

**TOWN OF WOODSTOCK
SELECT BOARD
AUGUST 21, 2018 @ 6:00PM
Woodstock Town Hall
MINUTES**

Present: L.D. Sutherland, Jill M. Davies, Sonya Stover, Mary Riley, John Doten, Phil Swanson, David Green, Ken Vandenburg, Beth Fish, Allison Clarkson, Rick Kendall from NPS, Sally Miller, J.R. McCarthy, and Laura Stone from VTRANS.

I. CALL TO ORDER

Chairman Sutherland called the meeting to order at 6:02PM.

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

A. Cooperative Management Agreement

- i. Proposed new agreement between US Department of Interior National Park Service Marsh-Billings-Rockefeller NHP and Town of Woodstock. This is a government to government agreement, which simplifies and streamlines the process and allows the Marsh-Billings-Rockefeller Nation Park Service to interact and partner directly with the Town of Woodstock without having to go to the higher levels within the National Park Service.

Motion: by Ms. Davies to adopt the agreement and allow Mr. Swanson to sign the agreement.

Seconded: Ms. Riley

Discussion: None

Vote: 5-0-0

B. Roof at Woodstock Wastewater Treatment Facility, preparation for solar panels.

- i. This item will be discussed during the Board of Sewer Commissioners section of the agenda.

III. CITIZEN COMMENTS

- A. Ms. Clarkson – “It’s good to be here.”

IV. VTRANS BRIDGE 19 PUBLIC INFORMATIONAL MEETING

- A. An informational presentation was given about Bridge 19 located on Route 12 crossing North Bridgewater Brook.
- B. The bridge is owned completely by the State of Vermont, but they like to inform the town and residents of their plans.

V. ECONOMIC DEVELOPMENT COMMISSION

- A. A written report was given to the Board and Ms. Miller summarized the handout.
- B. Ms. Miller discussed the overage in the Public Relations account of \$10.35 and asked that the board allow the EDC to approve an additional \$10.35 to be put into the Public Relations account.

Motion: by Ms. Davies to allow \$10.35 to be put into the Public Relations account to cover the overage.

Seconded: Ms. Riley

Discussion: None

Vote: 5-0-0

C. Ms. Miller discussed the housing survey that is now live on the internet.

- i. Mr. Logan asked what the meaningful response rate would hopefully be.
 1. Ms. Miller hopes for more than 300 replies.

- ii. Part of the outreach effort will be to get the survey out to the businesses and local schools to get a wider array of data.

VI. OLD BUSINESS

A. Review Bids

i. Manager's Truck

1. In the nether space of where 2019 isn't out yet and we ended up getting two bids for 2018.
2. The board agreed to put this back out to bid when the 2019 model trucks have been released.

ii. Backhoe

1. Mr. Vandenburg is recommending the John Deere, which includes the 5 year extended warranty already included in the price.
2. The annual interest is 4.25% through dealer financing.

Motion: by Ms. Stover to approve the purchase of the John Deere 410L Backhoe through John Deere Financing.

Seconded: Ms. Davies

Discussion: None

Vote: 5-0-0

iii. North St. Retaining Wall

1. A Revised proposal was received by K&S Construction. They were the only bidder previously to bid to the specs requested by the Town of Woodstock, therefore, Mr. Swanson asked for a revised proposal to the new specs.
 - a. They will be able to start in approximately 2.5 -3 weeks.
 - b. The job no longer involves sheet piling, but instead will involve closing the road in order to properly rebuild the stonewall and road surfaces.
 - c. Mr. Swanson has submitted an Emergency Grant Application to the State of Vermont requesting \$130,000.00 to assist with this project.
 - d. The project will include new, larger stone in addition to the existing stone to make the wall strong enough to hold the road.
 - e. The National Park Service has agreed to allow residents to access the road through the park with vehicles before 8:00-9:00am and after 5:00pm. Between 9:00am and 5:00pm the road can be used for foot traffic, but no vehicles are permitted except for emergency vehicles.
 - f. The Woodstock Fire Department will lay a hose up the side of the road and lay out attack lines, and possibly putting a mini pumper at the top in case of an emergency.
 - g. Residents of North St. can park at Billings Farm in the overflow parking lot or on the River St.
 - h. The water and sewer utilities will be maintained by either working around them or use a temporary diversion to allow work to happen without disruption.

Motion: by Ms. Davies to accept the K&S Construction proposal of \$145,500 to reconstruct the North Street Retaining Wall.

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0

iv. Deep Energy Loan

1. The loan is for a new heating system at Town Hall and other Town Hall Repairs.
2. The interest rate will be 2.6% for 5 years.

Motion: By Ms. Riley accept the proposal from Mascoma Bank of \$100,000 with a fixed interest rate of 2.60% and 5 years, with an annual payment of \$21,587.

Seconded: Ms. Davies

Discussion: Ms. Stover wanted it to be noted that this is just for the boiler system, not all of the town hall work.

Vote: 5-0-0

v. Town Hall Painting

1. Home partners is only proposing the windows, doors, and trim on the West side of the building, not the entire building.

Motion: By Ms. Davies to accept the bid proposed by Home Partners.

Seconded: Ms. Riley

Discussion: None

Vote: 5-0-0

B. Project Updates – A handout was given to the Select Board with updates on the roads below as well as grant amounts.

i. Densmore Hill Road

1. Work is well underway with this project. They are doing a good job.

ii. Cox District Road

1. They are ready to start backfilling around the new culvert. Hopefully the road will be open to one-way traffic by next week.

iii. North Street Retaining Wall

1. No further discussion.

C. Select Board Initiatives

i. Fire Station (Chairman Sutherland)

1. Has nothing to report.

ii. Paved Roads and Sidewalks (Chairman Sutherland and Mr. Doten)

1. Has nothing to Report. Mr. Sutherland went to EDC meeting last week and talked about the sidewalks.

iii. Town Hall (Ms. Davies and Ms. Riley)

1. Ms. Davies summarized the meeting on August 20, 2018.
 - a. 18 people attended the meeting and approximately 12 people have signed up to do more work.
 - b. The volunteers were assigned into 4 groups to explore the options discussed at the meeting, and will meet in November to go over what they have found.
2. The group will work on figuring out what it will really take to button up this building.
 - a. An architect will visit on Thursday to look at the brick work.

iv. Capital Budget (Ms. Riley and Ms. Stover)

1. Ms. Stover will reach out to the current Capital Budget Committee and ask them if they want to still be on the committee and participate in the upcoming Capital Budget cycle.

VII. NEW BUSINESS

A. Tax Rate 2018-2019 –Below are the tax rates for given areas based upon what was approved at town meeting and the grand list.

- i. Town General 0.2351
- ii. Highway 0.1473
- iii. Local Agreement 0.0121
- iv. Disable Vet Exemption 0.0008
- v. Special Articles 0.0278
- vi. Town Police 0.0640

Motion: by Ms. Davies to accept the tax rates as defined on the sheet given.

Seconded: Ms. Stover

Discussion: None

Vote: 5-0-0

B. Ambulance Bid Review

- i. Chief Green is looking to replace the 2008 4x4 drive ambulance.
 - 1. Only one interested party bid to take the existing patient box and put it on a brand-new chassis. It will entail a new mobile radio system as well as a new electrical system. Their bid totaled \$130,085.
 - 2. The truck cannot be given to a company to redo until after GMHA has concluded for the year.
 - 3. Ms. Davies asked if instead of using capital reserve, the town could finance the truck through a lease.
 - a. Discussion ensued about the option to do so and Ms. Riley and Ms. Stover asked for Mr. Green to look into what the interest rate would be for a 3-year lease of the full amount of \$130,085, and bring this back to the board on September 18th.

C. Fire Truck Bid Update

- i. Only 1 company has expressed any interest so far.
- ii. Ms. Davies would like to look into a possible grant to lessen the burden on the town for the cost of the new firetruck.

D. Planning and Zoning

- i. Request for Public Hearing for the proposed amendment of the Town Zoning Map.
 - 1. Board suggested a September 18th meeting

Motion: by Ms. Davies to hold a public hearing for the change of zoning in South Woodstock on September 18th, 2018 at 6:00pm at the regular meeting to be held in South Woodstock Fire Station.

Seconded: by Mr. Doten

Discussion: None

Vote: 5-0-0

- ii. Conservation Commission Vacancy update

This item has been **TABLED** due to questions about how the position was advertised and how members are vetted for the job.

VIII. PERMITS

A. Overweight Truck Permits

Motion: by Ms. Stover to approve both permits presented to the board.

Seconded: by Mr. Doten

Discussion: Ms. Davies asked what the parameters that the applicants have to follow in order to receive a permit. Mr. Swanson replied that the permits are for town roads, not state highways and that the permits

are for roads that are posted with a weight limit. Applicants do have to submit a Certificate of Insurance with their application.

Vote: 5-0-0

IX. BOARD OF SEWER COMMISSIONERS

A. Sewer Man Hole Covers

- i. They are stuck above the pavement and it has done damage in the past to a town dump truck that was plowing when it struck one of the manholes.
- ii. It can be paid by the construction budget in the Sewer Department.
- iii. According to Mr. Swanson, "This is the only company that can do the work and do it right."

Motion: by Ms. Davies to accept the bid from Twin State Utilities for the 7 Man Hole Covers to be replaced.

Seconded: by Ms. Stover

Discussion: None

Vote: 5-0-0

B. WWTP Roofs Reroofing and Insulation.

- i. Ms. Davies discussed the 3 buildings and insulating the walls and roof.

Motion: by Stover to accept the bid of \$6,150 to start the architectural and engineering work.

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0

X. OTHER BUSINESS

- ### **A. Financial Report was reviewed by the board.**

XI. APPROVAL OF MINUTES FROM JULY 17, 2018

Motion: by Ms. Riley the minutes from July 17th as amended, and the August 20th minutes.

Amendments:

Section II-C-i: remove "better under the new advisory group, with a marked improvement in performance." And replace with "as well as the market with the new decisions, with a marked reduction in costs."

Section VI-A-i-1-a: remove "structurally sound" and replace with "in good repair".

Seconded: by Ms. Stover.

Discussion: None

Vote: 5-0-0

XII. EXECUTIVE SESSION

Motion: by Ms. Riley to move into an executive session @ 7:46pm.

Seconded: by Ms. Davies.

Discussion: None

Vote: 5-0-0

A. Manager's Evaluations

B. Review Draft of Quit Claim Deed to New Unified School District

Motion: by Mr. Doten to end the executive session @ 8:35pm.

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0

Motion: by Ms. Davies to accept the quit claim deed under review this evening pending the acceptance by the Windsor Central Modified Unified School District.

Seconded: by Ms. Stover

Discussion: None

Vote: 5-0-0

XIII. REVIEW EXPENSE WARRANTS

A. The expense warrants were reviewed and signed.

XIV. ADJOURNMENT

Motion: by Ms. Davies to adjourn the meeting at 8:45pm.

Seconded: by Ms. Stover

Discussion: None

Vote: 5-0-0

Respectfully Submitted,

Beth Fish