

**TOWN OF WOODSTOCK
SELECT BOARD
SPECIAL MEETING
June 13, 2016
6:00 P.M.
Woodstock Town Hall
DRAFT MINUTES**

DRAFT-Subject to approval

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

OTHERS PRESENT: Greg McKenney, Chris Miller

I. CALL TO ORDER

Mr. Bristow called the meeting to order at 6:06PM.

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

1. Utilities at the Chamber of Commerce

Mr. Swanson stated that currently the Town is paying for an internet and telephone connection at the Welcome Center. The average monthly cost of these services is \$120.00 or \$1,440.00 annually.

The Chamber is paying for these services at its present office.

Ms. Finlayson is proposing that the Chamber provide internet and phone at the Welcome Center, as its contribution to utilities in its new office.

Under this scenario, the Chamber will not be billed for electricity, heat, water or sewer.

MOTION by Ms. Howe to approve the change of electrical service payments for the Chamber of Commerce.

SECONDED by Mr. Sutherland

DISCUSSION No Discussion

VOTE Passes unanimously, 4-0-0.

III. CITIZEN COMMENTS

1. Letter from Concerned Citizen

Mr. Swanson reviewed a letter received from Mr. James Ivan DeRosia of Old River Road.

2. OTHER COMMENTS

Mr. Chris Miller, proposed that the Village and the Town merge. He suggested that a legal 'plan of merger' be created and then be brought to the Town and Village during the Annual meetings.

Mr. Sutherland extended his support of the topic. Mr. Sutherland suggested that he would like to bring this item forward in two phases. Phase One to approve a committee to move this topic forward and Phase Two would be to present this item for a vote at the next year's Town and Village Annual meetings. He feels that a committee has to get the support of the residents before a vote to merge.

Ms. Howe voiced her support for the topic.

IV. OLD BUSINESS

None

V. NEW BUSINESS

A. Bid Tabulations

1. Carlton Hill Road-Bank Slide Repair

Mr. Swanson reviewed the Bid Tab. Only one bid was received. Mr. Swanson explained that the slide is right along the banks of the Ottawaquechee River. The contractor is looking to build support with large stones. This is considered 'emergency work' which will be allowed by state permits.

MOTION by Mr. Sutherland to award the Carlton Hill Road Bank Slide Repair to Nott's Excavating, Inc. for their bid of \$33,495.00, as presented.

SECONDED by Ms. Howe

DISCUSSION None

VOTE, Passes unanimously, 4-0-0

B. Appointment of Deputy Fire Warden

Fire Chief David Green has asked that the Select Board consider the appointment of Emo Chynoweth as the Deputy Fire Warden.

MOTION by Ms. Howe to appoint Emo Chynoweth as the Deputy Fire Warden.

SECONDED by Mr. Sutherland

DISCUSSION None

VOTE Passes unanimously, 4-0-0.

C. Ambulance-Paramedic

1. Job Description

Mr. Swanson opened discussion of the Paramedic-Assist. Fire Chief Job description. He clarified that the candidate for this position would be salaried. This person will run the ambulance service, be available for Paramedic skill calls and able to take the second ambulance out as well as assist with Fire Department duties.

The Board agreed to the changes to the job description duties and hours.

2. Hiring Committee

Mr. Swanson would like to create a hiring committee to review applications and interview prospective candidates for the Paramedic-Assist. Fire Chief Position. Ms. Howe has offered to be on that Committee.

D. Road Alteration Request- Noah Wood Road

Mr. Greg McKenney, Staff Engineer for Willis Consulting Engineers presented the project to correct an unpermitted road alteration on Noah Wood Road to the Board.

Mr. Swanson stated this because this is a road alteration procedures require a site visit and a public hearing for a vote to correct this. The site visit would occur on Tuesday, July 19th at 6:00PM with the public hearing following at 7:00PM at the Town Hall.

E. 2016 Village Center Designation

Mr. Swanson stated that it is time to renew the Village Center Designation with the State. The renewal occurs every five years and must be approved by both the Village and the Town per Two Rivers Ottauquechee Regional Commission.

MOTION by Ms. Howe to renew the Village Center Designation for five years.

SECONDED by Mr. Doten

DISCUSSION No Discussion

VOTE Passes unanimously, 4-0-0.

F. Policy for Disposition of Public Records

The Town/Village must adopt a Policy for Disposition of Public Records in order to shred documents. This policy was created with guidance from the Secretary of State’s office.

MOTION by Ms. Howe to adopt the Policy for Disposition of Public Records as presented.

SECONDED by Mr. Sutherland.

DISCUSSION No Discussion

VOTE Passes unanimously, 4-0-0.

VI. PERMITS

A. Overweight Truck Permits

Mr. Doten reviewed the overweight truck permits.

MOTION by Mr. Doten to approve the overweight truck permits as presented.

SECONDED by Mr. Sutherland

DISCUSSION No Discussion

VOTE Passes unanimously, 4-0-0.

VII. BOARD OF SEWER COMMISSIONERS

A. Application for Sewer Connection-

1. Samuel Segal-3 Highland Extension

The Board reviewed the application from Mr. Segal to connect to the sewer system at 3 Highland Avenue Extension. The paperwork was complete and the fee has been received.

MOTION by Ms. Howe to accept the sewer connection application permit number T-913 for Mr. Samuel Segal at 3 Highland Avenue Extension

SECONDED by Mr. Sutherland

DISCUSSION No Discussion

VOTE Passes unanimously, 4-0-0.

B. VOSHA Violation

Mr. Swanson stated that the Town was cited for not having high visibility clothing on and not having traffic control in place. The Town will attend a hearing to present its’ case.

Mr. Swanson stated that this issue has been used as a teaching moment for a safety standards program at Town Departments.

C. Stantec Sampling Contract

Mr. Swanson stated that in accordance with the EPA's Discharge Permit special conditions, instream water quality monitoring is required both upstream and downstream of the WWTF on the Ottauquechee River.

MOTION by Ms. Howe to accept the proposal of Stantec to conduct mandatory instream water quality monitoring for the Town of Woodstock.

SECONDED by Mr. Sutherland

DISCUSSION No Discussion

VIII. APPROVAL OF MINUTES- Meetings of May 17, 2016

MOTION by Mr. Doten to approve the minutes with the correction of 'Ms. Doten' to 'Mr. Doten' on page three, line 5. (Insert laughter here)!

SECONDED by Ms. Howe

DISCUSSION No Discussion

VOTE Passes unanimously, 4-0-0.

IX. OTHER BUSINESS

X. REVIEW EXPENSE WARRANTS

XI. ADJOURNMENT

MOTION by Ms. Howe to adjourn the meeting at 7:00PM.

SECONDED by Mr. Doten

DISCUSSION No Discussion

VOTE Passes unanimously, 4-0-0.

Respectfully submitted,

Lynn Ellen Beach

Preston Bristow, Chair

Bob Holt

John Doten

Margaretta Howe

L.D. Sutherland