

TOWN OF WOODSTOCK  
SELECT BOARD

March 15, 2021

6:00 PM

Meeting

Zoom

Draft Minutes

Draft: Subject to Approval

Present: Chair Mary Riley, Ray Bourgeois, Keri Cole, Joe Swanson, William Kerbin, Beth Fish, Zoie Parent, Fire Chief David Green, Jon Spector, Bill Corson, Karim Houry, Jill Davies, Thomas McCaughey, Tyler Kimberley, Jennifer Auster, Liza Deignan, Todd & Angela Ulman, Allan Stein,

**A. CALL TO ORDER**

- a. Chair Riley called the Select Board Meeting to order at 6:00pm.

**B. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA**

- a. Capital Budget Committee -Interviews
  - i. Jill Davies
    1. Ms. Davies had been working on updating the Capital Plan as a former Select Board member and would like to continue with her work on this project as a member of the Capital Budget Committee.
  - ii. Thomas McCaughey
    1. Mr. McCaughey has a background in finance and would like to be involved in the Capital Budget Committee.
  - iii. Mr. Kerbin stated that he has reached out to the members of the Capital Budget Committee to see if they would like to be reappointed and has heard back from two people and is waiting to hear from the others. Chair Riley said that historically the committee has been 4-7 people.
  - iv. In the interest of moving this project forward in a timely manner, Ms. Cole would like to appoint the new members tonight so that the group can meet with the Municipal Manager before the end of the month.

Motion: by Ms. Cole to appoint Jill Davies and Thomas McCaughey to the Capital Budget Committee.

Seconded: by Mr. Bourgeois

Discussion: Ms. Riley pointed out that usually a decision is not made immediately following interviews. Usually there is a discussion, and all committee members would be appointed at the meeting after Town Meeting or the next regular Select Board Meeting. Mr. Swanson asked about the number of members on the committee and if the Board should wait until they hear back from the other existing members before appointing the new members.

Vote: 3,1,0, passed. Chair Riley, Ms. Cole, & Mr. Bourgeois voted "yes", Mr. Swanson voted "no".

**C. MANAGER REPORT**

- a. General Report
  - i. Mr. Kerbin gave a verbal report to the Select Board.

- ii. The bid specs have been sent out to interested bidders for the Paving Projects for this paving season. The bid opening will be March 30<sup>th</sup>.
  - iii. Mr. Kerbin talked to Dale Gozalkowski to follow-up on last week's informational meeting on the Route 4, 106 & 12 project. He mentioned that Pike Paving received the bid award. This firm does work throughout Vermont. Mr. Kerbin emphasized the importance of moving forward with the project and starting the project prior to May 1<sup>st</sup>. Mr. Gozalkowski reiterated the point that VTRANS has very little control over the start date.
  - iv. An RFP for services has been submitted to TRORC for a proposal to update the Town and Village's Hazard Mitigation Plan. This plan is necessary to receive funding from FEMA for disasters.
  - v. Energy audits were conducted in the Municipal Buildings. A full report will be forthcoming.
  - vi. The Vail Field project should resume in early May, depending on the weather.
  - vii. Village Trustees Chair Kahn and Mr. Kerbin will be proactively seeking out funds for the Town and Village from the American Rescue Act. The plan is to reach out to Senator Clarkson, Representative Kimball, and Congressman Welch as well as TRORC and VLCT to get more information on what is available.
- b. Financial Report
- i. A report was given to the Select Board for review.
  - ii. Ms. Parent has asked that any specific questions being asked about this month's financial report be emailed to her and she will get the answers back to the Board members.

## **D. PERMITS**

1. Overweight Truck Permits
  1. Connecticut Valley Trucking Inc
  2. Demag Riggers & Crane Srv Inc
  3. NA Manosh Inc
  4. D&D Excavating Inc
  5. Chevalier Drilling Co Inc
  6. Feed Commodities International Inc
  7. Structural Wood Corporation
  8. Cardinal Logistics Management Corporation
  9. Champlain Construction Co – Bear Dog Enterprises
  10. ST Pierre Inc
  11. Calco Inc
  12. Ditech Transportation
  13. Irving Energy
  14. Newport Sand & Gravel Co Inc
  15. Markowski Excavating Inc

Motion: by Ms. Cole to approve the overweight truck permits for the companies listed above as submitted.

Seconded: by Mr. Bourgeois

Discussion: These permits are for trucks to go on Town Roads that have weight restrictions. The permits are issued with restrictions.

Vote: 4,0,0, passed.

2. Liquor License
  1. My Village Inn LLC – Village Inn of Woodstock
3. Liquor License Renewals
  1. Lincoln Inn & Restaurant at the Covered Bridge
  2. Bradens LLC – Coburns
  3. South Woodstock Community Partnership LLC – SWCS
  4. DJKB Enterprises LLC – Woodstock Hops N’ Barley
  5. Woodstock Hospitality Inc – 506 on the River Inn
  6. My Village Inn LLC – Village Inn of Woodstock
  7. JHI Operations LLC
  8. Woodstock Resort Corporation – Kelley Way Gardens
  9. Woodstock Resort Corporation - Woodstock Inn
  10. Woodstock Resort corporation – Woodstock Inn & Resort’s Golf Club
  11. Woodstock Resort Corporation – Woodstock Inn Gift Shop
  12. Prince & the Pauper

Motion: by Ms. Cole to approve the Liquor License and Liquor License Renewals as submitted.

Seconded: by Mr. Bourgeois

Discussion: None

Vote: 4,0,0, passed.

## **E. NEW BUSINESS**

1. Auditors Report review
  1. A draft audit has been received by Mudgett, Jennett & Krogh-Wisner, PC. Mr. Kimberley is in attendance tonight to review the findings with the Select Board.
  2. Mr. Kimberley summarized the draft audit and went over the schedule of findings and responses. The auditor’s recommendation for the past few years has been that the Town and Village hire additional staff to support the Staff Accountant. This year they have recommended a full-time person to support the Staff Accountant. The full audit is available on request and will be posted on the website later, once the final audit is available.
2. Updated Zoning permit fee schedule
  1. Mr. Leitner presented a propose change to the permit fees for Planning and Zoning as they have not been updated in a long time and do not reflect current costs or similar fees to other towns.
  2. The new fee schedule will start on July 1, 2021.

Motion: Ms. Cole to approve the updated permit fee schedule as presented.

Seconded: Mr. Bourgeois  
Discussion: None  
Vote: 4,0,0, passed.

3. Review of Fire Ordinance

1. Fire Chief Green has received an MOU proposal from the State of Vermont Department of Public Safety, Division of Fire Safety. The proposed Building Inspection, Code Enforcement, and Fire Ordinance would include the Woodstock Fire Department.
2. The Select Board only received 6 of the 12 pages.

TABLED until next meeting, as a full copy of the Ordinance was not received by the Select Board for review.

4. Authorization for Municipal Manager to execute the Step III Construction Phase Engineering Services Agreement for the South Woodstock Sewer Plant

1. Ms. Auster was present to explain the next step and the cost. The Step III fee is \$332,908 and this is currently under review at the state level but is right on track. This phase is in keeping with the schedule and is a part of the contract.

Motion: by Ms. Cole to approve the execution of Step III Construction Phase Engineering Services Agreement for the South Woodstock Sewer Plan.

Seconded: by Mr. Bourgeois  
Discussion: None  
Vote: 4,0,0, passed.

5. Discontinuance of Benson Place

1. Mr. Kerbin has recommended that the Town of Woodstock start the process of discontinuance of Benson Place. The Town has been approached by a homeowner located at the end of the road requesting it be discontinued as a town road.

Motion: by Mr. Swanson to proceed with a Public Hearing on a date to be approved by the Municipal Manager and Ms. Deignan following the meeting.

Seconded: by Ms. Cole

Discussion: The Public Hearing will be publicly warned, and abutters will be notified.

Vote: 4,0,0, passed.

6. Granting Authority to David Green in Municipal Manager's Absence

1. From time to time the Town Manager will be either unavailable due to sickness or out of town on vacation, etc. During these instances, situations may arise that require either an executive decision or a time sensitive signature of a document. Granting of this authority will ensure that day-to-day operations are not possibly interrupted, and projects are not delayed.

- Motion: by Mr. Swanson that the Town of Woodstock Select Board grant authority to David Green to serve as the Acting Town Manager in the absence of the Town Manager for the period of more than two (2) consecutive days or at the request of the Town Manager in other circumstances, or to address an urgent matter or emergency situation in the absence of Town Manager; and when necessary, direct personnel to carry out functions for the day-to-day operations of the Town; and to sign all required documents normally signed by the Town Manager.
- Seconded: by Mr. Bourgeois
- Discussion: None
- Vote: 4,0,0, passed.
  1. Discussion of the need for a 2<sup>nd</sup> meeting a month.
    1. In the past there has been discussion of adding a second meeting. Currently the Select Board is recommending adding a second meeting a month. The meeting held on the 3<sup>rd</sup> Tuesday of the month at 6pm will continue. A discussion was had about when the other meeting would occur and at what time.
    2. The Select Board agreed to the following meeting schedule starting in May 2021.
      - 1<sup>st</sup> Tuesday at 10:00am
      - 3<sup>rd</sup> Tuesday at 6:00pm

Motion: by Ms. Cole to adopt the schedule listed above starting in May.

Seconded: by Mr. Swanson

Discussion: None

Vote: 4,0,0, passed.

## 2. Municipal appointments

### 1. Cemetery Commissioner – Fred Barr

- Mr. Barr has been a member of the Cemetery Commission for a long time and due to the confusion of this year's election process, he did not get on the ballot. Mr. Barr would like to be appointed to the Cemetery Commission.

Motion: by Mr. Bourgeois to appoint Fred Barr to the Cemetery Commission for 1 year.

Seconded: by Mr. Swanson

Discussion: None

Vote: 4,0,0, passed.

### 2. Capital Budget Committee

- Discussed under Additions to and Deletions from the Posted Agenda.

### 3. Financial reporting

1. Ms. Parent and Mr. Spector have been working on a system to provide financial documents in an easier to read manor. This would allow for more in depth searches and will help with long term planning.

**F. OTHER BUSINESS - NONE**

**G. BOARD OF SEWER COMMISSIONERS**

1. Marwood LLC – 1057 West Woodstock Rd
  - Reduce the usage from 7300 cubic feet to 5000 cubic feet on account 31.02.22 based on evidence provided by Ms. Clement.
2. Martel – 73 Pleasant Street
  - Reduce the fee from the 2-person fee to the 1-person fee based on evidence provided by Ms. Martel.
3. Harris – 1 Highland Ave
  - Reduce the cubic footage from 20591 to last year’s amount of 10396 based on evidence provided by Mr. Harris and the understanding that he will get the bleeder meter replaced.
4. Carrado – 3 Linden Hill
  - Reduce the usage from 12896 cubic feet to 5000 cubic feet based on evidence provided by Ms. Corrado.

Motion: by Mr. Bourgeois to approve the recommended changes as submitted by Beth Fish to the above referenced sewer accounts.

Seconded: by Ms. Cole

Discussion: None

Vote: 4,0,0, passed.

**H. CITIZEN COMMENTS**

1. A request has been made that Citizen’s Comments be moved back up to the top of the agenda. Ms. Riley stated that it was at the top of the agenda in the past and was moved down, for various reasons. The Select Board will move it to item C on the agenda.

**I. APPROVAL OF MINUTES**

1. 1.25.21 Joint Meeting Minutes
  - Change: C1b – befits to benefits
2. 2.8.21 Special Meeting Minutes
  - Change: C3i – riley to Riley
3. 2.16.21 Meeting Minutes
  - Change: H2b – new sewer plant in South Woodstock to New Main Sewer Plant
4. 3.3.21 Reorganization Meeting Minutes

Motion: by Ms. Cole approve the minutes above as submitted with the changes mentioned.  
Seconded: by Mr. Bourgeois  
Discussion: None  
Vote: 4,0,0, passed.

**J. ADJOURNMENT**

Motion: by Mr. Bourgeois to adjourn the meeting at 8:31pm.  
Seconded: by Mr. Swanson  
Discussion: None  
Vote: 4,0,0, passed.

Respectfully Submitted,

Beth Fish