

TOWN OF WOODSTOCK
SELECT BOARD
June 15, 2021
6:00 pm
Meeting
Zoom
Agenda

- A. CALL TO ORDER
- B. EDC INTERVIEWS
 - 1. Todd Ulman
 - 2. Jennifer Baxter
 - 3. Scott Smith
- C. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA
- D. CITIZENS COMMENTS
- E. MANAGER'S REPORT
 - 1. General report
 - 2. Financial report
- F. Permits
 - 1. Overweight truck permit – MT Johnson Inc
- G. OLD BUSINESS
 - 1. Set the Date to Vote on Proposal to Transfer Ownership of Faulkner Park to the Town of Woodstock
- H. NEW BUSINESS
 - 1. Cannabis Committee Presentation
 - 2. Discontinuance of Town Highway 402, Benson Place
 - 3. Consideration to reduce speed from 35mph to 25mph on Happy Valley Road where road transitions to Class III gravel road
 - 4. EMS Building Solar Project
 - 5. Climate Action Plan
 - 6. Use of Rockefeller Endowment to Purchase new Ambulance
 - 7. Ambulance FY20 Residual Write-Offs
 - 8. Approve the letter of intent to participate in a municipal roads grants-in aid program
 - 9. Authorize submitting an application for the Step III CWSRF Construction Loan for the South Woodstock WWTF Upgrade

- I. OTHER BUSINESS
- J. Board of Sewer Commissioners
 - 1. Abatement – 74 Heritage Condos Way - Huff
- K. Approval of minutes
 - 1. 6/1/21 meeting minutes
- L. 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

Request for Appointment to Board/Commission

Board/Commission Requested: Economic Development Commission

CONTACT INFORMATION:

Name: Todd Ulman
Street Address: [REDACTED]
City: Woodstock State: VT ZIP Code: 05091
Home Phone:
Work Phone:
Cell [REDACTED]

Reasons for Requested Appointment

Summarize the reasons that you are requesting appointment to the board/commission.

I am an experienced business owner and entrepreneur who has unique insight that can further the five goals set forth in the description of the Commission on the town website. Prior to moving here permanently this past July, I have been in and around the Woodstock area for 20+ years experiencing the highs and lows of the town from a guest's vantage point. I would like nothing more than to expand and enhance the people's work that is already in motion and to serve the good folks of Woodstock.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

- Starting a business from scratch that has been self funded and successful for over 15 years, operating in two countries and four cities. (www.madoldnut.com)
- Experience maintaining operations and full employment and benefits for staff during a global pandemic
- Fundraising experience, and a growing philanthropic portfolio
- Technical Knowledge of computers, networks, designs and implementation for a variety of sectors
- Ability to get things done that others may very well abandon, which is a key aspect to my job as a Producer of television and film, which directly relates to vision, monetary policy, and execution.
- Love to love my family, play golf once in a while, but only nine holes. Don't love feeding our chickens, but I kind of do, just don't tell my two children... it's really their job! Most importantly, I love giving back to those in need.

Previous Volunteer Experience

Summarize your previous volunteer experience.

Until recently, I have not been in the position for the time needed for public service, and have been concentrating on charitable giving and endeavors, a few of which are below:

Fairfield College Preparatory School - setting up and providing a scholarship for a young man of color to attend, all expenses paid, a four year private Jesuit High School education, as well as providing equipment for the entrepreneurship program.


Greater Vancouver Food Bank – Provided meals for over 500 people and families of need over Thanksgiving in both 2019 and 2020.

Young Storytellers – Provided the opportunity for services to an entire school for 2021, as deemed needed by the organization.

Request for Appointment to Board/Commission

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Todd Ulman
Signature	
Date	March 3, 2021

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

May 18, 2021

Select Board
Town of Woodstock
PO Box 488
Woodstock, VT 05091

Re: Economic Development Commission Opening

Dear Select Board,

I understand that there may be an opening on the EDC. I am writing to express my interest in volunteering my time to fill this opening.

My previous volunteer experience:

February 2020-April 2021- Treasurer, Ottaquechee Health Foundation, Woodstock Vermont

While in Killington/Mendon from 2006-2012 as a business owner and resident I was on the Killington Chamber Board and/or member of the Chamber there for many years. In addition I was on a committee or two for the Rutland Regional Chamber of Commerce and member there for years. I was also a member of the Woodstock Chamber. In addition to business and economic stimulus organizations, I was also involved in my daughters' sports programs and among other things, I helped start and co-lead a Girls on the Run program out of Barstow Elementary. Prior to moving to VT from NJ in 2006, I started a Daisy & Girl Scout program in the Hopewell Twp. community and served for four years in that capacity.

I am interested in getting involved in the community and lending my skills where needed and wanted. I want to stay involved somehow around my work schedule. I appreciate tourism and I understand small business ownership here in this area of Vermont, the sustainability of a community, and the balance needed for residential community life. I am especially interested in helping to solve our affordable housing and transportation needs. I enjoy being an unofficial ambassador for the town while meeting tourists at the Inn, Coburns, or other places. I have the gift for gab they say and love talking to visitors about all things Vermont.

I am employed full-time as a Director of Finance & HR. I have 25+ yrs of a finance and HR in corporate America with a half dozen years mixed in there as a VT small business owner.

I am SHRM-CP certified and active in the Upper Valley SHRM HR group and the Green Mtn Assn HR group out of Rutland. I am the Director of Finance & Administration for Advance Transit in Wilder, a non-profit organization providing no-fare community bus transportation in the Upper Valley.

Aside from all that, I am a Mom of two recent college graduate daughters, a stepmother to two adult daughters, and a wife. Hobbies include Peloton, fitness, hiking, road biking, gardening, and fixing up "This Old House" on South Road.

Sincerely,

Jennifer M. Baxter

[REDACTED]
[REDACTED]
[REDACTED]

Jennifer M. Baxter

Objective

My objective is to secure a career position with an organization that has a purpose and mission that I relate to and respect. I want to work for an organization where I can contribute my knowledge and experience derived from years of finance and human resources administration .

Experience

February 18th, 2019 – Present

Advance Transit, Inc.

Director of Finance & Human Resources

Wilder Vermont

- Reporting to the Executive Director, I oversee all of the finance, payroll, banking, and accounting functions, as well as all the analysis, compliance, budgeting, and forecast reporting
- Oversee and manage the 5311 Grant application processes, the cost allocation, administration, draw-down balances, and monthly billing to two States
- Oversee the annual audit, preparation of all required documents and supporting schedules, including the Schedule of Federal Awards, Statement of Essential Functions, fixed asset schedule and depreciation schedules
- Responsible for all aspects of the Human Resources of the organization, including but not limited to legal compliance, benefits administration, employee recruitment, employee retention, employee training and development, workforce planning, policy and procedures, employee On-boarding and off-boarding, and vendor negotiations and relationships
- Responsible for identifying areas in the organization where software and technology can potentially eliminate duplicate processing, inefficient systems involving time and resources
- Direct management of two Accounting/Human Resources staff members

November 3, 2014 to February 1, 2019

Green Mountain at Fox Run

Director of Finance & Administration

Ludlow Vermont

- Reporting to the Executive Director, I manage all of the finance, payroll, banking, and all accounting functions, as well as all the analysis, compliance, and forecast reporting to keep the business on track to meet revenue and expense targets of a \$4 million dollar budget.
- Wrote a complete Policies & Procedures Manual for the entire accounting and finance processes.
- Responsible for all areas of the Human Resources Department for the organization, including the management of the 401K plan administration, health benefits, paid time off, performance appraisal system for all, a web based employee training program, and ensuring sound hiring policies and proper documentation of all employee relations matters.
- Directly manage five employees and six 1099 independent contractors

- Charged with the task of creating a new Employee Manual, a Policies and Procedures manual for all Human Resources related items, and the Policies & Procedures for Emergency Management, and our Environments of Care.
- Introduced and rolled out budgeting for five departments and created a system of procedures to ensure a smooth budgeting season that begins in September for the next calendar year.
- Implemented an employee performance appraisal system that is done annually in March for everyone. Implemented a new employee orientation program. Re-wrote job descriptions for all positions in 2018 as a precursor this year to the employee performance review system.
- Completed a six month study group program in the evening to earn my SHRM-CP (Society of Human Resources Management Certified Professional) certification. Valid till December 2020 and two thirds of the way through re-certification requirements needed by December 2020.

April 2014 to November 2014

Gifford Medical Center

Lead Accountant

Randolph Vermont

- Hired to assist with the setup of the Chart of Accounts and identifying how to separate expenses, income, and balance sheet items for a newly formed parent organization, Gifford Health Care that resulted from a new federal designation for Gifford Medical Center as an FQHC, Federal Qualified Health Care Center.
- Responsible for monthly closing entries to and from the two organizations to the General Ledger and in order to maintain separate Balance Sheets and Income Statements for each
- Responsible for making sure that direct and indirect expenses are allocated correctly to each organization
- Heavy use of Excel to manage data going into and out of the General Ledger
- Assisted with creating Budget FY15 files for each department within the hospital system
- Created a set of procedures for the existing Monthly Closing Accounting Entries
- Daily reconciliation of bank activity, checks cleared and deposits posted, to the hospital software

February 1, 2012 to April 2014

Town of Randolph

Staff Accountant

Randolph Vermont

- Responsible for draw downs, accounting and reconciliation, and progress reporting of twenty seven open Federal and State municipal, highway, FEMA, Cops, Homeland Security, Economic Development, and Community Development Grants.
- Manage the Utility billing and collection of funds, and negotiation of payment agreements of water and sewer accounts for 1000 residents of Randolph that are on the public water and sewer systems.
- Manage the Accounts Receivable for the Town of Randolph.
- Assist as back-up for bi-weekly Payroll consisting of 50 union and non-union employees
- Assist as back-up for semi-monthly Accounts Payable processing
- Researched, Applied and Wrote a Grant application and budget with the USDOJ and COPS for a research and development Grant, that if approved will put police officers in schools on a part-time basis.
- Bank account Reconciliations
- Quarterly Department Budget Review

- Monthly General Ledger balancing to sub-ledgers for Accounts Receivable and Accounts Payable
- Daily General Ledger entries and adjusting entries
- Created new or updated existing Procedure Manuals for town's own internal training use and for external Town auditor's verification of compliance with Checks and Balance Procedures and Procedures in general for Accounts Payable, Payroll, Accounts Receivable, and Utility Billing systems.

August 2006- October 2011

The Vermont Inn

Mendon Vermont

Innkeeper/Owner of a 16 room country Inn

Owned and operated the Inn and Restaurant. Personal areas of responsibility included guest relations, selling rooms, overseeing staff of 15, as well as managing all the accounting: accounts payable, receivable, banking. I handled the accounting functions and payroll using Quick Books... I also handled the marketing, website, and community public relations, and advertising.

- Researched and designed lodging packages for website that resulted in new lodging bookings
- Implemented the Inn's first guest survey system for the hotel and restaurant allowing us to manage results and improve return visits
- Oversaw successive upgrades of The Vermont Inn website with current travel industry trends: video, hyperlinks, improved photography, packages, blog, and social media networking links.
- Reached out to new markets of travel with local universities, colleges, and local camps and schools which resulted in additional lodging bookings
- Ramped up our international marketing by joining Discover New England and attending international tour operator conferences. Signed four new contracts for the Inn for the first time which resulted in additional lodging bookings.
- Upgraded PMS system (property management system) to allow us to have more windows friendly features including for the first time in the Inn's history, e-mail capabilities for confirmation letters direct from the PMS system.
- Created the Experience Central Vermont Blog using WordPress, the VermontInn Twitter account, and the VermontInn FaceBook page for marketing and communication to our current guests and future guests
- Implemented the first e-mail direct marketing program using Constant Contact. Grew this marketing effort to a contact list with over 4000 contacts and a 30% open rate for e-mail blast and newsletters.
- Member of the Killington Chamber of Commerce for 6 years and sat on Board of Directors for 2 years.

February 1993-July 2006

Diversified Lighting Associates, Inc.

Warminster PA

Controller

Started as an Assistant Controller and promoted to Controller for a growing lighting representative agency that expanded from thirty to fifty-five employees during my tenure there. Managed a five person support staff. Managed a team that was responsible for the sales reporting for all four branches. In addition, I oversaw all accounting: accounts payable, receivable, general ledger, and payroll. I was directly responsible for human resource related issues, including health insurance, 401k and FSA related issues

- Annual evaluation of group health plan which included many moves to plans that saved over \$10,000 in annual premiums one year.
- Implemented a move for our 401K plan from a single account system to a fund company that allowed separate individual accounts for each employee with on-line access, lower fund fees and administrative expenses

- Proposed, researched, sold, and implemented a FSA plan in 2005 that resulted in \$43,000 deferred taxable income with a 60% participation rate.
- Moved payroll from a phone-in payroll with Paychex in 2003 to a client based software system and then web based system allowing for improved efficiency
- Researched and oversaw the implementation of our DOS based Solomon III accounting system to a windows based Great Plains/Solomon IV application. The project was successful and came in under budget.
- Implemented a new sales employee expense report program for 40 sales rep employees that allowed for their Excel files to be imported directly into Solomon's AP accounting software.
- Improved month-end closing procedures with a sales tracking system, Oasis that allowed for monthly sales reporting and closings to be done more efficiently. This upgrade to the system allowed us to reduce staff by one and saved the organization \$40,000 in payroll.
- Negotiation of all vendor contracts ranging from office supplies to telephone providers and insurance companies
- Implemented a database program using DataEase to monitor the purchase and location of the largest cost of goods sold for the company: our sample lighting fixtures.
- Managed four Novell networks and fifty-five workstations throughout the company. Acted as a call center for trouble for the three remote locations. I handled daily workstation related repairs and software issues. This allowed us to use a network consultant only when needed instead of employing a full-time IT manager
- Assisted in the development of the company's first website in 2000 and maintained edits to the page using Microsoft FrontPage 2000.

Education –

Society of Human Resources Management– Certified Professional (SHRM-CP)

Rutgers University – New Brunswick New Jersey 1992-1993

Middlesex County College – Edison New Jersey 1985-1988

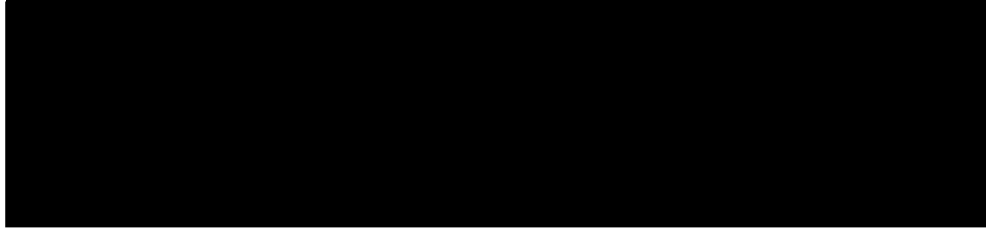
North Brunswick High School-North Brunswick New Jersey 1981-1985

Request for Appointment to Board/Commission

Board/Commission: Woodstock Economic Development Commission

CONTACT INFORMATION:

Name: Scott Leete Smith



Reasons for Requested Appointment

Summarize the reasons that you are requesting appointment to the board/commission.

I am requesting a position on the EDC board as I would like to be involved in improving and growing the economy of Woodstock. I have enjoyed owning businesses and living in Woodstock and further economic development would make it even better.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

I am a resident of Woodstock and have owned and managed retail stores in downtown Woodstock for over twenty years. I recently purchased a commercial building, 39 Central, in downtown which has 3 retail spaces and 17 office spaces. In addition, I grew up in Killington and worked for many years in business development at Killington Ski Resort, which my father founded. I am also very involved with Woodstock Ski Runners, as the Head U16/U19 coach, during the winter. My many years of business experience and community involvement would be an asset to the EDC board. I also have an MBA from The University of New Hampshire.

Previous Volunteer Experience

Summarize your previous volunteer experience.

I have previously volunteered on the Killington Planning Commission, Killington Mountain School Board and the Woodstock Ski Runners Board.

Request for Appointment to Board/Commission

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Scott Leete Smith

Signature



Date

6.9.21

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

06/10/21

WOODSTOCK TOWN General Ledger

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10:35 am Current Yr Pd: 12 - Budget Status Report Staff Accountant.TOWNACCTPC2015

SEWER GENERAL FUND

Account	Budget	Actual	% of Budget
CONSUMPTION FEE REVENUE	1,014,275.00	1,018,767.85	100.44%
INTEREST INCOME	1,000.00	2,265.14	226.51%
MISCELLANEOUS REVENUE	0.00	552.49	100.00%
ABATEMENTS	0.00	-1,591.63	100.00%
TRANSFERS IN	55,000.00	0.00	0.00%
Total Revenues	1,070,275.00	1,019,993.85	95.30%
PENSION EXPENSE	0.00	0.00	0.00%
ADMINISTRATION			
EXECUTIVE	37,200.00	34,629.92	93.09%
OFFICE ADMINISTRATION	7,250.00	5,549.32	76.54%
AUDITING	9,000.00	1,440.00	16.00%
ACCOUNTING	47,000.00	35,843.15	76.26%
Total ADMINISTRATION	100,450.00	77,462.39	77.12%
MAINTAINING SEWER SYSTEMS	115,850.00	50,379.19	43.49%
CONSTR & MAINT OF PLANTS	689,975.00	526,349.54	76.29%
SEWER VEHICLE	16,000.00	11,141.44	69.63%
CONSTRUCTION	0.00	0.00	0.00%
DEPRECIATION	0.00	0.00	0.00%
CAPITAL RESERVE	93,000.00	0.00	0.00%
CAPITAL EXPENSES	0.00	0.00	0.00%
CAPITAL RESERVE SPENDING	55,000.00	0.00	0.00%
LOSS REPAIR EXPENSE	0.00	0.00	0.00%
IRENE RECOVERY EXPENSE	0.00	0.00	0.00%
TRANSFERS OUT	0.00	0.00	0.00%
Total Appropriations	1,070,275.00	665,332.56	62.16%
Total SEWER GENERAL FUND	0.00	354,661.29	
Total All Funds	0.00	354,661.29	

06/10/21

WOODSTOCK TOWN General Ledger

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10:35 am Current Yr Pd: 12 - Budget Status ReporStaff Accountant.TOWNACCTPC2015
TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
TAX REVENUE- ALL	5,640,131.00	5,183,434.30	91.90%
RENTAL INCOME	16,000.00	13,575.00	84.84%
FEES & PERMITS	19,500.00	7,830.00	40.15%
TOWN CLERK FEES	47,750.00	93,826.45	196.50%
FRONT OFFICE FEES	400.00	73.15	18.29%
PLANNING & ZONING	12,000.00	13,618.36	113.49%
INTEREST INCOME	25,000.00	4,554.30	18.22%
AMBULANCE & FIRE DEPT	915,000.00	985,698.98	107.73%
MISCELLANEOUS	522,230.00	2,683,101.02	513.78%
GRANT REVENUE	0.00	278,466.06	100.00%
MANDATORY DRAWBACK	-370,000.00	-368,100.37	99.49%
COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
TRANSFERS IN	157,000.00	3,600.00	2.29%
BILLINGS PARK	0.00	0.00	0.00%
TOWN FOREST	7,500.00	7,800.00	104.00%
Total Revenues	6,992,511.00	8,907,477.25	127.39%

GRANTS/CONTRIB-TRUST FUND	2,400.00	0.00	0.00%
GRANTS/CONTRIB-GENL FUND	493,113.00	347,276.24	70.43%
CULTURE & RECREATION	455,700.00	447,233.17	98.14%
HEALTH OFFICER	7,440.00	3,498.63	47.02%
GOVERNMENT BUILDINGS	104,000.00	178,155.67	171.30%
SELECT BOARD	37,600.00	49,914.77	132.75%
EXECUTIVE	117,400.00	122,117.22	104.02%
OFFICE ADMINISTRATION	26,600.00	24,122.90	90.69%
AUDITING	15,000.00	22,460.00	149.73%
TREASURER	15,100.00	12,406.13	82.16%
ACCOUNTING	119,450.00	107,821.80	90.27%
TAX LISTING	110,800.00	116,350.18	105.01%
TAX COLLECTING	0.00	24.86	100.00%
CAPITAL RESERVE	53,500.00	53,500.00	100.00%
HIGHWAY DEPARTMENT			
TRAFFIC CONTROL	7,000.00	3,286.86	46.96%
HIGHWAY CONST&MAINT	1,226,900.00	1,064,360.59	86.75%
C&M-BRIDGES&STORMDRAINS	88,000.00	41,167.14	46.78%
HIGHWAY EQUIPMENT	276,780.00	571,653.23	206.54%
SIDEWALK MAINTENANCE	90,000.00	73,755.07	81.95%
STREET LIGHTS	40,000.00	34,681.75	86.70%
PARKS	6,450.00	4,316.76	66.93%
PUBLIC WORKS BUILDINGS	130,850.00	111,200.89	84.98%
CAPITAL RESERVE	67,000.00	67,000.00	100.00%
Total HIGHWAY DEPARTMENT	1,932,980.00	1,971,422.29	101.99%

AMBULANCE DEPARTMENT			
AMBULANCE OPERATIONS	1,101,770.00	939,025.86	85.23%
AMBULANCE VEHICLE	17,650.00	17,662.95	100.07%
AMBULANCE TRAINING	18,700.00	10,709.52	57.27%

06/10/21

WOODSTOCK TOWN General Ledger

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10:35 am Current Yr Pd: 12 - Budget Status ReporStaff Accountant.TOWNACCTPC2015
TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
AMBULANCE COMMUNICATIONS	9,900.00	4,291.38	43.35%
CAPITAL RESERVE	90,500.00	90,500.00	100.00%
Total AMBULANCE DEPARTMENT	1,238,520.00	1,062,189.71	85.76%
FIRE DEPARTMENT			
FIREFIGHTING	156,450.00	79,959.42	51.11%
FIRE COMMUNICATIONS	7,500.00	5,995.85	79.94%
FIRE TRUCK & EQUIPMENT	93,900.00	83,405.47	88.82%
FIREFIGHTING EQUIPMENT	13,700.00	9,142.53	66.73%
WOODSTOCK STATION #2	9,350.00	9,419.30	100.74%
EMERGENCY SERVICES BLDG	31,050.00	857,503.04	2,761.68%
CAPITAL RESERVE	56,000.00	58,500.00	104.46%
Total FIRE DEPARTMENT	367,950.00	1,103,925.61	300.02%
COMMUNICATIONS			
DISPATCH SERVICES	343,600.00	339,871.92	98.91%
CAPITAL RESERVE	15,100.00	15,100.00	100.00%
Total COMMUNICATIONS	358,700.00	354,971.92	98.96%
TOWN CLERK			
BOARD OF CIVIL AUTHORITY	8,000.00	5,331.47	66.64%
TOWN CLERK	152,040.00	149,897.70	98.59%
CAPITAL RESERVE	3,500.00	3,500.00	100.00%
Total TOWN CLERK	163,540.00	158,729.17	97.06%
BOARDS & AGENCIES			
PLANNING & ZONING	114,800.00	100,550.20	87.59%
CAPITAL RESERVE	1,000.00	1,000.00	100.00%
Total BOARDS & AGENCIES	115,800.00	101,550.20	87.69%
TOWN CONSTABLE			
MAINTAINING CEMETERIES	9,800.00	6,231.32	63.58%
WELCOME CENTER	18,500.00	15,590.00	84.27%
LITTLE THEATER	36,850.00	37,032.19	100.49%
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	258,746.92	53.85%
CAPITAL RESERVE SPENDING	50,000.00	50,000.00	100.00%
LOSS REPAIR EXPENSE	157,000.00	297,217.53	189.31%
LITTLE THEATER REPAIR	0.00	2,770.56	100.00%
IRENE RECOVERY EXPENSE	0.00	0.00	0.00%
GRANT EXPENSE	57,350.00	5,598.21	9.76%
COMMUNITY CELEBRATIONS	0.00	81,345.15	100.00%
TRANSFERS OUT	10,000.00	0.00	0.00%
	0.00	16,643.00	100.00%

06/10/21

WOODSTOCK TOWN General Ledger

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10:35 am Current Yr Pd: 12 - Budget Status ReporStaff Accountant.TOWNACCTPC2015
TOWN GENERAL FUND

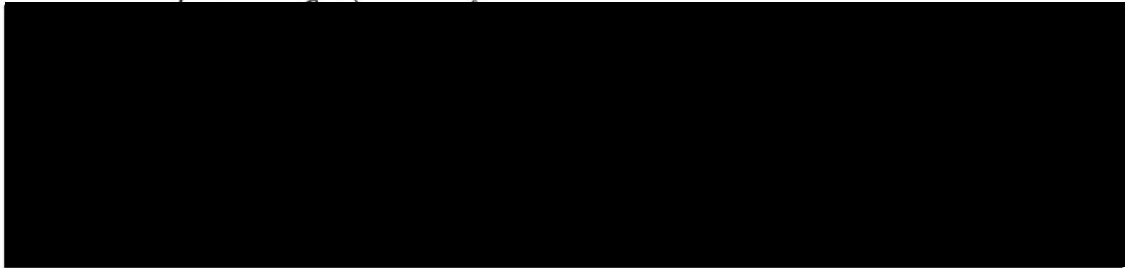
Account	Budget	Actual	% of Budget
TOWN FOREST	0.00	0.00	0.00%
BILLINGS PARK	0.00	2,445.00	100.00%
Total Appropriations	6,591,143.00	7,046,818.35	106.91%
Total TOWN GENERAL FUND	401,368.00	1,860,658.90	
Total All Funds	401,368.00	1,860,658.90	

WOODSTOCK

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

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: MT Johnson Inc.



Type(s) of Vehicle(s)	Number of Axles	Product Carried	Max. Weight Requested	Max. Weight Approved
2015 Black Peterbilt	6	Wood products	99,000 lbs.	As of State Highway ↓
2019 Black Peterbilt	6	Wood products	99,000 lbs.	
2019 Gray Peterbilt	6	Wood products	99,000 lbs.	

Approved for the following highways (list may be attached): _____

The following restrictions apply (list may be attached): _____

This approval shall be effective for no more than a one period ending March 31, 20 _____. 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 #.

Please mail to:
PO Box 488
Woodstock VT 05091

Or email: nnourse@townofwoodstock.org

The holder of a permit shall be liable for any damage to highways or bridges per VSA Title 23, Sec 1400a © 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.
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

Please mail to:
PO Box 488
Woodstock VT 05091

Or email: nnourse@townofwoodstock.org

Woodstock Cannabis Review Committee

June 8, 2021 - Village Trustees
June 15, 2021 - Selectboard



Act 164

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

Resident and business owner

Seton McIlroy

Resident and Village Trustee

PJ Eames

Resident and business owner

Keri Cole

Resident and Selectboard member

- **Project Advisors**

Legislative:

Charlie Kimbell - State Representative

Safety:

Robbie Blish - Police Chief

Health/School:

Melanie Sheehan - Mt. Ascutney Hospital

Dr. Clare Drebitko - Woodstock pediatrician

Administration:

Planning - Kimberly Gilbert - Regional Planner

Note: Neal Leitner - Woodstock Planning and Zoning - has been kept informed of the committees progress

April 2021 Woodstock Survey Results at a Glance

(full details shared during previous public board meetings)

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

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)

Cannabis ~ Marijuana vs. Hemp

- Both marijuana and hemp are cannabis plants
- We use the term cannabis when talking about marijuana because of cultural sensitivity, but there is a distinct difference between marijuana and hemp
- Genetic make-up and variety of strains make the difference between the two complex
- Marijuana contains delta-9 tetrahydrocannabinol or THC, which causes a “high” because it is psychoactive
- Hemp contains less than 0.3 % of THC
- Cannabidiol or CBD oil is extracted from hemp and should contain little to no THC and is legal to see in VT
- Act 164 makes **marijuana sales legal**, through regulation, in VT



VT Cannabis Policy Timeline

2004 ~ Marijuana is legal for certain medical conditions, expanded list in 2007

2011 ~ Dispensaries for medical access to marijuana established

2013 ~ Possession of 1 oz. or less of marijuana is decriminalized (a civil offense)

2016/2017 ~ Further expansion of qualifying medical conditions list

2018 ~ Marijuana is legal for adult use (age 21+), criminal records expunged

~ Federal Farm Bill made CBD extracted from hemp legal for use & sale

2020 ~ Act 164 establishes legal market for sale and taxation of adult use marijuana

2021 ~ Vermont Cannabis Control Board (regulating body) is established

Prior to Act 164 - Vermont Cannabis Environment

Medical Use

- 5 Medical Dispensaries - owned by 3 separate corporations, only 1 in VT
- Vermont patients and caregivers are allowed to possess no more than two ounces of usable cannabis and two mature plants

Private Use

- Private growing (2 mature and 4 immature plants) is currently allowed for personal use under law
- Possession of up to one ounce of marijuana or up to 1 gram of hashish by a person 21 years of age or older is allowable
- Public consumption not allowed

CBD Sales

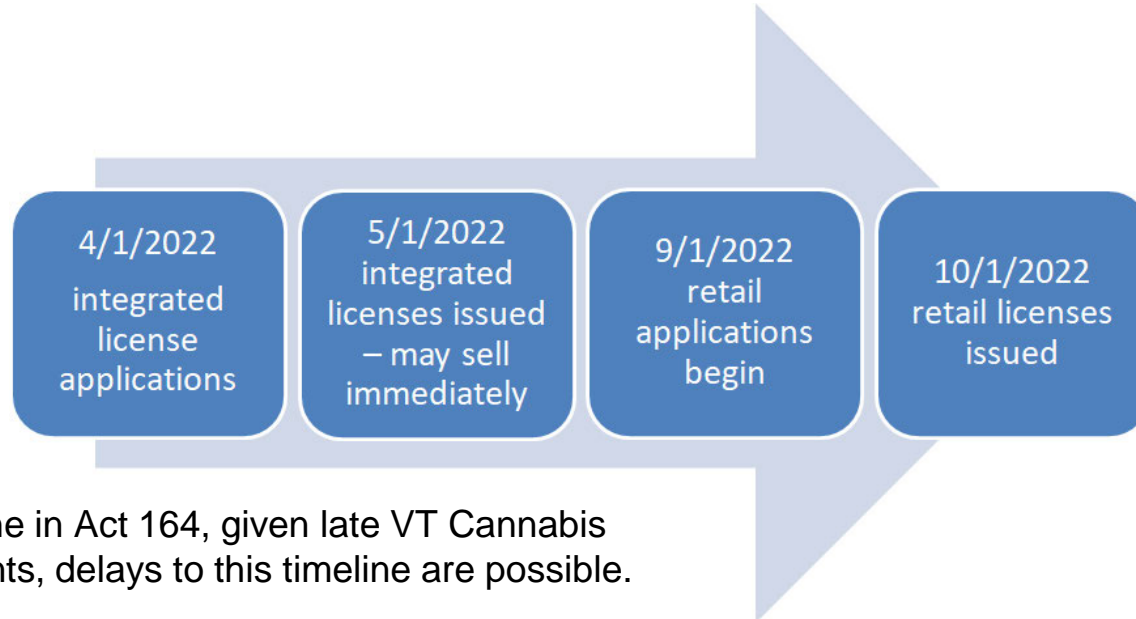
- Hemp-derived CBD products (Cannabis w/o THC causing “high”) already allowed for retail sale in VT since 2018

Vermont Act 164 Summarized

- Legalizes sale / purchase / taxation of adult use cannabis with regulation (establishes a retail market)
- Creates an independent commission within the executive branch — the Cannabis Control Board — to regulate and license adult-use cannabis business in VT
- Retail sale may begin October 2022
- Minimum age is 21
- Public consumption is not allowed
- 30% THC limit for Cannabis flower, 60% limit for concentrates
- All sales (6%) and excise tax revenue (14%) sent to the State for funding universal afterschool and prevention initiatives
- Towns can vote to “Opt In” the retail sale of recreational cannabis

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.



*This is the original timeline in Act 164, given late VT Cannabis Control Board appointments, delays to this timeline are possible.

Various Types of Cannabis Businesses, As Defined by 164

Medical Dispensary

- Currently 5 in the State, Rec. Sales begin May 2022
- No sales tax

Retail Dispensary

- Opt-In By Ballot Required
- Tax will be 20%; 6% sales tax + 14% excise cannabis tax
- Application: Sept. 2022
- Sales to Public: Oct. 2022 (up to one ounce of cannabis max per transaction and edibles limited to 50 milligrams of THC per package, and serving sizes are limited to 5 milligrams of THC)

Cultivator

- No Opt In
- Broken Down into Small & Large (Small = <1000 sf)
- Shall not be considered an agricultural product
- Application: May 1, 2022, Licensing June 1, 2022

Product Manufacturer

- No Opt-in
- Application: July 1, 2022 , Licensing: August 1, 2022

Wholesaler

- No Opt-In
- Application: July 1, 2022, Licensing: August 1, 2022

Testing Laboratory

- No Opt-in
- Application: April 2022, Licensing: May 2022

Integrated

- Only 5 to be Issued - one to each previously established Medical Dispensaries
- Licensing Period Begins May 1, 2022

What Can Local Municipalities Do?

- Localities must opt in to having cannabis retailers or integrated licenses, via an annual or special meeting (Australian ballot); localities may also refer the question to voters
- In Woodstock, a town vote would extend to the village unless the village votes otherwise
- The question can be put on the ballot by the Selectboard or via the standard resident's 5% signature collection process
- Municipalities could not choose to prohibit other types of cannabis businesses
- If an Opt In vote passes:
 - Localities may also develop regulations and municipal licensing requirements and create a Local Cannabis Commission to oversee such rules (S 25 bill)
 - Localities may not establish zoning rules that would de facto prohibit the establishment of such retail businesses
 - Generally speaking, Act 164 states that towns cannot prohibit any cannabis business type using their local ordinances or permitting
 - Localities may establish density rules for retail sales locations or minimum distances from certain establishments e.g. schools
 - Localities may establish permitting fees (amounts to be clarified by CCB)
 - Localities with a local sales and use option tax will see retail sales of cannabis included in those revenues
 - Localities may call another vote in the future and if Opt In is defeated, existing retail operations are grandfathered in

What are other Vermont Towns doing on Opt In/Out?

- Knowing what other towns are doing fosters a more informed debate in Woodstock and would foster the alignment of policies across the state
- 30 towns have asked their voters to decide on March 2, 2021 whether they should allow recreational marijuana retail businesses
- Among them: Burlington, Brattleboro, Montpelier, Middlebury, Brandon, Winooski, Danville and Waterbury
- The conversations on the topics vary from town to town with Burlington focusing on racial equity while Middlebury wants to ensure it has enough time to establish policies in case of an opt-in vote
- A review of town meeting minutes for a large and small town revealed the following:
Windsor 11/14/20: “Waiting until next year may cause a loss to potential business opportunity if the Town ultimately voted to approve because it would be a very short time period to get a business plan together”
Montpelier 1/13/21: After what appears to follow a variety of presentations and discussions on the topic, the city moved to put the opt-in vote on the upcoming ballot
- The results on March 2 were as follows: 27 towns opted in and 3 towns opted out
- Among the Opt In towns: Burlington, Montpelier, Brattleboro, Windsor, Randolph, Stratford, etc.
- Opt Outs were Lyndon, Newport City and Richmond

Cannabis and New Revenues for the State and Towns

Revenue	Disposition
State license fees	Support the operations of the state Cannabis Control Board – Sec. 5(a)(2)
Local license fees	“After reduction for costs of administration and collection, the Board shall pay local license fees on a quarterly basis to the municipality in which the fees were collected” - Sec. 846(c)
Sales and use tax	Will be used to fund a grant program to support afterschool and summer learning programs - Sec. 17(c)
14% excise tax	<ul style="list-style-type: none">• Positive balances in the Cannabis Regulation Fund each fiscal year will go to the General Fund – Sec. 6c(b)• Of these transfers to the General Fund, 30% of the excise tax on cannabis (not to exceed \$10M) will go to fund substance misuse prevention programs – Sec. 19₁₉• The other 70% isn’t specifically allocated (yet)

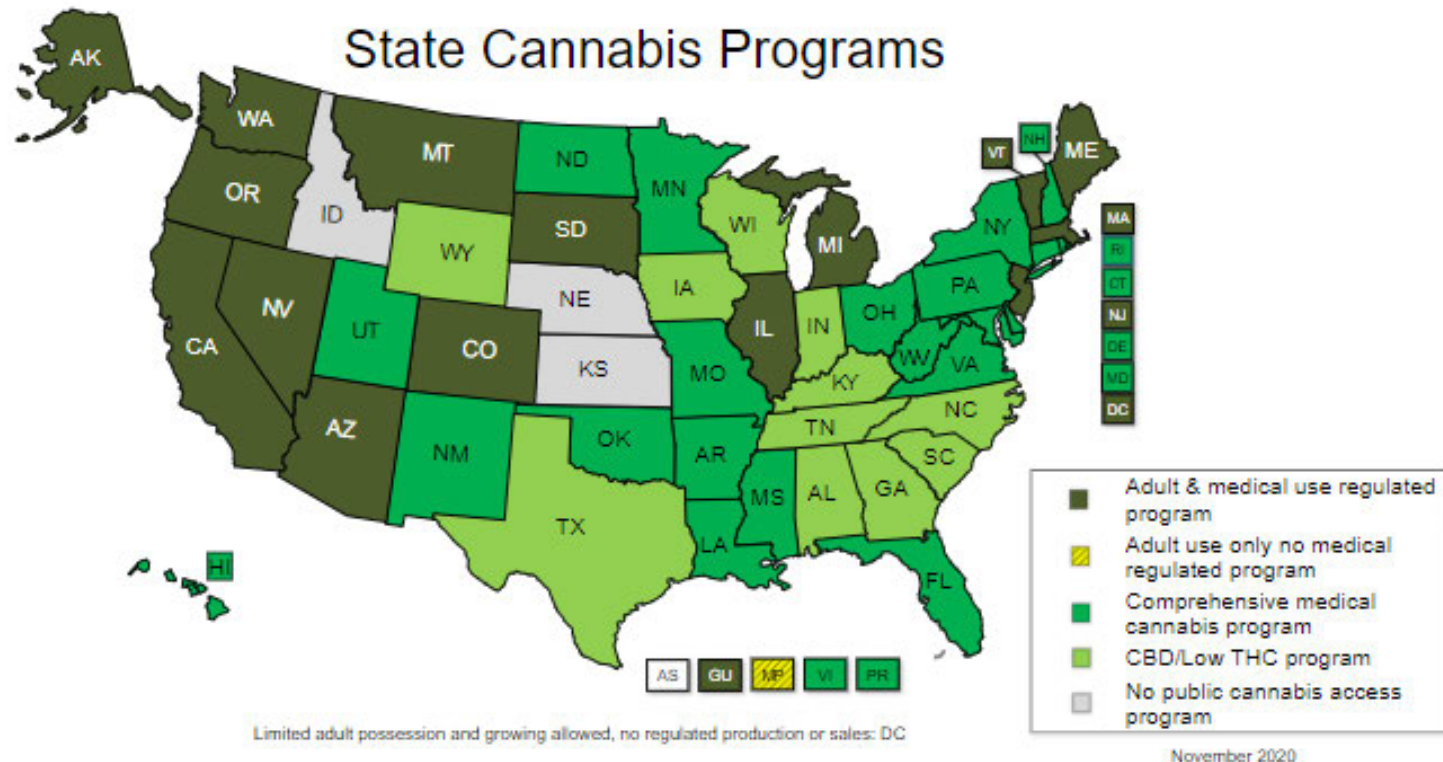
Note:

It is not yet known if the type of Woodstock’s local option tax can be applied to cannabis retail sales.

Cannabis and Racism in the US

- The governor of Vermont expressed concerns that the current bill does not do enough to compensate for historical racial and social injustices
- Using racism, private and political interests succeeded in qualifying marijuana as a federal Schedule I drug in 1970, meaning it has a high potential for abuse and no acceptable medical use despite the lack of medical studies
- Nixon's War on Drugs - also enforced by subsequent administrations - was meant to oppress anti-war protesters and people of color
- Black Americans are arrested for cannabis offenses at a rate of nearly 4 to 1 compared to whites
- Legalization efforts are being sought to compensate for those injustices
- In Vermont, bill S25 creates the "Cannabis Business Development Fund," and charges state officials to design a system of providing loans and grants to "social equity applicants" — that is, people who were disproportionately hurt by marijuana criminalization.

Cannabis Legalization Trends in the US



Cannabis Impacts on Tourism

- Per a 2020 study, once the sales of cannabis was legalized in Colorado hotel room occupancy increased by 7.2% (large increase due to novelty factor). This also allowed hotels to increase their room rates by 3.8%. In Washington state the increase in occupancy was lower at 3.5%.
- In 2017 cannabis sales outpaced alcohol sales in Aspen CO. The average CO tourist spends around 3% to 9% more when participating in cannabis activities.
- Tourists' motivation towards marijuana: Curiosity, Recreation, Authenticity and Take-Back-Home.
- There is no typical cannabis tourist. She/he can be a lawyer, doctor or trucker. The average cannabis consumer is 37 years old.
- Woodstock would become part of national “weed maps” or websites for those tourists interested in cannabis consumption, but projecting with any certainty the influx of cannabis tourists is hard to do.
- While some towns might view retail cannabis as a potential nuisance (e.g. Guam), others have embraced it to help drive economic growth and rejuvenate their image (e.g. Smiths Falls, Canada).
- Neighboring states to Vermont are opening up to the retail sale of cannabis which could mitigate a sudden increase of cannabis tourism into Vermont.
- Massachusetts has cannabis tourism related websites to educate visitors to their state and what they are allowed and not allowed to do. It is not clear if Vermont would implement such an approach.

Cannabis Impacts on Crime & Safety

- No data is available for Vermont
- In the first 3 states that legalized, motor-vehicle crashes initially increased by a combined 6%, but later fell as a result of intervention and campaigns
- Intoxicated driving is a concern of the Governors. There is no roadside test like there is for alcohol. There is also no presumptive level of impairment for THC. CCB needs to provide recommendations on equity and training for Drug Recognition Expert (DRE) training for L.E. officers. Testing is expensive without a DRE sign off. Fewer DRE's now than several years ago, but a class is being put together.
- There are inconsistent findings across other states relating to crime-exacerbating effects of adult-use marijuana legalization (Guangzhen, 2021)
- Recognizing the full effect of legalization on public safety may take years to manifest
- Accidental poisoning of infants and children are up nationally - Northern New England Poison Control Center, since adult-use marijuana was legalized in 2016, they've seen a 160% increase in related calls (Lamparillo, 2019)

Cannabis Impacts on Health

Medical cannabis benefits

- Patients who need Cannabis for medical reasons have access, it has been legal in Vermont since 2011
- Approved diagnosis for medical cannabis include Cancer, Glaucoma, Multiple Sclerosis, HIV/AIDS, terminal illness, and diseases that causes "wasting syndrome" (i.e.-chronic pain, severe nausea, and seizures)
- Cannabis use for chronic pain and subsequent reductions in opiate use among current users suggests cannabis may play a harm reduction role in the opiate crisis
- Helps with appetite stimulation for diseases such as HIV and Cancer and also nausea / vomiting due to chemotherapy

Marijuana health and societal concerns

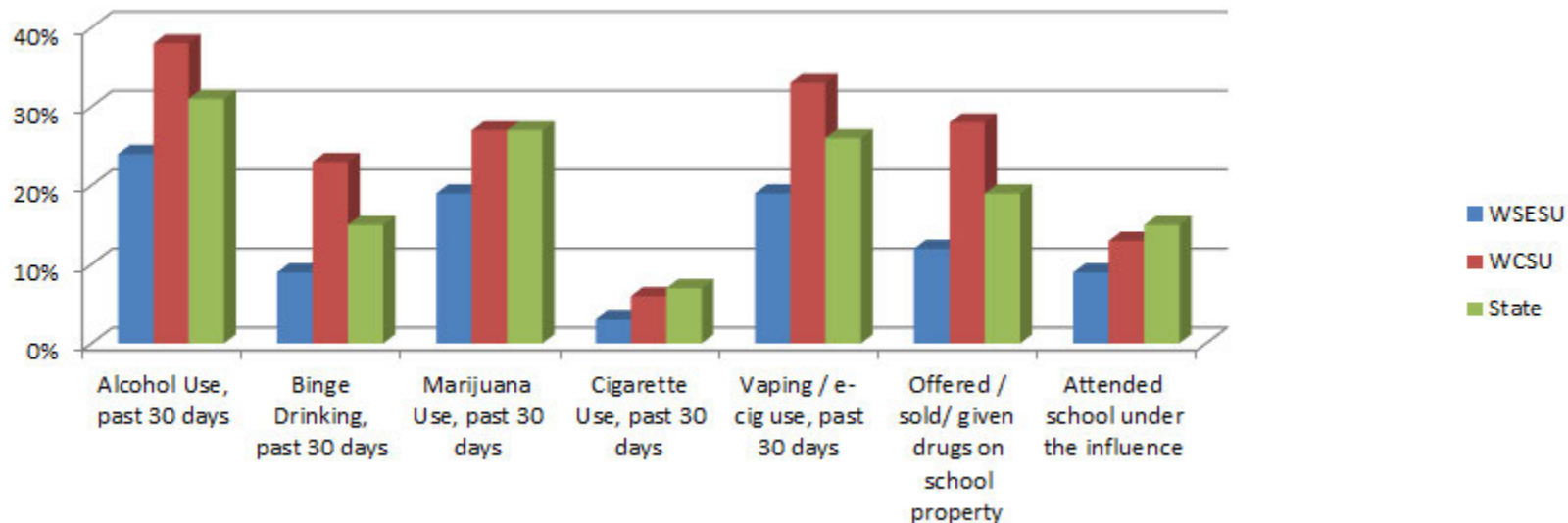
- THC content in Cannabis in 1995 was 4%; today's average is 6x higher around 25% for "flower" or "bud" and 70%-90% for concentrates in some retail environments. >15% THC in flower = 3x risk of psychosis and 5x if person is a daily user
- Cannabis use is assoc with impaired working memory, verbal memory, and planning, and a tendency to continue cannabis use
- Concerns: increased anxiety / risk of psychosis, depression, reduced judgement and coordination with increasing THC levels
- Adult outcomes of chronic cannabis use: decreased employment, increased incapacitation at work, decreased financial independence, increased financial problems. Increasing marijuana use duration and/or intensity is associated with a higher likelihood of negative long-term health issues.
- THC "can cause acute, transient, dose-dependent psychosis" and may trigger Schizophrenia in at risk populations; frequent use or high THC may increase 6-fold

Cannabis Impacts on Youth & Young Adults

- Past 30-day Youth use of Cannabis in states with retail cannabis has not increased, however 2011-2017 NSDUH data shows a national decline in youth use of 14.4%. WA only declined 5.2% and OR increased by 5.0%. States with retail cannabis show youth use trends worse than the national average.
- Public health concern re: retail cannabis and youth is cultural. When retail sales are more prevalent, perception of harm (PoH) decreases. Researchers study the PoH because people are more likely to engage in a behavior they see as relatively risk-free.
- Past 30-day marijuana use among VT young adults has increased from 39% in 2014 to 46% in 2020. In 2020 45% of users reported using almost daily - 20 or more days in the past 30 days. True in 2018.
- Several studies have linked heavy marijuana use to lower income, greater welfare dependence, unemployment, criminal behavior, and lower life satisfaction (NIH, Marijuana research report, 2020)
- Legalization has caused a 172% increase ER and Urgent care visits for youth acute medical and psychiatric emergencies (50% who resulted in admission) (J.Adol.Health, 2018)
- Addiction: 9% of users become dependant, nearly doubled or 17% if users < age 18; rate of dependance can become anywhere between 25% and 50% if near daily use. (NIH, Marijuana research report, 2020)

2019 Youth Risk Behavior Survey Data

WCSU students historically use alcohol & other drugs at rates higher than WSESU peers



Proposed Next Steps

- Present this deck again in the fall
- In the interim, present on specific topics to targeted audiences
 - Youth and Health
 - Tourism
 - Other?
- Sources are listed on the next two slides

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

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Seton Mcilroy seton.l.mcilroy@gmail.com

Keri Cole kpcole@gmail.com

PJ Eames pj@clovergiftshop.com

Sources

- Various Vermont official legislative documents
- Local press articles
- Woodstock residents survey
- <https://americanmarijuana.org/marijuana-destinations/>
- www.healthvt.gov
- <https://www.insurancejournal.com/news/national/2019/11/18/548752.htm>
- <https://jrap.scholasticahq.com/article/12800-pot-heads-in-beds-the-effect-of-marijuana-legalization-on-hotel-occupancy-in-colorado-and-washington>
- <https://www.cobizmag.com/marijuana-tourism-attracts-millions-of-visitors-and-dollars/#:~:text=Leeper%20breaks%20it%20down%3A%20The,spent%20an%20average%20of%20%242%2C030>
- <https://www.insurancejournal.com/news/national/2019/11/18/548752.htm>
- www.healthvt.gov
- https://cdpsdocs.state.co.us/ors/docs/reports/2018-SB13-283_Rpt.pdf
- Racism and Its Effect on Cannabis Research – 2/27/2020 Robert Solomon
- Tourism - https://www.smithsfalls.ca/media/2019/09/Attachment_Cannabis-tourism-Strategy-2.pdf
- Crime & Safety
 - <https://www.sciencedirect.com/science/article/pii/S0047235220302361>
 - <https://wgme.com/news/marijuana-in-maine/poison-control-calls-up-160-since-recreational-marijuana-legalization>

Sources (continued)

- Cannabis impacts on Health , Chronic Pain - <https://academic.oup.com/painmedicine/article-abstract/22/3/727/6053211>
- Adult outcomes: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5263048/>
- Marijuana Report / Volkov 2020 :<https://www.drugabuse.gov/download/1380/marijuana-research-report.pdf?v=d9e67cbd412ae5f340206c1a0d9c2bfd>
- Cannabis impacts on Youth & Young Adults - NSDUH data:
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6699820/&sa=D&source=editors&ust=1616614570223000&usg=AFQjCNG86KyzX7LpOkT9FuxjPYAAsl0qVQ>
- Potency >15%: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6312155/#b11-ms115_p048
- Working memory & continued use: <https://pubmed.ncbi.nlm.nih.gov/29058519/>
- Vermont Young Adult Survey - <http://www.vt-rpp-evaluation.org/Docs/Young%20Adult%20Survey/Young%20Adult%20Survey%20-%20Reports%20and%20Tables/2020/Vermont%20YAS%202020%20Summary%20of%20Key%20Findings.pdf>
- ER / UC visits - [https://www.jahonline.org/article/S1054-139X\(18\)30004-1/fulltex](https://www.jahonline.org/article/S1054-139X(18)30004-1/fulltex)
- Retail and use rates:
<https://www.washington.edu/news/2020/07/20/legal-marijuana-may-be-slowing-reductions-in-teen-marijuana-use-study-says/>

**TOWN OF WOODSTOCK, VERMONT
DECISION AND ORDER OF THE SELECTBOARD
UPON REQUEST FOR DISCONTINUANCE**

This matter came for hearing before the Town of Woodstock Selectboard on its own motion to consider discontinuance of Town Highway 402, known as Benson Place.

Notice of the discontinuance hearing was published in the [Newspaper of record] on _____. Notice was also sent by certified mail to persons owning or interested in lands through which the road abuts on [Date sent], including: _____.

On _____, the Selectboard conducted a site visit and examined the premises of Town Highway 402, known as Benson Place, followed by a public hearing at the Woodstock Town Office. Present at the site visit and at the public hearing were Selectboard Members _____. Also present were Town Officials _____, _____ as well as property owners _____. The entirety of Town Highway 402, known as Benson Place, is being discontinued, commencing at the intersection of Benson Place with Pleasant Street and terminating at its terminus approximately .05 miles to the northeast.

Based on the evidence presented at the site visit, the testimony at the hearing and pursuant to 19 V.S.A. § 710, the Selectboard hereby determines that the public good, necessity and convenience requires that the above-referenced Town Highway 402, known as Benson Place, be discontinued in its entirety.

Any person interested who objects to this decision may appeal pursuant to 19 V.S.A. § 740 and Rule 74 of the Vermont Rules of Civil Procedure to the Vermont Superior Court, Chittenden Unit, Civil Division within 30 days of the recording of this order.

Dated at Woodstock, Vermont this ____ day of _____, 2020.

WOODSTOCK SELECTBOARD

Mary Riley, Chair

Raymond Bourgeois, Vice -Chair

John Doten, Jr.

Joe Swanson

Keri Cole

Public Safety Building Solar Array Proposal Recommendation
June 15, 2021 Selectboard Meeting

The Town received a proposal from Norwich Solar Technologies (NT) and SunCommon in response to the RFP for a solar array at the Public Safety Facility. The proposals were reviewed by David Green, Robbie Blish, Michael Caduto (Sustainable Woodstock), and Geoff Martin (IREC), and were evaluated based on the following criteria:

- Pricing
- Technical proposal
- Approach and schedule
- Experience and references
- Financing plan and financing partners

The proposals were both strong in terms of their approach and schedule, financing plan and partners, and both companies have ample experience developing solar in Vermont. There were, however, substantial differences in terms of the pricing and technical proposals (shown in detail at Table 1 below).

NT's proposal is for a system over three times as large as SunCommon's, meaning the proposed array would generate significantly more electricity each year. Additionally, NT's pricing far exceeds SunCommon's. NT's proposal would cost the town nothing and save up to \$17,500 on electricity in the first 6 years (at which point the town would have the option to purchase the array and save even more), while SunCommon's proposal would save only \$2,000 in that same time period.

The review team unanimously recommends Norwich Solar Technologies for the development of a solar array at the Public Safety Facility.

		NT	SunCommon
Pricing			
	<i>Retain Renewable Energy Credits (RECs)</i>	5.5%	N/A
	<i>Sell RECs</i>	12.5% w/ 1.5% escalator	5%
Technical Proposal			
	<i>Size and production</i>	119.4 kW; 126,385 kWh/year	35 kW; 38,500 kWh/year
	<i>Warranties</i>	Panels - 25 years Optimizers - 25 years Inverters - 12 years	No info provided

Table 1 – Comparison of Pricing and Technical Proposals



PRESENTS THE FOLLOWING

DEVELOPMENT PROPOSAL

FOR A

119.4 KW DC SOLAR PV ROOFTOP PROJECT

FOR THE

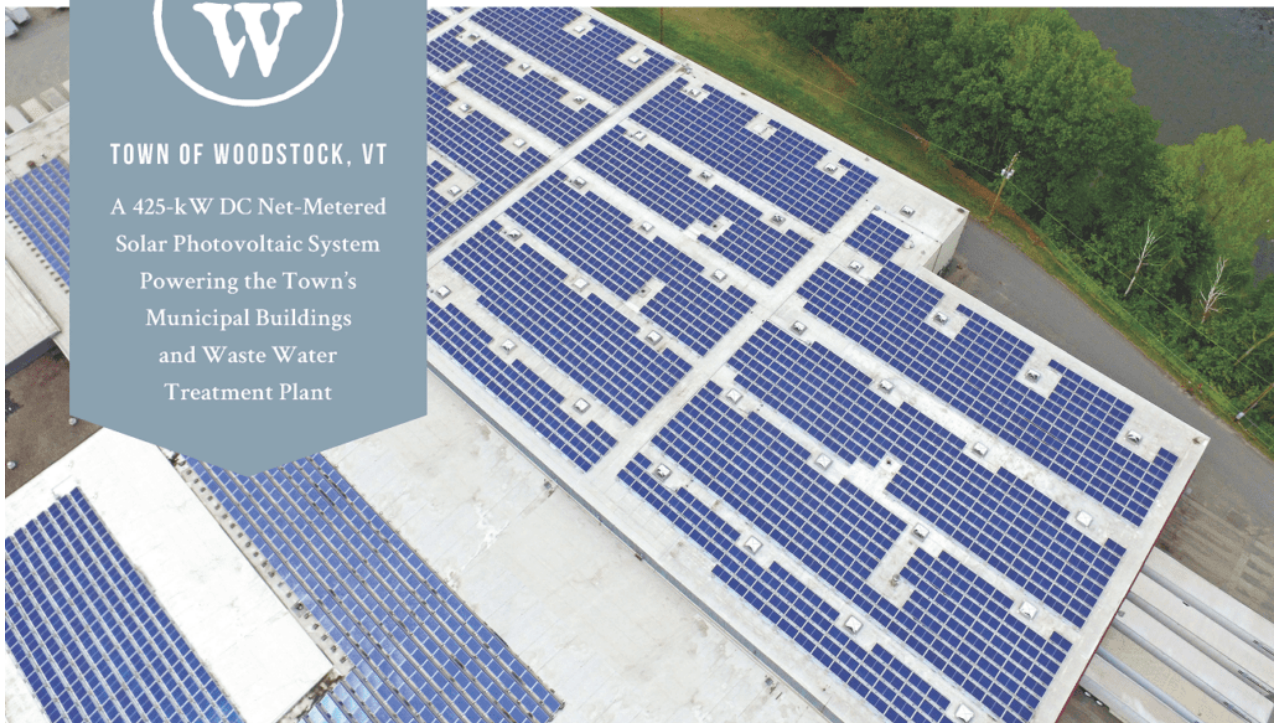
TOWN OF WOODSTOCK, VERMONT



TOWN OF WOODSTOCK, VT

A 425-kW DC Net-Metered
Solar Photovoltaic System
Powering the Town's
Municipal Buildings
and Waste Water
Treatment Plant

WOODSTOCK
VERMONT



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Introduction

Norwich Solar Technologies (NST, Project Team) is pleased to submit this Proposal to develop a 119.4 kW-DC | 100 kW-AC solar PV rooftop project for the Town of Woodstock's newly renovated Philip B. Swanson Public Safety Facility. We are offering to finance the System via a 25-year Net Metering Agreement (NMA). There is no upfront or ongoing cost to the Town of Woodstock for this solar installation beyond paying for the net metering credits, unless the town opts to purchase the array under its option to purchase at the then-Fair Market Value at the start of each year of operation starting in Year 7.

Our proposal offers Woodstock the dual benefits of reducing its energy expense immediately, and significantly over time, while enabling a marquee solar project for the town that provides substantial environmental benefits including an anticipated offset of 1,993 metric tons of avoided carbon dioxide emissions over 25 years.

The proposal is for a turnkey solution with the Project Team also procuring financing and long-term System monitoring and maintenance.

We are providing Woodstock with a seasoned, experienced team of local New Hampshire and Vermont firms and contractors who all have proven track records in this dynamic industry. We are a team of leaders, engineers, financiers, contractors, energy experts, construction managers, laborers, accountants and specification writers with years of experience in the solar industry and a commitment to excellence.

The Project Team will complete all design and engineering of the solar system, including obtaining all permits, inspections, reviews and approvals from applicable regulatory agencies. We will satisfy all interconnection requirements, procure all materials and components and successfully complete commissioning of all equipment. We are highly capable of securing Certificates of Public Good through the VT Public Utilities Commission application process and will have no trouble with applying for a CPG on this particular project before the end of August this year. The CPG application will be a rooftop registration, meaning that no 45-day notice will be required.

The Project

Approach

Our Project Team combines NST's deep local project execution history to provide Woodstock with a well-executed Project that is at the leading edge of efficiency and cost-effectiveness for projects in New England. We expect that the Town will be involved in approving and providing input on all permit applications and final site designs, but the required input and review will be minimal.

The Project Team anticipates working with RLC Engineering for stamped electrical drawings and interconnection design. RLC Engineering and The Project Team will work closely with the Town for final approval of interconnection design and implementation. The Project Team will provide Woodstock with detailed documentation of the interconnection and will turn over ownership of the breaker at the interconnection point.

Development, Construction, Commissioning

NST will perform the majority of the installation and ongoing operational and maintenance work on the solar project. For electrical work NST has a strong network of capable local contractors whom we are able to leverage for the Project. In particular, we have worked successfully with electricians from Britelite, Hance, Osterlund, Tilden and Cramer Electric.

In all our projects, we aim to foster local economic development through our local procurement strategy in which the design and construction of the solar facilities will optimize the use of local Vermont and New Hampshire subcontractors and equipment suppliers. By so doing, we utilize the existing expertise in the local area, while fostering local economic activity and capacity development.

Project Timeline

*Where T = Notice To Proceed from Woodstock:

Milestone	Date
Completion of Project Design	T+30 days
Permitting	T+60 days
Secure Project Equipment and Assets	T+60 days
Commencement of Construction	T+90 days
Substantial Completion (of Construction)	T+140 days
Interconnection	T+150 days
Full commissioning	T+160 days
Commercial Operation	T+160 days
Final Completion	T+180 days

Project Design

The proposed rooftop PV project would be sized at 119.4 kW DC / 100 kW AC. The PV system is projected to generate 126,400 kWh's in its first full year of production. The PV panels will be mounted to ballasted racking on the roof, requiring minimal penetrations through the roof for wiring and attachments. The inverters will be mounted on an exterior wall of the structure. A Helioscope Production Report is included in Appendix A.

Project Components

The proposed installation will deploy 281 high-quality “Tier 1” Hanwha Q-CELL 425 watt solar panels, SolarEdge P860 optimizers for every two panels, and SolarEdge 33.3 kW three-phase inverters. We may propose equivalent quality alternatives in the final system design based on component availability and other factors. Tier 1 components all come with third-party underwritten product warranties, are UL-listed (or similarly endorsed by an alternative testing authority) and have passed numerous third-party tests and validations.

Warranties

With an NMA arrangement, Woodstock will have no responsibility for maintenance or operation of the System. It will be responsible only for paying for the net metering credits that are actually produced by the System, placing all performance risk with the System Owner. The Project Team is providing a 5-year workmanship warranty that will be enforceable by the System Owner under our agreement with the financing partner.

All Hanwha Q-CELL panels (and their Tier 1 equivalents) include a 25-year limited warranty on solar module performance, guaranteeing that the effective output of the module will decrease in efficiency by no more than 0.8% annually over a 25-year period.

SolarEdge provides a 25-year limited warranty on all its optimizers and a 12-year limited warranty on all inverters.

Data Acquisition Services will also be available through the SolarEdge online interface so that the system can be remotely monitored. This data can also be displayed in the Town's offices and/or on its website.

Panel Claw provides a 25-year limited warranty on all flat roof racking components.

Post-construction Site Restoration

Once construction and installation has been completed, all material and equipment will be promptly removed from the sites. As this is solely a roof-mounted system, there will be no permanent ground disturbance from construction materials or machinery. No roof penetration is required for ballast mounted solar arrays.

Operations and Maintenance Services

The NMA between the System Owner and Town of Woodstock will provide that the System Owner will bear all responsibility for both routine and emergency maintenance on the system on an on-going basis. All O&M activities will be coordinated with Town of Woodstock and the Property Manager so as to not disturb the building's operations. The System Owner will initially specify NST's wholly-owned subsidiary RunTime Solar to provide these services.

The following is a proposed metric for maintenance services for the Project:

<u>MAINTENANCE SERVICES</u>	
Frequency (per year)	Service Description
1 (One)	Mechanical / Array Preventative Maintenance: <ul style="list-style-type: none"> ▪ Visually check all DC disconnects and combiners for: blown fuses / corrosion/ heat distortion / moisture entry / insect or rodent issues ▪ Verify module cleanliness (note if cleaning is required in follow up) ▪ Visually check array for broken, loose/missing modules, loose racking hardware, unsecured wiring or MC connectors, correct as is necessary ▪ Visually inspect roof for damage / moisture entry points (as applicable) ▪ Inspect weather station components & verify operation with Renewable Operations Center ▪ Check for grounding continuity between frames and racking structure ▪ Check condition of plastic wire ties and the insulation materials between wires and metal edges in the array; replace as necessary ▪ Inspect array for build-up of debris; clean as necessary ▪ Inspect wire runs / piping / conduits; make necessary corrections (sealant, secure elbows / LBs, etc.) ▪ Inspect any wire runways, sealing holes which would allow insect/rodent ingress ▪ Note presence of vegetation (weed growth) and any need for removal
1 (One)	Electrical / Array and Inverter Preventative Maintenance: <ul style="list-style-type: none"> ▪ Array: Perform DC string test if DC combiner output is below normal on inverter OIT: open circuit voltage test and short circuit current test (use PPE) ▪ Inspect Inverter for external damage ▪ Check Inverter display & record all input/output voltages (AC/DC & DC String current Inputs) ▪ Confirm all voltages and current values (use PPE) ▪ Infrared scan of all AC/DC connections to note possible hot spots and re-torque where necessary ▪ Shut down AC / DC breakers to Inverter, power down inverter ▪ Wait for Inverter to discharge ▪ Install safety lock-outs ▪ Clean area around Inverter & verify base is sealed ▪ Vacuum all debris from Inverter ▪ Clean / replace air filters and clean air returns ▪ Visually inspect for moisture intrusions - correct as needed ▪ Verify torque specifications for all connections ▪ Follow proper procedures for inverter power up ▪ Verify system is operational

Service Frequency	Service Description
-------------------	---------------------

[FREQUENCY] (if applicable)	
As needed	Unplanned Outage Response <ul style="list-style-type: none"> ▪ Send technician(s) to the Work Site to respond to system outage ▪ Up to 2 hours on-site at Work Site to attempt to resolve the problem ▪ Additional time spent on-site at Work Site to be invoiced as Repair Work (T&M) at rates shown in Schedule D
As performed	Reporting <ul style="list-style-type: none"> ▪ Complete required documentation for Preventive Maintenance activities and submit to OWNER ▪ Complete required workorder documentations for Corrective Maintenance activities and submit to OWNER

Response Times	
For non-critical issues, if the number of Outage Responses allotted to OWNER pursuant to the Agreement has been reached for the then-current calendar year, the time elapsed between notification of the issue and approval of technician dispatch by OWNER shall be excluded from calculation of the response time unless OWNER has given pre-approval in writing to proceed with service dispatch and to be invoiced by SERVICE PROVIDER for associated expenses.	
Weekend and after hours response:	24 hours
Response time for critical issues:	2 hours
Response time for high priority issues (business hours)	8 hours
Response time for medium priority issues ("")	24 hours
Response time for low priority issues	1 week
<ul style="list-style-type: none"> • Response time is time elapsed between notification to NT (via email or voicemail), and dispatch of NT technician to site • Business hours are 9AM to 5PM Mondays through Friday in the time zone in which site is located 	

Issue Categorization
Critical issue <ul style="list-style-type: none"> ▪ Safety issue (fire or other life-threatening situation)
High Priority issue <ul style="list-style-type: none"> ▪ Power plant offline (except weather and grid outages) ▪ Inverters offline (>50% capacity reduction) ▪ Sub-array failure (>50% capacity reduction) ▪ Monitoring failure (except communication failure) ▪ Meter failure
Medium Priority issue <ul style="list-style-type: none"> ▪ Inverters offline (10% to 50% capacity reduction) ▪ Sub-array failure (10% to 50% capacity reduction) ▪ Communication failure ▪ Weather station failure

Low Priority Issue <ul style="list-style-type: none"> ▪ Inverter string offline (<10% capacity reduction) ▪ Sub-array failure (<10% capacity reduction)

Pricing

Net Metering Agreement

Pricing is presented with 2 different options as summarized below. Option 1 would have the Town of Woodstock retaining the REC's that the PV system generates. Option 2 would have the REC's generated by the PV system transferred to the utility.

Option 1: If the Town chooses to retain the REC's that are produced by the PV project, then a constant 5.5% discount will be applied to all net metering credits generated by the System. Under this option the Town would be projected to save \$27,891 over the 25-year term of the agreement.

Year	kWh Prod.	Annual Net Metering Credits Applied to GMP Bills	REC Retention of Negative 4 cents per kWh	Total Net Metering Credits Applied to Woodstock's GMP Bills	Annual Savings for Town of Woodstock	Cumulative Savings for Town of Woodstock
1	126,385	\$20,727	-\$5,055	\$15,672	\$862	\$862
2	125,753	\$21,036	-\$5,030	\$16,006	\$880	\$1,742
3	125,124	\$21,349	-\$5,005	\$16,344	\$899	\$2,641
4	124,499	\$21,667	-\$4,980	\$16,688	\$918	\$3,559
5	123,876	\$21,990	-\$4,955	\$17,035	\$937	\$4,496
6	123,257	\$22,318	-\$4,930	\$17,388	\$956	\$5,452
7	122,640	\$22,651	-\$4,906	\$17,745	\$976	\$6,428
8	122,027	\$22,988	-\$4,881	\$18,107	\$996	\$7,424
9	121,417	\$23,331	-\$4,857	\$18,474	\$1,016	\$8,440
10	120,810	\$23,678	-\$4,832	\$18,846	\$1,037	\$9,477
11	120,206	\$24,031	-\$4,543	\$19,488	\$1,072	\$10,549
12	119,605	\$24,389	-\$4,520	\$19,869	\$1,093	\$11,641
13	119,007	\$24,752	-\$4,497	\$20,255	\$1,114	\$12,755
14	118,412	\$25,121	-\$4,475	\$20,647	\$1,136	\$13,891
15	117,820	\$25,496	-\$4,452	\$21,043	\$1,157	\$15,048
16	117,231	\$25,875	-\$4,430	\$21,445	\$1,179	\$16,228
17	116,645	\$26,261	-\$4,408	\$21,853	\$1,202	\$17,430
18	116,061	\$26,652	-\$4,386	\$22,266	\$1,225	\$18,654
19	115,481	\$27,049	-\$4,364	\$22,685	\$1,248	\$19,902
20	114,904	\$27,452	-\$4,342	\$23,110	\$1,271	\$21,173
21	114,329	\$27,861	-\$4,320	\$23,541	\$1,295	\$22,468
22	113,757	\$28,277	-\$4,299	\$23,978	\$1,319	\$23,787
23	113,189	\$28,698	-\$4,277	\$24,421	\$1,343	\$25,130
24	112,623	\$29,126	-\$4,256	\$24,870	\$1,368	\$26,498
25	112,060	\$29,560	-\$4,235	\$25,325	\$1,393	\$27,891

Option 2: If the Town chooses to have the REC's that are produced by the PV project retired by the utility, then the discount of 12.5% will be applied to all net metering credits generated by the System will be discounted in Year 1, with an annual escalation rate of 1.5% in Years 2-25. Under this option the Town would be projected to save \$110,587 over the 25-year term of the agreement.

Year	kWh Prod.	Annual Net Metering Credits Applied to GMP Bills	Annual REC Revenue	Total Net Metering Credits Applied to Woodstock's GMP Bills	Annual Savings for Town of Woodstock	Cumulative Savings for Town of Woodstock
1	126,385	\$20,727	\$0	\$20,727	\$2,591	\$2,591
2	125,753	\$21,036	\$0	\$21,036	\$2,720	\$5,311
3	125,124	\$21,349	\$0	\$21,349	\$2,851	\$8,162
4	124,499	\$21,667	\$0	\$21,667	\$2,986	\$11,148
5	123,876	\$21,990	\$0	\$21,990	\$3,123	\$14,271
6	123,257	\$22,318	\$0	\$22,318	\$3,264	\$17,535
7	122,640	\$22,651	\$0	\$22,651	\$3,407	\$20,942
8	122,027	\$22,988	\$0	\$22,988	\$3,554	\$24,496
9	121,417	\$23,331	\$0	\$23,331	\$3,703	\$28,199
10	120,810	\$23,678	\$0	\$23,678	\$3,856	\$32,055
11	120,206	\$24,031		\$24,031	\$4,012	\$36,067
12	119,605	\$24,389		\$24,389	\$4,172	\$40,239
13	119,007	\$24,752		\$24,752	\$4,334	\$44,573
14	118,412	\$25,121		\$25,121	\$4,500	\$49,073
15	117,820	\$25,496		\$25,496	\$4,670	\$53,744
16	117,231	\$25,875		\$25,875	\$4,843	\$58,587
17	116,645	\$26,261		\$26,261	\$5,020	\$63,607
18	116,061	\$26,652		\$26,652	\$5,201	\$68,808
19	115,481	\$27,049		\$27,049	\$5,385	\$74,192
20	114,904	\$27,452		\$27,452	\$5,573	\$79,765
21	114,329	\$27,861		\$27,861	\$5,765	\$85,530
22	113,757	\$28,277		\$28,277	\$5,960	\$91,490
23	113,189	\$28,698		\$28,698	\$6,160	\$97,651
24	112,623	\$29,126		\$29,126	\$6,364	\$104,015
25	112,060	\$29,560		\$29,560	\$6,572	\$110,587

Qualifications

Company Profile

Norwich Technologies was formed in 2011 by Joel Stettenheim (President) and Troy McBride (CTO). to commercialize technologies that facilitate affordable and widespread solar electricity. Norwich Technologies has developed patented and patent-pending technologies to improve the efficiency of solar PV systems in the winter months via enhanced snow removal from the PV panels, and to improve the quality and efficiency of solar installations over typical methods by moving parts of the assembly process out of the field and into our workshop. We call these innovative technologies SnowShedder and EZ-PV, respectively.



Our team of engineers, technicians, and sales from the Upper Valley includes multiple graduates of Dartmouth's Thayer School of Engineering.

The experience of the team in research and development and project development prior to formation of NT is deep and significant, and is attested to by the several grants totaling over \$3M awarded to NT by the federal government for its research, in particular under the Department of Energy's Sun Shot Initiative.

Norwich Technologies has offices and workshop space in White River Junction and in Windsor, VT, as well as sales and admin offices in Waterbury, VT and Brunswick, ME.

Jim Merriam is our Chief Executive Officer. As a long time solar industry veteran, in this role he continues his mission of making it easy for businesses, schools, and municipalities to go solar, save money, and do good. Jim comes to Norwich Solar Technologies from SunCommon where he was Vice President of Operations. Merriam has previously worked in the renewable energy

industry as VP of Operations at Northern Power Systems and at groSolar where he served as Chief Operating Officer. His name is familiar to many in Vermont as the longtime Director of [Efficiency Vermont](#), the nation's first statewide energy efficiency utility. Jim holds an electrical engineering degree and an MS in Engineering Management.

Joel Stettenheim serves as our President. He grew up in Plainfield, NH and attended KUA from 1980 to 1984. He later received his PhD in device physics/materials research from Dartmouth College and is a registered patent attorney (Stanford Law School). His research credentials include serving as Principal Investigator on a U.S. Department of Energy-sponsored solar energy project. His legal-business experience includes practice as a corporate and IP lawyer at Testa, Hurwitz, & Thibault in Boston.

Troy McBride fills the role of our Chief Technology Officer. He received his Ph.D. from Thayer School of Engineering at Dartmouth College and has worked in clean technology for the last decade. He co-founded energy storage company SustainX, which raised over \$40M in private equity and grant funding, including a \$5.4M Department of Energy grant for which Troy served as Principal Investigator. Prior to SustainX, Troy was a tenured Associate Professor of Physics and Engineering at Elizabethtown College in PA where he completed clean technology projects and research in energy storage and solar energy.

Other key contributors are Martha Staskus, Chief Development Officer, Spencer Newman, Chief Financial Officer, Jonathan Lynch, VP of Research & Development, Brendan Malley, VP of Finance, and Kevin Davis is our VP of Sales.

Terry Donoghue is Project Manager at NST and a long-time New Hampshire resident. In addition to over two decades in engineering, Terry has served as a faculty member at KUA, including teaching several science and environmental courses. Terry has degrees from Syracuse and UNH.

Our engineering team is led by Charlie Van Winkle, VP of Operations, and includes Jacob Flanigan (University of Vermont), and Nathan Billings (Union College).

Our RunTime Solar team is led by Dan Kinney, General Manager, and includes engineers and technicians Oliver Brambles, Ph.D. (Dartmouth), Leif Johnson (Dartmouth), Iver Hulleberg (Trinity College).

Licenses Held

Norwich Solar Technologies and all of our subcontractors are appropriately licensed in the State of Vermont. We use licensed electricians on all of our projects as well as Professional Engineers for our mechanical, electrical and civil designs.

Project Experience

NST has a wide range of experience in solar installations for both residential and commercial customers. NST specializes in commercial-scale installations for schools, municipalities, and businesses. School and town solar installations offer a unique opportunity to include educational opportunities for the local community. Example municipal projects include a 425 kW DC project for the Town of Woodstock, a 750 kW DC project for the Town and School of St. Johnsbury, VT, a 2.2 MW DC project for the Town of Newport, NH, an 88 kW DC project for the Town of Enfield, NH, a 150 kW AC project for the town of Newbury, VT, and many more. Since the company was founded in 2011 we have installed nearly 4,000,000 kilowatts of PV solar projects in Vermont, New Hampshire, and Maine. We work with a variety of funding partners, many of them locals in the Upper Valley area, and have ready access to capital required for financing Net Metering Agreements.



NST's 54 kW-DC solar array for Kimball Union Academy in Meriden, NH.

Selected References

NST's 86 kW-DC solar array on the roof of the Hartford Public Safety Building.



Name	Phil Vermeer, Manager of Vermeer Solar, LLC
Address	9 Mechanic Street
	Canaan, NH
Contact Phone #	(804) 436-6516
Contact Email Address	vermeerp@aol.com



"I had the pleasure of working with the folks at Norwich Technologies to install my 100 kW solar array. I found them to be very knowledgeable on renewable energy technologies and all aspects of renewable energy incentives. They enthusiastically provided excellent customer service. They were efficient and timely during the install process and in the submission of incentive documentation. After the installation they continued to monitor and strived to make sure my system was performing at peak production. I would highly recommend using Norwich Technologies as your Solar Energy installer."

Philip Vermeer, Manager of Vermeer Solar, LLC

Name	Steve Cutter, Dartmouth Hitchcock Hospital
Address	Heater Rd
	Lebanon, NH
Contact Phone #	603-650-7148
Contact Email Address	steven.d.cutter@hitchcock.org



Name	Eric Sorkin – Principal Owner of Runamok Maple
Address	293 Fletcher Rd
	Fairfax, VT
Contact Phone #	802-849-7943
Contact Email Address	eric@runamokmaple.com



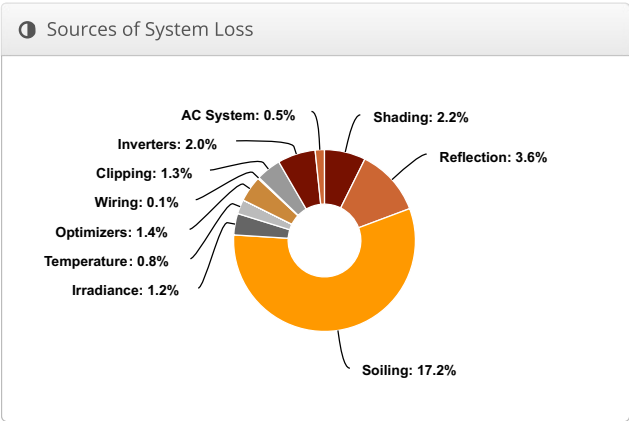
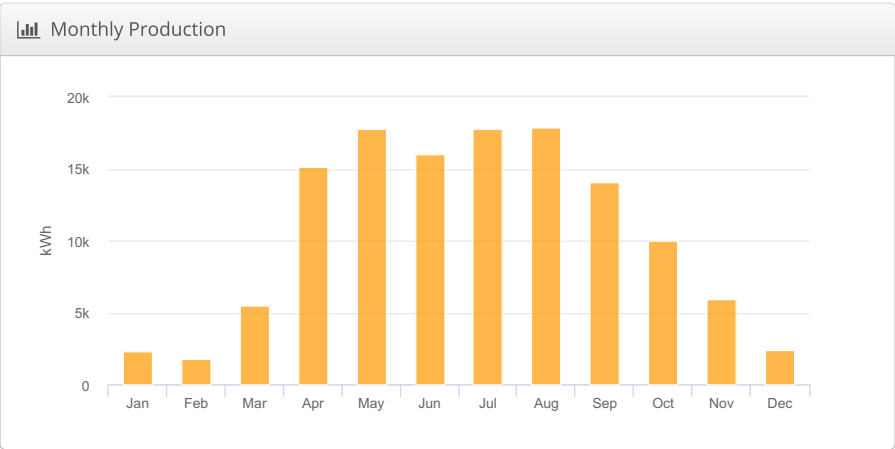
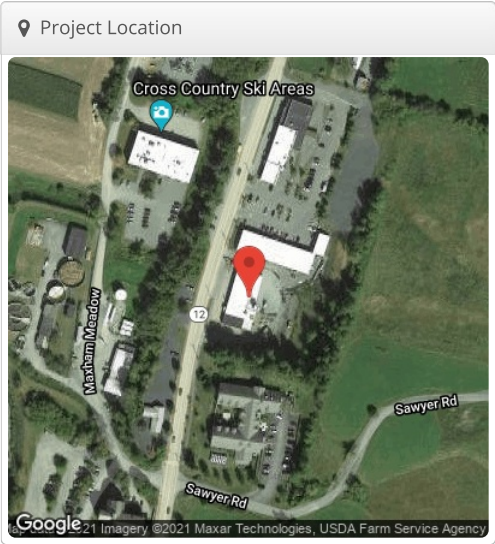
Appendix

A: Helioscope Production Report

Design 1 Woodstock EMS, 454 woodstock rd, woodstock, vt

Report	
Project Name	Woodstock EMS
Project Address	454 woodstock rd, woodstock, vt
Prepared By	Sales Engineer sales@norwitech.com

System Metrics	
Design	Design 1
Module DC Nameplate	119.4 kW
Inverter AC Nameplate	100.2 kW Load Ratio: 1.19
Annual Production	126.4 MWh
Performance Ratio	72.6%
kWh/kWp	1,058.5
Weather Dataset	TMY, 10km Grid (43.65,-72.55), NREL (prospector)
Simulator Version	30e0ed0a01-2e589a52f5-9eaf57d037-cbad0ebfbc



Annual Production			
	Description	Output	% Delta
Irradiance (kWh/m ²)	Annual Global Horizontal Irradiance	1,346.8	
	POA Irradiance	1,458.6	8.3%
	Shaded Irradiance	1,426.2	-2.2%
	Irradiance after Reflection	1,374.5	-3.6%
	Irradiance after Soiling	1,138.5	-17.2%
	Total Collector Irradiance	1,138.5	0.0%
Energy (kWh)	Nameplate	136,022.7	
	Output at Irradiance Levels	134,453.3	-1.2%
	Output at Cell Temperature Derate	133,411.6	-0.8%
	Output After Mismatch	133,411.0	0.0%
	Optimizer Output	131,543.2	-1.4%
	Optimal DC Output	131,460.5	-0.1%
	Constrained DC Output	129,691.2	-1.3%
	Inverter Output	127,051.6	-2.0%
	Energy to Grid	126,416.4	-0.5%
Temperature Metrics			
	Avg. Operating Ambient Temp		8.4 °C
	Avg. Operating Cell Temp		14.9 °C
Simulation Metrics			
	Operating Hours	4697	
	Solved Hours	4697	

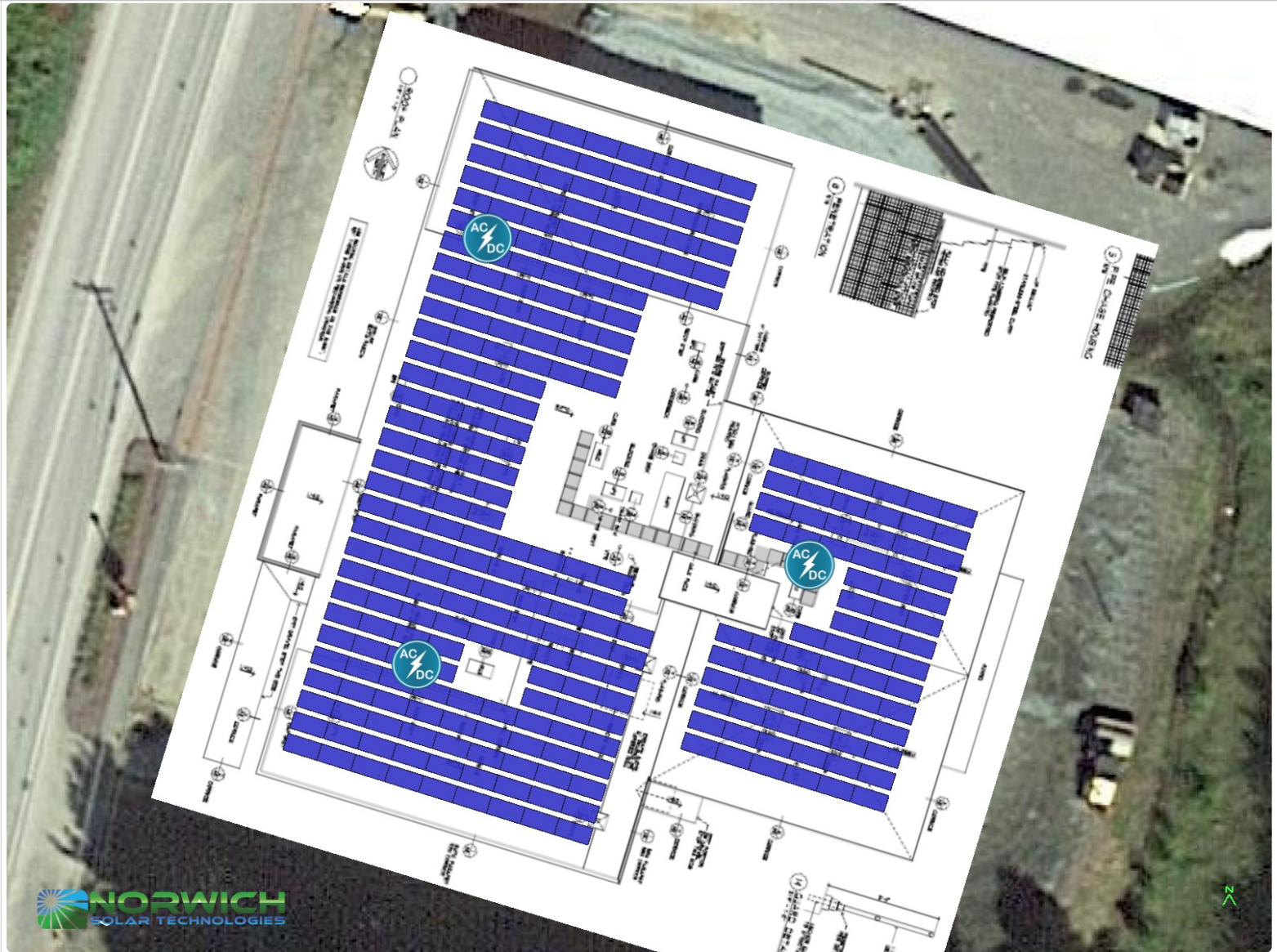
☁️ Condition Set													
Description	Condition Set 1												
Weather Dataset	TMY, 10km Grid (43.65,-72.55), NREL (prospector)												
Solar Angle Location	Meteo Lat/Lng												
Transposition Model	Perez Model												
Temperature Model	Diffusion Model												
Temperature Model Parameters	Rack Type					U _{const}				U _{wind}			
	Fixed Tilt					27				0			
	Flush Mount					15				0			
	East-West					29				0			
	Carport					29				0			
Soiling (%)	J	F	M	A	M	J	J	A	S	O	N	D	
	70	80	60	9	2	2	2	2	2	2	8	55	
Irradiation Variance	5%												
Cell Temperature Spread	4° C												
Module Binning Range	-2.5% to 2.5%												
AC System Derate	0.50%												
Module Characterizations	Module					Uploaded By		Characterization					
	Q.PEAK DUO L-G6.3 425 (Hanwha)					Folsom Labs		Spec Sheet Characterization, PAN					
Component Characterizations	Device		Uploaded By					Characterization					

Components		
Component	Name	Count
Inverters	SE33.3KUS (SolarEdge Technologies)	3 (100.2 kW)
Strings	10 AWG (Copper)	8 (473.9 ft)
Optimizers	P860 (SolarEdge)	281 (241.7 kW)
Module	Hanwha, Q.PEAK DUO L-G6.3 425 (425W)	281 (119.4 kW)

Wiring Zones			
Description	Combiner Poles	String Size	Stringing Strategy
Wiring Zone	-	13-36	Along Racking

Field Segments									
Description	Racking	Orientation	Tilt	Azimuth	Intrarow Spacing	Frame Size	Frames	Modules	Power
Field Segment 1	Fixed Tilt	Landscape (Horizontal)	10°	197.34°	1.1 ft	1x1	208	208	88.4 kW
Field Segment 2	Fixed Tilt	Landscape (Horizontal)	10°	197.34°	1.1 ft	1x1	73	73	31.0 kW

☑ Detailed Layout





suncommon.[®]

**Response to RFP
Town of Woodstock
May 28, 2021**



SunCommon Commercial Team
442 US Route 2 Waterbury, VT 05676
(802) 882.8181 www.suncommon.com
Carrie Fenn, Commercial Solar Consultant
Carrie.fenn@suncommon.com
802 398-5696



Section I- QUALIFICATIONS

SunCommon believes that everyone has the right to a healthy environment and a brighter future – and renewable energy is where it starts. SunCommon is committed to using our solar business as a force for good. As Vermont’s largest solar installer, we have helped thousands of Vermonters join the clean energy revolution and produce their own electricity from the sun.

SunCommon is perhaps best known for our work helping over 7,000 families power their homes with renewable energy, but the strength of our Community and Commercial Solar Programs has helped to deliver more than 40 megawatts of solar in Vermont and New York. We are Vermont’s leading installer of net-metered commercial solar, bringing unparalleled local strength and experience to your solar project. Chartered in 2012 as a Benefit Corporation and certified as a B Corporation, we demonstrate our commitment to the triple bottom line of People, Planet and Profits in all of the work that we do. As a Vermont grown business based in Waterbury, Vermont, we specialize in designing and installing solar projects that meet the needs of our clients in a timely, efficient and joyful manner.

Our Project Team:

Duane Peterson - President and Co-founder Duane@suncommon.com Duane raised the capital to launch and grow SunCommon and drove SunCommon’s dynamic culture and innovative marketing. He’s now responsible for investor relations, legal, HR – that’s Happiness Resources – and SunCommon’s new net-positive office building. He’s a social entrepreneur with an eclectic 35-year career in socially responsible business, campaign management, government service and community involvement. He moved his family from California to Vermont in 1996 where he worked as Chief of Stuff at Ben & Jerry’s for 12 years- getting to execute Ben Cohen’s creative vision. Committed to advancing values-led business models he’s a member of the national Social Venture Network, Vermont Venture Network, and Vermont Businesses for Social Responsibility. He serves as a Director on the boards of VBSR and VPIRG.

James Moore - President and Co-founder James@suncommon.com James manages all things solar at SunCommon — including design, sales, procurement and installation. Having dedicated his professional career to helping create a clean energy future, James has deep experience in energy policy, clean energy technology and government relations. He worked in Washington State, Connecticut, Florida, New Jersey, Washington DC, New Hampshire and New Mexico before moving to Vermont in 2004. James directed VPIRG’s Clean Energy Program and co-directed, with Duane, the successful VPIRG Energy project. Family and food are two of James’ favorite pastimes and he loves to disappear into the woods on his tele skis or head out for a hike or bike ride. James lives in Montpelier with his amazing wife Mia and their two young sons, William and Oliver.

Mike McCarthy – Lead Commercial Solar Consultant Mike@suncommon.com Mike grew up in Vermont and is a graduate of St. Michael’s College. After helping with SunCommon’s launch in Franklin County, Mike joined the crew in 2013. Since 2014 he has been working on SunCommon’s community and commercial solar teams, finding ways to get our larger solar projects sited and financed for businesses, factories, apartment buildings, schools and farms all over Vermont. He lives in St. Albans with his wife Stephanie and their daughter Molly. Mike has served as Chair of the Downtown Board, represents St. Albans in the Vermont House of Representatives and was elected to the St. Albans City Council in 2017.

Jarred Cobb – Director of Operations Jarred.cobb@suncommon.com Jarred joined our operations team as the Field Supervisor in 2017. He spent over a decade building and advocating for clean energy infrastructure before coming to SunCommon. Most recently, he installed and designed renewable energy systems for ReVision Energy, a fellow B Corp in New Hampshire. Prior to that, Jarred ran his own construction outfit. After graduating from Boston and Brandeis University, he worked at Greenpeace for 5 years, serving as a climber and trainer in civil disobedience against dirty energy across the country.

Sean Fitch – Commercial Solar Designer Sean@suncommon.com With a passion for the outdoors, Sean has a deep appreciation for mankind's relationship with and responsibility to the environment. His degrees in Architectural Engineering and Mechanical engineering from Vermont Technical College allowed him to apply his skills in various fields including project engineering, medical R&D, and architectural, mechanical and product design. Sean is a NABCEP certified Solar PV Installation professional.

Carrie Fenn- Commercial Solar Project Consultant Carrie.fenn@suncommon.com Carrie started with SunCommon in 2017 after 20 years of successful business ownership in Vermont. She is a graduate of UCLA and studied public policy and sustainability at SIT in Brattleboro, VT. Carrie has guided several businesses and municipalities through the solar process, including the Town of Killington, which solarized its Public Safety Building and Town Garage in 2020, and the City of South Burlington's City Hall and Library.

Section II- Relevant Experience and Capabilities

SunCommon's non-residential installs over the last 36 months are too numerous to list. Notable projects include:

- Town of Killington Public Safety Building: 103kWdc rooftop array
- Town of Killington Town Garage: 145kWdc rooftop array
- City of South Burlington City Hall and Library: 135kWdc rooftop array
- Champlain College, Burlington: 119kWdc rooftop array
- Villanti and Sons Printers, Milton: 217kWdc rooftop array
- Kismet, Williston: 49kWdc rooftop array
- Caledonia Spirits, Montpelier: 87kWdc rooftop array
- Alchemist Cannery, Waterbury: 38kWdc rooftop array
- Vermont Soap, Middlebury: 216kWdc rooftop array

To date, SunCommon has installed over 100 Megawatts of Photovoltaic solar in Vermont.

References:

SATEC (Saint Albans Town Education Center)- SunCommon's largest project to date was a huge win for the Maple Run School District in St. Albans. This third-party financed project will save them over \$400,000 over its life and had no upfront cost. It is a 640kWdc rooftop array.
Derek Madden, Facilities Manager Administration 802 752-2704 dmadden@maplerun.org

Dousevicz Inc.- SunCommon is currently working on solar for a fifth building owned by the Dousevicz family.

Brad Dousevicz, Owner 802 879-4477 dousevicz@gmail.com

Champlain College Eagles Landing- This project in the heart of Burlington was installed at Champlain College's new student housing, Eagles Landing at 194 St. Paul St. It was 123kWdc of ballasted solar.

Christina Erickson, Sustain Champlain, cerickson@champlain.edu

Section III- Technical Proposal

System Specifications (subject to final design)

Description: Roof Mounted Photovoltaic (PV) System

System Size: 35kWdc/ 27kWac

Module Model: LG445N2W-E6

Total Number of Modules: 79

Inverters Model: (2) CHINT SCA25KTL-DO/US

Racking: Panelclaw FR, 5 degree

SunCommon will procure all necessary permits for the solar portion of the project, including the Certificate of Public Good and coordination with the Town of Woodstock and Green Mountain Power. We provide design flexibility to maximize the value of the solar project, and our experience with installations in several communities with Green Mountain Power territory informs our approach to permitting and design.

In consultation with the other members of the Town's building team, our NABCEP certified solar professionals will:

- Work with engineers at our solar racking partners PanelClaw to confirm ballast loads and determine if there is any need for roof attachments
- Consult with the Structural Engineer to get a letter of approval for the solar project
- Consult with your roofing contractor to understand roof warranty requirements related to Solar PV installations
- Provide all electrical designs and one-line drawings for the Solar PV and ESS, if applicable.
- Visit the site during construction to confirm dimensions and conduit runs
- Provide a final, stamped design meeting all of the standards in the RFP

Section IV- Description of Project

Project Schedule

Contract Negotiation and Signing	June 15 to August 1, 2021
Preliminary Design Complete	August 1, 2021
CPG filing	August 15, 2021
Final Design complete	September 30, 2021
Permitting complete	December 1, 2021
Installation commencement	April 1, 2022
Interconnection	April 30, 2022

Financing: Upon SunCommon's selection as the Developer, SunCommon will work the Town and Sunwealth to execute a Roof Lease and Group Net Metering Agreement for the project. Examples of these agreements are included in the Google Drive file.

Permitting, Design: Upon SunCommon's selection as the Developer, SunCommon will begin work on the system design in order to apply for the Certificate of Public Good before the August 31, 2021 deadline for current net metering regulations. There is no 45 day waiting period for rooftop solar projects.

Procurement: Once permitting is completed, SunCommon will order any custom equipment including racking for the solar array.

Installation: The monthly lease price quoted is based on SunCommon's expert installation crews and electricians installing your solar/ESS project. Our in-house electricians and PV installers will work seamlessly with your Electrical Contractor to integrate the solar into your new building. The total solar installation time will likely be 4 to 6 weeks from the drop of equipment to the full commissioning (depending on weather and project site conditions). SunCommon will work with your building project team to be minimally disruptive to other construction activities.

Commissioning & Punchlist; Once the electrical work is complete and the system is interconnected, SunCommon will set up monitoring and tidy up the job site while your new solar system starts soaking up the sun. We will coordinate with GMP and your Electrical Contractor to minimize shutdowns needed for interconnection.

Once your solar is fully installed, we'll provide you with a complete Owner's Manual with detailed information including your solar design, all components, permits, warranty information and your Operations and Maintenance Agreement details if you choose to participate in SunCommon's O+M program.

The scope of work for the Town of Woodstock Public Safety Facility 35kwdc photovoltaic

installation will include:

- Securing a third-party investor and negotiating on the Town's behalf. The hosting of the solar array and other facility equipment owned by a third-party will take the form of the attached roof lease
- Designing and engineering the solar/energy storage project including a Professional Engineer's stamped letter and design
- Obtaining all other permits needed and modifying the existing CPG to reflect final design
- Procuring all equipment, including modules, racking, inverters and balance of system. Inverters will not interfere with Public Safety Facilities communication systems.
- Installation and commissioning of the array
- Site cleanup
- Operating and maintaining the solar project under an O+M agreement with the first year of Daily Active Monitoring included in the quoted pricing.
- End of life decommissioning of the solar facility will be the sole responsibility of the third-party investor
- SunCommon's work is warranted for 10 years.

Section V- FINANCIAL STRENGTH

SunCommon continues to grow and thrive in the crowded marketplace of solar installers in Vermont. While there are over 90 solar installers in Vermont, SunCommon installs about half of all kilowatts installed in the state each year. Through savvy business management, a sustainable plan for continued growth, and solid stewardship by a talented Board of Directors, SunCommon weathered the COVID shutdown and had its best quarter in sales volume in 2021.

Sunwealth, Inc is an established mission driven investment firm that has helped to finance solar projects all over the Northeast and beyond. In addition to the Town of Killington projects, Sunwealth is currently working with SunCommon to install solar on the Winooski High School. Visit their site at <https://www.sunwealth.com/>

Section VI- PRICING PROPOSAL

The SunCommon Commercial Solar team goes far beyond the role of a solar installer, even breaking the bounds of a conventional "EPC". Leveraging our in-house design, operations, warehouse, installation crews, permitting professionals, and project managers we offer turn-key solar solutions that incorporate innovative approaches to serve a variety of customer needs. SunCommon will partner with Sunwealth, Inc. a clean energy investment firm specializing in financing municipal projects, to fund this project. Our team of contract specialists will work Sunwealth, Inc. to develop a roof lease document with a monthly payment that offers an attractive cost savings to the Town and includes buy out language to provide the Town with a clear picture of the financial benefits of the two options.

The lease price for the solar facility is 95% of the amount credited to the Town of Woodstock from Green Mountain Power for solar production. This lease amount will be a monthly payment based on estimated production. At the end of each 12 month period after the commissioning of the system, Sunwealth will “true up” the payments and credits to reconcile with actual production.

Buyout options are available at 7 years and 10 years post commissioning. Amount of buyout will be based on fair market value per an independent appraiser.

The table below demonstrates the savings to the Town through a third-party lease model utilizing a 5% discount on solar credits. RECs will be sold to the utility. We are not offering an option for the Town to retain the RECS. Utility escalator is 2.5%

SOLAR PROJECT PROFORMA

System Value:	\$92,400	Credit Rate	\$0.16413
System Size(DC Watts):	35,000		
1st Year of Production (kWh):	38,500		

Year	kWh Prod.	Annual Credits	lease payments	Electricity savings
1	38,500	\$6,319	\$6,003	\$316
2	38,500	\$6,477	\$6,153	\$324
3	38,308	\$6,606	\$6,275	\$330
4	38,116	\$6,737	\$6,400	\$337
5	37,925	\$6,871	\$6,527	\$344
6	37,736	\$7,007	\$6,657	\$350
7	37,547	\$7,522	\$7,146	\$376
8	37,359	\$7,662	\$7,279	\$383
9	37,173	\$7,805	\$7,415	\$390
10	36,987	\$7,951	\$7,554	\$398
11	36,802	\$7,732	\$7,345	\$387
12	36,618	\$7,886	\$7,491	\$394
13	36,435	\$8,042	\$7,640	\$402
14	36,252	\$8,202	\$7,792	\$410
15	36,071	\$8,365	\$7,947	\$418
16	35,891	\$8,532	\$8,105	\$427
17	35,711	\$8,701	\$8,266	\$435
18	35,533	\$8,874	\$8,430	\$444
19	35,355	\$9,050	\$8,598	\$453
20	35,178	\$9,230	\$8,769	\$462
21	35,003	\$9,414	\$8,943	\$471
22	34,828	\$9,601	\$9,121	\$480
23	34,653	\$9,792	\$9,302	\$490
24	34,480	\$9,986	\$9,487	\$499
25	34,308	\$10,185	\$9,676	\$509
TOTAL			\$194,324	\$10,228

Section VII- OPERATIONS AND MAINTENANCE PLAN

Solar systems are very reliable and easy to maintain; SunCommon contracts with Sunovision, a Vermont based photovoltaic monitoring and maintenance contractor to monitor and maintain the system. Sunovision will actively monitor the functionality of the Town's solar equipment, and will let the Town and third-party owner know of any concerns that arise about the performance of the system after the installation. Should the Town wish to buy out the system, the annual cost of O&M through Sunovision will be \$550 annually, with a 3% escalator.

Sunovision will operate and maintain the solar facility at the sole cost of the third-party owner of the array. The standard Operations and Maintenance "Active Daily Monitoring" package includes:

- Monitoring automatic alerts
- Contacting customer when an automatic alert arises
- Remote phone support
- Propose solution
- Repairs on a Time and Material (T&M) basis*
- Regular active remote monitoring of the equipment including correct operation of each component, i.e. inverters, optimizers, sensors, monitors

Insurance

SunCommon is fully insured and can provide a Certificate of Insurance upon request. Our expert installers carry all necessary credentials and licenses.

Project Notes

Estimated Lease Payments- Lease payments included in the financial proposals are estimates only.

Estimated Production- Production estimates and lifetime array savings are based on projected productions of a typical array in your location. Actual site conditions, like shade from trees, may impact production.

Attachments in Google Drive

- Sample Sunwealth Roof Lease
- Sample Sunwealth Group Net Metering Agreement
- Equipment Data Sheets and Warranties

This proposal is valid for 90 days.

Thanks for the opportunity to bring more solar to Vermont!

Carrie Fenn
Commercial Solar Project Consultant
Carrie.fenn@suncommon.com
802 398-5696

Climate Action Plan Woodstock, VT



Woodstock's commitment to climate action

- **Town/Village of Woodstock: Comprehensive Plan Energy Chapter (2019)—Key Goals**
 - Reduce total energy consumption per capital by 15% by 2025, and by more than one third by 2050
 - Meet 25% of the remaining energy need from renewable sources by 2025, 40% by 2035, and 90% by 2050
- **Climate Emergency Resolution (2020)—Key Goals**
 - Commit to transition Woodstock to net zero greenhouse gas emission by 2030
 - Create a ten year Energy and Climate Plan by the end of 2020 that encompasses these commitments to climate mitigation and adaptation, and just transition
- **Ready for 100 (2017)—Key Goals**
 - Community-wide Electricity Use: A full transition of the electricity sector to clean, renewable energy
 - By 2035: A target year for when this commitment will be achieved no later than 2035 for electricity and 2050 for all energy sectors
- **Vermont Global Warming Solutions Act of 2020 (H.688)—Goals**
 - Requires the state to reduce greenhouse gas pollution to 26% below 2005 levels by 2025
 - Reduce emissions to 40% below 1990 levels by 2030 and 80% below by 2050



What is a Climate Action Plan?

“Climate action plans are comprehensive roadmaps that outline the specific activities that an agency will undertake to reduce greenhouse gas emissions. Climate action plans build upon the information gathered by greenhouse gas inventories and generally focus on those activities that can achieve the relatively greatest emission reductions in the most cost-effective manner.”¹

¹Institute for Local Government. Climate Action Plans. <https://www.ca-ilg.org/climate-action-plans>



What's in a Climate Action Plan?

- Introduction
 - Science of climate change and local impacts
 - Overview of local, regional, and state goals
- Baseline Assessments
 - Greenhouse gas (GHG) emission inventory
 - Renewable energy potential assessment
 - Emissions projections (i.e., business as usual vs. alternative scenarios)
- The Plan
 - Strategies and actions, organized according to strategic areas, and assigned to specific organizations for accountability
 - Outreach and education strategy
 - Monitoring and evaluation framework

Developing a CAP

Outreach and Communication

Establish the overall vision for climate change mitigation and adaptation



Develop a communications plan



Secure multi-stakeholder, cross-sectoral support

Research and Analysis

Develop townwide greenhouse gas inventories



Conduct scenario analysis



Assess the local capacity to reduce emissions



Identify and prioritize actions



Develop a plan for implementation

Funding

- Sustainable Woodstock and its Board is committed to working on this plan
- Geoff Martin, IREC, can support the development of the plan
- A small amount of funding may be necessary for scenario analysis
 - The International Council for Local Environmental Initiatives (ICLEI) offers a comprehensive tool for developing CAPs to its members. Membership costs \$600/year



Town of Woodstock
FY2020 Write Offs (07/01/2019-06/30/2020)

Call Date	Call #	Resident Non-Resident	Total Charges	Insurance Paid	Patient Paid	Amount Due	Primary Insurance	Insurance Group
3/18/2019	1819607	Non-Resident	\$ 2,179.0	\$ -	\$ 600.00	\$ 1,579.00	No Insurance	No Insurance
7/24/2019	1920052	Non-Resident	\$ 2,270.0	\$ -	\$ -	\$ 2,270.00	BCBS of VT	Private Ins
8/29/2019	1920121	Resident	\$ 2,070.5	\$ -	\$ -	\$ 2,070.50	No Insurance	No Insurance
9/13/2019	1920155	Non-Resident	\$ 1,871.0	\$ -	\$ -	\$ 1,871.00	Aetna	Private Ins
9/29/2019	1920195	Non-Resident	\$ 2,305.0	\$ -	\$ -	\$ 2,305.00	No Insurance	No Insurance
10/1/2019	1920215	Resident	\$ 1,817.0	\$ -	\$ -	\$ 1,817.00	RR Medicare	RR Medicare
10/21/2019	1920247	Non-Resident	\$ 2,196.5	\$ -	\$ -	\$ 2,196.50	BCBS out of State	Private Ins
11/9/2019	1920280	Resident	\$ 2,090.0	\$ 1,860.63	\$ -	\$ 229.37	Medicare	Medicare
11/10/2019	1920283	Non-Resident	\$ 2,308.5	\$ -	\$ -	\$ 2,308.50	No Insurance	No Insurance
11/26/2019	1920321	Resident	\$ 1,778.5	\$ -	\$ -	\$ 1,778.50	No Insurance	No Insurance
12/27/2019	1920362	Non-Resident	\$ 2,273.5	\$ -	\$ -	\$ 2,273.50	No Insurance	No Insurance
1/3/2020	1920380	Non-Resident	\$ 2,305.0	\$ 347.96	\$ -	\$ 1,957.04	Gallagher Bassett	Worker's Comp
1/6/2020	1920387	Resident	\$ 2,371.5	\$ 2,221.88	\$ -	\$ 149.62	Medicare	Medicare
2/15/2020	1920462	Non-Resident	\$ 2,975.0	\$ 1,500.00	\$ -	\$ 1,475.00	Oxford Health Plan	Private Ins
2/20/2020	1920475	Resident	\$ 2,342.0	\$ -	\$ -	\$ 2,342.00	No Insurance	No Insurance
4/2/2020	1920539	Non-Resident	\$ 2,163.5	\$ 1,317.00	\$ -	\$ 846.50	Progressive	Auto Insurance
5/22/2020	1920608	Resident	\$ 2,125.0	\$ -	\$ -	\$ 2,125.00	No Insurance	No Insurance
5/25/2020	1920617	Resident	\$ 1,855.5	\$ 865.70	\$ -	\$ 989.80	MVP Health	Private Ins
6/17/2020	1920660	Non-Resident	\$ 2,051.5	\$ -	\$ -	\$ 2,051.50	No Insurance	No Insurance
6/17/2020	1920657	Resident	\$ 2,319.0	\$ 2,178.61	\$ -	\$ 140.39	Medicare	Medicare
6/29/2020	1920685	Resident	\$ 2,098.5	\$ 1,848.50	\$ -	\$ 250.00	AARP Medicare Complete	Medicare
7/1/2020	2021001	Non-Resident	\$ 1,771.5	\$ -	\$ -	\$ 1,771.50	No Insurance	No Insurance
8/14/2020	2021110	Resident	\$ 2,263.0	\$ 2,125.07	\$ -	\$ 137.93	Medicare	Medicare
9/19/2020	2021195	Resident	\$ 1,673.5	\$ 1,568.68	\$ -	\$ 104.82	Medicare	Medicare
11/12/2020	2021304	Resident	\$ 2,396.0	\$ 2,252.23	\$ -	\$ 143.77	Medicare	Medicare

Total \$ 35,184.24

Bridgewater Call Date	Call #	Resident Non-Resident	Total Charges	Insurance Paid	Bridgewater Paid	Amount Due	Primary Insurance
12/20/2019	1920354	Resident	\$ 2,571.0	\$ -	\$ 2,528.50	\$ 42.50	No Insurance
4/5/2020	1920549	Resident	\$ 2,254.5	\$ 1,293.00	\$ -	\$ 961.50	BCBS of NY
Total						\$ 1,004.00	

Grand Total \$ 36,188.24

No Insurance	\$ 20,605.00	\$ 42.50
Medicare	\$ 1,155.90	-
RR Medicare	\$ 1,817.00	-
Private Ins	\$ 8,802.80	\$ 961.50
Worker's Comp	\$ 1,957.04	-
Auto Insurance	\$ 846.50	-
Other Write Offs	\$ -	-
Total	\$ 35,184.24	\$ 1,004.00

SFY 2022 VTrans Municipal Roads Grants-in-Aid Program Initial Offer
Based 100% Participation
Based on estimated hydrologically connected municipal road miles,
subject to available funding

	Town	State Estimate: Connected Road-Mile by Range	VTrans Base Offer	20% Local Match (Cash or In-Kind)	Total
1	BARNARD	40-45 Connected Road-miles	\$20,900	\$5,225	\$26,125
2	BETHEL	45-50 Connected Road-miles	\$23,300	\$5,825	\$29,125
3	BRADFORD	25-30 Connected Road-miles	\$13,500	\$3,375	\$16,875
4	BRAINTREE	30-35 Connected Road-miles	\$15,900	\$3,975	\$19,875
5	BRIDGEWATER	30-35 Connected Road-miles	\$15,900	\$3,975	\$19,875
6	BROOKFIELD	25-30 Connected Road-miles	\$13,500	\$3,475	\$16,975
7	CHELSEA	35-40 Connected Road-miles	\$18,400	\$4,600	\$23,000
8	CORINTH	45-50 Connected Road-miles	\$23,300	\$5,825	\$29,125
9	FAIRLEE	10-15 Connected Road-miles	\$6,100	\$1,525	\$7,625
10	GRANVILLE	15-20 Connected Road-miles	\$8,600	\$2,150	\$10,750
11	HANCOCK	5-10 Connected Road-miles	\$4,000	\$1,000	\$5,000
12	HARTFORD	60-65 Connected Road-miles	\$25,000	\$6,250	\$31,250
13	HARTLAND	30-35 Connected Road-miles	\$15,900	\$3,975	\$19,875
14	NEWBURY	45-50 Connected Road-miles	\$23,300	\$5,825	\$29,125
15	NORWICH	40-45 Connected Road-miles	\$20,900	\$5,225	\$26,125
16	PITTSFIELD	10-15 Connected Road-miles	\$6,100	\$1,525	\$7,625
17	PLYMOUTH	30-35 Connected Road-miles	\$15,900	\$3,975	\$19,875
18	POMFRET	35-40 Connected Road-miles	\$18,400	\$4,600	\$23,000
19	RANDOLPH	35-40 Connected Road-miles	\$18,400	\$4,600	\$23,000
20	ROCHESTER	25-30 Connected Road-miles	\$13,500	\$3,375	\$16,875
21	ROYALTON	40-45 Connected Road-miles	\$20,900	\$5,225	\$26,125
22	SHARON	30-35 Connected Road-miles	\$15,900	\$3,975	\$19,875
23	STOCKBRIDGE	25-30 Connected Road-miles	\$13,500	\$3,375	\$16,875
24	STRAFFORD	40-45 Connected Road-miles	\$20,900	\$5,225	\$26,125
25	THETFORD	25-30 Connected Road-miles	\$13,500	\$3,375	\$16,875
26	TOPSHAM	40-45 Connected Road-miles	\$20,900	\$5,225	\$26,125
27	TUNBRIDGE	40-45 Connected Road-miles	\$20,900	\$5,225	\$26,125
28	VERSHIRE	30-35 Connected Road-miles	\$15,900	\$3,975	\$19,875
29	WELLS RIVER VILLAGE	0-3 Connected Road-miles	\$4,000	\$1,000	\$5,000

30	WEST FAIRLEE	15-20 Connected Road-miles	\$8,600	\$2,150	\$10,750
31	WOODSTOCK VILLAGE	5-10 Connected Road-miles	\$4,000	\$1,000	\$5,000
32	WOODSTOCK	45-50 Connected Road-miles	\$23,300	\$5,825	\$29,125
			\$503,100	\$125,875	\$628,975



LETTER OF INTENT TO PARTICIPATE IN THE MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

We, the Legislative Body of the Municipality of _____, certify that the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2022.
- Construct the road BMPs on hydrologically connected road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for *hydrologically-connected* municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Prior to construction of the BMPs, conduct a required site visit with VTrans (or its designated agents) and verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
- Post a Clean Water Project sign during construction (select projects only).
- Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as transportation, municipally-owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Complete all reporting and invoicing requirements using the VTrans requested format.
- Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are “fully compliant” with MRGP.

Date: _____

(Duly Authorized Representatives)

Town/Organization: _____

Primary Contact Name: _____

Address: _____
Street Address Town Zip

Email: _____ Phone: _____

DUNS #: _____ Fiscal Year End Month (MM): _____

This form must be submitted via email by June 25th, 2021 to indicate participation.

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: Grantsinaid@vermont.gov

INVITATION TO PARTICIPATE IN VTRANS MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

DUE: June 25th, 2021

TO: Vermont Municipal Officials
FROM: Ross Gouin – VTrans Municipal Roads Grants-In-Aid Program Manager
RE: Letter of Intent to Participate in a Municipal Roads Grants-in-Aid Program:

The Vermont Agency of Transportation (VTrans) invites your municipality to participate in the Municipal Roads Grants-in-Aid Program. This program provides funding for municipalities to implement best management practices (BMPs) in compliance with the Vermont Department of Environmental Conservation (DEC) Municipal Roads General Permit (MRGP).¹

VTrans anticipates receiving funding to support BMP implementation under this program and intends to provide grant funds to participating Vermont municipalities that agree to the terms (see attached participation Letter of Intent). Your municipality must return the signed letter **by June 25th, 2021** to be eligible (page 3 of this invitation letter).

VTrans will offer funding to participating municipalities to implement BMPs on hydrologically connected road segments that currently do not meet standards.² A municipality's funding award depends upon:

- Awards are contingent upon Municipalities being compliant with MRGP requirements at the time of award.
- The number of hydrologically connected roads, sorted into five-mile increments; and
- The number of participating municipalities. Additional funds may become available should some municipalities decide not to participate. **Refer to the attached VTrans Base Offer for your municipality to see the amount of funding you are eligible to receive.**

Grants-in-Aid awards will be made available through VTrans. Municipalities will submit reimbursement requests for work completed directly to VTrans and VTrans will reimburse up to 80% of the municipality's documented construction expenses, including in-kind support, for BMPs on hydrologically connected roads.

Participating municipalities agree to:

- Provide an assessment of the preconstruction condition of each Road Segment receiving BMP funds to DEC using their MRGP portal/application if applicable.
- Construct the eligible BMPs on hydrologically connected roads to bring road segments into full compliance with MRGP standards.
- Complete the project by September 30, 2022.
- Document project costs using VTrans Invoicing Format and provide a minimum of 20% local match (cash or in-kind) for BMP construction. Invoicing form will be available here: <https://vtrans.vermont.gov/highway/Municipal-Grant-in-aid-Program>
- Match for BMP construction can include in-kind contributions such as transportation, municipally-owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.

¹ MRGP available at: <http://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/municipal-roads-program>.

² Hydrologically connected roads are those that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands) as defined by the MRGP.



- Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are fully compliant with MRGP.

Eligible BMPs according to the MRGP Standards:

- Grass and stone-lined drainage ditches and stone check-dams;
- Turnouts, cross culverts, and other disconnection and infiltration practices;
- Lowering of high road shoulders;
- Installation or replacement of drainage culverts and driveway culverts on non-perennial streams within right of way and installation of culvert headwalls and outlet stabilization;
- Stabilizing conveyance zones;
- Addressing gully erosion on Class 4 roads; and
- Stabilizing catch basin outlets.

Do not move forward with construction of any project until written authorization is received from VTrans. No work completed prior to an executed grant agreement will be eligible for reimbursement.

If you have any questions about the VTrans Municipal Grants-in-Aid Program, please contact Ross Gouin at 802-595-2381 or via email at ross.gouin@vermont.gov. For questions about the Municipal Roads General Permit please refer to the DEC website:

<http://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/municipal-roads-program>.

We look forward to hearing from you soon.

Sincerely,

Ross Gouin
VTrans Grants in Aid Program Manager



LETTER OF INTENT TO PARTICIPATE IN THE MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

We, the Legislative Body of the Municipality of _____, certify that the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2022.
- Construct the road BMPs on hydrologically connected road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for *hydrologically-connected* municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Prior to construction of the BMPs, conduct a required site visit with VTrans (or its designated agents) and verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
- Post a Clean Water Project sign during construction (select projects only).
- Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as transportation, municipally-owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Complete all reporting and invoicing requirements using the VTrans requested format.
- Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are “fully compliant” with MRGP.

Date: _____

(Duly Authorized Representatives)

Town/Organization: _____

Primary Contact Name: _____

Address: _____
Street Address Town Zip

Email: _____ Phone: _____

DUNS #: _____ Fiscal Year End Month (MM): _____

This form must be submitted via email by June 25th, 2021 to indicate participation.

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: Grantsinaid@vermont.gov

Water Infrastructure

FINANCING PROGRAMS



VERMONT WATER & WASTEWATER REVOLVING LOAN FUNDS

State Revolving Loan Programs

FUNDING APPLICATION

IMPORTANT: Please select the Type of Entity and Loan Type(s) before completing the application. This information is used to set up the rest of the form. This form **MUST** be completed electronically, handwritten applications will not be accepted.

Select the Type of Entity this application is for:

- ☒ Municipality, Fire District, or other similar entity
- ☐ Homeowners Association, LLC, Proprietorship, 501(c)3 Non-Profit, or other similar entity

LOAN TYPE

This section may be completed by engineer or applicant

Please submit a draft Engineering Services Agreement with this application if applicable

This loan will be used for (select all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Step I Drinking Water Loan (Feasibility & Planning) | <input type="checkbox"/> Step I Clean Water Loan (Feasibility & Planning) |
| <input type="checkbox"/> Step II Drinking Water Loan (Final Design) | <input type="checkbox"/> Step II Clean Water Loan (Final Design) |
| <input type="checkbox"/> Step III Drinking Water Loan (Construction) | <input checked="" type="checkbox"/> Step III Clean Water Loan (Construction) |
| <input type="checkbox"/> Drinking Water Loan Amendment | <input type="checkbox"/> Clean Water Loan Amendment |
| <input type="checkbox"/> Municipal Source Water Protection Loan | <input type="checkbox"/> Pollution Control Grant |
| <input type="checkbox"/> Planning Advance (uncommon; requires State legislative approval) | <input type="checkbox"/> CWSRF Interim Financing |

APPLICANT INFORMATION

This section may be completed by engineer or applicant

LOAN APPLICANT		DATE OF APPLICATION	
<input type="text" value="Town of Woodstock"/>		<input type="text"/>	
SYSTEM NAME		WSID NUMBER	WASTEWATER PERMIT NUMBER
<input type="text" value="Town of Woodstock Sewer Department"/>		<input type="text"/>	<input type="text" value="3-1178"/>
MAILING ADDRESS	TOWN	STATE	ZIP
<input type="text" value="PO Box 488"/>	<input type="text" value="Woodstock"/>	<input type="text" value="VT"/>	<input type="text" value="05091"/>
PHONE	CELL PHONE	TAX ID	DUNS NUMBER
<input type="text" value="802-457-3456"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CONTACT PERSON - AUTHORIZED REPRESENTATIVE

This section may be completed by engineer or applicant

CONTACT NAME	TITLE		
<input type="text" value="William Kerbin, Jr"/>	<input checked="" type="checkbox"/> Municipal Manager		
MAILING ADDRESS	TOWN	STATE	ZIP
<input type="text" value="31 The Green, PO Box 488"/>	<input type="text" value="Woodstock"/>	<input type="text" value="VT"/>	<input type="text" value="05091"/>

PHONE	CELL PHONE	EMAIL ADDRESS
802-457-3456		municipalmanager@townofwoodstock.org

ALTERNATE AUTHORIZED REPRESENTATIVE(S)

This section may be completed by engineer or applicant

AUTHORIZED REPRESENTATIVE NAME	TITLE
Wayland Lord	Chief Operator

MAILING ADDRESS	TOWN	STATE	ZIP
31 The Green, PO Box 488	Woodstock	VT	05091

PHONE	CELL PHONE	EMAIL ADDRESS
802-457-1910	802-356-8171	woodstockwwtf@townofwoodstock.org

[Add Alternate Representative](#)

ENGINEERING FIRM & REPRESENTATIVE (or Legal Firm and Attorney's Name if this is a Source Protection Loan)

This section may be completed by engineer or applicant

FIRM NAME	CONTACT NAME
Hoyle, Tanner & Associates, Inc.	Jennie Auster

MAILING ADDRESS	TOWN	STATE	ZIP
125 College St, 4th Floor	Burlington	VT	05401

PHONE	CELL PHONE	EMAIL ADDRESS
802-860-1331	802-343-8426	jauster@hoyletanner.com

LOAN REQUEST

This section may be completed by engineer or applicant

Project Title: South Woodstock WWTF Step 3

Total amount requested for this loan: \$ 2875000

Total projected project cost: \$ 4199000

Please describe the source(s) of the additional funding needed to cover the difference between the amount requested for this loan and the total projected project cost:

Balance of \$1,324,000: CWSRF Engineering Services Subsidy (\$139,500), Pollution Control Grant (\$890,400), ARPA funding, Annual budget set aside of \$136,300 in FY22 approved budget, and General Reserves transfer for remainder, if needed.

Please describe the history of the project:

Preliminary engineering study and final design is complete. A successful bond vote was completed on March 3, 2020 for a total project cost of \$2.8M. The Value Analysis Report identifying planning level alternatives was completed January 2020. Step I Completed August 2020. Step II Completed April 2021. Bids received May 17, 2021.

Please describe who will benefit from the proposed project:

The Town of Woodstock will benefit from this upgrade as a whole by protecting water quality with the upgrade of this WWTF constructed in the 1960s. This upgrade will provide redundancy requirements currently missing from the existing facility and upgrades to meet Vermont design standards.

Do current and potential customers have alternative sources of water and is the proposed project the best and most cost-effective alternative?

Construction phase for upgrade to an SBR WWTF.

Please provide a description of the project as it relates to this loan. Include specifications and materials used, water sources, and treatment facilities (attach sheets if necessary):

The South WWTF has been identified as needing a significant upgrade. Flow to the WWTF enters via a relatively shallow gravity sewer, approximately 3.5 feet below grade. The WWTF has not been upgraded since its original construction in 1966. Current Vermont Department of Environmental Conservation (DEC) redundancy requirements for the treatment elements, such as the aeration tank and secondary clarifier, are not met. The existing chlorine contact tank does not meet current Vermont design standards. The existing Lakeside Spirojet™ extended aeration package treatment system at the South WWTF consists of the following:

- Channel grinder (currently out of service) and a manual bar rack
- Aeration tank with blowers located outdoors adjacent to the tankage
- Secondary clarifier
- Chlorine contact tank
- Aerated sludge holding tank
- Chemical feed and storage for disinfection and de-chlorination located in the Utility Building
- Motor Control Center (MCC)/Electrical Equipment located in the Utility Building

The South WWTF is located along Vermont Route 106 adjacent to the Kedron Brook in South Woodstock, approximately five miles from the Main WWTF. The package treatment tankage is located on the east side of the property with the Utility Building located centrally. The sludge drying beds, which are no longer in use, are located on the west side of the property. A portion of the WWTF site is located in the Regulatory Floodway.

As part of the Long Island Sound Total Maximum Daily Load (TMDL), the October 2016 South WWTF discharge permit contained an estimated total nitrogen (TN) allocation of 2 lbs/day. At the permitted capacity of 50,000 gpd, this would be equivalent to an average annual TN concentration of 4.8 mg/l. Based on discussions with Amy Polaczyk of the Vermont Department of Environmental Conservation (VTDEC) Wastewater Program, there is the potential to transfer 1 lb/day TN from the Main WWTF to the South WWTF, increasing the allocation to 3 lb/day. This would result in an average annual TN concentration of 7.2 mg/l at the permitted capacity.

Site constraints dictate potential upgrade alternatives. The upgrade will include a new two (2) train WWTF with UV disinfection. The existing package treatment system will remain in operation during construction to provide continuous treatment.

Please include estimated or actual project cost summary/estimate of probable project costs.

Is the Applicant interested in sponsoring a Water Infrastructure Sponsorship Program (WISPr) project?

☐ Yes ☐ No

LOCAL FUNDING AUTHORIZATION (not applicable to planning-only loans)

This section may be completed by engineer or applicant

Has a legal vote on the authorization to borrow for an SRF loan occurred?

☒ Yes ☐ No Number of Registered Voters:

Attach a copy of the legal warning and recorded vote or resolution authorizing such debt and attach bond counsel opinion letter. The clerk must certify these as true copies.

SITE INFORMATION

This section may be completed by engineer or applicant

An attorney's legal opinion may be required regarding the site or sites where the project will be located. The Facilities Engineering Division's Construction Section will make this determination for the project.

Do you own all land or possess all the easements or rights-of-ways for project sites?

☒ Yes ☐ No

ESTIMATED PROJECT SCHEDULE

This section should be completed by the engineer

Estimated Project Initiation Date:

Estimated Project Completion Date:

ESTIMATED SPENDING SCHEDULE OF LOAN PROCEEDS

This section may be completed by engineer or applicant

Quarter	Year	Amount	
April - June	2021	\$15,000	<input checked="" type="checkbox"/>
July - September	2021	\$100,000	<input checked="" type="checkbox"/>
October - December	2021	\$400,000	<input checked="" type="checkbox"/>
January - March	2022	\$400,000	<input checked="" type="checkbox"/>
April - June	2022	\$1,000,000	<input checked="" type="checkbox"/>
July - September	2022	\$960,000	<input checked="" type="checkbox"/>
Add Another Quarter			
TOTAL -->		\$2,875,000	

FISCAL SUSTAINABILITY PLAN

This section should be completed by the applicant

Does the applicant currently have, maintain, and implement a Fiscal Sustainability Plan (FSP) or its equivalent (See the)?

☐ Yes ☐ No

REVENUES

This section should be completed by the applicant

What is the Applicant's fiscal year?

User Rate Revenue Table					
	Current FY - 2	Current FY - 1	Current FY (estimated)	Current FY + 1 (estimated)	Current FY + 2 (estimated)
Amount Billed	<input type="text"/>	\$1,002,275	\$1,346,398	<input type="text"/>	<input type="text"/>
Amount Collected	<input type="text"/>	\$1,002,275	\$1,346,398	<input type="text"/>	<input type="text"/>
Amount Uncollected/Outstanding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated Amount of Commercial Revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does the system use tax revenue to support any utility related activities, including capital projects?

☐ Yes ☒ No

EXPENDITURES / SYSTEM OPERATION & MAINTENANCE EXPENSES

This section should be completed by the applicant

Current Fiscal Year O&M Costs (exclusive of debt and reserve fund payments):

Post Project Fiscal Year O&M Costs (exclusive of debt and reserve fund payments):

Please attach a copy of your actual YTD revenue and expenses, and projected budget.

EXPENDITURES / SYSTEM DEBT

This section should be completed by the applicant

What is the applicant's total long-term outstanding debt?

What is the applicant's total annual long-term debt payment?

Direct Debt

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4	Current FY + 5
Total Payment	<input type="text" value="\$37,675"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Long-Term Debt Schedule

Purpose of Long-Term Debt	Direct or Self-Supporting	Year of Maturity	\$ Amount Outstanding	
Sewer Improvement	<input type="text"/>	<input type="text" value="2021"/>	<input type="text" value="\$37,675"/>	<input checked="" type="checkbox"/>
<input type="button" value="Add Another Long-Term Debt"/>	Total As of -->		<input type="text" value="June 2021"/>	<input type="text" value="\$37,675"/>

Does the system have any authorized but unissued debt (excluding the debt requested in this application)?

☐ Yes ☒ No

Does the Applicant have any future borrowing plans over the next 5 years?

☐ Yes ☒ No

Are there other capital projects in the near term (5 years)?

☐ Yes ☒ No

Does the Applicant have an annual or cumulative deficit?

☐ Yes ☒ No

Does the Applicant anticipate an increase in revenues as a result of these improvements?

☐ Yes ☒ No

Does the Applicant anticipate a reduction in operating expenses as a result of these improvements?

☐ Yes ☒ No

What are the economic trends in your service area - jobs, population increases/decreases, housing starts, property values, etc.? For Mobile Home Parks, please provide an occupancy history for the past five (5) years.

Unemployment is ~1.9%, 10-year population trend in a 5.7% loss.

List any current or potential connections using greater than 5% of demand or provide a general description of service area.

None

SYSTEM RESERVE FUNDS

This section should be completed by the applicant

Does the Applicant have any reserve funds?

☐ Yes ☒ No

Is the Applicant actively contributing to reserve funds in accordance with a short-term Asset Replacement Table (START)?

☐ Yes ☒ No

What does the Applicant do with surpluses, if any?

Reserve Funds

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4
Amount Available					

Financial Documentation & Controls

This section should be completed by the applicant

Please submit 3 years audit financial statements. If not available, submit:

Has anything occurred since the date of your last annual financial report or financial statement that would have a significantly negative effect on your revenues, expenditures, or ability to pay future debt service?

☐ Yes ☒ No

Did the Applicant have more than one budget defeat in the last two years?

☐ Yes ☒ No

Does the Applicant have any pending litigation in excess of \$10,000 on the system and/or the municipality?

☐ Yes ☒ No

Does the Applicant offer a retirement plan to its employees (including VMERS)?

☒ Yes ☐ No

Please describe your plan, your estimated proportionate share of unfunded pension liability:

VMERS as of 6/30/2019 = \$137,931

If the Applicant has its own retirement plan separate from VMERS, does it have any unfunded pension liabilities?

☐ Yes ☒ No

Describe the Applicant's budget control system. Does the Applicant use multi-year forecasting or interim (quarterly or monthly) financial reports to monitor your status?

Annual forecasting, monthly financials

Are all account records currently maintained for:

Checkbook ☒ Yes ☐ No ☐ Don't Know

By Whom: Staff

Comments:

Receipts ☒ Yes ☐ No ☐ Don't Know

By Whom: Staff

Comments:

Disbursements ☒ Yes ☐ No ☐ Don't Know

By Whom: Staff

Comments:

Deposit Slips ☒ Yes ☐ No ☐ Don't Know

By Whom: Staff

Comments:

Are bank statements reconciled on a regular basis?

☐ Yes ☒ No ☐ Don't Know By Whom: Staff

Comments:

Are bank accounts and ledger balances reconciled on a monthly basis?

☒ Yes ☐ No ☐ Don't Know By Whom: Staff

Comments:

Are financial records maintained in a computerized system?

☒ Yes ☐ No ☐ Don't Know By Whom: Staff

Comments:

Are any financial records maintained in manual form?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Does the applicant maintain separate reporting for this utility?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does someone other than the treasurer receive unopened bank statements and review bank reconciliations?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does the same individual open the mail and deposit checks?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Does the organization receive payments in cash?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does the Applicant have pre-numbered receipt books for cash payments?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Are checks always written to specified payees and not to cash?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Are pre-numbered checks used for all bank accounts?

☒ Yes ☐ No ☐ Don't Know By Whom: Staff

Comments:

Are checks written by the same individual who approves payments?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Have there been any changes in authorized signatures during the fiscal year?

☒ Yes ☐ No ☐ Don't Know By Whom: Treasurer to Treasurer

Comments:

Annual election at town meetings

Has a signature stamp ever been used for any account?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Is the organization professionally audited by a CPA?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Mudgett, Jennett & Krogh-Wisner, P.C. 141 Main St, Montpelier, VT 05602
(802) 229-9193

Does the Authorized Representative assist in the audit planning process?

☒ Yes ☐ No ☐ Don't Know By Whom: with Staff Accountant

Comments:

Is a specific individual responsible for correcting audit findings?

☒ Yes ☐ No ☐ Don't Know By Whom: Staff Accountant

Comments:

Are regular financial reports prepared for the board?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Are budget to actual reports prepared for each department?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Has the Authorized Representative borrowed money from the utility?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Has the organization had a theft, embezzlement or wire fraud in the last 5 years?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Has the Treasurer or CFO participated in any business which does business with the system/utility?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does the Applicant loan money to employees?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Have board members attended financial trainings?

☐ Yes ☐ No ☒ Don't Know By Whom:

Comments:

Has the Treasurer/CFO attended trainings on recordkeeping?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does the Applicant have written financial policies and procedures?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does each employee have copies of these policies and procedures?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

KEY PERSONNEL

Please list the names and qualifications of the following key personnel including areas of expertise, years of experience in similar programmatic work, years at current position, and/or any relevant qualifications.

*Please include all personnel related to the loan. Authorized Rep, Alternative Authorized Rep(s), Clerk, Board Members, Financial Manager, etc.
Failure to include all key personnel will result in the application considered incomplete.*

NAME

POSITION (select from the list or enter another value)

Roif Parent

Treasurer



QUALIFICATIONS:

2 years experience

[Add Another Key Person](#)

ADDITIONAL COMMENTS

Provide any additional comments for your application here:

Certification

The Applicant certifies that it possesses the legal authority to apply for the SRF loan, and to finance and construct the proposed facilities. A resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's Legislative Body authorizing the filing of the application. A resolution, motion, or similar action has been duly adopted or passed authorizing the person identified herein as the authorized representative of the Applicant in connection with the project for the purpose of furnishing information, data and documents pertaining to the project as required by the State of Vermont.

Authorization Date:

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

Clerk Certification

Clerk Signature Date:

SIGNATURE OF CLERK

PRINT NAME

Authorized Representative Certification

Authorized Representative Signature Date:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

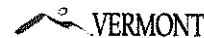
Submit completed application and all attachments via email to:



Tom Brown, CWSRF Project Lead

[phone] 802-622-4205 [email]

Department of Environmental Conservation
Facilities Engineering Division



MEMO

TO: Board of Sewer Commissioners

FROM: Beth Fish

RE: Glen A. Huff

DATE: June 7, 2021

MEETING DATE: June 15, 2021

Huff, Glen A. 31.01.27.01L 74 Heritage Condos Way Unit 01L Meter 50-00217401

Attached is a letter from Glen A. Huff regarding his request abatement of the penalty and interest on his sewer account as well as the detail transaction for his account for FY2021.

We never received Mr. Huff's check in February. The first check that we received was on May 11, 2021. Per procedure, payment is applied to penalty and interest before principal, therefore the remaining balance is principal and interest.

The amount due as of June 7, 2021, is \$54.23. This amount is good through June 23, 2021. After that, another 54 cents will be assessed in interest if not paid.

Mr. Huff does not have any tracking information on the payment made in February and we have not received any payments or notifications. As for the first letter that Mr. Huff sent, I believe it was a note at the bottom of the delinquent notice stating that the penalty and interest needed to be reversed.

Cost of adjustment: \$54.23

Proposed Motion if you decide to abate the interest & penalty:

I make a motion to abate the penalty and interest in the amount of \$54.23 on parcel 31.01.27.01L.

[REDACTED]
June 1, 2021

Board of Sewer Commissioners
P.O. Box 488
Woodstock, VT 05091

Re: double payment of bill for Heritage Condo Unit 1L
(Parcel number 31.01.27-01L)

Dear Sir or Madam:

The purpose of this letter is to once again request deleting of the penalty and interest (incorrectly referenced on the latest bill as "principal" (sic) and interest) for the above referenced account.

On February 25, 2021, I paid \$596.50, via check # 3068, payable to the Town of Woodstock Sewer Department as payment in full of the amount then due for sewer service to my unused condo.

On May 5, 2021, I received notice that no payment had been received. I called the town office and learned that the check had apparently been lost. Therefore, on May 5, 2021, I sent a replacement check in the same amount together with a letter asking (1) for the return of the lost check whenever it is found, and (2) removal of the charges for penalty and interest.

Today I received another statement showing \$53.69 due for "principal" (sic) and 54cents in interest! So I called the town office again and was told that my prior letter was insufficient. I was told that the letter had to be addressed specifically to the Board of Sewer Commissioners. So here it is.

Please remove the current charges and please return my original check if you locate it. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen A. Huff", written over the word "Sincerely,".

Glen A. Huff

TOWN/VILLAGE OF WOODSTOCK
PO BOX 488
WOODSTOCK VT 05091
802-457-3456
DELINQUENT SEWER BILL NOTICE AS OF 06/07/2021

PARCEL NUMBER : 31.01.27-01L

HUFF GLEN A & LINDA L



— Taxes Assessed Against You —

Year	Principal	Interest	Penalty	Other	Total Location
FY2021S	53.69	0.54	0.00	0.00	54.23 74#1L HERITAGE CONDOS WAY

TOTAL AMOUNT DUE 54.23

Please Remit to :

DELINQUENT TAX COLLECTOR
WOODSTOCK SEWER
TOWN OF WOODSTOCK
PO BOX 488
WOODSTOCK VT 05091

Checks are to be made PAYABLE to Woodstock Sewer.

11:11 am

Woodstock Sewer Tax Administration
Detail Transactions Report
Parcel 31.01.27-01L For Tax Year FY2021S Full Detail

Page 1
Beth Fish

Parcel	Tax Year	Name						
Description	Date	Check #	Deposit #	G/L	Batch#	Remit	Amount	Balance
31.01.27-01L	FY2021S	HUFF GLEN A & LINDA	L	74#1L	HERITAGE CONDOS	WAY		
Bill Appl. To Prin. Pmt 1	02/19/21			590			596.50	596.50
Bill Appl. To Pen. Pmt 1	04/26/21			663			47.72	644.22
Bill Appl. To Int. Pmt 1	04/26/21			664			5.97	650.19
Rcpt. Appl. To Prin. Pmt 1	05/11/21	3081	10556.0	683			-542.81	107.38
Rcpt. Appl. To Int. Pmt 1	05/11/21	3081	10556.0	683			-5.97	101.41
Rcpt. Appl. To Pen. Pmt 1	05/11/21	3081	10556.0	683			-47.72	53.69
Bill Appl. To Int. Pmt 1	05/26/21			693			0.54	54.23
		Parcel Balance						54.23
		Grand Total						54.23

**Town of Woodstock
Select Board
Meeting
June 1, 2021
10:00 am
Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Mary Riley, Ray Bourgeois, Keri Cole, Joe Swanson, William Kerbin, Nikki Nourse, Jill Davies, Tory Littlefield, Fire Chief David Green, Police Chief Robbie Blish, Jon Spector

A. Call to order

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

B. Additions to and deletions from the posted agenda – none.

C. Citizen comments – none.

D. Manager's report

1. Mr. Kerbin stated that the paving project is continuing without any problems. They are on schedule to finish by late August/early September.
 - a. Ms. Cole stated that the sidewalk on Route 106 was pretty torn up.
 - b. Mr. Kerbin stated that the State should fix this. He will get in touch with them.
 - c. Mr. Bourgeois stated that they need to do curbing there. That will stop it from deteriorating.
 - d. Mr. Kerbin stated that they will be coming back to paint the crosswalks that were missed. It is a safety concern.
 - e. Ms. Davies stated that there is still a lot of asphalt on the sidewalks that needs to be cleaned.
 - f. Chair Riley stated that at the storm drain locations, there is a lot of debris that has gathered due to the rainstorms this weekend. It needs to be removed. If they do not remove it and the rain comes again, they may have some water back up.

E. Old business

1. Fireworks discussion

- a. Chair Riley stated that invitations have been sent to all the vendors that have been at the event in years past. They will start at 6:00 pm. Billings Farm will be doing the posters. There will be music. She will be meeting with Joni Kennedy to see where things will be set up.

F. New business

1. TRORC – Hazard Mitigation Plan

- a. Mr. Kerbin stated that the Town's Hazard Mitigation Plan needs to be updated so they can secure FEMA funding when the situation arises.
- b. Ms. Littlefield stated that Woodstock's Hazard Mitigation Plan has been expired since last fall. They have to have at least three meetings minimum. They will form a small committee. It is an important funding mechanism. Ms. Littlefield stated that she will be the lead on this project and Jake will be assisting. He

started back in January. By September or October, they hope to have the Hazard Mitigation Plan finalized and adopted. If a disaster were to happen in the meantime, they would have to submit a draft of the plan. The committee will be 3-5 people. There will be public meetings. They will advertise it in the newspaper and online. The first meeting could happen pretty quickly. This will describe what the mitigation plan is. The final meeting will be at a Select Board meeting, where they will describe what has changed. This will probably occur in August or September.

Motion: by Ms. Cole to approve a proposal in the amount of \$7,953 submitted by Two Rivers Ottawaquechee Regional Commission to update the Local Hazard Mitigation Plan.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 4-0-0, passed.

2. Intermunicipal Regional Energy Coordinator Service Agreement

- a. Chair Riley stated that Geoff Martin, at the end of June, will have completed his first year as the Regional Energy Coordinator.
- b. Mr. Kerbin stated that two more towns have signed on to the agreement.
- c. Chair Riley stated that they have money in the budget for this.

Motion: by Mr. Bourgeois to 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.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

3. Approval to bid for property retention regarding tax sales

- a. Chair Riley stated that they have a couple delinquent entities that are going to go to tax sale on June 7th. The Town has to bid for at least the amount of taxes owed on the property. This is so the Town gets at least what is owed. They will maintain ownership of the property if there are no other bids. They are often redeemed last minute by mortgage holder. The property owner has one year to redeem the property.

Motion: by Ms. Cole to 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.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 4-0-0, passed.

G. Other business

1. Chair Riley stated that at the Select Board's June 15th meeting, she would like to set a date to take a vote for Faulkner Park. She does not feel that they need to take any additional testimony.
 - a. Ms. Cole agrees that they have heard plenty of testimonies from both sides.
 - b. Mr. Bourgeois and Mr. Swanson agree to not hear any more testimony regarding Faulkner Park.

H. Approval of minutes

1. 5/4/21 Meeting Minutes

2. 5/18/21 Meeting Minutes

Motion: by Ms. Cole to approve the minutes for 5/4/21 and 5/18/21 as submitted.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 4-0-0, passed.

I. Adjournment

Motion: by Mr. Bourgeois to adjourn the meeting at 10:33 am.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

*Respectfully submitted,
Nikki Nourse*