

**TOWN OF WOODSTOCK
SELECT BOARD
MEETING
October 17, 2017
6:00PM
Woodstock Town Hall
APPROVED MINUTES**

Present: Bob Holt, John Doten, L.D. Sutherland, Sonya Stover, Jill M. Davies (by telephone), Phil Swanson and Lynn Beach

I. CALL TO ORDER

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

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

None

III. PUBLIC HEARING-ZONING REGULATION-INTEGRATED AGRICULTURE

A. Section 408 and Section 532 of the Zoning Regulations

Chairman Holt opened the Public Hearing at 6:05PM.

Mr. Michael Brands, Town Planner & Administrative Officer, and Ms. Sally Miller, Chairman of the Planning Commission, explained the proposed regulation. The purpose of the regulation is to address agriculture related activities, specifically for a parcel of land owned by an inn. The regulation was made generic enough to address future activities on other parcels of land. All uses proposed within this overlay zone shall also require a Conditional Use and Site Plan Review permit.

Chairman Holt closed the Public Hearing at 6:10PM.

MOTION by Mr. Sutherland to approve an amendment to the Town Zoning Regulations, Sections 408 and Section 532 for the addition of Integrated Agriculture, as presented.

SECONDED by Ms. Stover

DISCUSSION Mr. Sutherland asked for clarification as to the role the Select Board from this point forward.

Mr. Brands stated that with an approval of this regulation, applicants would then come before the Town Development Review Board.

VOTE 5-0-0, Passed.

IV. CITIZEN COMMENTS

None

V. OLD BUSINESS

A. Densmore Hill Road

Chairman Holt recused himself as he is an abutter to the bridge on Densmore Hill Road.

Mr. Thomas Lobrano, resident, presented engineering reports from T.R. Fellows Engineering and Willis Consulting Engineers, Inc. P.C., who conducted site visits to observe existing conditions and potential remedial action to improve the driving surface of the Densmore Hill Road Bridge near Route 106.

Ms. Stover stated that the recommendations presented are different than what was discussed at the Road Alteration Hearing last month.

Mr. Lobrano stated that the recommendations are requesting the removal of some gravel to accommodate a reinforced slab. The engineers also recommend no salt application.

Mr. Lobrano stated he will try to get some estimates for the Board to consider addressing this issue. He feels that the town has not maintained the road and is concerned with the bridge collapsing.

Ms. Davies asked for clarification as to how to put this request in the queue and whether the town should request bids.

Ms. Stover stated many residents have similar concerns with their own roads and the Select Board must prioritize roadwork throughout the town.

Mr. Lobrano rescinded his written offer to contribute money towards the deck work of Densmore

Hill Road Bridge.

Mr. Swanson discussed the newly adopted state regulations regarding Stormwater Management. This regulation will include bringing road drainage systems up to basic maintenance standards to reduce erosion in an effort to eliminate runoff into the waters of the state which eventually flow to Long Island Sound. He stated that there is funding for this type of work and has already conducted discussions and on-site inspections with an engineer for ways to eliminate runoff and reduce erosion to that portion of Densmore Hill Road.

Ms. Davies clarified the budget process and the constraints the Board has right now. She suggested that this issue be placed in the FY19 budget.

Mr. Sutherland believed the town should take care of the historic bridge.

The Board will move ahead to obtain bids for constructing a concrete deck on the Densmore Hill Road Bridge.

VI. NEW BUSINESS

A. Library Board Liaison Vacancy

The Library Board member is an appointment by the Select Board.

MOTION by Mr. Doten to advertise for the vacancy on the Norman Williams Public Library Board of Directors.

SECONDED by Mr. Sutherland

DISCUSSION

VOTE 5-0-0, Passed.

B. Bid Tabulations

1. Taftsville Covered Bridge

Mr. Doten spoke to the two bridge bids received. Alpine Construction, LLC bid \$16,476.00. Daniels Construction bid \$7,675.00.

MOTION by Ms. Davies to accept the Daniels Construction bid of \$7,675.00 for the repairs to the Taftsville Covered Bridge.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

C. Billings Park Commission Vacancy (Continued to November 21)

The ad in the Vermont Standard is scheduled to run this coming Thursday, October 19th.

This item will be **TABLED** until the November 21st meeting.

D. Capital Program and Budget Policy

The purpose of this Capital Program and Budget Policy is to establish a capital improvement program (CIP) for the Town of Woodstock in accordance with 24 V. S. A. § 4433.

Ms. Stover expressed her approval with the Program and Policy which will provide members with an idea of what the Program is and how it operates.

MOTION by Ms. Stover to adopt the Capital Program and Budget Policy for the Town of Woodstock.

SECONDED by Mr. Sutherland

DISCUSSION None

VOTE 4-0-1(Doten), Passed.

E. Investment Advisory Group Update

Mr. Jonathan Wilson and Mr. Jeffrey Kahn presented the recommendations of the Investment Advisory Group.

Mr. Kahn stated that a few more financial professionals reviewed the Group's recommendations and were in support of their proposal.

Ms. Alison Clarkson asked if the Group's recommendations could be shared with other trusts in the Town and Village.

Mr. Swanson stated the Trustees of Public Funds oversee those other trusts.

Mr. Tom Weschler believed that the Group's recommendations make sense.

Mr. Wilson stated that there is no perfect recommendation. He stated that changes will include removing the current advisor which will require knowledgeable community members to review the fund.

Mr. Weschler cautioned that an annual review is insufficient and suggested the Group survey other local non-profit endowment funds for broader information.

Mr. Sutherland stated he had some concerns earlier but felt that the Group has taken the initiative to get many advisors to look at this situation and make adjustments. He now feels more comfortable with the recommendations.

Chairman Holt was in agreement as well.

MOTION by Mr. Sutherland to approve the recommendations by the Investment Advisory Group up to this point.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

The Board thanked the Investment Advisory Group's efforts.

Mr. Kahn stated the Group still has work to do such as review the ordinances and the Statement of Investment Objectives and Policy and whether a capital withdrawal can be made from the fund.

MOTION by Ms. Stover to approve the Municipal Manager to contact Mr. Thomas Woodhouse of Seaward Management to make the arrangements to move and allocate the Rockefeller Endowment Fund as per the recommendations of the Investment Advisory Group.

SECONDED by Mr. Sutherland

DISCUSSION None

VOTE 5-0-0, Passed.

F. Solar Project

Mr. Swanson stated that the local company Norwich Solar Technologies, has proposed a project with the Town of Woodstock.

Mr. Jim Merriam, CEO of Norwich Technologies explained the project. He stated that this is a "net metering project" which involves a 425kW DC Solar Electric System which would be sited at a remote location within the Green Mountain Power territory and hosted by Norwich Solar Technologies. The Town receives credit from Green Mountain Power (GMP) for electricity generated on monthly bills. The savings would be at the wastewater facilities, Town Hall and the Town Garage.

The Town does not have any upfront costs of developing a solar farm and the solar farm would be located in a town other than Woodstock.

The term is 25 years and the estimated savings to Woodstock would be \$13,634.00 per year, based on last year's electricity usage. The company has investors who make money with solar credits.

Ms. Stover suggested that the Letter of Interest was an agreement in principal.

Mr. Jim Merriam, Norwich Solar clarified that the proposal tonight is to sign a Letter of Intent (LOI) with Norwich Solar, which is non-binding. A signed LOI helps to move the project forward with potential investors.

Ms. Stover asked about risk.

Ms. Sally Miller asked if the town has done a comparison as she would like to make sure the town is getting the best deal.

Ms. Stover stated that they have not done a comparison and suggested spending the non-binding month to conduct this type of research.

Ms. Clarkson asked about co-locating.

Mr. Swanson stated the town does not have land for a similar size of solar array.

Ms. Miller suggested Mr. Swanson check with other municipalities who have signed agreements like this.

Ms. Davies inquired as to the scenario if a better option came around after signing a 25-year

contract.

MOTION by Ms. Davies to authorize the Municipal Manager to sign the Letter of Intent with Norwich Solar Technologies, which will expire after a period of 30 days, November 19, 2017.

SECONDED by Ms. Stover

DISCUSSION Ms. Stover stated additional due diligence will be conducted during LOI non-binding period.

VOTE 4-0-1 (Doten), Passed.

G. Green Mountain Power-Petition for Pole & Wire Replacement

Mr. Swanson received a Notification of Relocation of Pole and Wire adjacent to Happy Valley & Sugar Hill Roads from Green Mountain Power.

MOTION by Mr. Doten to **TABLE** this item until a site visit and presentation by a representative from Green Mountain Power could be arranged.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

H. Village Tree Report

Mr. Swanson shared the Tree Warden, Don Wheeler's report which he presented to the Village Trustees.

I. Street Sweeper

Mr. Swanson informed the Board that he has successfully received a grant for a new vector/sweeper truck through the State of Vermont. The award of \$216,800 of federal funds will require a match of \$54,200 from the Town. He stated that the award is held up awaiting a waiver as the machine is made overseas. Once a waiver has been issued, the grant will move forward.

J. RESOLUTION-Weight Restrictions on Town Highways

The annual weight restriction on town highways required Select Board approval to post the roads during mud season.

MOTION by Mr. Doten to approve Resolution to Adopt Weight Restrictions on Town Highways from January 1, 2018 through May 15, 2018, and from November 15, 2018 through December 31, 2018, inclusive.

SECONDED by Mr. Sutherland

DISCUSSION Mr. Doten asked about special permission to run heavier trucks. Mr. Swanson stated both he and the Highway Superintendent are happy to work with truck owners.

VOTE 5-0-0, Passed.

K. Snowmobile Travel

The annual approval to place a Public Notice on Public Highways Open to Snowmobile Travel required approval from the Select Board.

MOTION by Mr. Doten to approve Snowmobile Travel on:

Class III Town Highways #'s 10 Larry Curtis Road, 11 Quinn Road, 20 Grassy Lane, 34 Arthur Morgan Road, 37 Noah Wood Road, 82 Academy Circle

Town Highway #35 from the Lincoln Covered Bridge east, approximately 1000 feet

Town Highway #47 from the Trailer Park to the edge of Beaver Meadow

Class IV sections Town Highways #'s #38 Bourdon Road and #12 Long Hill

SECONDED by Mr. Sutherland

DISCUSSION None

VOTE 5-0-0, Passed.

L. Green Up Vermont-Selection of Town Coordinator

Mr. Swanson has been the Green UP Vermont Town Coordinator and requires appointment by the Select Board.

MOTION by Mr. Doten to appoint Mr. Swanson as the Town Coordinator for Green Up Vermont 2018.
SECONDED by Ms. Stover
DISCUSSION None
VOTE 5-0-0, Passed.

VII. PERMITS

A. Overweight Truck Permit(s)

Mr. Doten has reviewed the four requests for Overweight Truck permits. All are in compliance, have submitted fees and Certificates of Insurance.

MOTION by Mr. Doten to approve the Overweight Truck permits as presented.
SECONDED by Mr. Sutherland
DISCUSSION None
VOTE 5-0-0, Passed.

B. Liquor License-Ruth's Table

Ruth's Table restaurant had an oversight with their annual liquor license. They would like to apply now to be compliant.

MOTION by Ms. Stover to approve the Ruth's Table's request for a Liquor License.
SECONDED by Mr. Sutherland
DISCUSSION None
VOTE 5-0-0 Passed.

VIII. ECONOMIC DEVELOPMENT COMMISSION

Mr. Tom Weschler presented an update to the Board. The EDC has received three grant requests, no action has been taken yet.

Mr. Weschler stated that Ms. Sally Miller will present Phase II in the development of the East End. Ms. Miller stated that the East End Action Group, a sub-group of their economic development group wondered what could be developed in the east end. With a grant from the EDC, the company GPI was contracted to develop conceptual plans for the East End. Ms. Miller presented the newly created illustrative development plans.

IX. BOARD OF SEWER COMMISSIONERS

The Board reviewed a request for a new sewer connection for Parcel 33.03.21, 4979 South Road, South Woodstock.

MOTION by Mr. Doten to approve the sewer connection of Parcel 33.03.21, 4979 South Road, as presented.
SECONDED by Mr. Sutherland
DISCUSSION None
VOTE 5-0-0, Passed.

X. APPROVAL OF MINUTES- Meeting of September 19, 2017

MOTION by Mr. Doten to approve with the changes as described:

Line 184 - 1856 - this is a very busy time for ~~Efficiency Vermont whose auditors will not be available~~ *contractors who undertake Energy audits and they are not available to conduct the work in time for budgets. Instead she suggested hiring two independent contractors working together to conduct site visits to identify possible opportunities for energy savings, recommended next actions i.e. energy audit, feasibility studies, or implementation of specific measures that do not need further analysis and rough order of magnitude costs for what appear to be major energy saving opportunities. She would like to suggest hiring an independent contractor using funds*

SECONDED by Mr. Sutherland
DISCUSSION None
VOTE 5-0-0, Passed.

XI. OTHER BUSINESS

A. Review Financial Statement

Ms. Davies inquired about the Ambulance Communications.

XII. REVIEW EXPENSE WARRANTS

XIII. ADJOURNMENT

MOTION by Mr. Sutherland to adjourn the meeting pending the Review of the Expense Warrants at 7:57PM.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

Respectfully submitted,

Lynn Ellen Beach

Bob Holt, Chair

John Doten

L.D. Sutherland

Jill M. Davies

Sonya Stover