

**Town of Woodstock
Select Board
Meeting
April 20, 2021
6:00 pm
Zoom
Draft Minutes**

Draft minutes are subject to approval.

Present: Chair Mary Riley, Ray Bourgeois, John Doten, Keri Cole, Joe Swanson, William Kerbin, Nikki Nourse, Jill Rose, Jill Davies, Susan Ford, Dave Brown, Patrick Fultz, Wendy Spector, Bill Corson, John Hemmelgam, Jeffrey Kahn, Antonia Richie, Isabelle Chicoine, Anne Peyton, Karim Houry, Alita Wilson, Neal Leitner, Jon Spector, Beth Finlayson, Sally Miller, Linda Machalaba, Tom Ayres, Zoie Parent, Fire Chief David Green, Jenevra Wetmore

A. Call to order

1. Chair Riley called to order the Select Board meeting of April 20, 2021 at 7:01 pm.

B. Additions to & deletions from the posted agenda

1. Addition – Declaration of Inclusion

C. Citizen comments

1. Ms. Ford stated that she has a complaint about the roads. She lives on Long Hill Road. Last Friday they got a foot of snow up there and it did not appear as if anyone from the Town checked on the road. It was very dangerous. There are also a series of speed bumps. You cannot go more than 5 mph. The road is bad.
 - a. Chair Riley stated that if there is ever an issue you can call the Manager’s Office or the Highway Department.
 - b. Mr. Kerbin stated that he needs to work with Ken Vandenburg. He is not sure what happened there. He will discuss that with Mr. Vandenburg. He apologized.
 - c. Mr. Bourgeois stated that he does not understand why the Highway Department was not out.
 - d. Mr. Kerbin stated that he will find out. They need to work on a better plan.
 - e. Ms. Parent stated that she lives on Mecawee Road. They had over 12 inches of snow. The Town did come up for them but what they did, did not help.
2. Mr. Houry stated that he would like to start a committee in the next two to three weeks. He would like to ask for volunteers. The South Woodstock Wastewater Treatment Plant is a very large amount of money. He would like a committee to discuss how that cost should be covered. This way citizens can come together and talk. They would then propose an idea to the Select Board.
 - a. Chair Riley stated that a study committee would be order in here.
 - b. Mr. Houry stated that he will be in touch with Mr. Kerbin.
 - c. Ms. Ford stated that she is willing to volunteer to be the South Woodstock, non-sewer person on the committee.

D. Manager’s report

1. General report

- a. Mr. Kerbin stated that he has learned that our Town and Village allocations from the American Recovery Plan should be coming to us in late May and early June. They have an ad in the paper for a part-time general laborer. The South Woodstock Wastewater Treatment Plan bid opening is tentatively set for May. He reminded everyone that the deadline for agenda items is Wednesday at noon prior to the Select Board meeting. The Route 4 paving project should begin next week on April 25th. Any businesses interested in some help; the Village Downtown Designation Center of tax credit program is open now.

2. Financial report

- a. Chair Riley stated that it seems that percentage wise the Town is close to where they need to be. She asked if the start day for the paving project changes to please let people know.

E. Permits

1. Overweight truck permits

- a. **Borderline Trucking LLC**
- b. **S.D. Ireland**
- c. **Camp Precast Concrete Products Inc**
- d. **Stearns Septic Service**
- e. **Stacey Thomson Properties LP**
- f. **Pike Industries**
- g. **Limlaw Chipping & Land Clearing Inc**
- h. **Turks Auto Body Inc**
- i. **Hutch Crane & Pump Rental Corporation**
- j. **Eastern Propane & Oil**
- k. **Junction Fuels**
- l. **Cota & Cota Inc**
- m. **Romano Trucking Inc**
- n. **W.B. & R.L. Martin Inc – Martin’s Quarry**
- o. **Theodore Earle – Earle & Company Concrete**
- p. **Fornwalt Excavation LLC**
- q. **Norman E Martin II**

Motion: by Mr. Doten to approve the overweight truck permits for Borderline Trucking LLC, S.D. Ireland, Camp Precast Concrete Products Inc, Stearns Septic Service, Stacey Thomson Properties LP, Pike Industries, Limlaw Chipping & Land Clearing Inc, Turks Auto Body Inc, Hutch Crane & Pump Rental Corporation, Eastern Propane & Oil, Junction Fuels, Cota & Cota Inc, Romano Trucking Inc, W.B. & R. L. Martin Inc, Theodore Earle, Fornwalt Excavation LLC, and Norman E Martin II as submitted.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

2. Liquor license renewals

- a. **NMB LLC – Soulfully Good Café**
- b. **Woodstock Pizza Chef Inc**
- c. **Mandolin Corp – Daily Catch**

Motion: by Ms. Cole to approve the liquor license renewals for NMB LLC, Woodstock Pizza Chef Inc, and Mandolin Corp as submitted.

Seconded: by Mr. Doten.

Discussion: none.

Vote: 5-0-0, passed.

F. New business

1. Green Mountain Horse Association trails

- a. Chair Riley stated that this is for the approval of use of trails for trail rides GMHA holds in the summer and fall. GMHA has agreed that they will do their part in notifying the public of rides. They are very respectful of the Town and landowner properties.

Motion: by Mr. Doten to approve the use of the trail listed for Green Mountain Horse Association.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

2. Resolution to appoint representatives to the governing board of the East Central Vermont Telecommunications District

- a. Chair Riley stated that this is for ECFiber. David Brown has served as the Town's representative off and on for many years. They would like the Select Board to sign a resolution to reappoint the representatives.

Motion: by Mr. Doten to reappoint David Brown as the representative the governing board of the East Central Vermont Telecommunications District, with the first alternate being Daniel Orcutt, and the second alternate being Alex Rozek.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

3. Town Hall Rejuvenation update

- a. Chair Riley shared a letter (included in minutes)
- b. Ms. Spector shared a presentation (included in minutes).
- c. Mr. Spector stated that 2½ years ago they held a series of meetings. The entire community was invited, and they discussed what people wanted for Town Hall.

Motion: by Mr. Bourgeois to approve moving forward with the Town Hall Rejuvenation project to develop concerns, to consolidate Town offices, and replace the stage section of Pentangle.

Seconded: by Ms. Cole.

Discussion: none.

Vote:5-0-0, passed.

- d. Chair Riley stated that they need to consider hiring an Owner's Rep and a Theater Consultant. This is very important.

Motion: by Ms. Cole to approve the hiring of an Owner's Rep to oversee the project for the Town.

Seconded: by Mr. Bourgeois.

Discussion: Chair Riley stated that this is highly recommended because the Town Hall serves many different functions. This individual will work closely with Mr. Kerbin and any other person contracted to do work. They will make recommendations to the Select Board. There is no contract now. This individual will not be hired until August.

Ms. Spector stated that they are bringing it up now because they are interviewing people. They want to have someone lined up. This individual will start with one hour a week and be working as needed. Later in the project, they will be more involved. The project is paying for this position.

Chair Riley stated that the total would be \$85,000 for The Owner's Rep salary for the length of the project. The Select Board will have to approve the contract.

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

- e. Chair Riley stated that they now need to discuss the hiring of a Theater Consultant. They have not seen the contract. They are not approving the contract tonight. Black River Design has acknowledged and recognized the need of having a Theater Consultant added to the job.
- f. Mr. Spector stated that the risks of this position are solely with the donors. Donors have funded all of this. The Town is not on the hook for the money. They want the Select Board to be involved and in the loop. He wants to reassure people it is not coming from taxpayers.
- g. Chair Riley stated that they will be meeting again on May 4th at 10:00 am. She hopes to see the contract soon.
- h. Ms. Spector stated that it would be useful for the Select Board to just approve the idea of hiring a Theater Consultant.
- i. Chair Riley would support that. She recognizes the importance of that position.

Motion: by Ms. Cole to approve the hiring of a Theater Consultant for the Town Hall Rejuvenation Project.

Seconded: by Mr. Swanson.

Discussion: none.

Vote:5-0-0, passed.

4. Public Hearing – Town of Woodstock Comprehensive Plan – Education Chapter

- a. Ms. Miller stated that they need to have two public hearings to discuss this. The Town Plan is an ongoing document. In September 2019, they redid the energy chapter. They have not done any large changes since 2016. The Planning Commission realized that the Education Chapter was out of date. They presented a revision a year and a half ago. Since that time, things at the school have gotten better. The plan is forward looking. The Action Plan has four goals. They engaged the new School Board, and they were very helpful. They changed the direction of the Chapter.
- b. Mr. Leitner stated that there will be one additional edit to this chapter. The word modified will need to be taken out. It is now the Windsor Central Unified Union School District

5. Adoption of 2021 Local Emergency Management Plan

- a. Chair Riley stated that the Select Board signs this annually. This was prepared with TRORC. There was one phone number that needed to be changed.
- b. Ms. Cole thinks that this looks good.

Motion: by Mr. bourgeois to adopt the 2021 Local Emergency Management Plan

Seconded: by Mr. Swanson.

Discussion: none.

Vote:5-0-0, passed.

6. Review of Fire Ordinance

- a. Chief Green stated that this ordinance is a memorandum of understanding with the State Fire Marshall's Office that would give the Woodstock Fire Department full control of all building inspections that the State does currently. The State Fire Marshall would only assist as needed. This includes a liquor license safety inspection. This makes sure sprinkler systems are updated and fire alarms are working, etc. This also would help make sure short term rental regulations are being followed.
- b. Ms. Wetmore stated that she is concerned with the fee associated with the inspections. Given the Town's energy goals, she does not want to turn people away from getting solar panels.
- c. Chief Green stated that this fee is additional insurance that you are getting what you paid for.
- d. Mr. Caduto stated that he thinks that the Town should encourage less use of fossil fuel. He would like the Town to consider a nominal fee of \$10.
- e. Ms. Cole stated that she agrees with making the fee less.
- f. Chief Green stated that it is eight hours' worth of work per solar installation. This equates to about \$20 per hour. He does think this seems unreasonable.
- g. Chair Riley stated that they did increase some fees for zoning permits last month.
- h. Chief Green stated that he has done a lot of solar field inspections. When contractors know there is no inspection coming, they cut corners. He has seen it many times.
- i. Mr. Fultz stated that he has looked at putting solar on his hotel. \$150 is pennies in comparison to the cost of solar panels. He suggested maybe doing a fundraising effort to help people with inspection costs.
- j. Mr. Bourgeois suggesting tabling this.
- k. Mr. Houry suggested charging up to \$150. Charge people by the hour.
- l. Chair Riley stated that she thinks they should set one fee or two fees.
- m. Chief Green stated that right now you need a zoning permit to get a short term rental. This ordinance would put eyes out in the field to check on these buildings.

Motion: by Mr. Bourgeois to table the review of Fire Ordinance until the Select Board's next meeting.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, tabled.

7. Approval of South Woodstock Wastewater Treatment Facility Loans Documents

Motion: by Chair Riley to approve the South Woodstock Wastewater Treatment Facility Documents.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

8. Reappointment of Bill Dagger as Town Agent

Motion: by Mr. Swanson to reappoint Bill Dagger as Town Agent.

Seconded: by Mr. Doten.

Discussion: Chair Riley stated that this year petitions for Town Meeting were not necessary but there was a form that needed to be signed but those interested in running for a position. Mr. Dagger did not realize this.

Vote: 5-0-0, passed.

9. Award of Paving Project

- a. Chair Riley stated that this is for 2021.
- b. Mr. Doten stated that Blaktop is giving the Town a good price for the paving job and they always do a good job.

Motion: by Mr. Doten to award the 2021 paving project to Blaktop Paving for \$71.75 per ton with the total price being \$176,935.50.

Seconded: by Mr. Bourgeois.

Discussion: Mr. Kerbin stated that this project should not have any conflict with the State road project.

Vote: 5-0-0, passed.

10. Request from Green Mountain Power to install poles on College Hill Road

- a. Mr. Doten recommended the Select Board go out and look at this with a representative from Green Mountain Power.
- b. Chair Riley stated that this is on Church Hill Road. She will talk to Mike Christian from GMP on Friday.

11. Doten Way

- a. Mr. Doten stated that he has talked with his neighbors about this. They would like to keep their house numbers the same. Mrs. McGee said she is on Barberry Hill and not Doten Way. He would like Chief Green to talk to her. He recommends that they table this.
- b. Chief Green stated that they are bound by E-911 law. They must change house numbers based on mileage. He will talk to the McGee's, but they will most likely be on the new road. The owner of the new property said he had talked with the neighbors and that no one had any concerns. He will follow up with everyone.

G. Other business – none

H. Board of Sewer Commissioners

1. Sewer permit – Berge – Pleasant Street

- a. Mr. Berge stated that this is for a new building behind Angkor Wok restaurant. There will be a two unit apartment about a garage and office for himself. There will be two, two bedroom apartments. The office has himself and one parttime employee.

Motion: by Ms. Cole to approve the sewer permit for Pleasant Street as submitted by Les Berge.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

I. Approval of minutes

- 1. 3/15/21 meeting minutes**
- 2. 3/29/21 special meeting minutes**

Motion: by Ms. Cole to approve the meeting minutes for 3/15/21 and the special meeting minutes for 3/29/21 as submitted.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote:5-0-0, passed.

J. Adjournment

Motion: by Ms. Cole to adjourn the meeting at 8:25 pm.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

Respectfully submitted,

Nikki Nourse

Mary Y Riley

Mary Y Riley (May 4, 2021 15:41 EDT)

Raymond Bourgeois

Raymond Bourgeois (May 4, 2021 18:02 EDT)

Keri P. Cole

Keri P. Cole (May 5, 2021 09:41 EDT)

Joe Swanson

Joe Swanson (May 5, 2021 10:33 EDT)