

**TOWN OF WOODSTOCK**  
**SELECT BOARD**  
**APRIL 24, 2020**  
**9:00 AM**  
**CONFERENCE CALL**  
**MEETING**  
**MINUTES**

**Draft subject to approval.**

**Present:** Chair Mary Riley, Jill Davies, L.D. Sutherland, Keri Cole, John Doten, Lynn Beach, Tim Lynds, Fire Chief David Green, Ray Bourgeois, Ken Vandenburg, Beth Fish, Zoie Parent, Michael Brands, Neal Leitner, Jeffrey Kahn, Police Chief Robbie Blish

**I. CALL TO ORDER**

- a. Chair Mary Riley called to order the Select Board meeting of April 24, 2020 at 9:05am.

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

- a. Discussion with Neal Leitner – Town Planner & Administrative Officer
  - i. Mr. Leitner stated he is coming in May 1. He is ready to get started work. He has been working with Mr. Brands and Ms. Beach and learning the maps and processes. He has a master's in economics. He is passionate about climate change issues. He wants to contribute to Woodstock's sustainability. One example is solar panels. There is a balance between environment, community and aesthetics.

**III. OLD BUSINESS**

- a. Continuing COVID-19 Protection
  - 1. Mr. Kerbin thanked employees for working through this. He wanted to say a special thanks to Fire, EMS, and Police for being on the front lines during this.
  - ii. Manager's Office
    - 1. Working remotely. Calls are being forwarded to employees.
  - iii. Emergency Services
    - 1. Fire
      - a. Fire calls are up.
    - 2. Ambulance

- a. EMS calls on par from last year. An issue is that there is no shower for employees to use after calls. Also, shortage of PPE is an issue.
- iv. Police Department
  - 1. Police
    - a. Police are updating on social media and contacting businesses.
  - 2. Dispatch
- v. Listers
- vi. Planning & Zoning
  - 1. They are not reestablishing meetings. Some members do not have the ability to use Zoom.
  - 2. Mr. Brands stated he believes it is easier for large public meetings to be done in person. He is trying to be patient during this time.
  - 3. Mr. Kerbin stated they do not have as many permits right now. They are working remotely from home. He also stated that the Town is getting tax payments. They have received \$3 million at this point.
- vii. Town Clerk
- viii. Highway Department
  - 1. They have reestablished some of their workload. They are now allowed to do ditching and street sweeping. They were sent an email about requirements to promote health and safety. They discussed moving street sweeping to 7am.
- ix. Sewer
  - 1. Following same guidelines.
- b. Ms. Fish stated that the Town received \$1.2 million yesterday in taxes. There is \$4.6 million outstanding.
- c. Mr. Kerbin stated they are going to reach out to representatives to get PPE. They are ordering a disinfectant machine.
  - i. Chief Green stated that he already put a request in to the state for PPE. Any extra they receive will be used eventually. The problem is it is backordered, and it is not available anywhere right now.
- d. Follow-up on Highway Projects

- i. Mr. Vandenburg sent out specs for the loader and truck. Elm St Bridge can wait. Also, specs were sent for the leaf blower.

**Motion:** by Mr. Sutherland to accept Neal Leitner as the Town Planner and Administrative Officer as rectified by the Planning Commission.

**Seconded:** by Ms. Cole.

**Discussion:** None.

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

#### IV. NEW BUSINESS

##### a. Approval of Construction Work mLoan Documents

- i. This is regarding the Emergency Services building and was voted on before Town Meeting.
- ii. Chief Green stated that they started with architects last year for this project. In January or February, the Select Board passed a resolution that will recover all those costs. This also allows them to keep working.
- iii. Mr. Kerbin stated that the interest rate is 2.8%.
- iv. Chief Green stated that it is a long process. They will not get the bond until late Fall. They are not accessing money until then. This loan is for architect fees.

**Motion:** by Ms. Davies to approve the Construction Work mLoan Documents for the Emergency Services Building.

**Seconded:** by Ms. Cole.

**Discussion:** none.

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

- v. Chief Green stated that he would also like to purchase a Decon machine. Currently they have a homemade decon sprayer. However, if something happens, they could be liable. The assumption is FEMA will pay for this. However, if they will not the perchance can be built into the construction loan. The cost is \$5,500 roughly.

**Motion:** by Ms. Davies to approve the purchase of a Decon machine and build it into the construction loan.

**Seconded:** by Mr. Sutherland.

**Discussion:** none.

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

##### b. Re-Adoption of Local Emergency Management Plan

- i. Mr. Kerbin stated that this is an annual plan the Select Board needs to approve. It is an emergency plan they have in place in case of a disaster like Irene. They are required to have it. They need it for FEMA reimbursements. It needs to be approved by May 1.

**Motion:** by Mr. Sutherland to approve the re-adoption of the Local Emergency Management Plan.

**Seconded:** by Ms. Cole.

**Discussion:** none.

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

c. Approval of Sewer Quote

- i. Mr. Kerbin stated that the grinder at the West Woodstock plant has gone up. We have a sole proprietor. It is over \$3,000 so needs Select Board approval.
- ii. Mr. Lynds stated that it was replaced in the Fall of 2014. It runs 24/7. Back in February Frank Heald noticed it using a lot more electricity. They investigated it and tried buying a new motor. The gear reducer is also new. However, the grinder is not fixable. It grinds up things that get in the line. In the past Grinders could be rebuilt. If they do not get it running there is a change of a plug up occurring at the Main Plant. \$10,000 is a lot but it stops the pump from getting clogged. It is a critical piece of equipment.

**Motion:** by Ms. Davies to approval the purchase of a grinder from JWC Environmental for the West Woodstock Pumping Station.

**Seconded:** by Mr. Sutherland.

**Discussion:** none.

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

**V. OTHER BUSINESS**

- a. Mr. Kerbin stated that the Select Board needs to have a Joint Meeting with the Trustees soon to discuss the personnel policy. He is thinking May 1 at 9am.
  - i. Mr. Kahn stated that would work for the Trustees.
- b. Chair Riley stated that truck specifications have been sent out. They need to be authorized for Mr. Vandenburg. He is requesting to order the leaf blower, so he has if for July 1.

**Motion:** by Mr. Sutherland to approve the purchase of a leaf blower for the Highway Department to have in house by July 1, 2020.

**Seconded:** by Ms. Davies.

**Discussion:** none.

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

**VI. CITIZEN COMMENTS – None**

**VII. ADJOURNMENT**

**Motion:** by Ms. Cole to adjourn the meeting at 10:00am.

**Seconded:** by Mr. Sutherland.

**Discussion:** none.

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

Respectfully submitted,

*Nikki Nourse*