

**TOWN OF WOODSTOCK
SELECT BOARD MEETING
March 21, 2019 at 5:00PM
Town Hall
MINUTES**

Present: Vice Chair Mary Riley, Sonya Stover, John Doten, Jill Davies, Phil Swanson, Beth Fish, Tori Littlefield, Kevin Geiger, Beth Finlayson

I. CALL TO ORDER

- A. Called to order at 5:02pm by Vice Chair Ms. Riley

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

A. EC Fiber Delegate

- i. This item was tabled until the next meeting.

B. Review Dump Truck Specs

- i. This item is discussed under new business letter G.

III. OLD BUSINESS - None

IV. NEW BUSINESS

A. Review Proposals for Planning a new piece of Sidewalk between Pizza Chef and Worthy Kitchen

- i. The Select Board gave their approval to proceed with the scoping at a prior meeting, and Pathways Construction, LLC have come back with the lowest bid.
- ii. Chairman Sutherland has voiced his disapproval to Mr. Swanson about this.
 1. He did not believe that a sidewalk there would be necessary.
- iii. Ms. Miller thinks that there is an increase in foot traffic with the popularity of Worthy Kitchen.

Motion: by Ms. Davies to accept the proposal from Pathways Construction, LLC for a maximum of \$21,489.10

Seconded: by Ms. Stover

Discussion: None

Vote: 4-0-0, passed.

B. Review Requests for Town to Accept a Grant to Sponsor a Regional Housing Study

- i. Tori Littlefield and Kevin Geiger presented an explanation on applying for the study on behalf of TRORC.
- ii. TRORC and two other planning commissions are conducting a region wide housing analysis in the Upper Valley to include both Vermont and New Hampshire. Final details on the scope are not yet defined, but it will be similar to the one Woodstock just conducted. It was identified that VCDP funding would be available for TRORC to apply for \$60,000 to underwrite some of the costs of this project. Based on a good working relationship with the Town of Woodstock, TRORC is hoping that the town would be willing to act as the applicant on TRORC's behalf for this funding, as a municipality is the only entity eligible to apply. TRORC will write the application and manage all components of the grant if it were to be awarded, putting no monetary or administrative burden on the town. The deadline for the application is April 16, 2019. A public hearing

will need to be held by the Select Board, in which TRORC staff will attend if any questions were to arise at that hearing.

- iii. Mr. Swanson advised that a public hearing could be held on April 10th, 2019 at 8:00am.

Motion: by Ms. Stover to approve TRORC's request for the Town of Woodstock to apply for the grant on their behalf and to set the public hearing for April 10, 2019.

Seconded: by Ms. Davies

Discussion: None

Vote: 4-0-0, passed.

C. Review Proposed Zoning Change for parcel 33.02.21 located at 5331 South Road in South Woodstock.

Motion: by Ms. Davies to schedule the public meeting at April 16th at the regular meeting of the Select Board.

Seconded: by Ms. Stover

Discussion: Ms. Davies asked to have the meeting advertised at the South Woodstock Store.

Vote: 4-0-0, passed.

D. Review Fireworks Contract

- i. Phil does a lot of fundraising for this to reduce the cost on the Town Side, but donations have been less in the past couple of years. Currently there are some left over funds from past years available for the 2019 fireworks, but after that, a review of the costs and funding will have to be done.

Motion: by Ms. Stover to accept the contract with Atlas PyroVision Entertainment Group, Inc. as submitted.

Seconded: by Mr. Doten

Discussion: None

Vote: 4-0-0, passed.

E. Schedule Audit Review for May 14th

- i. The auditors will be here on the 14th of May, 2019. The Select Board has agreed to come in at 6:00pm to review the audit with the auditors.

F. Town Hall Insulation Work

- i. A handout with the proposal from Van de Ven Construction LLC was given to the Select Board for review and approval.
- ii. A discussion ensued about whether item 9 & 9a should be done, with the recent findings by the structural engineer. The Select Board agreed that they should hold off on having the ceiling above the stage insulated, as repairs may need to be done.
- iii. A discussion was also had about item 6 which would be to install a cover over the attic staircase, which would require a VT Department of Fire waiver. The Select Board agreed that the contractor should look into an alternative solution, as employees need to access that space readily and also there is a fire door that prevents heat from escaping the 2nd floor to the attic staircase area.

Motion: by Ms. Davies to approve the proposal from Van de Ven Construction LLC with the exception of items of 9&9a and finding an alternative for item 6.

Seconded: by Ms. Stover

Discussion: None

Vote: 4-0-0, passed.

G. Review Truck Specs – Town and Village Highway 1 ton trucks.

- i. Ms. Davies would like to see the vehicle buying policy for trucks. A question was raised about why the Town is trading in a 2016 truck.

Motion: by Mr. Doten to approve the specifications for the Town and Village 1 ton trucks.

Discussion: Ms. Stover and Ms. Davies asked for this item to be tabled so more information can be received about the policy and truck being traded.

***Tabled** until the April 16, 2019 meeting

H. Ambulance Service Agreements – Approval

- i. Hartland, Pomfret, Bridgewater

Motion: by Ms. Davies to approve the service agreements for Hartland, Pomfret, and Bridgewater as submitted.

Seconded: by Mr. Doten

Discussion: Ms. Davies asked a question about the change on the Bridgewater Agreement. The cap has been increased to \$5,000 which is in the favor of the Town of Woodstock.

Vote: 4-0-0, passed.

I. Review Bids for Ambulance Loan

- i. 3 bids were received for the \$50,000 ambulance loan. Bids were received from Mascoma Savings Bank, People’s United Bank, and Lake Sunapee Bank. Lake Sunapee Bank had the lowest fixed interest rate of 2.78%.

Motion: by Ms. Davies to accept Lake Sunapee Bank bid for the 5-year Ambulance Loan with a fixed interest rate of 2.78%.

Seconded: by Ms. Stover

Discussion: None

Vote: 4-0-0, passed.

J. Ambulance Accounting

- i. All ambulance related activity needs to be moved out of the General Fund and into a separate proprietary fund. Mudgett, Jennett & Krogh-Wisner, P.C. has submitted a proposal of \$1,000-\$2,000 to help the Town of Woodstock with the journal entries and reconciliations necessary.

Motion: by Ms. Stover to approve expenditure up to \$2,000 to have Mudgett, Jennett, & Krogh-Wisner, P.C. assist with transitioning ambulance related activity out of the general fund to a separate proprietary fund.

Seconded: by Ms. Davies

Discussion: None

Vote: 4-0-0, passed.

K. TA65 Approval for Cox District Road Culvert

- i. This has already been done, but VTrans shows no record of receiving it, and the amount has changed slightly. The work was completed last summer.

Motion: by Ms. Stover to approve the TA-65 form as submitted.

Seconded: by Mr. Doten

Discussion: None

Vote: 4-0-0, passed.

L. EDC Appointment – Barry Milstone

Motion: by Ms. Davies to approve Barry Milstone to the EDC.

Discussion: Ms. Stover has asked that this be tabled until next meeting.

***Tabled** until the next meeting on April 16, 2019.

M. Structural Update from STS Engineering

- i. Mr. Swanson gave an update on the Town Hall. Katie from STS Engineers has been here to review the building and will have a report for the Town soon.
- ii. The soil boring are scheduled for March 29th.
- iii. The footings are too far down to dig outside, so they will be looking at the footings from inside the building in the boiler room.

V. PERMITS

A. Overweight Truck Permits

- i. Turks Auto Body Inc., Harvey’s Plumbing & Excavating, LLC, New England Quality Service Inc., Limlaw Chipping & Land Clearing Inc., D&D Excavating Inc., Blaktop Inc., Chevalier Drilling Co, Inc., Ditech Transportation, Gurney Brothers Construction, Inc., McCullough Crushing Inc., Demag Riggers & Crane Svc. Inc., Stearns Septic Service, LLC, Irving Placey Jr. DBA IP Trucking, SD Ireland, United Natural Foods, Inc., Borderline Trucking LLC, Judd’s Trucking & Transport, LLC, Pike Industries, Inc., Romano Trucking Inc.

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

Seconded: by Ms. Stover

Discussion: Discussion was had about costs and why we get the Overweight Truck Permits. Mr. Swanson and Mr. Doten answered all questions.

Vote: 4-0-0, passed.

B. Liquor Licenses

- i. Woodstock Hops N’ Barley, Mangalitsa, Jackson House Inn, P&P Restaurants LLC, Woodstock Farmers’ Market Inc., Victoria Lynn Brooks/General Partnership “Taftsville Store”, Pizza Chef

Motion: by Ms. Davies to approve the Liquor Licenses as submitted.

Seconded: by Ms. Stover

Discussion: None

Vote: 4-0-0, passed.

VI. OTHER BUSINESS

VII. CITIZEN COMMENTS

VIII. APPROVAL OF MINUTES from March 6, 2019

A. Ms. Davies has submitted a list of suggested changes.

- i. Motion: by Ms. Stover to approve the list of appointments as submitted with the exception of Ingrid Moulton Nichols on the Town Development Review Board who does not wish to be re-appointed *and Barry Milstone until some concerns are investigated.*
- ii. He had a one-year arrangement that ended in October with Valley Net, therefore Mr. Brown ~~is~~ was not available to be on the governing Board as a representative for the Town of Woodstock *but now he is and is interested in the position.*
- iii. The Select Board would like to advertise the open EC Fiber Delegate Position and ~~ask Bob Merrill if he would like to be appointed delegate from his current position of alternate.~~

Motion: by Mr. Doten to approve the minutes

Amended Motion: by Ms. Stover to approve the minutes with the changes submitted by Ms. Davies.

Seconded: by Ms. Davies

Discussion: None

Vote: 4-0-0, passed.

IX. REVIEW EXPENSE WARRANTS - None

X. ADJOURNMENT

Motion: by Ms. Stover to adjourn the meeting at 5:50pm

Seconded: by Mr. Doten

Discussion: None

Vote: 4-0-0, passed.

Respectfully Submitted,

Beth Fish

L.D. Sutherland, Chair

John Doten

Jill M. Davies

Sonya Stover

Mary Riley