

**WOODTOCK SELECT BOARD**  
**February 18, 2020**  
**5:30 PM**  
**PUBLIC INFORMATION HEARING**  
**Draft Minutes**

**Draft** subject to approval.

**Present:** Chair L.D. Sutherland, Mary Riley, Jill Davies (via phone), Ray Bourgeois, John Doten, Frank Heald, Nikki Nourse, Beth Finlayson, Chief David Green, Neil Alan, Jon Spector, Sally Miller, Patrick Fultz, Doug Raymond, Jennifer Raymond, Linda Smiddy, David Brown, Wendy Marrinan, Michael Brands, Roy Bates, Isabelle Chiccoine, Karim Houry, Pieter Bohlen, Tom O'Brien, Graham Hankey, Tori Littlefield, Emo Chynoweth, Susie Stulz

**I. Call to Order**

- a. Chair L.D. Sutherland called the February 18, 2020 Public Information Hearing for the South Woodstock Bond and the Emergency Services Bond to order at 5:37pm.

**II. South Woodstock WWTF Bond \$2.8 Million**

- a. Mr. Heald stated that they are obligated to have one public information hearing for a state bond. The official meeting will happen at 9:30am on February 29. The intent is to review both of these bonds before that meeting. The South Woodstock Wastewater Treatment Facility will be having its 43<sup>rd</sup> birthday this summer as it was established in 1967. This facility is old and tired. The renovation is a requirement of the Agency of Natural Resources. They have recently worked on the Taftsville WWTF and are now ready to move on to the South Woodstock plant. The engineering firm has created an alternatives analysis for the Town. There are different options including renovation, refurbishment, or replacement. With the Taftsville plant, renovation was used which ran over the estimate for renovation. Renovation is probably not an option for the South Woodstock plant as there is no way to know the issue until the plant is taken offline. To deal with the flow to the plant they may have to use fleet of trucks. The estimated cost of a replacement sewer plant is the 2.8 million. This would use the site to the greatest extent possible. The existing plant would continue to operate until the new one is ready to be fully operational. The new plant will meet current treatment standards addressing the stat's concern about phosphorous and nitrogen. The preliminary engineering is underway. It will be a zero interest loan that does not start payments for five years. The construction would not start until next summer in 2021 and work into the fall. The new plant would come online next September or October.
- b. Mr. Houry asked what happens if the plant is not done?
- c. Mr. Heald stated that the State will fine the Town and make the Town bring in a portable unit. The plant needs to be addressed before this happens. After South Woodstock, the State will want the Town to work on the Main Plant.

**III. Emergency Services Building Bond \$4.5 Million**

- a. Chief Green gave a PowerPoint Presentation. The current Emergency Services Building holds the Fire Department, EMS, Police, Dispatch, as well as all the equipment and vehicles. The current building was originally a car dealership. In the 1970's it was remodeled to hold fire and EMS. In the late 1980's the Police Department joined the building after another remodel was completed. They originally looked into building a new building in a new location but the initial cost of just securing a new property would be \$1.3 million which is not a viable option. The estimate for building the new building would be \$6 million. Currently there is an issue providing temporary sleeping quarters. An addition the building is necessary in order to provide this. During the winter the building needs to be overheated to help melt the ice on the roof which creates water

leaking into the building. Dispatch requires strong air conditioning for the equipment, which causes other areas in the building to be too cold. They have outgrown their current storage needs and have to use a metal container behind the building as extra storage. The Police evidence room is not up to standards. There are several health code violations and concerns. Currently the fire equipment is stored in an open room which is exposing employees and visitors to unsafe chemicals. There are no sprinkler or fire alarm systems in the building. The electrical panels are extremely old and cannot be added onto for future needs. The Police are not able to properly secure suspects. Currently night duty EMS personnel are housed in an apartment that is a cost and liability to the Town. The remodel and addition will serve the community for many years. The addition will be to the rear of the building. Sleeping quarters and offices will be added to the second floor. This will give the Police more space on the main floor. The project includes energy efficient upgrades to the existing building.

**6:00 PM**  
**SELECT BOARD MEETING**  
**Draft Minutes**

**I. CALL TO ORDER**

- A. Chair L.D. Sutherland called the February 18, 2020 meeting of the Select Board to order at 6:25pm.

**II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA**

- A. Deletions  
i. Interviews – EDC Candidate – Elizabeth Reaves

**III. PUBLIC HEARINGS**

- A. Amendment to Sections 103 Definitions and 809 Site Plan Review of the Town Zoning Regulations to define and add “accessory on-farm business”  
i. Ms. Miller stated that the change came about because as of July 1, 2018 municipalities cannot prohibit accessory businesses in the same locations as a farm.  
ii. Mr. Brands stated that the regulation would allow zoning to look at elements such as parking, lighting, and noise.  
iii. Ms. Marrinan asked what is an example of these activities that would pertain to this  
iv. Mr. Brands responded that there is a barn on Stage Road. They will serve food for corporate entities. This will hold 50 to 100 people. Food has to be produced on site. The owners are still working on this. As of right now there is nothing in place to regulate businesses like these in terms of things like parking.

**Motion:** by Ms. Riley to approve the amendment to Sections 103 Definitions and 809 Site Plan Review of the Town Zoning Regulations to define and add “accessory on-farm business”

**Seconded:** by Mr. Bourgeois

**Discussion:** None

**Vote:** 5-0-0 passed

**IV. CITIZEN COMMENTS**

- A. Ms. Stulz stated she is concerned about invasive insects. Her main concern is stink bugs. She has seen many in her house. They have the potential to get bad very quickly. There are traps available but are only effective during certain months of the year. Her other concern is the oriental beetle. The traps for them work all year long. The traps for the stink bugs are pheromone based. They are attracted to it and once they go in, they die. Oriental beetles are a problem because they eat plants and destroy crops. The traps for them are also pheromone based. She is suggesting the town buys traps and put them around. These insects can destroy homes and businesses.

- i. Ms. Finlayson stated that the Welcome Center had a lot of them last fall.
  - ii. Chair Sutherland stated that they could encourage people to buy them.
  - iii. Ms. Marrinan stated that she has family in Maryland. She has seen that the stink bugs tend to live in the building's walls and then when the temperature is right, they will come into the home.
- B. Mr. Hankey stated that he is part of the Faulkner Park Working Group. He passed out a document to the Select Board (attached to minutes). The group is investigating what is happening to the park. They have been doing independent research and talked to the Village Trustees the previous week. Their objective is to encourage the Select Board to follow up and create a citizens' committee in order to have a group look at all the data and come back to the Select Board and the Town with a recommendation on the best way to move forward. They do not believe that the proposal on the table is the only option. They want to look at other options and find the best possible recommendation. The document suggests ideas for members and tasks.
  - i. Chair Sutherland stated they have not created the citizen committee because they have not been able to find people except for those opposed. The goal is to find committee members that will be looking at it from all angles. He thinks it is a good idea to wait until the new town manager is on board and let him see what is going on. He can give his insight and help. He is willing to expedite forming the committee if the group can find other people willing to be on the committee that have different opinions.

**Motion:** by Ms. Riley to table the Faulkner Park discussion until another meeting which could be as late as summer in order to get the new town manager on board.

**Seconded:** by Mr. Bourgeois

**Discussion:** None

**Vote:** 5-0-0 passed

## V. INTERVIEWS

- A. EDC Candidate – Elizabeth Reaves – Tabled until next meeting

## VI. OLD BUSINESS - none

## VII. NEW BUSINESS

- A. Two Rivers Ottawaquechee Regional Commission
  - i. Resolution to Designate a Public Agency
    - 1. Ms. Littlefield stated that this is for the Keys to the Valley Initiative VCDP Planning Grant. The NP1 form is to verify that there are codes and ethics in place.

**Motion:** by Ms. Riley to approve and sign the Resolution dot Designate Two Rivers Ottawaquechee Regional Commission as the Public Agency

**Seconded:** by Ms. Davies

**Discussion:** None

**Vote:** 5-0-0 passed

- ii. Municipal Policies and Codes

**Motion:** by Ms. Riley to approve and sign the Municipal Polices and Codes form

**Seconded:** by Mr. Bourgeois

**Discussion:** None

**Vote:** 5-0-0 passed

- B. Review & Approve Engineering Service Agreement with Hoyle Tanner
  - i. South Woodstock WWTF
    - 1. Mr. Heald stated that there needs to be approval for the engineering service agreement with Hoyle Tanner for the South Woodstock Plant for services. The DEC Certification Page will need to be signed as well.
    - 2. Ms. Davies asked should the bond not pass how will the Town pay for this?

3. Mr. Heald stated that they have five years to figure it out. The loan does not have to be paid until then.

**Motion:** by Ms. Riley to approve the Engineering Service Agreement with Hoyle Tanner for the work on the South Woodstock WWTF and also to approve and sign the VT DEC Certification Page

**Seconded:** by Mr. Doten

**Discussion:** None

**Vote:** 5-0-0 passed

C. Execute VT DEC Certification Page

## VIII. PERMITS

A. GMP Permit – Notification of Pole and Wire Locations

- i. Chair Sutherland stated that this permit is for Grassy Lane. He suggested that this be tabled until weather permits the Board to be able to do a site visit

**Motion:** by Mr. Bourgeois to table the GMP Permit for Pole and Wire Locations on Grassy Lane until Weather Permits a Site Visit

**Seconded:** by Mr. Doten

**Discussion:** None

**Vote:** 5-0-0 passed

B. Parade Permit

i. Covered Bridges Half Marathon – CBHM Inc

1. Mr. Doten stated that they have this marathon every year and there appears to be no changes

**Motion:** by Mr. Doten to approve the parade permit as submitted by CBHM Inc for the Covered Bridges Half Marathon

**Seconded:** by Ms. Riley

**Discussion:** None

**Vote:** 5-0-0 passed

C. Liquor License Renewal Application

- i. Woodstock Hospitality Inc
- ii. 4778 South Road LLC
- iii. Shine Associates VT LLC
- iv. NMB LLC

D. Liquor License Application

i. NMB LLC – Outside Consumption

1. Chair Sutherland suggested that these buildings that are getting liquor licenses be inspected by the Fire Department before these licenses are granted in the future. This way code violations can be addressed in these establishments.
2. Chief Green stated that he has looked into it. He has a meeting with the Director of Public Safety to see where it stands.

**Motion:** by Ms. Riley to approve the liquor license applications submitted by Woodstock Hospitality Inc, 4778 South Road LLC, Shine Associates VT LLC, and NMB LLC

**Seconded:** by Mr. Bourgeois

**Discussion:** None

**Vote:** 5-0-0 passed

## IX. BOARD OF SEWER COMMISSIONERS

A. Application for Sewer Connection – Jay & Carol Hoag

Mr. Heald stated that this property is on Shurtleff lane. They are requesting 240 gallons per day for the construction of a two bedroom house. It has already been approved by the Aqueduct company and they have received a permit from the state.

**Motion:** by Ms. Riley to approve and sign the application for the sewer connection for the construction of a two bedroom house on Shurtleff land for Jay & Carol Hoag

**Seconded:** by Mr. Bourgeois

**Discussion:** None

1.21.20 SB Minutes

**Vote:** 5-0-0 passed

B. Request Adjustment for Sewer Tax Bill

i. Malik

1. Mr. Heald stated that this is due to a billing error. \$161 error to return to them. This residence is on 5 Stanton St. It was formally billed as a duplex, but it is now a single residence.

**Motion:** by Ms. Riley to approve the request for the sewer tax bill adjustment of \$161 to be returned due to a billing error for 5 Stanton St

**Seconded:** by Mr. Bourgeois

**Discussion:** None

**Vote:** 5-0-0 passed

ii. Woodstock Resort Corp

1. Mr. Heald stated that this is a sizeable error. The cubic feet should be significantly less than what was billed. The Athletic Club is getting billed the same as the Cooling Tower. The cubic feet should be 220,110 instead of 664,353. This adjustment would be a return of \$21,262.63.
2. Chair Sutherland stated that they need more information.
3. Mr. Heald stated that this is a billing issue.
4. Chair Sutherland stated that this will be tabled until next meeting.

iii. Winand

Mr. Heald stated this property is on 128 Shurtleff Lane. The owner William Winand has moved last August and looking to get his bill reduced with the difference being \$482.66.

**Motion:** by Ms. Riley deny the Winand request to have the sewer bill adjusted unless further information is given.

**Seconded:** by Ms. Davies

**Discussion:** Ms. Davies states that she understands the principle of following the system and making the charge to the homeowner. However, it does not feel right and maybe we should look at our billing process for the future.

Ms. Riley stated that she recognizes the confusion by the homeowner getting billed for the water used a year previously.

Mr. Heald stated that they were simply billed the minimum amount.

Ms. Davies asked if this is the case if the house is empty for the whole year?

Chair Sutherland stated that the owners still have to pay the minimum of \$966 for sewer for a family

**Vote:** 4-0-1, Mr. Bourgeois abstained

## X. OTHER BUSINESS

A. Manager's Report

- i. Mr. Heald stated that he and Bill Kerbin have been in constant conversation. Mr. Kerbin will be here for the weekend of Town Meeting until March 4<sup>th</sup>. Then he will be back Monday, March 23<sup>rd</sup> instead of the 25<sup>th</sup>. This is dependent on weather. Mr. Heald will no longer be here after March 30<sup>th</sup>. He will be traveling. Chief Green has been kept in the loop on most issues. He believes the transition will be seamless. The Annual Report books will be available tomorrow.

B. Financial Report

- i. Mr. Heald stated that he is not aware of any anomalies in the budget. The capital reserve has taken a hit. This is due to the insurance from the Lincoln Bridge not coming in yet. The insurance request covers all but around \$50,000. This is due to extra work that during the fixing of the bridge needed to be done.

C. Town Meeting Program Assignments

- i. Town Budget – Ms. Riley
- ii. Town Budget (Highway) – Mr. Doten
- iii. Repairing Woodstock's Sidewalks and Curbs – Mr. Bourgeois
- iv. Sewer Budget – Mr. Heald
- v. Improving Vail Field Tennis and Basketball Courts – Mr. Bourgeois
- vi. Improving Woodstock's Roads – Ms. Davies

- vii. Shall the Town of Woodstock raise \$37,000 for a Regional Energy Coordinator?  
– Ms. Davies
- viii. Replacing the South Woodstock Waste Water Treatment Facility – Mr. Heald
- ix. Renovating the Emergency Services Building – Chair Sutherland and Chief Green
- x. Creating a Woodstock Full Time Emergency Medical Services/Ambulance Service – Chair Sutherland and Chief Green

**XI. APPROVAL OF MINUTES**

- A. December 17, 2019 Minutes
- B. January 21, 2020 Minutes
- C. February 7, 2020 Joint Meeting Minutes

**Motion:** by Ms. Riley to approve the Minutes of December 17, 2019 Minutes, the minutes of January 21, 2020, and the joint meeting minutes of February 7, 2020

**Seconded:** by Mr. Bourgeois

**Discussion:** Ms. Davies requested changes to the January 21 and February 7 minutes that were sent in an email to Ms. Nourse. Ms. Riley requested a change to the February 7 minutes.

**Vote:** 4-0-1 passed, Ms. Davies abstained because she is not present to view them.

**XII. ADJOURNMENT PENDING REVIEW OF EXPENSE WARRANTS**

**Motion:** by Ms. Riley to adjourn the meeting at 7:36pm pending review of expense warrants.

**Seconded:** by Mr. Bourgeois

**Discussion:** None

**Vote:** 5-0-0, passed.

Respectfully Submitted,

*Nikki Nourse*

To: L.D. Sutherland, Jr. Chair, Town of Woodstock Select Board  
Members of the Town of Woodstock Select Board  
Members of the Village Trustees

From: The Faulkner Park Working Group (names provided at conclusion of this letter)

Date: February 18, 2020

Re: October 9, 2019 Proposed Conveyance of Faulkner Park and Trails by the Trustee of the Marianne Faulkner Trust to the Town of Woodstock

**Appointing a Citizen's Committee:**

Following the Working Group's comments at the January 21, 2020 Select Board meeting, the Select Board Chair proposed the idea of appointing a citizen's committee to take a closer look at all the information available surrounding the October 9, 2019 Proposed Conveyance of Faulkner Park. The Faulkner Park Working Group supports this idea. The following are our thoughts regarding the profile and goals of the proposed citizen's group for consideration should the Select Board move forward with creating such a committee.

**Suggested Member Profile of the Citizen's Committee:**

We suggest that a committee including representatives of each of the following groups would be a workable size and would provide a balanced and desirable range of perspectives.

1. Village residents (Faulkner Park neighborhood and frequent users of Faulkner Park)
2. Town residents (frequent users of Woodstock Parks and Trails)
3. The Faulkner Park Working Group
4. Billings Park Commission
5. Marsh Billings Rockefeller National Park
6. Chairperson with neutral interest

In addition, engage representatives from the following groups as needed:

7. The Town and the Village Investment Advisory Groups
8. The Homestead, Inc. Board of Directors
9. Woodstock Associates, Inc. Board of Directors
10. Woodstock Recreation Center Board of Trustees

*\*please note:*

To avoid any appearance of or any actual conflict of interest, **we request that no elected Town or Village official, or Town employee, be appointed to this Citizen's Committee.** Interested parties could, however, be invited to submit reference materials to this committee.

**Suggested Tasks of Citizen's Committee**

Research the annual expenditures associated with Faulkner Park (current year and past five years) and understand the distribution of park-related funds from the Faulkner Trust and any other sources over this time.

Determine the rationale for the Trust's original proposal, and identify the pros and cons for Woodstock and the resource impact if this proposal is accepted.

Define and assess alternative proposals (ranging from doing nothing to establishing some form of alternate oversight) and identify the pros and cons of each

- Define the pros and cons of each alternative proposal
- Define the resource impacts for the town (people, budget, etc.)

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Develop a thorough understanding of all applicable provisions of Marianne Faulkner's Will and Trust

Research the history of Faulkner Park to understand the impact that history should have on this decision.

Provide a summary of all options (including the Trust's original proposal and any alternative proposals) to the Town Select Board and the Village Trustees. For each option, this summary should include the following:

- Pros and cons
- Resource impact
- Alignment with the Faulkner Will and Trust and the historical context of the park

Recommend the best option for the long-term interests of the Town and Village and the fulfillment of Marianne Faulkner's vision as captured in her Will and Trust.

Respectfully submitted on behalf of the Faulkner Park Working Group,

Wendy Marrinan, Graham Hankey, Linda Smiddy, Jennifer Raymond