

**TOWN OF WOODSTOCK
SELECT BOARD MEETING
August 20, 2019 @ 6:00 PM
Town Hall
Draft Minutes**

Draft Subject to approval

Present: Chair L.D. Sutherland, Mary Riley, John Doten, Jill Davies, Ray Bourgeois, Frank Heald, Beth Fish, Fire Chief Green, Peter Gregory, Allison Clarkson, Christian Avard, Sally Miller, Beth Finlayson, Carol Pickett, Eddie English, Randy Richardson, Julian Underwood, Candace Coburn, Roger Logan, Susie Stulz, Roy Bates, Peggy Fraser, Serena Nelson, Trena Tolliver

I. CALL TO ORDER

Chairman L.D. Sutherland called the August 20, 2019 meeting of the Select Board to order at 6:00pm.

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

A. Delete: Flowerpots from the Agenda under Economic Development Commission

III. PUBLIC HEARING

A. TRORC – Public Hearing and resolution for Community Development Block Grant (CDBG)

- i. Approve Resolution for VCDP Grant Application Authority
- ii. Peter Gregory presented an explanation on applying for the study on behalf of TRORC. 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.
- iii. Ms. Clarkson asked when the report would be available if TRORC were to receive the grant. Mr. Gregory expects that the report will be available by the end of 2020.
- iv. Questions from the community were asked about additional housing and if it could lead to possible changes in bylaws and zoning regulation. Mr. Gregory answered their questions.

Motion: by Ms. Riley to approve the resolution for VCDP Grant Application Authority and sign the document.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, passed.

IV. ECONOMIC DEVELOPMENT COMMISSION

A. ~~Flowerpots~~ — Joe DiNatale

- B. A report was given in the packet materials that the Select Board received. The Select Board were asked to approve the closing of inactive and complete projects as submitted in the report.

Motion: by Ms. Davies to close the inactive and complete project accounts as specified by the EDC.

Seconded: by Ms. Riley

Discussion: Ms. Bourgeois asked about the Village Green Lighting. That account pertains to the streetlights on the green, not the holiday lights.

Vote: 5-0-0, passed.

V. OLD BUSINESS

A. Billings Park Commission - Member Status

- i. There are currently two vacancies on the Billings Park Commission.
- ii. Interview of applicants: Randy Richardson, Julian Underwood
 - 1. Randy Richardson – The Select Board interviewed Mr. Richardson for an open position on the Billings Park Commission.
 - 2. Julian Underwood – The Select Board interviewed Mr. Underwood for an open position on the Billings Park Commission.

Motion: by Ms. Davies to appoint Julian Underwood and Randy Richardson to the Billings Park Commission for terms expiring March 2020.

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0, passed.

B. All Access Info-Tech - Update

- i. Ms. Fish gave the Board an update on where the Town stands with this project. Ms. Fish will be looking to get an analysis of the system from a company soon.
- ii. Mr. Logan would like to see an opinion from a Software Engineer.

C. Roadside Mowing

- i. The Select Board had agreed to rent equipment at the meeting on July 16, 2019, but then a couple days later a company came forward with a bid lower than the cost to rent equipment. The roadside mowing has already been completed for this year by the company.

D. Update on Town Hall and ESB

- i. The Town Hall rejuvenation is on hold until the Engineer's reports come back.
- ii. The ESB committee is working with state and local officials to design a new building.

VI. NEW BUSINESS

A. Financing – Village F550 (truck 2-1)

Motion: by Ms. Davies to approve the 4-year fixed interest rate of 2.92% as submitted by Bar Harbor Bank.

Seconded: by Ms. Riley

Discussion: None
Vote: 5-0-0, passed.

B. Health Officer & Assistant Health Officer – Appointment

- i. With the Dangerous Buildings Ordinance that has gone into effect, the Health Officer position will be more intensive. Ms. Riley has met with Ms. Edson regarding the increase in job responsibilities, and Ms. Edson has expressed interest in stepping down to a deputy position.

C. Building Safety Officer – Appointment

Motion: by Ms. Riley to appoint David Green to Health Officer and Building Safety Officer.

Seconded: by Mr. Bourgeois

Discussion: None

Vote: 5-0-0, passed.

Motion: by Ms. Davies to appoint Lanie Edson to Deputy Health Officer.

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0, passed.

A. Lister – Interview/Appointment -Trena Tolliver

- i. Has worked with the listers in the past year on a personal request for reappraisal and has met with the Listers regarding the open position. Ms. Tolliver is familiar with the job and what it entails.

Motion: by Ms. Davies to appoint Ms. Tolliver to the position of Lister with a term expiring March 2020.

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0, passed.

B. EC Fiber – Bob Merrill resignation effective 9/30/2019

- i. An ad has already been placed in the paper seeking a new alternate.
- ii. Ms. Riley would like for the Select Board to write a letter of thanks to Mr. Merrill.

Motion: by Ms. Riley to accept Bob Merrill’s resignation from the ECfiber alternate position effective 9/30/2019.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, passed

C. Amended Resolution for Municipal Planning Grant

- i. Grant # MP-2019-Woodstock-00067

Motion: by Ms. Riley to approve the amended resolution for municipal planning grant as submitted with the addition of Michael Brands, Town Planner as the Grant Administrator.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, passed

D. VLCT Annual Business Meeting Voting Delegate – designate individual

- i. David Green has said that he would like to attend and would be willing to be the voting delegate.

Motion: by Ms. Riley to appoint David Green as the voting delegate at the VLCT Annual Business Meeting on October 2, 2019.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, passed

E. Ambulance Bill write-off for FY18 (July 2017-June 2018)

Motion: by Ms. Riley to approve the Ambulance write-off for FY18 for \$22,812.58 as submitted.

Seconded: by Mr. Bourgeois

Discussion: None

Vote: 5-0-0, passed.

F. Regional Energy Coordinator Proposed Position – Nick Clark

- i. Mr. Clark went before the Village Trustees last week at their monthly meeting and the Trustees showed a general interest in moving forward with this proposal. Mr. Clark asked the Select Board to appoint a representative from the Select Board to be the point of contact if they would like to be included in the proposal for a Regional Energy Coordinator. This would be a 2-year pilot project with funding in FY21. After that, the program will be re-evaluated, and towns included will be able to opt out or renegotiate. The model proposed is being used in New Hampshire right now in several areas
- ii. Ms. Clarkson believes that the trolley and carpooling/bussing were failures, if it had been coordinated on a regional level it may have been more successful.
- iii. Mr. Logan – Believes that this is the kind of initiative the Town and Village need to look at. Regionalizing the cost of certain initiatives is important.
- iv. Mr. English believes that we should investigate more regional transportation programs and initiatives.

Motion: by Ms. Davies to express the Select Board’s interest in the proposal and to stay involved in this discussion of a Regional Energy Coordinator.

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0, passed

Appointment: Chair Sutherland appointed Ms. Davies as the liaison for the Select Board on this initiative.

G. TA65 & TA66 Approval for Densmore Hill Bridge

Motion: by Ms. Davies to approve the TA65 & TA66 for the Densmore Hill Bridge as submitted.

Seconded: by Mr. Doten

Discussion: None

Vote: 5-0-0, passed.

H. Approve FY20 Town Tax Rate

- i. Mr. Heald gave a summary of the proposed tax rate for FY20.
- ii. Below are the tax rates for given areas based upon what was approved at town meeting and the grand list.

1. Town General	0.2486
2. Highway	0.1498
3. Local Agreement	0.0133
4. Disable Vet Exemption	0.0012
5. Special Articles	0.0262
6. Town Police	0.0654

Motion: by Ms. Davies to approve the Tax Rate of 2.1635 for resident and 2.1422 for non-resident as presented.

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0, passed.

II. PERMITS

A. Truck Permit – Rodney Rainville

Motion: by Mr. Doten to approve the permit as submitted.

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0, passed.

III. BOARD OF SEWER COMMISSIONERS

A. Sewer Financial Statement

- i. A financial statement was given to the Select Board for review.

B. Taftsville Plant

- i. The cost of the repair is covered by the Sewer Construction Fund.
- ii. There will be some additional metal work that couldn't be seen when the tank was full. This will be an additional cost.
 - 1. The engineering firm will issue a change order for this soon.

C. So. Woodstock Sewer Facility Agreement for work with Stantec

- i. A proposal from Stantec for \$15,000 was received to evaluate the facility, create an RFP, and manage the project. They are going to consider pulling the old facility and putting in a new facility if it is cost effective.

Motion: by Ms. Davies to accept the \$15,000 proposal from Stantec for engineering services as submitted.

Seconded: by Mr. Bourgeois

Discussion: Mr. English asked about getting assistance through a grant to offset the costs. Mr. Heald will be looking into getting grants for certain aspects of the project.

Vote: 5-0-0, passed.

D. Woodstock Plant Roof Replacement

- i. Barrett Architecture did the RFP for this project and the town had 2 respondents. Mr. Green has called several companies that have used LGR1 and all the responses were positive.
- ii. Mr. Heald recommends approving the bid from LGR1 for \$188,000.

Motion: by Mr. Doten to approve the bid from LGR1 for \$188,000 as submitted.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, passed.

E. Biosolids Issue

- i. Biosolids have been spread on farm fields in the past, but this will not be an option moving forward, as the 2 landowners are no longer using the fields in the same way. Land application is beginning to fade out throughout the state and the only alternative is to ship the biosolids someplace.
- ii. The proposed schedule is to have 2 de-waterings this fall, 1 in the spring and one in FY21. In the long run a schedule of shipping out a certain amount yearly would be made so it can be included in the budget.

IV. OTHER BUSINESS

A. Town Financial Statement

- i. The Select Board was given a handout of the Financial Statement for review.

V. CITIZEN COMMENTS – Moved up to before New Business

- A. Ms. Coburn – Read a letter that she wrote to the Select Board. Ms. Coburn is concerned about the volume of emails that Ms. Davies has sent to Mr. Swanson in the past, as it is over 600 pages of emails in a 9.5-month period. As a previous Village Trustee Chair, Ms. Coburn never sent anywhere near that volume of emails and it is alarming to see that a Select Board member, not a chair is sending that quantity of emails to the Town Manager. Ms. Coburn is concerned that any future Town Manager would not be able to keep up with that volume of emails.
- B. Ms. Stulz – Would like to thank Ms. Davies for her initiative.
- C. Mr. Logan had a question about the Flowerpots and why it was stricken from the record. The problem has been resolved and therefore, there is no need for it to be discussed.

VI. APPROVAL OF MINUTES

A. July 16, 2019

B. July 31, 2019

Motion: by Mr. Doten to approve the meeting minutes for July 16, 2019 and July 31, 2019 as submitted.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, passed

VII. REVIEW EXPENSE WARRANTS

VIII. ADJOURNMENT

Motion: by Ms. Riley to adjourn the meeting pending review of expense warrants at 7:53pm.

Seconded: by Mr. Doten

Discussion: None

Vote: 5-0-0, passed.

Respectfully Submitted,

Beth Fish