

**TOWN OF WOODSTOCK
SELECT BOARD MEETING**

December 18, 2018

6:00PM

Town Hall

DRAFT MINUTES

DRAFT subject to approval.

Present: Chairman L.D. Sutherland, Sonya Stover, John Doten, Mary Riley, Jill M. Davies, Philip B. Swanson, Beth Fish, Beth Finlayson, Ron Miller, Sally Miller, Alita Wilson, Virginia Dean, Ray Bourgeois, Susie Stulz, Roger Logan, Mark McElroy, Roy Bates, David Brown, Amanda Merk, George Sadowsky, Bob Merrill, Tom Debevoise, and Julia Cooke.

I. CALL TO ORDER

- A. Chairman L.D. Sutherland called the December 18, 2018 meeting of the Select Board to order at 6:01pm

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

A. EC Fiber Alternate Interview – Dave Brown

- i. Right now Mr. Sadowsky is the primary delegate for Woodstock on the EC Fiber Board, and Bob Merrill has been the delegate for Pomfret, but now lives in Woodstock.
1. Mr. Brown would like to take Mr. Sadowsky's place as primary, and not be an alternate.
 2. Mr. Merrill would like to be appointed into the open alternate delegate position for Woodstock on the EC Fiber Board.

Motion: by Ms. Stover to appoint Bob Merrill to the open alternate delegate position for the Town of Woodstock on the EC Fiber board.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, passed.

III. ECONOMIC DEVELOPMENT COMMISSION

A. Ms. Cooke presented the Board with a summary of the EDC Meeting on 5 items that the Board needs to take action on at this meeting.

- i. Woodstock Christian Child Care Community Grant.
1. The discussion had been continued from the November meeting so that a motion could be crafted. The commission unanimously approved the grant with the following condition: "Per EDC granting guidelines, which exclude "fraternal or religious groups with proposals that promote an individual doctrine," grant funds will be used only for the purchase of non-religious materials in support of the infant care program, or labor to support the infrastructure therein. None of the funds shall be used to promote religion, worship, or instruction." Their grant request is \$5,000.

Motion: by Ms. Davies to approve the \$5,000 grant for the Christian Child Care Fund with the condition speculated in the contract.

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0, passed.

ii. Dubois & King Contract Extension

1. This was approved during the December 7, 2018 meeting of the Select Board.

iii. New Digital Media Coordinator Contract

1. The Commission will extend a new 12-month contract to Katie Berdan for social media content. The contract cost is \$25,000 for a new 12-month contract of social media with Katie Berdan. She will spend 20 hours per week working on the site and social media.

- a. Site page views have been trending upward.

Motion: by Ms. Davies to approve the \$25,000 contract with Katie Berdan.

Seconded: by Ms. Stover

Discussion: None

Vote: 5-0-0, passed.

iv. Origin Website Maintenance Contract Extension

1. The EDC approved a 6 month contract with Origin for website maintenance. This contract is retroactive to September 1, 2018 and will expire on March 31, 2019. The EDC is asking the Board to approve \$4,000 to website developer, Origin, for website maintenance for 6 additional months.

Motion: by Ms. Stover to approve the \$4,000 to website developer, Origin, for website maintenance for 6 additional months, retroactive to September 1, 2018, ending March 31, 2019.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, passed.

v. Website Memorandum of Understanding (MOU) Contract Extension with the Chamber

1. The Select Board is asked to approve extending the existing Memorandum of Understanding with the Chamber for an additional 3 months ending March 31, 2019.
 - a. The EDC is actively working on negotiations with the Chamber and would like the 3 month extension to allow the negotiations to be completed.

Motion: by Ms. Davies to approve the MOU Contract Extension with the Chamber for 3 months ending March 31, 2019

Seconded: by Ms. Stover

Discussion: None

Vote: 5-0-0, passed.

IV. OLD BUSINESS

A. Town Hall Repairs 2019

- i. Ms. Davies addressed the Board and those attending the meeting about the team doing the Town Hall Rejuvenation Project.
 1. The Rejuvenation project is looking at inside, outside, and theater area. The Town Hall has not had a major renovation project since 1985. There is significant work that needs to be done throughout the building. Ms. Davies would like for the work that has been proposed for the entrance and west side handicap ramps be done as a priority for this coming budgeting session. The front entrance is a safety hazard and needs to be addressed.
 2. The Rejuvenation Project Group would also like for a Structural Engineer to take a look at the structure and see if the building movement is substantial and if it needs to be fixed.
 - a. Ms. Wilson believe that the theater and building needs to be updated and soon. Currently the theater is not up to ADA codes. Ms. Wilson stated, "It is time to become more handicap accessible."
 - b. Critical Renovations – Ms. Davies suggested that the Town has an endowment fund that is owned and managed by the town. When Rockefeller donated the mansion to the NPS, they set up an endowment to pay the taxes on the property, as the NPS doesn't pay taxes.
 - i. The funds for the critical renovations could be borrowed from the funds and repaid over time without raising the operating budget or taxes.
 - ii. Mr. Debevoise cautioned the Board against taking money from the endowment, as many endowments have disappeared by being used that way.
 1. Mr. Bates agreed with Mr. Debevoise about not using the endowment fund to borrow against.
- ii. Mr. Sutherland stated that, "The Select Board is committed to keeping this building and rejuvenating it."
- iii. Ms. Stover asked the people in the audience if they want to see this building refurbished.
 1. Ms. Stulz thinks that this is an asset to the community and should be refurbished.
- iv. Mr. Spector would like to keep taxes lower over the long term. Taxes will go up if you have to replace the building.
- v. Mr. Logan stated, "There should be a long-term plan put in place to maintain the building long-term so we don't get to this point again."

B. Fire Station Proposal from NBF

- i. The Committee for a new Emergency Services Building (ESB) have met several times over the past couple of months. All 4 services currently held in the building have agreed that a new building is needed.
- ii. NBF Architects P.C is a company that specializes in Commercial Buildings.
 1. The new ESB building will be a “code heavy building” according to Chief Green who is also an Assistant State Fire Marshal.
 - a. At the State Police Dispatch Center in Rockingham the architect didn’t follow the code and it ended up costing the state almost a million dollars to fix it.
 - b. Only a few companies able to do this type of building and most are in Burlington Area. NBF is local and capable of doing the job. They have built many fire stations and ESBs in the area.
- iii. Ms. Davies is concerned that NBF will expect to continue to be the only architect on this project. So, they would control everything.
- iv. Ms. Miller asked why an RFP hasn’t been done for this project. She would like to be a part of the conversation on this building committee.

Motion: by Ms. Riley to approve the \$15,000 for NBF Architects to prepare a “feasibility study” to present to the voters at Town Meeting in 2020.

Seconded: by Mr. Doten

Discussion: None

Vote: 3-0-2, passed. (Ms. Stover and Ms. Davies voted no.)

V. NEW BUSINESS

A. EC Fiber Alternate Interview – Bob Merrill

- i. This was addressed under Additions and Deletions
- ii. Mr. Sadowsky did not like how Mr. Brown informed the Board about Mr. Sadowsky’s intent to resign from the Board and move out of the area once his house is sold.
 1. The Board apologized for the mix-up and look forward to hearing from Mr. Sadowsky when he decides to submit his resignation and inform the Board of his departure.

B. Norman Williams Public Library General Update

- i. Mr. Miller and Ms. Merk presented an update to the Select Board.
 1. Trustee meetings for the NWPL have been moved to the 3rd Tuesday of the month, which will overlap the Select Board meetings.
 - a. Ms. Davies asked that they try to not hold the meetings during a Select Board meeting as the public is encouraged to attend Select Board meetings. Mr. Miller said that he would go back to the Trustees of NWPL and suggest another time and date be chosen.
 2. Mr. Miller has taken a position as the President of the Board and will be standing down as the representative for Woodstock.

3. The NWPL is on Budget for this year. The town provides 36% of the budget and the library is accounting for approximately 64% of the budget.
4. The Library Building Heat/AC needs to be updated, as it is failing. This will include updating the energy efficiency of the building.
 - a. The NWPL does not intend to come to the town for this money. The plan is to pay for this with money raised.
5. Ms. Merk discussed who uses the library and what for. There are 2500 registered library users. Approximately 500 of those people are from out of the Woodstock area. Bridgewater has a tax appropriation for the NWPL, so when a Bridgewater resident comes to the library, they don't have to pay for a library card.
 - i. There is a special counter on the door and it counts number of times the door opens and closes. They divide that number in half and in the past 12 months there have been 76,060 visitors to the library.
 - ii. Total circulation of all items (Books, movies, Cds, book on tape, e-books, etc.) was 70,855 over the past 12 months.
 - iii. 3600 people come in to use the public computers that are offered
 1. Technology tutoring 355 people.
6. Community Crisis' – Fire on Pleasant St. and Storm in December.
 - i. The NWPL has been a refuge for people during these times.
 1. VT Standard was invited in to use the space and 7 papers were published in the library when they were there.
 2. During the extended power outage, people were charging devices and using computers. The NWPL was able to be there for a warm place to stay during the hours they were operating.
7. Offerings for Children
 - a. There are story times every day of the week, and several nursery schools in Woodstock bring children in for specialized story times.
 - i. A Librarian goes to Rainbow once a week to read to them.
 - ii. Afterschool 20-30 students use the library. There are a range of structured activities including a children's book club for grades 3-5, a children's knitting club, crafts, and tutoring/mentoring.
8. Mr. Logan appreciates all the events that the library hosts.

9. Ms. Stover is interested in knowing how donations and philanthropy has changed in the community and more specifically at the NWPL.
 - a. The biggest fund raiser for the NWPL is a gala at the Woodstock Inn and there is some thinking that it is time for a change of this event.

C. Woodstock Public Boards, Committees, and Commissions Procedures and Processes Review

- i. Keri Cole and Ms. Davies have been working on looking at the standards for the committees and boards within Woodstock.
- ii. Many suggestions were made and Ms. Davies will re-work the guidelines to include these suggestions and re-submit them to the Board and Trustees for approval.

D. Dispatch Union PBA Local 416 Time to Start Negotiations

- i. In the past the Board has approved Mr. Swanson, Beth Rattigan, and Chief Blish to enter into negotiations on behalf of the Board. All were in agreement that Mr. Swanson can do so again this year on behalf of the Board.

E. Ambulance Rate Increase for ALS and BLS Services

- i. A handout with the suggested increases was handed to the Board for review and approval.
- ii. Woodstock Ambulance service doesn't recoup what it costs when transporting a Medicaid patient. Medicaid pays a flat-rate based on federal cost, not what is submitted to them for payment.

Motion: by Ms. Stover to approve the submitted rate increases.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, passed.

F. Ambulance and Fire Truck Loan Specs

- i. Ambulance Bid of \$132,000 and went up to \$145,000 for this vehicle, as they forgot to add certain things when bidding.
 1. Chief Green thinks that it would be less expensive to buy a new ambulance instead of putting the box on a new frame now that the cost has increased. Chief Green would like to have a new ambulance in by spring.
 2. Ambulance Loan Specs have been tabled due to this new development.
- ii. Fire Truck Loan Specs
 1. These were approved to be sent out to bid.

G. Contract for Services – Leonine Public Affairs to Lobby for Route 4 Over Length Requirements.

- i. Clare Buckley from Leonine Public Affairs has a rapport with the House and Senate. Ms. Buckley informs Mr. Swanson if there is anything of

interest regarding Route 4 and trucks. Village has approved it. Mr. Swanson has been happy with the work that they have done in the past.

Motion: by Ms. Stover to approve the contract as submitted with Leonine Public Affairs, LLP.

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0, passed.

VI. PERMITS

A. Parade Permit – Covered Bridges Half Marathon 06/02/2019

Motion: by Ms. Davies to approve the permit as submitted.

Seconded: by Mr. Doten

Discussion: None

Vote: 5-0-0, passed.

VII. BOARD OF SEWER COMMISSIONERS

A. Sewer Rates for 2018-2019

Motion: by Ms. Davies to approve the rate sheet as submitted

Seconded: by Mr. Doten

Discussion: None

Vote: 5-0-0, passed.

B. 164 Butternut Lane request for sewer adjustment for 2017 bill

- i. Asking to be abated. Does not have an apartment any longer, but was being charged for one. The property owner's mother used to live with them, but hasn't lived there for 10 years.

Motion: by Ms. Davies to forgive the fee as submitted.

Seconded: by Ms. Stover

Discussion: None

Vote: 5-0-0, passed.

C. 2018 suggested adjustments for Woodstock Resort Cooling Tower.

- i. A self-read meter is used to monitor the amount of water used. The meter broke down, so it is recommended to use the amount from the use of the previous year.

Motion: by Ms. Davies to approve the use the of the 2017 actual reading for 2018 billing purposes.

Seconded: by Ms. Stover

Discussion: None

Vote: 5-0-0, passed.

VIII. OTHER BUSINESS

A. Capital Budget Committee

- i. Mr. Debevoise would like to give a quick update. The Capital Budget is comprised of large items that are scheduled to be replaced or bought in the future.

1. The budgeting is pretty cut and dry for 5 years, but when you get out beyond that, it is a lot less cut and dry. More estimates of cost and policy questions regarding equipment upgrades and such. The Board may want to revisit going out 10 years. Mr. Bates concurred with Mr. Debevoise on this subject.
 2. Capital Budget idea is to level off expenses over time.
 3. Borrowing money vs. Saving Money.
 - a. Always balanced the borrowing and the saving. Recommend saving some money and then leasing a borrowing as well.
 - ii. Ms. Stover hopes that this coming year, that Capital Budgeting Committee will look at bigger projects and possibly join forces with the Board to look at the bigger picture.
 - iii. Ms. Stulz thinks that the Town should invest in a budgeting software which would help with long range forecasting.
- B. Budget Meetings – The Select Board set meetings for the end of December and early January.
- i. December 27 & 28 – December 27th at 8:15am and December 28th at 1:00pm
 - ii. January 7 & 8 – The times will be decided at the December 28th meeting.
- C. Town Report Dedication- A suggestion was made to dedicate the Town Report to Woodstock Emergency Services. All Board members agreed that this was a good idea.

IX. CITIZEN COMMENTS

- A. Kudos for highway department for taking care of pile of snow at the end of Cox District Road. -Mr. Doten

X. APPROVAL OF MINUTES from November 20, 2018, November 21, 2018, December 7, 2018

- A. November 20, 2018
- B. November 21, 2018
 - i. Change: line 70, from benefits package to employee personnel policies.
- C. December 7, 2018
 - i. Change: line 170 suggest use the words that they used in the EDC minutes.

Motion: by Ms. Stover to approve the minutes with the suggested changes.

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 8:25pm.

Seconded: by Ms. Stover

Discussion: None

Vote: 5-0-0, passed.

Respectfully Submitted,

Beth Fish