

**TOWN OF WOODSTOCK
SELECT BOARD
JUNE 16, 2020
6:00 PM
MEETING
CONFERENCE CALL
MINUTES**

Draft minutes subject to approval

Present: Chair Mary Riley, Jill Davies, L.D. Sutherland, John Doten, Keri Cole, Ray Bourgeois, Alison Clarkson, Wendy Marrinan, Bill Corson, Susan Boston, Gunnar Nourse, Jennie Auster, Allan Stein, Karim Houry, Beth Fish, Elijah Lemieux, Linda Smiddy, Lynn Beach, Jeffrey Kahn, Rebecca Williams, Tom Weschler

I. CALL TO ORDER

- A. Vice Chair Jill Davies called the Select Board meeting of June 16, 2020 to order at 6:10pm.

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA - none

III. BPC INTERVIEWS

A. Susan Boston

- 1. Ms. Boston stated she has lived in Woodstock for 13 years. She is retired and volunteers in town. She is on the Planning Commission. For four years she volunteered at the National Park Service. She is a big walker. She has walked 390 miles in the Woodstock area since the lockdown in March. She prints out maps and explores. She would help with the maintenance of trails and help make them available to guests and residents. She has not been to any meetings. She would be able to take on the added responsibility. She believes she could be a valuable member.

B. William Corson

1. Mr. Corson moved to Woodstock last year to Pleasant Street in April. He is very familiar with the parks. He is there almost every day. He is retired. He used to run an opera house in New Jersey. He has a passion for being outdoors. He is part of the Appalachian Mountain Club. He would like to contribute to the town. He can offer a fresh perspective. He moved here because he loved the town. He believes the main responsibility of the BPC is stewardship. Trail clearing is also important. He enjoys theater and music as well as the outdoors. He is a singer. He has attended many meetings since moving here.

C. Gunnar Nourse

1. Mr. Nourse attended the last BPC meeting. He wants to give back to this town. He used to live on Mt. Peg. He has always walked these trails. He believes it is important to maintain these trails. It is important to maintain them for his kids as well as future generations. He wants his kids to be outside and enjoy these trails as much as him. Every action has a positive or negative reaction. We need to take care of this land for the future. The BPC maintains trails. They also deal with problems or issues with neighboring houses. He would have the time commitment for this. He is enthusiastic about this type of work. He wants to bring more people in. Volunteer work is important.

D. Rebecca Williams

1. Ms. Williams stated that her family moved to Woodstock 18 months ago. She uses the trails daily. She has a background in nursing and public health. She can contribute a different viewpoint. She has not been to a meeting but has spoken to Sam Segal about the BPC. She does ski patrol at Suicide Six. She works full time at the Ottauquechee Health Center.

IV. OLD BUSINESS – none

V. NEW BUSINESS

A. Riverwalk Presentation – Tom Weschler

1. Mr. Weschler provided information about the Riverwalk project. They received partial funding from the EDC. They are moving forward. They are making a request from the Select Board to have the Town cover the trail with umbrella insurance. They will cover the cost of construction and maintenance. They are just asking for insurance. It is a great trail.

2. Mr. Kerbin stated that it will not raise the cost of the Town's insurance.
3. Ms. Davies inquired about the use of bikes on the trail.
4. Mr. Weschler stated the trail is fragile. It is in a flood way. The compensation of the soil is not strong. The original request was for a walking trail. There has been talk of making it multi use. He wants to focus on getting it built first. Baby strollers would be fine on the trail.
5. Ms. Marrinan stated that the Riverwalk Trail is on private property. The East End Park is on Village property and run by volunteers. Have they approached the town about insurance?
6. Mr. Kerbin stated that the East End Park is covered.

Motion: by Mr. Sutherland to authorize the Town to provide umbrella insurance for the Riverwalk Trail.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

B. 90% Review Amendment for South Woodstock Wastewater Treatment Plant Upgrade

1. Ms. Auster stated that there is an amendment to the current agreement that needs to be approved. An environmental report will need to be done. A basis for final design is required and reviewed by the State. They need to do additional research. They need to preselect a SBR equipment manufacturer. They are adding a subsurface investigation and geotechnical analysis and a South Woodstock WWTF property survey. This is all step one for the preliminary engineering. To move forward they need the amendment approved. The amendment amount is \$38,500. The original amount was \$79,000. The new total will therefore be \$117,500. Next month there will be a final design agreement.

Motion: by Ms. Cole to approve and authorize the amendment to the current Engineering Services Agreement for \$38,500.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Ms. Davies to authorize submitting an application for an Amendment for the Step I CWSRF Planning Loan for the additional scope and fee.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 5-0-0, passed.

C. Discussion of Select Board Rules & Procedures

1. Chair Riley stated that this document has been around for a couple of years but has been tabled.
2. Ms. Davies would like to add an electronic place for posting to be reflected in the document. For example, Listserv. There is also nothing for emergency meetings and electronic meetings.
3. Chair Riley stated that this is for normal meetings. Identifying where to post is a good suggestion. They are hoping to be able to use the Conference Room soon, at least with a projection screen so the Board can be together for the meetings and others can attend with Zoom. They can write something separate for electronic meetings.

Motion: by Ms. Davies to approve the Town of Woodstock Policies and Procedures for Municipal Boards, Committees, and Commissions as submitted with the addition of where Agenda will be electronically posted.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

D. Review of Tennis Court Engineer's Proposal

1. Mr. Kerbin stated that Craig Jewitt from Otter Creek has put together a bid packet. The additional cost is now \$19,985.
2. Mr. Sutherland stated that we should negotiate this.
3. Ms. Davies suggested seeing what we can do in house.
4. Chair Riley stated that they will table this until next meeting.

E. Ambulance Write Offs

1. Mr. Kerbin stated that each year we do this. We have a Mutual Aid agreement with Killington. We are also responsible for Bridgewater.
2. Chair Riley stated these have been outstanding since June 30, 2019.
3. Ms. Fish stated that this number is higher than last year. It was about \$27,000 last year. It is getting higher. We have an aging population. There are more noninsured payments. People are not paying. This does not go to collections so there is no real penalty to people.

4. Mr. Sutherland stated that Medicare and Medicaid will not pay for certain things. This is one of the reasons we had to up our rates. This is the cost of doing this business. We do not have an option. We can only continue to up our rates to offset.
5. Chair Riley stated that every few years we renegotiate rates.

Motion: by Mr. Sutherland to authorize the write offs for the uncollected ambulance fees from the towns of Woodstock, Bridgewater, and Killington for the amount of \$50,651.52.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

VI. PERMITS

- A. Overweight Truck Permits
 1. Norman E Martin II
 2. United Natural Foods Inc
 3. Limlaw Chipping & Land Clearing Inc
 4. M&M Lawn Care and Trucking LLC

Motion: by Mr. Doten to approve the truck permits as submitted by Norman E Martin II, United Natural Foods Inc, Limlaw Chipping & Land Clearing Inc, and M&M Lawn Care and Trucking LLC.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 5-0-0, passed.

VII. BOARD OF SEWER COMMISSIONERS

- A. Sewer Permit – Mike Dunne – Dunne & Calder LLC – Valley View Drive

Motion: by Ms. Cole to approve the sewer permit as submitted by Mike Dunne for Valley View Drive.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 5-0-0, passed.

VIII. OTHER BUSINESS

- A. Manager's Report
 1. Drag paving will start Wednesday or Thursday this week. It will hopefully only take a day. The loan for the ESB was approved.

B. Financial Report

1. We are currently \$10,000 over budget in the General Fund. The \$592,000 will be offset by the capital reserve. Mr. Kerbin has talked with Chair Riley and Zoie Parent about the school repayment and they have discussed a plan with the School. They will begin making monthly payments of \$15,000 in August until December. The Auditor has agreed that this money needs to be repaid. This will come out of the General Fund.
2. Chair Riley stated they could take an immediate loan for that amount of money. The school is taking a temporary loan. However, due to interest the five month arrangement to repay them would be better.
3. Ms. Davies stated that she understands the legal obligation. They need to look at the annual budget carefully to understand where this money will come from. They might have to not do a project.
4. Chair Riley stated they will be getting tax payments in November. This will hopefully help with the final two payments. After it is repaid it will be mid-year. They will move forward with the rest of the year carefully.
5. Mr. Kerbin stated they can also look at savings form Department Heads.

Motion: by Chair Riley to approve the repayment plan for the school by paying \$15,000 per month starting in August,2020 until December when the debt is clear.

Seconded: by Ms. Cole

Discussion: none.

Vote: 4-1-0, passed. Chair Riley for, Mr. Sutherland for, Mr. Doten for, Ms. Cole for, Ms. Davies against.

C. 1st Quarter Budget Meeting Date

1. This meeting will be held on June 26, 2020 at 9am.
2. Mr. Houry asked if there were certain items that cannot be touched in the budget.
3. Chair Riley stated that in order to change things that were voted on they would have to have a special town meeting. They will start with the first quarter budget discussion. Mr. Houry is welcome to come and participate. Bonded items cannot be touched.

IX. CITIZEN COMMENTS – none

X. APPROVAL OF MINUTES

- A. May 15, 2020 Meeting Minutes

- B. May 19, 2020 Meeting Minutes
- C. June 5, 2020 Joint Meeting Minutes
- D. June 5, 2020 Meeting Minutes

Motion: by Ms. Davies to approve the meeting minutes for May 15, May 19, June 5, and the joint meeting minutes from June 5 as submitted.

Seconded: by Ms. Cole.

Discussion: Ms. Marrinan noted a correction to the May 19, 2020 Meeting Minutes. Her last name was misspelled. Also, in the Citizen Comments section she was inquiring about the BPC reporting to the Select Board.

Vote: 5-0-0, passed with the corrections from Ms. Marrinan.

Motion: by Ms. Cole to enter executive session to discuss the appointment for the BPC and the personnel policy at 8:11pm.

Seconded: by Mr. Doten.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Ms. Cole to leave executive session at 8:34pm.

Seconded: by Mr. Doten.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Ms. Cole to appoint Rebecca Williams for the Billings Park Commission for a three year term.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Ms. Cole to adopt the personnel policy as submitted with the amendment that employees can accrue up to 24 days sick leave, with no payouts upon leaving.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 5-0-0, passed.

XI. ADJOURNMENT

Motion: by Mr. Sutherland to adjourn the meeting at 8:40 pm.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 5-0-0, passed.

Respectfully submitted,

Nikki Nourse