

**TOWN OF WOODSTOCK
SELECT BOARD
MEETING
December 19, 2017
6:00PM
Woodstock Town Hall
APPROVED MINUTES**

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

I. CALL TO ORDER

Mr. Sutherland called the meeting to order at 6:44 PM.

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

A. Green-Up Vermont-Fund Request

The Board reviewed the request for funding from Green-Up Vermont.

Mr. Swanson stated this is an annual request from

MOTION by Mr. Holt to expend \$200 for Green-Up Vermont to be paid from the Select Board contingency fund.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 5-0-0, Passed.

III. CITIZEN COMMENTS

None

IV. OLD BUSINESS

A. Library Board Liaison Vacancy

Mr. Swanson has not received any requests of interest.

This item **TABLED** until next meeting on January 16, 2018.

B. Utility Pole Relocation-Happy Valley Road

Mr. Swanson reminded the Board that a site walk for utility pole relocation was conducted in November.

Ms. Davies clarified the request.

Mr. Swanson stated GMP will keep pole as requested by the Town.

This item **TABLED** until Select Board Budget Workshop Meeting on December 28, 2017.

V. NEW BUSINESS

A. Bid Results

1. Densmore Hill Road Bridge Deck

The Board reviewed the bids for the Densmore Hill Road Bridge Deck bid. There were two bids received. The bid was to place a concrete deck on the bridge.

Mr. Doten explained the proposed project. He stated that the low bid proposal is to leave the bridge bare which means that the concrete deck will not be asphalted over which would expose the concrete to road salt.

He stated that he is not in favor of the proposed low bid.

Mr. Swanson stated that this proposal is based on the recommendations by the engineers

Mr. Lobrano hired.

There is no action to be taken at this time as this project had yet to be approved. This project will be reviewed during the budget process.

Ms. Stover inquired as to the process of contracting an engineer for an additional assessment.

This item has been **TABLED** until next meeting on January 16, 2018.

2. Bridge No. 1-Gulf Stream

Mr. Swanson stated these bridges were bid separately as these projects will be reimbursed by FEMA. The work consists of removing built-up silt (Bridge No.1) and logs to twigs (Bridge No. 2).

MOTION by Mr. Holt to accept bid from Daniels Construction on Bridge No. 1 on Pomfret Road for \$24,865.00.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 5-0-0, Passed.

3. Bridge No. 2-Barnard Brook

MOTION by Mr. Holt to accept the bid from Daniels Construction on Bridge No. 2 on Pomfret Road for \$17,750.00.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 5-0-0, Passed.

4. Weatherization of Municipal Buildings

Mr. Swanson presented the project proposed and has asked for tabling to see what Efficiency Vermont might offer.

This item **TABLED** until next meeting on January 16, 2018.

5. Electric Services for Municipal Buildings

Mr. Swanson stated there were no bidders. This item will be revisited in the future.

B. Old River Road Culvert-Request for Reimbursement

Mr. Swanson informed the Board that the Town was awarded a supplemental grant from the VT Agency of Transportation for the Old River Road culvert project in the amount of \$10,000. He would like permission to apply for the reimbursement.

MOTION by Mr. Sutherland to authorize the Municipal Manager to complete the Request for Reimbursement from the Vermont Agency of Transportation Supplemental Grant for the Old River Road culvert in the amount of \$10,000.

SECONDED Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

C. Cox District Road Culvert Replacement-Engineering Services

Mr. Swanson presented an amendment to the estimated total project cost for engineering services from Otter Creek Engineering for the Cox District Road Culvert Replacement project.

MOTION by Ms. Davies to allow the Municipal Manager to enter a contract with Otter Creek Engineering for engineering services for the Cox District Road Culvert Replacement project, as presented.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

D. Vail Field Engineering Service

Mr. Swanson would like to have an engineer to calculate a probable cost for the repair/replacement of the Vail Field tennis courts. He would like to table this item until costs for this service are received.

This item **TABLED** until further information.

E. ECFiber Board Resolution

The Board approved the resolution at their previous meeting and will sign the Resolution.

F. Town Hall Fuel Oil

Mr. Swanson is awaiting a proposal for 4,000 gallons of heating oil. He will compare pricing with the Board once received.

This item **TABLED** until next meeting on January 16, 2018.

G. Schedule Budget Meetings

The Board discussed meeting availability for budget workshop meetings.

VI. PERMITS

A. Event on Public Street or Highway

1. Prouty Ultimate Bike Ride

Ms. Jan Proctor presented the permit. She stated that this is a two-day event which participants will ride 100 miles. The organizers would like to bring participants on River Road, then up Rt. 12 and into Pomfret on July 13 & 14, 2018.

MOTION by Ms. Stover to accept the application for the use of our roads for the Prouty Ultimate Cancer Benefit bicycle ride.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 5-0-0, Passed.

VII. ECONOMIC DEVELOPMENT COMMISSION

A. Request for Appointment-Charlie Kimbell

MOTION by Mr. Holt to appoint Mr. Kimbell to the Economic Development Commission.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 5-0-0, Passed.

B. Mr. Barry Milstone, co-chair, gave an update of the EDC. He stated that Mr. Anderson has resigned, so the Commission is looking to fill two vacancies.

Mr. Tom Weschler, co-chair, discussed the financial report for EDC which showed a 9.8% increase from year one to year two. The Commission has spent 31% of the funds to date.

Mr. Sutherland inquired as to the status of the money in the fund.

Mr. Weschler stated there are intensions for the funds.

Mr. Milstone reviewed the restructuring plan for EDC and the hiring of a coordinator. The EDC would like to make a formal request to move ahead and advertise for the position.

Mr. Sutherland inquired as to the cost to advertise.

Mr. Swanson requested a RFP.

Mr. Weschler stated a RFP would be shared at the January meeting.

MOTION by Ms. Davies to approve the intention to start the process to move forward to hire someone not to exceed \$70,000.

SECONDED by Mr. Holt

DISCUSSION None

VOTE 5-0-0, Passed.

Mr. Milstone continued with the updates to the EDC which included providing loans.

Mr. Kimbell discussed utilizing the micro lender Community Capital of Vermont who would administer the loans and service the loans. Community Capital would also supply the loan recipient with additional business support and training. He stated the interest rate would be 7%.

Ms. Davies was not in support of the interest rate presented.

Mr. Milstone suggested that the options tax could subsidize the interest of the loans.

Ms. Davies asked the cost to Community Capital of Vermont for their services.

Mr. Milstone stated the company fee would be the interest charged.

VIII. BOARD OF SEWER COMMISSIONERS

A. Sewer Rates FY19

Mr. Swanson stated this is simple arithmetic to get sewer usage bills out. He stated for years the Select Board subsidized the rate by taking money out of the bank to keep the rate down. Now there is no money so the proposed would increase by 10%, which is a fair representation of rates.

MOTION by Ms. Davies to accept the new rates as presented.

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

IX. OTHER BUSINESS

A. Review Financial Statement

Ms. Davies requested the financial statements be available prior to the meeting.

X. APPROVAL OF MINUTES- Meeting of November 21, 2017

MOTION by Mr. Holt to approve the minutes with the changes to line #106 VII. ENERGY EFFICIENCY, replacing “*energy audits*” with “*building review*”.

SECONDED by Ms. Stover
DISCUSSION None
VOTE 5-0-0, Passed.

XI. REVIEW EXPENSE WARRANTS

XII. ADJOURNMENT

MOTION by Mr. Holt to adjourn the meeting pending the review of the expense warrants at 8:23 PM.

SECONDED by Mr. Doten
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