TOWN OF WOODSTOCK
SELECT BOARD MEETING
January 21, 2020 @ 6:00 PM
Town Hall
Draft Minutes

Draft subject to approval.
Present: Chair L.D. Sutherland, Mary Riley, Jill Davies, Ray Bourgeois, John Doten, Frank Heald, Beth Fish, Nikki Nourse, Patrick Proctor, Jeffrey Kahn, Beth Finlayson, Chief David Green, Neil Alan, Brenda Blakeman, Jon Spector, Elijah Lemieux, Sally Miller, Patrick Fultz, Doug Raymond, Jennifer Raymond, Lynda Smiddy, Roger Logan, Deanna Jones, David Maguire, Susan Fuller, David Hill, Chris Lang, David Brown, Wendy Marrinan, Ed Esmond, Michael Brands, Daniel Putnam, Wayne Wilson, Roy Bates, Derek Demas, Everett Chamberlain, Joanna Garbish, Jim Pearce, Carol Pickett, Peter Pickett, Houry Chiccoine, Mark Hall

I. CALL TO ORDER

A. Chair L.D. Sutherland called the January 21, 2020 meeting of the Select Board to order at 6:00pm.

Announcement from Chair Sutherland: William Kerbin will be the new town and village manager and will start around March 25, 2020. He acknowledged the hard work of the Manager Search Committee. They started back in October.
Trustee Chair Kahn also stated that Kerbin has experience as a town manager in a town that is similar to Woodstock. The Town he is from is reliant on tourism and has a lot of retired people. He was selected out of 45 applicants. Kahn thanked Mr. Heald for his hard work as Interim Municipal Manger.

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

A. Liquor License Renewal Application
    a. Lincoln Inn & Restaurant at the Covered Bridge LLC
        i. Discussed with other permits

III. PUBLIC HEARINGS

A. Town Zoning Regulations
    i. Section 526 Short Term Rentals – New Regulations
        a) Mr. Brands passed out the proposed regulations to those who wanted to look at them.
        b) Ms. Miller stated that some of the changes made are that short term rentals can occur no more than 15 times in the calendar year, and they need to be inspected by the Fire Chief before use. She believes this is a good compromise.
        c) Mr. Brands stated that the new regulations are more lenient than the current regulations that are in place.
        d) Ms. Blakeman asked how these rules come about.
        e) Ms. Miller replied the zoning commission writes the regulations. It has become more necessary to have these regulations in recent years as this is becoming more and more popular.
        f) Ms. Blakeman stated she wants to know how the specific regulations come about like for example how many times in the calendar year.
        g) Mr. Brands replied that there have been many meetings with people. They have spoken with neighbors that have had issues. Short Term

Rentals are not supposed to be a business but be about people opening their homes to others.

h) Mr. Proctor stated that there are too many short term rentals. This will reduce the people who are here full time. Many owners do not live in their houses and end up renting out their houses. The purpose is to give the town more of a community atmosphere.
i) Ms. Fuller of South Woodstock is disappointed with the Planning Commission. People use it as a supplemental income. She stated that neighborhoods and villages change. She believes rentals are better than empty houses. This will force people out who need that income. She stated that the rules are too strict and should be simpler. For example, limiting the amount of people in the rental does not make sense. Short Term Rentals are helpful and bring people into the community.
j) Ms. Marrinan wanted to acknowledge the time and effort that has gone into this proposal. She respects the thought and dialogue that has gone into this.
k) Mr. Proctor stated there can be exceptions made
l) Ms. Miller clarified that the regulations are set in stone. She stated variances can be requested but not guaranteed. These regulations bring about balance. They protect the residential neighborhoods. This does not mean that in the future these regulations cannot change. She also stated that those who had Short Term Rentals prior to this Regulation are grandfathered.
m) Mr. Bourgeois asked how these regulations are enforced.
n) Mr. Brands said that enforcement is difficult. They rely on neighbors to speak up if they have concerns and it is up to them to let us know. Also, Airbnb websites provide information. People need to speak out and then warning letters are sent to those who violate the regulation.
o) Mr. Bourgeois is concerned that we are asking the people to enforce this.
p) Mr. Brands is asking the community for help. This is a community that is very involved and a town that has excellent communication and he hopes that the town maintains this throughout.
q) Ms. Miller stated that the Trustees have written ordinances that cover fines and regulations for the Village. They would like the Select Board to do something similar. She suggested the Select Board to talk to the State about how they can provide enforcement.
r) Mr. Brands stated that this is a very expensive and lengthy process
s) Ms. Marrinan stated that these regulations also help with fire safety and ensuring a level of safety.
t) Ms. Riley asked about the mechanism for variances
u) Mr. Brands stated that the restrictions are the same no matter the size of the house to make it fair
v) Mr. Pickett stated what is the penalty for violating a regulation.
w) Mr. Brands stated that it is $200 per day per regulation violated. It is very rare that penalties are needed to give out.

Motion: by Ms. Riley to accept the Regulations from the Planning Committee as submitted
Seconded: by Ms. Davies
Discussion: Mr. Bourgeois stated that he believes the regulations are too restrictive. He believes it needs more work done to it. Chair Sutherland asked the Planning Commission to think about the comments made and reconsider some of the comments.
Vote: 3-2-0 passed. Ms. Davies for, Ms. Riley for, Mr. Doten for, Chair Sutherland against, Mr. Bourgeois against.

IV. CITIZEN COMMENTS

A. Faulkner Park

a) Ms. Smiddy is concerned about Faulkner Park. In October of 2019 the Trustee of the park proposed to transfer ownership to the Town. Thirty-one Woodstock homeowners have expressed strong concerns about this proposal. Ms. Smiddy is submitting a letter to the Select Board and would like it to go on record as comments. (The Letter is attached to the Minutes)

b) Chair Sutherland believes there is not enough information on either side right now. His intent is to appoint a citizens committee in the next few weeks and to have this committee report to the Select Board at the June meeting.

c) Ms. Davies is hoping that Ms. Smiddy and others with concerns will be on the committee as well in order to get both sides.

B. Phil Swanson Plaque

d) Mr. Brown read a short letter to the Board. (The letter is attached to the minutes). The letter signifies the great loss of Phil Swanson and would like a brass plaque to go on the newly constructed Lincoln Bridge honoring him.

V. INTERVIEWS

A. EDC Candidate – Elizabeth Reaves

a) Mr. Spector stated that Ms. Reaves is not here. There was some confusion as to how many meetings she needed to attend of the EDC. Ms. Reaves is still intent interested. She has watched one meeting online. Ms. Reaves will meet the needed requirement of attending one in person and be here next month.

b) Mr. Kahn believes that the person applying for the position should attend the meeting in person so they can interact. Online is different and should not be counted.

c) Ms. Davies and Chair Sutherland agree.

VI. ECONOMIC DEVELOPMENT COMMISSION

A. Approval for EDC's Annual Budget for 2020

a) Mr. Spector passed out a form (attached to minutes). He is asking the Select Board to adopt the 13 proposals listed. The EDC is going to be spending more money than intended to take in but have built up reserves which can be used.

b) Ms. Riley stated that a resident approached her about funding of the school planning. Has the school group gone to other towns for funding as well?

c) Mr. Spector replied that some of the funding is coming from other towns, but is unsure if the other towns have an EDC like group

d) Mr. Bourgeois made a comment about the Riverloop trail. The proposal states nothing about future maintenance. He does not think that the town can take that on.

e) Mr. Spector replied that the proposed budget for the trail contains one year of maintenance. The group believes they can get private funding to maintain the trail. They do not intend to ask the town to maintain it.

f) Mr. Bates stated that he is worried about the funding for the school with other large projects like the new Emergency Services Building.

g) Ms. Davies stated that there is a tax that funds the EDC.

h) Mr. Spector stated that there was a vote back in 2015 to collect money and spend it on economic development for the town.

i) Mr. Proctor stated the future of the school influences him and others to stay in the town.

j) Chair Sutherland thanked the EDC board for all it has done.

k) Mr. Bourgeois asked about an administrative position that was talked about in September.

l) Mr. Spector stated there is a proposal to add a half time Administrative person and Program Manager. They would be physically based at the Town Hall and paid for by the EDC. These positions would not come into effect until July 1,

2020. The annual rate would be $33,000. They are just waiting for the Town to approve the position.

m) Ms. Raymond asked if there is someone currently in this position.
n) Chair Sutherland replied it is Sally Miller. They are not sure if she will be in the position during the second half of the calendar year.

Motion: by Ms. Davies to accept all 13 projects proposed by the EDC
Seconded: by Ms. Riley
Discussion: None
Vote:3-2-0. Passed. Ms. Davies for, Ms. Riley for, Chair Sutherland for, Mr. Doten against, Mr. Bourgeois against.

VII. OLD BUSINESS

A. Our Woodstock, Our Future
   a. Resolution
      1) Ms. Jones is on the committee that worked on this vision with Our Woodstock, Our Future. The trustees voted to adopt this resolution this month at their last meeting the previous Tuesday. They would like the Select Board to adopt this vision as well.

Motion: by Ms. Davies to accept the resolution adopting the Woodstock Community Vision
Seconded: by Ms. Riley
Discussion: Ms. Riley commented that they met at the library and the message was clear that more transparency is desired. The Agendas are posted on Listserv and posted on our website. It is not the intent to hide things from anyone. These meeting are open to all. Ms. Smiddy asked what is the significance of adopting the resolution? Ms. Jones replied that the vision was a project of the EDC. They spoke with consultants who worked on a similar project in Bethel. This project helped show what happens in the community now and into the future. It helps to provide a healthy environment and thriving economy and will not replace the town plan. Ms. Davies stated that it will help the town plan and provide it with more direction. Ms. Smiddy stated she is worried about it replacing the town plan. Ms. Davies replied that the vision and the town plan will work together. Chair Sutherland sees them working in harmony. Ms. Jones stated that this allows voices to be heard from the community so we can understand the people's priorities and concerns as well as things they love about the town.
Vote: 5-0-0 passed.

VIII. NEW BUSINESS

A. 2020 Certificate of Highway Mileage
   a) Mr. Heald stated that the Certificate is to receive state aid for the highways. This is an annual certificate asking if mileage has changed. There are no changes to it. He recommends that this document get approved and signed to continue to get state aid.

Motion: by Mr. Bourgeois we accept the Highway Mileage Report
Seconded: by Ms. Davies
Discussion: None
Vote: 5-0-0 passed.

B. Discussion Concerning the Use of the Income from the Rockefeller Endowment Fund
   a) Quarterly Report
      1) Chair Sutherland explained that the Rockefeller's gave the Town of Woodstock a fund of around $650,000 to help the town with taxes. It has been suggested that the Town take some of this money to pay for some of the projects in town. The Investment Advisory Committee advises the Select Board and Village Trustees on the investment of the Rockefeller Investment Fund.
      2) Mr. Proctor of the Investment Advisory Committee showed the quarterly report on a projector. They need approval every quarter.

Motion: by Ms. Riley to approve the Quarterly Report for the Rockefeller Endowment Fund
Seconded: by Mr. Bourgeois
Discussion: None
Vote: 5-0-0 passed.

b) Presentation about the concern of the Rockefeller Fund
    1) Mr. Proctor stated that there was a proposal to withdraw a lump sum to use for special projects in Town or to offset tax revenue. There have been disagreements on the funds use and whether a large withdrawal should be made. Some feel they should make this withdrawal while others believe the fund needs to be protected. Mr. Proctor showed a presentation with the projector. This presentation was shown last week to the Village Trustees as well. Mr. Proctor believes that leaving the fund alone or having small annual withdrawals is a better idea and will not damage the fund. Currently the Town and Village take out $69,500 annually for taxes. The fund needs to keep 1.39 million in the fund to keep withdrawing $69,500 annually and be okay. There is a surplus of $395,000 currently. However, market down turns could occur and make this excess disappear. Mr. Proctor and Mr. Hall believe the Town should not use the surplus because a large withdrawal from a good year could hurt when a bad year occurs. The surplus protects the fund. The Town could go take $89,000 annually and be okay. They would like to protect the fund so it can continue to help the community. It is beneficial to allow it to keep growing. There are a number of endowments in town. Managing this fund well provides incentive for future endowments for the town. It is better to possibly add an additional withdrawal yearly for a specific project or increase the annual payout by $10,000 to $15,000 a year. The final idea that came about at the Trustees meeting was that the town could get a bond and use this fund to make payments. It was agreed at the Trustees meeting to further look into this.
    2) Mr. Kahn stated that there are infrastructure problems in the village and town. He would like to the fund to be used to benefit the village and town. Mr. Kahn suggested they come back to this subject with how the bond could work with the fund.

C. Acceptance for Final Payment for the Completion of Work for Lincoln Covered Bridge
    a) Mr. Heald stated that the Lincoln Covered Bridge is complete. The engineers have signed off on it. The form is to release the final payment.

Motion: by Ms. Davies to approve the final payment to the contractor for $97,018.75
Seconded: by Mr. Bourgeois
Discussion: None
Vote: 5-0-0 passed.

D. Consider Request by Edwin J. Thompson Senior Center to be Considered by Article for Tax Exempt Status on Land and Building
    a) Ms. Jones is the director of the Thompson Senior Center. She is asking to add the Senior Center as a special article for the town meeting. The Thompson Senior Center has had the Tax-Exempt status for over 30 years. She did not get the petition in on time but would like it to be added.

Motion: by Ms. Davies to add the Edwin J. Thompson Senior Center as an article for the town meeting
Seconded: by Mr. Bourgeois
Discussion: None
Vote: 5-0-0 passed.

E. Town of Woodstock Climate Emergency and Action Resolution
    a) Ms. Riley stated that the form submitted is formally asking the Select Board to adopt a resolution. She believes that they meant to make it a special article. Last year they talked about it but did not have a petition. This year they do have adequate signatures. However, the wording is asking the Select Board to adopt the resolution. There is also no money involved.

Motion: by Ms. Davies to adopt the Woodstock Climate Emergency and Action Resolution that is identified with eight different bullet points
Seconded: by Ms. Riley
Discussion: None
Vote: 3-1-1 passed. Chair Sutherland for. Ms. Riley for. Ms. Davies for. Mr. Bourgeois against. Mr. Doten abstained.

F. Declaration of Official Intent No. 2 of the Town of Woodstock to Reimburse Certain Expenditures from Proceeds of Indebtedness
    i. Emergency Services Building – $4,500,000
        a) Mr. Heald suggested that the Select Board pass the declaration of official intent. This allows the town to accumulate expenses made from this date forward and 60 days prior. If the bond is approved at town meeting the money spent will be included in the bond. The VT Bond Bank does not issue bonds until mid-July.

Motion: by Ms. Davies to accept the Declaration of Official Intent No. 2 of the Town of Woodstock to Reimburse Certain Expenditures from Proceeds of Indebtedness for the Emergency Services Building.
Seconded: by Mr. Bourgeois
Discussion: None
Vote: 5-0-0 passed.

IX. PERMITS

A. Liquor License Renewal Applications
    i. F. H. Gillingham & Sons Inc
    ii. R. L. Vallee Inc
    iii. Village Butcher Inc
    iv. Village Victorian Inc
        1. First Class Hotel License
        2. Outside Consumption
        3. Third Class Hotel License

B. Liquor License Application
    i. Claire Mayock – DBA Heart Rock Kitchen

Motion: by Mr. Bourgeois to approve the Liquor License application for Lincoln Inn & Restaurant at the Covered Bridge LLC, F. H. Gillingham & Sons Inc, R. L. Vallee Inc, Village Butcher Inc, Village Victorian Inc, and Claire Mayock as submitted.
Seconded: by Mr. Doten
Discussion: None
Vote: 5-0-0 passed.

C. Overweight Truck Permit
    i. Newport Sand & Gravel Co Inc/ Carroll Concrete Co Inc

Motion: by Mr. Doten to approve the Overweight Truck Permit for Newport Sand & Gravel Co Inc/Carroll Concrete Co Inc as submitted.
Seconded: by Mr. Bourgeois
Discussion: None
Vote: 5-0-0 passed.

X. REVIEW AND SIGN WARRANT FOR TOWN MEETING

Mr. Heald stated that the draft warning submitted to the Select Board has the Thompson Senior Center added. This amended version was sent out on January 20, 2021 to the Select Board via email.

Motion: by Ms. Davies to approve the warrant for Town Meeting
Seconded: by Ms. Riley
Discussion: None
Vote: 5-0-0 passed.

XI. BOARD OF SEWER COMMISSIONERS

A. Review of Adjusted Sewer Rates for FY20
   a) Mr. Heald stated that this was audited, and the prior rate was 9.46. Fewer cubic feet projected and rate was adjusted to 9.66.

Motion: by Mr. Bourgeois to accept the adjusted sewer rate of 9.66.
Seconded: by Mr. Doten
Discussion: Ms. Riley stated the they need to set the due date as March 27, 2020.
Vote: 5-0-0 passed.

B. Declaration of Official Intent No. 1 of the Town of Woodstock to Reimburse Certain Expenditures from Proceeds of Indebtedness
   i. Wastewater Treatment Facility Improvements - $2,800,000
      a) Mr. Heald stated that the South Woodstock wastewater treatment plant is needing enhancements. The total improvement cost is not to exceed $2,800,000.

Motion: by Ms. Davies to approve the Declaration of Official Intent No. 1 of the Town of Woodstock to Reimburse Certain Expenditures from Proceeds of Indebtedness for the wastewater treatment facility improvements in South Woodstock.
Seconded: by Ms. Riley
Discussion: None
Vote: 5-0-0 passed.

XII. OTHER BUSINESS

A. Manager's Report
   a) Mr. Heald thanked the Search Committee for their hard work.
   b) The South Woodstock treatment facility can be enhanced financially by preparing for a clean water state revolving fund. In order to do that the town must meet deadline of February 24, 2020. They will also need a draft engineering report which requires the town to select an engineer. The process is to request qualifications. Mr. Heald has been working with Mr. Lord and they originally narrowed it down to three firms. Hoyle Tanner was selected. They were used for the Lincoln Covered Bridge.
   c) Mr. Heald congratulated Mr. Lemieux for passing his grade 3 Wastewater Certification and he is working on his grade 4. It is a national test that requires a lot of working knowledge.

B. Financial Report
   a) Mr. Heald noted that there are no anomalies and that the Town is under budget for the majority of categories.
   b) Ms. Davies asked why the fire department is at 20 percent.
   c) Chief Green replied that is due to payroll being processed at the end of the year.

C. Changes to December 17, 2019 meeting minutes
   a) Ms. Smiddy pointed out four revisions that need to be made to the December 17, 2019 Select Board Minutes. She will email Ms. Fish with the revisions.

XIII. APPROVAL OF MINUTES

A. December 17, 2019 Special Joint Minutes
B. January 6, 2020 Select Board Minutes

Motion: by Ms. Davies to approve the Special Joint Meeting Minutes of December 17, 2019 and the Select Board Minutes of January 6, 2020
Seconded: by Mr. Bourgeois
Discussion: None
Vote: 5-0-0 passed.

XIV. ADJOURNMENT PENDING REVIEW EXPENSE WARRANTS

Motion: by Mr. Bourgeois to adjourn the meeting at 8:12pm pending review of expense warrants.
Seconded: by Ms. Davies
Discussion: None
Vote: 5-0-0, passed.

Respectfully Submitted,

Nikki Nourse