

TOWN OF WOODSTOCK
SELECT BOARD
AUGUST 18, 2020
6:00 PM
MEETING
CONFERENCE CALL
MINUTES

Draft Minutes subject to approval.

Present: Chair Mary Riley, Jill Davies, L.D. Sutherland, Keri Cole, William Kerbin, Beth Fish, Ken Vandenburg, Alison Clarkson, Ray Bourgeois, Beth Finlayson, Isabelle Chicoine, Jon Spector, Fire Chief David Green, Jon Spector, Tesha Buss, Linda Smiddy

I. CALL TO ORDER

A. Chair Riley called to order the meeting of August 18, 2020 at 6:00pm

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

A. Deletions – Faulkner Park Working Group Presentation

III. PLANNING COMMISSION INTERVIEW

- A. Alita Wilson – not in attendance
a. Tabled until the next meeting.

IV. NEW BUSINESS

- A. Review and Approval of Bids
1. Gravel

a. Chair Riley stated that they received bids from Pike, D&D, Cerosimo, and Twin State. The recommendation is to use Twin State for hardpack for \$14.55 and $\frac{3}{4}$ gravel from D&D for \$13.28.

Motion: by Mr. Sutherland to approve the recommendation from the Highway Superintendent to use Twin State for hardpack at \$14.55 per ton delivered and D&D for $\frac{3}{4}$ gravel at \$13.28 per ton delivered.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 4-0-0, passed.

2. Sand

- a. Chair Riley stated that they received a recommendation to use Pike for manufactured sand and D&D for screened sand.
- b. Mr. Vandenburg stated that they use a 2 to 1 ratio of screened to manufactured sand. It is mixed. Manufactured sand is crushed and sharper which provides more grit. Screened sand washes away but is cheaper.

Motion: by Mr. Sutherland to approve the recommendation from the Highway Superintendent to use Pike for manufactured sand at \$18.05 per ton delivered and D&D for screened sand at \$12.60 per ton delivered.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

B. Roadside Mowing

1. Mr. Vandenburg stated that he does not believe there is a written policy for roadside mowing. The Town has followed this as long as he has been here.
2. Chair Riley stated that she believes the policy was done in the early teens. She believes that it was an agreement between the Highway department and the Town Manager. The Select Board approved the recommendation at the time.
3. Mr. Vandenburg stated that the plan is to trim back brush that is growing out into the road.
4. Ms. Cole is getting calls from people who are concerned about a seven-foot cut. It does not look good.
5. Mr. Vandenburg stated that it is for visibility for traffic. If they do not do it the brush plugs up snow removal as well.

Motion: by Mr. Sutherland to table the Roadside mowing discussion until additional information can be reviewed.

Seconded: by Ms. Cole.

Discussion: Ms. Davies stated that they should talk to the Conservation Commission about this.

Chair Riley stated that the Conservation Commission has a meeting tomorrow evening.

Mr. Sutherland stated that he is happy to meet with Mr. Kerbin and Mr. Vandenburg to look at these areas.

Ms. Clarkson stated that the Billings Park Commission talked about this regarding Invasives. Plants like poisonous parsnip need to be cut early to reduce invasives. It is important for the Conservation Commission to weigh in on this.

Ms. Davies would like to see a plan with a cost. The Select Board can look at it again during FY22 budget workshops. She would like to see what the options are.

C. Chamber of Commerce Rent Discussion

1. Mr. Bourgeois stated the Woodstock Chamber of Commerce is asking for rent forgiveness because of COVID-19 and lack of business. They have been busy answering many phone calls.
2. Ms. Davies stated that the total is \$36,000 to run the Welcome Center.
3. Mr. Bourgeois stated that this is an estimate. It is including weekend coverage.

4. Ms. Finlayson stated that last year 48,000 people came through the Welcome Center. Many needed direction and help.
5. Ms. Davies stated that this year the town will pay \$35,000.
6. Mr. Bourgeois stated that this helps pay the salaries of the two Chamber members and weekend help and rent.
7. Mr. Bourgeois stated that they did not receive \$35,000 last year. They have back rent of \$6,000 since last July.
8. Chair Riley stated that they are asking the remaining four months be waived. This would be a total of \$8,000. She understands why there are no events this year.
9. Ms. Finlayson stated that they do not have the volume this year. There are less vendors on the Market on the Green. They are hoping to get a good amount of people for Wassail still. However, they do not know what December will look like.
10. Ms. Chicoine stated that they have 160 members. They managed to get some new members.
11. Ms. Davies stated that the Chamber did not pay rent the prior year but held events.
12. Ms. Chicoine stated that they had a cash flow issue in 2019. COVID-19 hurt the ability to cover the past. Last year they only requested \$25,000 from the Town. This means they were \$10,000 short and had to rely on events. They do not want to build up debt. It is important to stay in business. They are active in sustaining shops and restaurants.
13. Ms. Cole suggested option 2 of reducing rent to \$250 for the next 6 months.
14. Ms. Davies stated that they are in the middle of a budget review.
15. Ms. Finlayson stated that they are fortunate that Chief Green and Mr. Kerbin opened the Welcome Center at the end of May. Downtown has been very busy. Businesses are working hard. The Chamber is working with the EDC. The goal is to be viable to pay their own rent.
16. Ms. Cole would like to amend her proposal of accepting option 2 pending budget review.
17. Ms. Davies stated that she thinks they need to do more investigation.
18. Mr. Sutherland stated that they need more information. They have budget issues that they need to resolve.
19. Chair Riley stated that they could possibly entertain option 3 to reduce rent to \$250 while they consider other options.
20. Mr. Sutherland stated they need to put a timeline on it, on when it would be reviewed.
21. Ms. Finlayson stated they could budget it to at least December. She knows that they could at least do that.
22. Chair Riley stated that after the budget meeting they may be able to do other options.
23. Ms. Davies stated this also gives them the opportunity to talk to the EDC.

Motion: by Ms. Davies to accept reduced rent from the Chamber of Commerce in the amount of \$250 until the end of 2020.

Seconded: by Mr. Sutherland.

Discussion: Mr. Spector stated that the Chamber benefits the entire community.

Ms. Davies stated that the Chamber was paying \$500 per month.

Vote: 4-0-0, passed.

D. Review and Approval of Bid for Generator for ESB

1. Chief Green stated that he requested two verbal bids, one from Brookfield Services and the other from Vermont Generator. He wanted to replace exactly what they have now as the current one needs significant repairs. He is hoping the Select Board will approve the bid of \$18,819 from Brookfield Service. There is currently \$20,000 set aside in capital reserve. The machine would cost \$17,275 and this includes installation. He would like to add a maintenance plan, surge protection, and extend the two-year warranty to five years. The other company did not bid.
2. Chair Riley stated that Brookfield has always been satisfactory.
3. Mr. Sutherland stated that Brookfield has done very well.
4. Chief Green stated that this is a propane generator. It would have to be moved once they get the new building.

Motion: by Mr. Sutherland to approve the bid of \$18,819 from Brookfield Services for a generator at the ESB by recommendation from the Fire Chief.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

E. Review of the EDC Grant to the Community Campus

1. Ms. Buss stated that The Community Campus Inc. worked to solve the issue for working families who have children who need to do remote learning. They will oversee the children and provide extra curriculum.
2. Mr. Spector stated that the EDC approved this by unanimous vote. They are employing a good amount of people.
3. Ms. Buss stated the Community Campus will have six full time jobs and 2-4 jobs at each satellite location.
4. Mr. Spector stated this will allow people to go back to work. This also demonstrates Woodstocks dedication to education. The EDC grant is \$25,000. This is a one-time fee to help set up the program and train staff. This program could go beyond COVID-19 and be beneficial long-term.

Motion: by Ms. Cole to approve the EDC grant of \$25,000 to The Community Campus Inc.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 4-0-0, passed.

F. Continued Discussion of Petition Process for Town Meeting

1. Chair Riley stated that she has spoken with Deanna Jones from the Senior Center and Matt Powers at the History Center. The History Center only submits for special situations and they

do not believe they will come to us this year. Other organizations wanted to barter and they stated that if we do not require petition signatures they will stay at the same amount and not ask for more funds.

2. Ms. Cole stated that the Select Board request budgets and the organizations involvement in Woodstock. The Select Board wants to make sure the organizations receiving money are spending it in the community. The signatures also help show community support.
3. Chair Riley stated that normally the organizations must bring petitions in, and the Town Clerk verifies signatures. This year they can ask for their budgets and community involvement.
4. Ms. Clarkson stated that signatures require close contact with people during COVID-19. Those running for office for State government did not require signatures this year.
5. Ms. Davies stated that electronic signatures are very difficult.

Motion: by Ms. Cole to allow organizations to petition for the same amount of funding without requiring signatures if the organizations include their annual budget and a report on their involvement in Woodstock. This will be for this year only.

Seconded: by Mr. Sutherland.

Discussion: Chair Riley stated that they also require organizations to provide a report for the annual Town Report.

Vote: 4-0-0, passed.

G. Review of Financial Management Procedures

1. Ms. Davies stated that she has asked for new financial procedures so they can make informed decisions like the Chambers rent. She is asking for a better flow of information and she wants to know how we pay for unexpected expenses. The Select Board could make decisions on what projects can be postponed. This year has been a difficult year and the Select Board is fortunate most taxes were paid on time. The Select Board has been asked for rent reductions and the Towns needs to repay the school \$75,000 due to an error by the school. Ms. Davies created a wish list. She would like an electronic report that allows them to see what has happened and what they expect to happen. She would like to know how much money is in the bank. She would like an opportunity to make a revised budget. The Select Board sets policies but she is not sure what financial policies they have. She suggests a booklet full of their policies. When a new member joins, they can go over these policies. She would like a capital improvement plan that covers all the Towns assets. This will all help them make better decisions.
2. Ms. Cole stated that this would be helpful. She would love to know how much cash they have. This would help them answer questions especially at Town Meeting.
3. Mr. Sutherland agrees with all that.
4. Chair Riley stated that last week at their budget meeting they agreed to meet the Friday morning prior to the normal Tuesday evening meeting.
5. Mr. Sutherland stated that this is the responsibility of the Town Manager to provide the information that Ms. Davies is requesting.

V. PERMITS

A. Liquor Licenses

1. DJKB Enterprises LLC – Woodstock Hops N’ Barley (Second Class, Tobacco)

Motion: by Ms. Cole to approve the liquor license as submitted by DJKB Enterprises LLC.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 4-0-0, passed.

VI. OTHER BUSINESS

A. Managers’ Report

1. Mr. Kerbin stated that the South Woodstock Wastewater Treatment Plant is moving forward. The ESB is continuing smoothly as well. They received one bid for approximately \$144,000 for the Vail Field tennis courts. The curbing is complete on Elm Street. He spoke with Charlie Kimbell and the paving on Route 4 is on schedule for next year. The AC has been installed and they will be back Thursday to hopefully complete the project. They had a Meet and Greet last Thursday and there was low attendance. They will plan to do another meet and greet with more advertising. He is planning on working with Zoie Parent and Beth Fish to get better financial reports for the Select Board. The timing of the tennis courts depends on weather and they may not start until spring.

B. Financial Report

VII. CITIZEN COMMENTS

- A. Ms. Smiddy thanked Chair Riley, the Select Board, Mr. Kerbin, and Nikki Nourse for their flexibility and understanding with having to cancel the Faulkner Park presentation.

VIII. APPROVAL OF MINUTES

- A. Meeting Minutes – July 21, 2020
- B. Joint Meeting Minutes – July 30, 2020
- C. Meeting Minutes – August 12, 2020

1. Chair Riley stated that Ms. Nourse is not on the meeting tonight. Members should message her with changes, and they will approve them at their next meeting.
2. Tabled until the next meeting.

IX. ADJOURNMENT

Motion: by Ms. Cole to adjourn the meeting at 7:28pm.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 4-0-0, passed.

Respectfully submitted,
Nikki Nourse