

**Town of Woodstock  
Select Board  
July 20, 2021  
6:00 pm  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

**Present:** Chair Mary Riley, Ray Bourgeois, Keri Cole, Joe Swanson, William Kerbin, Nikki Nourse, Elijah Lemieux, Eddie English, Fire Chief David Green, Geoff Martin, Wendy Spector, Jill Davies, Seton McIlroy, Thomas McCaughey, Michael Caduto, Tom Beck, Tess Hunter, Antonia Richie, Bill Corson, Jon Spector, Susie Stultz, Susan Ford, Jennifer Endicott, Jenevra Wetmore, Jeffrey Kahn, John Hemmelgarn

**A. Call to order**

1. Chair Riley called the Select Board meeting of July 20, 2021, to order at 6:00 pm.

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

**C. Citizens Comments – none**

**D. Manager's report**

- 1. General report**

- a. Mr. Kerbin stated that the painting company hired by the Stated will be coming back to the striping of the missed crosswalks. They have hired Cori Frederick as the Accounts Receivable Specialist.

- 2. Financial Report**

- a. No questions

**E. New business**

- 1. Discussion regarding renewable energy credits**

- a. Mr. Martin stated that this project has been a collaborative effort. It has been a really good project. It will help the Town meet its energy goals. They have selected Norwich Technologies to do the project. Now they have to choose whether or not to keep the renewable energy credits or turn them over to Green Mountain Power. There are environmental attributes from the array. If the Town choose not to keep the RECs, the Town can not claim they are using renewable energy. GMP is willing to pay more because the credits benefit them. Keeping the RECs means the Town is using the energy from the array and it advances the Town's renewable energy goals. It would reduce the Town's emissions by 6%. This would be a big stride towards their goal. There is no investment and immediate savings. They have a Net 0 greenhouse gas emissions goal by 2030. This is the last solar project the Town can do.
- b. Chief Green stated that this project is great for Woodstock. However, he is looking at the numbers. The Town is spending a lot of money. They can save money by selling the RECs. They would still be doing the right thing.
- c. Mr. Martin stated that this is the only chance to own the RECs.
- d. Mr. Caduto read a letter to the Select Board (included in the minutes).

**Motion:** by Ms. Cole to keep the Renewable Energy Credits that are obtained from the solar array.

**Seconded:** by Mr. Bourgeois.

**Discussion:** none.

**Vote:** 4-0-0, passed.

## **2. FY2022 tax rate**

- a. Mr. Kerbin stated that there is an increase due to the education tax going up.

**Motion:** by Mr. Bourgeois to approve the tax rate for FY2022.

**Seconded:** by Mr. Swanson.

**Discussion:** none.

**Vote:** 4-0-0, passed.

## **3. Approval of Owner's Representative contract for the Town Hall Rejuvenation Project**

- a. The Owner's Representative, Bill Ford, is asking for the contract to be approved. A preliminary contract was approved back in April. He is submitting a new proposal for the project. He has had to start 2-3 months earlier than anticipated. They have had to also increase his hours and will expect to have to do more. By September, he will be working three hours per week. As the project goes along, Mr. Ford will have to represent them a little more. He is asking for a raise of \$4.00 total. \$2.00 next year and \$2.00 more in 2023. Mileage charges will about the same. He will help them with contractors. He will be the negotiator between the leadership team and contractors. He will also negotiate with bidders. The contract is not to exceed the amount of \$120,038.
- b. Mr. Spector stated that they are getting billed for the hours Mr. Ford will actually be working. It is not a fixed amount.
- c. Chair Riley stated that right now Mr. Ford is averaging about 1.5 hours per week.
- d. Ms. Spector stated that this is just an estimated schedule. It cannot exceed the amount listed. The project is more complex than they originally planned.

**Motion:** by Mr. Bourgeois to approve the Owner's Representative contract for the Town Hall Rejuvenation Project as submitted.

**Seconded:** by Ms. Cole.

**Discussion:** none.

**Vote:** 4-0-0, passed.

## **4. Town Hall Rejuvenation Project update**

- a. Ms. Spector shared a presentation (included in the minutes).

**Motion:** by Ms. Cole to approve the design elements for the purposes of developing initial cost estimates for:

- Add stage wings to stage house
- Construct ADA tower to fully access stage house and incorporate a riverfront patio
- Bring theater house into ADA compliance
- Reorganize offices and meeting rooms

**Seconded:** by Mr. Swanson.

**Discussion:** none.

**Vote:** 4-0-0, passed.

## **5. Award of Dunham Hill Road ditching project bid**

- a. Mr. Kerbin recommended Daniels Construction for the Dunham Hill project.
- b. Chair Riley stated that part of the project is funded by the State.

- c. Mr. Kerbin stated that they have been given an extension. They have time to complete the project. They have only two bids.

**Motion:** by Mr. Bourgeois to award the Dunham Hill Road ditching project to Daniels Construction for the amount of \$45,000.

**Seconded:** by Mr. Swanson.

**Discussion:** none.

**Vote:** 4-0-0, passed.

#### **6. Award of gravel bid**

- a. Mr. Kerbin stated that there is an update to the numbers. He is recommending Twin State Sand & Gravel Co Inc. They are the low bidder after recalculating.

**Motion:** by Mr. Swanson to award the gravel bid to Twin State Sand & Gravel Co Inc.

**Seconded:** Ms. Cole.

**Discussion:** none.

**Vote:** 4-0-0, passed.

#### **7. Letters of support for Norman Williams Public Library**

- a. Chair Riley stated that this is an educational opportunity. They are requesting a letter of support for grant application.

**Motion:** by Mr. Bourgeois to approve writing a letter of support for the Norman Williams Public Library project so they can apply for a grant.

**Seconded:** by Mr. Swanson.

**Discussion:** none.

**Vote:** 4-0-0, passed.

#### **F. Other business – none**

#### **G. Board of Sewer Commissioners**

##### **1. Abatement request – O'Neill – 20.52.13**

**Motion:** by Mr. Bourgeois to deny the abatement request submitted for 39 Elm Street as submitted by Jeanne O'Neill.

**Seconded:** by Mr. Swanson.

**Discussion:** Mr. Bourgeois stated that they have received a lot of these, and it sets a bad precedent to approve this request.

Ms. Cole disagrees and thinks they should approve this one.

**Vote:** 2-2-0, not passed. Tabled until next meeting.

#### **H. Approval of minutes**

##### **1. 7/6/21 meeting minutes**

**Motion:** by Mr. Bourgeois to approve the meeting minutes of 7/6/21 as submitted.

**Seconded:** by Mr. Swanson.

**Discussion:** none.

**Vote:** 4-0-0, passed.

#### **I. Adjournment**

**Motion:** by Mr. Bourgeois to adjourn the meeting at 8:07 pm.

**Seconded:** by Mr. Swanson.

**Discussion:** none

**Vote:** 4-0-0, passed.

*Respectfully submitted,*  
*Nikki Nourse*



# Sustainable Woodstock

P.O. Box 611 • Woodstock, VT 05091 • 802.457.2911 • [www.sustainablewoodstock.org](http://www.sustainablewoodstock.org)

*Inspiring, educating and empowering environmentally, economically and socially responsible lives.*

July 20, 2021

To: Members of the Woodstock Select Board: Mary Riley, Chair; Ray Bourgeois, Vice Chair;  
John D. Doten, Jr.; Keri Cole; Joe Swanson

Dear Select Board:

On June 15 2021, the Woodstock Select Board voted unanimously to construct a solar array atop the Philip B. Swanson Public Safety Facility. As a result of this forward-looking decision, the Town now has the opportunity to employ both the power and the Renewable Energy Credits (RECs) generated by this array to save the Town a significant amount of money, while simultaneously advancing the town's (and the state's) adopted goals for generating renewable energy and reducing carbon emissions. (See page 2.)

If the Town retains the RECs and purchases the array in year 7, then over the next 25 years Woodstock will realize an energy savings of more than \$413,000. Keeping the RECs will also enable the Town to reduce Woodstock's annual greenhouse gas emissions by approximately 6%, and generate close to 20% of the town's total electricity consumption from renewable energy.

By retaining the RECs, the Town will also build on its previous commitment to advance its sustainable energy goals by investing in the work of the Regional Energy Coordinator. Starting with the initial vote at Town Meeting in 2019, and the corresponding affirmation by the Select Board, the Town of Woodstock agreed to partner with the towns of Barnard, Fairlee, Sharon, Strafford and Thetford in support of the Regional Energy Coordinator's work, whose explicit goals include increasing renewable energy and decreasing carbon emissions. Simply put: Retaining the RECs enhances the work that the Regional Energy Coordinator is doing on behalf of Woodstock and the Upper Valley. Selling the RECs would work at cross-purposes to meeting the Town's and Regional Energy Coordinator's critical goals.

In addition, according to current regulations and restrictions enacted by VT's Public Utility Commission, Woodstock will not be able to use any more net-metered solar power after this array is built. As a result, if Woodstock doesn't use these RECs from the solar array on the Public Safety Facility to help us reach our energy and climate goals now, we likely won't be able to use more net metering credits from similar arrays in the future. In fact, if we as a town decide to sell these RECs to GMP now, then in the future Woodstock may have to *purchase* RECs from elsewhere to reach our long-range energy goals.

The difference in savings between keeping versus selling the RECs is not a loss for the Town—it is a wise investment that will advance Woodstock's energy and emissions goals while making a strong commitment to future generations.

Thank you for your consideration. Please vote for Woodstock to keep the RECs.

Sincerely,

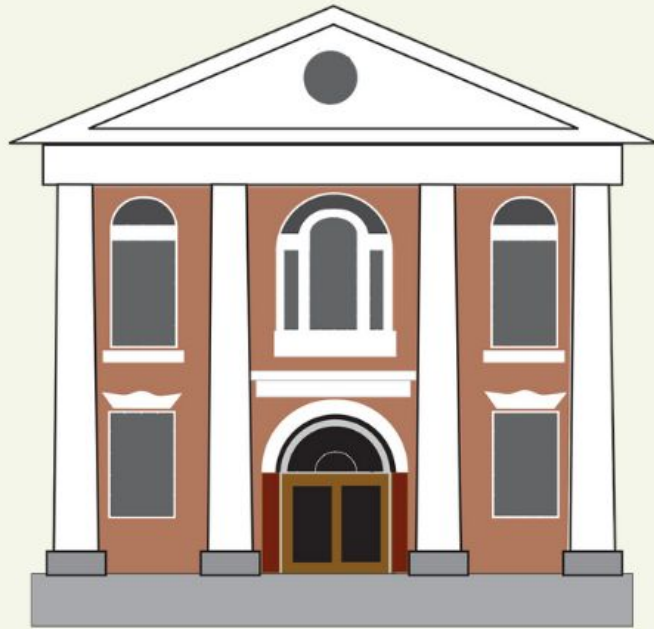
Michael Caduto, Executive Director

Andrew McLaughlin, Board Chair

Jenevra Wetmore, Program Coordinator

## Commitments to Climate Action by Woodstock and Vermont

- **Town/Village of Woodstock: Comprehensive Plan Energy Chapter (2019)—Key Goals**
  - Reduce total energy consumption per capita 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 emissions 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 a just transition
- **Ready for 100 (2017)—Key Goals**
  - Community-wide Electricity Use: A full transition of the electricity sector to clean, renewable energy
  - 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



# Woodstock Town Hall

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Rejuvenation Project

**Update to the Selectboard**

7/20/21

## Objective:

To gain Selectboard approval of preliminary schematic designs for the purposes of cost estimation

## Agenda:

1. Summarize the project's progress to date
2. Present proposals to estimate costs
3. Review next steps



## Objective:

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## Town Hall Rejuvenation Project—Progress Summary

### We recognize that Woodstock Town Hall is more than just a building

- It is a **symbol** of our community. The condition of our public buildings reflects the health of the community that
  - ✓ draws visitors
  - ✓ attracts new residents
  - ✓ maintains property values
- The Pentangle Theater is an **economic driver** that
  - ✓ attracts visitors to our local businesses
  - ✓ serves families through cultural education and entertainment
- Town Hall is where our civil servants do the **town's work** for our community. They need
  - ✓ facilities that efficiently and effectively provide taxpayer services



## Town Hall Rejuvenation Project—Progress Summary

The Selectboard launched this initiative in August 2018 because:

- There were structural concerns with the 1928 stage house
- The exterior envelope had significantly deteriorated
- The theater had not been renovated since 1987
- HVAC systems were at the end of their lives and energy inefficient
- The building didn't meet ADA accessibility codes



# Town Hall Rejuvenation Project—Progress Summary

## THRP Leadership Team

Selectboard Chair, **Mary Riley**

Municipal Manager, **Bill Kerbin**

Executive Director, Pentangle Arts, **Alita Wilson**

Communications—**Jill Rose**

Construction—**Hank Savelberg**

Finance—**Jill Davies**

Finance—**Jon Spector**

Fundraising—**Wendy Spector**

Pentangle Arts Board Representative—**Thomas McCaughey**

## Professional Team

Lead Architects, **Black River Design**

Principal, **John Hemmelgarn**

Project Manager, **Rollin Tait**

Civil Engineers, **Kevin Worden**, Engineering Ventures

Electrical Engineers, **Alan Gould**, Pearson and Associates

Geotechnical Engineers, **Shawn Kelley**, Sanborn Head

Mechanical Engineers, **Roy Swain**, Kohler and Lewis

Structural Engineers, **Katie Hill**, Sellers Treybal

Theater Design, **Alec Stoll**, Stages

Owner's Representative, **William Ford**

## Phase 2

Apr 2020–Oct 2020

- Determine next steps
- Form Leadership Team
- Accept seed funding
- Hire architect



## Town Hall Rejuvenation Project—Progress Summary

# Our Vision of a 21st Century Town Hall

### A Building that serves our community

- ✓ Solidly constructed to last 50+ years
- ✓ Energy efficient
- ✓ ADA accessible
- ✓ Historical and architecturally beautiful
- ✓ Appropriate technology
- ✓ Efficient to maintain

### Theater for cultural education, entertainment, and inspiration

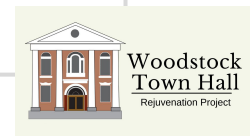
- ✓ Accessible, healthy, and comfortable for audience
- ✓ State-of-the-art and flexible for a wide range of performances
- ✓ Historical and gracious
- ✓ Event spaces for flexible uses
- ✓ Efficient back-of-the-house
- ✓ Endowment to maintain theatre value

### Town Offices to support civic functions of local government

- ✓ Meeting spaces for town employees, municipal boards and committees
- ✓ Remote participation capabilities
- ✓ Efficient, secure access to public documents through digital storage
- ✓ Natural light and ambient sound management
- ✓ Staff amenities
- ✓ Customer focus

### Public Spaces that encourage community engagement

- ✓ Publicly available to Woodstock residents and business owners
- ✓ Variety of spaces for work and play
- ✓ Unique amenities
- ✓ Available days and evenings



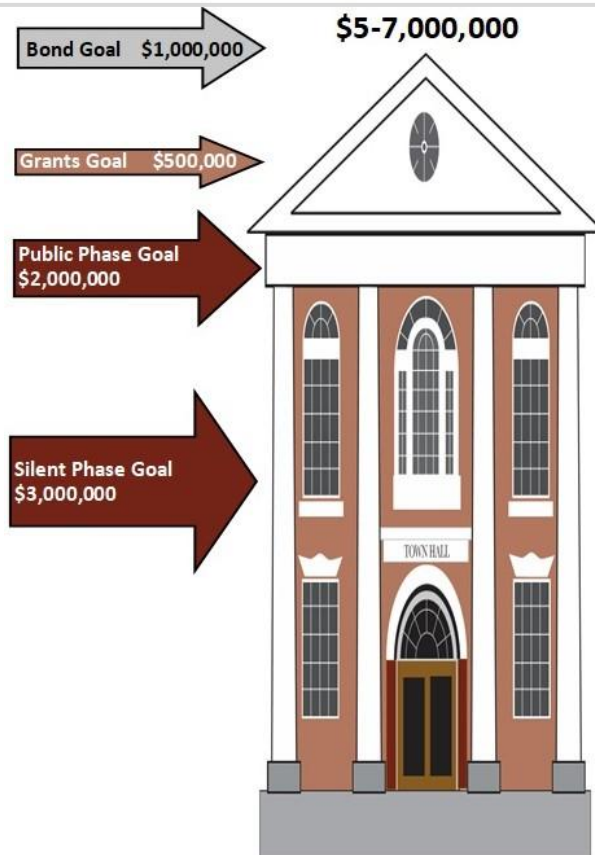
# Town Hall Rejuvenation Project—Phase 3 Concept Development

## Two project goals

**Goal 1:** A single plan that integrates the multiple uses of Town Hall



**Goal 2:** Minimize the cost to taxpayers





## Town Hall Rejuvenation Project—Progress Summary

# Review of Approved Design Elements

The following ideas were presented to and approved by the Selectboard in April 2021. They form the foundation of the schematic plans we are presenting today.

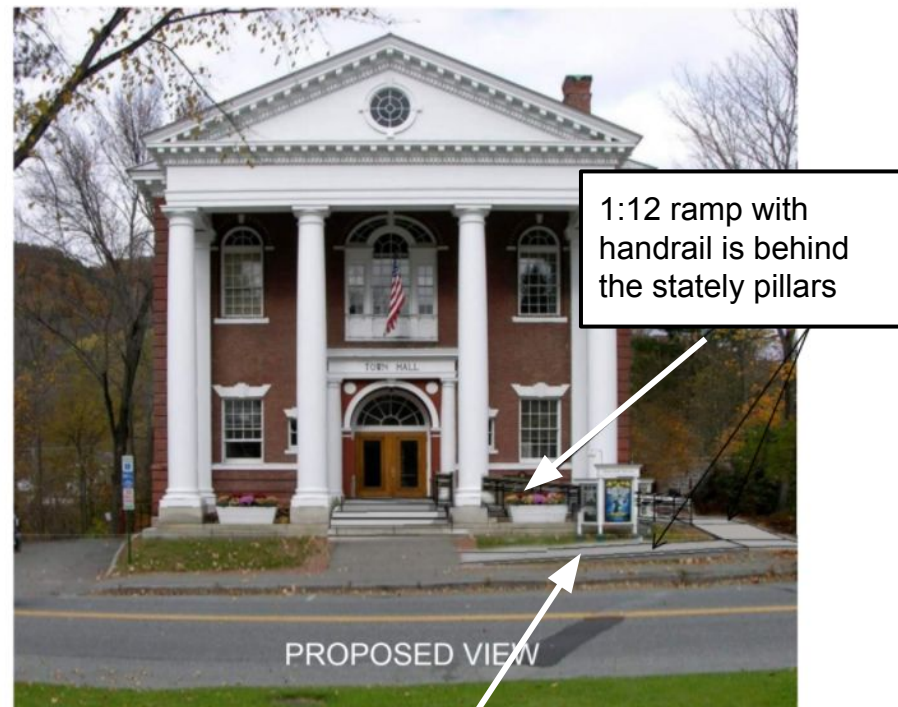
1. Universal ADA access
2. Replacement of 1928 stage house



## Town Hall Rejuvenation Project—Progress Summary

### Provide Universal ADA access

This plan provides access to the front door with minimal impact on the exterior aesthetics. The covered walkway is removed; the handrail doesn't detract from the stately architecture.



1:20 incline can be blended into the landscaping

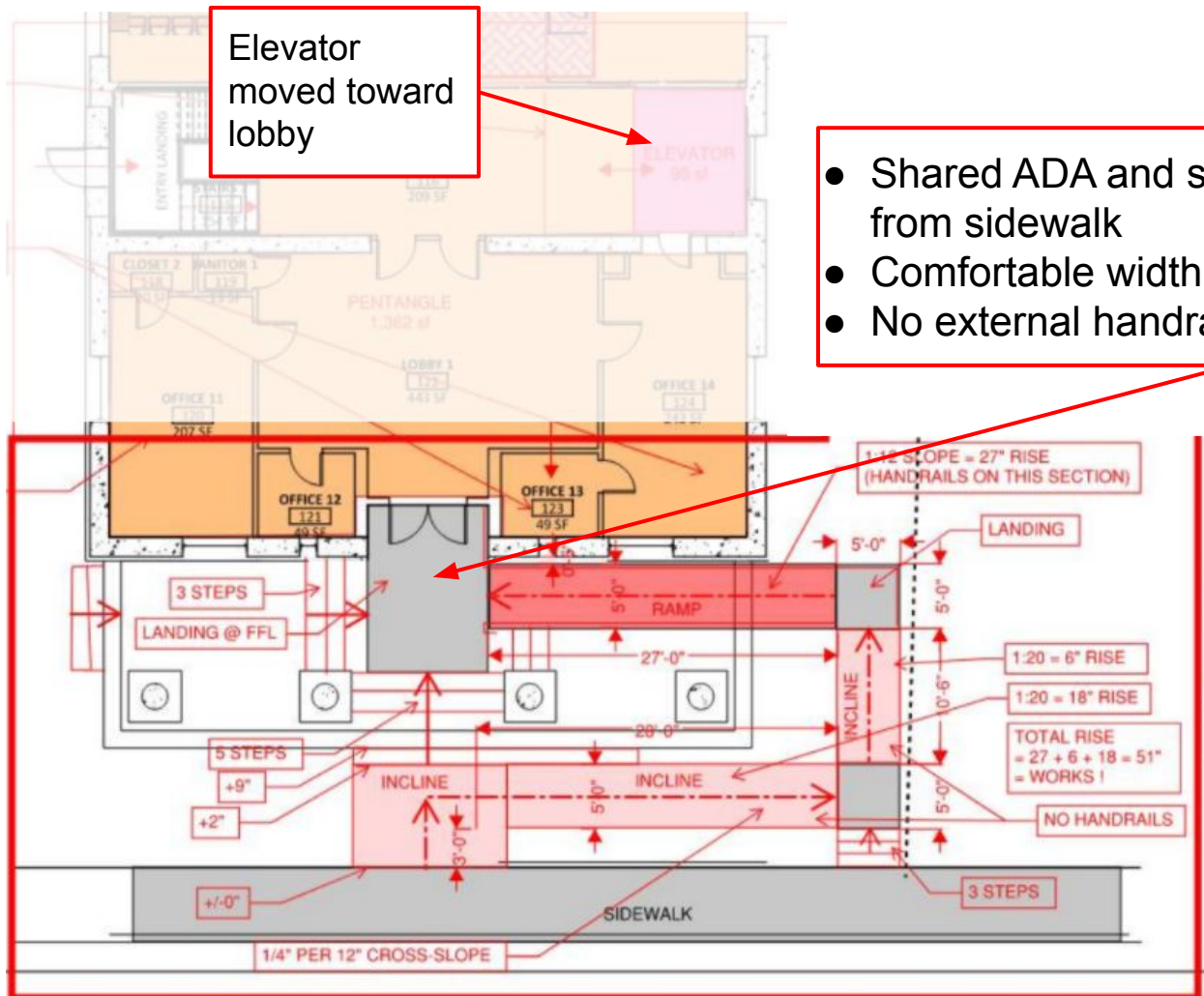




## Town Hall Rejuvenation Project—Progress Summary

### Provide Universal ADA access

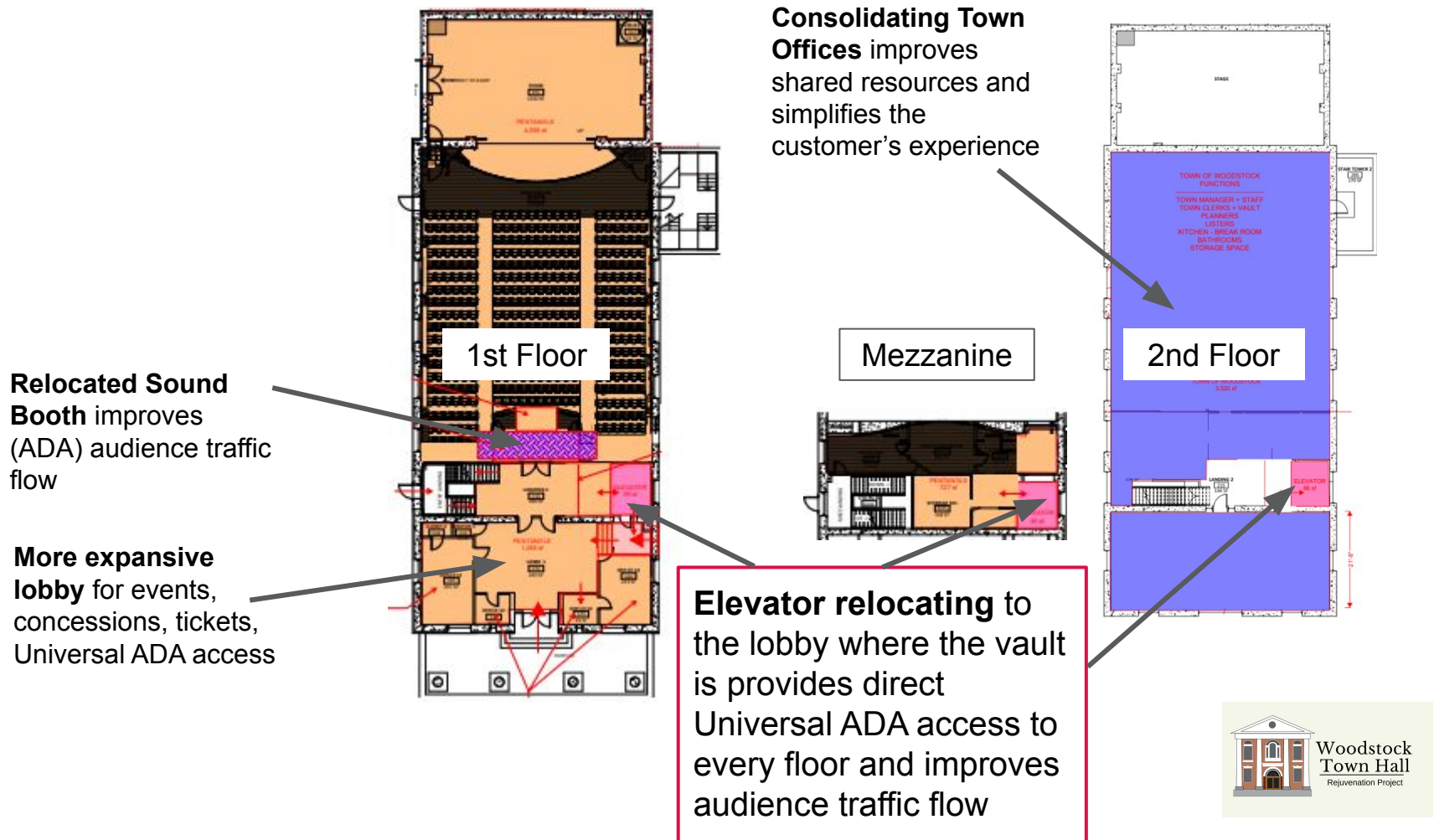
Inside the building, the new elevator would open directly into the lobby.



## Town Hall Rejuvenation Project—Progress Summary

### Provide Universal ADA access

The new elevator will provide ADA access to all floors. This calls for the Town Clerk to move to the 2nd floor, which consolidates the town offices.

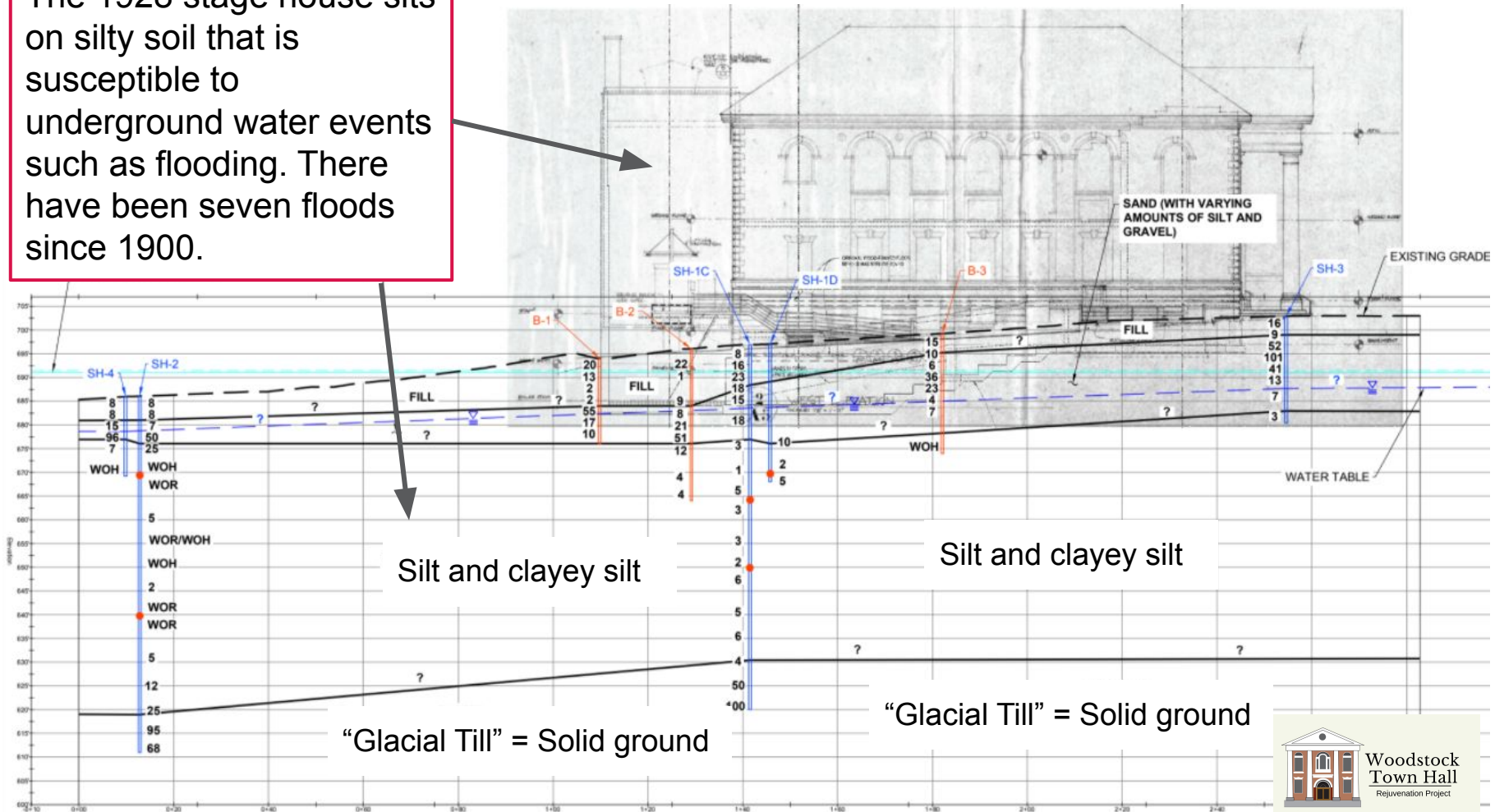


## Town Hall Rejuvenation Project—Progress Summary

### Replace the 1928 stage house

To ensure that our investment in the project will last another century

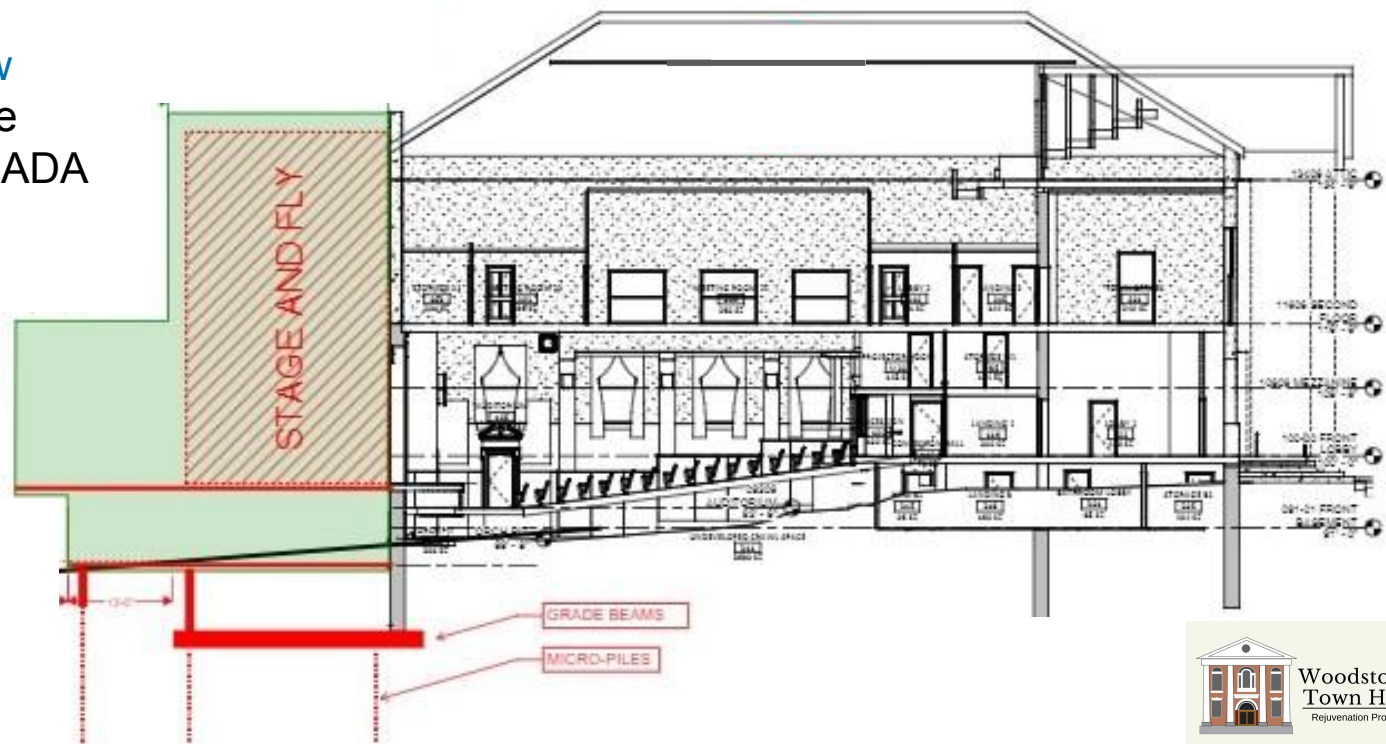
The 1928 stage house sits on silty soil that is susceptible to underground water events such as flooding. There have been seven floods since 1900.



## Town Hall Rejuvenation Project—Progress Summary

# Replacing the 1928 stage house provides the best value

- Demolish the existing 1928 stage house
- Reinforce the main block
- Build a new larger stage house and ADA tower



## Objective:

To gain Selectboard approval of preliminary schematic plans for the purposes of cost estimation

## Agenda:

1. Summarize the project's progress to date
- 2. Present proposals to estimate costs**
3. Review next steps



## Town Hall Rejuvenation Project—Phase 3 Concept Development

We seek approval to estimate the cost of 4 proposals toward Goal 1

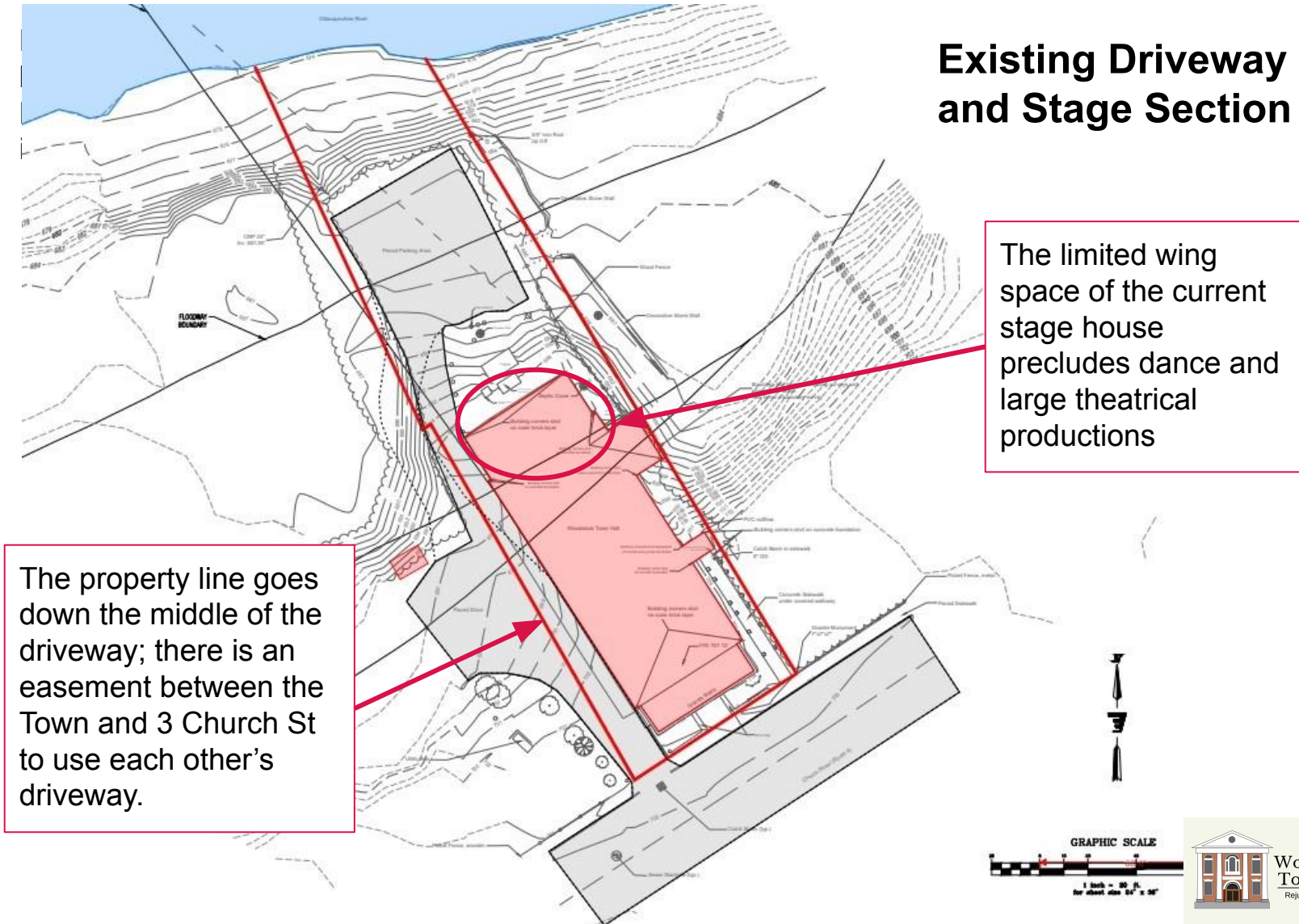
**Goal 1:** A single plan that integrates the multiple uses of Town Hall



1. Include stage wings on the new stage house
2. Construct an ADA tower to fully access stage house and incorporate a riverfront patio
3. Bring the theater house into ADA compliance
4. Reorganize offices and meeting rooms

## Town Hall Rejuvenation Project—Phase 3 Concept Development

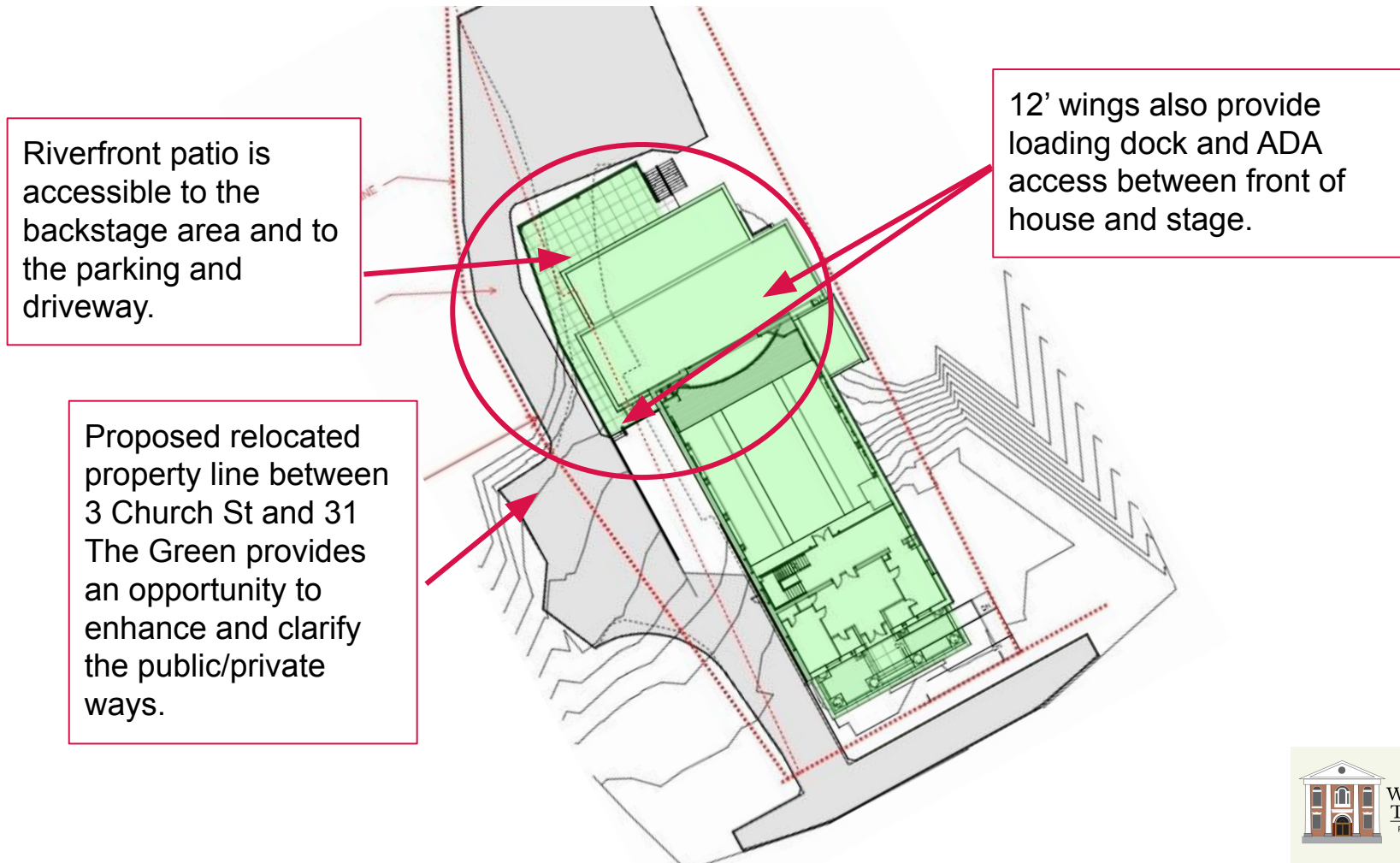
### Proposal to add wing space to new stage house



## Town Hall Rejuvenation Project—Phase 3 Concept Development

### Proposal to add wing space to new stage house

A riverfront patio provides visual relief to the exterior as well as an amenity for the workers, audiences, and the public.

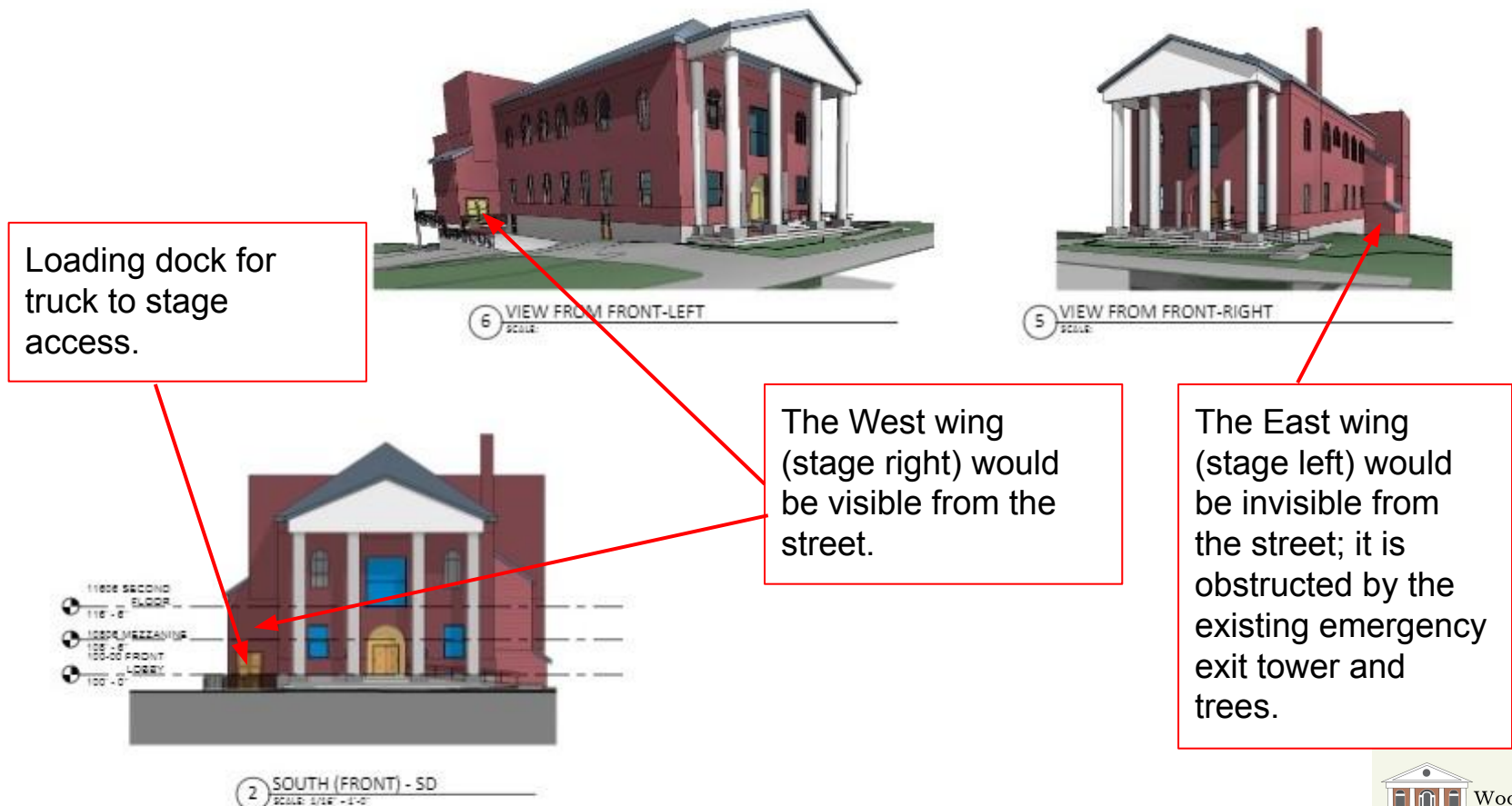




## Town Hall Rejuvenation Project—Phase 3 Concept Development

### Proposal to add wing space to new stage house

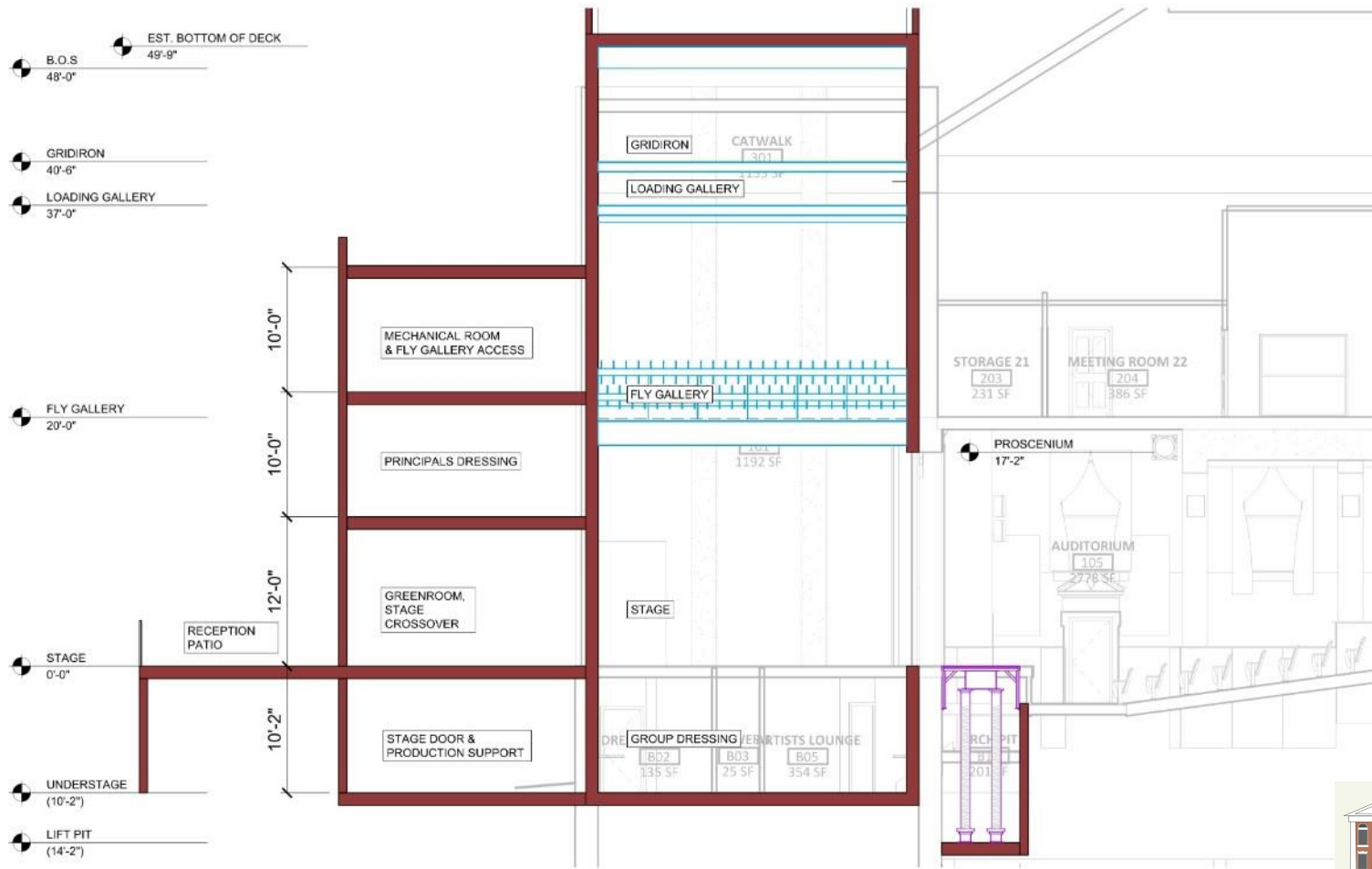
Adding wing space to the stage house will enable a wider range of productions, such as dance and larger casts, and provides direct truck-to-stage loading. The East wing would be invisible from the street; the West wing would protrude from the profile of the main block.



## Town Hall Rejuvenation Project—Phase 3 Concept Development

### Proposal to construct an ADA tower

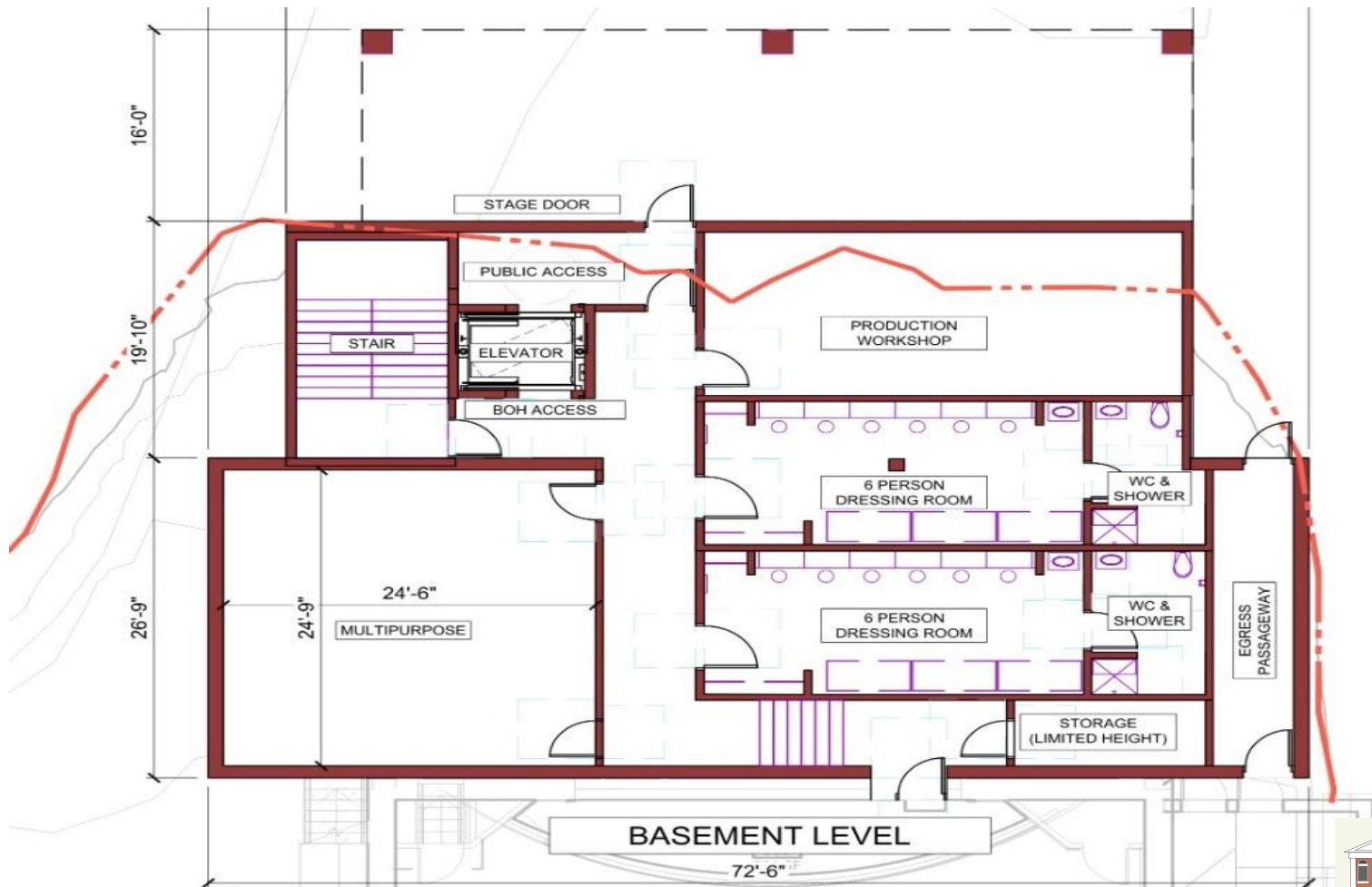
Expanding the footprint to the flood line and supporting upper levels over the flood line with pilings will provide needed ADA access, storage, and better backstage flow and workspace.



## Town Hall Rejuvenation Project—Phase 3 Concept Development

### Proposal to construct an ADA tower

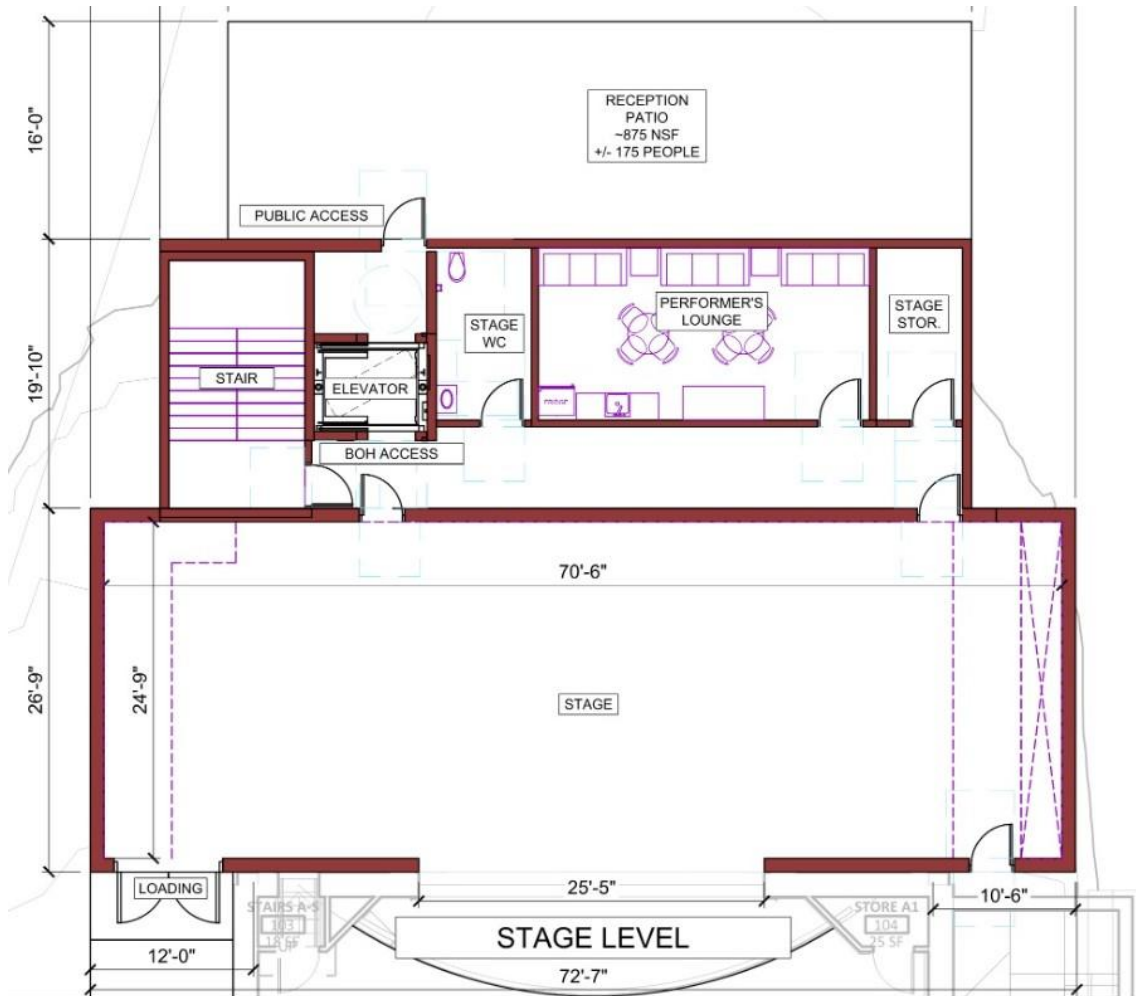
The multi-purpose room could be used for rehearsals, community space, temporary green room, etc. A wheelchair bound honoree or performer could access the front of the theater through this entrance.



## Town Hall Rejuvenation Project—Phase 3 Concept Development

### Proposal to construct an ADA tower

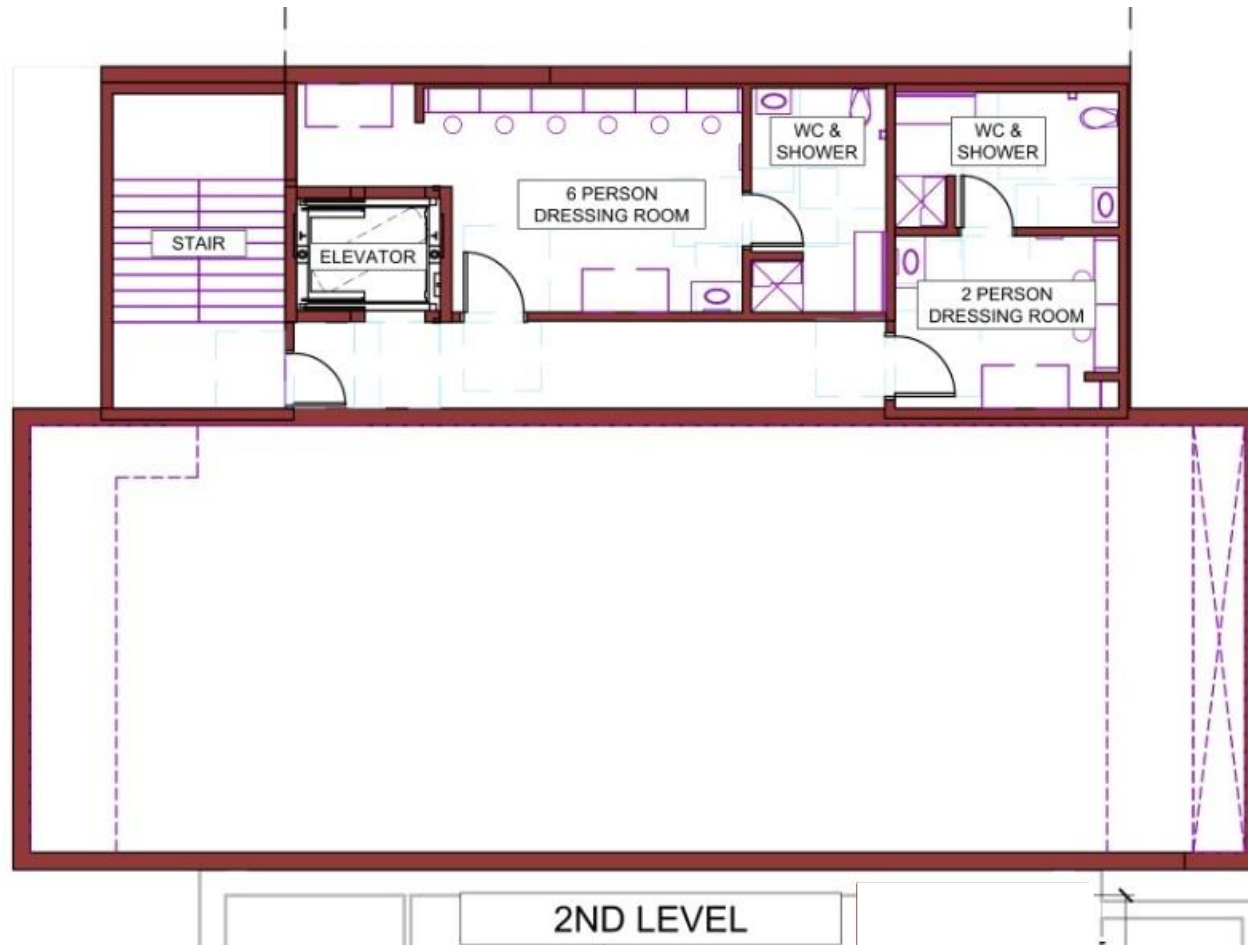
Access from the performers' lounge to the patio could also provide additional event space. Access from the stage to the storage area could provide piano storage.



## Town Hall Rejuvenation Project—Phase 3 Concept Development

### Proposal to construct an ADA tower

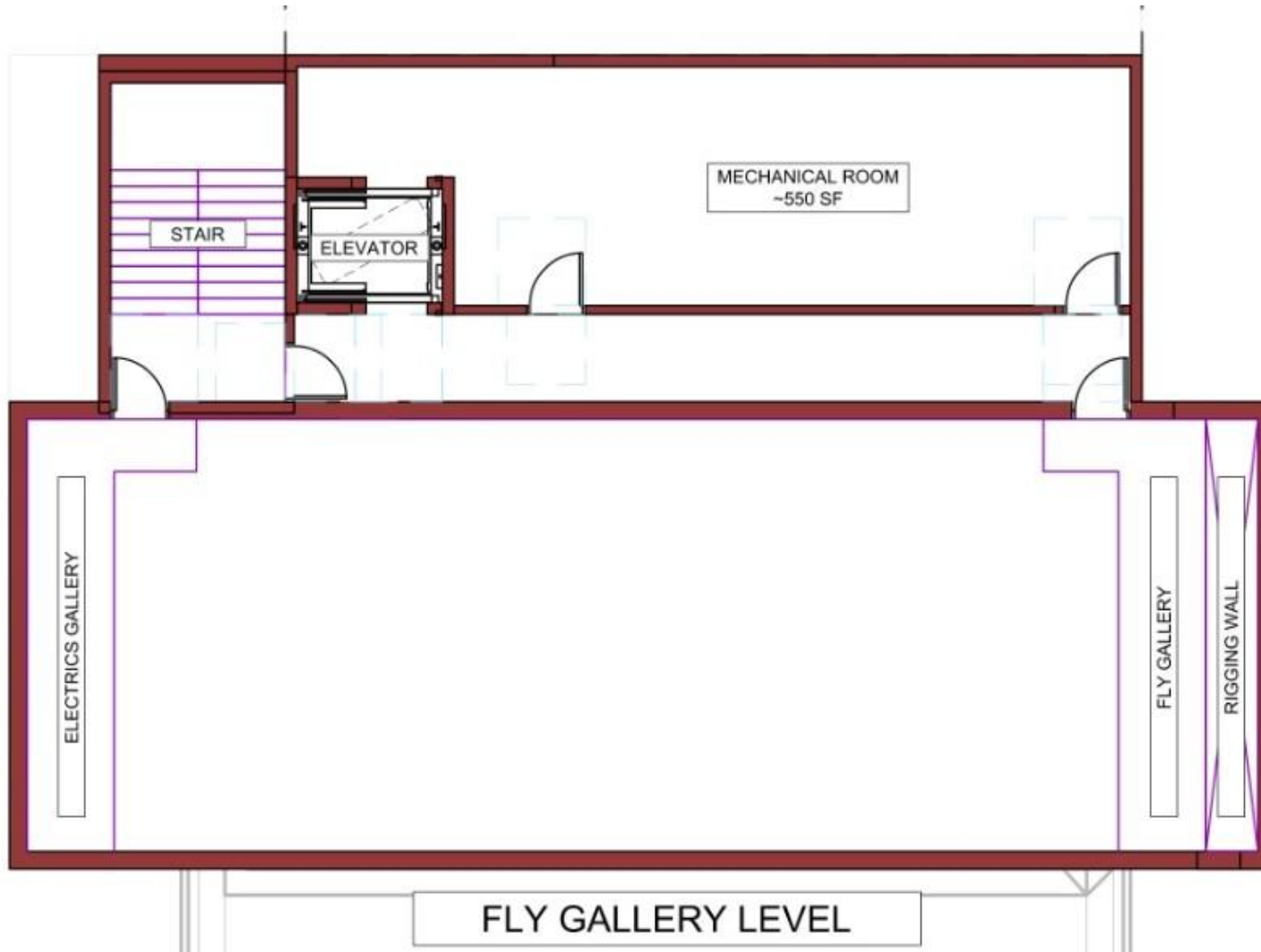
Additional performer preparation area on this floor is only one level away from the stage.



## Town Hall Rejuvenation Project—Phase 3 Concept Development

### Proposal to construct an ADA tower

ADA access to the fly gallery level is also provided.





# Proposal to bring theater house into ADA compliance

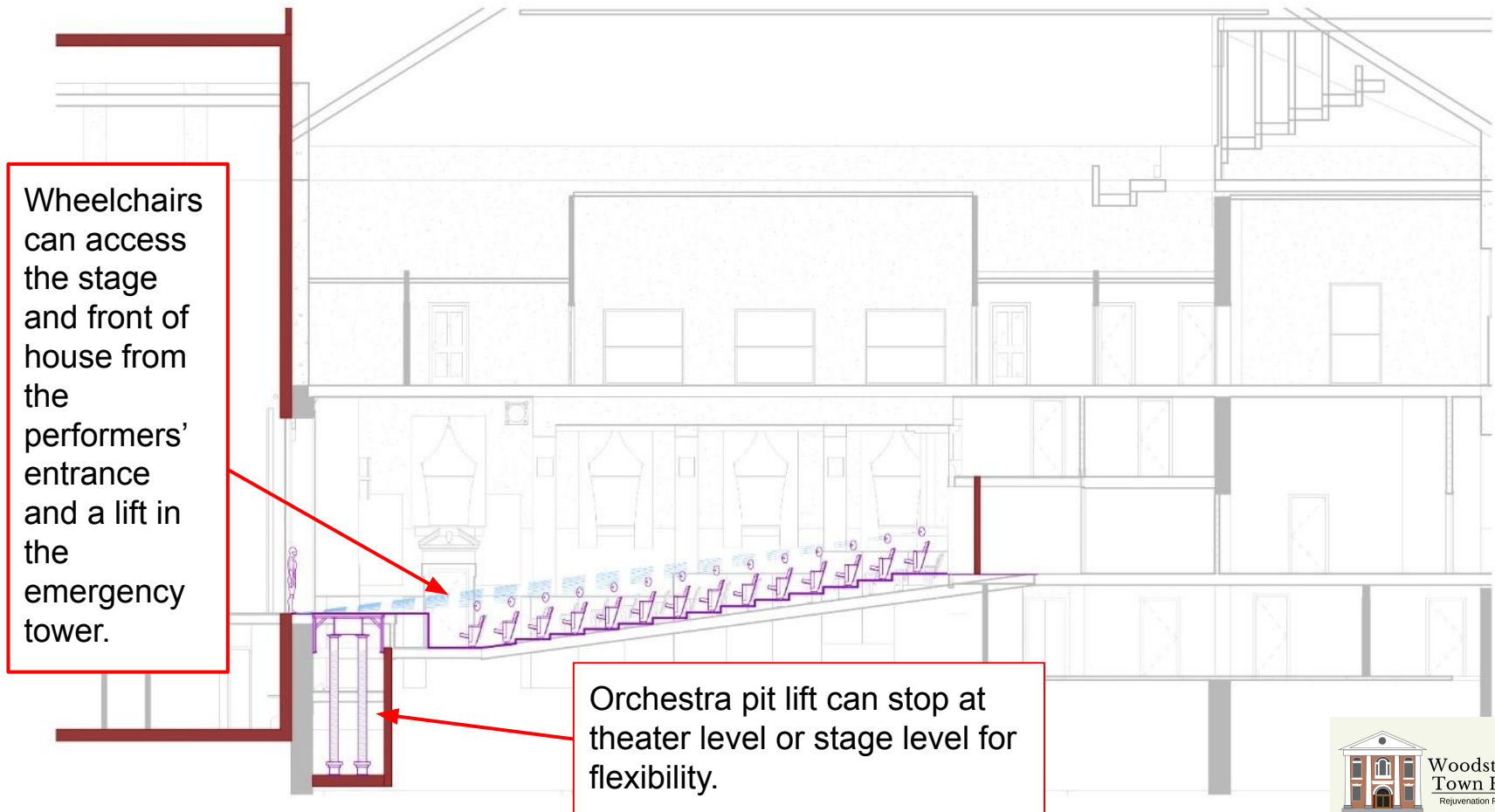
Front row could be removed to accommodate ADA or other programmatic seating.



## Town Hall Rejuvenation Project—Phase 3 Concept Development

### Proposal to bring theater house into ADA compliance

The non-ADA-compliant steep aisle would be overbuilt with steps rising 4–5.5", increasing parabolically toward the back, to provide ideal site lines, even for dance. The steps provide a safer way between the front and back rows than the ramp; however, wheelchairs would need to exit the building to find a route.

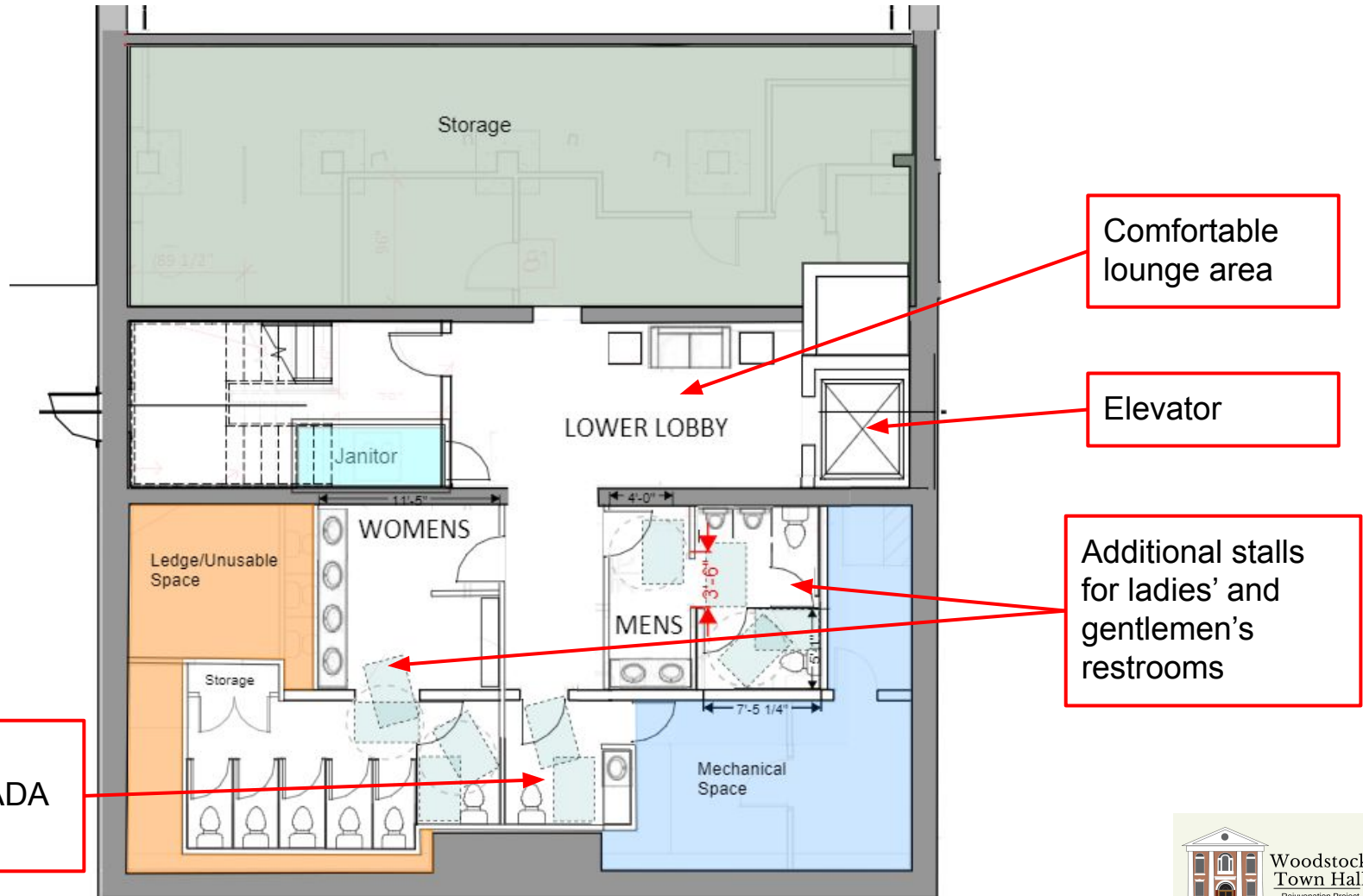




## Town Hall Rejuvenation Project—Phase 3 Concept Development

# Proposal to bring building into ADA compliance

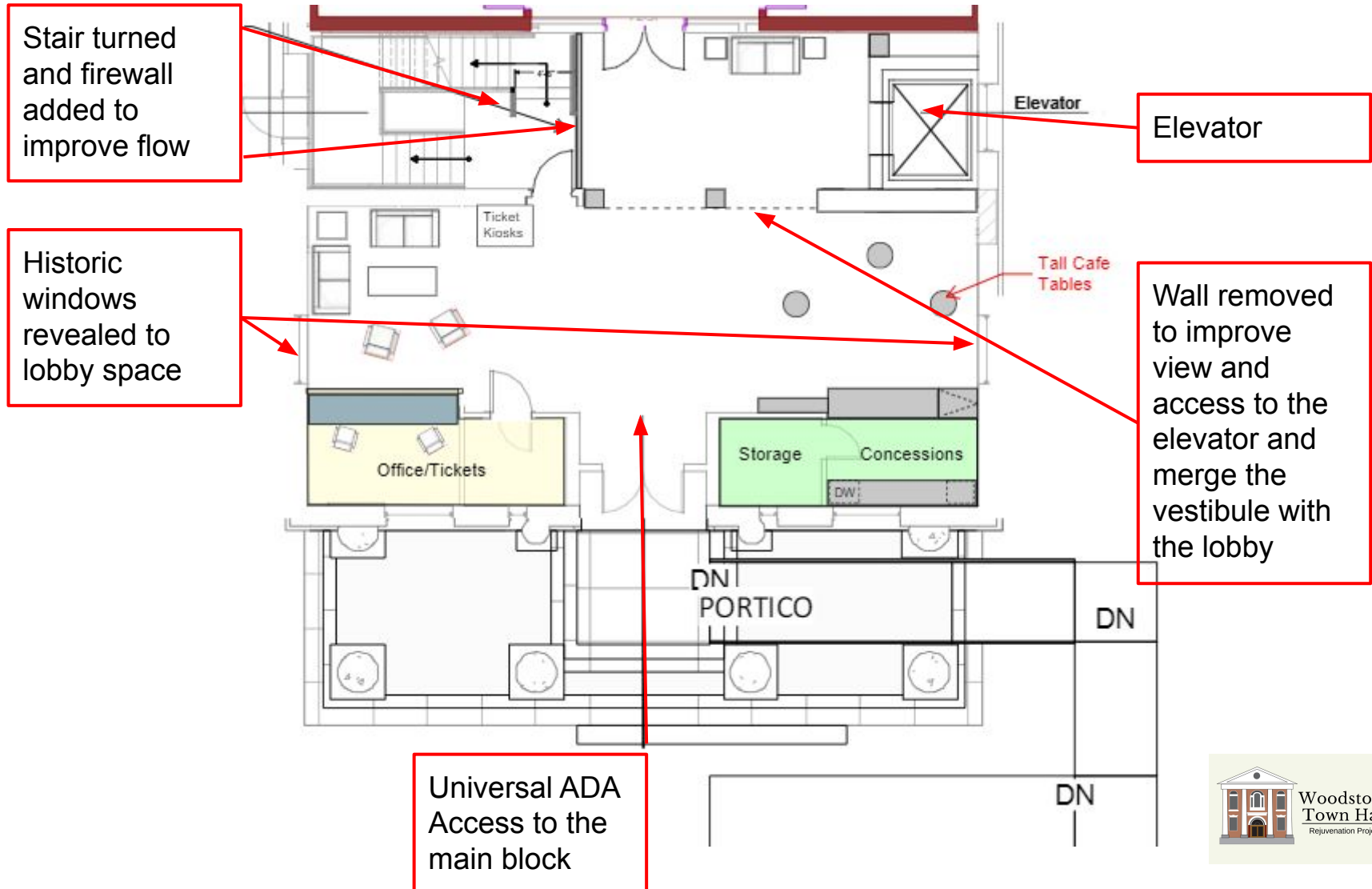
The elevator is moved to the lobby for universal access to the offices, mezzanine, and lower lobby



## Town Hall Rejuvenation Project—Phase 3 Concept Development

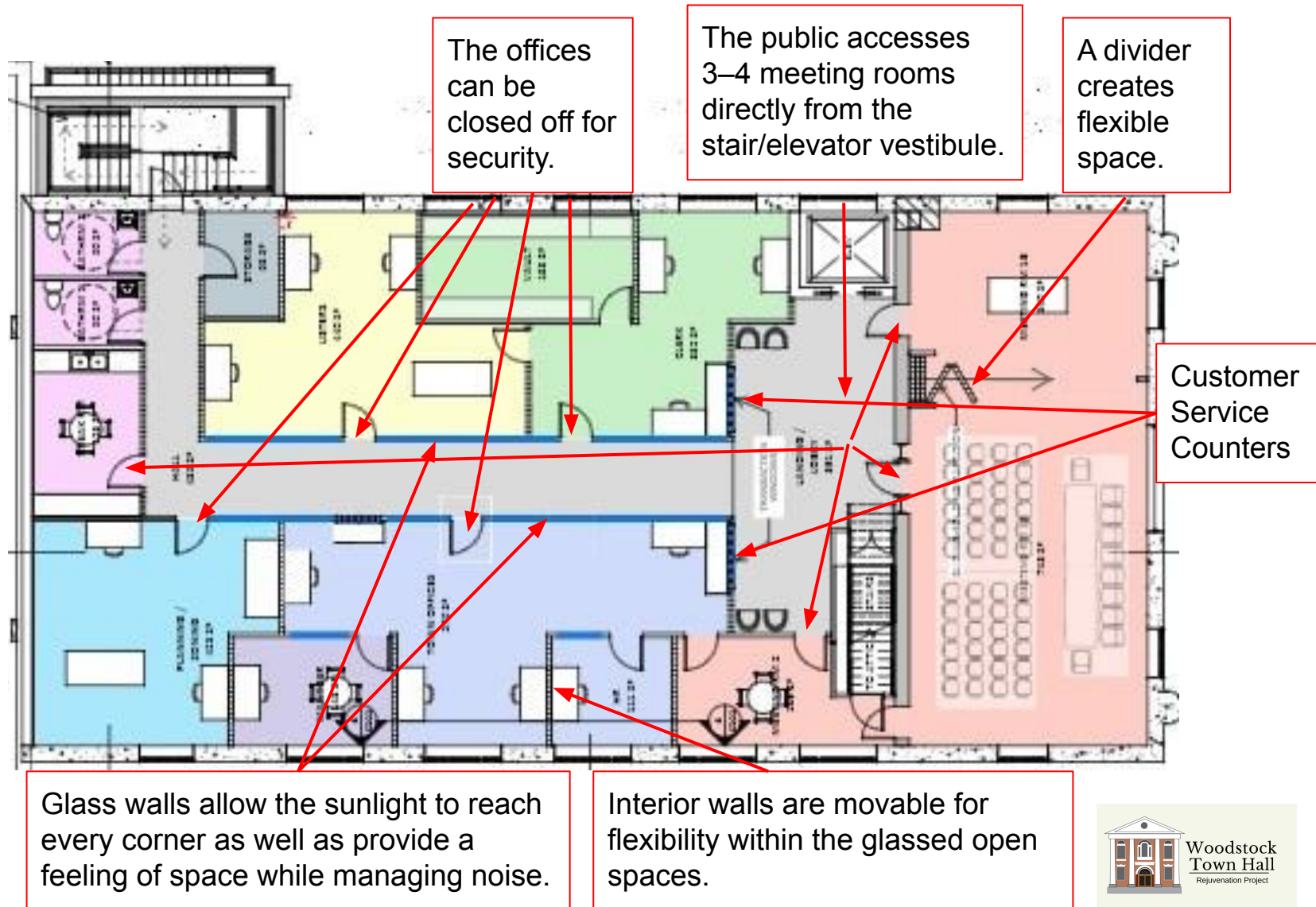
# Proposal to bring building into ADA compliance

The elevator is moved to the lobby for universal access to the offices, mezzanine, and lower lobby



## Town Hall Rejuvenation Project—Phase 3 Concept Development

### Proposal to reorganize offices and meeting rooms



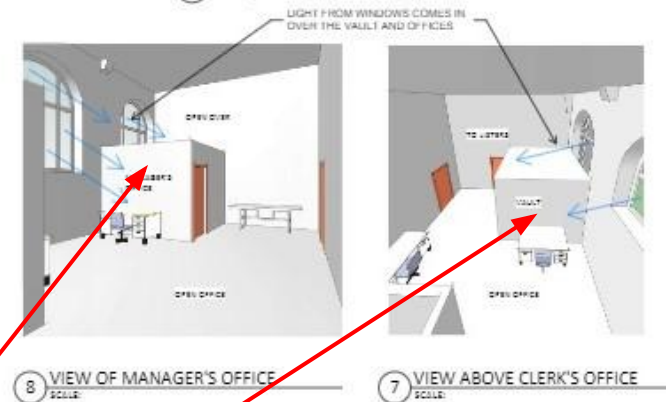
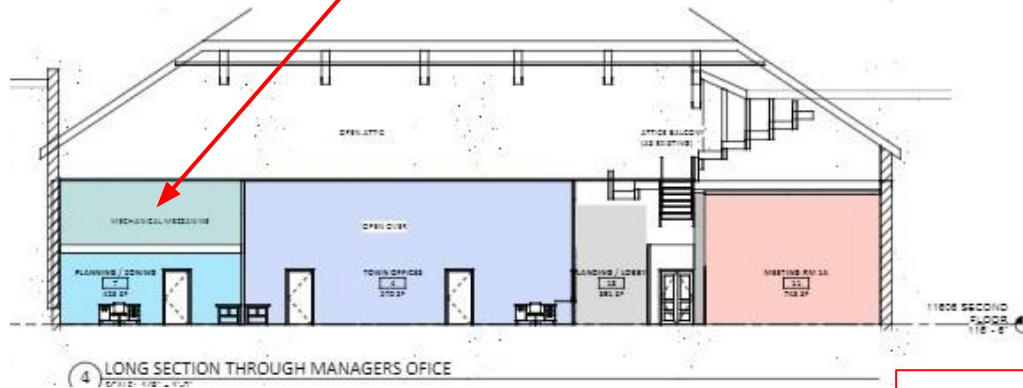
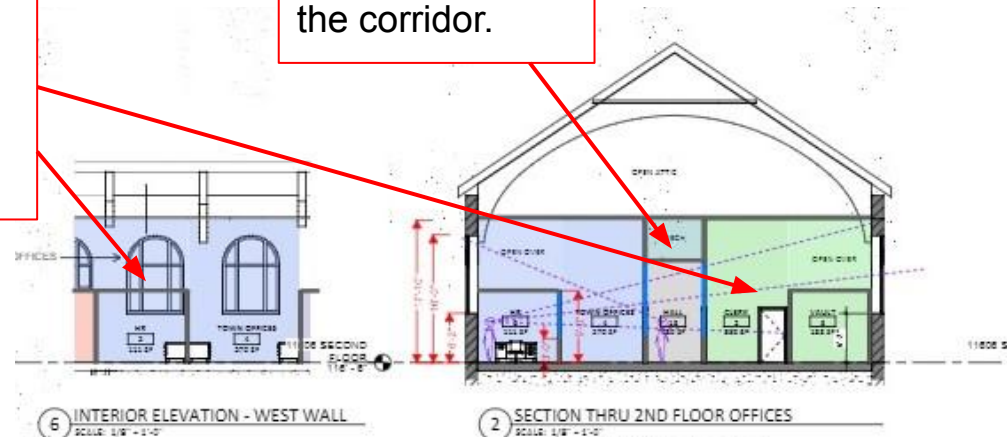
## Town Hall Rejuvenation Project—Phase 3 Concept Development

### Proposal to reorganize offices and meeting rooms

Historic windows would be fully revealed, with light penetrating the glassed corridor.

Mechanicals are located above the corridor.

A mezzanine at the back of the building provides storage and some mechanicals.



The Municipal Manager's office and the Vault would be boxed spaces over which light would pass.



# Town Hall Rejuvenation Project—Phase 3 Concept Development

## Questions?



## Objective:

To gain Selectboard approval of preliminary schematic plans for the purposes of cost estimation

## Agenda:

1. Summarize the project's progress to date
2. Present proposals to estimate costs
3. **Review next steps**



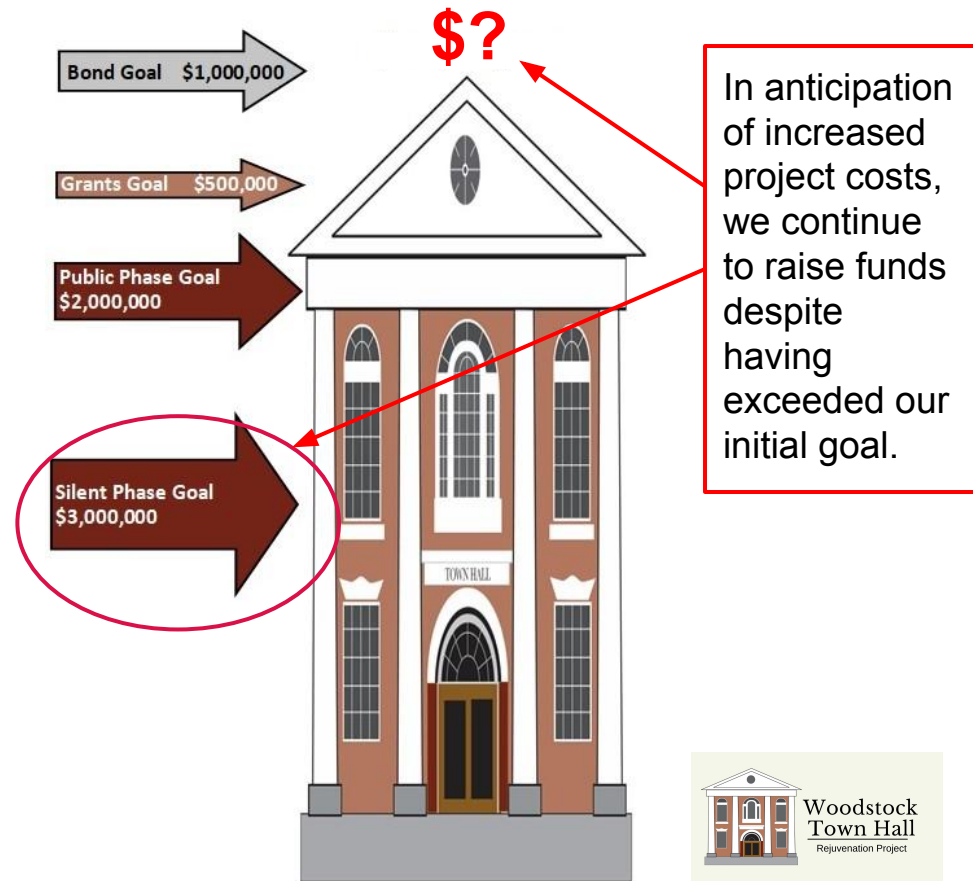
## Town Hall Rejuvenation Project—Progress Summary

# We have made significant progress on Goal 2

**Goal 1:** A single plan that integrates the multiple uses of Town Hall



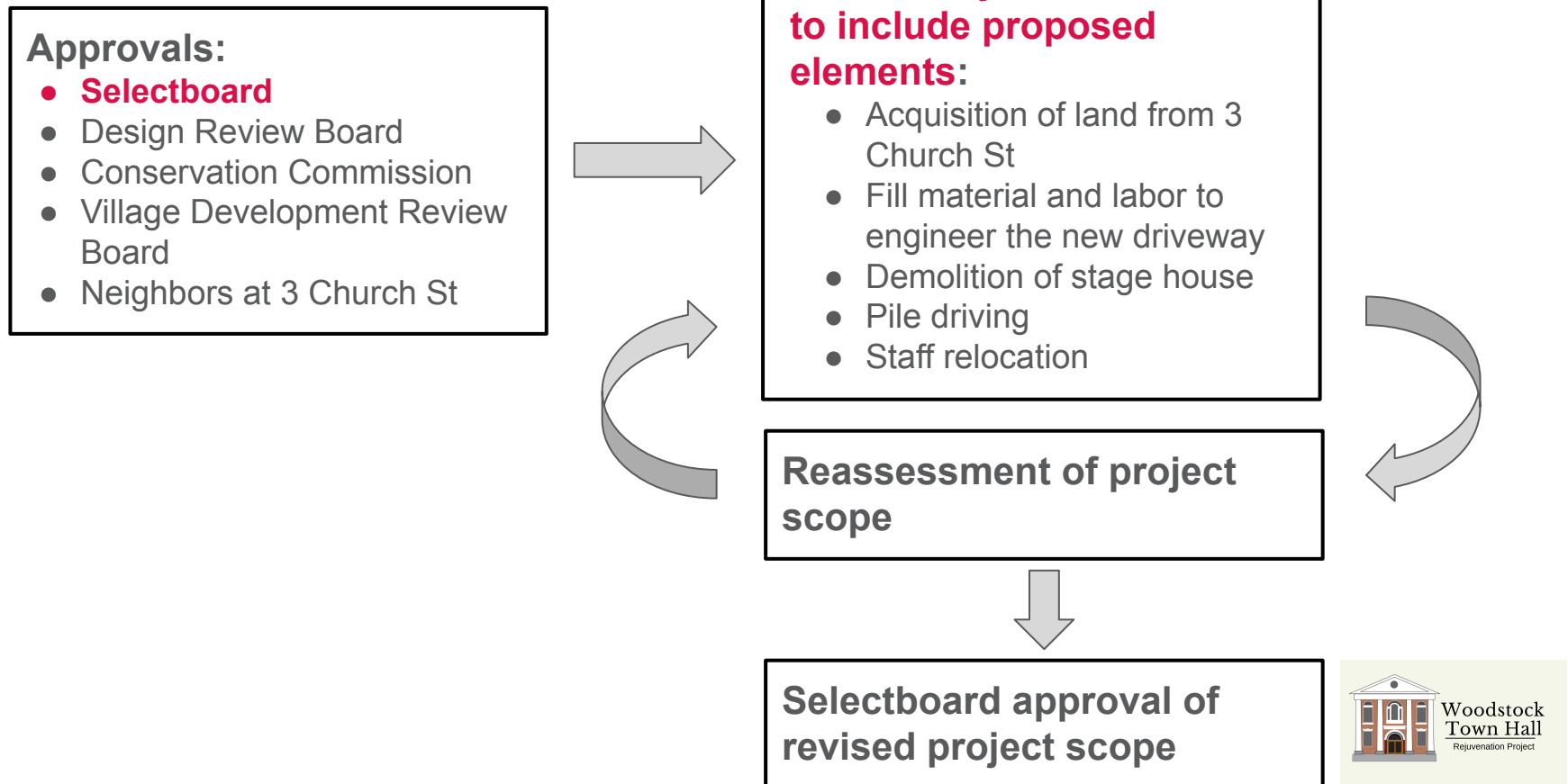
**Goal 2:** Minimize the cost to taxpayers



## Town Hall Rejuvenation Project—Next Steps

### Next Steps

Before completing Phase 3, there are many steps, including:





## Town Hall Rejuvenation Project—Next Steps

# Phase 4—Engage the public and produce plans

### Phase 4

#### Engage Public & Produce Plans

Sept 2021–Mar 2022

- Share concepts with public
- Execute public fundraising
- Develop construction drawings
- Confirm project financing
- Bond vote March 2023

The official kick off of the public phase will happen when we have concepts to share, a schedule of public feedback meetings, a financing plan, and a public fundraising goal. We currently anticipate this to happen in September, 2021.

Phase 4 will allow ample time for

- community input,
- concept design refinement,
- fundraising,
- cost estimates,
- construction drawings,
- bids,
- project financing details,
- bond vote preparation,
- and the bond vote



## Town Hall Rejuvenation Project—Next Steps

# Phase 5—Construction

### Phase 5

#### Construction

Apr 2022–Apr 2023

- Demolition of stage house
- Construction

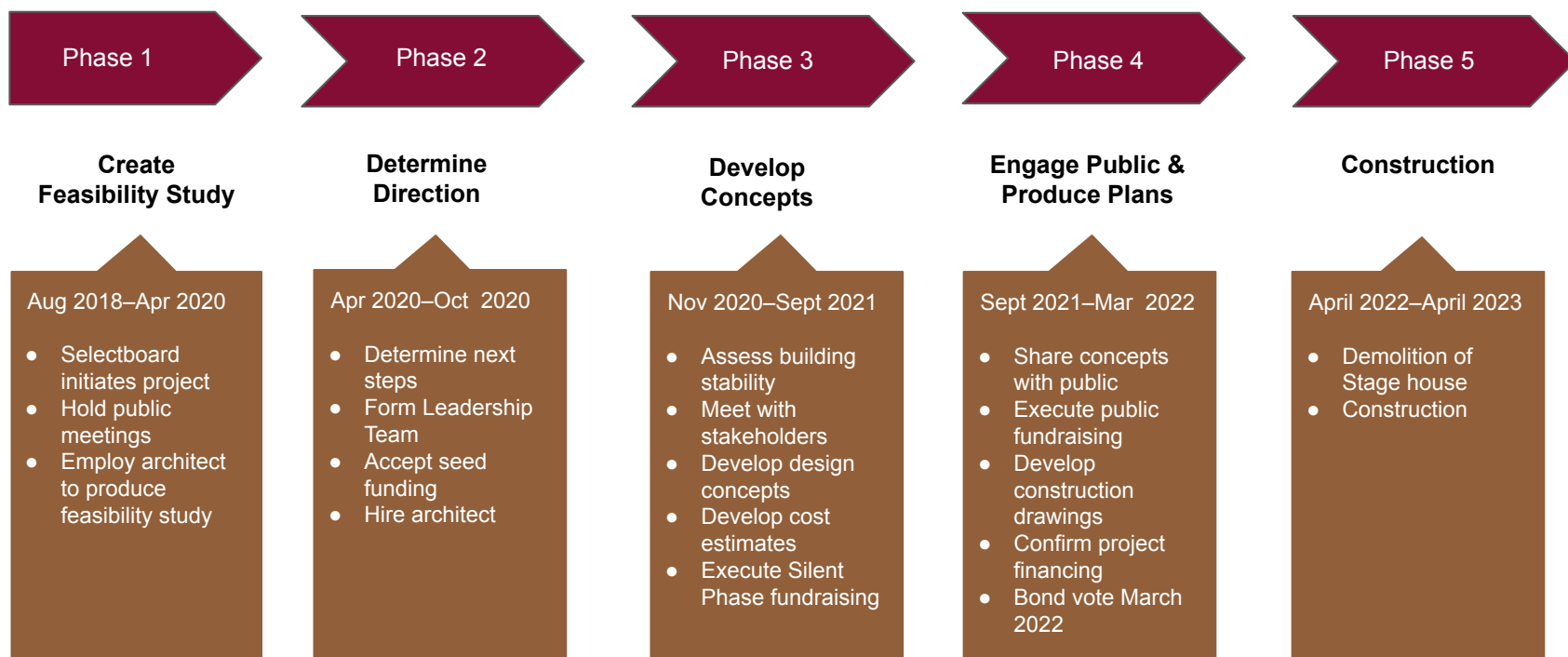
The construction phase acknowledges the complexity of the project but we are working toward a one-year process with the following in mind:

- April or early November, when tourism dips, are best times for demolition of the 1928 stage house and driving piles.
- Summer, when Pentangle Arts can best leverage the outdoors, is the best time to close the theater.
- Exterior construction is approximately 10% more expensive in the winter.
- Current cost of materials is at a historic high.
- There is a regional shortage of construction personnel.

## Town Hall Rejuvenation Project—Next Steps

# The project could be completed by 2023

The timing is highly elastic, however, this timeline provides an idea of what to expect in each phase



## Town Hall Rejuvenation Project—Phase 3 Concept Development

**Please approve these preliminary design elements for the purposes of developing initial cost estimates:**

1. Add stage wings to stage house
2. Construct ADA tower to fully access stage house and incorporate a riverfront patio
3. Bring theater house into ADA compliance
4. Reorganize offices and meeting rooms

