

**TOWN OF WOODSTOCK  
SELECT BOARD  
SPECIAL MEETING  
April 9, 2018  
6:00PM  
Woodstock Town Hall  
APPROVED MINUTES**

**Present:** L.D. Sutherland (by phone), John Doten, Jill M. Davies, Sonya Stover, Mary Riley, Phil Swanson and Lynn Beach

**I. CALL TO ORDER**

Ms. Davies called the meeting to order at 6:00PM.

**II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA**

**A. Auditor's Contract-Mudgett, Jennett & Krogh-Wisner, P.C.**

**MOTION** by Ms. Riley to approve Mudgett, Jennett & Krogh-Wisner, P.C. as auditors and approve a one-year extension of their existing contract, as presented.

**SECONDED** by Ms. Stover

**DISCUSSION** None

**VOTE** 4-0-0, Passed.

**III. CITIZEN COMMENTS**

None

**IV. EXECUTIVE SESSION - Legal**

**MOTION** by Ms. Riley to enter into Executive Session to discuss pending or probable civil litigation. Invited were Phil Swanson, Lynn Beach, Paul Wildasin, Jennifer Maxham, and Carol Wood at 6:03PM.

**SECONED** by Ms. Stover

**DISCUSSION** None

**VOTE** 5-0-0, Passed.

Paul Wildasin, Jennifer Maxham, Carol Wood exited at 6:17PM.

Mr. Todd Hindinger P.E., entered at 6:17PM.

The Select Board exited Executive Session at 6:42PM.

No formal action was taken

**MOTION** by Ms. Stover to hire Attorney T. Hayes to represent the Town

**SECONDED** by Ms. Riley

**DISCUSSION** None

**VOTE** 5-0-0, Passed.

**MOTION** by Mr. Sutherland to hire Miller Construction Co. to do the work on the Densmore Hill Road Bridge.

**SECONED** by Ms. Stover

**DISCUSSION** None

**VOTE** 5-0-0, Passed.

**The Board moved to hear Article VIII. Economic Development Commission.** (see minutes below)

**V. OLD BUSINESS**

**A. Capital Reserve Funds Policy-Re-Assign Categories**

Mr. Swanson discussed the establishment of classifications within the Capital Reserve Fund that will guide spending in conformance with the accounting principles of GASB 54. He stated this change will supersede the current categories.

**MOTION** by Ms. Riley to approve the policy as presented for the Capital Reserve Funds listed as Assigned, Committed, Restricted and Unassigned which are in conformance with the GASB 54.

**SECONED** by Ms. Stover

**DISCUSSION** None

**VOTE** 4-0-0, Passed.

**B. Revised FY '18-19 Budget**

**MOTION** by Ms. Stover to approve the Revised Budget in the amount of \$5,820,923.00 and to raise by taxation the amount of \$3,773,653.00 for Fiscal Year 2018-1019.

**SECONED** by Ms. Riley

**DISCUSSION** None

**VOTE** 4-0-0, Passed.

**VI. NEW BUSINESS**

**A. Fiscal Year 2018-2019 Budget**

**1. Fire Truck Financing**

Mr. Swanson informed the Board that the Vermont Municipal Equipment Loan Fund will not be a vehicle for financing a fire truck because the amount of the loan exceeds the maximum of \$110,000. The Board discussed how much money to put in the Capital Reserve for a Fire Truck in the revised 2018 - 2019 budget.

**2. Green Mountain Power Pole Replacement**

Mr. Swanson stated the Public Service Board granted a tariff to Green Mountain Power (GMP) that requires Woodstock to pay for the replacement of wood poles as they deteriorate. The poles described are located on streets outside of the downtown shopping area. The Board discussed the placement of additional funds for the cost of street lights.

**3. Capital Outlay –Bridges**

There are two major bridge projects that have been approved by the Select Board that will be completed in 2018. The Board will further discuss future bridge costs at a future meeting.

**4. Deep Energy Retrofit**

Mr. Swanson explained that the budget for the Deep Energy Retrofit project will have some unbudgeted expenses in the boiler portion of the work and repairing deteriorated brick work as part of the insulation portion of the project. The Board discussed placing a Special Article on the Warning for these costs.

**5. Sign Special Town Meeting (May 15<sup>th</sup>) WARNING**

**MOTION** by Ms. Stover to approve the Special Town Meeting WARNING for May 15, 2018 at 7:00PM.

**SECONED** by Ms. Riley

**DISCUSSION** None

**VOTE** 4-0-0, Passed.

**B. LEOP**

**MOTION** by Ms. Stover to approve the Local Emergency Operations Plan for 2018, as presented.  
**SECONED** by Ms. Riley  
**DISCUSSION** None  
**VOTE** 4-0-0, Passed.

**C. EC Fiber Board Appointments for 2018**

**MOTION** by Ms. Riley to sign the Resolution to appoint George Sadowsky, Daniel Orcutt and William McGowan as the Woodstock Representatives.  
**SECONED** by Ms. Stover  
**DISCUSSION** None  
**VOTE** 4-0-0, Passed.

**VII. PERMITS**

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

**MOTION** by Ms. Riley to approve the Liquor License Renewals, as presented.  
**SECONED** by Ms. Stover  
**DISCUSSION** None  
**VOTE** 4-0-0, Passed.

**B. Overweight Truck Permits**

**MOTION** by Mr. Doten to approve the Overweight Truck Permits as presented as all are paid and have submitted their insurance.  
**SECONED** by Ms. Stover  
**DISCUSSION** None  
**VOTE** 4-0-0, Passed.

**C. Commercial Hauler's Permits**

**MOTION** by Mr. Doten to approve the Commercial Hauler's Permits #18-01 & #18-02 for 2018, as presented.  
**SECONED** by Ms. Riley  
**DISCUSSION** None  
**VOTE** 4-0-0, Passed.

**VIII. ECONOMIC DEVELOPMENT COMMISSION**

**A. EDC Coordinator**

Mr. Tom Weschler, Chair of the EDC, reviewed the EDC's progress in selecting an EDC Coordinator. He then asked for Select Board approval for funding request.

**MOTION** by Ms. Stover to approve the request for a maximum funding of \$50,000 for payment of an EDC Coordinator, which is a one-year, part-time (20 hours/week) position as a sub-contractor, with the last funding date of March 31, 2019.  
**SECONED** by Ms. Riley  
**DISCUSSION** None  
**VOTE** 5-0-0, Passed.

(Mr. Sutherland left the meeting at 7:29PM).

**MOTION** by Ms. Stover to accept the nomination of Sally Miller to the position of an EDC Coordinator, as a sub-contractor for a one-year position and to perform the tasks as outlined by the EDC Coordinator description, who will report to the Economic Development Commission.

**SECONDED** by Ms. Riley

**DISCUSSION** None

**VOTE** 4-0-0, Passed.

Mr. Weschler reviewed the EDC financial standings and the new grant funding project work flow sheet. He then requested funding approval for administrative costs.

**MOTION** by Ms. Stover to accept \$2,500.00 for administrative expenses for the EDC.

**SECONDED** by Ms. Riley

**DISCUSSION** None

**VOTE** 5-0-0, Passed.

Mr. Weschler presented a fund request for the project called the 'Community Website'. The request includes the selling of advertising. The request is for \$5,000.00 to address cash flow for website content.

**MOTION** by Ms. Riley to accept the \$5,000.00 funding request for the Community Website, with the last funding date of September 30, 2018.

**SECONDED** by Ms. Stover

**DISCUSSION** Ms. Stover stated the Board does not expect to see this expense request again and again.

**VOTE** 5-0-0, Passed.

Mr. Joe DiNatale, presented the results of the RFP for the Village Revitalization project. The sub-committee received five bids. The sub-committee approved the presentation from DuBois & King and are now looking for funding approval.

**MOTION** by Ms. Riley to accept the bid from DuBois & King in the amount of \$20,000 to conduct the Village Revitalization project, as presented with last funding date of November 30, 2018.

**SECONDED** by Mr. Sutherland

**DISCUSSION** Ms. Riley stated that she has questions as this is a large project. She stated her concern about constant communication not only with the boards but with the Municipal Manager.

Mr. Weschler encouraged community involvement.

Mr. DiNatale stated his discussion with the project manager who suggested additional meetings with the business community, the general community, the Select Board, Trustees.

**VOTE** 5-0-0, Passed.

## **IX. BOARD OF SEWER COMMISSIONERS**

### **A. Application for Sewer Increase-Woodstock Nursery School-St. James Church**

**MOTION** by Ms. Riley to approve the sewer increase to the Woodstock Nursery School at St. James Church, as presented.

**SECONED** by Ms. Stover

**DISCUSSION** None

**VOTE** 4-0-0, Passed.

**B. Requests for Adjustments**

**MOTION** by Ms. Riley to approve William Winand, Michael Redington and John Mathews for penalty and interest as presented.

**SECONED** by Ms. Stover

**DISCUSSION** None

**VOTE** 4-0-0, Passed.

**X. OTHER BUSINESS**

Mr. Doten expressed an interest in exploring information on a roller for purchase by the town. He believed that it would be four times as effective when repairing asphalt in the Village and Town. He offered to get hold of Blaktop for recommendations as to size, make and model. He would also gather information both about owning and leasing. He will present his findings at a future Select Board meeting.

**XI. APPROVAL OF MINUTES- Meeting of March 19, 2018**

**MOTION** by Mr. Doten to approve the minutes of the March 19, 2018 minutes, as presented.

**SECONED** by Ms. Stover

**DISCUSSION** None

**VOTE** 4-0-0, Passed.

**XII. REVIEW EXPENSE WARRANTS**

None

**XIII. ADJOURNMENT**

**MOTION** by Ms. Stover to adjourn the meeting at 8:13PM.

**SECONED** by Ms. Riley

**DISCUSSION** None

**VOTE** 4-0-0, Passed.

Respectfully submitted,

Lynn Ellen Beach

L.D. Sutherland, Chair

John Doten

Jill M. Davies

Sonya Stover

Mary Riley