

**TOWN OF WOODSTOCK
SELECT BOARD MEETING
September 17, 2019 @ 6:00 PM
Town Hall
Draft Minutes**

Draft subject to approval.

Present: Chair L.D. Sutherland, Mary Riley, Jill Davies, John Doten, Ray Bourgeois, Frank Heald, Beth Fish, Sally Miller, Macy Lawrence, Suzanne Marier, Dan Sullivan, Beth Finlayson, Serena Nelson, Jeffrey Kahn, Sargent Joseph Swanson, Susie Stulz, Christian Avard, Chris McIlroy, Dan Orcott, Jennifer Baxter, Wendy Spector, Jonathan Spector, Nico Seldon, Fire Chief Green, Police Chief Blish, Sharon & Brian Earn, Katie Hill

I. CALL TO ORDER

Chairman L.D. Sutherland called the September 17, 2019 meeting of the Select Board to order at 6:00pm.

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA - None

III. CITIZEN COMMENTS

- A. Ms. Finlayson and on the working group of the revitalization committee. Asking for help from the Town to pick up the flowerpots around the Village.

IV. INTERVIEWS

- A. EC Fiber Candidates – Dan Orcutt & Alex Rozek
- i. Dan Orcutt was involved in EC Fiber before and left the alternate position due to a possible move from Woodstock.
 - ii. Alex Rozek moved here last year and has been to a couple of meetings. He got interested in EC Fiber when he learned about the lack of internet options to his home. He has granted EC Fiber an easement to his property to connect Prosper Road.
 - iii. Both candidates were interviewed by the Select Board and this will be decided after executive session.
- B. EDC Candidates – Jennifer Baxter & Chris McIlroy
- i. Jennifer Baxter is interested in getting involved in the community. Ms. Baxter has not attended an EDC meeting in Woodstock.
 - ii. Chris McIlroy moved here this past year and would like to get involved in the community. Mr. McIlroy has not attended any EDC meetings.
 - iii. Both candidates were interviewed by the Select Board and this will be decided after executive session.

V. REPORT ON STRUCTURAL EVALUATION OF TOWN HALL

A. Report will be presented by STS Engineers – Katie Hill

- i. Ms. Hill presented the findings of the structural evaluation of the Town Hall. A very complete report was submitted to the Town Manager and Ms. Davies for review. Ms. Hill explained what the evaluation included and the findings, as well as recommendations.

VI. ECONOMIC DEVELOPMENT COMMISSION

A. Monthly update from the EDC

- i. A handout was given to the Select Board for review which included an update from the EDC meeting on 09/05/2019. Mr. Spector gave a summary of the handout.
- ii. *“At their September meeting the EDC considered how to allocate funds for large projects - those requiring more than \$5,000 in funding. The proposal was that large grants be considered only once each year, in December/January. This will allow the*

EDC to easily compare the merits of different projects and select those that give Woodstock the biggest "bang for the buck". The EDC will have an Annual Planning Meeting in December or January to decide projects. By January the EDC will determine its annual funding plan for Select Board approval. Large grants will only be approved if they fall into one of the priority areas and are accompanied by a detailed project plan. The EDC will consider grants for smaller projects not in targeted areas and requiring funding of \$5,000 or less at the Annual Planning Meeting. They will continue to consider grants submitted every other month throughout 2020, until the annual funding for small grants runs out. This should encourage everyone to think ahead and will allow the EDC and the community to more easily learn about and provide feedback on these smaller proposals" excerpt from the EDC update to the Select Board.

1. Mr. Kahn thinks that it is a horrible idea to have any project more than \$5000 be only opened up once a year. Mr. Kahn suggested more flexibility in the frequency or amount of money. Mr. Spector replied that with a 2/3 vote of the EDC, they can approve an application for over \$5,000 at any time.
2. Ms. Finlayson asked about the TV Marketing and if they would have to wait for a year and a half. Mr. Spector believes that this would be one of the exceptions.

B. Request for approval for \$35,000 for staff and administrative support.

- i. \$25,000 for program manager (12 hours a week), \$10,000 for staff position (approx. 20 hours a month)
- ii. Mr. Bourgeois would like to discuss this request in executive session. The Board agreed to discuss the salary for staff in executive session.

VII. OLD BUSINESS

- A. Mr. Heald passed along a message from Michael Brands. Mr. Brands suggested that the Select Board not discuss the amendment to Section 526 of the Town Zoning Regulations tonight. The Board had no plans to discuss STRs tonight.
- B. A committee has been working on the Town Hall rejuvenation for the past year. On October 1, 2019 at 6:00pm there will be a meeting of the rejuvenation committee. Ms. Davies has invited all to attend.

VIII. NEW BUSINESS

- A. **Report on the Municipal Manager Search Committee** – Ms. Riley discussed this during the joint meeting on September 17, 2019 at 5:30pm.
- B. **Request to reduce the speed limit on College Hill Road to 25MPH.**
 - i. Ms. Marier addressed the Board with her request to reduce the speed limit on College Hill Road to 25MPH. Ms. Marier believes that the road is not wide enough for 2 cars and pedestrians. College Hill Road is used by many for exercise and Route 4 has signs directing bikers to College Hill Road to avoid a narrow section of Route 4.
 1. Mr. Heald suggested that they refer this matter to the Police and Highway Departments on this matter.
 2. If the State Statutes allow, the Select Board will consider lowering the Select Board.

C. Resolution of Signing Authority – Frank Heald, Interim Municipal Manager

Motion: by Mr. Doten to adopt the resolution of signing authority for Frank Heald as submitted.

Seconded: by Mr. Bourgeois

Discussion: None

Vote: 5-0-0, passed.

D. Suggested Changes to the Dangerous and Vacant Building and Property Ordinance.

- i. A memo was distributed the Board for review of the proposed change.
- ii. Suggested Change:
 1. Section 7: Abatement of Dangerous Buildings and Properties
 - a. ¶F. The Building Safety Officer may also seek the imposition of fines in accord with Section 9 8 of this Ordinance.

Motion: by Mr. Bourgeois to adopt the Dangerous and Vacant Building and Property Ordinance with the suggested change.

Seconded: by Ms. Davies

Discussion: Ms. Riley asked if a hard copy could be given to those who don't have internet access.

Vote: 5-0-0, passed.

E. Sidewalk Shoveling Bids – Review Bid and approve for FY20 season.

- i. The bid specs that were sent out are for the Town maintained sidewalks. The bid specs were updated to include salting before the storm, clearing the snow every 3” of snow fall.
- ii. Ms. Stulz is concerned about the ice on the sidewalks.
- iii. Mr. Heald commented that if it is a busy winter, the Select Board will exceed their budget.
- iv. Ms. Davies asked if Mr. Green had an opinion on this. Mr. Green said that the specs that were put out were the “Cadillac” version and we can send out a different set of specs if needed.
- v. Ms. Finlayson asked about buying a sidewalk cleaner and cleaning the sidewalk for everyone.

Motion: by Mr. Bourgeois to approve the bid submitted by Cody Campbell for shoveling \$600/time and salting \$400/time.

Seconded: by Ms. Davies

Discussion: Ms. Davies asked about having the contractor not clear the sidewalks overnight. Mr. Bourgeois and Chair Sutherland both agreed that this was not a good idea.

Vote: 4-1-0, passed. (Ms. Riley voted no)

F. Manager Report including Projects Reports

- i. Sewer Update:
 1. Daniel's Construction should be done with the Taftsville WWT Plant by the end of this week and then a coating will be put on within the next 3 weeks to finish the upgrades. An evaluation of South Woodstock WWT Plant has been done and should go to construction next summer and immediately following that, the main plant should see an evaluation. All three sewer plants need(ed) major upgrades and improvements to meet State Regulations.
 2. The sludge issue has been resolved until late spring 2020. A company emptied the two tanks and sent it to a facility in New Hampshire.
- ii. All Access Info-Tech – The Town has asked for an analysis of needs for IT and is awaiting results of the analysis before proceeding with any proposals.
- iii. On a personnel basis – Fire Chief Green has been a great help for Mr. Heald and Mr. Heald intends to keep Chief Green involved so that the new Manager have an easy transition.

IX. PERMITS

A. Truck Permits

- i. Murdo Limlaw, Curtis Hollow Construction, Fornwalt Excavation, LLC., WB & RL Martin, Inc.

Motion: by Mr. Doten to approve the Overweight Truck permits as submitted.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, passed.

X. BOARD OF SEWER COMMISSIONERS - None

XI. OTHER BUSINESS

- A. Town Financial Statement – A handout was given to the Select Board for review.
- B. Response to VTRANs Elm Street Bridge #15 inspection
 - i. The Town will replace the questionable planks within the next 30 days and plan for replacement and painting in the FY2021 Budget. The Select Board will sign the response and send it back to the State.

XII. APPROVAL OF MINUTES

- A. August 20, 2019 Minutes
- B. August 15, 2019 Joint Minutes
- C. August 20, 2019 Joint Minutes
- D. September 10, 2019 Joint Minutes

Motion: by Mr. Bourgeois to approve the Select Board minutes from August 20, 2019, and Joint Minutes from August 15, 2019, August 20, 2019 and September 10, 2019 as submitted.

Seconded: by Mr. Riley

Discussion: None

Vote: 5-0-0, passed.

XIII. EXECUTIVE SESSION – PERSONNEL MATTERS

Motion: by Ms. Riley to move into executive session at 7:56pm.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, passed.

- A. UNION CONTRACT APPROVAL -DISPATCHERS
- B. Appointments to EDC and EC Fiber
- C. EDC approval of \$35,000 budget.

Motion: by Ms. Riley to move out of executive session and resume the meeting at 8:20pm.

Seconded: by Mr. Bourgeois

Discussion: None

Vote: 5-0-0, passed.

Motion: by Ms. Davies to approve the agreement between the Town of Woodstock and the New England Police Benevolent Association Local 416 and authorize Frank to sign it on behalf of the Town.

Seconded: by Mr. Bourgeois

Discussion: None

Vote: 5-0-0, passed.

Motion: by Ms. Riley to appoint Mr. Orcutt as 1st alternate and Alex Rozek as 2nd alternate to the EC Fiber Board.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, passed.

Motion: by Mr. Bourgeois to reopen the EDC position and to repost the opening and to ask the two applicants to attend 2 meetings or watch live feeds prior to the December meeting.

Seconded: by Ms. Davies

Discussion: Ms. Davies suggested that the Board ask the applicants to attend 2 meetings or watch the live feeds prior to the December meeting.

Vote: 5-0-0, passed.

Motion: by Ms. Davies to approve the EDC request for \$30,333 for admin expenses for the next 10 months as presented by Mr. Spector.

Seconded: by Mr. Bourgeois

Discussion: None

Vote: 5-0-0, passed.

XIV. ADJOURNMENT PENDING REVIEW EXPENSE WARRANTS

Motion: by Ms. Davies to adjourn the meeting pending review of expense warrants at 8:36pm.

Seconded: by Mr. Bourgeois

Discussion: None

Vote: 5-0-0, passed.

Respectfully Submitted,

Beth Fish