

TOWN OF WOODSTOCK
SELECT BOARD
June 1, 2021
10:00 am
Meeting
Zoom
Agenda

- A. CALL TO ORDER
- B. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA
- C. CITIZENS COMMENTS
- D. MANAGER'S REPORT
- E. OLD BUSINESS
 - 1. Fireworks discussion
- F. NEW BUSINESS
 - 1. TRORC – Hazard Mitigation Plan
 - 2. Intermunicipal Regional Energy Coordinator Service Agreement
 - 3. Approval to bid for property retention regarding tax sales
- G. OTHER BUSINESS
- H. Approval of minutes
 - 1. 5/4/21 meeting minutes
 - 2. 5/18/21 meeting minutes
- I. 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

SELECTBOARD ACTION ITEM

Motion: Madam chair, I move that the Town of Woodstock approve the signing of the Intermunicipal Regional Energy Coordinator Service Agreement and authorize the Town Manager to sign this document on behalf of the Town.

Date: June 1, 2021

Action: Approval of the Intermunicipal Regional Energy Coordinator Service Agreement

Recommendation: I recommend the approval of the agreement.

Description: The voters approved a special article for a regional energy coordinator at the March, 2020 Town Meeting. The Selectboard proposed and the voters approved \$38,850 for continued funding for the energy coordinator for FY 2022. The agreement includes 7 Towns. The energy coordinator's work will include the investigation and implementation of energy efficiency strategies for the EMS building project and the Town Hall Rejuvenation project.

Two Rivers-Ottawaquechee Regional Commission
**Response to Town and Village of Woodstock RFP for
Local Hazard Mitigation Planning Services**

March 29, 2021

Dear Bill Kerbin,

The Two Rivers-Ottawaquechee Regional Commission (TRORC) is pleased to submit this proposal to work with the Town and Village of Woodstock to update the 2015 Local Hazard Mitigation Plan (LHMP). TRORC has been involved in hazard mitigation planning with their 30-member municipalities since the plan's inception. LHMP's are critical in assessing the risks a community faces, as well as meeting important funding thresholds for FEMA grant opportunities and Vermont's Emergency Relief and Assistance Fund (ERAF). Our ability to work and coordinate with local, state, and federal government is ideal for this type of project.

In 2014, TRORC assisted half of our 30-member communities complete their first LHMP through a FEMA grant, and have recently started to update these plans with several communities to meet the new FEMA requirements and to assess new risks. Since that grant in 2014, all thirty of our communities have had a FEMA approved LHMP.

If selected, our contract with the Town of Woodstock will allow us to complete the draft plan within four months of the award date, and to have a final FEMA approved plan within six months. Our ability to set up meetings, facilitate discussions, research data, and write plans to meet FEMA standards makes us an ideal candidate for this project. Attachment A to this proposal spells out our proposed work plan for the Town and Village of Woodstock's update to the LHMP. Our current proposal is under the \$8,000 threshold.

We are proposing staff person Tory Littlefield to work with Woodstock on this project with an hourly rate of \$95 an hour. Assistance for this project will be provided by Jake Palant at \$89 an hour. The hourly rate will not affect the final dollar amount or level of work. There is no other organization, public or private, that has successfully crafted FEMA approvable LHMP's other than TRORC in the region. All meetings for this project will be conducted virtually due to the COVID-19 pandemic.

This past year, we have been working closely with the Towns of Randolph, Bridgewater, Hartland, Hartford, Fairlee, Royalton, Pittsfield, and Norwich on their LHMP updates. All of these communities just recently received their final FEMA approval. Our work included assisting town staff with managing the Pre-Disaster Mitigation (PDM) grant requirements, facilitating meetings, data collection, plan writing, and meeting the new FEMA standards.

TRORC is a leader in the area for applying for and managing dozens of grants. In fact, the main sources of income for TRORC are through state and federal funded grants. Our experienced staff and Finance Manager are able to meet grant requirements for a number of federal and state agencies, such as FEMA and Vermont Emergency Management (VEM).

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director
128 King Farm Rd. Woodstock, VT 05091 ~ 802-457-3188 ~ trorc.org

Barnard ~ Bethel ~ Bradford ~ Braintree ~ Bridgewater ~ Brookfield ~ Chelsea ~ Corinth ~ Fairlee ~ Granville ~ Hancock ~ Hartford
Hartland ~ Newbury ~ Norwich ~ Pittsfield ~ Plymouth ~ Pomfret ~ Randolph ~ Rochester ~ Royalton ~ Sharon ~ Stockbridge ~ Strafford
Thetford ~ Topsham ~ Tunbridge ~ Vershire ~ West Fairlee ~ Woodstock

For the most recent FEMA approved LHMP that TRORC helped facilitate with a community, please review Bridgewater's as an example: https://www.trorc.org/wp-content/uploads/2015/11/Bridgewater.LHMP_FINAL.pdf

Thank you so much for your consideration in this project. If you have any questions, please contact me, Tory Littlefield, at tlittlefield@trorc.org or at 802-457-3188.

Sincerely,

A handwritten signature in black ink that reads "Tory Littlefield". The signature is written in a cursive, flowing style.

Tory Littlefield, Regional Planner

Enclosures: Attachment A, References, Tory Littlefield Resume

Attachment A: Proposed Scope of Work and Timeline

Time	Task	Tory Littlefield Hours (\$94/hour)	Jake Palant Hours (\$89/hour)	Total Task Cost
<i>April</i>	Review 2015 Plan, develop planning committee, conduct kick-off meeting & hazard risk assessment.	10	5	\$1,385
<i>May</i>	Mitigation strategies meeting	5	5	\$915
<i>June</i>	Full first draft plan review with Woodstock SB.	5	5	\$915
<i>July-August</i>	Finalize Plan. Submit Plan to VEM for review, make corrections as needed. Attend SB meeting for adoption.	10	5	\$1,385
<i>Ongoing</i>	Update data and text, potential community survey, prep for meetings, track volunteer and paid staff in-kind hours.	10	25	\$3,353
Total Project Cost		32	45	\$7,953

References

Town of Hartland Local Hazard Mitigation Plan

Main Contact: Dave Ormiston

dormiston@hartlandvt.org

Town of Hartford Local Hazard Mitigation Plan

Main Contact: Lori Hirshfield

lhirshfield@hartford-vt.org

Town of Pittsfield Local Hazard Mitigation Plan

Main Contact: Ann Kuendig

Ann.Kuendig@icloud.com

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SELECTBOARD ACTION ITEM

Motion: Madam chair, I move that the Town of Woodstock approve a proposal in the amount of \$7,953 submitted by Two Rivers Ottauquechee Regional Commission to update the Local Hazard Mitigation Plan.

Date: June 1, 2021

Action: Approval of the Local Hazard Mitigation Plan

Recommendation: I recommend the approval of the proposal submitted by TRORC.

Description: LHMP's are critical in assessing the risks a community faces, as well as meeting important funding thresholds for FEMA grant opportunities and Vermont's Emergency Relief and Assistance Fund. The plan was last updated in 2015. TRORC will complete the draft plan within four months of the award date, and will have a final FEMA approved plan within six months. Their work will include assisting town staff with managing the Pre-Disaster Mitigation (PDM) grant requirements, facilitating meetings, data collection, plan writing, and meeting the new FEMA standards.

Intermunicipal Regional Energy Coordinator Service Agreement (IRECSA)

05-18-21 draft

Purpose

The purpose of this Intermunicipal Regional Energy Coordinator Service Agreement ("Agreement") is to enable Two Rivers-Ottawaquechee Regional Commission ("TRORC") to hire an Intermunicipal Regional Energy Coordinator ("IREC"), whose purpose shall be to work with the seven towns that are signatories to this Agreement to lessen overall energy use, lower greenhouse gas emissions, and move to renewable generation of electricity within participating towns. These actions will further state, regional and local energy goals. The IREC's work will focus on energy efficiency, conservation, and renewable production by the participating towns in their operations. As desired by the participating towns, this Agreement may also achieve these goals for other public or non-profit organizations in the towns, as well as their broader general populations.

Participation

Participation by a town in this Agreement is voluntary and only valid upon appropriate board action, as set forth in 1 V.S.A. § 172 and other applicable provisions of law, including the Open Meeting Law, by the legislative body of the participating towns. Other parties besides the participating towns may be included in this Agreement upon agreement by all parties as may be relevant to a particular service. By signing this Agreement, each participating town certifies that its participation in this Agreement has been approved by all necessary actions under its Charter and local ordinances and policies, if any, and under applicable state law.

Effective Date

This Agreement shall become effective on July 1, 2021, and shall end on June 30, 2022.

Modification

Any modification to this Agreement shall not become effective unless in writing and approved by the legislative bodies of all participating towns and the TRORC Board. A copy of any such modifications shall be provided to all parties to this Agreement.

Governance

TRORC has adopted provisions in Article 4 of its bylaws pursuant to Title 24, section 4345b regarding intermunicipal service agreements. This Agreement is made in accordance with those bylaws, and the adopted policies of the participating towns.

The IREC shall be a TRORC employee reporting to and managed on a day-to-day basis by the TRORC Executive Director. The TRORC Executive Director shall have the sole discretion and authority to make personnel decisions with respect to the IREC, without limitation, any hiring and termination decisions, compensation, formal performance evaluations, and disciplinary actions. TRORC shall be the employer of the IREC for all employment-related purposes.

Each participating town shall appoint a representative to a Steering Committee, which may provide nonbinding input into the IREC's work activities, subject to budget limits, and the Steering Committee shall determine and define the IREC's overall goals and scope of tasks. Representatives on the Steering Committee are responsible for keeping their respective Selectboards apprised of progress and for communicating town concerns with the IREC or this Agreement to TRORC. Each town representative shall have an equal vote on the Steering Committee and be vested by their Selectboards with the full authority to represent their town except in matters of amending this Agreement or approving costs.

Local energy coordinators/committees within each participating town have a wealth of knowledge and their input through their Steering Committee representative is welcomed as well. The IREC will not work for citizens directly, and communications to and from individual citizens is largely expected to take place through the steering committee representatives. For avoidance of doubt, the IREC shall not be obligated to work on any task not approved by the Steering Committee.

Withdrawal and Termination

This Agreement shall terminate one year from execution. During the Agreement period, any participating town may withdraw from the Agreement prior to the termination date by majority vote of the members of the legislative body seeking withdrawal and at least 30 days' notice after such vote has occurred. As this Agreement covers a dedicated TRORC staff position that is based on full funding, no refunds of payments will be made unless a new party or town, or the participating towns who do not withdraw, decide to fund the remainder of the withdrawing town's prorated share.

Services

TRORC will provide the IREC staff position for the hours listed below. This will be a one-year position. Services shall be prorated shares of the IREC's time as follows.

- Barnard approximately 172 hours per year
- Bradford approximately 128 hours per year
- Norwich approximately 431 hours per year
- Thetford approximately 228 hours per year
- Sharon approximately 92 hours per year
- Strafford approximately 104 hours per year
- Woodstock approximately 566 hours per year

Work Common to all Participating Municipalities

All participating towns will be provided the opportunity to have their current municipal energy usage and greenhouse gas (GHG) emissions baseline determined by the IREC. This will include town-owned buildings and facilities, streetlights, contracted town services, any municipally-controlled sewer and water facilities, and town vehicles. For towns that participated in the IREC program in FY 21, the IREC will keep the inventory current in FY 22.

All participating towns will be provided the opportunity to have their town buildings assessed and improved for energy efficiency. For towns that participated in the IREC Program in FY 21, the IREC will continue ongoing work on town buildings. Towns that are new to the IREC program in FY 22 will have the option to participate in the development and/or implementation of a work scope for improving the efficiency of municipal buildings.

This Agreement does not cover actual audit or implementation costs, just the IREC's time to develop and manage the project(s).

Towns that are new to the IREC program in FY 22 will be provided basic energy policies for adoption or customization by their respective Selectboards. The IREC will continue work on these policies for returning towns, and develop additional energy policies at each town's request.

All towns will receive monthly updates on work tasks by the IREC.

Town-specific work

Individual town energy task priorities may change over the course of the year, based on direction from the designated town representative on the Steering Committee. Priorities may include:

- Development of municipal or community solar projects
- Grant writing for energy-related projects
- Public outreach about energy issues, programs, and incentives
- Developing action items for enhanced energy plans

Limitations

TRORC shall not have, per Vermont Statute, the following powers under this Agreement:

- (1) essential legislative functions;
- (2) taxing authority; or
- (3) eminent domain.

Funding

Work under this Agreement shall be supported solely by grants, donations, and municipal funds.

Annual funding by town shall be as follows, and is due in two installments, 50% due on or about July 1, 2021 and 50% due on or about January 1, 2022:

- Barnard \$11,655
- Bradford \$9,100
- Norwich \$30,670
- Sharon \$6,195
- Strafford \$7,000
- Thetford \$15,540
- Woodstock \$38,850

Per Vermont Statute, funds provided to TRORC for regional planning under sections 4341a or 4346 of Title 24 shall not be used to provide services under this Agreement without prior written authorization from the State agency or other entity providing the funds, nor shall TRORC use municipal funds or grants provided for regional planning services under Title 24, chapter 117 to cover the costs of providing services under this Agreement.

Agreed to this _____ day of _____, 2021.

Town of Barnard Authorized Representative

Sign: _____ Print Name: _____

Town of Bradford Authorized Representative

Sign: _____ Print Name: _____

Town of Norwich Authorized Representative

Sign: _____ Print Name: _____

Town of Sharon Authorized Representative

Sign: _____ Print Name: _____

Town of Strafford Authorized Representative

Sign: _____ Print Name: _____

Town of Thetford Authorized Representative

Sign: _____ Print Name: _____

Town of Woodstock Authorized Representative

Sign: _____ Print Name: _____

TRORC Executive Director

Sign: _____ Print Name: _____

SELECTBOARD ACTION ITEM

Motion: Madam chair, I move that the Town of Woodstock approve the amount of taxes and costs owed for each property on the attached tax sale list and to authorize purchase of one or both properties if the bid amounts are below the amounts owed in taxes and costs or if a bid is not submitted for one or both properties.

Date: June 1, 2021

Action: Approval of the Tax Sale Amounts for Taxes and Costs for Each Property

Staff Recommendation: I recommend the approval of the tax sale amounts and purchase of the property or properties if bids are under the amounts listed or if a bid or bids are not submitted..

Description: Currently, there are 2 properties that are delinquent on their taxes. These 2 properties will be sold at tax sale on June 7, 2021. This action will allow the Town to purchase the properties if a bid comes in under the owed amount or if a bid is not submitted for one or both properties. If the town purchased the property or properties, the property owner (s) would have the right to redemption of 1 year from the date of the tax sale. Then, if not redeemed, the Town would be deeded the property and dispose of it as we see fit. I have consulted with Bill Dagger on this matter and he has recommended this action.

**STATEMENT OF AMOUNT DUE
TO AVOID TAX SALE**

Property: 51 Park View Way (1976, 12x60 Tan Astro, Serial#ABPW7152)
Parcel ID: 32.03.14-027

Levy & extending Warrant	\$ 10.00
Recording of Levy & Warrant	\$ 10.00
Certified Notices	\$ 7.00
Publication	\$ 333.00
Legal Fees (up to 15% of uncollected tax)	\$ 272.00
Attending Holding Sale	
Making return and recording return	
Collector's Deed	
Delinquent Taxes	<u>\$ 3,516.08</u>
	\$ 4,148.08


Uncollected Tax

\$ 396.00
\$ 275.96
\$ 267.74
\$ 279.12
\$ 282.80
\$ 311.69

\$ 1,813.31

Maximum \$ 272.00

**STATEMENT OF AMOUNT DUE
TO AVOID TAX SALE**


Property: 102 Woolen Mill Drive
Parcel ID: 06.01.24-

Allowable Costs:	Levy & extending Warrant	\$10.00	
	Recording of Levy & Warrant	\$10.00	
	Certified Notices	\$21.50	
	Publication	\$333.00	
	Legal Fees (up to 15% of uncollected tax)	<u>\$1,756.25</u>	
Subtotal Costs:			\$2,130.75
Delinquent Taxes per 5/26/2021 Notice			\$29,921.04
Total Due to Avoid Tax Sale:			\$32,051.79

**Town of Woodstock
Select Board
Meeting
May 4, 2021
10:00 am
Minutes**

Draft minutes are subject to approval.

Present: Chair Mary Riley, Ray Bourgeois, John Doten, Keri Cole, Joe Swanson, Nikki Nourse, Police Chief Robbie Blish, Kit Mean, Jill Davies, Fire Chief David Green, Tory Littlefield, Susan Ford, Kevin Geiger, Bill Corson, Geoff Martin, Allan Stein, Alita Wilson, Peggy Fraser, Peter Gregory, Patrick Fultz, Linda Machalaba, Zoie Parent, Jon Spector, Jill Rose, Barbara Barry

A. Call to Order

1. Chair Riley called the Select Board meeting of May 4, 2021 to order at 10:01 am.

B. Additions to and deletions from the posted agenda

1. Masks in Woodstock
2. Executive session

C. Citizen comments

1. Ms. Davies asked about money that is budgeted for roads and sidewalks that is in the Highway budget.
 - a. Chief Green stated that there is \$150,000 special article for paving allocated for paving to start at the end of this month and to be done the second week of June. They have \$8,000 in the budget for paving for the joint copay for the Pleasant Street bridge. There is \$15,000 for the pavement patch but that did not happen. They added it to the \$150,000 for paving. They will be using some of this for the Route 4 crosswalks. The Route 4 contract with the State does not include thermal plastic crosswalks. This extra will help pay for that.

D. Manager's Report

1. General report

- a. Chief Green is doing the report in William Kerbin's absence. The Highway's main objective is road grading. They also doing spring cleanup in the Village. The street sweeper has an oil leak. They are getting it fixed. The Fire/EMS building is coming along well. An ambulance was in a minor accident. It clipped a bridge, but they are covered by insurance. There are rocks and small stones on the sidewalks due to the road construction. Pike or the Highway Department will take care of the sidewalks.
- b. Ms. Davies is concerned about curbing on South Road. The sidewalk does not have curbing in some spots.

E. Permits

1. Overweight truck permits

- a. Peeler Brothers Excavation LLC
- b. Steve Newton
- c. Birdseye Building Company
- d. Feeney's Property Maintenance LLC

e. Baker Distribution Corporation

Motion: by Mr. Doten to approve the overweight truck permits for Peeler Brothers Excavation LLC, Steve Newton, Birdseye Building Company, Feeney's Property Maintenance LLC, and Baker Distribution Corporation

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

2. Liquor license permit renewals

a. Mangalista LLC – first class

Motion: by Ms. Cole to approve the liquor license for Mangalista LLC.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

F. Old business

1. Fire Ordinance

- a. Chair Riley stated that they reviewed this ordinance at the last meeting. The focus of discussion was the fee for solar inspections.
- b. Chief Green stated that he investigated different fees. The fee for solar on the fire station would be \$2,000. There are permits and fees for fossil fuel systems at the State level. Solar is not signaled out. Fossil fuel systems are required to be installed by code. Therefore, they do not need to be inspected after installation.
- c. Mr. Caduto stated that they should consider a nominal fee of \$50.
- d. Mr. Swanson stated that this is an important ordinance that needs to be adopted. He would be fine with an \$80 fee for solar inspections.

Motion: by Ms. Cole to approve the Fire Ordinance with an amendment of an \$80 fee for solar inspections.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

2. Doten Way

- a. Chair Riley stated that there is going to be another house built on this road. Therefore, it is now required to have a name.
- b. Mr. Doten stated that he rejects to Way. He would like to have it changed to Doten Drive.
- c. Chief Green stated that the standard of the Town is to have town owned roads be named road or street in the Village. Private owned roads in the Town are named way and private owned roads in the Village are named Place.

Motion: by Ms. Cole to approve the naming of the road to Doten Drive.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

G. New business

1. Keys to the Valley Initiative Project update

- a. Chair Riley stated that this project was established back in 2018. It is regarding the housing shortage.
- b. Mr. Geiger stated that he has been working on the project. He shared the website and information for the project can be found there at keystothevalley.com.

2. Declaration of Inclusion

- a. Chair Riley read the Declaration of Inclusion (included in minutes).

Motion: by Ms. Cole to adopt the Declaration of Inclusion.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

3. Contract for theater consultant

- a. Ms. Wilson stated that this is part of the Town Hall Rejuvenation project. The rear of the building is going to be demolished. They wanted to have some expertise. This is the phase 1 of the contract which is the schematic design for. This will be paid for by the project. The consultant will coordinate and collaborate with Black River Design. They will access what our assets are now. They still have some very good equipment that they will keep. To continue to have process with this project they need the Select Board's approval.
- b. Ms. Davies stated that private money is paying for it. It is not part of the Town's budget.

Motion: by Mr. Bourgeois to approve the contract for the Theater Consultant for the phase 1, the schematic design.

Seconded: by Mr. Cole.

Discussion: none.

Vote: 5-0-0, passed.

4. Transfer of Benson Place.

- a. Chair Riley stated that they need to reschedule this because they were unable to do the site visit. They can try for early June. They must sign a public notice to advertise the meeting. The second of June meeting would be June 15th. The site visit would have to happen before that.
- b. The site visit will be June 2, 2021 at 5:00 pm.

5. Energy Efficient Plan for ESB

- a. Mr. Martin shared a presentation (included in the minutes). In six years, the Town has the option to purchase the array. It is not really known how long solar panels will last. They have a 25 year warranty.

6. Town Hall Rejuvenation Governance Plan

- a. Mr. Spector stated that they are hoping to set up this process with the Select Board. This will set a process for how they make decisions. They will not call on taxpayers to pay anything for the next 18 to 24 months. Mr. Spector shared a presentation (included in the minutes).

Motion: by Mr. Bourgeois to approve the proposal only for the period prior to any Bond vote and any allocation of taxpayer funds to the Town Hall Rejuvenation Project the Select Board:

- Formally reviews and approved Project plans at 3 points in time.

- When conceptual designs are completed
- After the public has provided their input
- When construction drawings are completed
- Appoints the following volunteers to the THRP Leadership Team:
 - Mary Riley (Select Board Team, Town Hall Personnel Liaison)
 - Bill Kerbin (Owner's Rep Team, Town Hall Personnel Liaison)
 - Jill Davies (Finance Team)
 - Jill Rose (Communications Team)
 - Hank Savelberg (Owner's Rep Team)
 - Jon Spector (Finance Team)
 - Wendy Spector (Campaign Team)
 - Alita Wilson (Pentangle Team)
- Requires the Leadership Team to share conceptual plans with the public and solicit their feedback before proceeding with the development of construction drawings.
- Delegates to the Leadership Team authority to spend as described in the attached presentation, which has been reviewed by the Select Board.
- Agrees to the definition of which costs each party is responsible for as described in the attached presentation, which has been reviewed by the Select Board.
- Approves expenditures only with the concurrence of representatives of the Pentangle Board.
- And signs contracts for the project when private funds are available.

Seconded: by Mr. Swanson.

Discussion: none.

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

H. Other business

1. Masks in Woodstock

- a. Chair Riley stated that recently Governor Scott has stated that people should wear face mask in public places inside even if you are vaccinated, but masks are not required to be worn outside unless you are in a crowd or other households when you cannot maintain a six-foot distance. The Village will be reviewing their ordinance next week. It is still in affect as of now. Last year, the Select Board made a statement to support the Village Mask Ordinance.
- b. Mr. Swanson stated that they should follow the State guidelines.

Motion: by Mr. Bourgeois to have the Town of Woodstock follow the State guidelines regarding mask requirements and will continue to support the requirements within the Village.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed

I. Board of Sewer Commissioners

1. Sewer adjustment

- a. Swain Street Battilana – TABLED

J. Approval of minutes

- 1. 4/20/21 Meeting Minutes**
- 2. 4/30/21 Special Meeting Minutes**

Motion: by Ms. Cole to approve the meeting minutes for April 4, 2021 and April 30, 2021.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote:5-0-0, passed.

K. Adjournment

Motion: by Ms. Cole to adjourn the meeting at 12:30 pm.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

Town of _____ Declaration of Inclusion

The Town of _____ condemns racism and welcomes all persons, regardless of race, color, religion, national origin, sex, gender identity or expression, age, or disability, and will protect these classes to the fullest extent of the law.

As a town, we formally condemn discrimination in all of its forms and commit to fair and equal treatment of everyone in our community.

The Town of _____ has and will continue to be a place where individuals can live freely and express their opinions.

By the _____ Select Board on _____ 2021

**Town of Woodstock
Select Board
Meeting
May 18, 2021
6:00 pm
Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Mary Riley, Ray Bourgeois, John Doten, Keri Cole, Joe Swanson, William Kerbin, Nikki Nourse, Fire Chief David Green, Jill Davies, Beth Finlayson, Geoff Martin, Jeffrey Kahn, Linda Smiddy, Peggy Fraser, Scott Johnston, Roger Logan, Karim Houry, Sally Miller, Jon Spector, Elizabeth Deignan, Bill Corson, Zoie Parent, Beth Fish

A. Call to order

1. Chair Riley called the Select Board meeting of May 18, 2021 to order at 6:00 pm.

B. Additions to and deletions from the posted agenda

1. Addition – Public Hearing – Education Chapter
 - a. Chair Riley stated that in order to readopt the Town Plan with the revised Education Chapter they had to hold two public hearings.
 - b. Ms. Miller stated that she has not received any further comments regarding the chapter.

Motion: by Ms. Cole to adopt the Town Plan with the revised education chapter.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

C. Citizen Comments – none

D. Manager's report

1. General report

- a. Mr. Kerbin stated that Pike Paving has completed the first level of paving. Next week they will be doing pipes and drainage.

2. Financial report

- a. Mr. Kerbin stated that the miscellaneous category of \$2.5 million is the Town Hall Rejuvenation Project.
- b. Mr. Bourgeois asked about the storm drains and bridges. Will they be spending the \$50,000 before the end of the fiscal year?
 1. Mr. Kerbin will look into this.

E. Permits

1. Overweight truck permits

- a. United Natural Foods Inc
- b. Roni Johnson Landscaping
- c. TRK Trucking & Veilleux Logging
- d. Arborscape Inc

Motion: by Mr. Doten to approve the overweight truck permits for United Natural Foods Inc, Roni Johnson Landscaping, TRK Trucking & Veilleux Logging and Arborscape Inc as submitted.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

F. Old business – none

G. New business

1. Rockefeller Endowment Report

- a. Ms. Davies stated that she is the Chair of the Investment Advisory Committee. The Rockefeller Endowment Fund was given to the Town many years ago. The intention of the fund was to be used to withdraw funds every year in lieu of taxes. Four times a year the Committee present a report to the Select Board. The money is invested well. It is at \$1.8 million. This is after the Town withdrew \$78,000 for taxes and \$200,000 for a one time purchase of a capital expense that has not been determined yet. The fund is doing well.

2. Solar concepts for ESB

- a. Mr. Martin stated that he wants to present the idea of renewable energy credits or RECs. At the last Select Board meeting, it was approved they could go out to bid for the solar array. RECs are the accounting system for renewable energy. They can be bought and sold. The Town needs to decide whether to keep the RECs or turn them in to Green Mountain Power. If the Town keeps the RECs, there is less monetary savings. If they turn them in, the Town would not be using renewable energy, and therefore it would not further the Town's energy goals. GMP could claim they are using them for renewable energy. There would be more savings, however. No decision needs to be made tonight.
- b. Mr. Martin shared a presentation (included in the minutes).
- c. Mr. Martin stated that after September 1st the project rates change. They have to put their decision about the RECs in the application. Keeping the RECs is the only way to make progress towards the Town's renewable energy goals. The credits are worth a certain dollar amount. The array produces the credits.

3. Closing Town Office at 2:00 pm starting Memorial Day weekend

- a. Chair Riley stated that it has been a practice since 1993 or 1994 to close the Town Hall on Fridays at 2:00 pm starting July 4th until Labor Day. Chair Riley petitioned the Select Board after she did a study one summer on how many people came in on a Friday afternoon in the summer. The Select Board approved. There were guidelines that were set up. They would stay later than 2:00 pm if there were special projects to do. Some weeks people had to stay. Town Hall employees are now petitioning the Select Board to start leaving early on Fridays on Memorial Day weekend. This would mean they would have 2 ½ hours unpaid. They can use vacation time but not sick time if they would like. Employees qualify for benefits after 30 hours of work. They would not receive overtime unless they worked over 40 hours.
- b. Mr. Kerbin stated that he would decide whether an employee could or could not leave due to not having work done.

Motion: by Ms. Cole to approve the Town Hall employee's petition to close the Town Hall Offices at 2:00 pm on Fridays starting Memorial Day weekend until Labor Day.

Seconded: by Mr. Swanson.

Discussion: Mr. Bourgeois stated that there should be a post on the front door and online.

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

4. Fireworks display discussion.

- a. Chair Riley stated that Woodstock usually does their fireworks display on July 4th. They did not have them last year due to Covid.
- b. Chief Green stated that he does not have an opinion whether they hold the fireworks event or not. The Fire Department will not be doing their Touch a Truck event.
- c. Mr. Houry stated that Vermont is currently at step 3 in reopening the State. If everything goes to plan there will be no more restrictions come July 4th. At the Governor's last press conference, Governor Scott stated that they may be able to move up the date depending on how many Vermonters get vaccinated.

Motion: by Ms. Cole to approve of having a firework display on July 4th, without the other events.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

5. Benson Place discussion

- a. Chair Riley stated they have scheduled another site visit to Benson Place for June 2nd at 5:00 pm.

Motion: by Mr. Bourgeois to approve the notice of the site visit to Benson Place on June 2, 2021.

Seconded: by Mr. Doten.

Discussion: none.

Vote: 5-0-0, passed.

6. GMP poles on Church Hill Road

- a. Chair Riley stated that the Select Board made a site visit this morning with a representative from Green Mountain Power. It mainly follows the path that is already existing. The wire will be stronger. They went up and walked around. They saw the changes that will be made. GMP hopes to have the work started by this fall. It will make it much easier for GMP's trucks to do repairs. It is a little more than ½ mile of poles.

Motion: by Mr. Bourgeois to approve the pole location on Church Hill Road as submitted by Green Mountain Power.

Seconded: by Mr. Swanson.

Discussion: none.

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

7. Cannabis Committee Report regarding survey results

- a. Mr. Houry presented a PowerPoint (included in minutes).

8. Joint meeting discussion

- a. Chair Riley stated that a joint meeting with the Trustees is overdue. They are waiting for more information from the American Relief Act and funding that is

going to come to Woodstock. Once they receive that information, they will establish a date. Hopefully in the next couple of weeks they will have a set date.

9. Care & maintenance of parks

- a. Chair Riley stated that they are hoping to maintain a good schedule to keep all the parks looking good.
- b. Mr. Kerbin stated that they will have summer help starting shortly that will help with the parks.
- c. Chair Riley stated that they will discuss more of this during the joint meeting.

10. Faulkner Park update

- a. Chair Riley stated that the Concerned Citizens for Faulkner Park have engaged an attorney concerning the validity of the offer of the park to the Town. She has spoken with the Attorney General, Jaime Renner. He would not give her any information and would only speak with Bill Dagger, the Town Agent. The offer came from the Trust to the Town back in November 2019. Anyone is welcome to come in and view any documents related to this.
- b. Ms. Smiddy stated that the Concerned Citizens for Faulkner Park believed it was important to have a private attorney to interpret Mrs. Faulkner's Will.
- c. Mr. Kahn stated that he has heard people requesting a Town wide vote on this. He has also heard that people would like a large Town Meeting before the decision.
- d. Chair Riley stated that the offer was made to the Select Board. They have been advised that the decision stay with the Select Board.

H. Other business – none

I. Board of Sewer Commissioners

1. Sewer adjustments

a. 6 Swain Street – Battilana

- 1. Chair Riley stated that Battilana has been charged a two person rate. His wife passed away in 2018. He is asking for his 2021 bill be adjusted to a one person rate.

Motion: by Ms. Cole to approve the sewer adjustment for Battilana's 2021 sewer bill to a single person rate reducing the billed amount by \$298.06.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

b. 4980 South Road – Anderson

- 1. Chair Riley stated that this property has been unoccupied for a while. They did not tell us until May 6th. The delinquent total is \$5,559.41. They typically do not go back further than one year.

Motion: by Ms. Cole to approve to change the principal amount for the fiscal year 2021 to a single person rate and to collect delinquent taxes from the years past at the rate charged.

Seconded: by Mr. Bourgeois.

Discussion: Ms. Fish stated that when they do not pay sewer taxes, there is automatically a lien on the property. The delinquent taxes have to be paid before closing.

Vote: 5-0-0, passed.

c. 100 Golf Ave – Munick

1. Chair Riley stated that Munick stated that the check was sent but lost in the mail.
2. Ms. Fish stated that Munick is looking to for the Select Board to remove their penalty and interest.
3. Chair Riley stated that if they do this it will set a bad precedent.

Motion: by Mr. Doten to not approve the adjustment for 100 Golf Ave that was requested by Munick.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

J. Executive session regarding personnel

Motion: by Mr. Doten to enter executive session to discuss personnel at 8:05 pm.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Mr. Doten to leave executive session at 8:23 pm.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

K. Adjournment

Motion: by Mr. Bourgeois to adjourn the meeting at 8:25 pm.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

Renewable Energy Credit (REC) Introduction
May 18, 2021 Selectboard Meeting

At the May 4 meeting, the Selectboard approved of going out to bid for a solar array on the roof of the Public Safety Facility. The request for proposals (RFP) was issued on May 12, and bids are due May 26, in time for the Selectboard to make a decision at the June 1 meeting.

A major consideration for this array (and any renewable energy project) is how to treat the Renewable Energy Credits (RECs) produced by the array. See Figure 1 for an illustration of how RECs work.

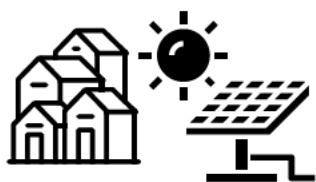
RECs are the accounting system for renewable energy. They track how much renewable energy is produced, and who uses that energy. RECs are a tradable commodity – they can be bought and sold separately from the electricity, and their treatment affects the monetary savings associated with the array.

The Town will need to decide whether to keep the RECs, or turn them over to the utility (GMP). Keeping the RECs means the town is using the renewable energy from the array and lowering its greenhouse gas (GHG) emissions. These local environmental benefits come in exchange for a lower net-metering rate from the array (i.e., lower monetary savings). Turning the RECs over to GMP means the Town is neither using the renewable energy from the array nor lowering its GHG emissions. Only GMP would be able to make that claim. Forgoing the local environmental benefits results in a higher net-metering rate (i.e., greater monetary savings).

Should the Selectboard choose to move forward with this solar project, it will need to decide how to treat the RECs before signing a contract with a solar developer. We are simply introducing this topic now to help inform that decision when the time comes – no decision is required at the May 18 meeting.

Respectfully Submitted,

Geoff Martin, Intermunicipal Regional Energy Coordinator, TRORC
Michael Caduto, Executive Director, Sustainable Woodstock
Jenevra Wetmore, Programs Coordinator, Sustainable Woodstock



The Town of Woodstock installs
a 119 kW DC solar array

Town's Electricity Bill lowered
with GMP



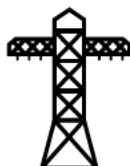
Town generates 119
Renewable Energy Credits
(RECs)/year



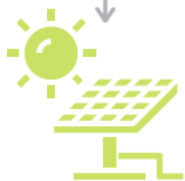
RECs



town keeps RECs



town sells RECs to GMP



Woodstock's greenhouse gas
emissions reduced by ~6%



No local emissions reductions

Woodstock Cannabis Review Committee Resident Survey Results

May 18, 2021



Objectives of the Committee

The committee is jointly established by the Town Selectboard and Village Trustees to:

- Raise awareness of Woodstock town and village voters on Act 164 and related bills and the choices available to them as it relates to the retail sale of recreational cannabis.
- Collect and analyze - via a survey - what is on Woodstock voters' minds.
- Research data and provide factual statistics and analyses for relevant areas .
- Clarify what VT towns can and cannot do and under what circumstances.
- Remain objective and factual.

The committee is NOT making policy recommendations but providing information and data.

Woodstock Cannabis Committee Members

- **Project Team**

Karim Houry
Seton McIlroy
PJ Eames
Keri Cole

Resident and business owner
Resident and Village Trustee
Resident and business owner
Resident and Selectboard member

- **Project Advisors**

Legislative:
Safety:
Health/School:

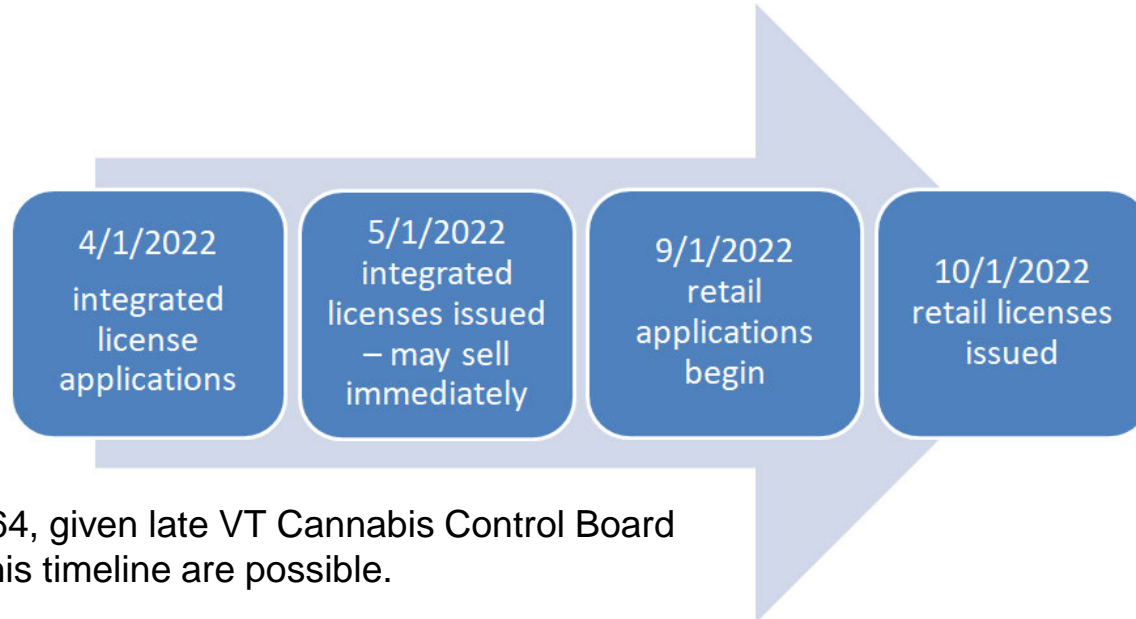
Administration:

Charlie Kimbell - State Representative
Robbie Blish - Police Chief
Melanie Sheehan - Mt. Ascutney Hospital
Dr. Clare Drebitko - Woodstock pediatrician
Planning - Kimberly Gilbert - Regional Planner

Note: All communications have been shared with Neal Leitner - Woodstock Planning and Zoning

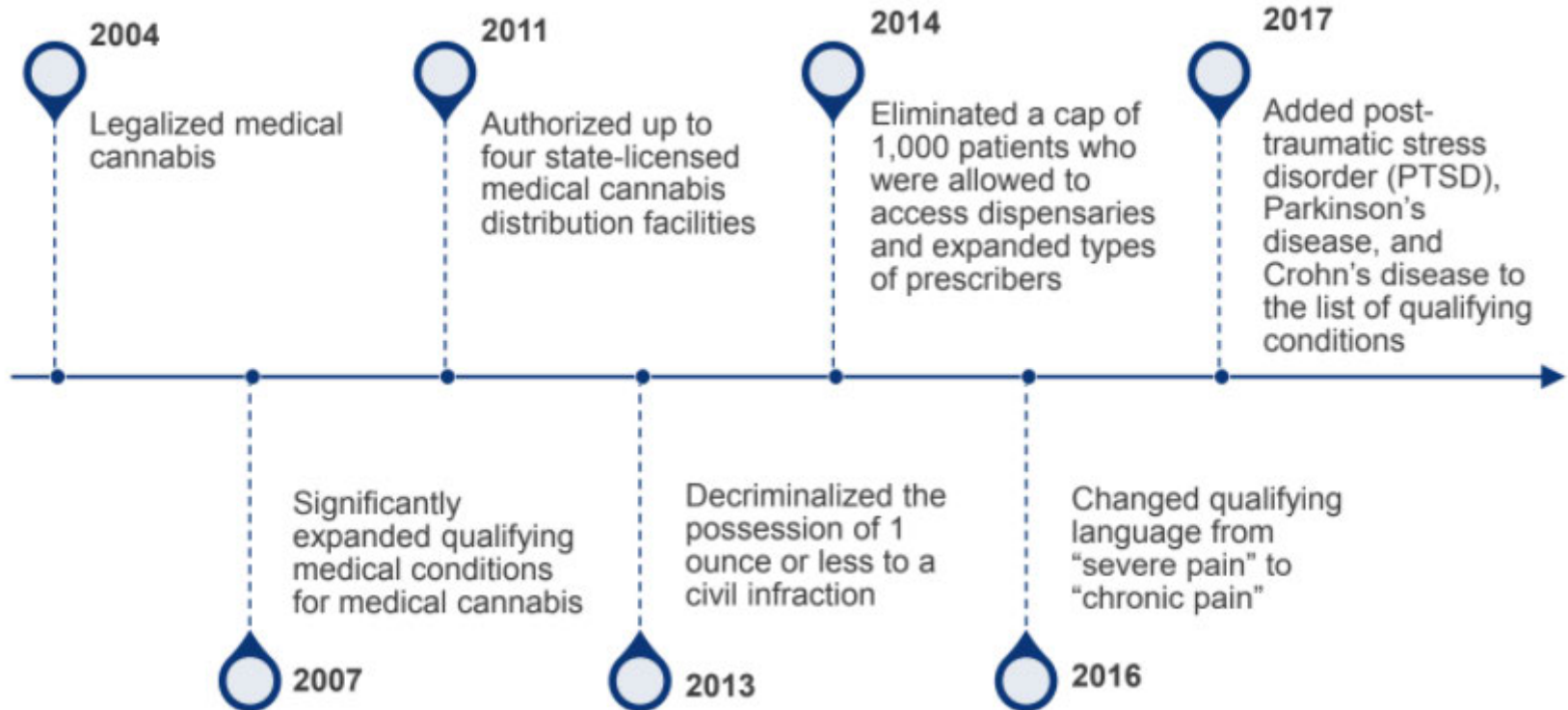
Critical Dates

To be proactive, towns should use 2021 to conduct community research and hold public meetings / hearings. IF opt-in is the favorable choice, then work to establish local regulations (e.g. zoning, Local Cannabis Commission) depending on resident wishes.



*Original timeline in Act 164, given late VT Cannabis Control Board appointments, delays to this timeline are possible.

VT Cannabis Policy Timeline



VT Cannabis Policy Timeline (cont.)



Residents Survey (April 2021): Summary Points and Thematic Highlights

- Town and Village residents seem equally split on their views regarding the retail sale of recreational cannabis in Woodstock
- Recurring themes focused on the following areas:
 - Youth (use and impacts on) - comments weighed more heavily on concerns for youth than in favor
 - Taxes and other regulatory issues - 50% split on moving forward with or without tax revenue
 - Tourism - comments on tourism also 50% split, ½ feeling this will be + for tourism and ½ feeling it will be - for tourism
- There is a clear ask for more information on a variety of topics (health, youth, taxes and tourism)

Woodstock Review Committee Survey Summary

- Residents are split on the issue of whether or not to even call a vote.
- Results were not split 50/50 re: youth and impacts to health; many concerns were highlighted.
- Residents are concerned about how retail would change the look/feel/character of Woodstock, while some think this type of retail would be “good” for Woodstock and tourism revenue.
- Survey showed that residents may incorrectly be thinking that retail cannabis would bring a large increase of tax \$\$\$ to the town.
- Given late appointments to the CCB and closing legislative session, many Cannabis regulations are still unknown.
- Presentations and more information on this topic will be useful to help the community engage in informed discourse.

Woodstock Survey Results - April 2021

General Statistics

- 459 responses; 82% in zip code 05091; 84% Woodstock residents
- 20% are parents with youth under 18 and 20% with youth over 18
- 17% are business owners, 10% employees or staff of businesses and non-profits and 8% Woodstock town or village employees/contractors
- Age categories: 21% at 66+; 50% at 46-66; 25% 26-45 and 4% 18 and under
- A total of 109 additional comments were submitted

Awareness of the New Law

“I have a fair amount of understanding” 43%

“Minimal awareness” 21 %

“I was not aware” 21%

“I have thoroughly read (the law) about it and understand it” 15%

Woodstock Survey Results - April 2021

Woodstock Village Trustees should allow residents to vote to "opt in" to retail cannabis

Strongly Agree/Agree = 53% Neutral = 7% Strongly Disagree / Disagree = 40%

Woodstock Town Selectboard should allow residents to vote to "opt in" to retail cannabis

Strongly Agree/Agree = 53% Neutral = 8% Strongly Disagree / Disagree = 39%

Our town needs one or more information sessions on this topic before deciding whether an "opt in" vote is appropriate for Woodstock

Strongly Agree/Agree = 50% Neutral = 20% Strongly Disagree / Disagree = 30%

If an "opt in" vote were called, I would fully support it without needing more information than I currently have

Strongly Agree/Agree = 40% Neutral = 10% Strongly Disagree / Disagree = 50%

Woodstock Survey Results - April 2021

Respondents interest areas for more information (ranked in order of highest response rate)

Tourism re: retail cannabis	51%
Town regulations that help limit youth exposure to cannabis	47%
Cannabis use and youth	47%
How Act 164 presents tax revenue structure	39%
Public safety re: retail cannabis	35%
Details of new retail cannabis law	33%
Cannabis and health (benefits and risks)	22%
Other	7%

Criticality of Revenues

57% of respondents felt that it would be somewhat to very important for the town to get tax revenues from the sale of retail cannabis.

Potential Next Steps Based on Survey Results

- Present more data on the topics listed by the survey respondents and on the new law and its context in general (this would be done at future Selectboard and Village Trustees meetings).
- Arrange for community information sessions and presentations to inform residents before calling a vote.

Thank you !

Your attention to this important topic for the Village and the Town is appreciated.

For questions or concerns, feel free to reach out to committee members:

Karim Houry karimhry@gmail.com

Seton Mcilroy seton.l.mcilroy@gmail.com

Keri Cole kpcole@gmail.com

PJ Eames pj@clovergiftshop.com