

**TOWN OF WOODSTOCK
SELECT BOARD
JULY 21, 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, William Kerbin, Nikki Nourse, Zoie Parent, Fire Chief David Green, Peter Gregory, Wendy Marrinan, Allan Stein, Jennie Auster, Susan Silberberg, Sally Miller, Bill Corson, Beth Finlayson, Ray Bourgeois, Linda Smiddy, Antonia Richie, Richard Schramm

I. CALL TO ORDER

A. Chair Riley called to order the Select Board meeting of July 21, 2020 at 6:00pm.

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

- A. Sewer Permit – Audsley
- B. Energy Efficiency Grants
- C. Bids for Pedestrian Bridge

III. PLANNING COMMISSION INTERVIEW

A. Susan Silberberg

- 1. Ms. Silberberg stated that she was a city planner and architect. She moved to Woodstock last June. She has lived in small towns and has done planning in small towns. She wants to be part of the community and contribute. She should be able to make all meetings. She has lots of flexibility. She is making this a priority.
- 2. Chair Riley stated that the Village Trustees did vote at their last meeting to appoint Ms. Silberberg.
- 3. Ms. Silberberg stated that she wants to focus on how to best achieve multiple goals. Housing and economic development is also important. She has attended past meetings.

Motion: by Ms. Cole to appoint Susan Silberberg to the Planning Commission for a four-year term ending in March 2023.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 5-0-0, passed.

IV. OLD BUSINESS – none.

V. NEW BUSINESS

A. WWTP Design Review Proposal and Authorization of CWRSF Application

1. Ms. Auster stated that they are ready to initiate the final design. This is the authorization to move forward with step 2 in the agreement. They will have required design meeting with the state. This is the phase where we get all permits. They need to get State Highway access permit. The other permits are standard. The total fee for this phase is \$216,900. The grant brings it to \$116,900. They do not have good documentation on what the driveway access is. This amount is part of the original packet proposed. It is a complex project. With this type of bonding compacity you expect a lot of bidders, but the complexity of the project might make people uncomfortable. There are three that can think of that would do it. They need to get someone with experience with this type of work.

Motion: by Ms. Davies to accept the Step II Final Design proposal as submitted.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

B. Ambulance write offs

1. Mr. Kerbin stated they have five write offs. Four are from Plymouth. We have an agreement with them to write off anything under \$1,500 that is not paid. The Killington one is due to the person being in another country.

Motion: by Ms. Cole to approve the ambulance write offs in the amount of \$2,946.22 for the towns of Plymouth and Killington.

Seconded: by Mr. Sutherland.

Discussion: Ms. Davies asked if this person who is out of country have insurance.

Chief Green stated it has been very hard to get insurance from this person.

Vote: 5-0-0, passed.

C. Approve \$3,800 for "Keep Our Town Safe" Poster Campaign

1. Ms. Miller stated the EDC is looking for approval for two grants. She submitted the package and meeting minutes from their last meeting.

D. Approve \$4,000 for additional picnic tables in the village

1. Ms. Miller stated that the EDC talked to many restaurants in town. These restaurants thought picnic tables could help them.

Motion: by Ms. Cole to approve the grants for \$3,800 for "Keep Our Town Safe" poster campaign and \$4,000 for additional picnic tables in the village as presented by the EDC.

Seconded: by Mr. Sutherland.

Discussion: Ms. Miller stated there will be six tables. This price includes \$600 in maintenance fees and liability insurance. These will be Shackleton tables. They are discounted. They include umbrellas. Someone donated funds to make them standard price. When not in use they will be stored at the Woodstock Inn golf course.

Vote: 5-0-0, passed.

E. Resolution to raise Municipal Manager's credit limit to \$5,000

1. The town officials and department heads have credit cards. They used to have change accounts at places like the hardware store. Stores do not do that anymore. Therefore, they

started using credit cards. People's United Bank is one of the only banks that would allow them the number of cards needed without a large expense. They are suggested raising Mr. Kerbin's limit. This would help during emergencies. Sometimes they need to get something quickly. The purchases are in warrants that are approved by the Select Board.

2. Ms. Davies stated that it is important to support local banks.
3. Chair Riley stated that it is important to be connected to many businesses. Mascoma may be able to give us this type of service. They can check it out. However, it might take awhile for Mascoma to do this.
4. Ms. Parent stated that she is super busy with new hires and the end of fiscal year. It is best for the town to stick with People's United Bank for now.
5. Ms. Davies stated that within the next six months they should look at Mascoma's products.

Motion: by Ms. Davies to approve the Resolution form to increase the Municipal Manger's credit limit to \$5,000 at People's United Bank with the stipulation that they will investigate what credit cards Mascoma offers within the next six months.

Seconded: Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

F. Subgrant agreement and resolution for Valley Keys Initiative (Housing Study)

1. Chair Riley stated that this is the housing study that they approved participation in back in 2019. This is to appoint Mr. Kerbin to act on behalf of the town.

Motion: by Mr. Sutherland to accept the terms and conditions of the Grant Agreement and designate William Kerbin with the overall responsibility and authority to execute all appropriate documents.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

G. ESB construction update

1. Chief Green stated that they are currently working with the architect. They are projecting a finish date for the middle of August. Two days ago, they found out about a good grant. It is an improving new technology grant. This will delay progress for a month to a month and a half. However, everything is moving forward fine.
2. Ms. Davies stated that this grant is from the Department of Energy. Efficiency Vermont brought this to their attention. This is for thermal energy storage. It stores energy during the cheaper times and uses it when more needed. This will save on propane usage that is in the current plans. They are working with an engineer from Efficiency Vermont. They will come up with a design that provide good savings in fossil fuels. They will know within a month whether their project will be considered for the grant.
3. Chief Green stated that this is not going to disrupt plans they have now for the building.

Motion: by Ms. Cole to request Mr. Kerbin to submit and sign the grant application for improving new technology for the ESB.

Seconded: Mr. Sutherland.

Discussion: none.

Vote: 5-0-0, passed.

H. EMS new hires update

1. Chief Green stated that after Town Meeting they advertised the positions. He went over the job description with Mr. Kerbin. There were 60 or so applicants. They whittled it down to 20. They interviewed about 16. They hired eight of them. Three of them are local are were already working here. The majority live in the Lebanon area. They have five EMTs. Two of these are already almost done their advanced training which is the step below paramedic. AEMT training takes six months. To be a paramedic they can take an accelerated program. It is hard. There is no forgiveness if they fail a class.

I. Regional Energy Coordinator update

1. Ms. Davies stated that originally there were seven towns involved. Woodstock was one of the largest towns. Norwich was the other large town, but they dropped out. Tow Rivers will pay what Norwich was going to pay. Because of the pandemic it has taken longer to find someone. However, Jeff Martin will be the Energy Coordinator. He previously worked in Hartford as one. He is local.

J. Investment Advisory Group Presentation

1. Ms. Davies stated that this is the endowment fund that Rockefeller left us. It is at \$1.9 million. It is invested in Vanguard. 60% of it is in equities and 40% in bonds. Equities have been outperforming the market. Everything has gone way back up. They are not suggesting any changes to the fund. \$69,500 has been taken out now in case the market collapses.

K. Process for petitions for special articles for Town Meeting

1. Chair Riley stated that organization apply for funds from us to support their activities. They ask them for a petition with 150 signatures. People have approached them about this process. In a previous meeting they had talked about asking the organizations to ask for less funds or hold off for the next year. Also, in recent years they have allowed organization to group together and submit one petition for multiple organizations. They have been receiving requests to get signatures electronically. These get put as special articles at Town Meeting. She had a discussion with Charlie Degener. They are hoping to ask that signatures if done electronically need to be submitted together and no one signature per page. People are starting to ask about this process now. They want to know if they are going to continue to require petitions. They do not know how voting day will be. The purpose of the signatures is to keep people aware that the organizations are requesting money. They are authorizing us to put in on as a special article.
2. Ms. Davies suggested not requiring petitions for any organization that has been on the report last year fi they are not asking for more money.
3. Ms. Cole stated that people have been asking for a budget of what these organizations are actually spending their money on.

4. Chair Riley stated that with the petition it is a requirement to send in a letter and they generally state what they do in Woodstock.
5. Ms. Davies stated that they should request how much is being spent in Woodstock.
6. Mr. Sutherland stated that the petition allows them to be put on the ballot. He thinks it is statutory that they need to put them on. However, they need to take a closer look at these organizations.
7. Ms. Davies stated that most of these organizations are nonprofits and do not pay taxes.
8. Chair Riley stated that most of them are also written in the budget.
9. Ms. Cole stated that she thinks the more information they can receive from these organizations the better.
10. Chair Riley stated that they currently write a letter stating their need. It is put on the warning.
11. Mr. Kerbin confirmed the petition is a statutory requirement.
12. Ms. Cole suggested increasing the requirement for them to provide the budget.
13. Ms. Davies stated they are restricted on taxes they can raise. Some of these organizations have more abilities to gain money and we are giving them more.
14. Chair Riley suggested to still require the petition, but also require a letter to the Select Board. This can have the budget and what they do in Woodstock. They can ask for that in November and the petition in January. They can ask them to make it public or we can post it on the town website. We can inform them that we will make it public to voters.
15. Ms. Finlayson stated nonprofits are on a site called Guide Star. This information is already public knowledge.
16. Ms. Cole stated that it is important to see how they are contributing to Woodstock.

VI. PERMITS

A. Overweight Truck Permits

1. Keith Clifford
2. Summit Landworks

Motion: by Mr. Doten to approve the overweight truck permits for Keith Clifford and Summit Landworks as submitted.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 5-0-0, passed.

B. Liquor Licenses

1. Woodstock Resort Corporation – Kelly Way Gardens (Outside Consumption)
2. Mangalista LLC (Outside Consumption, First Class, Third Class)
 - a. They are opening on 650 Pomfret Road.

Motion: by Mr. Sutherland to approve the liquor license for the Woodstock Resort Corporation and to approve the liquor license for Mangalista LLC contingent upon getting all other required permits and inspection from Fire Inspector and Health Officer.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

VII. BOARD OF SEWER COMMISSIONERS

A. Audsley

1. This will be for 340 gallons per day. It is a new office and shop at Mill Road. They have paid the fee.

Motion: by Mr. Sutherland to approve the sewer permit for 18 Mill Road as submitted by Shawn Audsley.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

VIII. OTHER BUSINESS

A. Managers' Report

1. Mr. Kerbin stated that the tennis court project is coming along. They have a pre bid meeting August and the bid opening will hopefully by August 17. Construction will begin in September. Work should take a couple of weeks.
 - a. Ms. Davies stated that if it is going to be that late it would be better to wait until spring.
2. Mr. Kerbin stated he is making a resurgence plan with Mike Skuro and Key Communications. Staff will be able to receive phone calls from home.
3. They are working with Two Rivers on a paving plan. This data should help prioritize roads.
4. Delinquent taxes collected are \$24,548.11.
5. Mr. Kerbin suggested another way to manage the meeting with setting times for items similar to the EDC.
 - a. Ms. Davies stated the EDC was having issues due to Citizens comments. It is not necessary for the Select Board.
6. Mr. Kerbin stated that signs will be going up this week.
 - a. Ms. Davies stated that this was an emergency. There was an urgency to get this done. We do not need to wait to put them up in the village.
 - b. Mr. Kerbin will talk to Ken Vandenburg in the morning.
 - c. Ms. Cole stated that Worthy Kitchen has been having a hard time with customers.
 - d. Ms. Davies is upset with the Highway Department that it has not been done. This will help our businesses.

B. Financial Report

1. Mr. Sutherland talked about additional curbing. They are almost finished on Elm Street. There is one section between Ms. Debevoise's house and the next driveway where the asphalt curbing has been broken up for a long time. It is about 20 feet.

We have the curbing. It will cost \$2,500. There is also curbing that needs to be done in front of Town Hall where the green is from the manhole from the church going East. The whole section needs to be done. That will cost \$19,000. He suggests it be the next piece they do.

Motion: by Ms. Davies to approve the curb work on Elm St in the amount of \$2,500.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 5-0-0, passed.

C. Pedestrian Bridge Bids at Town Hall

1. Ms. Davies stated that Wright Construction was recommended from Jay Wight. The price comes out at the budget we estimated. They want to get the work that needs to be done now. They are leaving the guttering and lights until later. They will leave the old lights up until next year.

2. This was tabled until the next meeting.

IX. CITIZEN COMMENTS

A. Mr. Bourgeois stated that the crosswalks look great so far. He wants to know when they are going to be completed.

1. Mr. Kerbin stated that they were supposed to be completed today. He will check with Mr. Vandenburg.

X. APPROVAL OF MINUTES

A. Joint Meeting Minutes – June 16, 2020

B. Meeting Minutes – June 16, 2020

C. Meeting Minutes – June 26, 2020

D. Meeting Minutes – July 8, 2020

Motion: by Ms. Cole to approve the Joint Meeting Minutes from June 16, 2020 and the meeting minutes from June 16, June 26, and July 8 as submitted.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 5-0-0, passed.

XI. ADJOURNMENT

Motion: by Ms. Cole to adjourn the meeting at 8:02pm.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 5-0-0, passed.

Respectfully submitted,
Nikki Nourse

