

**TOWN OF WOODSTOCK
SELECT BOARD
MEETING
July 18, 2017
6:00PM
Woodstock Town Hall
APPROVED MINUTES**

Present: Bob Holt, John Doten, Jill M. Davies, Sonya Stover, Phil Swanson and Lynn Beach

Others Present: Michael Brands, Macy Lawrence, Michelle Fountain, Sara Stadler, Michael Malik, Alita Wilson, Kim Vollers, Peter Vollers, Jeffrey Kahn, Tom Weschler, Elizabeth Finlayson, Susan Copeland

I. CALL TO ORDER

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

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

None

III. CITIZEN COMMENTS

Tom Weschler, Co-Chair of the Economic Development Commission (EDC), provided an update to the Board. He stated that the Commission is in good economic condition. Mr. Weschler presented four requests for approval of grant monies:

- Woodstockvt.com, the website project between the EDC and the Chamber of Commerce chose their website vendor, Origin, whose funding was approved by the Select Board at their June 20, 2017 meeting. The project organizers are now requesting an additional \$25,000 for the construction and initial content of the website.

Request is for approval of:

- \$20,000 final construction of website
- \$ 5,000 for initial content of website

MOTION by Ms. Davies to approve request for \$25,000 for Woodstockvt.com, the website project for the final construction and initial content of the website.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 4-0-0, Passed-Motion carried.

- Second request for Village Beautification from the Chamber of Commerce in the amount of \$1,200.00

MOTION by Ms. Davies to approve the request for \$1,200.00 for Village Beautification by the Chamber of Commerce.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 4-0-0, Passed-Motion carried.

- Pentangle Arts is requesting \$25,000 to hire a consultant to assist in their Capital Campaign fundraising efforts for theater renovations.

Ms. Wilson, Director of Pentangle Arts, stated that this is the first step of running a successful Capital Campaign to get the campaign going.

MOTION by Ms. Stover to approve the request from Pentangle Arts of \$25,000 for the hiring of a consultant for their Capital Campaign.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed-Motion carries.

- The Chamber of Commerce is requesting \$60,000 of initial funding for a bandstand on the Green. This amount would be paid over a two-year period, in two \$30,000 increments. Mr. Weschler stated that the EDC approved the request for funding with the conditions that Design Review approval and all permits were to be secured.

MOTION by Ms. Davies to not approve the request from the EDC for \$60,000 for bandstand on the Green funding.

SECONDED by Ms. Stover

DISCUSSION

Mr. Jeffrey Kahn, chair of the Village Trustees, stated that the Board of Village Trustees were in favor of the bandstand and at their last meeting agreed to an Australian Ballot form of vote for the bandstand. Ms. Stover spoke in agreement for this method of deciding on the bandstand by the voters of Woodstock. She acknowledged the confusion of the vote of using EDC funds versus the approval of the actual bandstand.

Ms. Susan Copeland requested clarification about the grant funding request going forward.

Ms. Finlayson stated that she believed that the goal is obtain secure funding for the plan and will go through the permitting process and encouraged public input about the bandstand project.

Ms. Davies asked for clarification as to the economic impact of the bandstand.

Mr. Weschler recognized the concern with the value of this EDC request.

VOTE 3-1-0, Passed-Motion carries.

IV. OLD BUSINESS

None

V. NEW BUSINESS

A. Interview for Planning Commission

1. Sara R. Stadler

Ms. Stadler introduced herself to the Board. She shared her family's fondness of Woodstock and choice to retire here three years ago. She feels her legal skills would be an asset to the Commission.

Ms. Davies asked what she would bring to the Planning Commission.

2. Michael Malik

Mr. Malik introduced himself to the Board. He reminded the Board that he was recently interviewed for the EDC which has helped him realize the role town planning has and is intertwined with other boards and commissions. Mr. Malik is concerned about keeping young people in Woodstock.

Ms. Davies asked what he would bring to the Planning Commission.

Ms. Stover asked about his commitment to two boards.

Mr. Holt asked for clarification about his observance of the status of zoning in town.

This item **TABLED** until their next meeting.

B. Bid Tabulation(s)-

1. Summer Paving 2017

The Board reviewed the Bid Tabulation for the Summer Paving 2017. There were two bidders.

Mr. Swanson reviewed the scope of the bid and added that he would like to repair a Section of Route 4 in the Village for the approximate cost of \$22,000. He stated that the State of Vermont is responsible for a large scale project of repaving the road. The Town is responsible for street maintenance which includes surface repairs. He stated the soonest that the state will do a project on Route 4 is 2020 and likely to be later than that.

MOTION by Mr. Doten to approve Blaktop Paving for Village and Town streets and Route 4, as presented

SECONDED by Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed-Motion carried.

MOTION by Mr. Doten to accept Springfield Paving for Taftsville Swale and Vail Field walkways.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed-Motion carried.

C. Acceptance of FY18 Municipal Highway Grant of \$175,000

Mr. Swanson informed the Board that the Town Highway Structures Program Grant has been awarded in the amount of \$175,000. This is a 20% local match grant which will be used on the Cox District Road culvert project. He estimated the total cost to be \$220,000 to replace the failed culvert.

MOTION by Ms. Davies to accept the Municipal Highway Structures Program Grant in the amount of \$175,000 and to authorize the Municipal Manager to sign.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 4-0-0, Passed-Motion carried.

D. Town Tax Rate

Mr. Swanson stated that this tax rate reflects the voter budget approvals from last year and previous years. He stated that the county tax is not approved by the Woodstock. This rate is set by the County Judges who set a tax rate for Windsor County.

MOTION by Ms. Stover to accept the tax rate of 0.4203 as the Woodstock Town Tax Rate for FY18.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed-Motion carried.

E. Set Public Meeting and Hearing – Proposed Road Alteration-Densmore Hill

Mr. Holt recused himself from discussion and vote.

Mr. Swanson discussed the proposed paving of a section of Densmore Hill at Route 106. This type of road improvement is considered an alteration and therefore requires a Public Meeting and Public Hearing.

MOTION by Mr. Doten to set the Public Meeting (on site) for September 19, 2017 at 5:15PM and Public Hearing (for testimony and vote) for September 19, 2017 at 6:00PM at the Select Board regular meeting.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 3-0-0, Passed-Motion carried.

F. Investment Guidelines Committee

Mr. Swanson has received two requests from community members to be on the newly formed Investment Committee.

MOTION by Ms. Stover to form an Investment Committee with the members being Ron Miller, Ann Quasman, Trustee representative Jeffrey Kahn and Select Board representative Jill M. Davies.

SECONDED by Ms. Davies

DISCUSSION Mr. Swanson to schedule the first meeting.

VOTE 4-0-0, Passed-Motion carried.

Mr. Swanson advised the Board that he has received a request from Mr. Jonathan Wilson to become a member of the Capital Budget Committee.

MOTION by Ms. Davies to approve the appointment of Jonathan Wilson to the Capital Budget Committee.

Seconded by Ms. Stover

DISCUSSION None

VOTE 4-0-0, Passed-Motion carried.

G. Errors and Omissions to 2017 Grand List

These changes have been made after April 1, 2017. These changes will affect

1. Parcel ID- 31.02.15

Incorrect value.

2. Parcel ID- 06.01.11

Increase of assessed value due to second dwelling.

3. Parcel ID- 23.56.32

Incorrect attribution of value.

MOTION by Ms. Davies to approve the corrections to the Lodged Grand List for parcels 31.02.15, 06.01.11 and 23.56.32, as presented.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 4-0-0, Passed-Motion carried.

H. Adopt Revised Dog Ordinance

Mr. Swanson stated the current ordinance is inconsistent with Vermont Law. The proposed Dog Ordinance is boiler plate from VLCT. The Board reviewed the changes proposed.

This item **TABLED** until next meeting.

I. Review Proposal from Financial Consultant Re: Capital Reserve Program

Ms. Davies informed the Board of her inquiries into how the Town manages their cash. She spoke with VT League of Cities and Towns (VLCT) who recommended a financial consultant, Mr. William Hall, to analyze the current Capital Improvement Plan, audit reports and capital projects fund activity.

Ms. Davies stated she has done some calculations and believes a financial consultant could earn his price by reviewing and advising the Board on their interest payments. Mr. Hall has both town management and budgeting experience and is available to present to the Select Board and other boards.

MOTION by Ms. Davies to accept the proposal of \$965.00 for the engagement of Mr. William Hall, VLCT Senior Financial Consultant for his financial consulting services.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 4-0-0, Passed-Motion carried.

J. Pentangle Arts Contract for Energy Study

Ms. Wilson stated the request is to approve a Deep Energy Retrofit Grant from Efficiency Vermont. An energy audit was conducted in 2010 and has been awarded in the amount of \$50,545. Ms. Wilson is requesting approval of \$7,670 for the creation of an implementation plan and approval to enter into the agreement with Zero by Degrees, the energy audit company.

MOTION by Ms. Davis to approve the expenditure of \$7,670 for the creation of an implementation plan and to allow the Municipal Manager to enter into a contract with Zero by Degrees for the retrofit grant by Efficiency Vermont.

SECONDED Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed-Motion carried.

VI. PERMITS

A. Overweight Truck Permits

None

B. Liquor License(s)

1. South Woodstock Community Partnership, LLC (formally South Woodstock Store)

MOTION by Ms. Davies to approve the request for a Liquor License for the South Woodstock Community Partnership, LLC.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 4-0-0, Passed-Motion carried.

VII. BOARD OF SEWER COMMISSIONERS

None

VIII. APPROVAL OF MINUTES- Meeting of June 20, 2017 and July 5, 2017

MOTION by Mr. Doten to approve the minutes of June 20, 2017 and July 5, 2017, as presented.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed.

IX. OTHER BUSINESS

A. Seaward Management

Mr. Swanson updated the Board with an explanation of fees paid for management of the Rockefeller Endowment Fund. Mr. Swanson stated there are more investment costs for the management firm and in fairness to the firm's other clients an increase in fees was warranted. He was informed by Mr. Tom Woodhouse, that there had been two previous rate increases which were not passed along to this Woodstock endowment fund.

B. Review Financial Statement

The Board reviewed the Financial Statement. Mr. Swanson reviewed the report with the Board.

C. Manager's Evaluation

This item has been **TABLED** until their next meeting.

Mr. Swanson brought to the Board another grant approval request. Mr. Swanson stated he has received a Municipal Roads Grants-in-Aid which will address how the town handles stormwater. He is seeking approval to accept the grant.

MOTION by Ms. Stover to accept the Municipal Roads Grants-in-Aid Pilot Project grant and to authorize the Municipal Manager to sign the award.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed-Motion carried.

X. REVIEW EXPENSE WARRANTS

XI. ADJOURNMENT

MOTION by Ms. Davies to adjourn the meeting pending the signing of expense warrants at 8:35PM.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 4-0-0, Passed-Motion carried.

Respectfully submitted,

Lynn Ellen Beach

Bob Holt, Chair

John Doten

L.D. Sutherland

Jill M. Davies

Sonya Stover