) Mr. Vollers asked that the restriction be lifted as of May 15 each year. Mr. Swanson explained that there was a new culvert put in place on Randall Road, last summer, just beyond the location of the gate and the highway department wanted to protect the culvert this year.

He also asked that the road closures on Class 4 not include gates. Further Mr. Vollers asked that all class 4 roads have a sign, at each end of the closed road for uniformity. Road closures throughout the state can be posted from December 15 through May 15. Snowmobiles have unrestricted right to use roads not maintained in winter according to VAST guideline.

On a motion of Mr. Bristow, second Mr. Holt, the Select Board voted to change road closed signs to be from April 1 to May 15 for class 4 roads and authorize signing flexibility for the Town Manager and the highway department as they see appropriate. Motion approved. The gate in place will be opened before May 15, 2015.

F. Termination of TH 16, Westerdale Road

The terminus of the Town Road on TH 16, Westerdale Road is not certain. It is important to determine this for road maintenance reasons. It is possible the public road continues for 100-150 ft. beyond where the town has maintained the road.

On a motion of Mr. Bristow, second Mr. Doten, the Select Board voted to have a survey conducted to determine the terminus of the Public Highway. Motion approved. Mr. Holt abstained.

G. Highway Annual Financial Plan and Certification of Codes and Standards

The Select Board reviewed the Annual Highway Financial Plan and Roads and Standards Compliance Certification.

The certification of compliance guarantees that the state will pay the annual reimbursement to the town as indicated on the highway financial plan.

On a motion of Mr. Holt, second Mr. Bristow the Select Board voted to approve the Annual Financial plan for Roads and the Standards Compliance Certification. Motion approved.

H. Water Quality Legislation

Mr. Swanson reviewed the legislation and process to control water quality. The Select Board considers the legislation to be unfriendly for municipal compliance.

I. Liquor License Applications

The Select reviewed and approved Liquor License renewals and a new application for the following: Ruth's Table, new license indoor and outdoor, Pi, Brick Oven Trattoria, indoor and outdoor Taftsville Country Store, Woodstock Hops "n" Barley, Pizza Chef, Woodstock Beverage, Pane e Salute, indoor and outdoor, Melazza, Village Inn of Woodstock, indoor and outdoor, Lincoln Inn at the Covered Bridge, indoor and outdoor. Mr. Bristow made a motion to approve all license, Mr. Holt seconded the motion and it was approved.

J. Possible Executive Session – Personnel

On a motion of Mr. Bristow, second Mr. Holt, the Select Board voted to meet in Executive Session. Motion approved.

On a motion of Mr. Holt, second Mr. Bristow, the Select Board voted to adjourn Executive Session and resume the Public Meeting. Motion approved.

VI. APPROVAL OF MINUTES

Minutes of the meeting of February 17, 2015, February 28, 2015 and March 3, 2015 were reviewed and approved on a motion of Mr. Doten, second Mr. Holt. Motion approved.

VII. BOARD OF SEWER COMMISSIONERS

A. Applications for connections to Municipal Sewer

Joe McKeon has applied for a sewer connection permit to build a new house on Woodbury Road.

On a motion of Mr. Holt, second Mr. Bristow the Select Board voted to approve a sewer connection permit for a three bedroom house on Woodbury Road. Motion approved.

Courtney Bohen has applied to convert space in her barn to an office. There is no change in the sewer use.

On a motion of Mr. Holt, second Mr. Bristow the Select Board voted to approve the conversion of a barn to office space. Motion approved.

B. Change in Use

Richard Anderson, owner of 14 High Street would like to convert a single family dwelling to a house with an apartment. There will be no change in the number of bedrooms.

On a motion of Mr. Bristow, second Mr. Holt the Select Board voted to approve change in use of a sewer connection at 14 High Street. Motion approved.

C. Increase in Use

Ruth Schemmelfennig applied for an increase in sewer use to add 10 seats, serving breakfast and lunch at 61 Central Street.

On a motion of Mr. Bristow, second Mr. Holt the Select Board voted to approve the increase in sewer use for 10 additional seats at 61 Central Street, bringing the total to 35 seats @ two meals per day. Motion approved.

D. Requests for Billing Adjustment

The Select Board reviewed requests for sewer billing adjustments as follows:

1. Les Berge received a bill for two persons in a residence that has not been occupied during renovations. Mr. Berge requested a reduction to the minimum amount.

On a motion of Mr. Bristow, second Mr. Holt the Select Board voted to approve the request. Motion approved.

2. Jeffrey Kahn requested the penalty and interest be waved totaling $36.83. The original bill was not received and he was not aware that it was due.

On a motion of Mr. Holt, second Mr. Bristow, the Select Board voted to approve the penalty and interest for Mr. Kahn. Motion approved.

3. Shannon Wheadon requested a waiver for penalty and interest. Ms. Wheadon was sick with the flu and her husband was disabled at the time (with a broken leg). A check was sent on April 4, 2015.

On a motion of Mr. Holt, second Mr. Bristow, the Select Board voted to deny Ms. Wheadon's request noting that the bill was mailed in January and could have been paid any time before the March due date. Motion approved.

4. Kenneth A. Galton requested waiver of penalty and interest noting he did not receive the original bill and did not know a sewer bill was due until the delinquent notice arrived.

On a motion of Mr. Holt, second Mr. Bristow the Select Board voted to approve waiver of penalty and interest for Kenneth Galton. Motion approved.

5. James Fitts requested waiver of penalty and interest of the 2013 sewer bill which was to have been paid by his former wife who was living at the house that year. Ms. Fitts has not paid the bill and Mr. Fitts paid the bill but does not consider it his responsibility to pay penalty and interest for a bill that was not his responsibility to pay originally.

On a motion of Mr. Bristow, second Mr. Holt the Select Board voted to approve Mr. Fitts request. Motion approved.

VIII. OTHER BUSINESS

A. Overweight Truck Permits

The following overweight truck permits were approved on a motion of Mr. Doten, second Mr. Holt:
Connecticut Valley Trucking, Inc., Hutch Crane and Pump Rental Corporation, Carleton Trucking, Inc., Stanley Hill, Jr., K. W. Smith, Dudak Construction and Trucking, LLC, Noel Eastman Jr., Inc. Ottauquechee Well Drilling, Inc., Mark Johnson, MT Johnson, Inc. Stearns Septic Service, Inc., Cardinal Logistics Management, Inc., Peeler Brothers Excavation, LLC, United Natural Foods, Inc., Roni Johnson Landscaping.
Motion approved.

B. ABLE Waste Commercial Hauler License

On a motion of Mr. Bristow, second Mr. Holt the Select Board voted to approve a Commercial Hauler's License for ABLE Waste Management to collect trash and recyclables in Town of Woodstock for 2015. Motion approved.

C. Conservation Commission Appointment

Planning and Zoning Administrative Officer Michael Brands has advised the Board that Bethany Powers is interested in filling the long standing vacancy on the Conservation Commission.

Members of the Conservation Commission have discussed this with Ms. Powers and recommend her for appointment.

On a motion of Mr. Bristow, second Mr. Holt, the Select Board voted to appoint Bethany Powers to the Conservation Commission. Motion approved.

IX. REVIEW EXPENSE WARRANTS

Expense Warrants were reviewed and signed by the Select Board.

X. ADJOURNMENT

On a motion of Mr. Bristow, second Mr. Holt the Select Board voted to adjourn the meeting at 9:00 P.M.