

**TOWN OF WOODSTOCK
SELECT BOARD
SPECIAL MEETING
April 26, 2016
6:00 P.M.
Woodstock Town Hall**

DRAFT MINUTES

PRESENT: Preston Bristow, Bob Holt, John Doten, Grettie Howe, L.D. Sutherland, Philip Swanson, and Lynn Beach

OTHERS PRESENT: Michelle Fields, Charlie Degener, Charlie Kimbell, Keith Anderson, Gail Childs, Barry Milstone, David Brown, Sally Miller, Mary MacVey, Gary Kessler, Joby Thompson, Joe DiNatale, and Macy Lawrence

I. CALL TO ORDER

Mr. Bristow called the meeting to order at 6:03PM.

II. ADDITIONS TO AND DELETIONS FROM POSTED AGENDA

A. 4WD Dump Truck-see Bid Tab

Mr. Swanson referred to the Bid Tab and to the Highway Superintendent's recommendation.

MOTION by Mr. Doten to follow Ken Vandenburg's recommendation and approve the 4WD Dump Truck bid by Patriot Trucks for the SD108 truck with the body built by Viking Cives for the price of \$136,355.00 and their Extended Warranty.

SECONDED by Mr. Holt

DISCUSSION-No Discussion

VOTE Passes unanimously, 5-0-0.

B. Paramedic Vacancy

Mr. Swanson informed the Board that Alan Beebe, part-time paramedic, has given his notice. He has worked for the Town for several years and has done a very good job. Fire Chief David Green has requested the Board consider hiring a full-time paramedic/Assistant Fire Chief to handle multiple duties for the Town and Village.

Mr. Bristow did affirm that the public has spoken that they want a true paramedic level service.

Mr. Swanson would 'cast a wide net' in advertising this position.

The Board is in agreement to hire a full-time paramedic/Assistant Fire Chief for the position to be vacated by the current part-time paramedic.

III. CITIZEN COMMENTS

Mr. Ed English spoke to the Board about maintenance of the sidewalks in the Village. He asked the Board to consider putting away a percentage of funds for repaving the Village sidewalks.

Mr. Swanson stated that the Town maintains sidewalks on bridges only. The Village Trustees oversees the maintenance of sidewalks. The Trustees have approved some sidewalk maintenance along Rt. 4 for this spring.

Mr. Bristow informed all in attendance that the Village and the Select Board have their own jurisdictions and financing.

Mr. Swanson suggested that this topic be brought at Town Meeting during 'Other Business' portion of the meeting. This method would allow the Boards to get a sense of how residents feel about this topic.

IV. OLD BUSINESS

None

V. NEW BUSINESS

A. Bid Tabulations-

1. Welcome Center Addition-

a) Design-Build

Mr. Swanson stated the Town received three bids for this project. Upland Construction's bid included four proposed alternatives as deductions. The Board discussed the bids.

MOTION by Mr. Holt to accept the bid of Upland Construction to construct the addition to the Welcome Center, as presented and accept their deduction number 1 – "Commercial grade carpet tile in lieu of epoxy floor finish" and number 3- "Apply 5/8" drywall as wall finish instead of 1x6 v-groove pine paneling."

SECONDED Ms. Howe

DISCUSSION- No Discussion

VOTE Passes unanimously, 5-0-0.

b) Loan

Mr. Swanson stated the Town received two loan bids. The Board reviewed the loan bids.

MOTION by Mr. Holt to accept the bid from Mascoma Savings Bank with their bid of 1.95% for 20-Year Fixed Loan.

SECONDED by Mr. Doten

DISCUSSION-No Discussion

VOTE Passes unanimously, 5-0-0.

2. Diesel Fuel Bids

Mr. Swanson requested to **TABLE** this item as only one bid received. He would like to re-bid.

B. Town Clerk Vacancy

Mr. Swanson stated the notice of Town Clerk vacancy has been posted. The Assistant Town Clerk, Charles Degener has applied to fill the position.

Mr. Holt commended Jay on a job well done for the past 15 years.

MOTION by Mr. Holt to approve the appointment of Charles Degener to serve as the Woodstock Town Clerk for a term beginning on April 29, 2016 at 5:01PM and ending at the next Annual Meeting of the Town in March 2017.

SECONDED Mr. Doten

DISCUSSION-No Discussion

VOTE Passes unanimously, 5-0-0.

C. Trustee of Public Funds Vacancy

Mr. Swanson stated the Board recently instated Jane Smith as a Trustee at their last meeting. Mr. Matthew Powers, Executive Director of the Woodstock History Center has submitted a letter of interest.

MOTION by Ms. Howe to appoint Matthew Powers as a Trustee of Public Funds, his term ending March 2017.

SECONDED by Mr. Sutherland

DISCUSSION-No Discussion

VOTE Passes unanimously, 5-0-0.

D. Planning Commission Vacancy

Mr. Bristow informed the Board that Jeffrey Bendis would like to be considered as a member of the Planning Commission. The Village Trustees approved Mr. Bendis' request at their last meeting. The Board reviewed Mr. Bendis' request.

MOTION by Ms. Howe to accept Mr. Bendis' request and appoint him to the Woodstock Planning Commission for a term ending in 2018.

SECONDED by Mr. Sutherland

DISCUSSION-No Discussion

VOTE Passes unanimously, 5-0-0.

E. Economic Development Commission -

a) RFI Update-Broadband Services for Woodstock

Mr. Kimbell reviewed the Economic Development Commission's objectives to provide 1Gbps broadband service to the Town of Woodstock and what they could do to facilitate this service. They created a RFI in which three telecom companies responded: Comcast, Fairpoint and ECFiber. In conclusion, the EDC formed a subcommittee to meet and interview the three respondents.

Report of evaluation committee-Mr. Kimbell stated that evaluation committee met and interviewed the three respondents as to affordability, timeframe, speed. They've found that Comcast did not address covering the entire town but they have use of underground conduits in the Central Business District(DBD). Fairpoint is committed to the community but cannot develop a business case to support the investment. ECFiber is expecting to offer 1 Gbps to the home in two years. However establishing service to every house and business is estimated to cost 3.5 million dollars. They will not be able to extend service unless it gains access to the conduits in the CBD.

b) Funding requests- 2

Mr. Kimbell has presented two funding requests which have been vetted by the EDC- Bluff Island Music Presents and Rotary Lobster Fest. This request falls under funding promotional events from the EDC's Local Options Tax Fund.

Bluff Island Music-who has a recording studio in Hartland, is interested in bringing world class recording artists to Woodstock to perform live concerts in partnership with Pentangle and ArtisTree. Funding request: \$5000.00.

Mr. Swanson asked how the EDC would be able to calculate the impact of the grant. Funding request \$5000.00.

Mr. Kimbell responded that the Commission does have a process to look at and track impacts of their funding.

Second Request-Woodstock Rotary Lobster Fest. This request is for 'seed money' for the Rotary Club and Chamber of Commerce to offer a Lobster Fest dinner on The Green as a fund raiser for Rotary Club. One-time request of: \$3500.00.

MOTION by Mr. Holt to approve the presented requests for funding from the Economic Development Commission based on the EDC's recommendations and approve a total of \$8500.00 be funded through the Local Options Tax.

SECONDED by Mr. Sutherland

DISCUSSION Mr. Bristow commended the EDC on the great job they are doing for Woodstock.

VOTE Passes unanimously, 5-0-0.

c) RFP for public relations firm and effort. Funding request for \$60,000.

Mr. Kimbell stated the original request was to allocate funds of \$60,000 but he'd like to clarify that the request is for \$70,000, allowing \$10,000 to cover media events and administrative costs. He stated the RFP produced some great firms who expressed interest.

Mr. Keith Anderson, EDC member spoke about the RFP review process. They received a total of 11 firms who responded. After careful review of the top 5 firms' presentations, Warner Communications from Manchester-by-the-Sea, NH, stood out. Their contract agreement is for a one year term.

MOTION by Mr. Holt to grant this request and approve the Economic Development Commission's request to allocate \$70,000 from the Local Options Tax Fund to engage Warner Communications for a one-year contract as the public relations firm to promote the Town of Woodstock.

SECONDED by Ms. Howe

DISCUSSION No Discussion

VOTE Passes unanimously, 5-0-0.

F. East Central VT Telecommunications Appointments-

1. George Sadowsky, Representative

2. David Brown, First Alternate

3. Chris Miller, Second Alternate

MOTION by Mr. Holt to appoint to the Governing Board of East Central Vermont Telecommunications District (ECFiber)-George Sadowsky as Representative, David Brown, First Alternate, and Chris Miller, Second Alternate for a term of one year each.

SECONDED by Ms. Howe

DISCUSSION-No Discussion

VOTE Passes unanimously, 5-0-0.

Mr. David Brown updated the Board as to the current financial status of ECFiber and the status of Woodstock in the cue for broadband installation.

G. East End Developer Packets-RFP's

1.Review Analysis of Proposals by Sustainable Woodstock and Make Award

Ms. Sally Miller spoke about the proposals received for the East End Developer Package RFP. They received three proposals.

Ms. MacVey spoke about the process involved in ranking each of the respondents according to the criteria listed in the RFP. She stated the proposal of White & Burke was selected.

Ms. Miller informed the Board that the EEAG received a \$12,000 grant from EDC in January. They are now seeking approval from the Select Board to proceed with the project.

MOTION by Mr. Holt to grant approval to the East End Action Group to proceed with the East End Development Project and the firm they chose, White & Burke.

SECONDED by Ms. Howe

DISCUSSION No Discussion

VOTE Passes unanimously, 5-0-0.

H. Document Shredding Service

Mr. Swanson spoke about the massive amounts of documents that have been stored in the Town Hall over the years. He would like to bring in a secure shredding service to properly dispose of documents that can legally be disposed of.

MOTION by Ms. Howe to authorize the Municipal Manager to proceed with hiring a professional shredding service dispose of documents stored at the Town Hall.

SECONDED by Mr. Sutherland

DISCUSSION-No Discussion

VOTE Passes unanimously, 5-0-0.

I. Tax Sale-

1. 200 Westerdale Road

2. 61 Central Street

3. 1054 West Woodstock Road

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 and to allow him to represent the Town for bidding purposes.

MOTION by Mr. Holt to authorize the Municipal Manager to proceed with the Tax Sale and authorize him to bid for the Town at the Tax Sale.

SECONDED by Mr. Doten

DISCUSSION-No Discussion

VOTE Passes unanimously, 5-0-0.

VI. PERMITS

A. Overweight Truck Permits

Mr. Doten reviewed the Overweight Truck Permits presented.

MOTION by Mr. Doten to approve the Overweight Truck Permits for Peeler Brothers and Baker Distributing.

SECONDED by Mr. Holt

DISCUSSION-No Discussion

VOTE Passes unanimously, 5-0-0.

B. Killington Stage Race 2016

Mr. Gary Kessler represented the request for permission to use the Prosper Road during the road race stage of the Killington Stage Race scheduled for May 29, 2016. All is planned to remain the same as in years past. There have been no incidents in years past.

He thanked the Board for their consideration and enjoyed working with the Town for this event.

MOTION by Mr. Holt to allow the Killington Stage Race event to use Prosper Road during their event scheduled for May 29, 2016, as presented.

SECONDED by Mr. Doten

DISCUSSION-No Discussion

VOTE Passes unanimously, 5-0-0.

VII. BOARD OF SEWER COMMISSIONERS

A. C. Gould-Abatement

Mr. Swanson informed the Board that last year Ms. Gould was charged a sewer fee for an apartment that she did not have. She is now asking for refund for the 2014 apartment bill. The standard practice has been to consider abatements for up to one year.

MOTION by Mr. Holt to refund the \$443.68 to Ms. Christine Gould.

SECONDED by Mr. Sutherland

DISCUSSION-No Discussion

VOTE Passes unanimously, 5-0-0.

B. Mrs. Hunter-Refund Request

Mrs. Hunter is requesting an appeal of the \$44.86 late fee charged to her for sewer bill due to extenuating conditions.

MOTION by Mr. Holt to grant the request to refund \$44.86 to Mrs. Hunter.

SECONDED Mr. Sutherland

DISCUSSION-NO Discussion

VOTE Passes unanimously, 5-0-0.

VIII. APPROVAL OF MINUTES- Meetings of March 16, 2016, and April 15, 2016

Minutes of March 16, 2016-

MOTION by Mr. Doten to approve the minutes of March 16, 2016, as presented.

SECONDED by Mr. Sutherland

DISCUSSION-No Discussion

VOTE Passes unanimously, 5-0-0.

Minutes of April 15, 2016-

MOTION by Mr. Doten to approve the minutes of April 15, 2016, as presented.

SECONDED by Mr. Holt

VOTE Passes, 3-0-0 (Howe, Holt, Doten)

IX. OTHER BUSINESS

None

X. REVIEW EXPENSE WARRANTS

The Board reviewed expense warrants.

XI. ADJOURNMENT

MOTION Mr. Holt to adjourn the meeting at 7:55PM.

SECONDED Ms. Howe

DISCUSSION-No Discussion

VOTE Passes unanimously, 5-0-0.

Respectfully submitted,

Lynn Ellen Beach

Preston Bristow, Chair

Bob Holt

John Doten

Margaretta Howe

L.D. Sutherland