

**TOWN OF WOODSTOCK
SELECT BOARD MEETING**

April 16, 2019

6:00PM

Town Hall

Draft Minutes

Draft: subject to approval

Present: Mary Riley, Sonya Stover, John Doten, Jill M. Davies (via Phone), Phil Swanson, Beth Fish, Ray Bourgeois, Beth Finlayson, Jeffrey Kahn, Jon Spector, Christian Avard, Mica Seely, Laura Spittle

I. CALL TO ORDER

Vice Chair Riley called the meeting to order at 6:01pm.

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

A. Storm Damage

- i. By 8:00pm last night everybody was able to get home to their house. Mr. Swanson believes that this is going to be a FEMA event. The most damaged roads included Long Hill Road, Noah Wood Road, Sawyer Road, and Curtis Hollow Road. Pathways consulting has been brought in to help document damages for this event, so it is in the way that FEMA likes to see the reports.

B. Resignation from Select Board – Sonya Stover

Motion: by Ms. Davies to accept Sonya Stover’s letter of resignation.

Seconded: by Mr. Doten

Discussion: Ms. Riley thanked Ms. Stover for her service.

Vote: 3-0-0, Ms. Stover abstained.

C. Liquor License -Prince and Pauper – This item was discussed under Permits

D. Waste Water Treatment Facility – Roof Replacement and Alterations

- i. The roof needs to be relaced and also insulated. The estimated cost for this project is \$200,000. The money for this project will come from the Construction Fund. The money in the Construction Fund is from when people pay for a sewer connection fee.
- ii. Currently there is about \$525,000 in monies available to use for this project, as well as the Taftsville Plant upgrade which will cost about \$275,000. The South Woodstock Plant upgrade will be paid for with a bond.

- E. All Access Proposal for email migration from Google to Office 365
 - i. The proposal total is \$4,740 to migrate from Google to Office 365. The money is available out of the capital reserve fund. A discussion ensued about why after a few months of being with Google, it is being switched to Office 365.

Motion: by Ms. Davies to accept the proposal from All Access Info Tech for \$4,740 to migrate from Google to Office 365 for email service.

Seconded: by Ms. Stover

Discussion: None

Vote: 4-0-0, passed.

- F. Structural Engineer Summary of Town Hall
 - i. There are no immediate concerns about the Town Hall Theater not being structurally sound at this time. STS Engineers has some concerns about the 3” gap between the theater addition and the back of the original building. A final report will be given once the test borings are done.

G. Financial Report – Select Board

- i. No action was taken on the Financial Report.

Motion: by Ms. Stover to approve the additions to the posted agenda.

Seconded: by Mr. Doten

Discussion: None

Vote: 4-0-0, passed.

H. Public Meeting for the proposed zoning change for parcel 33.02.21 located at 5331 South Road in South Woodstock.

- i. Ms. Spittle was present to answer any questions.
- ii. The public hearing is for an amendment to the Town Zoning Regulation Zoning Map to convert a portion of parcel #33.02.21, owned by Laura Spittle and located at 5331 South Road from Residential/Office to Light Commercial/Light Industrial.

Motion: by Ms. Stover to amend the agenda to include the Public Hearing Notice that was duly warned at the March 21, 2019 for an amendment to the Town Zoning Regulation Zoning Map to convert a portion of parcel #33.02.21, owned by Laura Spittle and located at 5331 South Road from Residential/Office to Light Commercial/Light Industrial.

Seconded: by Mr. Doten

Discussion: None

Vote: 4-0-0, passed.

Motion: by Ms. Stover to approve the zoning change as written.

Seconded: by Ms. Davies

Discussion: None

Vote: 4-0-0, passed.

III. ECONOMIC DEVELOPMENT COMMISSION

A. Parkrun

- i. The Select Board is asked to approve an allocation of \$5,000 for parkrun. This is a one-time cost to buy the equipment that will allow runners to post their times to a website. A group of volunteers will be in charge of these events.

Motion: by Ms. Davies to approve the Parkrun application for \$5,000.

Seconded: by Ms. Stover

Discussion: None

Vote: 4-0-0, passed.

B. Flower Baskets in the Village

- i. A unanimous decision was made by the EDC at a special meeting on April 16, 2019 at 5:00pm to approve the grant application submitted by the Woodstock Chamber of Commerce for holiday lights (\$2,825) and flowers (\$5,500) in the village for a total grant request of \$8,325.
- ii. The grant request was for the coming year, not an annual thing, therefore this won't be considered an annual expense.
- iii. Ms. Davies asked if the lights could be put on timers. Mr. Kahn spoke up about the merchants not wanting the lights to be on timers, and the merchants pay for the electricity for the lights.
 1. Ms. Davies believes that the lights should be on timers or LED lights should be used, as a message about conservation of energy.
 2. Ms. Riley would like to take Mr. Kahn's opinion into consideration about merchants not wanting the lights to be on timers.

Motion: by Ms. Davies to approve the grant request for the Flower Baskets and Holiday Lights with the contingency that the light issue will be discussed between now and November.

Seconded: by Ms. Stover

Discussion: Ms. Stover suggested that for the immediate discussion we approve this, and for the future, discuss energy conservation.

Vote: 4-0-0, passed.

C. EDC policies discussion

- i. The EDC now has 3 years of experience of approving grants and managing money under their belt. The criteria set by the EDC and Select Board have been followed with some exceptions and the EDC and Select Board have approved those exceptions.
- ii. There will be a meeting on May 13th from 6-8pm regarding the EDC Policies. This will be discussed by the EDC at this meeting and then the EDC will then come to the Select Board for approval and further discussion.

IV. INVESTMENT ADVISORY COMMITTEE UPDATE

A. Rockefeller Endowment Fund

- i. 3.89% increase from December 31, 2018
- ii. It is doing well even after the distribution.

V. OLD BUSINESS

A. Revised Mudgett, Jennett, & Krogh-Wisner, PC contract for auditing the financial records of the Town of Woodstock

- i. It has been changed to include Zoie Parent's name on the agreement instead of Anna Pitts.

Motion: by Ms. Stover to approve the agreement between Mudgett, Jennett, & Krogh-Wisner, P.C. and the Town of Woodstock for the 2018 fiscal year audit.

Seconded: by Ms. Davies

Discussion: None

Vote: 4-0-0, passed.

B. Truck Specifications

- i. 2012 F-450 (Alex's) to F-550
- ii. 2016 F-450 (Ken's) to F-550
- iii. 2015 4x4 Dump Truck (George's) to new Western Star 4x4
 1. Mr. Swanson is seeking permission to go out to bid for all three vehicles.
 - a. Ms. Davies would like to see a written standard of when trucks are traded. Mr. Swanson will work on this for Ms. Davies.

Motion: by Ms. Stover to accept the bid specifications for the F-550 Town and Village Trucks and the 4x4 Dump Truck as submitted and to allow Mr. Swanson to go out to bid for these trucks.

Seconded: by Ms. Davies

Discussion: None

Vote: 4-0-0, passed.

- iv. Motor Grader – a memo was distributed to the Board regarding the Motor Grader. This will go out to bid later in 2019.

C. EC Fiber Appointments

- i. David Brown would like to be made the delegate for EC Fiber. Bob Merrill would like to continue to serve as the alternate on the EC Fiber Board. Dan Orcutt has resigned from the EC Fiber governing board and no longer wants to be considered for either position.

Motion: by Ms. Stover to appoint David Brown as the delegate and Bob Merrill as the alternate for the EC Fiber governing board.

Seconded: by Ms. Riley

Discussion: Ms. Riley is concerned that Mr. Brown has served as our delegate and alternate in the past and has stepped away from those positions from time to time for a variety of reasons and if he were to be appointed, does Mr. Merrill understand that if Mr. Brown were to step down, he

would be the delegate in the interim until another delegate was found. Ms. Stover said that Mr. Merrill is currently at an EC Fiber meeting and would be okay with this if it happens.

Vote: 4-0-0, passed.

D. EDC Board Appointment – Barry Milstone

- i. Ms. Stover would like for this item to be tabled, as she would like for the EDC to talk about this. Ms. Davies asked Ms. Fish whether Mr. Milstone was up for re-appointment in March. He was up for re-appointment and since he has not be re-appointed, he is not currently a member at this time. The EDC chairs would like for Mr. Milstone to be reappointed.

Motion: by Ms. Stover to approve Barry Milstone to the EDC until the policies are reviewed and adopted or until June 2019.

Seconded: by Ms. Davies

Discussion: Mr. Bourgeois asked if Mr. Milstone is a resident of the State of Vermont. Ms. Davies said that there is no policy that requires that they be a resident of the state or town. The question was answered and a discussion ensued about members of all boards being residents of Vermont.

Vote: 4-0-0, passed.

VI. NEW BUSINESS

A. Sign Warning for Special Town Meeting on May 21st, 2019 at the Woodstock Town Hall 2nd Floor Conference Room at 6:00pm.

- i. Ms. Davies asked about the actual cost of tax exemptions for the Town of Woodstock. Mr. Swanson will get these answers for the Special Town Meeting.

Motion: by Ms. Stover to sign the warning and hold the Special Town Meeting on May 21, 2019 at 6:00pm at the regular meeting of the Select Board.

Seconded: by Ms. Davies

Discussion: None

Vote: 4-0-0, passed.

B. Appointments to elected positions not filled

- i. Open positions include: Auditor (2 year), Auditor (3 year), Trustee of Public Funds (3 year), and Cemetery Commissioner (3 year)
- ii. An ad will be placed in the paper with the notice of vacancies. Please note that all appointed positions are for 1 year unless otherwise stated. In this case, all of the positions above are up for re-election in 2020.

C. Town Hall Boiler Room

- i. Electrical Panel Bid Review
 1. Water is running down the wall that holds the electrical panels due to the slope of the driveway. The panel needs to be brought away from the wall and consolidated from 2 panels to 1 panel.
 2. This had nothing to do with the new boilers that were installed

Motion: by Ms. Stover to allow Mr. Swanson to accept the final low bid for the electrical panels in the boiler room.

Seconded: by Ms. Davies.

Discussion: None

Vote: 4-0-0, passed.

- ii. Preventative for the future – re-sloping the driveway
 - 1. This is a priority and will be done so that there are no issues in the future with water getting into the boiler room.

D. Resignation of Lister – Jennifer Maxham

Motion: by Mr. Doten to accept Mrs. Maxham’s letter of resignation with regret.

Seconded: by Ms. Stover

Discussion: This is a great part time job. The only requirement is that you have to be on the voter checklist for the Town of Woodstock. The position will be posted as a notice of vacancy in the newspaper, as well as posted around town.

Vote: 4-0-0, passed.

VII. PERMITS

A. Overweight Truck Permits

- i. Hutch Crane & Pump Rental Corp., Barrett Trucking Co, Inc., Richard Sargent, Chase Site Services, Inc., CAMP Precast Concrete Products, Stacey Thomsom Properties, Matt Loftus, J. Hutchins, Inc., St. Pierre, Inc., JP Carrara & Sons, Inc., Structures RBR Inc., ABLE Waste Mgmt Inc., Connecticut Valley Trucking Inc., Miller Construction Inc., Barnard Excavating, MT Johnson Inc., Roni Johnson Landscaping

Motion: by Mr. Doten to approve the above overweight truck permits as submitted.

Seconded: by Ms. Stover

Discussion: None

Vote: 4-0-0, passed.

B. Liquor License – Woodstock Resort Corp. Kelly Way Gardens

Motion: by Ms. Stover to approve the liquor license request as submitted.

Seconded: by Mr. Doten

Discussion: None

Vote: 4-0-0, passed.

C. Liquor License - Prince and Pauper

Motion: by Ms. Davies to approve the liquor license request as submitted.

Seconded: by Mr. Doten

Discussion: None

Vote: 4-0-0, passed.

VIII. BOARD OF SEWER COMMISSIONERS

A. 05.03.31 Michael & Barbara Pacht @ 72 Happy Valley Road

- i. Adjustment from family fee to 2 person occupancy fee.

B. 21.52.20 & 21.52.20.00A Michael Malik @ 5 & 7 Stanton Street

- i. Adjustment to combine the meter readings at the above address into a single family reading, reducing the consumption. The house has not been a duplex in a long time and is a single family home now.

Motion: by Mr. Doten to approve the sewer adjustments as submitted.

Seconded: by Ms. Davies

Discussion: None

Vote: 4-0-0, passed.

C. Sewer Increase – Peter Johnston @ 104 Happy Valley Road

- i. Sewer increase permit for a new addition to include a 1 bedroom apartment for their daughter.

Motion: by Ms. Stover to approve the permit for Peter Johnston at 104 Happy Valley Road as submitted.

Seconded: by Ms. Davies.

Discussion: None

Vote: 4-0-0, passed.

IX. OTHER BUSINESS

A. Advertising of the vacancies

- i. A notice of vacancies will be submitted to the paper for Auditor (2 year), Auditor (3 year), Trustee of Public Funds (3 year), Cemetery Commissioner (3 year), Select Board (1 year), and Lister (1 year)
- ii. The above positions will be posted per state statute 24 V.S.A § 961 and published in the newspaper. Please note that all appointed positions are for 1 year unless otherwise stated. In this case, all of the positions above are up for re-election in 2020.

X. CITIZEN COMMENTS

- A. Mr. Kahn thanked Ms. Stover for her expertise and commitment to the Select Board over the past two years.
- B. The Select Board presented Ms. Stover with a gift of appreciation for her service to the town.

XI. APPROVAL OF MINUTES

- A. March 21, 2019 Meeting
- B. Joint Meeting March 21, 2019 with Trustees
- C. April 10, 2019 Meeting

Motion: by Ms. Stover approve the minutes for the March 21st meeting, Joint meeting on March 21st, and meeting on April 10th, 2019.

Seconded: by Mr. Doten

Discussion: None

Vote: 4-0-0, passed.

XII. REVIEW EXPENSE WARRANTS

XIII. ADJOURNMENT

Motion: by Ms. Stover to adjourn the meeting pending review of expense warrants at 7:47pm.

Seconded: by Mr. Doten

Discussion: None

Vote: 4-0-0, passed.

Respectfully Submitted,

Beth Fish