

**TOWN OF WOODSTOCK  
SELECT BOARD  
MEETING  
September 20, 2016  
6:00PM  
Woodstock Town Hall  
DRAFT MINUTES**

**DRAFT-Subject to approval**

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

**Others present:** Michelle Fields, Macy Lawrence, Alita Wilson, Serena Nelson, Elizabeth Finlayson, Chris Miller, Wendy Spector, Dan Sigl, John Penney.

**I. CALL TO ORDER**

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

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

**A. Tax Sale**

There are three properties being considered for the next tax sale.

Mr. Swanson explained when a tax sale occurs it is run as an auction. The minimum bid is the amount of taxes due the town plus attorney fees and all costs incurred such as advertising etc. The high bidder receives a receipt for the amount of money paid.

The taxpayer then has 12 full months to redeem the property by paying the Town the amount of taxes and fees that were the minimum bid plus 12% interest. Taxpayer retains title, lien holders retain liens.

The high bidder receives a tax collectors deed to the property.

The taxpayer/mortgage holder/lien holder receives the money in excess of the amount of taxes and fees.

All mortgages and liens are extinguished because state law states that tax sale property is free and clear of all encumbrances. Which gives mortgage holders a serious incentive to pay the taxes and avoid a tax sale.

He is looking for authorization from the Board to proceed with the Tax Sale.

**MOTION** by Mr. Holt to authorize the Municipal Manager to proceed with the Tax Sale for the Krauss, Moore and Prosch properties.

**SECONDED** by Mr. Sutherland.

**DISCUSSION**-No Discussion

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

**B. Local 20% Match**

Mr. Swanson stated this request involves the Billings Park Commissions' authorization to expend funds for matching a Federal Lands Access program (FLAP) grant which the Board approved in October 2015. The approval now sought is to clarify that the 20% match of funds will come from the interest, not principal, which has accrued in the Faulkner Fund Trust.

**MOTION** by Mr. Sutherland to authorize the payment of the 20% match for the FLAP grant from the interest accrued in the Faulkner Fund Trust.

**SECONDED** Ms. Howe.

**DISCUSSION** No Discussion

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

**C. Pomfret Road-Fog Lines & Bike Lane**

Mr. Swanson is seeking approval to place a TRORC recommended share lane marker or 'sharrow' on the pavement on the Pomfret Road which indicates to drivers to expect cyclists. He would also like to request the striping of the centerline and fog lines.

Mr. Swanson received a request from a resident on Cox District Road for the striping of fog lanes and for a centerline marking.

**MOTION** by Ms. Howe to approve the placement of a share lane/sharrow marking on the Pomfret Road as requested and to allow centerlines and fog lines to be placed on Cox District Road and Pomfret Road.

**SECONDED** by Mr. Sutherland.

**DISCUSSION** No Discussion

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

**D. Paramedic**

Mr. Swanson informed the Board that the Paramedic Hiring Committee is ready to make an offer to a candidate. He wanted to update the Board on the Committees status.

No Action Taken.

**III. CITIZEN COMMENTS**

Mr. Chris Miller inquired about the state of the merger suggestion from a previous meeting.

**IV. OLD BUSINESS**

**A. Review bids for Firefighter Portable Radios**

Mr. Swanson reviewed the summary of the RFP for portable radios for the Fire Department. The radios are to replace the remaining and broken current radios so that every firefighter can have a radio on the fire ground. Recommendation is for Motorola brand like the ones they are using now because there is familiarity. Mr. Swanson stated that the current radios are 20 years old and many are no longer in working order.

**MOTION** by Mr. Holt to accept the recommendation of the Fire Chief for the purchase of 20 Motorola XPR 7550 radios from CVC Paging for the amount quoted of \$16,996.00.

**SECONDED** Mr. Doten

**DISCUSSION** None

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

**V. NEW BUSINESS**

**A. Pentangle Arts-Discussion of Renovations**

Alita Wilson, Executive Director of Pentangle Arts, discussed the theatre renovation plans for the Town Hall building. Renovations include a two-story addition to the rear portion of the building, ADA code upgrades, modifications to the concession area, and mechanical upgrades. Pentangle Arts is a renter in Town Hall and Ms. Wilson was looking for some direction from the Select Board. She stated that the plan is to conduct a capital campaign for funding.

Dave Sigl, architect at River Design Group, reviewed the proposed plan.

John F. Penney, owner John F. Penney Consulting Services, reviewed the mechanical systems and the plan for upgrades.

Mr. Miller advocated that the Town spend money to make the Town Hall energy efficient. He believes that it is incumbent for the Town to improve the energy efficiency of the building prior to improving the HVAC system.

Mr. Sutherland asked if any grants are available for a project like the one presented.

Mr. Penney was aware of potential grant options. He stated Efficiency Vermont conducts energy audits.

Mr. Bristow concurred that the Town should look at an energy audit.

The Board asked for an estimate of the costs for upgrading HVAC based on what was proposed. Additionally, the Board would like a proposal to upgrade the boiler room and HVAC system to be compliant with NFIP and Flood Plain Rules.

**B. Errors and Omissions-Grand List**

The Board was presented with documents requesting a correction to the 2016 Lodged Grand List from the Listers.

**MOTION** by Mr. Holt to approve the request to make a correction to Parcel ID 10.02.17.001 on the 2016 Lodged Grand List.

**SECONDED** Ms. Howe

**DISCUSSION** No Discussion

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

**C. 1% Local Options Tax**

Mr. Swanson updated the Board of the share of the 1% Local Option Tax for the FY ending on June 30, 2016, which the Town has received. In total \$230,721.72 has been received for the first 12 months of this tax.

The following projects have been awarded by the Select Board:

East End Developer Package	\$12,000.00
Village Beautification	2,000.00
Maple Madness	2,000.00
Music	5,000.00
Rotary Lobster	3,500.00
Public Relations	70,000.00

**Total** **94,500.00**

The welcome sign project is a work in progress. No formal application has been submitted.

**D. Bridge Replacement on Class IV-Long Hill Road**

There is a bridge on the Class 4 section of Long Hill Rd. that has deteriorated to the point of being dangerous to drive either a horse, snowmobile or motor vehicle over.

The bridge is now closed to traffic with snow fence as a barrier.

The wood deck is rotten.

The steel frame is rusted railroad tracks that are severely bent and are not serviceable.

The abutments are serviceable, with a low profile concrete cap.

There is no grant money available for this project.

The Town is responsible under state law for maintenance of bridges on Class 4 roads.

Ken Vandenburg, our highway department superintendent, has built bridges for Daniels' Construction for 20 years and has come up with a design that he can build with our highway department as a workforce.

The design will install 4 - 12" I- beams joined together with baffles.

Wood deck of 2x6" pressure boards joined together with long screws, boards placed on end as the middle covered bridge and the Taftsville Covered Bridge.

Wood bumper and wood guard rail.

The anticipated cost of the project is \$9,000 to \$10,000.

There is \$49,500.00 dedicated for bridge work in the current budget and an additional \$80,000.00 in the Capital Reserve Accounts dedicated for bridge work.

**MOTION** by Mr. Doten to grant permission to the Municipal Manager to spend the necessary money to build a new bridge on Long Hill Road.

**SECONDED** Mr. Sutherland

**DISCUSSION** Mr. Bristow feels that it is maintenance of an existing bridge.

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

**E. Happy Valley Road Culvert Project**

The Invitation to Bid produced five bidders. Mr. Swanson reviewed the bids.

**MOTION** by Mr. Doten to accept the bid of \$6,897.00 from Schulz Excavation, Inc., as presented.

**SECONDED** Ms. Howe.

**DISCUSSION** No Discussion

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

**VI. PERMITS**

**A. Driveway Access Permits**

**1. C. Bohem-35 Meoki Way**

The Board reviewed an application to construct an access driveway to a new home at 35 Meoki Way/5210 College Hill Road.

**MOTION** by Mr. Doten to approve the application for Courtney Bohem to construct an access driveway at 35 Meoki Way/5210 College Hill Road, as presented.

**SECONDED** Mr. Sutherland

**DISCUSSION** No Discussion

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

**2. P. Clogston-3231 Cox District Road**

The Board reviewed an application to construct an access driveway to service a proposed new home at 3231 Cox District Road.

**MOTION** by Mr. Doten to approve the application by Patricia Clogston to construct an access driveway at 3231 Cox District Road, which includes a culvert, as presented.

**SECONDED** Mr. Sutherland

**DISCUSSION** No Discussion

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

**3. Pomfret Road**

Mr. Swanson clarified that the permit is for logging access off Pomfret Road. The site had been inspected by Mr. Doten and Mr. Swanson with no issues.

**MOTION** by Mr. Doten to approve the application to create a logging road entrance on Pomfret Road.

**SECONDED** Mr. Sutherland.

**DISCUSSION** No Discussion

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

**4. Long Hill Road-Bartlett Forestry, LLC**

Mr. Swanson has received a request from Bartlett Forestry, LLC to construct a logging access on the east side of Eastman Road. The site and request have been reviewed by Mr. Swanson and Mr. Doten.

**MOTION** by Mr. Doten to approve the request to construct a logging access on the east side of Eastman Road by Bartlett Forestry, LLC, as presented.

**SECONDED** by Mr. Sutherland.

**DISCUSSION** No Discussion

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

**B. Overweight Truck Permits**

Mr. Doten reviewed the requests for Overweight Truck Permits. The requests were in order.

**MOTION** by Mr. Doten to approve the Overweight Truck Permits as presented.

**SECONDED** by Mr. Holt

**DISCUSSION** No Discussion

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

**VII. BOARD OF SEWER COMMISSIONERS**

**A. WWTP-Sewer Line Inspection Equipment**

Mr. Swanson described the request for sewer line inspection equipment from the Wastewater Treatment Plant. The equipment is using computer and photographic technology to assist in viewing the sewer lines. The cost of the camera and the combined equipment, hose reel , above ground sonar is approximately \$12,000.00. No borrowing for this is money is necessary as the Sewer Department has sufficient funds from its collection of fees.

**MOTION** by Mr. Holt to approve the expenditure of the \$12,000.00 to purchase sewer line inspection equipment including the combined equipment, a hose reel and the above ground sonar, as presented.

**SECONDED** by Mr. Doten.

**DISCUSSION** No Discussion

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

**B. Half-Ton Pickup Truck**

Mr. Swanson stated that only one bid was received to the Invitation to Bid for a half-ton pickup truck for the Sewer Department. A trade-in of the 2011 Ford Ranger was included in the bid process.

**MOTION** by Mr. Doten to approve the bid of Ted Green Ford for the purchase of the 2017 F-150 Super Cab which includes the trade-in for the quoted price of \$20,799.00.

**SECONDED** Ms. Howe

**DISCUSSION** No Discussion

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

**VIII. APPROVAL OF MINUTES- Meeting of August 16, 2016**

**MOTION** by Mr. Doten with a minor correction on page 4 under Item H. (2) which should read ...”an upgrade to *three culverts*.”

**SECONDED** Mr. Holt

**DISCUSSION** No Discussion

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

**IX. OTHER BUSINESS**

**A. Review Financial Report**

**X. REVIEW EXPENSE WARRANTS**

The Board reviewed the expense warrants.

**XI. ADJOURNMENT**

**MOTION** by Ms. Howe to adjourn the meeting at 7:26PM.

**SECONDED** Mr. Holt

**DISCUSSION** No Discussion

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

Respectfully submitted,

Lynn Ellen Beach

Preston Bristow, Chair

Bob Holt

John Doten

Margaretta Howe

L.D. Sutherland