

**TOWN OF WOODSTOCK
SELECT BOARD
May 15, 2018
6:00PM
Woodstock Town Hall
APPROVED MINUTES**

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

I. CALL TO ORDER

Chairman Sutherland called the meeting to order at 6:00PM. He clarified that the Board will recess at 6:45PM for the Special Town Meeting scheduled for 7:00PM.

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

A. Class 4 Road Discussion

Mr. Charles Shackleton, owner of the Bridgewater Mill, Mr. Norman Martin, Bridgewater Select Board Member and Ms. Nancy Robinson, Bridgewater Town Clerk, presented a request to the Select Board to consider the maintenance of the Class 4 road which runs behind the Bridgewater Mill (on the Woodstock/Bridgewater town line). He stated the road is in disrepair. Mr. Shackleton provided some background about the property and the usage of the road. Mr. Swanson stated that municipalities are not required to maintain Class 4 roads. Ms. Davies stated the Board will place this request on their road maintenance list. Mr. Martin stated that the Bridgewater Select Board is still researching the history of the road and looking into what their obligations are.

B. Follow Up on Site Visit-Paving of Roads

The Board reviewed their follow up under item '**J. Paving Resources and Statutory Authority for Borrowing**'.

C. Truck Repairs

Mr. Swanson provided the background for the request for repairs for the highway truck. The Board requested Mr. Swanson look into a lease of a new truck rather than spending \$14,729.16 on repairs.

This Item **TABLED** until next meeting.

D. Grants-In-Aid Program

MOTION by Ms. Davies to approve the Town of Woodstock's participation in the Municipal Grant-In-Aid Program for FY19.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

III. CITIZEN COMMENTS

IV. OLD BUSINESS

None

V. NEW BUSINESS

A. Fast Trash-ABLE Waste

Mr. Art Lynds, owner of ABLE Waste spoke to the Select Board about the Fast Trash program which has been offered in Woodstock. He stated the cost of processing recycling is too much for him to continue this service. He informed the Board about how the universal recycling law dictates that recyclers cannot charge for recycling. He presented some options to continue this service by either raising the fee per bag for rubbish, fund through tax dollars or close the service. He gave examples of other towns which have chosen to fund the Fast Trash service. He stated he does not believe raising the per bag fee is a solution as the fee could scare rubbish users away but who would still bring their recycling.

The Board continued discussion.

Mr. Lynds agreed to give the Board until July 1, 2018 to decide on a course of action.

This Item **TABLED** until next meeting.

B. Library Board Vacancy-(Ron Miller)

Mr. Ron Miller stated his interest in the Library Board vacancy.

Mr. Swanson stated the town has a representative on the Library Board because the Library is funded by the town.

MOTION by Ms. Davies to nominate Mr. Ron Miller as the Select Board representative to the Library Board as a communications liaison who will provide the Board with quarterly updates and input at budget time.

SECONDED by Ms. Riley

DISCUSSION None

VOTE 5-0-0, Passed.

C. Review Proposed Street Lights Around The Green

Mr. Gary Thulander, Chamber of Commerce representative, Mr. Don Olson, Village Design Review Board member, Mr. Chris Miller, architect, and Mr. Ray Bourgeois, Revitalization sub-committee member, presented a proposed light design for the Green. Mr. Thulander asked for the Board's endorsement prior to their presentation to Village Design Review Board. He stated his group was able to raise \$45,000 dollars privately for this project and will offer the use of the Woodstock Inn electrician for the installation. Mr. Thulander also shared that a presentation to the firm conducting the Village Revitalization was done and they approved the committee's choice. A total of 14 lights (addition of 4 lights to the existing number of lights).

Ms. Davies suggested involvement in front of the History Center.

Mr. Sutherland stated that the Village Trustees have shared their support.

Ms. Stover stated that the Design Review's decision will be her decision.

Ms. Davies shared that she'd like to see the whole Village Revitalization presentation which would include light fixture designs.

Mr. Bourgeois stated that he had been a part of the meetings with the firm and has personally discussed the light fixture choice with them. They approved of the design and will include in their overall presentation.

Ms. Heidi Lang has asked for the Board's endorsement prior to their presentation to Village Design Review Board.

Lang stated she did not like the runway-like lights of the white lights around the fence on the Green. She feels there is too much lighting on the Green.

MOTION by Ms. Riley to give support to the lighting choice.

The **MOTION** was not **SECONDED** and therefore does not carry.

MOTION to by Ms. Stover to **recess** at 6:49PM for the Special Town Meeting.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 5-0-0, Passed.

The Board **reconvened** at 7:35PM.

D. Certification of Compliance for Road and Bridge Standards

MOTION by Mr. Doten to approve the Certification of Compliance for Road and Bridge Standards.

SECONDED by Ms. Riley

DISCUSSION None

VOTE 5-0-0, Passed.

E. Annual Financial Plan-Town Highways

MOTION by Mr. Doten to approve the Annual Financial Plan-Town Highways for FY19, as presented.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 5-0-0, Passed.

F. Bid Tabulations

1. Town Hall Boiler Replacement

MOTION by Ms. Davies to approve the Boiler Replacement Project at the Woodstock Town Hall at the costs proposed by Alliance Mechanical Inc. and Harper to include the conditional approval of the mezzanine project, if required by the state, and to also include new stairs.

SECONDED by Ms. Stover

DISCUSSION None

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

2. Deep Energy Retrofit

Mr. Swanson reviewed the bids for proposed costs of the Town Hall Deep Energy renovation project. Ms. Davies stated only one bid was received and some of the cost of the work may have been under estimated.

MOTION by Ms. Davies to reject the proposal received and go back to the drawing board to re-bid.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

3. Deicing Salt

MOTION by Ms. Stover to accept the Cargill bid for untreated salt at \$96.79/ton delivered and treated salt at \$116.15/ton delivered and to accept Twin State S&G Co., Inc. for Washed Manufactured Sand at \$14.68/ton delivered and \$14.03/ton for screened sand, delivered.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 5-0-0, Passed.

4. Sand

This Bid was addressed under Item #3, above.

5. Low Sulphur Diesel Fuel

MOTION by Ms. Stover to accept the bid from Irving Energy at the quote of \$2.517 per gallon for Low Sulphur Diesel Fuel and Dead River Company for the Propane Delivery Bid of \$1.37 per gallon for the Fixed Rate for 3-years, as presented.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 5-0-0, Passed.

6. Gravel

MOTION by Ms. Davies to approve the ¾" crushed gravel from D&D Excavating, Inc. at \$11.38/ton delivered and the bid of Pike Industries for ¾" Hard Pak or Cer-Pak in the amount of \$14.15/ton delivered and to approve K&S Construction for the Ditch and Culvert Project on Densmore Hill Road in the amount of \$17,900.00.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

7. Propane

This Bid was addressed under Item #5, above.

8. Densmore Hill Road Ditch

This Bid was addressed under Item #6, above.

G. Densmore Hill Arch Bridge Deck Project

Mr. Swanson stated he has received confirmation that the town is eligible for a state funded grant provided that the state conducts both an archeological and historic study of the bridge. The proposal from Miller Construction is \$72,000 plus the cost of \$40,000 for placement of a temporary bridge.

He stated the town cannot enter any contract until after completing the archeological and historical studies and then receiving clearance from the state for the award of the grant.

MOTION by Mr. Doten to approve the scope of the work for the Densmore Hill Road Bridge and for the amount of \$72,000 for contracted amount and up to \$40,000 for the installation and removal of a temporary bridge.

SECONDED by Ms. Davies

DISCUSSION None

VOTE 5-0-0, Passed.

H. ORIGIN Contract-EDC/COC Website Maintenance

This Item addressed under 'VII. Economic Development Commission-B'.

I. Ambulance Service Charges

Mr. Swanson informed the Board that most of the town’s ambulance patients are Medicare and Medicaid whose rates are being set by the Federal Government. He proposed an increase to the charge for service for private pay patients:

Service	Current	Proposed
ALS1	\$1,050.00	\$1,250.00
ALS2	1,400.00	1,500.00
BLS (Emergency)	850.00	1,000.00
BLS (Non-Emergency)	550.00	650.00
Mileage	25.00	30.00

MOTION by Ms. Stover to approve the rate increase for the Woodstock Ambulance change for services noted above.

SECONDED Ms. Davies

DISCUSSION None

VOTE 5-0-0, Passed.

J. Paving Resources and Statutory Authority for Borrowing

The Board discussed the paving options for the roads with the most dangerous surfaces. There are a few different methods to repair the road damage. The budget is approximately \$92,000.00.

Rt. 4 @ Bridge	\$20,000 (shave/grind & pave)
Rt. 4 remainder	25,000 (potholes)
Dartmouth Ln.	4,140
Bond St.	5,040
Mountain Ave.	6,120 (re pave from Middle Covered Bridge to intersection)
Under the ‘terrible condition’ streets:	
Ford St.	9,360.
Lincoln St.	7,560.
Streets categorized as ‘needy’, the Board decided to address:	
Prospect St.	\$16,785. (state grant of \$36, 405)
Terrace St.	7,020

Ms. Sally Miller inquired about the maintenance of the crosswalks.

The Board discussed taking a loan from the capital reserve fund, raising taxes next year to repay.

MOTION by Ms. Davies to approve the most pressing paving needs utilizing up to \$92,000.00 which includes an overlay on Rt. 4 @ Bridge and additional Rt. 4 paving, allocating a total amount of \$45,000 on Rt. 4, and then working down the priority road list to include other streets, as well as Prospect Street which has 80% state grant attached.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

VI. PERMITS

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

1. Back Road Provisions-Transfer of Liquor & Tobacco Licenses

MOTION by Ms. Riley to approve the liquor and tobacco license for Back Road Provisions and the new liquor license for Abracadabra Coffee, as presented.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

B. Overweight Truck Permits

Mr. Doten had reviewed the Overweight Truck permits requested. The fees and COI’s had all been submitted.

MOTION by Mr. Doten to approve the Overweight Truck Permits, as presented.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

VII. ECONOMIC DEVELOPMENT COMMISSION

A. Special Grant Request

Ms. Sally Miller, Economic Development Coordinator, presented a special grant request to ‘Who is Sylvia’ and ‘Primrose’ due to the impact to the businesses during bridge construction. The amount of grant request is \$5,363.00.

MOTION by Ms. Davies to approve the special grant request for emergency funds during bridge construction in the amount of \$5,363.00 to the business owners of ‘Who is Sylvia’ and ‘Primrose’.

SECONDED to Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

B. Website Update

Ms. Miller stated the Woodstock VT website is ‘live’ and usage is up. The EDC has access to social media accounts too. The EDC is looking for a Digital Media Coordinator for 20 hours per week through December 31st, 2018.

MOTION by Ms. Davies to allow the EDC to hire the Digital Media Coordinator for 20-hours per week through December 31, 2018.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

Ms. Miller discussed the request for a contract with ORIGIN, the firm that designed the new website for the Community, EDC and the Chamber of Commerce in the amount of \$6,000.

MOTION by Ms. Davies to accept the 6-month contract for ORIGIN in the amount of \$6,000.00 as described in their contract.

SECONDED by Ms. Stover

DISCUSSION Ms. Stover reminds all that this could be a yearly cost of \$12,000.00.

Ms. Elizabeth Finlayson, Director of the Woodstock Chamber of Commerce, stated she has been successful in selling ads for the website.

VOTE 5-0-0, Passed.

Mr. Swanson is asking for \$3,000 for the final Hannah Harper Creative invoices.

MOTION by Mr. Davies to approve \$3,000 from the EDC budget to pay Hannah Harper Creative invoices.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

C. Outlook for Fiscal Year 2018-19

Ms. Miller will be putting together a budget to present at the Select Board’s next meeting.

D. EDC Financial Report

VIII. BOARD OF SEWER COMMISSIONERS

A. Request for abatement of penalty and interest.

The Board reviewed the request for abatement of penalty and interest on their sewer bills from Woodstock Investments, LLC.

MOTION by Ms. Davies to waive the penalty and interest to Woodstock Investments in the amount of \$1,503.32, as requested.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

B. Application for Sewer Connection – Reactivation

Mr. Swanson stated the request is for the reactivation of a 2-family home, which has sewer connection and has been used as a single family home.

MOTION by Mr. Doten approve the waiver of sewer connection fees for the property at 15 Maple Street, 24.52.14, as requested.

SECONDED by Ms. Stover

DISCUSSION None

VOTE 5-0-0, Passed.

C. Sludge Land Owner Agreement

MOTION by Ms. Davies to accept the Sludge Landowner Agreement with Billings Farm and Mr. Tom Debevoise, as presented.
SECONDED by Ms. Riley
DISCUSSION None
VOTE 5-0-0, Passed.

IX. OTHER BUSINESS
A. Financial Report

X. APPROVAL OF MINUTES- Meeting of April 9, 2018 and April 26, 2018

MOTION by Ms. Stover to approve the minutes for April 9, 2018 and April 26, 2018 as presented.
SECONDED by Ms. Riley
DISCUSSION None
VOTE 5-0-0, Passed.

XI. REVIEW EXPENSE WARRANTS

XII. ADJOURNMENT

MOTION by Ms. Riley to adjourn the meeting pending review of expense warrants at 9:34PM.
SECONDED by Ms. Stover
DISCUSSION None
VOTE 5-0-0, Passed.

Respectfully submitted,

Lynn Ellen Beach

L.D. Sutherland, Chair

John Doten

Jill M. Davies

Sonya Stover

Mary Riley