

**TOWN OF WOODSTOCK
SELECT BOARD
MEETING
May 16, 2017
6:00PM
Woodstock Town Hall
DRAFT MINUTES**

DRAFT-Subject to approval

Present: Bob Holt, John Doten, Jill M. Davies, Sonya Stover, L.D. Sutherland, Phil Swanson, and Lynn Beach
Others Present: Michelle Fountain, Tom Weschler, Barry Milstone, Charlie Kimbell, Michael Malik, David Green, Ron Miller, Rai D'Honoré, Elizabeth Finlayson, Sally Miller, and Macy Lawrence

I. CALL TO ORDER

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

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

A. Boiler at the Welcome Center

Mr. Swanson informed the Board that the boiler at the Welcome Center was in very poor condition and needed some major repairs recently. The recommendation from the technician is to replace the boiler due to the repairs. Mr. Swanson stated the money would come from the Select Board contingency fund (rainy day fund). Ms. Davies requested clarification as to how larger expenses are budgeted. Mr. Swanson will come back with additional information

This item was **TABLED** until their next meeting on June 20, 2017.

III. CITIZEN COMMENTS

Mr. Jeff Zayas, owner Zayas Jewelers, introduced himself to the Board to ask the Select Board to utilize the Economic Development Commission's (EDC) funds to pay retailers' rents during the time period of the Bridge No. 51 closure in 2018.

Mr. Holt advised Mr. Zayas the EDC has a process in place to request EDC funds.

IV. OLD BUSINESS

A. Fire/EMS HIPAA Policy-(TABLED from previous meeting)

Mr. Sutherland reviewed the Policy.

MOTION by Mr. Sutherland to accept the Town of Woodstock Fire/EMS Policy, as presented.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed.

V. NEW BUSINESS

A. Request to Consider 'Sister Town' Relationship With Pamiers, France

Mr. Ron Miller, Ph.D., coordinator of the Woodstock Learning Lab, and Ms. Rai D'Honoré, Ph.D., President, Occitan Cultural Initiatives are proposing a relationship with a 'Sister Town' in France named Pamiers. They stated that there is no cost with this proposal and believe that there could be vibrant cultural, educational and economic advantages with the relationship. Ms. D'Honoré, then provided the Board with the background of Pamiers, France. Mr. Miller and Ms. D'Honoré are looking for support from the Select Board for this initiative.

After a few questions and clarifications, the Board fully supported the 'Sister Town' proposal with Pamiers, France.

B. Michael Malik to be interviewed as EDC commissioner

Dr. Malik introduced himself to the Board and provided information about his background with community work in his previous place of residence.

Mr. Barry Milstone, co-chair of Economic Development Commission (EDC) stated that the EDC fully supports the appointment of Michael Malik.

MOTION by Mr. Sutherland to appoint Michael Malik to the Economic Development Commission for a term expiring June 30, 2019.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed.

C. EDC funding requests

Mr. Barry Milstone presented funding requests for the EDC's Big Bets grants:

1. East End Neighborhood Design Request of up to \$10,000. This request is for a neighborhood design package which would include a master plan for the East End. The Design Request would look at the entire area as a whole, including information on parcel size, setbacks, zoning, etc. The purpose is to show potential developers what the possibilities are within the regulations for the East End. Ms. Sally Miller, Director of Sustainable Woodstock, provided additional information.

MOTION by Ms. Davies to approve the request for the Woodstock Gateway Development Planning Design package for up to \$10,000.

SECONDED by Mr. Sutherland

DISCUSSION None

VOTE 4-0-0, Passed.

2. Mr. Milstone stated the second request is for the Optimist Center, a business coaching and retreat center created by Mr. Travis Hellstrom. The Optimist Center, would provide meeting spaces, business mentoring, and workshops for business owners. The grant funding amount requested is \$35,990 for initial investment in creating this space.

MOTION by Ms. Davies to approve the funding request for up to \$35,990 for the Optimist Center, with the allocation of funds to be reviewed and approved by the EDC prior to distribution.

SECONDED by Ms. Stover

DISCUSSION Ms. Melena Agin expressed concern about how the funding oversight would work as the town does not have any ownership in this request.

Mr. Milstone stated that the EDC's guidelines for grant funding is to be used for starting projects not used for continued support of a project.

Ms. Stover requested that in the future, the Select Board receive information on funding requests prior to the meeting.

VOTE 4-0-0, Passed.

D. Update from Economic Development Commission

Mr. Milstone provided EDC updates to the Board.

E. Review Bid Tabulation for Spring Paving 2017

Mr. Swanson reviewed the bids submitted for paving. He noted that one portion of the bid, Dartmouth Lane, is in the Village and will not be done.

Ms. Davies inquired about the difference in tonnage by the vendors.

MOTION by Mr. Sutherland to accept the bid from EME Management, Inc. d/b/a Springfield Paving, based on the tonnage price quoted for Valley View Road (\$122.50) and Swale (\$150.00), Blackbriar Lane (\$122.50) and Swale (\$150.00).

SECONDED by Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed.

F. Discussion of Delinquent Taxes

Mr. Swanson reviewed Title 32; Taxation and Finance statute in regards to the collection of taxes in Woodstock.

G. Emergency Replacement of A/C Unit at Emergency Services Building

1. Review Bid Tabulation

Chief David Green provided background to the Board regarding the A/C unit. He stated that the A/C units' purpose is to keep Dispatch cool which requires a decent system due to amount of computers, equipment and staff. Two bids were received.

MOTION by Ms. Davies to accept the bid for \$10,860 by ARC Mechanical Contractors, as presented.

SECONDED by Mr. Sutherland

DISCUSSION None

VOTE 4-0-0, Passed.

2. Review Funding Options

This item addressed under item H, below.

H. Discussion of Firefighting Air Packs

1. Review Funding Options

Chief Green described the current status of the Air Packs which the Department now has. The current life span of Air Packs is 15 years. Chief Green sent the Air Pack bottles out for inspection, as required when it was then realized that they had expired. He is now asking for replacement of Air Packs.

Mr. Swanson discussed the funding options for purchase of the Firefighter Air Packs. Mr. Swanson stated that the Capital Reserve Fund does not have any money set aside for air packs/tanks at this time. Next year's budget has \$5,000.00 set aside for air packs/tanks. Funding possibilities are:

* Select Board Contingency Approximate current value \$45,000.

FY '18 budget – July 1st add \$30,000.

* Re- assign \$26,720.00 of money in the Capital Reserve Account dedicated for Fire Truck Purchase to Air Packs/tanks, which requires a vote of the Select Board.

MOTION by Mr. Sutherland to purchase Firefighter Air Packs and to allow the Municipal Manager to fund a maximum amount of \$20,000 from the Capital Reserve Fund.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 4-0-0, Passed.

Chief Green did address the Board as to the current condition of the regulators and frames of the Air Packs, which will also need replacement in the near future. The approximate cost is \$5,000, However there is a grant available which he will apply for.

Ms. Stover asked if going forward there will be budgeting for these types of replacement costs. Ms. Davies asked if there is a “big picture” plan as to the status of the equipment at the Emergency Services Building.

VI. PERMITS

A. Overweight Truck Permits

Mr. Swanson reviewed the five Overweight Truck Permits and found them in order, all fees paid and Certificates of Insurance in order.

MOTION by Ms. Davies to approve the Overweight Truck Permits, as presented.

SECONDED by Ms. Stover

VOTE 4-0-0, Passed.

VII. LIQUOR LICENSE RENEWAL APPLICATIONS

A. Deer Brook Inn

MOTION by Mr. Sutherland to approve the Liquor Renewal Application for the Deer Brook Inn.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 4-0-0, Passed.

VIII. BOARD OF SEWER COMMISSIONERS

A. Sewer Connection/Increase/Discharge Permits

1. Mascoma Bank-21.51.06

Mr. Swanson stated that Mascoma Bank has purchased the stand alone building across from the ESB with a plan to demolish and rebuild a new bank branch. The Town has capacity for the requested usage.

MOTION by Mr. Sutherland to approve the Sewer Capacity Request from Mascoma Bank, Parcel ID 21.51.06, as presented.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed.

B. Sewer Bill Revision Requests

1. Noble-05.06.05

Mr. Swanson gave the Board the background for the revision request for Mr. Noble.

Mr. Noble connected his house to the municipal sewer system at the end of September 2016. He has requested that his bill be reduced to reflect the number of days that his house was connected to the sewer system, and that penalty and interest be waived.

MOTION by Ms. Davies to approve the adjustment to the sewer bill for Parcel ID 05.06. 05 and to waive the penalties and interest.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 4-0-0, Passed

IX. APPROVAL OF MINUTES- Meeting of April 18, 2017

MOTION by Ms. Davies to approve with correction to Page 3 (correction from ‘Mr. Davies to Ms. Davies).
SECONDED by Ms. Stover
DISCUSSION None
VOTE 4-0-0, Passed.

X. OTHER BUSINESS

A. Review Financial Report

The Board reviewed the Financial Report.

B. Property Tax Letter-MacMaster

Mr. Swanson presented a letter from Ms. MacMaster requesting relief from the penalties and interest charged on their property taxes, due to the delivery date of their fee past the due date of May 5, 2017.

A proposed response letter was presented stating that the request is not within the purview of the Select Board but should be addressed to the Board of Civil Authority.

MOTION by Ms. Davies to approve the response letter to the Macmasters’ with a copy of the Vermont Statute Title 32: Taxation and Finance.
SECONDED by Mr. Sutherland
DISCUSSION None
VOTE 4-0-0, Passed.

XI. REVIEW EXPENSE WARRANTS

The Board reviewed the expense warrants.

XII. ADJOURNMENT

MOTION by Ms. Davies to adjourn after review of the expense warrants at 8:38PM.
SECONDED by Mr. Sutherland
DISCUSSION None
VOTE 4-0-0, Passed.

Respectfully submitted,

Lynn Ellen Beach

Bob Holt, Chair

John Doten

L.D. Sutherland

Jill M. Davies

Sonya Stover