

PRESENTATION at 5:00pm

Roles and Responsibilities of the Municipal Manager presented by Carl Andeer from VLCT.

TOWN OF WOODSTOCK SELECT BOARD MEETING

October 15, 2019 @ 6:00 PM

Town Hall

Draft Minutes

Draft subject to approval.

Present: Chair L.D. Sutherland, Mary Riley, John Doten, Ray Bourgeois, Jill Davies (via phone), Frank Heald, Beth Fish, Macy Lawrence, Beth Finlayson, Fire Chief David Green, Jeffrey Kahn, Rick Kendall, Christina Marks, Karen White, Ben Jerve, Zach Ralph, Sarit Werner, Angela Moore, Gary Moore, Roger Logan, Anne Dean, Barbara Barry, Jody Thompson, Susie Stulz, Sally Miller, Miranda Holson, Joshua Pauly, Seton McIlroy, Jennifer Raymond, Elizabeth Reeves, Jon Spector, Wendy Spector, Geoff Martin

I. CALL TO ORDER

Chair L.D. Sutherland called the October 15, 2019 meeting of the Select Board to order at 6:00pm.

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

A. Review of Salt Bids received

i. Cargill

1. Untreated salt - \$78/ton
2. Clearlane - \$88/ton

B. Review of Sand Bids received

i. Twin State Sand & Gravel

1. Screened Sand - \$15.05/ton
2. Manufactured Sand - \$25.13/ton
3. Ledge Stone - \$31.28/cy

ii. D&D Excavating

1. 12.60/ton

Motion: by Mr. Doten to approve the proposal from Cargill for salt as submitted, the proposal from D&D Excavating for screened sand as submitted, and the proposal from Twin State Sand & Gravel for manufactured sand and ledge stone as submitted.

Seconded: by Ms. Riley

Discussion: Ms. Davies asked if it is okay to buy sand from two different suppliers. The Town has done so in the past.

Vote: 5-0-0, passed.

III. CITIZEN COMMENTS

A. NPS Cooperative Management Agreement update and looking forward. The current agreement is a 5-year agreement ending in 2023.

i. Last year's agreement was used to do the following;

1. Mountains and Rivers Forever camp, 2 teachers and 15 students for a week.
2. A crossing guard for the crosswalk during busy fall weekends
3. Sending 5 people to a workshop on Balancing Nature and Commerce in Rural Communities in West Virginia.

- a. This was a springboard for parkrun events that have been happening once a week.
 - 4. Employing 3 interns to support the NPS and Billings Park land.
 - ii. Going Forward: next year of agreement. Looking forward to continuing partnership.
 - 1. Mountains and Rivers Forever Camp, Crossing Guard, expanding work that the interns have started, and other projects.
 - iii. Ms. Wilson asked about funding from the foundation that is managed by the Woodstock Resort Corp. The National Park Service does receive money from this fund.
- B. The Vermont Municipal Clerks' and Treasurers' Association notified the Select Board that Charles Degener III has completed the requirements for Certified Vermont Clerk. The letter stated that Mr. Degener received the award at the VMCTA Annual Awards Banquet on September 12, 2019. The Select Board congratulated Mr. Degener on his achievement.

IV. OLD BUSINESS

- A. **Regional Energy Coordinator position** – request to include this in the FY2021 budgeting process. Nick Clark will be present to inform the Select Board of the changes made from the last draft and ask for a motion from the Select Board to commit \$37,000 for Woodstock's portion of the Regional Energy Coordinator position.
- i. Nick Clark was not present, so Ms. Davies presented the information on his behalf, as she has been in contact with him about this position.
 - ii. Mr. Martin was present to explain his role with the Town of Hartford and the current projects he is working on. His position as a full time Energy Coordinator would be similar to what the 8 proposed towns would do on a regional level. Mr. Martin believes that his position would be well utilized on a regional level.
 - iii. Mr. Kahn is not in support of this position; he believes that we should keep this "in-house" and that possibly the incoming Municipal Manager can do this job.
 - 1. Ms. Davies responded to Mr. Kahn; Norwich has looked into this during this proposal and found that the cost would be similar to the position proposed.
 - iv. Mr. Bourgeois voiced that he would like to see this money used to be put towards an employee of the Town of Woodstock, not a shared position.
 - v. Mr. Logan believes that shared cooperative agreements between towns and regional sharing of certain positions and opportunities is important for the future to reduce costs.
 - vi. A member of Sustainable Woodstock voiced that despite Sustainable Woodstock's efforts and the efforts of others, Woodstock is behind on the Renewable Energy efforts and their timelines.

Motion: by Ms. Riley to participate in a joint service contract with TRORC as outlined in the Regional Energy Coordinator proposal and budget for an estimated cost of \$40,000, pending budget approval on Town Meeting Day.

Seconded: by Ms. Bourgeois

Discussion: Ms. Stulz suggested that the Town be able to vote on this, therefore the Select Board should put it to the voters to decide. Mr. Bourgeois would like to see a cap set on travel/direct expenses. Mr. Kahn would like to see this on the ballot, not during the Town Meeting.

Vote: 5-0-0, passed.

V. NEW BUSINESS

A. Investment Advisory Committee proposed change in signatory from Phil Swanson to Jeffrey Kahn.

Motion: by Chair Sutherland to approve the change as proposed for Jeffrey Kahn to become a signatory for the Rockefeller Endowment Fund.

Seconded: by Mr. Doten

Discussion: None

Vote: 5-0-0, passed.

B. Investment Advisory Committee Quarterly Update

- i. Ms. Davies gave the Select Board a brief update and a handout was given to the Select Board for further review.

C. Halloween Candy Donation for High Street area (\$750 was allocated last year)

- i. The Trustees have approved a donation of \$750 from their funds, and have also committed to looking into not closing High Street, Maple Street, and Golf Avenue next year due to safety concerns.

Motion: by Ms. Riley to approve a donation \$750 from the Select Board contingency fund for Halloween Candy.

Seconded: by Mr. Bourgeois

Discussion: All are encouraged to donate candy at the Emergency Service Building, Town Hall, or Elementary School.

Vote: 5-0-0, passed.

D. Inter Local Contract for Police Protection Renewal.

- i. A copy of the proposed contract was distributed to the Select Board.

Motion: by Ms. Riley to approve the Inter Local Contract for Police Protection with the ending date of June 30, 2021 as submitted.

Seconded: by Mr. Bourgeois

Discussion: None

Vote: 5-0-0, passed.

E. Town Road & Bridge Standards

- i. The Town needs to readopt these as it was previously incomplete.

Motion: by Mr. Bourgeois to adopt the Town Road and Bridge Standards as submitted.

Seconded: by Ms. Davies

Discussion: None

Vote: 5-0-0, passed.

F. 39 South Street – Building Safety Order

- i. Chief Green has sent the owner a letter regarding the building safety.
 1. Mr. Green has issued a Building Safety Order on the house at 39 South Street and has not received any communication from property owner at this time.

G. Determination of Energy Compliance Resolution – This is in line with the adoption of the Energy chapter of the Town Plan and is necessary per 24 V.S.A. § 4352.

Motion: by Ms. Davies to approve and sign the Determination of Energy Compliance Resolution as submitted.

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0, passed.

H. Norman Williams Public Library Town Representative – Appointment of new representative.

- i. Ms. White is interested in representing the Town of Woodstock on the Board of the NWPL. Ms. White was present at the meeting and presented why she would like to be the representative.
- ii. Mr. Miller was present to support Ms. White’s appointment as the representative to the NWPL Board.

Motion: by Ms. Riley to appoint Karen White as representative for the Town of Woodstock to the Board of the Norman Williams Public Library.

Seconded: by Mr. Doten

Discussion: None

Vote: 5-0-0, passed.

I. Town Hall Building Committee Update

- i. The Town Hall Building Committee recently had a meeting, where many Select Board members were in attendance. Ms. Davies gave a summary of the proposed masterplan that was submitted by Jay White, Architect, PLC. STS Engineers has coordinated with Jay White on this report and the idea is that plans can move forward.
- ii. Mr. Kahn is curious why the town is starting this now, as it has been recommended by STS Engineers to monitor the building for 3-5 years for movement before making and structural decisions.
- iii. Chair Sutherland would like to see more community input on the future of the Town Hall before moving forward with a masterplan.
- iv. An extended discussion was had about the contract proposal from Jay White, Architect, PLC.
 1. Ms. Stulz stated that “once you have a master plan, you can get grants and funding for building improvements.”
 2. Ms. Riley asked about the HVAC and AC units in the building. Mr. Heald has asked that John Penney look at the entire building for AC/HVAC system.
 3. Ms. Moore asked about having immediate issues, safety issues, and other needs that would be included in the Master Plan resolved.
 4. Mr. Bourgeois believes that more opinions should be involved before the town agrees to the Masterplan.
 5. Chair Sutherland thinks that we should take a little more time on this and get the maintenance items in order before moving forward with a Masterplan.
- v. Ms. Davies suggested that we have all plans for major projects such as the Emergency Services Building, Town Hall, roads & sidewalks, etc. done at the same time so that a timeline and plan can be put in place for these projects. Several people in the audience agreed with this suggestion.

Motion: by Ms. Riley to table the Masterplan until the November meeting.

Seconded: by

Discussion: Motion withdrawn

Vote: 5-0-0, passed.

Motion: by Mr. Bourgeois to have the Municipal Manager negotiate with Jay White, Architect, PLC to formulate a masterplan with a total cost not to exceed \$16,000.

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0, passed.

J. Manager's Report to include a financial report

- i. The budget worksheets are in the hands of the department heads. At the end of the month, morning workshops could start for working on the budget.
- ii. Ms. Davies and Mr. Bourgeois have done an assessment of the sidewalks and Mr. Heald would like to add \$40,000 - \$45,000 to improve the asphalt sidewalks on a yearly basis as well as an amount to improve the curbing.
- iii. Mr. Heald would like to see an incremental paving budget for the next few years as well. Class 2 paving grants will also be managed to maximize funding.
- iv. Central Street was supposed to be shimmed last week on Wednesday (10/9/2019), but was cancelled, and Blaktop has said that if they get 3-4 days of warm weather it will happen, otherwise the shimming will happen in the spring.
 1. This was originally scheduled to happen in September, but Blaktop cancelled due to inclement weather and a lack of flagging people.
- v. Health Insurance for the employees is an expensive item, and quotes have been received from MVP and BCBS. Mr. Heald's opinion is that the Town/Village will switch to MVP this coming year.
- vi. Hopefully a revised personnel policy will be ready for review and approval in December.
- vii. Emerald Ash Borer - Mr. Heald has met with Don Wheeler and has learned that Mr. Wheeler has been participating in the discussion with other tree wardens. Mr. Heald would like for Mr. Wheeler to attend and talk to the Select Board about options for town owned Ash trees at their next meeting.
- viii. Mr. Logan asked about public participation in the Municipal Manager Search.
 1. At the recommendation of VLCT, the members of the Search Committee have signed confidentiality agreements and won't be speaking about candidates.
- ix. Budget Workshops - Chair Sutherland would like to get an idea of frequency, time, and days. Workshops are usually held at 8:00am.
 1. Date set for the first workshop - Tuesday October 29, 2019 at 8:00am.

VI. PERMITS

A. Taftsville Mercantile LLC Liquor License Permit Application

Motion: by Mr. Doten to approve Liquor License Application as submitted by Taftsville Mercantile LLC.

Seconded: by Mr. Bourgeois

Discussion: None

Vote: 5-0-0, passed.

VII. BOARD OF SEWER COMMISSIONERS

A. Abatement of interest for Christine Gould at 23.55.36.003

Motion: by Ms. Riley to approve abatement of the interest from Christine Gould's sewer bill.

Seconded: by Mr. Bourgeois

Discussion: None

Vote: 5-0-0, passed.

VIII. OTHER BUSINESS

IX. APPROVAL OF MINUTES

A. September 17, 2019 Joint Minutes

B. September 17, 2019 Minutes

Motion: by Ms. Riley to approve the September 17, 2019 Joint Meeting and Regular Meeting as submitted.

Seconded: by Mr. Doten

Discussion: None

Vote: 5-0-0, passed.

X. ADJOURNMENT PENDING REVIEW EXPENSE WARRANTS

Motion: by Ms. Riley to adjourn the meeting pending review of expense warrants at 7:52pm.

Seconded: by Mr. Doten.

Discussion: None

Vote: 5-0-0, passed.

Respectfully Submitted,

Beth Fish