

**TOWN OF WOODSTOCK  
SELECT BOARD MEETING  
September 18, 2018  
6:00PM  
South Woodstock Fire Station  
Draft Minutes**

**Draft subject to approval.**

**Present:** Chairman Sutherland, John Doten, Jill Davies, Sonya Stover, Mary Riley, Philip Swanson, Beth Fish, Michael Brands, Simran Johnson, Pritam Singh, Ann Johnson, Howard Krum, Macey, Julia Cooke, Sally Miller, Joe DiNatale, and David Green.

**I. CALL TO ORDER** -The meeting from the So. Woodstock Store that started at 5:30pm was continued.

**II. ZONING RECLASSIFICATION**

**A.** Floor Given to Mr. Brands for the discussion of the requested reclassification of 4587 South Road application T-4836 owned by Simran Johnson and Pritam Singh. The reclassification entails rezoning the location from Residential Low Density to Business Service/Light Industrial.

**Motion:** by Ms. Stover to approve the change in zoning that was seen tonight as submitted.

**Seconded:** Ms. Davies

**Discussion:** None

**Vote:** 5-0-0, passed.

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

**A. ADD-** Conservation Commission Candidate – Howard Krum

i. The Select Board interviewed Mr. Krum for the position of Conservation Commission Board Member. He has been attending meeting for the past year.

**Motion:** by Ms. Stover to appoint Mr. Krum to the Conservation Commission

**Seconded:** Ms. Riley

**Discussion:** None

**Vote:** 5-0-0, passed

**B. ADD-** Billings Park Discuss having a forest management plan conducted.

i. Chairman Sutherland took a tour of Girl Scout camp, where the town owns 100 acres. An email from Ms. Clarkson was read by the board and they agreed to meet with her to discuss possible forest management plan options.

ii. The board requested that this be put on the agenda for October and Ms. Clarkson be invited to attend to discuss.

**C. ADD-** Community TV @ Unified School District Meetings

i. Ms. Stover approached the board about the lack of videoing at the Unified School District meetings. Macey has been discouraged from attending the meetings. An agreement between the “old” school board and Macey included a stipend of \$100 to film and edit each meeting to be televised. When the agreement expired, the board didn’t wish to make a new agreement, therefore the meetings are not being televised. Ms. Stover asked that the board consider using \$1200 from the Select Board fund to pay for the taping of the School District Meetings.

**Motion:** by Ms. Stover to approve \$100 per meeting for Macey to tape the Unified School District Meetings.

**Seconded:** by Ms. Riley

**Discussion:** Ms. Riley asked if extra meetings would be paid for by the Select Board or who would cover that. Macey stated that they used to film extra meetings at no cost.

**Vote:** 5-0-0, passed.

#### IV. ECONOMIC DEVELOPMENT COMMISSION

- A. Ms. Stover asked about the housing survey that was circulated and available online and if anybody from the schools responded. The consultants reached out to the schools, nobody has responded to their requests.
- B. Ms. Cooke and Ms. Miller discussed the Rainbow Playschool Expansion Project, unexpended funds, the EDC Storefront Incentive Grant Program (SIGP), and the River Loop Trail. Ms. Miller asked that the board approve of the items discussed. All items were passed by the EDC Board and therefore put before the Select Board for final approval. All items up for approval were detailed in a handout given to the board prior to the meeting.
  - i. Rainbow Playschool Expansion Project

**Motion:** by Ms. Davies to approve the allocation of \$50,000 for the Rainbow Playschool Expansion Project pending Rainbow shows matching funds.

**Seconded:** by Ms. Stover

**Discussion:** How long do they have to make the matching funds? There are no stipulations in the grant agreement, but their intention is to be open by September 2019.

**Vote:** 5-0-0, passed.

- ii. Unexpended Funds – Reallocating of funds from closed grants to the general account.

**Motion:** by Ms. Davies to approve reallocation of unused funds to the general fund.

**Seconded:** by Ms. Stover

**Discussion:** None

**Vote:** 5-0-0, passed.

- iii. EDC Storefront Incentive Grant Program (SIGP)

- 1. The intention of this program is to fill empty storefronts in the “metered district” in Woodstock Village.
    - 2. Mr. DiNatale addressed the Board about how he thinks it enables the landlords to further their price gouging.

**Motion:** by Ms. Davies to approve allocation of up to \$20,000 to the EDC Storefront Incentive Grant Program (SIGP).

**Seconded:** by Ms. Riley

**Discussion:** None

**Vote:** 5-0-0, passed.

- iv. River Loop Trail – request to submit a request for a Municipal Planning Grant to update the Riverwalk Study.

**Motion:** by Ms. Riley to approve the request to submit a grant application to update the Riverwalk Study.

**Seconded:** by Ms. Stover

**Discussion:** None

**Vote:** 5-0-0, passed.

#### V. INVESTMENT ADVISORY GROUP UPDATE

- A. Ms. Davies presented a proposal to change the allocation of funds by reallocating \$380,000 from Vanguard FTSE Social Index Funds to Vanguard Intermediate-Term Treasury Index Fund. This would make it a 60-40, which is conservative and the committee believes that they should act conservatively in their decisions

**Motion:** by Ms. Stover to approve the reallocation of funds by reallocating \$380,000 from Vanguard FTSE Social Index Funds to Vanguard Intermediate-Term Treasury Index Fund.

**Seconded:** by Ms. Riley

**Discussion:** None

**Vote:** 5-0-0, passed.

## VI. OLD BUSINESS

### A. North Street Wall Grant Update

- i. A grant from the state for 90% of the final cost was successful.
- ii. Mr. Doten and Ms. Davies, met with K&S Construction on site, where they are finding issues. Mr. Doten, Mr. Swanson, Ms. Davies, Mr. Vandenburg, and residents of North St. and River St. will be on site tomorrow, Wednesday, to review the issues that have arisen and discuss possible solutions

### B. Densmore Hill Road Ditching and Culvert Work

- i. To comply with State Stormwater Regulations.
- ii. A State Grant was approved, and Mr. Swanson is seeking permission to grant the contract to lowest responsible bidder.

**Motion:** by Ms. Riley to allow Mr. Swanson to approve the contract to the lowest responsible bidder.

**Seconded:** by Ms. Davies

**Discussion:** Ms. Davies asked if it gives Mr. Swanson the authority to approve the lowest responsible bidder? Ms. Riley and Mr. Swanson both replied saying that it does give him the authority to approve the bid.

**Vote:** 5-0-0, passed.

### C. Review Specifications for Manager's Truck

- i. An updated set of specifications for the Manager's Truck was dispersed to the board for review and approval.

**Motion:** by Mr. Doten to approve the bid specifications to be sent out as submitted.

**Seconded:** by Ms. Stover

**Discussion:** None

**Vote:** 5-0-0, passed.

### D. Town Hall Energy Improvements

- i. There is a rebate incentive if the work is done before April 2019. This is a significant rebate of ~\$35,000.
- ii. A letter was read from Jay White, who was brought in to advise on the Town Hall due to his background as an architect dealing with historical buildings.
  - a. Currently there are many issues within the structure and Mr. White's letter answered some questions about solution and how insulation could be done in requested areas.
  - b. He also discussed in his letter the rear Air Handling unit attached to the building. He found signs that mold spores are likely developing inside the exterior ducts, and that due to a poor foundation under the heavy unit, the unit in effect is pulling the stage portion of the building towards the river.

**Motion:** by Mr. Doten to approve the dismantling of the rear Air Handling unit from the building.

**Seconded:** by Ms. Davies

**Discussion:** None

**Vote:** 5-0-0, passed.

## VII. NEW BUSINESS

### A. Ambulance Lease

- i. The annual cost of the ambulance is more realistically \$45,000, not the \$20,000 that is in capital budget every year, therefore the budget committee should re-evaluate the overall cost of an ambulance when budgeting for such in the future.
- ii. Ms. Stover has talked with community members and they feel the monies they voted to set aside for an ambulance should be used for such.

**Motion:** by Ms. Riley to buy the ambulance using the capital budget money set aside totaling \$92,031 and using the 3-year lease purchase option at ~\$13,000/year to pay for the remaining amount.

**Seconded:** by Ms. Davies

**Discussion:** None

**Vote:** 5-0-0, passed.

B. Review of Fire Engine Bids

- i. The one bid received will be replacing the 1991 engine. E-One submitted a proposal for a Typhoon 1250/1000 Pumper.
- ii. There is \$170,000 available in capital funds and the remaining amount will be paid by a loan of \$296,333 at an interest rate of 3.89%, with a 6 year term.

**Motion:** by Ms. Stover to approve the expense of \$170,000 from the capital budget and a loan of \$296,333 at a interest rate of 3.89% with a 6 year term to purchase the E-One Typhoon 1250/100 Pumper.

**Seconded:** by Ms. Riley

**Discussion:** Ms. Davies thinks that the Capital Budget Committee should be looking at this more realistically in the future.

**Vote:** 5-0-0, passed.

C. Loan for Town Hall work

- i. One loan proposal was received and reviewed.

**Motion:** by Ms. Stover to approve the loan as presented.

**Seconded:** by Mr. Doten

**Discussion:** None

**Vote:** 5-0-0, passed.

D. VLCT Annual Business Meeting Voting Delegates and Procedures

**Motion:** by Ms. Riley to appoint Mr. Swanson to be the voting delegate at the VLCT Annual Business Meeting on October 3, 2018.

**Seconded:** by Ms. Davies

**Discussion:** None

**Vote:** 5-0-0, passed.

E. VTRANS Woodstock Class 1 Paving Projects 2020

- i. Phil gave a recap of the email sent out by Matthew Bogaczyk, the project manager for VTRANS. Mr. Swanson informed the board that he replied to the email sent informing Mr. Bogaczyk that the town has no objections with the work that is being proposed.

F. Review Revised Town Speed Ordinance

This was **Tabled** by the board pending review of the new ordinance submitted. The board did not have proper time to review the proposed ordinance prior to the meeting.

~~G. EC Fiber Delegate~~

**VIII. PERMITS**

A. Driveway Permits

- i. ~~Silverman~~ Sherman, Zak, and Lucot

**Motion:** by Mr. Doten to approve the driveway permits as submitted.

**Seconded:** by Ms. Riley

**Discussion:** Phil discussed how the driveway permitting worked.

**Vote:** 5-0-0, passed.

**IX. BOARD OF SEWER COMMISSIONERS**

**X. OTHER BUSINESS**

~~A. Financial Report~~

**XI. CITIZEN COMMENTS**

A. Ms. Davies read into the record a letter from Margaret Kannenstine in regards to Rivendell Farm.

**XII. APPROVAL OF MINUTES from August 21, 2018 and Joint Meeting on September 11, 2018**

A. Correction of line 145 out.

**Motion:** by Ms. Stover to approve the minutes from August 21, 2018 with the removal of line 145, and the minutes from September 11, 2018.

**Seconded:** by Ms. Riley

**Discussion:** None

**Vote:** 5-0-0, passed.

**XIII. REVIEW EXPENSE WARRANTS**

**XIV. ADJOURNMENT**

**Motion:** by Mr. Doten to adjourn the meeting pending the review of expense warrants at 7:34pm.

**Seconded:** by Ms. Stover

**Discussion:** None

**Vote:** 5-0-0, passed.

Respectfully Submitted,

*Beth Fish*