

**TOWN OF WOODSTOCK
SELECT BOARD
DECEMBER 15, 2020
6:00 PM
MEETING
CONFERENCE CALL
MINUTES**

Draft minutes subject to approval.

Present: Chair Mary Riley, Jill Davies, Butch Sutherland, John Doten, Keri Cole, William Kerbin, Nikki Nourse, Bill Corson, Isabelle Chicoine, Ken Vandenburg, Ray Bourgeois, Geoff Martin, Karim Houry, Patrick Fultz, Wendy Marrinan, Sharon Giguere, Chris Higgins, Greg McKenney, Jessica Cassalcino, John Seabrook, Tyler Reynolds, Neal Leitner, Allan Stein, Beth Finlayson, Police Chief Robbie Blish, Liz Schwenk, Fire Chief David Green

A. CALL TO ORDER

1. Chair Riley called to order the Select Board meeting of December 15, 2020 at 6:00 pm.

B. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

1. Additions
 - a. Renaming ESB
 - b. Errors & Omissions from the Grand List
2. Deletions
 - a. Special Articles
 - b. Preservation Trust Easement

C. MANAGER REPORT

1. General Report

- a. Mr. Kerbin stated that the staff is finalizing the bond bank applications. Him and Mr. Sutherland met with Mr. Houry to discuss new potential revenue sources. He was investigating a grant from the Agency of Commerce and Community Development. He talked to Jon Spector. The Economic Development Commission is going to pursue this grant instead. They do not want to compete.

2. Financial Report

- a. No questions or comments

D. PERMITS

1. Overweight Truck Permit – Fleet – TRK Trucking Inc

- a. Chair Riley stated that the fee has been paid and they provided their certificate of insurance.

Motion: by Mr. Doten to approve the overweight truck permit for a fleet as submitted by TRK Trucking Inc.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 5-0-0, passed.

E. OLD BUSINESS - none

F. NEW BUSINESS

1. Budget Update

- a. Mr. Kerbin stated that the budget is going along very well. This Thursday they will discuss the Sewer Department and the special articles. They have preliminary numbers to work on and go forward.

2. Cover for the Town Report

- a. Chair Riley stated that they need to have it ready by January 15th.

3. Dedication for the Town Report

- a. Chair Riley stated that they need to think of who the Town Report should be dedicated to this year.

4. Draft of Fire Inspection Ordinance

- a. Ms. Cole stated that she would prefer the Short-Term Rental to be its own entity.
- b. Chief Green stated that he and Frank Heald started this. They had contacted a lawyer and the lawyer stated they could not do that.
- c. The Select Board will have a working meeting to discuss and fix up the draft. This meeting will be held after the budget meetings are done.

5. Energy Coordinator Update

- a. Mr. Martin stated that regarding the Energy Services Performance Contracting Project they are going with EEI.

6. ESB Bid Award

- a. Chief Green stated that there were two contractors that bid very close together in amounts. They were Russel Construction and DEW. There is about a \$50,000 difference. Chief Green, Mr. Kerbin, and Chair Riley interviewed both contractors. Either low bidder will do a fine job.

Motion: by Mr. Sutherland to award the bid contract to Russel Construction Services from Rutland, VT for the construction of the Emergency Services Building for the amount of \$4,487,717.

Seconded: by Ms. Davies.

Discussion: Chief Blish stated that both companies looked like they did a good job. However, he is more comfortable with Russell Construction and he thinks they will go out of their way to save them money where they can.

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

- b. Chief Green stated that they have 30 days to sign this agreement contract with Russell Construction. It has already been two weeks They have not technically secured funding for this project yet. They can tell the contractors not to start work until funding is secured.

- c. Chief Green stated that he would like to get permission to name the building the Philip B. Swanson Emergency Services Building.

Motion: by Ms. Davies to approve the naming of the ESB to the Philip B. Swanson Emergency Services Building.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 5-0-0, passed.

7. Investment Advisory Committee Report

- a. Ms. Davies stated that she is a member along with four other members including Jeff Kahn, Patrick Proctor, Mark Hall, and Anne Crossman. There are two things to vote on tonight. They are recommending an increase the disbursement from this fund. The increase would be \$76,800. This is to reflect the 10.48% increase in taxes. The fund has gone up an extraordinary amount this year.

Motion: by Ms. Cole to approve the annual disbursement to be \$76,800 from the Rockefeller Endowment Fund.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Mr. Sutherland to make a one-time withdrawal of \$200,000 from the Rockefeller Endowment Fund to be kept in an account until it is decided to be used on a specific capital expense.

Seconded: by Ms. Cole.

Discussion: Mr. Corson stated that the Rockefeller Endowment fund went from \$1.9 million to \$2.1 million because stocks have gone up. However, he feels it is a bad idea to take from principle unless there is a specific need for it.

Mr. Sutherland stated that the fund started at \$600,000. Rockefeller's intent was to help people to offset taxes.

Ms. Davies stated that the reason for taking the money now is because of where the fund is now.

Mr. Corson stated that it seems like it would be good to keep this for the long term.

Mr. Doten stated that he does not think they should take out of the principle. They should leave the funds there for the taxpayers.

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

8. Loop Road Relocation Project

- a. Mr. McKenney shared a presentation (included in the minutes).
- b. Mr. Reynolds thanked the Select Board for considering this project. He is doing this for his young children and their safety.
- c. There will be a site visit on January 4, 2020 at 10:00 am.
- d. Mr. Vandenburg stated that the ditching needs to be stone lined. It needs to be six inches down from surface of the road.

~~9. Preservation Trust Easement~~

~~10. Review of Special Articles~~

11. Town Hall Rejuvenation Update

- a. Ms. Davies stated that the Town Hall Rejuvenation Committee is led by a team of volunteers. They meet every week. They have hired Black River Design. By March they will have conceptual drawings ready and prices. They will be raising money for the project from private funds as much as possible. They will be getting a geotechnical assessment for the back of the building. Contractors have been visiting. Susan Silverberg is finding an owner's representative. They will hold public meetings in March and April. A lot is happening.

12. Town Warning Discussion

- a. Ms. Nourse stated that reports are needed by January 15th for the Town Report.

b. Chair Riley stated that they need to encourage the department heads to get their reports in.

G. OTHER BUSINESS - none

H. BOARD OF SEWER COMMISSIONERS

1. Sewer Permit – 24 Elm Street – Elizabeth Schwenk

a. Chair Riley stated that this is for the Prince and Pauper restaurant to add seats. They expanded the restaurant. There are 26 employees.

Motion: by Ms. Cole to approve the sewer permit for 24 Elm Street as submitted by Elizabeth Schwenk.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 5-0-0, passed.

I. CITIZEN COMMENTS – none.

J. EXECUTIVE SESSION

Motion: by Ms. Cole to enter executive session at 7:56 pm.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Ms. Cole to exit executive session at 8:50 pm.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 5-0-0, passed.

K. APPROVAL OF MINUTES

1. 11.17.20 Select Board Minutes

2. 12.8.20 Select Board Minutes

Motion: by Ms. Davies to approve the minutes from November 17, 2020 and December 8, 2020 as submitted.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

L. ADJOURNMENT

Motion: by Mr. Sutherland to adjourn the meeting at 8:52 pm.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*