

**TOWN OF WOODSTOCK
SELECT BOARD
MEETING
February 20, 2018
6:00PM
Woodstock Town Hall
APPROVED MINUTES**

Present: 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 6:00PM.

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

A. Appeal Beyond State Appraiser

Mr. Swanson reviewed the information received from the Board from the Lister's. He clarified that the state's decision was being appealed, not the town's.

No Action taken.

B. Town Hall Deep Energy Retrofit

Ms. Davies presented a proposal from John F. Penney Consulting Services, P.C. for mechanical engineering and design services for the Town Hall.

MOTION by Ms. Stover to approve approximately \$15,715 for the creation of the specifications to produce a Request for Proposal for a deep energy retrofit to the Woodstock Town Hall.

SECONDED by Ms. Davies

DISCUSSION

VOTE 4-0-0, Passed.

III. CITIZEN COMMENTS

A. DeRosia Property-Old River Road

This item **TABLED** until Mr. DeRosia is available.

B. Request to Change Procedure Requiring Petitions for Special Articles

The Board discussed correspondence received from Ms. Sara Norcross, Mr. Paul Regan and Mr. Lynn Murrell requesting the Select Board eliminate the requirement of petition signatures for placement of special articles on the Annual Town warning.

Mr. Swanson stated that in 1979, the voters of the Town of Woodstock adopted a Charter provision which implemented the requirement that all requests for funds in excess of \$2,000 be voted by Australian Ballot. Since that time, the Select Board has required that requests for funds in any amount be subject to the requirement that a petition be submitted to the Town for inclusion in the warning and voted on at Annual Town Meeting.

IV. OLD BUSINESS

None

V. NEW BUSINESS

A. Town Ordinance Revision-“Property Given in Lieu of Taxes”

MOTION by Ms. Davies to accept the Town Ordinance Revision-“Property Given in Lieu of Taxes” as presented, to be effective April 21, 2018.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 4-0-0, Passed.

B. Statement of Investment Objectives and Policy Town and Village 2018

MOTION by Ms. Davies to accept the Statement of Investment Objectives and Policy Town and Village 2018, with the amendment to change the word ‘Accordingly’ to ‘Ideally’ under **Distributions**.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 4-0-0, Passed.

A. Certification Compliance for Town Road and Bridge Standards

Mr. Swanson stated completion of this form allows for state funding.

MOTION by Ms. Davies to accept the Certification Compliance for Town Road and Bridge Standards.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 4-0-0, Passed.

B. Emergency Shelter Generator Repair Estimate

Mr. Swanson reviewed the estimate of \$8,600.46 from Brook Field Service for maintenance necessary to have the generator work properly. The generator allows for the Elementary School to be utilized as an emergency shelter. Discussion focused on future replacement of the generator and whether the emergency coordinators feel the school should remain as a shelter.

The Board felt more discussion was necessary.

This item **TABLED** for further research.

C. FEMA Event-July 1, 2017

MOTION by Ms. Davies to allow the Municipal Manager to enter into a contract with Pathways Consulting, LLC for an amount estimated between \$6,000 and \$8,000, to provide storm event technical assistance for the July 1, 2017, FEMA event.

DISCUSSION None

VOTE 4-0-0, Passed.

D. Stantec Contract Extensions-

1. Project #195112601; Sewerline Inspection & Reporting

2. Project #195310728; Bio-solids Application, Calculations, Sampling & Reporting

MOTION by Mr. Doten to authorize the Municipal Manager to enter into contract extensions with Stantec for two projects #195112601 -Sewerline Inspection & Reporting under the Kedron Brook and Project #195310728- Bio-solids Application Calculations, Sampling & Reporting, as presented.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed.

VI. PERMITS

A. Applications for Renewal of Liquor and/or Tobacco Licenses

All applications submitted are current on their taxes. The Board reviewed the renewals.

MOTION by Ms. Stover to approve the applications presented for Renewal of Liquor licenses.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed.

B. Overweight Truck Permits

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

SECONDED by Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed.

VII. ECONOMIC DEVELOPMENT COMMISSION

Co-Chairman Tom Weschler of the Woodstock Economic Commission delivered the EDC monthly update of activities and grant requests.

He stated that the website, which was a collaboration between the EDC and the Chamber of Commerce, will go live in approximately one week

There are two grant requests:

At their February 9, 2018, Special Meeting, the EDC approved a Grant submittal, entitled ‘Woodstock Event Management’ from Elizabeth Finlayson of the Woodstock Chamber of Commerce, in the amount of \$7,500 to promote, coordinate and oversee events on the Green.

The EDC is requesting \$15,000 for the creation of a community wide housing study Request for Proposal (RFP).

MOTION by Ms. Stover to approve \$7,500 for the Woodstock Event Management grant submittal, as presented.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed.

MOTION by Ms. Davies to approve the allocation of \$15,000 to conduct a community wide housing study.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 4-0-0, Passed.

VIII. BOARD OF SEWER COMMISSIONERS

None

IX. OTHER BUSINESS

A. Bid Results-WWTF Electric Lighting Upgrade

Mr. Swanson received three proposals from E&S Electric Company, LLC, Viking Electrical Services, and Selectric, LLC.

MOTION by Ms. Stover to approve the proposal for the WWTF Electric Lighting Upgrade to Viking Electrical Services with the bid of \$10,115.81.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed.

B. Review Financial Statement

The Board reviewed the financial statement. Mr. Swanson stated the Highway budget will be over due to the current winter.

C. Densmore Hill Road Correspondence – Mr. Lobrano

The Board reviewed the correspondence.

D. Fireworks Contract for 2018

No contract received as of yet.

E. Spring Select Board Institute – Saturday, March 24th (VLCT)

F. Vermont Council on Rural Development Membership Consideration

The Board approved the membership consideration.

G. Next Meeting-Tuesday, March 6th, 2018 at 7PM-Following Town Meeting Vote

The Board will re-schedule the Special Meeting Following Town Meeting Vote to Wednesday, March 7th at 7:30AM.

H. Discussion of March 20th Regular Meeting/Same day as Village Meeting

Meeting of March 20th to be cancelled. A Special Meeting will occur on Monday, March 19th at 6PM.

X. APPROVAL OF MINUTES- Meeting of January 16, 2018, January 31, 2018, February 1, 2018

MOTION by Mr. Doten to approve the minutes from January 16, 2018, January 31, 2018, and February 1, 2018.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 4-0-0, Passed.

XI. REVIEW EXPENSE WARRANTS

XII. ADJOURNMENT

MOTION by Ms. Davies to adjourn the meeting pending review of expense warrants at 7:32PM.

SECONDED by Mr. Doten

DISCUSSION None

VOTE 4-0-0, Passed.

Respectfully submitted,

Lynn Ellen Beach

Bob Holt, Chair
John Doten
L.D. Sutherland
Jill M. Davies
Sonya Stover