

**TOWN OF WOODSTOCK
SELECT BOARD
NOVEMBER 17, 2020
6:00 PM
MEETING
CONFERENCE CALL
AGENDA**

- A. CALL TO ORDER**
- B. PUBLIC HEARING**
 - 1. Amend Section 110; Rural Retreat of the Town Zoning Regulations to define and add "Rural Retreat: A facility rented out for events, generally indoors, on large, isolated parcels, or historic farms"
 - a. Add Section 535.B4 to add "farms on the National Register of Historic Places are exempt from criteria 2 and 3 under general requirements".
 - 1. Letter from Charles Degener
- C. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA**
- D. MANAGER REPORT**
 - 1. General Report
 - 2. Financial Report
- E. PERMITS**
 - 1. Overweight Truck Permit – Single – George E Whitney – G&L Trucking LLC
- F. OLD BUSINESS**
 - 1. Vail Field Update
 - 2. ESB Update
 - 3. Full Time Ambulance Service Update
 - 4. Faulkner Park Update
- G. NEW BUSINESS**
 - 1. VT Endowment Trust Fund Statement of Investment Objectives and Policy Revisions
 - 2. Brad Prescott TRORC Alternate Appointment Request
 - 3. Discussion & Review of the EDC Grant for Wassail Activities
 - 4. Approval of Grand Lists
 - a. 2016
 - b. 2017
 - c. 2018
 - d. 2019
 - 5. Energy Coordinator
 - a. Operating Budget
 - b. Discussion of Consensus of Boards from Other Towns
 - 6. Consideration of Appointment of Library Board of Directors

7. Review Request from Woodstock Area Mountain Biking Associates to Create Trail on Mt. Peg
8. Fiscal Year 2021-2022 Ambulance Rates
9. Schedule for Budget Workshops

H. OTHER BUSINESS

I. BOARD OF SEWER COMMISSIONERS

1. Request for Abatements
 - a. Karen Deprizio – 71 Butternut Lane Unit 1&2
 - b. Owen Shindler – 164 Butternut Lane
2. Sewer Permit
 - a. The Frost Mills Nominee Trust (Eva Douzinas) – 45 Elm Street

J. CITIZEN COMMENTS

K. EXECUTIVE SESSION FOR ROLES & RESPONSIBILITIES AND PERSONNEL REVIEW

L. APPROVAL OF MINUTES

1. Joint Meeting Minutes – October 8, 2020
2. Meeting Minutes – October 20, 2020

M. ADJOURNMENT

This Meeting will be held on Zoom

The link to join us is

<https://us02web.zoom.us/j/84782406503?pwd=UXAzWnJxaEE0MzJaMIBKeHJPUjB6QT09>

or from zoom.us you can enter these details to join the meeting

Meeting ID: 847-8240-6503

Password: 247624

You can also download the Zoom app on your smartphone

For those without a computer or smartphone you may call in:

Phone number: 646 558 8656

Meeting ID: 847-8240-6503

Password: 247624

For Help on Joining Use this Link:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

- Please join the meeting ten minutes prior to start, so we can give technical help if needed.
- We will ask everyone on the phone and Zoom to identify themselves, so we know who is present.
- Please raise your hand on the Participant tab to comment or ask a question.
- Press *9 to raise your hand by phone



Woodstock, Vermont

The Shire Town of Windsor County

TOWN-VILLAGE MANAGER GOVERNMENT

Town Hall • P.O. Box 488 • Woodstock, Vermont 05091 • 802/457-3456

PUBLIC HEARING NOTICE

The Woodstock Select Board will hold a Public Hearing per 24 V.S.A. §4442, to amend Section 110; Rural Retreat of the Town Zoning Regulations to define and add “Rural Retreat: A facility rented out for events, generally indoors, on large isolated parcels, or historic farms.”

And Section 535. B4 to add “Farms on the National Register of Historic Places are exempt from criteria 2 and 3 under general requirements.”

Said hearing will be held as a Zoom meeting, 6:00 PM Tuesday November 17, 2020. All interested persons will be given an opportunity to be heard.

By order of Mary Riley, Woodstock Select Board

Copies of the amendment are shown below.

For more information call Town Planner, Neal Leitner, (802) 457-7515, nleitner@townofwoodstock.org

SECTION 110 DEFINITIONS

RURAL RETREAT: *A facility rented out for events, generally indoors, on large isolated parcels, or historic farms.*

SECTION 535 RURAL RETREAT Minimal Impact Facility

4. Farms on the National Register of Historic Places are exempt from criteria 2 and 3 under general requirements.



Woodstock Town Zoning Regulations Amendment

SECTION 110 DEFINITIONS

RURAL RETREAT: A facility rented out for events, generally indoors, on large isolated parcels, or historic farms.

SECTION 301 D (13) FOREST RESERVE

SECTION 302 D (13) RESIDENTIAL FIVE ACRE

SECTION 535 RURAL RETREAT Minimal Impact Facility

A. Statement of Purpose

1. Rural retreat is intended to support the farmscape attributes and rural character that are so important both to the quality of life and the economic character of Woodstock. One means of accomplishing this is to provide alternative uses for larger isolated parcels that sustain the rural character yet allow low impact events.
2. The primary intent is to allow for the preservation and restoration of existing structures and maintenance of the rural ambience of large undeveloped areas.
3. In order to protect the rural character of the area, the impact of additional traffic on the rural highway system shall be a strong factor in the review procedure. Many of the town's rural roads cannot support additional traffic especially during mud and snow seasons.

B. General Requirements

In addition to the following general requirements, the TDRB may add special conditions as warranted.

1. A manager shall be on site during use of the property.
2. The property shall be no less than one hundred-fifty (150) contiguous acres located in the Residential Five Acre or Forest Reserve Districts.
3. The facility shall be located more than one thousand (1000) feet from the nearest residence.
4. Farms on the National Register of Historic Places are exempt from criteria 2 and 3 under general requirements.
5. Proposed uses are encouraged to take place in existing structures. Any new structures must reflect the scale of adjacent properties and structures.
6. There shall be no more than twenty (20) events allowed per calendar year.
7. There shall be no more than 50 persons present at one time. Five (5) events per year may be allowed with up to 150 persons present.
8. Only one commercial use may be allowed per property.
9. The business may require the following State permits: Act 250, Wastewater, Fire Marshal's Office and Health Department before the use may commence.
10. Retail trade is prohibited.
11. Performance standards of Section 709 shall be complied with.
12. Permit is only valid for the permittee and shall not continue with the property when transferred.

C. Special Standards

1. Outdoor evening events shall be terminated by 9:00 pm on weekdays and 10:00 pm on weekends (Friday - Sunday).
2. Noise impacts shall not exceed 60 dB as measured at the property line. Additional conditions may be placed should noise complaints be received by the P&Z Office.
3. There shall be no firework displays.
4. Concerts are not allowed as a standalone event. Live or recorded music is permitted as a subsidiary component of other events.

5. There shall be no amplified music outdoors.
5. There shall be no outdoor storage.
6. There shall be no camping or RV use.
7. Transport to events shall be via shuttle service from the most proximal heavily traveled area (ie. downtown Woodstock) to the maximum extent possible.

D. Permit Process1. The rural retreat is a commercial use requiring both Conditional Use Review and Site Plan Review.

2. During the review process special attention shall be granted to protecting the rural character of the area. A highway engineer or traffic consultant may be required to review the application at the applicant's expense. An application may be denied if a road is considered to be too narrow to accommodate additional traffic or if the additional traffic will adversely effect the rural character of the area.
3. The permit shall be reviewed by the TDRB annually for the first two years and thereafter, if warranted.
4. The application shall include a letter of approval from the Woodstock Fire Chief.

E. Parking, Deliveries, Signage

1. Parking shall be adequately screened as determined by the TDRB. One parking space per employee and one parking space per three attendees is required. Additional parking may be required as determined by the TDRB.
2. The access/driveway shall be no more than a ten (10) percent grade and shall be designed to permit adequate access for the proposed delivery vehicles. Adequate turnaround space shall be provided so delivery vehicles are not forced to back in from or onto a public highway.
3. Deliveries shall take place during the normal hours of operation.
4. Signage shall not exceed one twelve (12) square foot sign. Directional signage shall be determined by the TDRB.

F. Charles Degener III
3002 Barnard Road
Woodstock, Vermont 05091

November 10, 2020

Woodstock Selectboard
P.O. Box 488
Woodstock, Vermont 05091

Ladies & Gentlemen:

I received your Notice of Hearing in today's mail. Unfortunately, I have a board meeting Tuesday night and will be unable to attend the public hearing.

Normally I would remain silent on such a matter, but because the outcome may have a deep and lasting impact on me personally, I feel I cannot be silent. I have lived adjacent to the parcel owned by Uphill Farm Real Estate Trust for 17 years and my family has owned our property for more than 70 years. We have enjoyed the quintessential rural nature of our neighborhood. Unfortunately, the proposed zoning amendment seems to place loopholes which will undermine the regulations that have protected Woodstock for the past 50 years. While I wholeheartedly support and promote the rural agrarian lifestyle, I have great concerns about the possibility of a commercial venture at an adjacent property. I have witnessed firsthand on the other side of town how an event venue can spoil the rural nature and peaceable enjoyment of a neighborhood. I further question what the definition of "Farm" is. "Farms on the National Register of Historic Places are Exempt from criteria 2 and 3 under general requirements." Does the property have to currently serve as a farm (if so, what is the definition of a farm?) or does its past use in agriculture qualify for this loophole? I am in favor of doing what might be necessary to promote and sustain a working farm, but to relax our zoning regulations for the benefit of a hand selected few seems highly inappropriate.

Sincerely yours,

A handwritten signature in cursive script that reads "F. Charles Degener III". The signature is written in dark ink and includes a horizontal line extending to the right from the end of the name.

Cc: Neil Leitner

11/12/20

WOODSTOCK TOWN General Ledger

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01:38 pm Current Yr Pd: 5 - Budget Status ReportStaff Accountant.TOWNACCTPC2015
TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
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TAX REVENUE- ALL	5,640,131.00	19,989,193.44	354.41%
RENTAL INCOME	16,000.00	5,350.00	33.44%
FEES & PERMITS	19,500.00	700.00	3.59%
TOWN CLERK FEES	47,750.00	32,254.00	67.55%
FRONT OFFICE FEES	400.00	36.45	9.11%
PLANNING & ZONING	12,000.00	6,582.54	54.85%
INTEREST INCOME	25,000.00	1,236.11	4.94%
AMBULANCE & FIRE DEPT	915,000.00	533,234.93	58.28%
MISCELLANEOUS	522,230.00	147,339.56	28.21%
GRANT REVENUE	0.00	142,553.19	100.00%
MANDATORY DRAWBACK	-370,000.00	-161,496.24	43.65%
COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
TRANSFERS IN	157,000.00	2,100.00	1.34%
BILLINGS PARK	0.00	0.00	0.00%
TOWN FOREST	7,500.00	0.00	0.00%

Total Revenues	6,992,511.00	20,699,083.98	296.02%
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GRANTS/CONTRIB-TRUST FUND	2,400.00	0.00	0.00%
GRANTS/CONTRIB-GENL FUND	493,113.00	187,513.26	38.03%
CULTURE & RECREATION	455,700.00	135,389.00	29.71%
HEALTH OFFICER	7,440.00	3,498.63	47.02%
GOVERNMENT BUILDINGS	104,000.00	17,593.83	16.92%
SELECT BOARD	37,600.00	2,025.80	5.39%
EXECUTIVE	117,400.00	46,492.45	39.60%
OFFICE ADMINISTRATION	26,600.00	8,774.66	32.99%
AUDITING	15,000.00	5,760.00	38.40%
TREASURER	15,100.00	4,962.45	32.86%
ACCOUNTING	119,450.00	44,339.99	37.12%
TAX LISTING	110,800.00	46,380.31	41.86%
TAX COLLECTING	0.00	49.01	100.00%
CAPITAL RESERVE	53,500.00	53,500.00	100.00%
HIGHWAY DEPARTMENT			
TRAFFIC CONTROL	7,000.00	2,072.63	29.61%
HIGHWAY CONST&MAINT	1,226,900.00	340,714.29	27.77%
C&M-BRIDGES&STORMDRAINS	88,000.00	26,207.93	29.78%
HIGHWAY EQUIPMENT	276,780.00	102,508.82	37.04%
SIDEWALK MAINTENANCE	90,000.00	89,158.05	99.06%
STREET LIGHTS	40,000.00	12,683.13	31.71%
PARKS	6,450.00	3,092.73	47.95%
PUBLIC WORKS BUILDINGS	130,850.00	80,796.09	61.75%
CAPITAL RESERVE	67,000.00	67,000.00	100.00%

Total HIGHWAY DEPARTMENT	1,932,980.00	724,233.67	37.47%
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AMBULANCE DEPARTMENT			
AMBULANCE OPERATIONS	1,101,770.00	356,850.78	32.39%
AMBULANCE VEHICLE	17,650.00	2,564.60	14.53%
AMBULANCE TRAINING	18,700.00	4,603.59	24.62%

11/12/20

WOODSTOCK TOWN General Ledger

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01:38 pm Current Yr Pd: 5 - Budget Status Report Staff Accountant.TOWNACCTPC2015
TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
AMBULANCE COMMUNICATIONS	9,900.00	1,968.94	19.89%
CAPITAL RESERVE	90,500.00	90,500.00	100.00%
Total AMBULANCE DEPARTMENT	1,238,520.00	456,487.91	36.86%
FIRE DEPARTMENT			
FIREFIGHTING	156,450.00	29,031.12	18.56%
FIRE COMMUNICATIONS	7,500.00	2,960.43	39.47%
FIRE TRUCK & EQUIPMENT	93,900.00	5,853.35	6.23%
FIREFIGHTING EQUIPMENT	13,700.00	2,567.07	18.74%
WOODSTOCK STATION #2	9,350.00	1,819.99	19.47%
EMERGENCY SERVICES BLDG	31,050.00	89,297.26	287.59%
CAPITAL RESERVE	56,000.00	56,000.00	100.00%
Total FIRE DEPARTMENT	367,950.00	187,529.22	50.97%
COMMUNICATIONS			
DISPATCH SERVICES	343,600.00	131,456.41	38.26%
CAPITAL RESERVE	15,100.00	15,100.00	100.00%
Total COMMUNICATIONS	358,700.00	146,556.41	40.86%
TOWN CLERK			
BOARD OF CIVIL AUTHORITY	8,000.00	75.00	0.94%
TOWN CLERK	152,040.00	59,495.82	39.13%
CAPITAL RESERVE	3,500.00	3,500.00	100.00%
Total TOWN CLERK	163,540.00	63,070.82	38.57%
BOARDS & AGENCIES			
PLANNING & ZONING	114,800.00	37,346.32	32.53%
CAPITAL RESERVE	1,000.00	1,125.92	112.59%
Total BOARDS & AGENCIES	115,800.00	38,472.24	33.22%
TOWN CONSTABLE			
MAINTAINING CEMETERIES	9,800.00	3,925.46	40.06%
WELCOME CENTER	18,500.00	9,542.50	51.58%
LITTLE THEATER	36,850.00	12,492.82	33.90%
CAPITAL RESERVE	0.00	0.00	0.00%
INTERGOVERNMENTAL	2,000.00	2,000.00	100.00%
SELECT BOARD CONTINGENCY	33,550.00	33,528.00	99.93%
CAPITAL RESERVE SB	480,500.00	98,062.97	20.41%
CAPITAL RESERVE SPENDING	50,000.00	50,000.00	100.00%
LOSS REPAIR EXPENSE	157,000.00	172,254.07	109.72%
LITTLE THEATER REPAIR	0.00	2,770.56	100.00%
IRENE RECOVERY EXPENSE	0.00	0.00	0.00%
GRANT EXPENSE	57,350.00	0.00	0.00%
COMMUNITY CELEBRATIONS	0.00	59,457.83	100.00%
TRANSFERS OUT	10,000.00	0.00	0.00%
	0.00	0.00	0.00%

11/12/20

WOODSTOCK TOWN General Ledger

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01:38 pm Current Yr Pd: 5 - Budget Status ReportStaff Accountant.TOWNACCTPC2015
TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
TOWN FOREST	0.00	0.00	0.00%
BILLINGS PARK	0.00	1,000.00	100.00%
Total Appropriations	6,591,143.00	2,617,663.87	39.71%
Total TOWN GENERAL FUND	401,368.00	18,081,420.11	
Total All Funds	401,368.00	18,081,420.11	

WOODSTOCK

Vermont Agency of Transportation
Department of Motor Vehicles
Uniform Municipal Excess Weight Permit
SINGLE VEHICLE

Approval is hereby given for the granting of a fleet permit under the provisions of VSA Title 23, Sec. 1400a, and any amendments thereto, covering the operations of motor vehicles over local highways and bridges with gross loads as follows:

Owner: George E. Whitney
Address: 41 Deerfield Rd. Unit 12
Attleboro, MA 02703
Mailing: Same

Contact: George Whitney Phone#: 774-306-1382
Email: g1 Trucking LLC @ AOL . Com

Type of Vehicle	# of Axles	Product Carried	Max. Weight Requested	Max. Weight Approved
<u>TT</u>	<u>5</u>	<u>A</u>	<u>80,000</u>	

Year	Make	Registration #	VIN
<u>2008</u>	<u>Peterbilt</u>	<u>91054</u>	<u>1XPHDB9X38N764313</u>

Approved for the following highways (list may be attached): RT 4 / RT 12 /
Old River Road

The following restrictions apply (list may be attached):

This approval shall be effective for no more than a one period ending March 31, 20
21. This approval covers all vehicles bearing the company name. If permit is to cover unmarked company trucks, please attach a list to this form giving year and make of truck, VIN, maximum weight, and registration #.

The holder of a permit shall be liable for any damage to highways or bridges per VSA Title 23, Sec 1400a (c) and is required to furnish the municipality a valid Certificate of Insurance in the following amounts: a minimum of \$100,000/\$300,000 Personal Injury Liability Coverage and \$100,000 Property Damage Coverage.

Approved: _____ Title: _____
Date: _____

INSTRUCTIONS FOR APPLICANT

1. Permit is valid for up to one year expiring on March 31.
2. You must include a valid certificate of insurance in the amount of a minimum of \$100,000/\$300,000 Personal Injury Liability Coverage and \$100,000 Property Damage Coverage.
3. Please include \$5.00 for each single vehicle application, or \$10.00 for a fleet permit. *Paid 11/6/20 online*
4. Single vehicle permits must be carried in the permitted truck. Fleet permits are not required to be carried in the trucks.
5. Please use the following codes:
 - a. Type of Vehicle
 - TK Truck
 - TR Tractor
 - TT Truck Tractor
 - b. Products
 - A All products
 - F Unprocessed forest products
 - M Unprocessed milk products
 - Q Unprocessed quarry products

INSTRUCTIONS FOR MUNICIPALITY

1. You may attach a copy of approved highways and/or restrictions to this form.
2. Effective July 1, 1994, a Vermont blanket permit is not required for issuance of Municipal excess weight permits.
3. Special weight limits which are higher or lower than legal limits for highways or bridges within your jurisdiction must be on file with the Vermont Department of Motor Vehicles



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/06/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER G & L Insurance Associates 963 Charles Street North Providence RI 02904		CONTACT NAME: Steven Gianquitti PHONE (A/C, No, Ext): (401) 727-1683 E-MAIL ADDRESS: slg@glins.necoxmail.com FAX (A/C, No): (401) 727-1346	
INSURED G & L Trucking LLC 41 Deerfield Road Unit 12 Attleboro MA 02703		INSURER(S) AFFORDING COVERAGE INSURER A: Northland Insurance Company INSURER B: AIM Mutual Ins Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 24015	

COVERAGES**CERTIFICATE NUMBER:** CL191301529**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR YVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			WN271243	12/22/2019	12/22/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ incl \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			WN271242	12/22/2019	12/22/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 100,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						COMBINED SINGLE LIMIT (Ea accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	210667	02/01/2020	02/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Motor Truck Cargo \$2,000 Theft Ded \$1,000 all other deductible			WN271243	12/22/2019	12/22/2020	CARGO LIMIT OF INS \$100,000 NONOWNED TRAILER \$15,000 AUTO PHYS DAM DED \$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

brokers can fax a request to agents office at 401-727-1346

CERTIFICATE HOLDER**CANCELLATION**

Insured Reference Copy

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Woodstock, Vermont

The Shire Town of Windsor County

TOWN - VILLAGE MANAGER

GOVERNMENT

Town Hall • P.O. Box 488 • Woodstock, Vermont 05091 • 802/ 457-3456

Investment Advisory Group Draft Meeting Notes - October 6, 6:00pm

1. Minutes approved from last meeting
<https://docs.google.com/document/d/1hqRFpYQ6tjgMsZZFT3LjFvnXwQ6m5lHoDI7gK904O-s/edit?usp=sharing>
2. Discussion
 - a. Investment performance has been good over last few months
 - b. Reviewed Draft Investment Advisory Committee Procedures
https://docs.google.com/document/d/19Zr4RSoaTjs_Xa_BJeVuD4LI6kHJ_B9djgGqBOjV9Es/edit?usp=sharing
 - i. Decision to rebalance Vanguard accounts on June 30th annually
 - ii. Decision to ask Selectboard and Village Trustees to automatically increase annual disbursement in line with town/village annual tax increases - assuming fund can support this. This can be determined in November after tax rate increase and audit.
 - c. Reviewed the accounts for the 2019/20 audit
https://docs.google.com/spreadsheets/d/13uJ_B6oKnfKVe4tb4WXsDXPega92flqahgi8ahX9n7U/edit?usp=sharing
 - d. Reviewed Investment Objective and Policy
<https://drive.google.com/file/d/1M-G1KB8Jxe5QoTSXPkwaNSLuBoS628S5/view?usp=sharing>
 - i. Amended to reflect clarifying decision to that annual disbursements are made to the Town and Village between 01/01-01/31 annually
 - ii. We will present for signature in next board presentation
3. Other Business
 - a. Faulkner Park proposals - We agreed to the model of investment projections with different assumptions annual withdrawals and inflation as information for the new committee to use in making decisions.
4. Next meeting to be called as necessary
5. Meeting Adjourned

Town and Village of Woodstock, VT Endowment Trust Fund (the "Fund")
Statement of Investment Objectives and Policy 2018
(With Revisions October 2020)

DOCUMENT INTENTION

To allow the Town and Village to manage the Fund as Laurance and Mary Rockefeller originally proposed in 1993 rather than the restrictive conditions written in the 1994 ordinance and the 2009 Statement of Investment Policy Objectives and Policy.

The original directions from Laurance and Mary Rockefeller were "that the Town may draw down from the fund in any year an amount not to exceed 8% of the average fair market value of the fund at the end of the three preceding calendar years. Income which may exceed the amount withdrawn in any year should be accumulated, added to principal and invested. Withdrawals from the fund may be added to the general tax revenues of the Town and Village and used for any Town or Village purposes...The restrictions on withdrawals from the fund...shall last for a period of 20 years. At the end of the 20-year, the Town would be free to use the entire income and principal of the fund as it sees fit, although it is our hope that the town would wish to retain the fund as a permanent endowment."

To create an investment advisory committee made up of Town and Village residents to advise the Selectboard and the Board of Village Trustees regarding the management of the Fund's investments.

It is understood that the Town of Woodstock Ordinance, Property Given in Lieu of Taxes Adopted February 20, 2018; and the Village of Woodstock Ordinance, Property Given in Lieu of Taxes (the "Ordinance"), Adopted February 13, 2018 states the rules and regulations relating to the Fund.

Background

The Fund was established to provide income that is to be distributed to the Town and Village of Woodstock, VT, in lieu of property taxes levied on the Rockefeller Mansion and property on Mount Tom. The property was taken off the tax rolls in 1993. The primary purpose of the Fund through 1998 was to grow with a relatively low degree of risk and reinvesting all dividends, interest and realized gains. Since September 1, 1999, income distributions have been made from the Fund for the benefit of the Town and Village and used to offset School Department expenses. The Fund has been managed according to policies set out in the 1994 Town and Village Ordinance - Property Given In Lieu of Taxes and the 2009 Town and Village of Woodstock, VT Endowment Trust Fund Statement of Investment Objectives and Policy.

Distributions

Annual Distributions are to be made from the Fund between January 1st and January 31st. The distribution will be adjusted in line with tax increases for the Town and Village. Per the Ordinance, no more than 8% of the average market value of the fund, which is calculated on a rolling quarter average of the previous 12 quarters, may be distributed in any year. With the exception that extraordinary distributions may occur from time to time. Consistent with the instruction from the grantor of the gift creating the Fund, the Town Selectboard and Village Trustees may use the entire income and principal of the Fund as they see fit. Ideally, extraordinary distributions are allowed to make a specific capital expenditure provided the total value of the Fund does not fall below \$1,000,000.00.

Fiduciary Responsibility

The Town Selectboard and the Board of Village Trustees are charged by ordinance with the fiduciary responsibility for the investment of the Fund and shall discharge their duties solely in the interest of the Town and Village of Woodstock. Further, as fiduciaries, they are to adhere to the Uniform Prudent management of Institutional Funds Act, V.S.A Title 14 chapter 147, Section 3413 and as amended from time to time, that states, in part: "In addition to complying with the duty of loyalty imposed by law other than this chapter, each person responsible for managing and investing an institutional fund shall manage and invest the fund in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances."

Objectives

The Town Selectboard and Village Trustees have identified and directed the Investment Committee that the investment objectives of the Fund to be:

1. Preservation of principal .
2. Provide for an investment return from the Fund at a level that balances the need for achieving a high level of cash distributions with the need to grow overall assets.
3. Maintain the ability to have flexibility in managing the assets in the event of changing market or economic conditions or other relevant factors that could pose a risk to the value of the Fund's assets.
4. Maintain a well-diversified investment portfolio.
5. Manage the Fund assuming the fund has a long-term investment horizon (10+ years).
6. Manage the Fund incorporating the consideration of environmental, community, other societal and corporate governance (ESG) criteria in investment analysis and portfolio construction across a range of asset classes.

Policy Regarding Investments

The gift of Laurence and Mary Rockefeller that created the Fund contained language instructing the Town and Village of Woodstock to invest the money to generate an intended rate of return of 8% annually.

- A maximum of 10% of the Fund may be invested in Vermont non-profit corporations that lend money to Vermont businesses and provide a rate of return that a prudent investor would consider reasonable. The Fund to be managed in a manner that is consistent with the philanthropy of Laurence and Mary Rockefeller.
- Consistent with VSA Title 24 section 2432 subsection (4), investments may be made in:
 - Equity Index Mutual Funds
 - Government Bond Index Funds; and
 - Money Market Funds

that have net assets of \$500,000,000.00 or more, and been in operation for over ten years

Investment Advisory Committee

The Investment Advisory Committee shall recommend a ratio of holdings in a stock index fund, a government bond index fund and a money market fund based upon market or economic conditions or other relevant factors. Efforts should be made to have cash balances invested at all times.

1. Investment performance will be reviewed on a quarterly basis by the Town Selectboard and the Board of Village Trustees. Investment results will be reported based on a total rate of return.
2. The portion of the fund assets invested in an equity securities index fund will be compared to the Standard & Poor's 500 Index.
3. The portion of the fund assets invested in fixed income securities will be compared to a leading government/corporate bond index.
4. The Investment Advisory Committee shall be responsible for reviewing these guidelines with the Town Selectboard and Village Trustees at least annually to assure that they remain valid and relevant. Any recommendations as to changes should be submitted to the Town Selectboard and Village Trustees in writing. The Investment Advisory Committee shall be notified of any changes in investment objectives or policy.
5. The Investment Advisory Committee will receive the monthly Fund reports electronically.
6. The Investment Advisory Committee shall meet as often as they see fit, and make recommendations to the Selectboard and the Board of Village Trustees as they see a need. The date of this Statement of Investment Objectives and Policy is October 6th, 2020 and supersedes prior revisions.

Signed by the Town of Woodstock Selectboard Members on the xx day of xxx, 2020:	Signed by the Board of Village Trustees on xx th day of xxx, 2020:
<div>_____</div> <div>Mary Riley, Select Board Chair</div>	<div>_____</div> <div>Jeffrey Kahn, Trustee Chair</div>
<div>_____</div> <div>Jill M. Davies</div>	<div>_____</div> <div>Seton McIlroy</div>
<div>_____</div> <div>L.D. Sutherland</div>	<div>_____</div> <div>Daphne Lowe</div>
<div>_____</div> <div>John Doten</div>	<div>_____</div> <div>Bill Corson</div>
<div>_____</div> <div>Keri Cole</div>	<div>_____</div> <div>Brenda Blakeman</div>

October 24, 2020

William H. Kerbin Jr., Municipal Manager
Town of Woodstock
31 The Green
PO Box 488
Woodstock, VT 05091
VIA: email

Re: Brad Prescott TRORC Alternate Commissioner Appointment Request

Dear Mr. Kerbin,

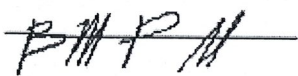
I am requesting that the Woodstock Town Select Board appointment me as the alternate commissioner to represent Woodstock at the Twin Rivers- Ottauquechee Regional Commission (TRORC). Before moving to Woodstock in the spring of 2015, I served on the Open Space and Municipal Building Committees in the Town of Plympton Massachusetts. We were fortunate to have committees that understood the value of thoughtful deliberation with calm and respectful discourse. This is a tradition of service I strive to apply to both my professional and volunteer endeavors.

I feel fortunate to be able to contribute as a member of the Woodstock Town Development Review Board (TDRB) these past 19 months. It is a professional and earnest group of neighbors sincerely striving for the best outcomes for both applicants and the community. As an architect with 30 years' experience, I have an appreciation for the necessity to protect and conserve the community fabric and encourage the most appropriate uses of property through considered application of the Town Zoning Regulations while leveraging the guidance of the regional plan. My employment at Banwell Architects in Lebanon has afforded me to contribute to projects across most of New Hampshire and Vermont. Connection and service to my neighbors and community are an essential activity for me however and I wish to serve our community on this regional body in addition to my duties on the TDRB.

Don Bourdon has been generous in his time in these recent weeks to review the wide scope of the TRORC's mission and the role of the commissioner and alternate. Through his introduction, I had the opportunity to meet with the Executive Director, Peter Gregory. Peter and Don were able to further elaborate on the TRORC and left me with the firm belief that there will be an appropriate fit for myself in this TRORC roll. If fortunate enough to be appointed, I will be the beneficiary of Don's tremendous experience and guidance regarding the commission and our role representing Woodstock.

I am available to discuss any questions or concerns and hope the Select Board will look favorably upon my request for appointment. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Prescott', with a horizontal line drawn through it.

Bradford Prescott
899 Noah Wood Road
PO Box 37
South Woodstock, VT 05071

Nikki,

For the upcoming Selectboard meeting the EDC has passed a motion that requires Selectboard approval, as follows:

Based on the conclusion by the Health Officer that the Wassail activities as proposed are safe, the EDC will allocate up to \$5,000 to offset the costs of the activities contingent on:

- *advertising only being placed in the Vermont Standard, thus targeting a primarily local audience*
- *the Police or related departments assigning staff to conduct "polite enforcement" of the mask ordinance during the days on which events are held*
- *the Selectboard assessing any new "day of" COVID regulations and ensuring they will be followed*

Please let me know if you have any questions. I'll be available at the meeting to present the motion and answer any questions.

Jon Spector

Email: jonathan.spector@gmail.com

Phone: 617-515-8478 (cell)

Annual Procedures for Investment Advisory Committee

Overall Responsibilities

1. Recommend a ratio of holdings in a stock index fund, a government bond index fund and a money market fund based upon market or economic conditions or other relevant factors to the Town Selectboard and the Board of Village Trustees
2. Present investment performance on a quarterly basis to the Town Selectboard and the Board of Village Trustees.
3. Review Statement of Investment Objectives and Policy for the Town and Village of Woodstock Endowment Fund with the Town Selectboard and Village Trustees at least annually to assure that they remain valid and relevant.

Funds

The funds are currently invested in two Vanguard Index Funds.

VFTAX Vanguard Intermediate-Term Treasury Index Fund Admiral Shares (40% of Vanguard holdings)

VSIGX Vanguard FTSE Social Index Fund Admiral Shares (60% of Vanguard holdings)

And in the Vermont Community Loan Fund

Process and Procedures

Our intention is to manage the Endowment Fund following the current Statement of Investment Objectives and Policy, report regularly to the Selectboard and Trustees, submit an annual report to the auditors and in the Town and Village Annual reports.

Every month	Share the monthly Vanguard report electronically with the Committee
January:	Prepare and present performance report to Town Selectboard and Village Trustees Make payout to Town and Village
April:	Prepare and present performance report to Town Selectboard and Village Trustees
June:	Rebalance Vanguard funds to determined ratio
July:	Prepare and present performance report to Town Selectboard and Village Trustees
September:	Audit process begins <ul style="list-style-type: none">- submit monthly Vanguard statements, VCLF statements to auditors- submit any accounts prepared
October:	Prepare and present performance report to Town Selectboard and Village Trustees Review draft audit and reconcile accounts with audited statement if necessary
November:	Submit Annual Report using auditors numbers for Town and Village Annual Reports Review if an increased annual payout can be supported

Keep Investor Account Signatories up to date

Vanguard Brokerage Account: Town & Village of Woodstock, VT

The Rockefeller Endowment, a/c #: 61811046

Jan 2020 Signatories: Jill M Davies, Jeff Kahn

Electronic Access: Jill M Davies

Each time a signatory changes on any of the accounts submit two Vanguard forms - the Organization Resolution form and the Certification of Beneficial Owners form. Include a current copy of a document confirming the individuals listed are authorized to act (a notarized note from the Town Clerk on headed notepaper) and a letter that specifies what we want to happen in the three accounts owned by the Town and Village. The other two Vanguard accounts are:

Town of Woodstock Public Trust Funds: a/c #: 12853409, Oct 2020 Signatories: Jill M Davies, Jack McQuire
The Village Public Trust Funds: a/c #: 57809443, Jan 2020 Signatories: Christopher Lloyd

Form PVR-4155
CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2016 grand list of Woodstock, Vermont.

Given under our hands at Woodstock, VT in the County of Windsor, State of Vermont,
this 17th day of November, 2020.

Listers

Selectboard

Attested this _____ day of _____, _____.

_____, Town Clerk

Attach to final grand list lodged with the town clerk.

32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending

When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectboard and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.

32 V.S.A. § 4156. After appeal and suit determined

When any such appeal or suit is then pending, such certificate shall be made as soon as such appeal or suit has been finally determined.

32 V.S.A. § 4157. Effect of such certificate

From the date of endorsing such certificate upon the grand list as aforesaid to the effect that no such appeal or suit is pending, when offered in evidence in any court in this state, such list shall be received as a legal grand list of such town or city and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

Form PVR-4155
CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2017 grand list of Woodstock, Vermont.

Given under our hands at Woodstock, VT in the County of Windsor, State of Vermont,
this 17th day of November, 2020.

Listers

Selectboard

Attested this _____ day of _____, _____.

_____, Town Clerk

Attach to final grand list lodged with the town clerk.

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Given under our hands at Woodstock, VT in the County of Windsor, State of Vermont,
this 17th day of November, 2020.

Listers

Selectboard

Attested this _____ day of _____, _____.

_____, Town Clerk

Attach to final grand list lodged with the town clerk.

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Form PVR-4155
CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2019 grand list of Woodstock, Vermont.

Given under our hands at Woodstock, VT in the County of Windsor, State of Vermont,
this 17th day of November, 2020.

Listers

Selectboard

Attested this _____ day of _____, _____.

_____, Town Clerk

Attach to final grand list lodged with the town clerk.

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TO: The Woodstock Selectboard

FROM: The Billings Park Commission and the Woodstock Area Mountain Bike Association

RE: Permission to proceed with developing a Memorandum of Understanding

DATE: 8 November 2020

Dear Woodstock Selectboard –

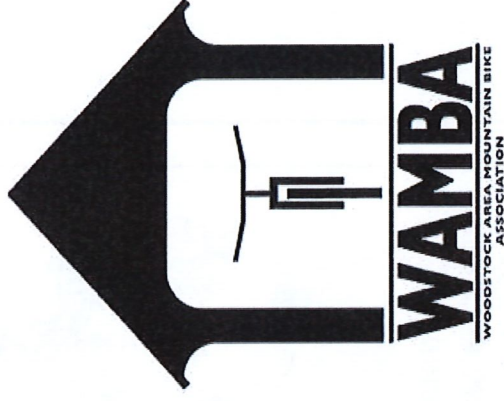
The Billings Park Commission (BPC), on behalf of the Town of Woodstock, and the Woodstock Area Mountain Bike Association (WAMBA) request your permission to enter into a Memorandum of Understanding (MOU). WAMBA has proposed to build a new multi-purpose trail in the Mt. Peg Park. And, the BPC, having reviewed the proposal and walked the proposed trail, supports this proposal. The proposed trail is entirely in the Mt. Peg Park, owned by the Town of Woodstock, and passes through a section of the Mt. Peg Park which is currently unused. It does not cross any existing trails. This trail is designed to allow beginner to intermediate mountain bikers to connect with the WAMBA mountain biking trails, located on Woodstock Resort Corporation (WRC) land, at the summit of Mt. Peg. It would go from the South end of Golf Avenue to the summit of Mt. Peg. This access would reduce the need for younger children to use the Village streets – enabling safer access to the WAMBA trail network from the Village.

This MOU would cover the agreement between the parties about a number of issues, including the trail's location, use and maintenance. Our hope is to bring a draft agreement to you on November 17th. And, that once approved, WAMBA would be able to begin work constructing this trail. We will be using the attached model MOU as a basis for our MOU agreement.

WAMBA has a five year record in the Woodstock area developing and managing three trail networks with a substantial and growing volunteer membership. For the last four years, WAMBA has partnered with the WRC to develop mountain biking trails on WRC's Mt. Peg land. These trails are well used and appreciated by local families and visitors. This Spring WAMBA reached an agreement with WRC to take over maintenance and development of the existing trail network on WRC land. These trails are accessed from either Knox Meadow (Route 106, South of the Fitness Center or Lincoln Street near Hartland Hill Rd. These access points are difficult for younger riders to reach from downtown, requiring them to navigate fast traffic and busy pavements. This trail would make it easier to ride from Woodstock Elementary School or Vail Field onto the trail network.

Over decades, the BPC has helped develop a seamless network of hiking trails and we view this proposal as enhancing the use of one of our Town's parks.

Thank you for your consideration

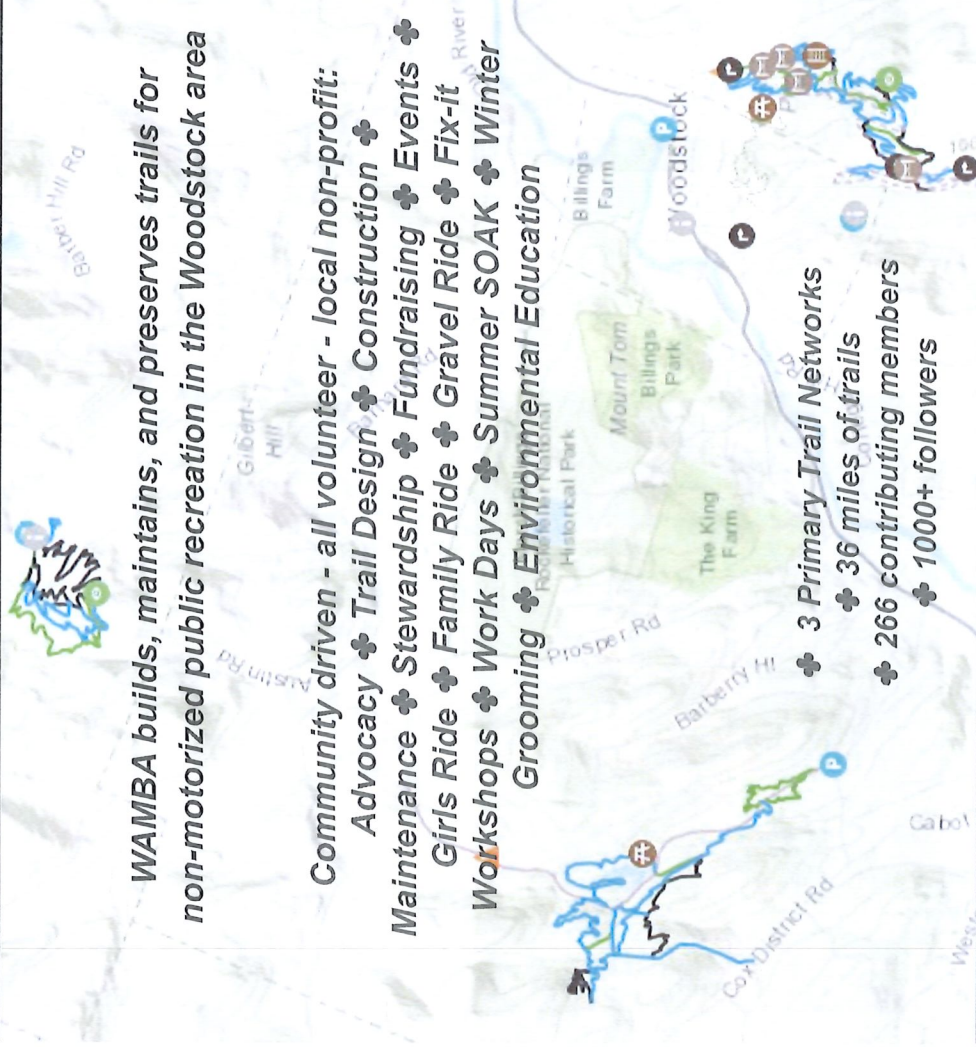


Billings Park Commission Mount Peg Trail Proposal

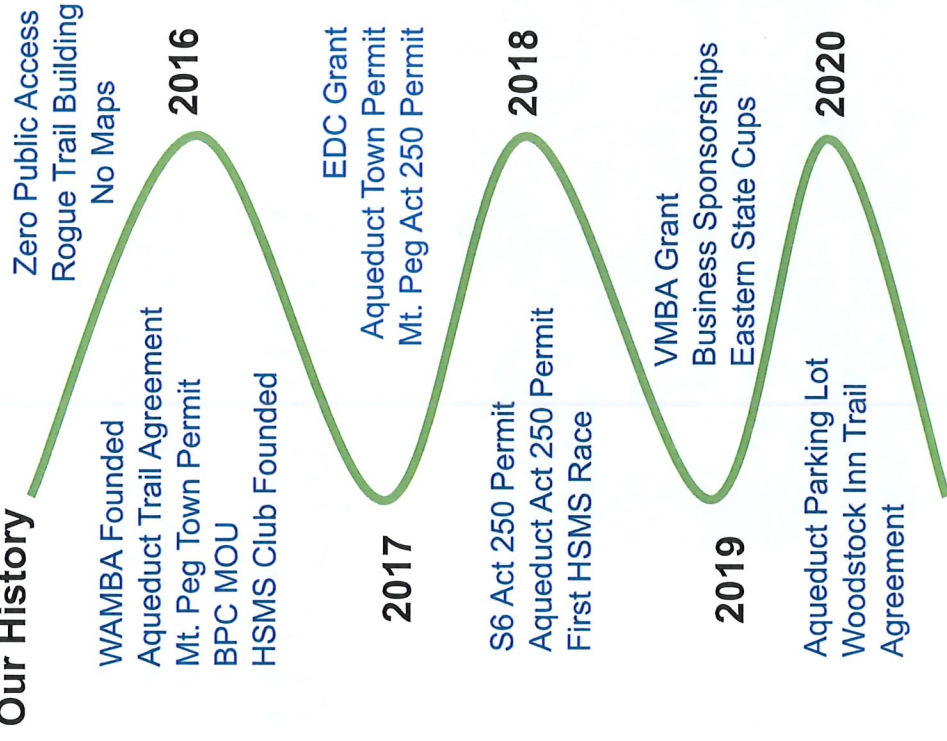
Town of Woodstock Select Board Meeting
November 17, 2020



A Trusted Partner For Recreation Trails

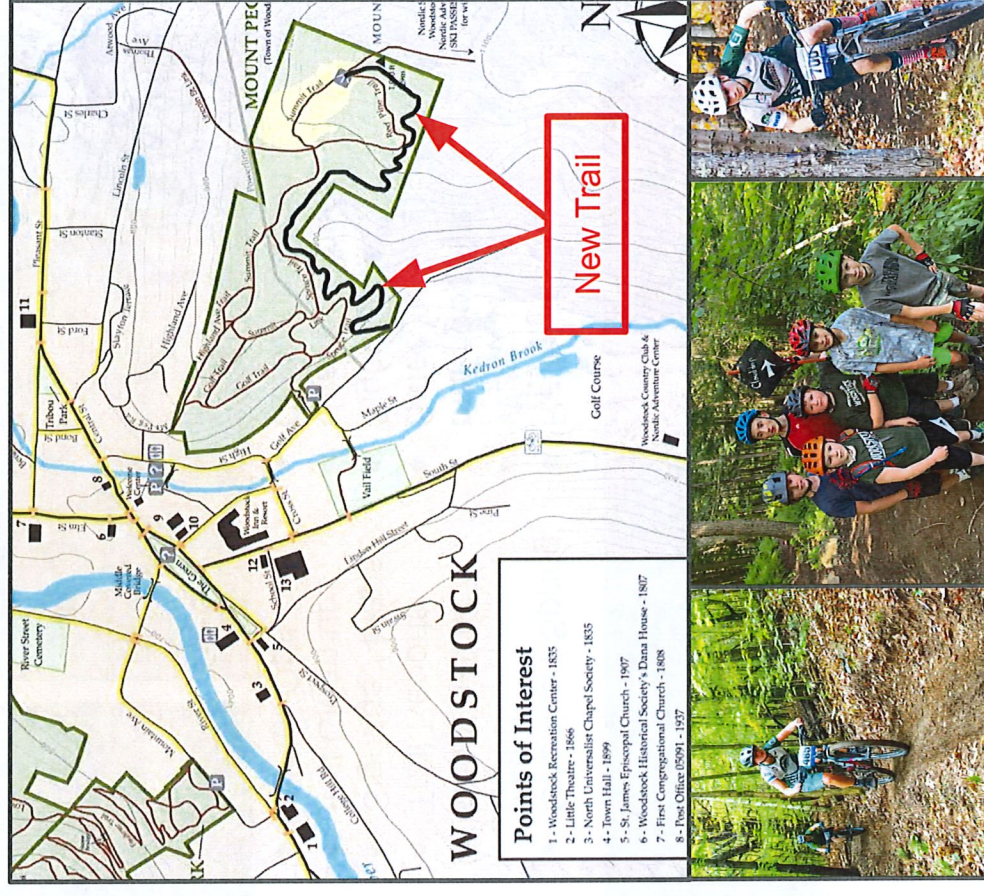


Our History



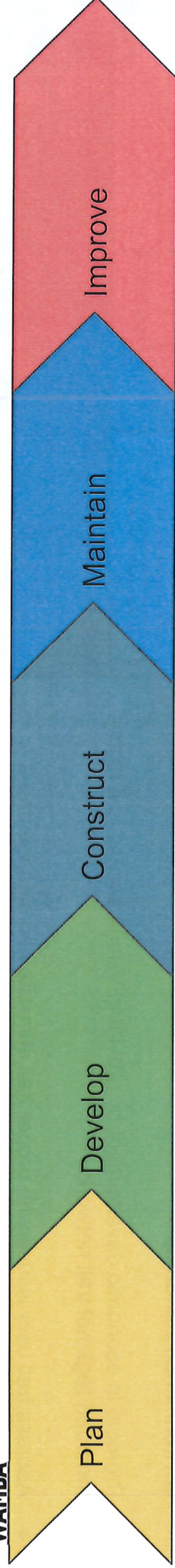
Mount Peg Trail Proposal

- Provide a family friendly trail from the Village to upper multi-use trails without impacting hiking only trails
- Create a safe, public access, connection to public WAMBA Mt. Peg Trails on Woodstock Inn property (eliminate Rt. 106 & 4)
- Connect learn to bike areas and residents near Vail Field, Elementary School, and neighborhoods on High St, Golf Ave, and Maple Street to multi-use, singletrack
- Broaden the reach of Town lands from hiking only to meeting the community needs of a diverse set of trail users
- Partner with an experienced trail organization that builds to the highest environmental standards
- Promote in economic development by providing Village access to a highly regarded regional trail network
- Address trail user issues with proper trail etiquette and signage and a create a user culture that supports shared use
- Leverage WAMBA's expertise in permitting, fundraising, construction and volunteer led trail maintenance

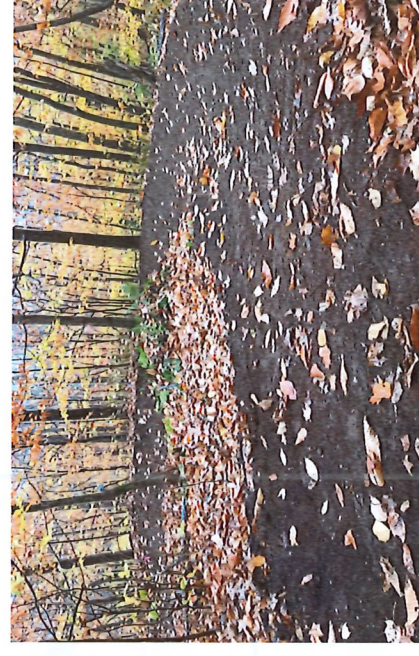




WAMBA Trail Development Process



- | | | | | |
|---|---|---|---|---|
| <ul style="list-style-type: none"> • Conceptual Design ✓ • Stakeholder Engagement ✓ • Need / Purpose ✓ • Alternatives ✓ | <ul style="list-style-type: none"> • Trail Agreement • Permits • Fundraising • Schedule • Budget • Final Design • Flagging | <ul style="list-style-type: none"> • Machine Built • Hand Built • Style / Difficulty • Full Contract • In-house • Insurance • Sustainability | <ul style="list-style-type: none"> • Opening / Spring Clean • Adopt-a-Trail • Trail Reports • Signage / Maps • Fall Clean up • Winter Ops | <ul style="list-style-type: none"> • Re-route • Water management • Safety • Sight Lines • User Feedback • Communication |
|---|---|---|---|---|



Questions

MEMO

To: Select Board

From: Beth Fish

Date: 10/19/2020

Re: Karen Deprizio Sewer Request for Abatement

Parcels: 05.03.29.003 and 05.03.29.002

On 10/01/2020 I was contacted by Gail Childs, mother of Karen Deprizio, who had opened mail that was delivered to her box under her daughter's name. Ms. Childs sold the property to her daughter in July 2019. During the conversation on the phone Ms. Childs told me that I needed to reverse the interest and penalty on both properties and lower the rate, as she has never paid more than \$483 for each unit. I have verified and included this in the attached files.

Unit 1 is currently occupied by Karen and her husband, which should be a 2-person rate. It entered previously as a family rate by staff, and I am not sure on the reasoning, but possibly because a family occupied the unit..

Unit 2 is currently on a single person fee. I am not aware of how many people if any are occupying the unit and recommend that this fee be kept at single person unless otherwise specified.

Regarding the mailing address, the mailing address that we have on file is the address directly from the PTT-172 form submitted to the state and town upon the transfer of the property from Gail Childs to Karen Deprizio. I have included a copy of the property tax bill, which also has that address, and another property owned by Deprizio Partners LLC. None of the mail has been returned to us, and Ms. Deprizio never inquired about missing sewer bill invoices or whether she owed anything for the sewer bills.

If the Board would like to reduce the rate from Family to 2-person:

Fee Desc.	Rate	7/1/2020	7/1/2020	8/3/2020	8/28/2020	9/28/2020	TOTAL
		8%	1.50%	1.50%	1.50%	1.50%	
		Penalty	Interest	Interest	Interest	Interest	
2 Person	\$724.50	\$ 57.96	\$ 10.87	\$ 10.87	\$ 10.87	\$ 10.87	\$ 825.93
Family	\$966.00	\$ 77.28	\$ 14.49	\$ 14.49	\$ 14.49	\$ 14.49	\$ 1,101.24
							\$ 275.31

If you would like to also abate the interest the total reduction for both unit1 would be \$376.74 and for unit 2 it would be \$67.64.

Please let me know if you have any questions.

Respectfully Submitted,

Beth Fish

10:14 am

Woodstock Sewer Tax Administration
Detail Transactions Report
Parcel 05.03.29-003 For Tax Year 2019S Full Detail

Page 1

ARAP

Parcel	Tax Year	Name						
Description		Date	Check #	Deposit #	G/L Batch#	Remit	Amount	Balance
<hr/>								
05.03.29-003	2019S	DEPRIZIO KAREN G			71 BUTTERNUT LANE			
Bill	Appl. To Prin. Pmt 1	01/27/20			446		483.00	483.00
Bill	Appl. To Int. Pmt 1	07/01/20			533		7.25	490.25
Bill	Appl. To Pen. Pmt 1	07/01/20			533		38.64	528.89
Bill	Appl. To Int. Pmt 1	08/03/20			541		7.25	536.14
Bill	Appl. To Int. Pmt 1	08/28/20			546		7.25	543.39
Bill	Appl. To Int. Pmt 1	09/28/20			552		7.25	550.64
Rcpt. Appl. To Prin. Pmt 1	10/09/20	799		10444.0	554		-483.00	67.64
								<hr/>
			Parcel Balance					67.64
								<hr/>
								=====
			Grand Total					67.64

10:15 am

Parcel 05.03.29-002 For Tax Year 2019S Full Detail

ARAP

Grand Total	376.74
-------------	--------

E-Filed

VT Form
PTT-172

**VERMONT
PROPERTY TRANSFER TAX RETURN**

Q6VGSB

Web request key / Verification code

For Town Use Only

TRANSFERORS (Sellers)

CHILDS GAIL M
PO BOX 132
TAFTSVILLE, VT 05073-0000

TRANSFEREES (Buyers)

DEPRIZIO KAREN G
PO BOX 131
TAFTSVILLE, VT 05073-0000

*Any additional transferors or transferees are listed at the bottom of this page

Date Acquired by Transferor: Dec-31-1996	Date of this Closing: Jul-16-2019	Land Size (acres): 0.69	
Property Physical Location:	City/Town:	SPAN#	Check if property is located in multiple cities or towns <input type="checkbox"/>
71 BUTTERNUT LANE	Woodstock	786-250-10288	This sale did not involve land <input type="checkbox"/>
Buyer Seller relationship type:	If other, description:		
If transfer is exempt from Property Transfer Tax: 00 None			
Interest in property: Fee Simple	If other, description:		
If "undivided" percent of interest:			
Type of building construction: Single Family Dwelling	If other, description:		
Transferors use of property before transfer: Secondary Residence	If other, description:		
Transferees use of property after transfer: Domicile/Primary Residence	If other, description:		
Will the property be rented after transfer? No	Enrolled in the Current Use Program? No		
Have development rights been conveyed separately? No	New owner elects to continue current use enrollment? No		
Does the transferee hold title to any adjoining property: No			
Value paid or transferred as defined in 32 V.S.A. § 9601(6)	\$340,000.00		
Value paid or transferred for personal property	\$0.00		
Value paid or transferred for real property	\$340,000.00		
Tax Due	\$3,980.00		

Preparer's Name: TALLMAN LAW ASSOC
Preparer's Address: RANDOLPH, VT 05060-0000

Preparer's Phone: (802) 728-9103
Preparer's E-mail: OFFICE@TALLMANLAWVT.COM

10/1/2020

Mail - Beth Fish - Outlook

Sewer Bills at 71 Butternut Lane, Taftsville

Karen DePrizio <sundial2267@yahoo.com>

Thu 10/1/2020 3:23 PM

To: Beth Fish <bfish@townofwoodstock.org>

Cc: gail.childs4@gmail.com <gail.childs4@gmail.com>

Dear Beth,

Based on the conversation you had with Gail Childs, my mother, she has directed me to send this email to you.

I took possession of 71 Butternut Lane in July 2019. At that time, my mother already paid the previous sewer bill until the end of December 2019. I had no idea how sewer bills were sent or calculated. I have never received a previous sewer bill. My PO Box address for 71 Butternut Lane only is PO Box 17, Taftsville, VT 05073 which is mine and my husband's box.

I am requesting the Select Board to grant me an abatement on the incorrect sewer amount of \$966 for Unit 1 which should be just my husband and myself. The total bill should reflect \$483 for Unit 1 and \$483 for Unit 2 for a total of \$966 annually.

I will forward you a check for \$966. Please correct the PO Box to the above information. I am also requesting the interest, fees, and penalties to be waived as these errors occurred in the mailing addresses and the amount of the bill.

Thank you for your prompt attention to this matter. I will await for a day and time to appear before the select board.

Respectfully,
Karen DePrizio Thompson
617-599-3846

Reference Parcel #s
050329002
050329003

10/1/2020

Mail - Beth Fish - Outlook

Good Afternoon Karen,

The sewer bill that was paid by your mother was for July 1, 2018 to June 30, 2019. The bills that were sent out in January 2020 were for FY20 (07/01/2019 - 06/30/2020).

When talking to your mother I explained that Betty Ann had made the changes to the account prior to the bills being mailed in January. I have attached the PTT-172 that was filed by Tallman Law Associates with your address, that we have on file. We have not received a change of address form since the transfer of property in July 2019, so the address has remained what has been filed with the State of Vermont and what has been given to us. No mail has been returned to us, so we had no reason to believe that it was not the correct address.

I am attaching a change of address form to be filled out and returned. Please let me know if you have any questions.

The next Select Board meeting will be on 10/20/2020 at 6pm via zoom. I do not have a specific time for your abatement request, but I am hoping that once the agenda is set, a more accurate time can be determined.

I am also attaching the Sewer Rate sheet. It is my understanding that just your mother lived in the house at 71 Butternut Lane, and that since you and your husband both live there, the sewer fee should have been increased from a 1 person to 2 person fee, not a family fee.

This would mean that unit 1 would be \$724.50 and unit 2 would be \$483.

I will let you know closer to the Select Board meeting an estimated time that your abatement will be discussed.

Please let me know if you have any further questions.

Cheers,

Beth

TOWN OF WOODSTOCK

OFFICE HOURS

8:00AM - 4:30PM M - F
(802) 457 - 3456**SEWER BILL**
USAGE FIGURES PROVIDED BY WOODSTOCK
AQUEDUCT CO.

PO BOX 488 * WOODSTOCK, VT 05091 - 0488

BILLING DATE	ACCOUNT NUMBER	BILLING PERIOD	
		FROM	TO
10/19/2020	05.03.29.003	07/01/19	06/30/20
LOCATION OF SERVICE		BILLING RATE PER 100 CU. FT.	USAGE CUBIC FEET SEWER
71 BUTTERNUT LANE PVT WATER		9.6600	5,000
DUE DATE ON OR BEFORE 03/27/2020		TOTAL AMOUNT DUE	483.00

DEPRIZIO KAREN G
P O BOX 131
TAFTSVILLE VT 05073

PAYMENT DUE ON OR BEFORE	03/27/20
8% PENALTY FEE ASSESSED	03/28/20
INTEREST AT 1% MONTHLY UNTIL AND 1.5% THEREAFTER.	06/27/20

MAKE CHECKS PAYABLE TO:
SEWER DEPARTMENTREMIT TO:
TREASURER
PO BOX 488
WOODSTOCK VT 05091

* MINIMUM CHARGE 5,000 CU. FT. / 1 PERSON, 7500 CU. FT. / 2 PERSON, 10,000 CU. FT., 3 PERSON

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SEWER DEPARTMENTREMIT TO:
TREASURER
PO BOX 488
WOODSTOCK VT 05091

120004841

* MINIMUM CHARGE 5,000 CU. FT. / 1 PERSON, 7500 CU. FT. / 2 PERSON, 10,000 CU. FT., 3 PERSON

TOWN OF WOODSTOCK

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OFFICE HOURS

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SEWER BILLUSAGE FIGURES PROVIDED BY WOODSTOCK
AQUEDUCT CO.

PO BOX 488 * WOODSTOCK, VT 05091 - 0488

(802) 457 - 3456

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TAFTSVILLE VT 05073

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SEWER DEPARTMENT

REMIT TO:

TREASURER
PO BOX 488
WOODSTOCK VT 05091DEPRIZIO KAREN G
P O BOX 132
TAFTSVILLE VT 05073

120004711

* MINIMUM CHARGE 5,000 CU. FT. / 1 PERSON, 7500 CU. FT. / 2 PERSON, 10,000 CU. FT., 3 PERSON

TOWN OF WOODSTOCK

OFFICE HOURS

8:00AM - 4:30PM M - F

SEWER BILLUSAGE FIGURES PROVIDED BY WOODSTOCK
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SEWER DEPARTMENT

REMIT TO:

TREASURER
PO BOX 488
WOODSTOCK VT 05091DEPRIZIO KAREN G
P O BOX 132
TAFTSVILLE VT 05073

120004711

* MINIMUM CHARGE 5,000 CU. FT. / 1 PERSON, 7500 CU. FT. / 2 PERSON, 10,000 CU. FT., 3 PERSON

MAIL TO:

PO Box 488

This is the only bill you will receive. Please forward to new owner if property is sold.

TAX BILL

Tel: (802)-457-3456

PARCEL ID	BILL DATE	TAX YEAR
05.03.29.001	10/19/2020	FY2021

Nov 6, 2020 taxes not paid are late; 1% int for first 3 months 1.5% thereafter. May 7, 2021 taxes not paid in full are delinquent; 8% penalty on any principal, 1% int for first 3 months 1.5% thereafter.

Description: .37 & DWL:
Location: 71 BUTTERNUT LN

OWNER DEPRIZIO KAREN G
 PO BOX 131
 TAFTSVILLE VT 05073

HOUSESITE TAX INFORMATION

SPAN # 786-250-12136	SCL CODE: 250
TOTAL PARCEL ACRES	0.37
HOUSESITE VALUE	310,800
HOUSESITE EDUCATION TAX	5,441.49
HOUSESITE MUNICIPAL TAX	1,987.88
HOUSESITE TOTAL TAX	7,429.37
FOR INCOME TAX PURPOSES	

ASSESSED VALUE		HOMESTEAD	NONHOMESTEAD
REAL	337,300	310,800	26,500
TOTAL TAXABLE VALUE	337,300	310,800	26,500
GRAND LIST VALUES	3,373.00	3,108.00	265.00

[illegible]

DETACH THE STUBS BELOW AND RETURN WITH YOUR PAYMENT

Town of Woodstock
TAX YEAR FY2021

1ST PAYMENT DUE	
11/06/2020	
OWNER NAME	
DEPRIZIO KAREN G	
PARCEL ID	
05.03.29.001	
AMOUNT DUE	
AMOUNT PAID	

Both the Nov 6, 2020 and the May 7, 2021 payments must be U.S. postmarked by the due date or received in the treasurer's office by close of business on the due date.

Town of Woodstock
TAX YEAR FY2021

2ND PAYMENT DUE	
05/07/2021	
OWNER NAME	
DEPRIZIO KAREN G	
PARCEL ID	
05.03.29.001	
AMOUNT DUE	
AMOUNT PAID	

Both the Nov 6, 2020 and the May 7, 2021 payments must be U.S. postmarked by the due date or received in the treasurer's office by close of business on the due date.

PAYABLE TO:

MAIL TO:

Town of Woodstock

PO Box 488
Woodstock, VT 05091-0488

TAX BILL

Tel: (802)-457-3456

This is the only bill you will receive. Please forward to new owner if property is sold.

PARCEL ID	BILL DATE	TAX YEAR
31.02.53.	10/19/2020	FY2021

Nov 6, 2020 taxes not paid are late; 1% int for first 3 months 1.5% thereafter. May 7, 2021 taxes not paid in full are delinquent; 8% penalty on any principal, 1% int for first 3 months 1.5% thereafter.

Description: 1.38 AC & 6 APTS:
Location: 1711 WEST WOODSTOCK RD

OWNER DEPRIZIO PARTNERS LLC
PO BOX 131
TAFTSVILLE VT 05073-0131

SPAN # 786-250-10289 SCL CODE: 250
TOTAL PARCEL ACRES 1.38

FOR INCOME TAX PURPOSES

ASSESSED VALUE		NONHOMESTEAD
REAL	384,500	384,500
TOTAL TAXABLE VALUE	384,500	384,500
GRAND LIST VALUES	3,845.00	3,845.00

MUNICIPAL TAXES				EDUCATION TAXES			
TAX RATE NAME	TAX RATE	x GRAND LIST =	TAXES	TAX RATE NAME	TAX RATE	x GRAND LIST =	TAXES
GENERAL	0.2186	x3,845.00=	840.52	NONHOMESTEAD EDUCATION	1.7217	x3,845.00=	6,619.94
HIGHWAY	0.1994	x3,845.00=	766.69				
LOCAL AGREEMENT	0.0215	x3,845.00=	82.67				
SPECIAL ARTICLES	0.1243	x3,845.00=	477.93				
TOWN POLICE	0.0681	x3,845.00=	261.84				
COUNTY TAX	0.0077	x3,845.00=	29.61	See reverse side for education tax rate calculation information.			
				Payments		TOTAL EDUCATION TAX 6,619.94	
				1	11/06/2020	EDUCATION STATE PAYMENT	
						EDUCATION NET TAX DUE	
				2	05/07/2021	TAX SUMMARY	
						Municipal + Education	
						TOTAL TAX 9,079.20	
						TOTAL STATE PAYMENT	
						TOTAL NET TAX DUE	
TOTAL MUNICIPAL TAX			2,459.26				
MUNICIPAL STATE PAYMENT							
MUNICIPAL NET TAX DUE							

MEMO

To: Select Board

From: Beth Fish

Date: 10/19/2020

Re: Owen Shindler Sewer Request for Abatement

Parcels: 05.03.15-APT

I've attached the history of this property. Mr. Shindler contacted me to let me know that this apartment that was billed hasn't been used as an apartment in a very long time. In looking at the property detail, it seems that the property was a DNB (Do Not Bill) in 2017S, and in 2018S was not billed, but in 2019S it was billed again. If the Board agrees, my recommendation is to abate the full amount of \$550.64 for the apartment located at 164 Butternut Lane that is not in use.

Respectfully Submitted,

Beth Fish

01:51 pm

TOWN OF WOODSTOCK
P.O. Box 448
WOODSTOCK, VT 05091

APPLICATION FOR SEWER CONNECTION/REPAIR/INCREASED DISCHARGE

TO: BOARD OF SEWER COMMISSIONERS OF THE TOWN OF WOODSTOCK

Application is hereby made by the undersigned pursuant to the Town of Woodstock Sewer Ordinance to:

_____ Repair ☒ Connect-amount of g.p.d. 210 _____ Increase _____ g.p.d.

At the following location: 20 Map 52 Block 04 Lot

Applicant name: THE FROST MILLS NOMINEE TRUST Phone: 802 457-3582

Street Address: 45 ELM STREET, WOODSTOCK, VT 05091

Email address: EVA@DOUZINAS.COM

For the following purpose: ☒ Home _____ Business _____ Chg. of Use _____ Other (use reverse side)

Applicant agrees to install low flow plumbing fixtures further, applicant agrees to be responsible for repairing or replacing any damage done to Town sewer lines, streets/roads/sidewalks and to see that said repair/connection is done in accordance with the applicable Town Sewer Regulations or as determined by the Municipal Manager. The applicant also agrees to hold the Town and Village harmless from any damage/injury caused to a third party. To pay the designated application fee to the Town at the time of the application for this permit and to advise the Superintendent of the Sewer Department in advance of construction to permit scheduling of the repair inspection.

Applicant must obtain easements from all affected landowners if any part of the sewer line passes on lands of another landowner.
(See reverse for fee schedule)

BY SIGNING THIS APPLICATION, I UNDERSTAND THAT I ALSO NEED TO OBTAIN A POTABLE WATER SUPPLY AND WASTEWATER DISPOSAL PERMIT FROM THE STATE OF VERMONT-
Contact the State by telephone at (802) 591-0338 or by email at terry.shearer@vermont.gov.

ADDITIONALLY, I UNDERSTAND THAT ONCE THE CONNECTION IS MADE, I AM REQUIRED TO SUBMIT AN "AS BUILT" DRAWING OF THE ACTUAL CONNECTION PREPARED BY THE INSTALLER TO THE TOWN OF WOODSTOCK BEFORE THE PERMIT IS ISSUED.

Date: 8/23/2020

Signature: Eva Douzinas

Owner name: THE FROST MILLS NOMINEE TRUST (EVA DOUZINAS)

Street address: 45 ELM STREET

Telephone: 802 457 3582

Approved by Manager: _____

Date: _____

**This Permit is good for ONE YEAR from the date of approval. **

Permit No: _____

Development fee: \$4,725

Received: 11/3/20 check
NLN 37548

**TOWN & VILLAGE OF WOODSTOCK
SELECT BOARD & VILLAGE TRUSTEES JOINT MEETING
OCTOBER 8, 2020
7:00 PM
CONFERENCE CALL
MINUTES**

Draft minutes subject to approval.

Present: Chair Mary Riley, Jill Davies, L.D. Sutherland, Keri Cole, Chair Jeffrey Kahn, Seton McIlroy, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Ken Vandenburg, Joby Thompson, Steve Shama, Police Chief Robbie Blish, Patrick Fultz, Deborah Greene, Barbara Barry, Betsy Patterson

I. CALL TO ORDER

A. Select Board

1. Chair Riley called to order the Joint Meeting of October 8, 2020 at 7:02pm.

B. Trustees

1. Chair Kahn called to order the Joint Meeting of October 8, 2020 at 7:01pm.

II. NEW BUSINESS

A. Discussion Regarding Park Maintenance

1. Chair Riley stated that the parks in the village require considerable amounts of work to keep them looking good and safe. The Highway crew is maintaining them. The Highway Supervisor, Mr. Vandenburg had told her that he has about \$6,000 in his budget to maintain the parks in the village. This includes the East End Park, Teagle's Landing, the work around Town Hall, and Tribou Park where the canon is located. The Highway Department does not do a lot of work at Faulkner Park, but they do maintain the dog bag stations. They are also responsible for the trash there. They also maintain the dog bags at the grass strip across from the Woodstock Inn on Court Street. The Highway picks up miscellaneous trash there and they are responsible for the trash can there. The trash comes out of their budget. They also maintain the Village Green. This is the time for a discussion about these parks.
2. Chair Kahn stated that regarding the East End Park there was a Memorandum of Understanding that was started when Phil Swanson was manager, but it was not signed until recently. There is a statement in there that reads: The Town will conduct regular mowing except for weed whacking, once annual tree work, lawn fertilization, regular trash removal, and when necessary repair. That is the primary part of the document he would like to discuss. The Trustees are working with Sustainable Woodstock with fees and regulations there. Those fees will be placed in an account separate from everything. They will transfer to the Town ledger to support this work. They hope with the fees the park

- will be self-sustaining. The tree work should be under the Village budget and be the responsibility of the Village Tree Warden.
3. Ms. Davies stated that she finds it interesting that the Village signed a Memorandum of Understanding but the Town is committed to do the work.
 4. Chair Kahn stated that when it was set up, the Town and Village would share responsibility. The East End Park is enjoyed by Town and Village residents equally.
 5. Ms. Davies stated that it would be helpful to have conversations before budget time. This way they can manage the Highway budget.
 6. Chair Kahn stated that it has been a difficult year. He apologizes that there was no follow through. Mr. Kerbin is aware of the MOU. He is proposing the Village take part of the responsibility.
 7. Chair Riley stated that she has had a conversation with Mr. Vandenburg. There is someone who mows at East End Park.
 8. Chair Kahn stated they do not know how many events to expect. East End Park is beautiful and is relatively new. They do not know what to expect. The Trustees will be reviewing fees and regulations Tuesday night. They are hoping the fees will help maintain the park and they may have extra to enhance the park further.
 9. Ms. Davies stated that they do not have a park budget. They do not have people who know parks. They may need to sort out money to hire or train people they already have to properly maintain the parks.
 10. Chair Riley stated that perhaps they need a Parks and Trails Coordinator or crew. She does not think they need to be a separate department. They could be managed by the Highway Department.
 11. Mr. Sutherland stated that he would support some kind of division to look after the parks and trails.
 12. Ms. Davies stated that Alison Clarkson wrote an email to her and Chair Riley. Ms. Clarkson stated that they have a Parks Commission which is the Billings Park Commission. This group is already working very hard on the trails.
 13. Mr. Sutherland spoke to a member of the Billings Park Committee. He believes the work is beyond what volunteers can do.
 14. Chair Kahn stated that the Economic Development Committee has earmarked a tremendous amount of money for Teagle's Landing. After the work is done, they want it to be taken care of properly.
 15. Mr. Sutherland agreed that they need to take care of the parks.
 16. Ms. McIlroy asked if we know how much money it would take to maintain these parks. It seems we are scraping by with \$6,000. She assumes we need more.
 17. Mr. Sutherland stated that we can find this out.
 18. Ms. Davies stated that the Faulkner Park costs \$47,000 a year to maintain.

- 89 19. Ms. Lowe stated that the East End Park should receive enough fees to
90 take care of itself.
- 91 20. Mr. Sutherland stated that they normally have 10 to 12 buses a day
92 down at East End Park. Can we charge a parking fee? These buses are
93 taking up space for people who want to use the trails and the park.
- 94 21. Chair Kahn stated that the buses park there and drop off and pick up
95 people in the village. They are taking up space. They should look into fees
96 for next year.
- 97 22. Mr. Sutherland stated this could also help provide income for the park.
- 98 23. Ms. Davies stated that maybe they should charge buses to park
99 anywhere in town.
- 100 24. Chair Kahn stated that they do not want to chase the tour buses away.
101 He agrees it makes sense to charge buses at East End Park. Most of the
102 buses go there. Others park next to the Woodstock Inn.
- 103 25. Chair Riley stated that the buses have to turn off their engines. There
104 are signs on Court Street that they can park there.
- 105 26. Ms. McIlroy stated that it makes sense to put the buses somewhere
106 else. They want to be able to maximize the amount of people who could
107 go to the park.
- 108 27. Chair Kahn suggested that on weekends the buses could use the
109 Woodstock Union High School parking lot.
- 110 28. Chair Riley stated that on a typical year there are football games and
111 soccer games on the weekends at the high school. However, they can go
112 over this when they prepare the budgets. The dog bags cost more than
113 \$3,000 a year. Dog licenses have gone down. Some people are still
114 coming in. She estimates that there are about 250-300 dogs in the town.
115 They have licensed 160 of them this year. It is an unusually low year. This
116 is probably due to COVID-19. However, people are still calling to see if
117 they can come in. They are usually required by the end of March. By mid-
118 May they give a list to the Constable to make phone calls and visits to
119 remind people to license their dogs. This year is different. It has been
120 very slow.
- 121 29. Mr. Sutherland stated that the Chairs of both boards should study the
122 maintenance issue and the costs and discuss it more at a budget meeting.
- 123 30. Chair Riley thinks that is a great idea.
- 124 31. Chair Kahn stated that he will work with Mr. Kerbin, Chair Riley, and
125 Mr. Vandenburg and come up with some numbers.
- 126 32. Ms. Davies stated that maybe they should separate parks out from the
127 highway budget to see what is actually spent.
- 128 33. Mr. Vandenburg stated that the current budget line is \$6,450. \$3,000
129 is spent on maintenance. The dog bags eat half the budget. When Alex
130 and Chris do things in the parks it is not taken out of the parks budget.
- 131 34. Chair Riley stated they need to keep the parks looking good. People are
132 using them more and more.

133 35. Ms. Davies stated that Tom Weschler did all the work for the trail with
134 volunteer labor and EDC monies. Mr. Weschler is envisioning volunteers
135 maintain the trail.

136 36. Mr. Corson stated that they need someone in the town to manage
137 volunteers. This way they can make sure everything is done correctly.
138 Most bigger towns have a Parks and Rec Department.

139 37. Mr. Sutherland stated he was at the Fire Department for over 35 years.
140 Volunteers are good for a while, but it does not last. He agrees with Mr.
141 Corson that they need someone to manage the volunteers. This could be
142 a full or part time position. He thinks this is the direction they need to go.

143 B. Emergency Preparedness Plan

144 1. Mr. Kerbin stated that he has submitted an outline for Town Hall for the
145 Emergency Preparedness Plan. This is just a draft. He is looking for
146 suggestions or comments. Some items will need funding. In the
147 meantime, this is a list of things we can do if there is another outbreak of
148 COVID-19 or another disaster that prevents people to work at Town Hall.

149 2. Chair Riley stated that there are audio issues in the town hall when it
150 comes to having hybrid meetings. They need to resolve this, but it will be
151 expensive.

152 3. Mr. Kerbin stated that employees will continue to work from home if the
153 Governor tells them they need to shut down Town Hall or if there is
154 another emergency. He will make sure to put that in the plan.

155 4. Ms. Davies would like to see a plan on how they are going to make it safe
156 for employees to get Town Hall information from their homes.

157 5. Mr. Kerbin stated he is investigating laptops for employees. This will
158 make sure information is more secure. He wanted this document to be a
159 shell that they expand on. Most employees have good internet at home,
160 but he will need to clarify this with everyone.

161 6. Ms. Davies commented that there was a meeting last night, and she
162 noticed that Police Chief Robbie Blish's internet was not very good. She
163 would like Mr. Kerbin to see what employees have for internet and what
164 they are currently paying. The Zoom room needs to be managed. She
165 would like to see Zoom guidelines on the plan.

166 7. Mr. Kerbin stated that everyone can access emails at home. They cannot
167 access Town Hall files. He will talk to Mike Skuro about this.

168 8. Ms. Davies stated he needs to look at the costs involved in this as well as
169 the costs of the laptops.

170 C. Proposal for Repair Work on the West Side of Town Hall

171 1. Ms. Davies stated that Mike Eramo divided the work in two parts. The
172 first part was for \$9,800 which includes the work he could physically see
173 before the ramp was taken out. After the ramp was taken out there was
174 additional work needed due to a lot of additional damage. The labor for
175 this extra work would cost \$13,370 and the materials would cost \$3,000.
176 The total for the additional work would be \$16,416, plus the \$9,800. Mr.

Eramo is ready to do the work next week. They put aside \$50,000 last year and \$50,000 this year. They have only spent \$24,000 with Wright Construction. They just did the demolition work. They have also spent money on the heat exchanges with ARC which came out of last years budget.

2. Mr. Sutherland does not think it is necessary to replace the granite windowsills. This is a considerable amount of money. They should put this out to bid. Mr. Eramo stated that there are 600 bricks that need to be replaced.

3. Ms. Davies does not disagree with going out to bid but she is concerned about the timing.

4. Mr. Sutherland stated that he does not think the winter will affect it. He does not think they should do this work in these temperatures. There are a lot of qualified brick workers out there. He thinks Mr. Eramo should have known that there was going to be extra work involved in the project. He also thinks it is too late in the season to do this work.

5. There was unanimous agreement to put the project out to bid.

6. Mr. Sutherland stated that he can work with Mr. Kerbin on who to reach out to for bids. They need to get multiple quotes.

7. Ms. Davies stated that she wants it to stay at the highest standard so that the work lasts.

III. EXECUTIVE DISCUSSION TO DISCUSS PERSONNEL

Motion: by Ms. Cole to enter executive session to discuss personnel at 8:15pm.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Ms. McIlroy to enter executive session to discuss personnel at 8:16pm.

Seconded: by Ms. Lowe.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Ms. Cole to exit executive session to discuss personnel at 8:15pm.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Ms. McIlroy to enter executive session to discuss personnel at 8:16pm.

Seconded: by Ms. Lowe.

Discussion: none.

Vote: 5-0-0, passed.

A. Chair Riley stated that the crosswalk strips near the Woodstock Elementary School are made of thermal plastic. Paint does not stick well to those. When

route 4, 12, and 106 are repaved these will be gone. They will have to make some decisions in January on what they want for crosswalk material. Mr. Vandenburg is hoping to keep on a cycle so they can do crosswalks every spring.

1. Ms. Lowe stated that all the arrows around the Green have faded.
2. Chair Kahn stated that those arrows were put in by the State. They can ask the State to put them back when they redo the road next spring.
3. Mr. Sutherland stated that they do not have the stencils for those arrows.
4. Ms. Cole stated that our crosswalks are unidentifiable. They look terrible and are unsafe.
5. Ms. Davies stated that they need to do a whole review of traffic in the Village.
6. Mr. Sutherland agreed that the crosswalks are long overdue, but to stop traffic this time of year would cause issues with people. Traffic would be backed up more than it already is.
7. Chair Kahn stated that they can see if it can be done the first week of November.
8. Ms. Cole stated that she thinks people would use the crosswalks more if they were more visible.

IV. OTHER BUSINESS

A. Schedule Next Joint Meeting

1. November 4th at 6pm.

V. ADJOURNMENT

A. Select Board

Motion: by Ms. Cole to adjourn the meeting at 8:49pm.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 4-0-0, passed.

B. Trustees

Motion: by Mr. Corson to adjourn the meeting at 8:49pm.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

Respectfully submitted,
Nikki Nourse

**TOWN OF WOODSTOCK
SELECT BOARD
OCTOBER 20, 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, Nikki Nourse, Beth Fish, Mary Margaret Sloan, Kathy Avellino, Les Berge, Ray Bourgeois, Allan Stein, Beth Finlayson, Bill Corson, Ellen Lefever, Geoff Martin, Jeffrey Kahn, Marne Perreault, Max Comins, Patrick Fultz, Robin Pendleton, Sandy Gilmour, Karen Gilmour, Wendy Marrinan, Zoie Parent, Karen DePrizio, Alita Wilson

A. CALL TO ORDER

1. Chair Riley called the Select Board meeting of October 20, 2020 at 6:00pm.

B. PUBLIC HEARING

1. Amended Woodstock Town/Village Plan which includes the Education Chapter which has been rewritten.

a. Chair Riley stated that the Education Chapter has been rewritten by the Planning Commission. The Select Board will review it at their next meeting.

C. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

1. Planning Commission Interview – Patrick Fultz
2. Sewer Requests for Abatement
 - a. Karen DePrizio
 - b. Owen Shindler
3. Record Digitization

D. PLANNING COMMISSION INTERVIEW

1. Mary Margaret Sloan

a. Ms. Sloan stated that she has lived in Woodstock for the past four years. Before that she lived in Windsor and worked on the Planning Commission there. She had considered joining when she moved here but there were many projects on the farm. She has been involved in the community and has partaken in projects in the Upper Valley. She wants to bring an agricultural perspective to the board. She owns a farm. Being a former attorney, she can understand laws and regulations. She has been interested, but before just did not have the time. She has also been involved in WARF.

2. Patrick Fultz

a. Mr. Fultz stated that he owns Sleep Woodstock Motel. He has been involved in the town in a lot of different ways. He is very interested in the changes the town is looking to do. He has marketing and advertising experience. He could bring a unique perspective. He runs a small business in Woodstock. He has built a strong brand. He learns things fast. He knows how to properly market to people.

45 **E. LISTERS INTERVIEW**

46 **1. Kathy Avellino**

- 47 a. Ms. Avellino stated that she is very interested in real estate and has good
48 customer service skills. Most realtors in town know her. She works on the
49 Woodstock Area Chamber of Commerce. She is good with the schedule the
50 Lister's have and has visited the listers as a realtor.
51 b. Chair Riley stated that the appointment would be until March, and if Ms. Avellino
52 were still interested, she would need to run for reelection. It is a three-year
53 term. There are three listers. Listers have online classes. They have 2-3 seminars
54 a year they need to attend. These are mostly on Zoom now.
55 c. Ms. Avellino is very interested in the training aspect of this job. She has read a lot
56 of information on the job. She likes to pay attention to detail.
57 d. Ms. Davies stated that the listers job requires a lot of computer time.
58 e. Ms. Avellino stated that she is proficient in Word. She could use more training in
59 Excel. She is good at learning new things. She has good math skills.
60 f. Ms. Parent stated that there are only three people in the listers office. Everyone
61 has different skill sets. You work with the same two people every day.
62 g. Ms. Avellino stated that she works with only one person currently. She has
63 worked in many small offices.

64 **F. MANAGER REPORT**

- 65 1. Mr. Kerbin stated that the tennis court project at Vail Field is moving along.
66 2. Mr. Sutherland stated that the second coat of black top went on the tennis court
67 yesterday.
68 3. Mr. Kerbin stated that TRORC has done a traffic study. He will use the study to prepare a
69 recommendation for what roads should be paved first. He will present it at a coming
70 Select Board meeting. The timeline has been set for bids for the Emergency Services
71 Building. He and Fire Chief David Green have been working on local Government Express
72 Report Grant amendments. They were able to find the \$75,000 that was owed to the
73 School Board. They have paid back \$45,000 at this point. For future meetings, he would
74 like to have a different department head give an update at meetings on their projects.
75 Agenda information will now be available on the websites.
76 4. Ms. Davies asked about the paving fund.
77 5. Mr. Kerbin stated that \$20,368 has been used of the \$150,000 in the paving fund. He can
78 send a list of which roads have been worked on. \$5,000 has come out if it for curbing.
79 He is thinking in April they will start paving but he will talk to Ken Vandenburg and the
80 contractors. The EMS pre-bid will be Thursday.
81 6. Ms. Davies would like a presentation on what is happening at the EMS building.
82 7. Mr. Kerbin stated that he could present something at the next joint meeting. The pre-bid
83 will be on Thursday at the ESB at 9:30am.
84 8. Mr. Sutherland stated that this is a meeting for the contractors. Anyone can attend. It is
85 an informational meeting on what the project will consist of.
86 9. Ms. Davies stated that they might want to create a budget line for the town website. She
87 suggested creating specifications on what they would like to see on it.

88 **10. Financial Report**

- 89 a. Mr. Kerbin stated that he, Mr. Spector, Ms. Fish, Ms. Parent, Ms. Davies, and
90 Chair Riley have been meeting the last couple of weeks. They are looking at the
91 financials and how everything is reported.
92 b. Ms. Davies stated that she likes to look at the percentage of the budget that has
93 been spent. She is looking at the Public Works building at \$80,000 and the
94 Emergency Services Building is way over budget.
95 c. Ms. Parent stated that she gave the Select Board three financial reports. One of
96 them is more detailed and what she would normally give Ken Vandenburg to
97 look at expenditures. \$70,000 of the \$80,000 is a bond payment.
98 d. Ms. Fish stated that regarding the ESB, the Select Board voted to spend the
99 money and they will draw down on the bond and that will cover what has been
100 spent.
101 e. Ms. Parent stated that the reports take a lot of time to put together. She would
102 love to hear from the Board on if it is okay to provide the general report which is
103 three pages long monthly. She can provide the more extensive report quarterly,
104 so they can see exactly where the money goes.
105 f. Ms. Davies stated that she does not need to see the detailed reports. She is fine
106 with the general report but if there are questions, would like clarification.
107 g. Ms. Parent stated that they have been having weekly meetings. They are looking at
108 financials and long-term planning. The way the capital reserve is set up now is
109 not ideal according to the auditors. They would like to take the capital reserves
110 that are unassigned to be reassigned. Department heads have been putting
111 money in the capital reserve for things like trucks or cruisers. They need to be
112 careful on what can be touched and what cannot. For example, she is unsure on
113 what can be touched in the Highway capital reserve. They need to come up with
114 a better capital reserve plan. The auditors will be here next month. The whole
115 thing can be reworked.
116 h. Ms. Fish stated that she is helping with reworking the capital reserve. They need
117 to break it out into different buckets. There needs to be a bucket for highway
118 for example. This money can be used for all their trucks. If something happens
119 like a frame goes, they can use this money. There would be more fluidity to use
120 the money when needed. There is nothing for keeping up with buildings for
121 improvements or emergencies like when the boiler failed. The capital reserve
122 would also be easier to read and more comprehensive.
123 i. Ms. Parent stated that there would be these buckets of money, but there would
124 be a master plan for when things need to be replaced. It would just be separate.
125 j. Mr. Kerbin thanked Ms. Parent and Ms. Fish for their hard work.

126 **G. PERMITS**

127 **1. Right of Way Permit – Ellen Lefever – 31 Academy Circle**

- 128 a. Chair Riley stated that Academy Circle is in South Woodstock. Ms. Lefever is
129 looking to relocate part of the road so she can extend her garage.
130 b. Ms. Lefever stated that Ken Vandenburg has been plowing this road for many
131 years. It is an ancient road that crosses her property. She is just looking to move
132 it away from the building.

c. Mr. Vandenburg stated that he has been there many times. He has no opposition to their plans. The Academy can still access the road for emergency vehicles. Currently, it is difficult to plow. A fire truck would have great difficulty maneuvering on the road. Moving the road would be beneficial.

Motion: by Mr. Sutherland to approve the right of way permit for 31 Academy Circle as submitted by Ellen Lefever to relocate the road as presented.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 4-0-0, passed.

2. Overweight Truck Permits

a. Messier House Moving & Construction Inc

I. Chair Riley stated that this company is based out of Montpelier. They have had permits in the past. The Certificate of Insurance is attached.

b. Jason Carrara

I. This is a fleet permit from Chester, Vermont. The Certificate of Insurance is attached. Overweight truck permits expire annually at the end of March. There are conditions that are sent to applicants. The permits are not approved for class IV roads or bridges on class III roads. John Doten has always reviewed all these permits. They can contingent upon Mr. Doten's approval.

Motion: by Ms. Davies to approve the overweight truck permits for Messier House Moving & Construction Inc and Jason Carrara as submitted contingent upon John Doten's approval.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

3. Liquor License Renewal – Melaza LLC

a. Chair Riley stated that this is for a six-month license for serving beer, wine, and spirits.

Motion: by Ms. Cole to approve the liquor license renewal application as submitted by Melazza LLC.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 4-0-0, passed.

H. OLD BUSINESS

1. Faulkner Park Update

a. Chair Riley stated that they had a Public Informational Meeting last Thursday. An 11-person committee was formed. They may hire a facilitator to lead the first few meetings.

I. NEW BUSINESS

1. Regional Energy Coordinator Updates & Project Proposal

a. Mr. Martin shared a presentation (included in the minutes). He needs to look at the heating system of the Public Works building but the high rate could be due to the doors having to open and close all the time for the trucks.

Motion: by Ms. Davies to authorize the Regional Energy Coordinator to issue a request for qualifications from ESCOs to work with participating towns.

177 Seconded: by Ms. Cole.

178 Discussion: none.

179 Vote: 4-0-0, passed.

180 2. Town Hall Rejuvenation Report

- 181 a. Ms. Davies stated that back in 2018, the Select Board looked at different
182 infrastructures within the town. The big issues were with the Emergency
183 Services Building and the Town Hall. They have had several meetings
184 throughout that time. They have some directions on where they can go now.
185 They have a team with a lot of different skills.
- 186 b. Mr. Spector shared a presentation (included in the minutes). They would like to
187 get the approval to hire the architectural firm Black River Design (BRD) to
188 complete the next phase of work, to be paid for with private funds.
- 189 c. Ms. Parent stated that she appreciates that they are going after financial funding
190 and donations. It is good that they are not taking out a huge bond for this
191 project.
- 192 d. Ms. Marrinan stated that donations were used for the 1986 Town Hall
193 renovations. She has had a guided tour of the third floor, and it has some
194 amazing features.
- 195 e. Ms. Davies stated that they are looking at the whole building including the third
196 floor. She loves the third floor as well. However, to use that floor they would
197 have to build much more access to it which would be quite expensive. Black
198 River will look at it but most likely they will not be able to do much with it due
199 to the expense.
- 200 f. Mr. Houry stated that he thinks it is something that needs to get done. It is
201 important to find other funding, so they do not have to affect taxes too much.
- 202 g. Ms. Spector stated that they have a funding committee starting right away. They
203 are looking for donations and grants.
- 204 h. Mr. Kahn stated that he is impressed by the example of Mr. Comins for stepping
205 forward with his generous donation for this project.
- 206 i. Mr. Comins stated that theater is a passion of his. He has lived in Woodstock for
207 35 years. Since then he has done many shows on the stage of Pentangle. It is the
208 right time to do this because the theater is closed due to COVID-19. There are a
209 lot of things he would like to see and is willing to back it. It is important for the
210 community. It is a place for people to come together.
- 211 j. Mr. Sutherland thanked Mr. Comins.
- 212 k. Mr. Comins stated that he intends to be there for the theater. He is willing to
213 come up with half of what is needed.

214 Motion: by Ms. Cole to approve the hiring for the architectural firm Black River Design to complete the
215 next phase of work, to be paid for with private funds.

216 Seconded: by Mr. Sutherland.

217 Discussion: none.

218 Vote: 4-0-0, passed.

219 3. Digitization Project

- 220 a. Ms. Davies stated that there is a lot of paper stored in the Town Hall and they are
221 adding to it every day. They cannot just clean it out. There are legal obligations
222 on what needs to be kept and for how long. There is a project here to see how
223 they should process and file paper. They need to go through the boxes that they
224 have.
225 b. Mr. Sutherland stated that he would like to see a proposal from the Manager's
226 Office on how they should proceed.
227 c. Ms. Parent loves the idea. There is direction from the State of Vermont. They
228 have a retention policy. She would love to help. They can shred what is not
229 needed.
230 d. Ms. Fish stated that the town does not have a formal retention policy in place.
231 e. Chair Riley stated that they do not have a policy to adopt tonight.

232 Motion: by Mr. Sutherland to have the Manager's Office come up with a plan related to record retention
233 and present it to the Select Board.

234 Seconded: by Ms. Davies.

235 Discussion: none.

236 Vote: 4-0-0, passed.

237 4. Brick Work at Town Hall

- 238 a. Ms. Davies stated that they originally approved \$9,800 for the brick work on the
239 West side of Town Hall. They originally approved \$5,000 to be put aside for
240 additional work that may be needed. The total proposal now is \$26,000. There is
241 a difference there. There is a donor who will pay that difference. Mike Eramo
242 has not taken on another job so he can do some of this work now.
243 b. Mr. Sutherland stated that it is fine for him to do it now, but he needs to be
244 required to protect the work from freezing. It will be his responsibility.

245 Motion: by Mr. Sutherland to move ahead with the masonry work on the West side of Town Hall, with
246 the understanding that Mr. Eramo must protect the work from freezing.

247 Seconded: by Ms. Cole.

248 Discussion: none.

249 Vote: 4-0-0, passed.

250 5. EDC Purchasing Policy

- 251 a. Chair Riley stated that the Economic Development Commission has created a
252 purchasing policy. It is close to the Town's purchasing policy.
253 b. Mr. Spector stated that the town's policy which was adopted in 2014, was
254 created before EDC was established. They manage some projects themselves
255 and the EDC should be doing the work and not burden the town. They wanted it
256 to be similar to the Town Purchasing Policy.

257 Motion: by Ms. Davies to approve to EDC Purchasing Policy.

258 Seconded: by Ms. Cole.

259 Discussion: none.

260 Vote: 4-0-0, passed.

261 6. Discussion of November 6th Tax Payments

- 262 a. Ms. Davies stated that they want to discuss whether the Town should charge
263 interest for people who cannot pay their November tax bill. There are a couple

- 264 of ways people can get help. WARF has monies people can apply for. If someone
265 has made \$21,000 or less for the last 90 days there is a state program that can
266 help as well. They should direct people to the program. There is a 45-day period
267 that the State will take to look at applications.
- 268 b. Chair Riley stated that the next Select Board meeting is November 17. Should
269 they consider the interest charges at that meeting? Should they take it on a case
270 by case basis?
- 271 c. Ms. Parent stated that the sewer payment decision came very late last spring.
272 People paid but then called about wanting refunds. She does not have a
273 recommendation either way. She just wants the Select Board to keep that in
274 mind. It is very hard if the decision is made after the fact.
- 275 d. Ms. Fish stated that she already has people asking for payment agreements
276 because they cannot pay. People are paying taxes instead of their other bills in
277 order to avoid interest. They cannot reach everybody at this point.
- 278 e. Ms. Davies stated that there are sources for people to go to for help. She thinks
279 they should not reduce penalties or interest.
- 280 f. Ms. Parent suggested that if the taxpayer provides documentation that they will
281 be awarded money, they can take the interest off. She thinks this may be a good
282 way to go about it.
- 283 g. Chair Riley stated that they could also credit it towards their May payment.
- 284 h. Mr. Houry stated that the WARF amounts are capped. They do not know how
285 much money is left in the state program.
- 286 i. Ms. Fish stated that she sent out almost 2,000 tax bills. There are a lot of people
287 making monthly payments.
- 288 j. Ms. Parents stated that the people doing payment plans are already agreeing to
289 pay interest on their property tax.
- 290 k. Ms. Fish stated that they have had a few phone calls where people are taking
291 advantage. If they do not have to pay, they will not even if they have the
292 money. This is also giving people a pass who are already delinquent. They have
293 created a program to help people set up affordable payment plan for them.
- 294 l. Mr. Kerbin stated that they will send people to tax sale if they have to, but they
295 hope they do not have to.
- 296 m. Ms. Davies proposes that they do nothing then and keep this the way they are.
- 297 n. There is unanimous agreement.
- 298 o. Mr. Kerbin stated that they can put information on the website as well.

299 **J. OTHER BUSINESS**

- 300 1. Mr. Sutherland stated that for 30 years or more he has had a passion for brick layering.
301 He might have some comments with Mr. Eramo about the brick project at Town
302 Hall.
- 303 a. Chair Riley stated that Mr. Sutherland is very qualified.
- 304 b. Mr. Sutherland stated that he would report to Mr. Kerbin any ideas he has. He
305 thinks they could save some money. He does not want people to think he is
306 criticizing but instead helping. He knows Mr. Eramo well. He would like to work
307 together with him. He is looking forward to seeing the Town Hall repaired.

- 308 c. Chair Riley stated that Mr. Sutherland has the Select Board's support.
- 309 **K. BOARD OF SEWER COMMISSIONERS**
- 310 **1. Sewer Connection Permit – Rob Hanson – 21 Prospect Street**
- 311 a. Chair Riley stated that Mr. Hanson is adding a one bedroom, one-bathroom
- 312 apartment to their home.
- 313 Motion: by Ms. Cole to approve the sewer connection permit for 21 Prospect Street as submitted by Rob
- 314 Hanson.
- 315 Seconded: by Mr. Sutherland.
- 316 Discussion: none.
- 317 Vote: 4-0-0, passed.
- 318 **2. Sewer Adjustments**
- 319 a. Owen Shindler
- 320 I. Ms. Fish stated that this is for last fiscal year.
- 321 II. Chair Riley stated that this property is in Taftsville. The apartment has not
- 322 been used in many years. The refund would be \$550.64 for an
- 323 apartment located at 164 Butternut Lane.
- 324 III. Ms. Fish stated that there was an error in how the sewer bill was
- 325 inputted. It should not happen again. Every apartment is billed
- 326 separately.
- 327 b. Karen Deprizio
- 328 I. Chair Riley stated that this property is also in Taftsville. They have been
- 329 billed at a family rate, but there is only two people there. A family may
- 330 have been living there when it was originally connected and never
- 331 changed.
- 332 II. Ms. Fish stated that there are no water meters in Taftsville. People are
- 333 charge at a single, couple, or family rate. The same person owns unit 2.
- 334 III. Ms. Davies stated that they need to know about the other apartment.
- 335 IV. Ms. Fish stated that they received the sewer bill in January. They are
- 336 saying it was sent to the wrong address. However, there has been no
- 337 request for an address change. Nothing was returned from them. Tax
- 338 bills are sent to the same address.
- 339 V. Ms. Davies stated that she does not need forgiveness. They should not
- 340 reduce it until they hear about unit 2 in writing.
- 341 Motion: by Ms. Cole to table the determination for 79 Butternut Lane until the owner provides written
- 342 information regarding Unit 2.
- 343 Seconded: by Ms. Davies.
- 344 Discussion: none.
- 345 Vote: 4-0-0, passed.
- 346 **L. CITIZEN COMMENTS – none.**
- 347 **M. APPROVAL OF MINUTES**
- 348 **1. Meeting Minutes – September 15, 2020**
- 349 a. Line 215 - residents
- 350 **2. Meeting Minutes – September 17, 2020**
- 351 a. Line 40 – lintel

352 Motion: by Ms. Davies to approve the minutes for September 15 & 17 with the corrections noted.

353 Seconded: by Chair Riley.

354 Discussion: none.

355 Vote: 4-0-0, passed.

356 **N. EXECUTIVE DISCUSSION TO DISCUSS APPOINTMENTS**

357 Motion: by Mr. Sutherland to enter executive session to discuss appointments for the Planning

358 Commission and Listers at 8:48pm.

359 Seconded: by Ms. Cole.

360 Discussion: none.

361 Vote: 4-0-0, passed.

362

363 Motion: by Mr. Sutherland to exit executive session at 8:58pm.

364 Seconded: by Ms. Cole.

365 Discussion: none.

366 Vote: 4-0-0, passed.

367

368 Motion: by Ms. Cole to appoint Kathy Avellino as a Lister.

369 Seconded: by Mr. Sutherland.

370 Discussion: none.

371 Vote: 4-0-0, passed.

372

373 Motion: by Ms. Cole to appoint Mary Margaret Sloan to the Planning Commission.

374 Seconded: by Ms. Davies.

375 Discussion: Chair Riley stated that this is a four-year term.

376 Vote: 4-0-0, passed.

377 **O. ADJOURNMENT**

378 Motion: by Ms. Cole to adjourn the meeting at 9:00pm.

379 Seconded: by Ms. Davies.

380 Discussion: none.

381 Vote: 4-0-0, passed.

382

383

384

Respectfully submitted,
Nikki Nourse

**TOWN OF WOODSTOCK
SELECT BOARD
OCTOBER 20, 2020
6:00 PM
MEETING
CONFERENCE CALL
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- a. Ms. Sloan stated that she has lived in Woodstock for the past four years. Before that she lived in Windsor and worked on the Planning Commission there. She had considered joining when she moved here but there were many projects on the farm. She has been involved in the community and has partaken in projects in the Upper Valley. She wants to bring an agricultural perspective to the board. She owns a farm. Being a former attorney, she can understand laws and regulations. She has been interested, but before just did not have the time. She has also been involved in WARF.

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- a. Mr. Fultz stated that he owns Sleep Woodstock Motel. He has been involved in the town in a lot of different ways. He is very interested in the changes the town is looking to do. He has marketing and advertising experience. He could bring a unique perspective. He runs a small business in Woodstock. He has built a strong brand. He learns things fast. He knows how to properly market to people.

E. LISTERS INTERVIEW

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- a. Ms. Avellino stated that she is very interested in real estate and has good customer service skills. Most realtors in town know her. She works on the Woodstock Area Chamber of Commerce. She is good with the schedule the Lister's have and has visited the listers as a realtor.
- b. Chair Riley stated that the appointment would be until March, and if Ms. Avellino were still interested, she would need to run for reelection. It is a three-year term. There are three listers. Listers have online classes. They have 2-3 seminars a year they need to attend. These are mostly on Zoom now.
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1. Mr. Kerbin stated that the tennis court project at Vail Field is moving along.
2. Mr. Sutherland stated that the second coat of black top went on the tennis court yesterday.
3. Mr. Kerbin stated that TRORC has done a traffic study. He will use the study to prepare a recommendation for what roads should be paved first. He will present it at a coming Select Board meeting. The timeline has been set for bids for the Emergency Services Building. He and Fire Chief David Green have been working on local Government Express Report Grant amendments. They were able to find the \$75,000 that was owed to the School Board. They have paid back \$45,000 at this point. For future meetings, he would like to have a different department head give an update at meetings on their projects. Agenda information will now be available on the websites.
4. Ms. Davies asked about the paving fund.
5. Mr. Kerbin stated that \$20,368 has been used of the \$150,000 in the paving fund. He can send a list of which roads have been worked on. \$5,000 has come out if it for curbing. He is thinking in April they will start paving but he will talk to Ken Vandenburg and the contractors. The EMS pre-bid will be Thursday.
6. Ms. Davies would like a presentation on what is happening at the EMS building.
7. Mr. Kerbin stated that he could present something at the next joint meeting. The pre-bid will be on Thursday at the ESB at 9:30am.
8. Mr. Sutherland stated that this is a meeting for the contractors. Anyone can attend. It is an informational meeting on what the project will consist of.
9. Ms. Davies stated that they might want to create a budget line for the town website. She suggested creating specifications on what they would like to see on it.

10. Financial Report

- a. Mr. Kerbin stated that he, Mr. Spector, Ms. Fish, Ms. Parent, Ms. Davies, and Chair Riley have been meeting the last couple of weeks. They are looking at the financials and how everything is reported.
- b. Ms. Davies stated that she likes to look at the percentage of the budget that has been spent. She is looking at the Public Works building at \$80,000 and the Emergency Services Building is way over budget.
- c. Ms. Parent stated that she gave the Select Board three financial reports. One of them is more detailed and what she would normally give Ken Vandenburg to look at expenditures. \$70,000 of the \$80,000 is a bond payment.
- d. Ms. Fish stated that regarding the ESB, the Select Board voted to spend the money and they will draw down on the bond and that will cover what has been spent.
- e. Ms. Parent stated that the reports take a lot of time to put together. She would love to hear from the Board on if it is okay to provide the general report which is three pages long monthly. She can provide the more extensive report quarterly, so they can see exactly where the money goes.
- f. Ms. Davies stated that she does not need to see the detailed reports. She is fine with the general report but if there are questions, would like clarification.
- g. Ms. Parent stated that they have been having weekly meetings. They are looking at financials and long-term planning. The way the capital reserve is set up now is not ideal according to the auditors. They would like to take the capital reserves that are unassigned to be reassigned. Department heads have been putting money in the capital reserve for things like trucks or cruisers. They need to be careful on what can be touched and what cannot. For example, she is unsure on what can be touched in the Highway capital reserve. They need to come up with a better capital reserve plan. The auditors will be here next month. The whole thing can be reworked.
- h. Ms. Fish stated that she is helping with reworking the capital reserve. They need to break it out into different buckets. There needs to be a bucket for highway for example. This money can be used for all their trucks. If something happens like a frame goes, they can use this money. There would be more fluidity to use the money when needed. There is nothing for keeping up with buildings for improvements or emergencies like when the boiler failed. The capital reserve would also be easier to read and more comprehensive.
- i. Ms. Parent stated that there would be these buckets of money, but there would be a master plan for when things need to be replaced. It would just be separate.
- j. Mr. Kerbin thanked Ms. Parent and Ms. Fish for their hard work.

G. PERMITS

1. Right of Way Permit – Ellen Lefever – 31 Academy Circle

- a. Chair Riley stated that Academy Circle is in South Woodstock. Ms. Lefever is looking to relocate part of the road so she can extend her garage.
- b. Ms. Lefever stated that Ken Vandenburg has been plowing this road for many years. It is an ancient road that crosses her property. She is just looking to move it away from the building.

- c. Mr. Vandenburg stated that he has been there many times. He has no opposition to their plans. The Academy can still access the road for emergency vehicles. Currently, it is difficult to plow. A fire truck would have great difficulty maneuvering on the road. Moving the road would be beneficial.

Motion: by Mr. Sutherland to approve the right of way permit for 31 Academy Circle as submitted by Ellen Lefever to relocate the road as presented.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 4-0-0, passed.

2. Overweight Truck Permits

- a. Messier House Moving & Construction Inc

- I. Chair Riley stated that this company is based out of Montpelier. They have had permits in the past. The Certificate of Insurance is attached.

- b. Jason Carrara

- I. This is a fleet permit from Chester, Vermont. The Certificate of Insurance is attached. Overweight truck permits expire annually at the end of March. There are conditions that are sent to applicants. The permits are not approved for class IV roads or bridges on class III roads. John Doten has always reviewed all these permits. They can contingent upon Mr. Doten's approval.

Motion: by Ms. Davies to approve the overweight truck permits for Messier House Moving & Construction Inc and Jason Carrara as submitted contingent upon John Doten's approval.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

3. Liquor License Renewal – Melaza LLC

- a. Chair Riley stated that this is for a six-month license for serving beer, wine, and spirits.

Motion: by Ms. Cole to approve the liquor license renewal application as submitted by Melazza LLC.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 4-0-0, passed.

H. OLD BUSINESS

1. Faulkner Park Update

- a. Chair Riley stated that they had a Public Informational Meeting last Thursday. An 11-person committee was formed. They may hire a facilitator to lead the first few meetings.

I. NEW BUSINESS

1. Regional Energy Coordinator Updates & Project Proposal

- a. Mr. Martin shared a presentation (included in the minutes). He needs to look at the heating system of the Public Works building but the high rate could be due to the doors having to open and close all the time for the trucks.

Motion: by Ms. Davies to authorize the Regional Energy Coordinator to issue a request for qualifications from ESCOs to work with participating towns.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

2. Town Hall Rejuvenation Report

- a. Ms. Davies stated that back in 2018, the Select Board looked at different infrastructures within the town. The big issues were with the Emergency Services Building and the Town Hall. They have had several meetings throughout that time. They have some directions on where they can go now. They have a team with a lot of different skills.
- b. Mr. Spector shared a presentation (included in the minutes). They would like to get the approval to hire the architectural firm Black River Design (BRD) to complete the next phase of work, to be paid for with private funds.
- c. Ms. Parent stated that she appreciates that they are going after financial funding and donations. It is good that they are not taking out a huge bond for this project.
- d. Ms. Marrinan stated that donations were used for the 1986 Town Hall renovations. She has had a guided tour of the third floor, and it has some amazing features.
- e. Ms. Davies stated that they are looking at the whole building including the third floor. She loves the third floor as well. However, to use that floor they would have to build much more access to it which would be quite expensive. Black River will look at it but most likely they will not be able to do much with it due to the expense.
- f. Mr. Houry stated that he thinks it is something that needs to get done. It is important to find other funding, so they do not have to affect taxes too much.
- g. Ms. Spector stated that they have a funding committee starting right away. They are looking for donations and grants.
- h. Mr. Kahn stated that he is impressed by the example of Mr. Comins for stepping forward with his generous donation for this project.
- i. Mr. Comins stated that theater is a passion of his. He has lived in Woodstock for 35 years. Since then he has done many shows on the stage of Pentangle. It is the right time to do this because the theater is closed due to COVID-19. There are a lot of things he would like to see and is willing to back it. It is important for the community. It is a place for people to come together.
- j. Mr. Sutherland thanked Mr. Comins.
- k. Mr. Comins stated that he intends to be there for the theater. He is willing to come up with half of what is needed.

Motion: by Ms. Cole to approve the hiring for the architectural firm Black River Design to complete the next phase of work, to be paid for with private funds.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 4-0-0, passed.

3. Digitization Project

- a. Ms. Davies stated that there is a lot of paper stored in the Town Hall and they are adding to it every day. They cannot just clean it out. There are legal obligations on what needs to be kept and for how long. There is a project here to see how they should process and file paper. They need to go through the boxes that they have.
- b. Mr. Sutherland stated that he would like to see a proposal from the Manager's Office on how they should proceed.
- c. Ms. Parent loves the idea. There is direction from the State of Vermont. They have a retention policy. She would love to help. They can shred what is not needed.
- d. Ms. Fish stated that the town does not have a formal retention policy in place.
- e. Chair Riley stated that they do not have a policy to adopt tonight.

Motion: by Mr. Sutherland to have the Manager's Office come up with a plan related to record retention and present it to the Select Board.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 4-0-0, passed.

4. Brick Work at Town Hall

- a. Ms. Davies stated that they originally approved \$9,800 for the brick work on the West side of Town Hall. They originally approved \$5,000 to be put aside for additional work that may be needed. The total proposal now is \$26,000. There is a difference there. There is a donor who will pay that difference. Mike Eramo has not taken on another job so he can do some of this work now.
- b. Mr. Sutherland stated that it is fine for him to do it now, but he needs to be required to protect the work from freezing. It will be his responsibility.

Motion: by Mr. Sutherland to move ahead with the masonry work on the West side of Town Hall, with the understanding that Mr. Eramo must protect the work from freezing.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

5. EDC Purchasing Policy

- a. Chair Riley stated that the Economic Development Commission has created a purchasing policy. It is close to the Town's purchasing policy.
- b. Mr. Spector stated that the town's policy which was adopted in 2014, was created before EDC was established. They manage some projects themselves and the EDC should be doing the work and not burden the town. They wanted it to be similar to the Town Purchasing Policy.

Motion: by Ms. Davies to approve to EDC Purchasing Policy.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

6. Discussion of November 6th Tax Payments

- a. Ms. Davies stated that they want to discuss whether the Town should charge interest for people who cannot pay their November tax bill. There are a couple

of ways people can get help. WARF has monies people can apply for. If someone has made \$21,000 or less for the last 90 days there is a state program that can help as well. They should direct people to the program. There is a 45-day period that the State will take to look at applications.

- b. Chair Riley stated that the next Select Board meeting is November 17. Should they consider the interest charges at that meeting? Should they take it on a case by case basis?
- c. Ms. Parent stated that the sewer payment decision came very late last spring. People paid but then called about wanting refunds. She does not have a recommendation either way. She just wants the Select Board to keep that in mind. It is very hard if the decision is made after the fact.
- d. Ms. Fish stated that she already has people asking for payment agreements because they cannot pay. People are paying taxes instead of their other bills in order to avoid interest. They cannot reach everybody at this point.
- e. Ms. Davies stated that there are sources for people to go to for help. She thinks they should not reduce penalties or interest.
- f. Ms. Parent suggested that if the taxpayer provides documentation that they will be awarded money, they can take the interest off. She thinks this may be a good way to go about it.
- g. Chair Riley stated that they could also credit it towards their May payment.
- h. Mr. Houry stated that the WARF amounts are capped. They do not know how much money is left in the state program.
- i. Ms. Fish stated that she sent out almost 2,000 tax bills. There are a lot of people making monthly payments.
- j. Ms. Parents stated that the people doing payment plans are already agreeing to pay interest on their property tax.
- k. Ms. Fish stated that they have had a few phone calls where people are taking advantage. If they do not have to pay, they will not even if they have the money. This is also giving people a pass who are already delinquent. They have created a program to help people set up affordable payment plan for them.
- l. Mr. Kerbin stated that they will send people to tax sale if they have to, but they hope they do not have to.
- m. Ms. Davies proposes that they do nothing then and keep this the way they are.
- n. There is unanimous agreement.
- o. Mr. Kerbin stated that they can put information on the website as well.

J. OTHER BUSINESS

- 1. Mr. Sutherland stated that for 30 years or more he has had a passion for brick layering. He might have some comments with Mr. Eramo about the brick project at Town Hall.
 - a. Chair Riley stated that Mr. Sutherland is very qualified.
 - b. Mr. Sutherland stated that he would report to Mr. Kerbin any ideas he has. He thinks they could save some money. He does not want people to think he is criticizing but instead helping. He knows Mr. Eramo well. He would like to work together with him. He is looking forward to seeing the Town Hall repaired.

c. Chair Riley stated that Mr. Sutherland has the Select Board's support.

K. BOARD OF SEWER COMMISSIONERS

1. Sewer Connection Permit – Rob Hanson – 21 Prospect Street

a. Chair Riley stated that Mr. Hanson is adding a one bedroom, one-bathroom apartment to their home.

Motion: by Ms. Cole to approve the sewer connection permit for 21 Prospect Street as submitted by Rob Hanson.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 4-0-0, passed.

2. Sewer Adjustments

a. Owen Shindler

I. Ms. Fish stated that this is for last fiscal year.

II. Chair Riley stated that this property is in Taftsville. The apartment has not been used in many years. The refund would be \$550.64 for an apartment located at 164 Butternut Lane.

III. Ms. Fish stated that there was an error in how the sewer bill was inputted. It should not happen again. Every apartment is billed separately.

b. Karen Deprizio

I. Chair Riley stated that this property is also in Taftsville. They have been billed at a family rate, but there is only two people there. A family may have been living there when it was originally connected and never changed.

II. Ms. Fish stated that there are no water meters in Taftsville. People are charge at a single, couple, or family rate. The same person owns unit 2.

III. Ms. Davies stated that they need to know about the other apartment.

IV. Ms. Fish stated that they received the sewer bill in January. They are saying it was sent to the wrong address. However, there has been no request for an address change. Nothing was returned from them. Tax bills are sent to the same address.

V. Ms. Davies stated that she does not need forgiveness. They should not reduce it until they hear about unit 2 in writing.

Motion: by Ms. Cole to table the determination for 79 Butternut Lane until the owner provides written information regarding Unit 2.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 4-0-0, passed.

L. CITIZEN COMMENTS – none.

M. APPROVAL OF MINUTES

1. Meeting Minutes – September 15, 2020

a. Line 215 - residents

2. Meeting Minutes – September 17, 2020

a. Line 40 – lintel

Motion: by Ms. Davies to approve the minutes for September 15 & 17 with the corrections noted.

Seconded: by Chair Riley.

Discussion: none.

Vote: 4-0-0, passed.

N. EXECUTIVE DISCUSSION TO DISCUSS APPOINTMENTS

Motion: by Mr. Sutherland to enter executive session to discuss appointments for the Planning Commission and Listers at 8:48pm.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Mr. Sutherland to exit executive session at 8:58pm.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Ms. Cole to appoint Kathy Avellino as a Lister.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Ms. Cole to appoint Mary Margaret Sloan to the Planning Commission.

Seconded: by Ms. Davies.

Discussion: Chair Riley stated that this is a four-year term.

Vote: 4-0-0, passed.

O. ADJOURNMENT

Motion: by Ms. Cole to adjourn the meeting at 9:00pm.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 4-0-0, passed.

Respectfully submitted,
Nikki Nourse

Mary Riley, Chair

Jill M. Davies

L.D. Sutherland

John Doten

Keri Cole