

**TOWN OF WOODSTOCK  
SELECT BOARD SPECIAL MEETING**

**April 3, 2020**

**9:00 AM**

**Town Hall**

**Draft Minutes**

**Draft** subject to approval.

**Present:** Chair Mary Riley, Jill Davies (via phone), L.D. Sutherland (via phone), Keri Cole (via phone), William Kerbin, Nikki Nourse, Zoie Parent, Police Chief Robbie Blish, Fire Chief David Green, Ken Vandenburg, Charlie Degener, Jon Spector (via phone), Karim Houry (via phone), Elizabeth Reaves (via phone)

**I. Call to Order**

- a. Chair Riley called the April 3, 2020 Select Board Special Meeting to order at 9:00am.

**II. Additions to and Deletions from the Posted Agenda - None**

**III. Discussion Concerning Budget for Last Quarter of FY 2019-2020**

- a. Chair Riley stated that FY 2020 ends June 30, 2020. The new budget that was voted on at Town Meeting goes into effect July 1. This discussion is about the last quarter of FY 2020. She welcomed William Kerbin, the new municipal manager, to his first official Select Board meeting. Earlier this week Mr. Kerbin had met with each department head and discussed what they expected for income and expenditures that will be made before July 1.
- b. Mr. Kerbin stated that the town has an estimated 7.9 million coming in for taxes. 6.7 million goes to the Education tax. That leaves the town 1.2 million left over.
- c. Chair Riley stated that there are only 10-12 weeks left of this quarter. Most expenditures have been made.
- d. Mr. Kerbin stated that he met with each department head and discussed their budget line by line. They did not come up with a lot of savings. The savings were about \$53,000.
- e. Ms. Davies stated that this is disappointing. It is highly likely they will not receive the full 7.9 million. She stated that they need to look at their operations and see what they can save.
- f. Ms. Parent stated that many people have their taxes escrowed so most money from taxes will be coming from banks and not individuals. She does not believe the town will have a huge shortfall in tax income.
- g. Chair Riley stated that by mid-June, she is hoping that with the department heads they can find more savings for Quarter one in the new fiscal year.
- h. Mr. Kerbin stated that they can relook at the budget for this final quarter but does not believe they will find much more savings. There are a lot of things that cannot be cut.
- i. Mr. Sutherland stated that in his experience people in Woodstock pay their taxes. He believes some businesses may be hurting and may not pay on time. However, he feels most people have prepared or have escrowed their taxes. He does not think it will be a significant loss.
- j. Ms. Cole stated that people have been asking questions about this. They are worried about what the future holds so although they may have the money for taxes, they are concerned they may need this money in the near future due to the effects of this virus.

- k. Chair Riley stated that she has also been contacted by a lot of people about this. However, taxes are still due by May 1<sup>st</sup>. They will honor postmarks. By May 11<sup>th</sup> we should have a good idea on where we stand with tax income. It is important to watch our spending at that date reevaluate where we are. Until then we will not know how the tax collection will be. After May 11<sup>th</sup> there are about 7-8 weeks left of this fiscal year. She understands it is difficult for some people to come up with this money. They have to be patient and tolerant and work with people. These are unusual times. Many businesses are not owned by local people. There are a lot of out of state owners.
- l. Mr. Sutherland stated that there are a lot of second homeowners as well.
- m. Chair Riley stated that she has not personally heard from any second homeowners regarding this. But a lot of people already have this money put aside.
- n. Mr. Houry stated that this is a tough economic time. He had a career in financial services and has experience in cost cutting. One way to approach this is by setting up a target goal. For example, each department has to cut a certain amount.
- o. Chair Riley stated that she appreciates the offer. They may contact him for help on this.
- p. Mr. Sutherland stated that they should take opportunities from people who have experience and utilize this.
- q. Ms. Davies asked that by next Fridays' meeting, the department heads look at the last quarters budget again. It is better to be prepared for the worst.
- r. Ms. Cole stated that she is getting a lot of calls about the sewer treatment plant and the EMS building and whether either is getting pushed back.
- s. Chief Green gave an update on the EMS building. The Coronavirus has brought to light deficiencies in the current building. Decontamination of the ambulances cannot be done indoors due to ventilation. They are currently unable to give the EMS crew showers after calls to decontaminate themselves. There are no uniforms for EMS. They are currently putting up plastic and locking doors which is a code violation, but it is their only option. They also want to look into emergency hiring. Stopping any of these projects will hurt the town. It is necessary to get this building fixed and added to and get people hired.
- t. Mr. Kerbin added that there will be OSHA fines if we do not correct these problems within the EMS building.
- u. Chief Green stated that they are spending money fast, but they need to in order to keep up with protocols. The protocols are changing constantly. There are several EMS crew in quarantine. Right now, they are okay but that could change. The virus has shown us our deficiencies. They need help to make it safe for people in this building and in order to do their job.
- v. Mr. Vandenburg asked about the final quarter and what the Select Board would like cut.
- w. Ms. Davies stated that just because it seems non-essential today, it may be essential later.
- x. Mr. Vandenburg agreed and stated that everything they put off now may be more work later but is willing to do so if requested.
- y. Chair Riley stated that they do not want to compromise the safety of employees and/or residents. She also stated that she hopes everyone understands why they have to keep the tax collection day of May 1<sup>st</sup>.

#### **IV. Appointment to Economic Development Commission.**

- a. Chair Riley stated that Elizabeth Reaves is hoping to be appointed to the EDC. Ms. Reaves has been to EDC meetings for the last couple of months.

- b. Ms. Reaves stated that she has lived in Woodstock on Linden Hill for 12 years or more. She works local at Sustainable Food Lab. She has experience with the type of work the EDC does. She also has experience leveraging different types of funding. She grew up in Vermont. She was grateful to return to the state and work here. She wants it to be a choice for more Vermonters. She wants the younger generations to have more work opportunities.
- c. Chair Riley stated Ms. Reaves is willing to start immediately.
- d. Mr. Spector stated the term of appointment is three years.

**Motion:** by Mr. Sutherland to appoint Elizabeth Reaves to serve on the EDC for a three-year term.

**Seconded:** by Ms. Cole

**Discussion:** None

**Vote:** 4-0-0, passed.

#### V. Consider Extension of Overweight Truck Permits.

- a. Chair Riley stated that overweight truck permits expire annually on March 31<sup>st</sup>. They currently have a stack of applications. Due to the social distancing John Doten has not had the opportunity to look over them. They are suggesting a May 31 extension.

**Motion:** by Ms. Davies to extend the deadline for the overweight truck permit to May 31, 2020.

**Seconded:** by Mr. Sutherland

**Discussion:** None

**Vote:** 4-0-0, passed.

#### VI. Other Business

##### A. Select Board Meeting Schedule

- a. Chair Riley stated that until things settle down with COVID-19, weekly meetings may be necessary
- b. Ms. Cole agreed to a weekly meeting
- c. Mr. Kerbin stated that the office staff is rotating who is home or in the office. They have cut down who is physically there.
- d. Ms. Cole stated that it is important to do this as remotely as possible.
- e. Chair Riley stated that the next meeting will be April 10 at 9am.
- f. Ms. Davies stated that the weekly meeting should be Friday at 9am going forward.
- g. Chair Riley stated she spoke with John Doten on the phone yesterday. He commented that Mr. Spector is doing a great job running the EDC. Chair Riley brought up that there are openings on the School Board. When the opening was first posted they stated the Select Board would be appointed at the April 21<sup>st</sup> meeting. That meeting is not going to happen most likely. The original deadline was March 20<sup>th</sup>. She asked if they should include this in the next meeting.
- h. Ms. Cole stated that they should make one appointment their next meeting and leave the second appointment until a later time.
- i. Mr. Sutherland asked Mr. Kerbin to reach out to Mr. Houry and use his expertise during this time.

#### VII. Adjournment

**Motion:** by Ms. Cole to adjourn the meeting at 10am.

**Seconded:** by Mr. Sutherland

**Discussion:** None

**Vote:** 4-0-0, passed.

Respectfully submitted,  
*Nikki Nourse*