

**TOWN OF WOODSTOCK
SELECT BOARD MEETING
October 16, 2018
6:00PM
Town Hall
DRAFT MINUTES**

Draft subject to approval

Present: Chairman L.D. Sutherland, John Doten, Mary Riley, Jill M. Davies, Sonya Stover, Philip B. Swanson, Beth Fish, Charlie Kimball, Sally Miller, Beth Finlayson, Sam Segal, Patrick Fultz, Carole Monroe, Dan Orcutt, Lesley Marceau, Louis Piconi, and Eden Piconi.

I. CALL TO ORDER

- A. The Select Board meeting was called to order on October 16, 2018 at 6:00pm by Chairman Sutherland.

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

- A. Withdrawal of Benjamin Jervey from interview process for Planning Commission.
- B. Sewer Reallocations

III. ECONOMIC DEVELOPMENT COMMISSION

A. Street Lights on the Green

- i. A special meeting of the EDC was held on October 11th regarding the Town of Woodstock's application for grant monies for the Village Green Lighting Project.
 - 1. The meeting resulted in the Woodstock Inn providing \$8,833 and the EDC would allocate up to \$13,833 to finish the project.
- ii. Mr. Kimball gave a summary of the meeting and requested the Select Board's approval to allocate the grant money to this project. Minutes from this meeting were disbursed to the Select Board and are also available on the town website.

Motion: by Ms. Riley to approve the allocation of up to \$13,833 from the EDC for the Village Green Lighting Project with the Woodstock Inn providing an additional \$8,833 towards the project as well.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, Passed.

B. Economic Development Commission Update

- i. A report was given to the Select Board and no action was needed or taken.

~~IV. INVESTMENT ADVISORY GROUP UPDATE~~

V. OLD BUSINESS

A. Speed Ordinance Revision

- i. This item was tabled at the September 18, 2018 meeting pending review of the document. The Select Board reviewed the document prior to the October 16th meeting and amendments and errors were updated prior to the meeting.

Motion: by Ms. Davies to approve the Town of Woodstock Speed Ordinance as amended on October 16, 2018.

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0, Passed.

B. Billings Park Forest Management Plan

- i. Mr. Segal addressed the Board regarding the Billings Park Commission's current status on a forest management plan. The Board had asked for a member of the commission to attend this meeting to update the Board and Mr. Segal gave the update.
 1. Currently there is no timeline in place for the timber to be harvested, but the Commission is working with a forester to come up with a plan, and then the plan will be put out to bid with three other foresters as well. The Forest Management Plan is at the top of the priority list for the Commission.
 - a. Mr. Sutherland has asked that the Commission have a plan in place by the January 15th, 2019 meeting of the Select Board.

C. Town Hall

- i. Mold Report (No issue at Town Hall)
 1. Last month when Jay White was doing the inspection, he thought there might be a mold issue. Harper Environmental has tested several areas within the air handling unit and rooms of concern and no mold was found. Mr. Swanson thought it was important to inform the Board that there were no mold issues.
- ii. Boiler Update
 1. The new boiler system was fired up today with no issues.

D. Manager's Truck Bid Review

- i. There is currently enough money in the capital budget to pay cash outright for the new truck, and if the Board were to use the money, the Ford would be the low bid.
- ii. If the Board would like to lease to own the new truck, the Chevrolet would be the lowest bidding option.

Motion: by Ms. Stover to buy Chevy 1500 with an annual lease payment of \$5801.17 for four years.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, Passed.

VI. NEW BUSINESS

A. Planning Commission Interviews

- i. Patrick Fultz ~~and Benjamin Jervey~~
- ii. Mr. Fultz was interviewed by the Board. He has a background in advertising and is the owner of Sleep Woodstock and Eat Woodstock. He would like to be appointed to the Planning Commission Board to bring a new perspective and to help business owners find a way to promote themselves better.
 1. The Board has reviewed his resume and interviewed Mr. Fultz and will let him know their decision. They would like to talk with the Planning Commission and get their opinion.

B. Snowmobile Trails Approval

- i. This is a yearly notice of Public Highways that are open to snowmobile travel. The list has not changed and no reports of complaints have been received about snowmobiles using these roads.

Motion: by Mr. Doten to approve the list of Public Highways Open to Snowmobile Travel as submitted.
Seconded: by Ms. Davies
Discussion: None
Vote: 5-0-0, Passed.

C. Request for Notice of Public Hearing

i. Zoning Map Amendment for 4411 Church Hill Road

1. Some of the Board members viewed this area during the last site visit to South Woodstock.
2. Ms. Johnson and Mr. Singh have submitted an application (T-4844-18), to amend the zoning of 4411 Church Hill Road from Residential Low Density to Inn. A memo and maps were distributed to the Board for review.

Motion: by Ms. Stover to schedule the Notice of Public Hearing for November 20th, 2018 at 6:00pm at the Woodstock Town Hall.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, Passed.

VII. PERMITS

A. Overweight Truck Permits (3)

- i. All applicants for permits have a current Certificate of Insurance and there are no issues seen with them.

Motion: by Mr. Doten to approve Overweight Truck Permits for Ed Thayer, INC., Donald Moore, Jr., and Jarvis & Sons, INC. as submitted

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0, Passed.

B. EC Fiber Street Excavation Permits

- i. Ms. Monroe and Mr. Orcutt from ValleyNet, on behalf of EC Fiber addressed the Board regarding the three permits that were submitted for Use of the Town Right of Way.
 1. The application for 1731-1491 Prosper Rd. entails use of the right of way to install conduit to bridge a pole gap. Easements from property owners will be obtained prior to work beginning in this area.
 2. The application for 1751 Fletcher Hill Road entails installing conduit along the Town Right of Way on the east side of the road approximately 441 feet. There are existing utilities buried along this stretch already.
 3. The application for 608-966 Fletcher Hill Road entails installing 8 new poles along the Town Right of Way. The pole anchors will be located on private property and easements will be obtained before installing the poles. Currently the connection that is running through that area is on private property with an easement and the request to put 8 new poles along the right of way will make maintenance and repairs easier. Green Mountain Power (GMP) is in the process of moving all poles into the Town Right of Way to better maintain the poles and make repairs. EC Fiber is working with GMP on this project to ensure that the poles being installed will not have to be replaced when GMP moves utilities from the current poles to the Town Right of Way.

- a. In the Town Plan there are stipulations about poles and placement of such poles as to not disrupt the line of sight/view. Ms. Davies requested a site visit to ensure that the installation will not violate the Town Plan.
 - i. Ms. Davies and Ms. Stover will meet at the Town Hall at 8am on Wednesday October 17, 2018 to go for a site visit with Mr. Orcutt.

Motion: by Ms. Stover to approve the applications for 1731-1491 Prosper Road, and for 1751 Fletcher Hill Road and to table the permit for 608-966 Fletcher Hill Road until after the site visit.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, Passed.

C. Driveway Permit

i. Ellen Quinn, Barberry Hill Road.

- 1. Mr. Doten, Mr. Swanson, and Ken Vandenburg have done a site visit and don't see any issues with the plan that has been submitted for approval.
- 2. Ms. Marceau asked where the driveway would be located. A description of where the driveway would be located was provided by Mr. Swanson. The location will allow better visibility when exiting the driveway.

Motion: by Mr. Doten to approve the Driveway Permit for Barberry Hill Road as submitted.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, Passed.

VIII. BOARD OF SEWER COMMISSIONERS

A. Sewer Reallocations

- i. A list of Sewer Reallocation Requests were submitted to the Board for review and approval. Suggested adjustments are:
 - 1. 20.52.06 – To increase the billable amount to 5,000 cubic feet for the year due to a failed self-read meter.
 - 2. Our Lady of the Snows Church – To reduce the billable amount to 5,000 cubic feet for the year. The church had a water leak resulting in higher water readings, but the water did not go into the sewer.
 - 3. Robin and Cliff Halik – To reduce the billable amount for the year to 11,700 cubic feet. The hot water leaked and the water did not go into the sewer.
 - 4. 33.02.06 – To increase the billable amount to 5,000 cubic feet for the year due to a failed self-read meter.

Motion: by Ms. Davies to approve the suggested Sewer Reallocation Requests as submitted.

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0, Passed.

IX. OTHER BUSINESS

A. Street Sweepers

- i. At the last Select Board meeting on September 18th, it was suggested that the street sweepers start at 6am, not 4am. They have had a hard time sweeping the road starting at 6am due to delivery trucks making deliveries and maybe cars already parked on the streets. Mr. Doten thinks that the sweeper should go back

to 4am when there are less obstacles. Ms. Davies disagrees with this thought and a discussion ensued about different alternatives that could happen to make both parties happy. Suggestions included a new sweeper, sweeping at night, sweeping at 5am for the remainder of the season and addressing this in the spring prior to street sweeping season, and not sweeping the streets.

1. Mr. Swanson stated that the streets do need to be swept and maintained so that the storm drains don't get blocked and it is more appealing to visitors.
2. Mr. Segal would like to see the street sweeping start at 5am, as a trial, for the remainder of this year. Only a few more opportunities are available to sweep the streets. The Board agreed to start street sweeping at 5:00 am for the remainder of the 2018 sweepings.

X. CITIZEN COMMENTS

- A. Louis and Eden Piconi are currently involved in a lawsuit filed by the Town of Woodstock. They own 14 acres on Hartland Hill Road, which includes a lavender and garlic farm.
 - i. The Piconi's provided the Select Board with correspondence between the Planning and Zoning office as well as zoning regulations. They do not believe that they are in violation, yet are being taken to court by the Town of Woodstock over violations.

XI. APPROVAL OF MINUTES from September 18, 2018 and September 28, 2018

XII. REVIEW EXPENSE WARRANTS

XIII. ADJOURNMENT

Motion: by Mr. Doten to approve the meeting minutes from September 18th and September 28th and adjourn the meeting at 7:13pm pending review of expense warrants.

Seconded: by Ms. Stover

Discussion: None

Vote: 5-0-0, Passed.

Respectfully Submitted,

Beth Fish