

TOWN OF WOODSTOCK  
SELECT BOARD  
July 20, 2021  
6:00 pm  
Meeting  
Town Hall  
Agenda

- A. CALL TO ORDER
- B. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA
- C. CITIZENS COMMENTS
- D. MANAGER'S REPORT
  - 1. General report
  - 2. Financial report
- E. NEW BUSINESS
  - 1. Discussion regarding renewable energy credits
  - 2. FY2022 tax rate
  - 3. Approval of Owner's Representative contract for the Town Hall Rejuvenation Project
  - 4. Town Hall Rejuvenation Project update
  - 5. Award of Dunham Hill Road ditching project bid
  - 6. Award of gravel bid
  - 7. Letters of support for Norman Williams Public Library
- F. OTHER BUSINESS
- G. BOARD OF SEWER COMMISSIONERS
  - 1. Abatement request – O'Neill – 20.52.13
- H. Approval of minutes
  - 1. 7/6/21 meeting minutes
- I. ADJOURNMENT

This Meeting will be held in person at Town Hall or by Zoom.

The link to join us by Zoom is:

<https://us02web.zoom.us/j/84782406503?pwd=UXAzWnJxaEE0MzJaMIBKeHJPUjB6QT09>

or from [zoom.us](https://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

07/16/21

## WOODSTOCK TOWN General Ledger

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11:33 am Current Yr Pd: 1 - Budget Status Report Staff Accountant.TOWNACCTPC2015

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
TAX REVENUE- ALL	5,498,394.00	102,425.67	1.86%
RENTAL INCOME	13,000.00	0.00	0.00%
FEES & PERMITS	19,500.00	0.00	0.00%
TOWN CLERK FEES	74,050.00	2,630.00	3.55%
FRONT OFFICE FEES	100.00	0.00	0.00%
PLANNING & ZONING	14,000.00	75.00	0.54%
INTEREST INCOME	18,000.00	0.00	0.00%
AMBULANCE & FIRE DEPT	915,000.00	0.00	0.00%
MISCELLANEOUS	522,230.00	0.01	0.00%
GRANT REVENUE	0.00	0.00	0.00%
MANDATORY DRAWBACK	-370,000.00	-13,151.65	3.55%
COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
TRANSFERS IN	20,795.00	0.00	0.00%
BILLINGS PARK	0.00	0.00	0.00%
TOWN FOREST	0.00	0.00	0.00%
<b>Total Revenues</b>	<b>6,725,069.00</b>	<b>91,979.03</b>	<b>1.37%</b>
GRANTS/CONTRIB-TRUST FUND	1,500.00	0.00	0.00%
GRANTS/CONTRIB-GENL FUND	299,413.00	19,425.00	6.49%
CULTURE & RECREATION	450,558.00	0.00	0.00%
HEALTH OFFICER	7,440.00	0.00	0.00%
GOVERNMENT BUILDINGS	110,758.00	0.00	0.00%
SELECT BOARD	81,450.00	0.00	0.00%
EXECUTIVE	122,160.00	3,907.36	3.20%
OFFICE ADMINISTRATION	39,600.00	0.00	0.00%
AUDITING	15,000.00	0.00	0.00%
TREASURER	13,000.00	496.25	3.82%
ACCOUNTING	125,600.00	6,331.04	5.04%
TAX LISTING	131,114.00	3,566.12	2.72%
TAX COLLECTING	0.00	0.00	0.00%
CAPITAL RESERVE	53,500.00	0.00	0.00%
HIGHWAY DEPARTMENT			
TRAFFIC CONTROL	7,000.00	0.00	0.00%
HIGHWAY CONST&MAINT	1,288,225.00	19,364.34	1.50%
C&M-BRIDGES&STORMDRAINS	83,000.00	0.00	0.00%
HIGHWAY EQUIPMENT	269,257.67	0.00	0.00%
SIDEWALK MAINTENANCE	90,000.00	0.00	0.00%
STREET LIGHTS	40,000.00	0.00	0.00%
PARKS	10,250.00	0.00	0.00%
PUBLIC WORKS BUILDINGS	120,205.00	0.00	0.00%
CAPITAL RESERVE	67,000.00	0.00	0.00%
<b>Total HIGHWAY DEPARTMENT</b>	<b>1,974,937.67</b>	<b>19,364.34</b>	<b>0.98%</b>
AMBULANCE DEPARTMENT			
AMBULANCE OPERATIONS	1,101,185.00	27,029.91	2.45%
AMBULANCE VEHICLE	16,400.00	0.00	0.00%
AMBULANCE TRAINING	16,150.00	0.00	0.00%

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## WOODSTOCK TOWN General Ledger

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11:33 am Current Yr Pd: 1 - Budget Status Report Staff Accountant.TOWNACCTPC2015

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
AMBULANCE COMMUNICATIONS	9,600.00	0.00	0.00%
CAPITAL RESERVE	78,500.00	0.00	0.00%
<b>Total AMBULANCE DEPARTMENT</b>	<b>1,221,835.00</b>	<b>27,029.91</b>	<b>2.21%</b>
<b>FIRE DEPARTMENT</b>			
FIREFIGHTING	161,650.00	1,673.53	1.04%
FIRE COMMUNICATIONS	7,250.00	0.00	0.00%
FIRE TRUCK & EQUIPMENT	87,650.00	0.00	0.00%
FIREFIGHTING EQUIPMENT	13,700.00	0.00	0.00%
WOODSTOCK STATION #2	9,350.00	198.00	2.12%
EMERGENCY SERVICES BLDG	25,700.00	0.00	0.00%
CAPITAL RESERVE	50,000.00	0.00	0.00%
<b>Total FIRE DEPARTMENT</b>	<b>355,300.00</b>	<b>1,871.53</b>	<b>0.53%</b>
<b>COMMUNICATIONS</b>			
DISPATCH SERVICES	360,550.00	11,349.97	3.15%
CAPITAL RESERVE	15,100.00	0.00	0.00%
<b>Total COMMUNICATIONS</b>	<b>375,650.00</b>	<b>11,349.97</b>	<b>3.02%</b>
<b>TOWN CLERK</b>			
BOARD OF CIVIL AUTHORITY	3,500.00	0.00	0.00%
TOWN CLERK	180,168.00	4,309.02	2.39%
CAPITAL RESERVE	3,500.00	0.00	0.00%
<b>Total TOWN CLERK</b>	<b>187,168.00</b>	<b>4,309.02</b>	<b>2.30%</b>
<b>BOARDS &amp; AGENCIES</b>			
PLANNING & ZONING	108,595.00	2,646.42	2.44%
CAPITAL RESERVE	1,000.00	0.00	0.00%
<b>Total BOARDS &amp; AGENCIES</b>	<b>109,595.00</b>	<b>2,646.42</b>	<b>2.41%</b>
<b>TOWN CONSTABLE</b>			
MAINTAINING CEMETERIES	10,600.00	0.00	0.00%
WELCOME CENTER	18,500.00	0.00	0.00%
LITTLE THEATER	72,201.00	0.00	0.00%
LITTLE THEATER	0.00	0.00	0.00%
CAPITAL RESERVE	0.00	0.00	0.00%
INTERGOVERNMENTAL	33,528.00	33,528.00	100.00%
SELECT BOARD CONTINGENCY	480,250.00	0.00	0.00%
CAPITAL RESERVE SB	50,000.00	0.00	0.00%
CAPITAL RESERVE SPENDING	19,294.81	0.00	0.00%
LOSS REPAIR EXPENSE	0.00	0.00	0.00%
LITTLE THEATER REPAIR	0.00	0.00	0.00%
IRENE RECOVERY EXPENSE	58,346.00	0.00	0.00%
GRANT EXPENSE	0.00	0.00	0.00%
COMMUNITY CELEBRATIONS	10,000.00	400.00	4.00%
TRANSFERS OUT	0.00	0.00	0.00%



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## WOODSTOCK TOWN General Ledger

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11:33 am Current Yr Pd: 1 - Budget Status ReportStaff Accountant.TOWNACCTPC2015

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
TOWN FOREST	0.00	0.00	0.00%
BILLINGS PARK	0.00	0.00	0.00%
<b>Total Appropriations</b>	<b>6,428,298.48</b>	<b>134,224.96</b>	<b>2.09%</b>
<b>Total TOWN GENERAL FUND</b>	<b>296,770.52</b>	<b>-42,245.93</b>	
<b>Total All Funds</b>	<b>296,770.52</b>	<b>-42,245.93</b>	

07/16/21

## WOODSTOCK TOWN General Ledger

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11:34 am Current Yr Pd: 1 - Budget Status Report Staff Accountant.TOWNACCTPC2015

## SEWER GENERAL FUND

Account	Budget	Actual	% of Budget
CONSUMPTION FEE REVENUE	1,095,397.50	0.00	0.00%
INTEREST INCOME	2,000.00	0.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	0.00%
ABATEMENTS	0.00	-894.43	100.00%
TRANSFERS IN	250,000.00	0.00	0.00%
<b>Total Revenues</b>	<b>1,347,397.50</b>	<b>-894.43</b>	<b>-0.07%</b>
PENSION EXPENSE	0.00	0.00	0.00%
ADMINISTRATION			
EXECUTIVE	39,515.00	1,122.53	2.84%
OFFICE ADMINISTRATION	7,550.00	0.00	0.00%
AUDITING	7,000.00	0.00	0.00%
ACCOUNTING	47,743.00	1,463.69	3.07%
<b>Total ADMINISTRATION</b>	<b>101,808.00</b>	<b>2,586.22</b>	<b>2.54%</b>
MAINTAINING SEWER SYSTEMS	131,990.00	1,337.52	1.01%
CONSTR & MAINT OF PLANTS	823,780.00	9,366.26	1.14%
SEWER VEHICLE	13,000.00	0.00	0.00%
CONSTRUCTION	0.00	0.00	0.00%
DEPRECIATION	0.00	0.00	0.00%
CAPITAL RESERVE	18,000.00	0.00	0.00%
CAPITAL EXPENSES	0.00	0.00	0.00%
CAPITAL RESERVE SPENDING	250,000.00	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%
<b>Total Appropriations</b>	<b>1,338,578.00</b>	<b>13,290.00</b>	<b>0.99%</b>
<b>Total SEWER GENERAL FUND</b>	<b>8,819.50</b>	<b>-14,184.43</b>	
<b>Total All Funds</b>	<b>8,819.50</b>	<b>-14,184.43</b>	

**Treatment of Renewable Energy Credits (RECs) for Solar Project**  
**July 20, 2021 Selectboard Meeting**

At the June 15<sup>th</sup> meeting, the Select Board selected Norwich Solar Technologies to develop a solar array at the Public Safety Facility. Before Norwich Technologies can submit an application for a Certificate of Public Good (CPG)—which is a permit for renewable energy projects—the town must choose whether to keep the renewable energy credits (RECs) or turn them over to Green Mountain Power.

Keeping the RECs means the town is using the renewable energy from the array and lowering its greenhouse gas (GHG) emissions. This would significantly advance the town's energy and climate goals (100% renewable by 2050; net-zero GHG emissions by 2030). By keeping the RECs, this project would reduce the town's annual GHG emissions by approximately 6%, and the array would generate close to 20% of the town's total electricity consumption. These local environmental benefits—and the corresponding progress toward meeting Woodstock's climate and energy goals—come in exchange for a lower net-metering rate from the array (i.e., lower monetary savings). The town would save between \$1,700 – \$2,200 less per year in the first 5 years by keeping the RECs compared to turning the RECs over to GMP.

Turning the RECs over to GMP, however, means the Town is neither using the renewable energy from the array nor lowering its GHG emissions. The town would continue to use electricity from GMP's power mix and will not be able to claim the use of renewable energy or GHG emission savings from the solar project. Only GMP would be able to take credit for the RECs, even though the Town has invested considerable time, energy and funding into designing the Public Safety Facility to accommodate a solar array, and contracted with Norwich Solar Technologies to build the array.

GMP is required to retire RECs from net-metered solar projects, like this solar array, to meet state targets. However, once GMP reaches the goal of 10% of its portfolio coming from renewables, they will start selling RECs from net-metered projects like Woodstock's solar array out of state. If the Select Board chooses to give the RECs to GMP, this means that the town loses control over where the RECs go and it is likely that they will be sold out of state in the near future. In this case, the RECs will not even be credited toward meeting Vermont's energy and carbon emissions goals under the Vermont Global Warming Solutions Act.

The table below shows estimated savings to the town under different scenarios over the span of the lease agreement (25 years), depending on the treatment of the RECs and whether or not the town purchases the array. In the long-run, the potential for savings depends most significantly on whether the town purchases the array in year 7. Since the town has the option, and not the obligation, to purchase the array in year 7, the decision to purchase the array cannot be made until that time.

**Table of savings to the Town of Woodstock (over 25 years):**

	<b>Town Keeps RECs (Woodstock's GHG emissions reduced by ~6%)</b>	<b>Town Gives RECs to GMP (no local emissions reduction)</b>
Town purchases array	\$413,000*	\$511,000*
Town does not purchase array	\$28,000	\$110,600

\*The purchase price is estimated to be between \$155,000 - \$186,000, and the cost of an annual maintenance contract is approximately \$1,200.

# Town of Woodstock

## Tax Rate

FY2022

ACTIVITY	APPROPRIATIONS	REVENUE	TAXES	TAX RATE	FY21 Rate
TOWN GENERAL	4,292,371	1,535,075	2,757,296	<b>0.3062</b>	0.2186
HIGHWAY	2,020,222	177,900	1,842,322	<b>0.2046</b>	0.1994
LOCAL AGREEMENT			117,294	<b>0.0130</b>	0.0203
DISABLED VET EXEMPTION			8,638	<b>0.0010</b>	0.0012
SPECIAL ARTICLES	301,813	2,400	299,413	<b>0.0332</b>	0.1243
COUNTY TAX			67,567	<b>0.0075</b>	0.0077
TOTAL TOWN (paid by town and village)				<b>0.5655</b>	0.5713
TOWN POLICE	418,475	-	418,475	<b>0.0687</b>	0.0681
TOTAL TOWN w/ Police	6,731,068	1,712,975	5,018,093	<b>0.6342</b>	0.6394
HOMESTEAD EDUCATION TAX				<b>1.7876</b>	1.7508
NON-RESIDENTIAL EDUCATION TAX				<b>1.7834</b>	1.7217

### TOTAL SPECIAL ASSESSMENT :

RESIDENT

**2.4218** 2.3902

NON-RESIDENTIAL

**2.4176** 2.3611

	Education Tax	Municipal Tax	Total Tax
Cost per \$100,000 Resident	\$ 1,787.60	\$ 634.23	\$ 2,421.83
Cost per \$100,000 Non-Resident	\$ 1,783.40	\$ 634.23	\$ 2,417.63

### 2021 GRAND LIST

FY2021

Municipal	9,005,261
Special Assessment District	6,097,720
School Exempt	65,770
Disabled Vet. Exempt HSR	4,533
Disabled Vet. Exempt NHR	300

# Town of Woodstock

## WORKING Tax Rate

### FY2022

ACTIVITY	APPROPRIATIONS	REVENUE	TAXES	TAX RATE	FY21 Rate
TOWN GENERAL	4,292,371	1,535,075	2,757,296	0.3062	0.2186
HIGHWAY	2,020,222	177,900	1,842,322	0.2046	0.1994
LOCAL AGREEMENT			117,294	0.0130	0.0203
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TOTAL TOWN (paid by town and village)				0.5654	0.5713
TOWN POLICE	418,475	-	418,475	0.0687	0.0681
TOTAL TOWN w/ Police	6,731,068	1,712,975	5,018,093	0.6341	0.6394
HOMESTEAD EDUCATION TAX				1.7876	1.7508
NON-RESIDENTIAL EDUCATION TAX				1.7834	1.7217

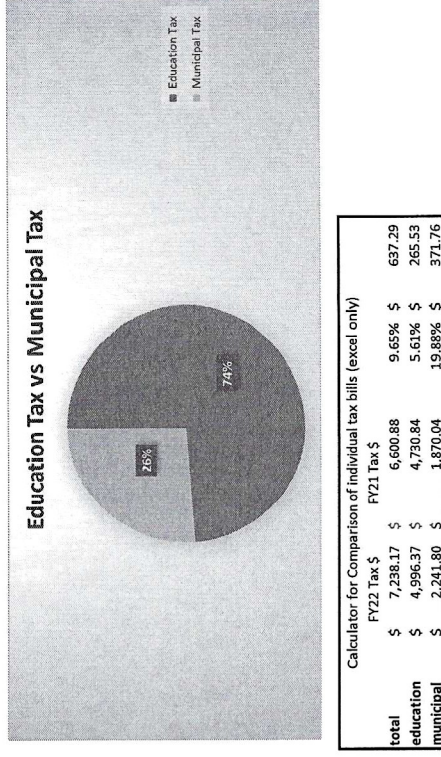
#### TOTAL SPECIAL ASSESSMENT :

RESIDENT  
NON-RESIDENTIAL

Cost per \$100,000 Resident	\$	1,787.60	\$	634.13	\$	2,421.73
Cost per \$100,000 Non-Resident	\$	1,783.40	\$	634.13	\$	2,417.53

#### 2021 GRAND LIST

Municipal	9,005,261
Special Assessment District	6,097,720
School Exempt	65,770
Disabled Vet. Exempt HSR	4,533



**Woodstock Town Hall Rejuvenation Project  
Owner's Project Manager/Clerk of the Works  
Agreement**

This Contract of Agreement, entered into this 6<sup>th</sup> day of July, 2021 by and between the Town of Woodstock Vermont, hereafter referred to as Town, and William Ford dba WF Project Inspections, hereafter referred to as OPM/Clerk, to be the Owner's Project Manager/Clerk of the Works on the renovation and new constructions at the Woodstock Vermont Town Hall.

- A. The Town agrees to engage said OPM/Clerk per the attached proposal dated June 23, 2021, labeled Attachment A, and scope of services dated June 23, 2021, labeled Attachment B.

The OPM/Clerk agrees to serve the Town subject to the duties and specifications of this assignment under the direction of the Woodstock Town Manager or his authorized agent and the laws of the State of Vermont.

The Town agrees to make progress payments, plus reimbursable expenses, to the OPM/Clerk not later than the 30<sup>th</sup> of the following month based upon application for payment of the period ending the last day of the month, after starting the engagement, by the submittal of an invoice for the faithful performance of the assignment during the term of the contract.

WF Project Inspections agrees that the not to exceed amount and terms and conditions above include taxes, insurance, equipment, commuting and travel expenses, unless specifically stated otherwise, and that a Certificate of Insurance for liability coverage of a minimum of \$500,000 will be provided to the Town of Woodstock upon start of performance under the contract.

Any invoices not paid per the terms of this agreement will be subject to a finance charge of 1-1/2% per month on the unpaid balance. Any reasonable costs associated with the collection of unpaid invoices are the responsibility of the Town. If invoices are not paid per the terms of the agreement, the OPM/Clerk shall have the right after 48 hours written notice to the Town's Town Manager to suspend services until any past due invoices are paid.

The contract can be terminated by either party simply by giving ten (10) working day's written notice to the other party.

In the performance of the services under this Agreement, the OPM/Clerk shall be an independent contractor.

This contract can be modified only with the mutual written consent of both parties.

For the OPM/Clerk:

**APPROVED**  
By William Ford at 7:51 am, Jul 09, 2021

\_\_\_\_\_  
Date



\_\_\_\_\_  
WF Project Inspections  
William W. Ford

For the Town of Woodstock Vermont:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Woodstock Vermont Town Manager

**ATTACHMENT A**  
June 23, 2021 revised proposal  
Woodstock Town Hall Rejuvenation Project 2021-2023  
Proposed Fee Schedule  
Original proposal April 6, 2021

This fee schedule is based upon contracted Owners Project Manager/Clerk of the Works services. WF Project Inspections would be providing services as an independent contractor. Confirmation of the duties for this project, project duration, quantity of project oversight, and involvement in pre-construction and post substantial completion activities should be discussed prior to finalizing a total amount for services.

Services and Fee Schedule:

Bill Ford invoiced at:	\$74 per hour in 2021, \$76 in 2022, \$78 in 2023
Mileage and travel per diem one way	\$74.00 per day 2021, \$76 in 2022, \$78 in 2023

Reimbursables: Long distance communication, copies, postage and handling at cost plus 10%

Perform duties per the attached OPM/COW scope with the fee assuming an average of  
1.5 hours per week of services from June-August 2021,  
3 hours per week September-December 2021,  
6 hours per week January-March 2022,  
10 hours per week April-August 2022,  
20 hours per week September 2022-June 2023,  
8 hours per week July-August 2023

The proposed fee schedule is based on a file labeled 2021 04 15 timeline.xlsx, from the tab labeled 5-7-21 that includes a March 2022 bond vote emailed to me by Hank Savelberg on 6/16/21. The original proposal was based on services starting May 2021 through February 2023. This revised proposal is based on services starting July 2021 through August 2023 resulting in a proposal that includes 420 hours more than in the original proposal. I reserve the right to modify the fee based on changes to the schedule, or other factors that alter the start, duration or completion of the project.

The above services are proposed to be provided at a “not to exceed” amount of \$120,038.00.

Equipment provided by WFPI for use by the OPM/COW:

Laptop computer  
iPad and iPhone for project photos and communication

To be provided by the Owner:

1. Access to workspace with desk, chair, table, and power
2. Access to an internet connection & printer

I suggest the “not to exceed” fee so if the project moves along better than expected the owner can benefit from fewer hours expended by the OPM/COW and a lower cost for those services.

## **ATTACHMENT B**

### **Owner's Project Manager/Clerk of the Works for the Woodstock Town Hall Rejuvenation**

Position Objectives: To oversee planning, contracting and execution of the Owner's Town Hall rejuvenation project.

#### **Pre-Construction:**

1. Develop a schedule with input from the Owner and Architect, and monitor the progress of the Architect's and Engineers' work alerting the Owner of any deviations.
2. Assist the Owner with Construction phasing and moving logistics.
3. Assist the Owner with the coordination of the activities of state officials, vendors and consultants as required, including writing RFPs, evaluating bid results, and coordinating scope and schedules, including but not limited to:
  - Movers
  - Testing
  - Building Inspections
4. Assist the Architect and Owner in gathering of information for required design and documentation drawing sets.
5. Participate in the Contractor selection process:
  - Review qualifications and proposals received
  - Provide written commentary on each
  - Participate in interviews
  - Advise Owner on relative merits of each team
6. Review draft AIA agreement between the Owner and Contractor before they are executed.
7. Participate in owner's and architect's meetings during design development and plan finalization.
8. Coordinate identification of qualified Contractors, preparation of RFP's, bid opening, and recommend award and issue contracts where the Owner is the lead.

#### **During Construction:**

1. Develop and maintain a budget and tracking logs for Potential Change Orders and Prime Contract Change Orders.
2. Attend weekly Construction meetings. Participate in regular Contractor lead meetings. Lead project meetings and generate minutes for distribution where the Owner is the lead party.
3. Act as a liaison between the Owner and Contractor to coordinate deliveries, security, safety protocols, building and site access.
4. Advise and assist the Owner in understanding the intent of the Construction Documents.
5. Review the scope of the project in detail with the Owner.
6. Attend and report to the Owner on pre-Construction conferences and meetings regarding the Project.
7. Review submittals for general conformance with the project specifications.
8. Maintain orderly electronic files for correspondence, meeting minutes, submittals, job drawings, change orders, testing agency reports and all original Contract Documents in coordination with Owner staff.
9. Make on-site observations and spot-checks of the work in progress as a basis for determining conformance of work, materials and equipment with the Construction Documents, and promptly report any defective work to the Owner. Keep a photographic log of each Construction day at the site, taking photos of key Construction details and labels of products used on site.
10. Familiarize oneself with standard or reference specifications referred to in the Project Specifications.
11. Review change proposals and application for payment provided by the Contractor and provide an evaluation to the Architect. Approve requests for Owner payment.
12. Be alert to the Construction schedule and to conditions which may cause delays in completion and report it to the Owner.
13. Maintain liaison with the Contractor and all Subcontractors on the Project only through the Contractor's Superintendent.



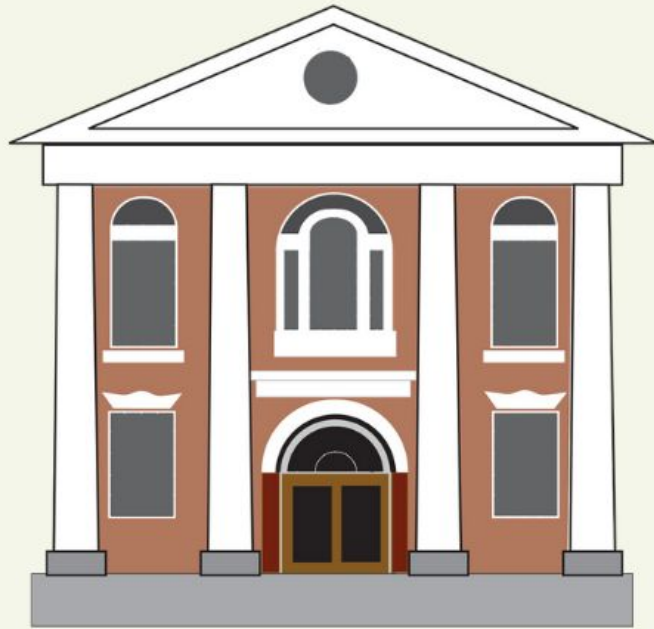
14. Summarize daily activities in reports. Forward reports electronically to the Owner and Architect.
15. Advise the Owner in advance of the schedules of tests which are required by the Construction Documents, and observe whether tests are actually conducted.
16. Observe when Inspectors representing local, state or federal agencies having jurisdiction over the Project visit the site, accompany such Inspectors during their trips through the Project, record and report to the Owner the results of this process.
17. Receive samples which are required to be furnished at the site, record dates received and from whom, and notify the Owner of their readiness for examination. Record approval or rejection and maintain custody of approved samples.
18. Review procedures and compliance associated with Contractor's Construction waste recycling program
19. Keep a log book recording the hours on site, weather conditions, lists of visiting officials and their jurisdiction, daily activities, decisions, general observations, and specific observations regarding test procedures conducted on-site.

#### **Project Close-out**

1. Participate in the creation of the punch list for substantial and final completion. Confirm the Substantial Completion form is executed.
2. After Substantial Completion check each item requiring correction as it is corrected.
3. Be especially alert to possibilities of potential claims for damage if the Owner occupies the Project or any portion thereof prior to final completion of Construction.
4. Where warranty items are identified during the warranty period, work with the Contractor to a satisfactory and timely resolution.

#### **WFPI will not:**

1. Authorize deviations from the Contract Documents;
2. Enter the areas of the responsibility of the Construction Manager's Superintendent;
3. Expedite the work for the Construction Manager;
4. Authorize or suggest the Owner occupy the project, in whole or in part, prior to Substantial Completion;
5. Issue a certificate of payment or Certificate of Substantial Completion;
6. Have control over or charge of or be responsible for Construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work;
7. Reject work or require special inspection or testing except as authorized in writing by the Owner.
8. Order the Construction Manager to stop work on any portion thereof;
9. Prepare or certify to the preparation of record drawings;
10. Make interpretations of the contract document.



# 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:

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

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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**



## 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

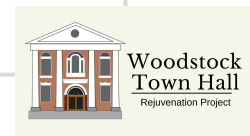
- ✓ Accessible, healthy, and comfortable for audience
- ✓ State-of-the-art and flexible for a wide range of performances
- ✓ Historical and gracious
- ✓ Event spaces for flexible uses
- ✓ Efficient back-of-the-house
- ✓ Endowment to maintain theatre value

### 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—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.

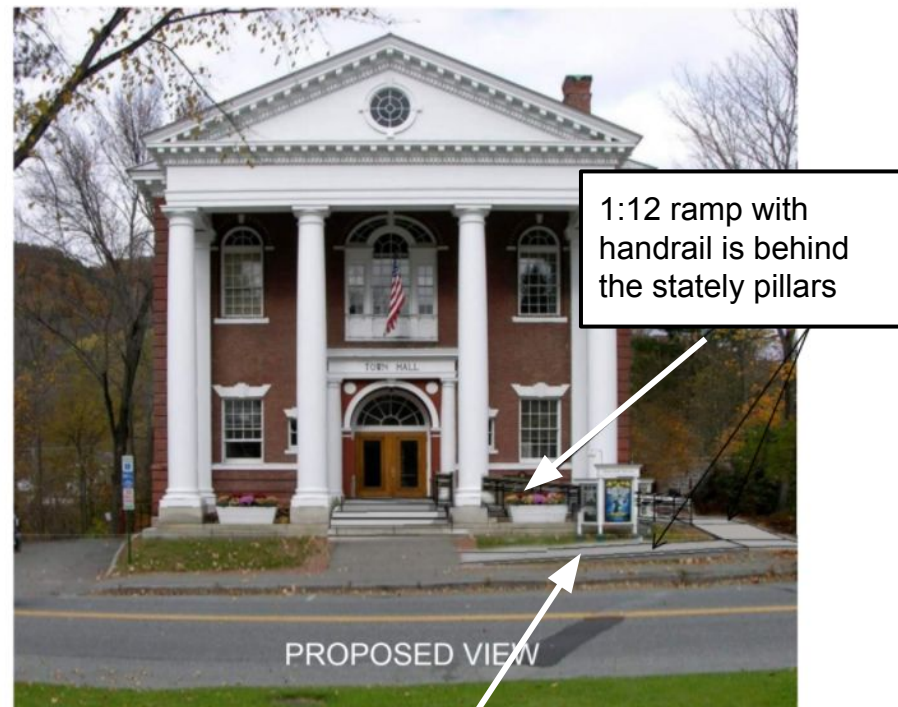
1. Universal ADA access
2. Replacement of 1928 stage house



## 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.



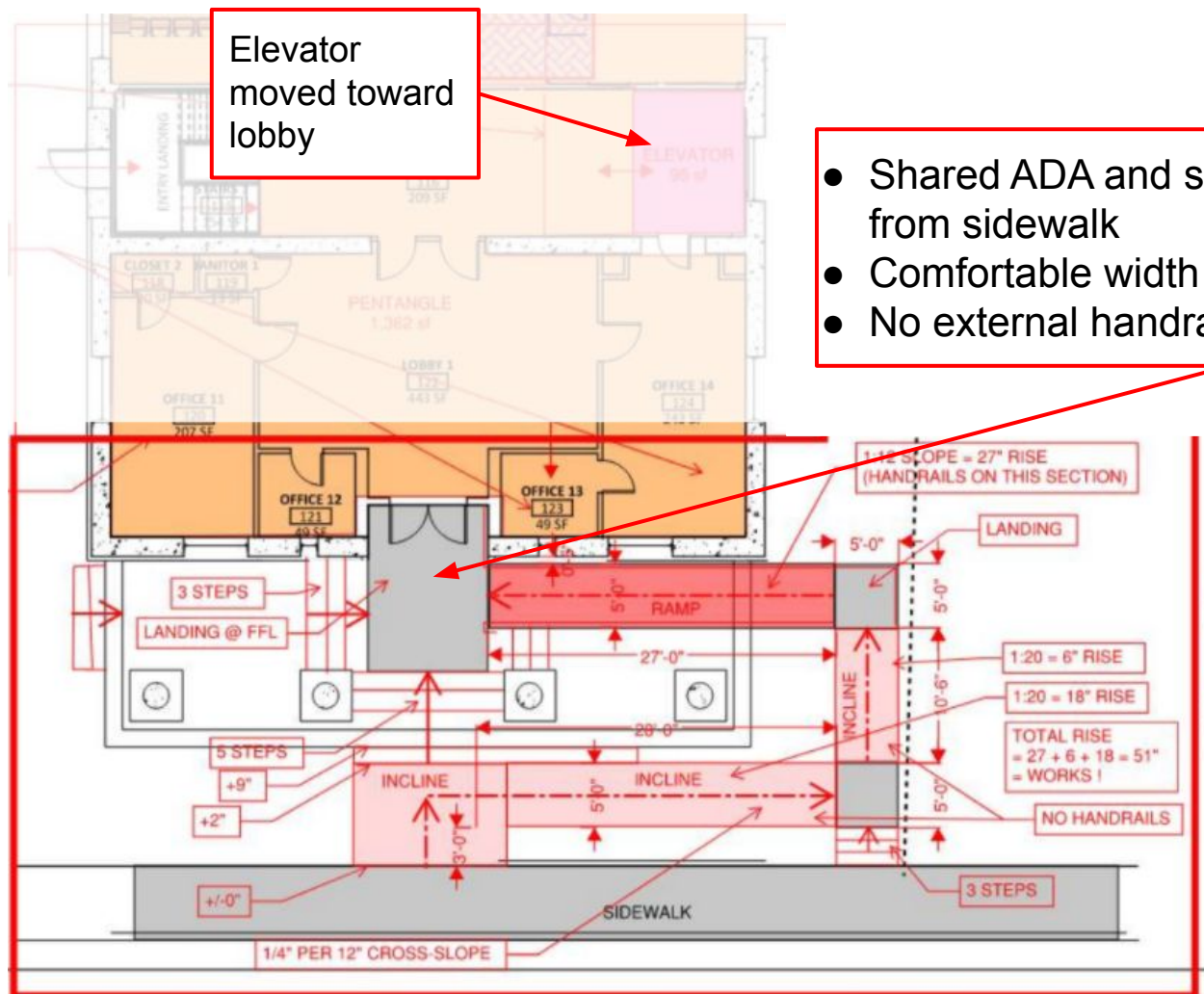
1:20 incline can be blended into the landscaping



## Provide Universal ADA access

Elevator  
moved toward  
lobby

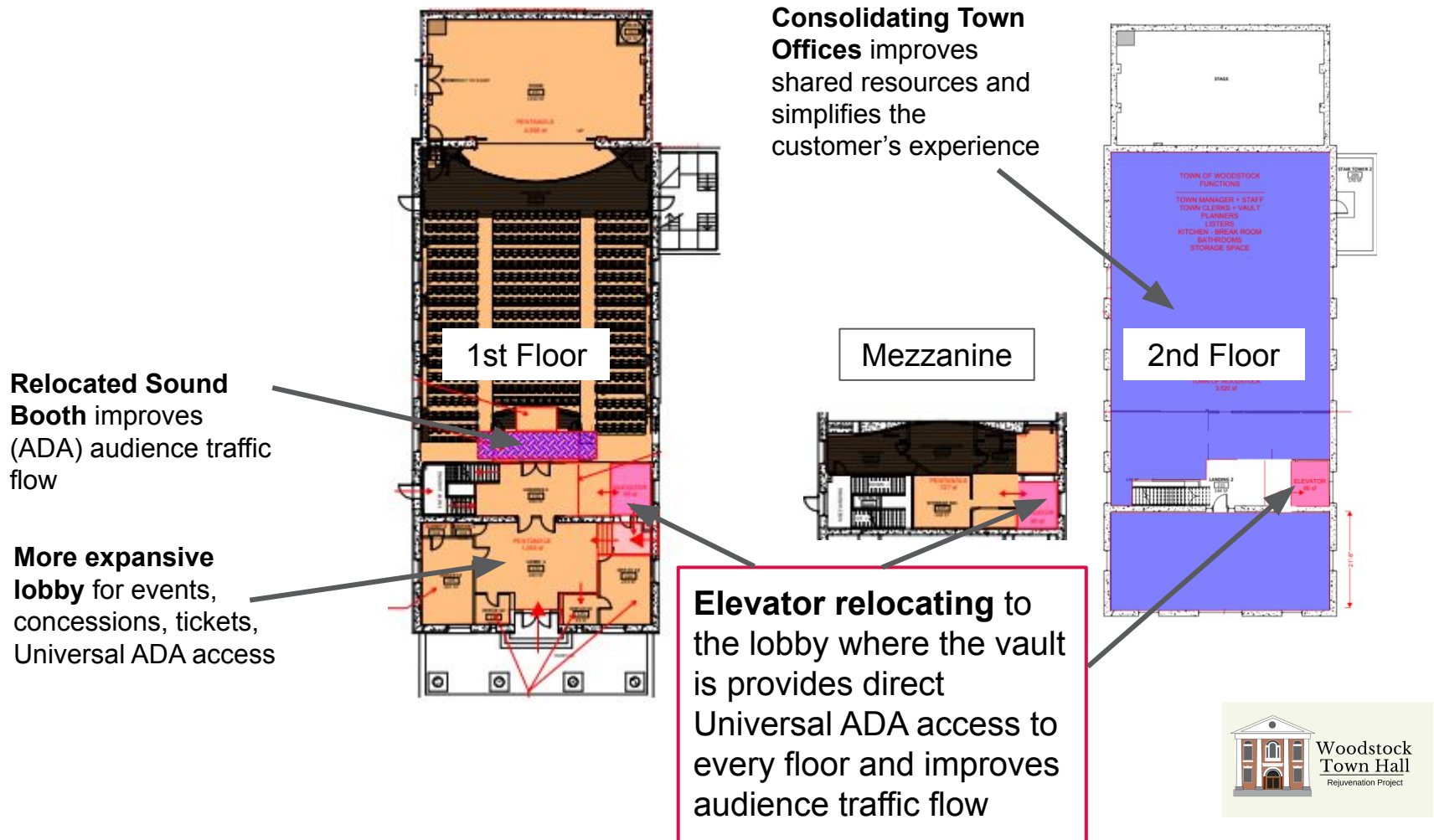
- Shared ADA and standard access point from sidewalk
- Comfortable width and slope
- No external handrails



## 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.



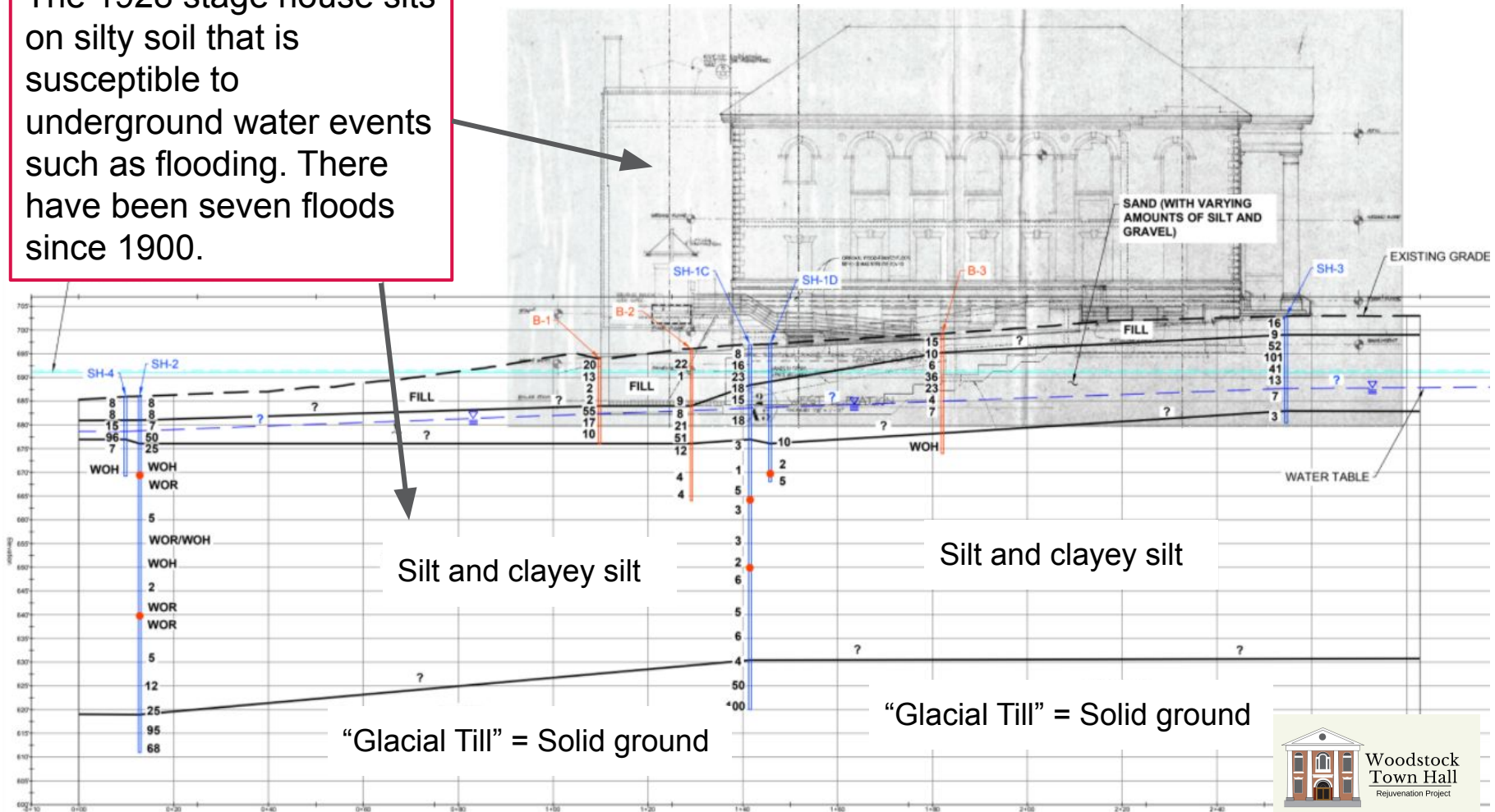


## Town Hall Rejuvenation Project—Progress Summary

### Replace the 1928 stage house

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

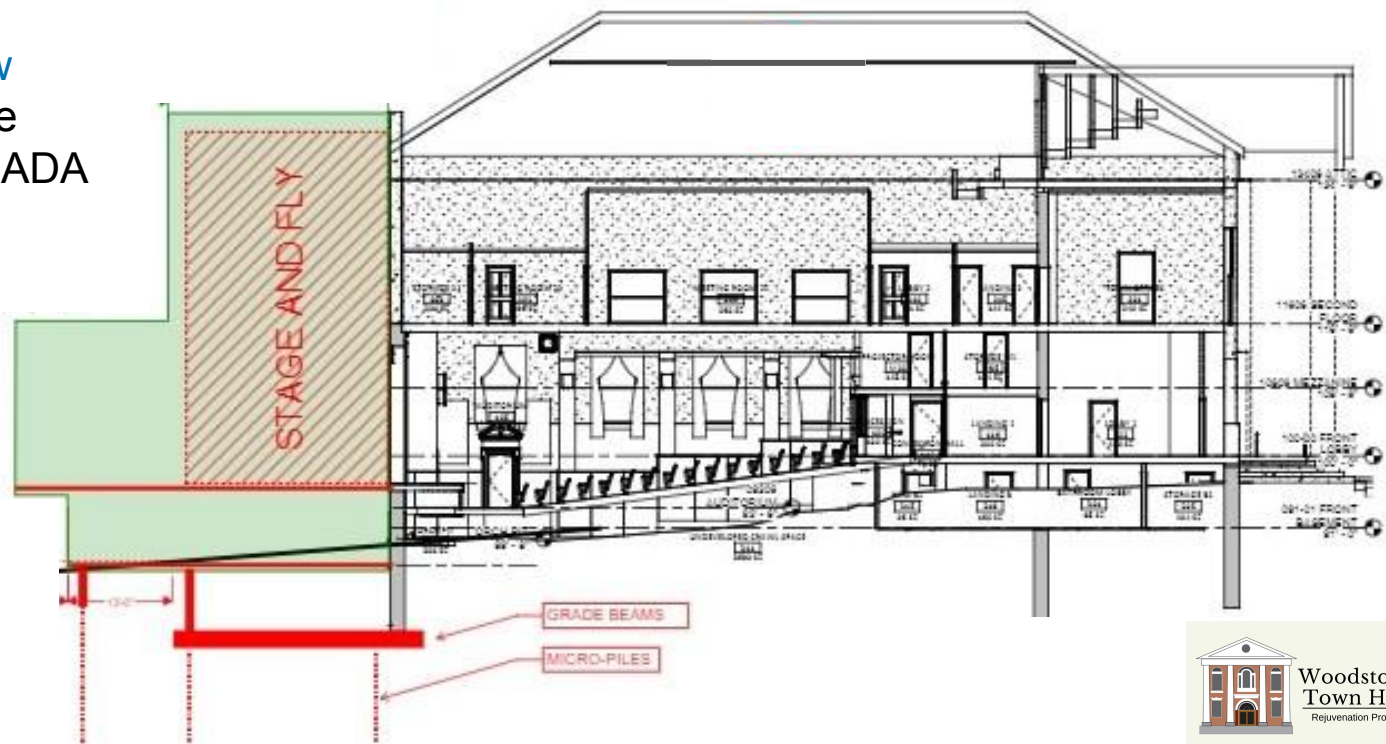
The 1928 stage house sits on silty soil that is susceptible to underground water events such as flooding. There have been seven floods since 1900.



## 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

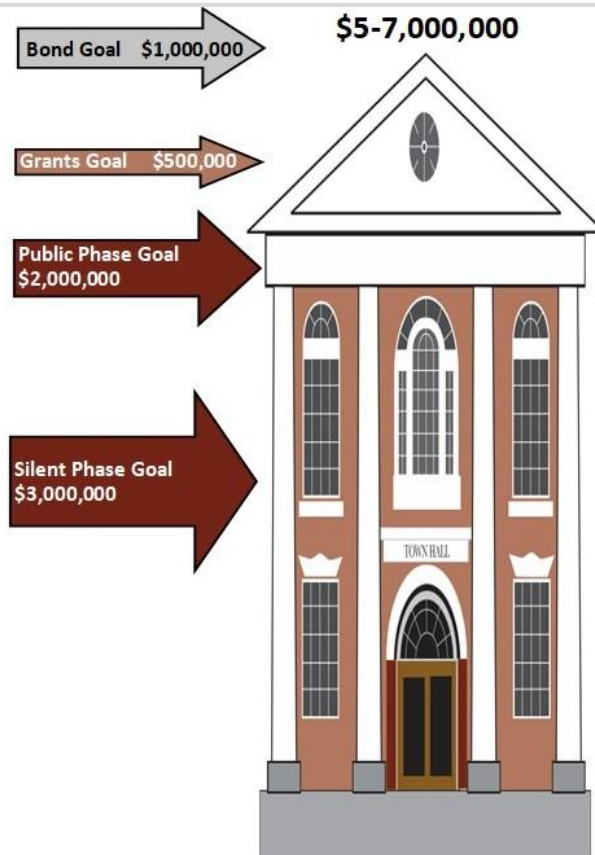
# Town Hall Rejuvenation Project—Phase 3 Concept Development

## 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—Phase 3 Concept Development

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

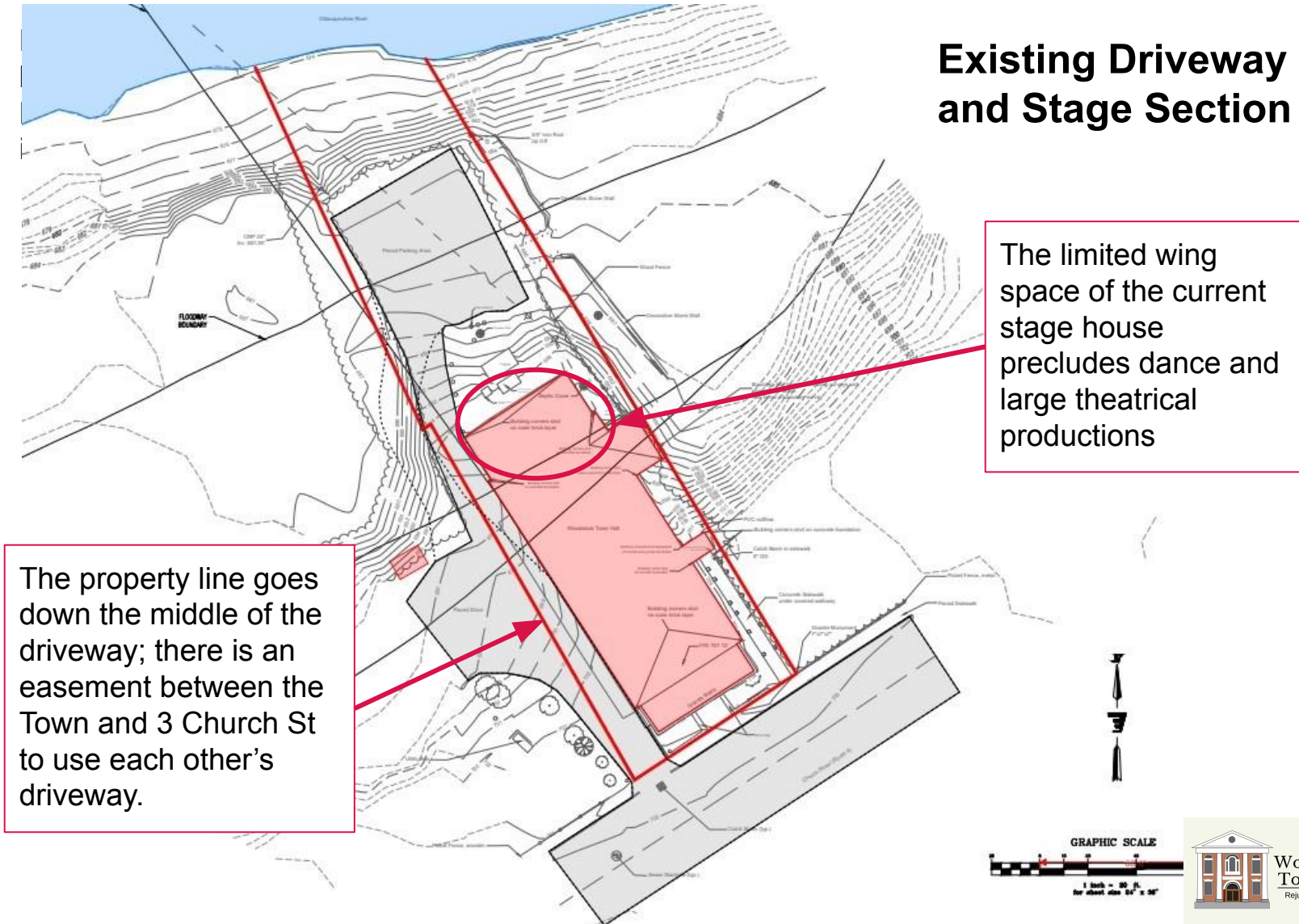
**Goal 1:** A single plan that integrates the multiple uses of Town Hall



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

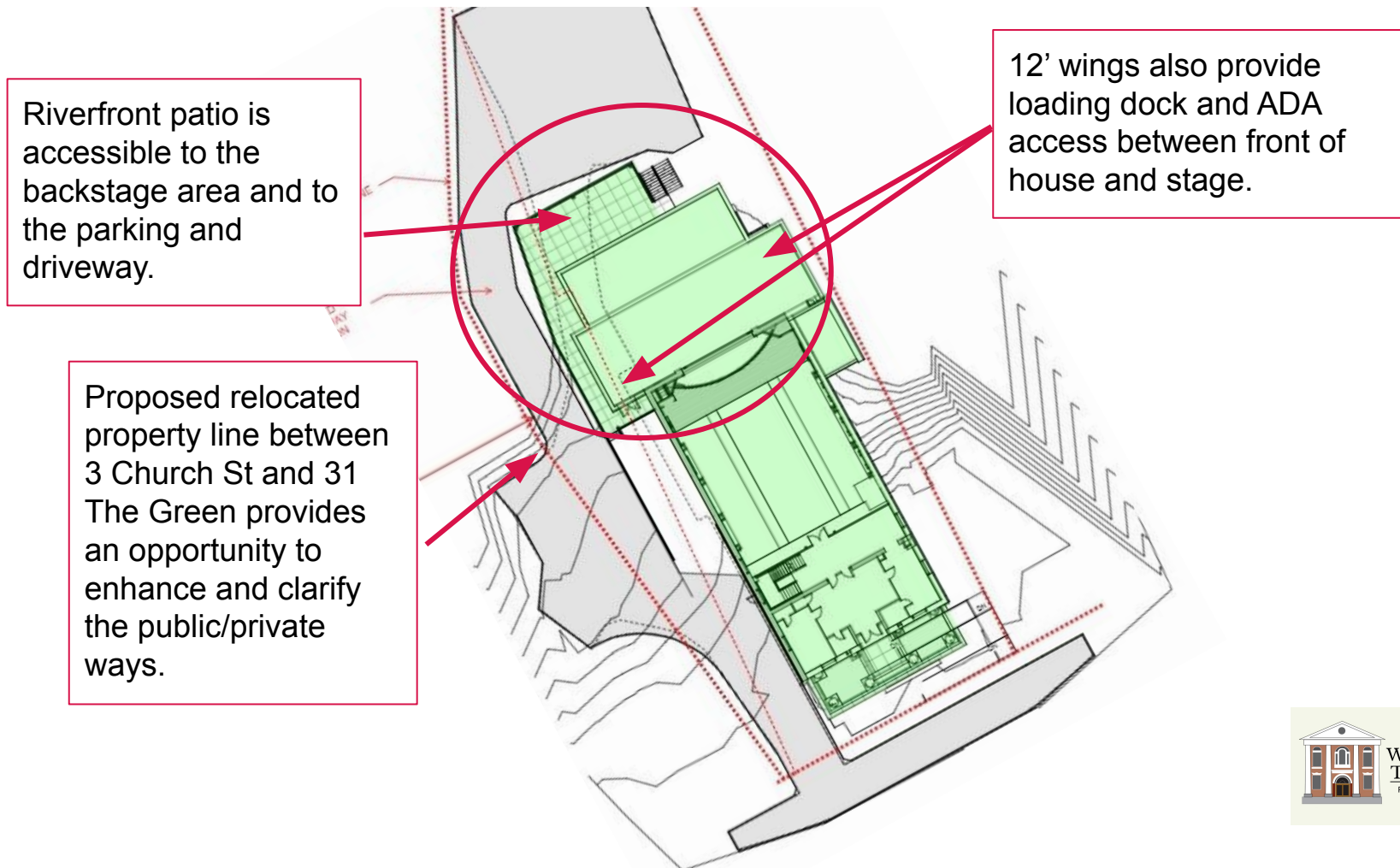
### Proposal to add wing space to new stage house



## Town Hall Rejuvenation Project—Phase 3 Concept Development

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

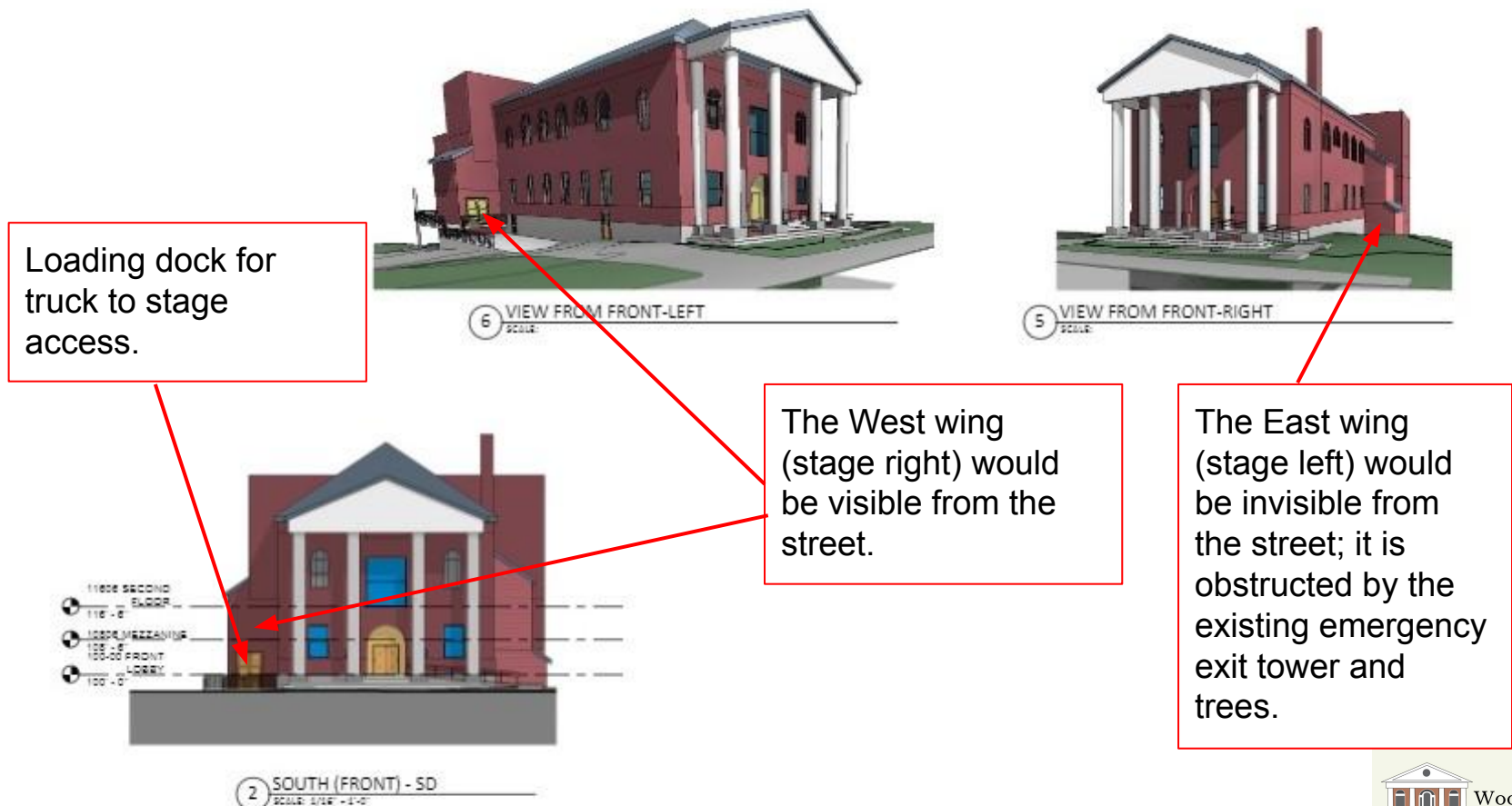
A riverfront patio provides visual relief to the exterior as well as an amenity for the workers, audiences, and the public.



## 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.

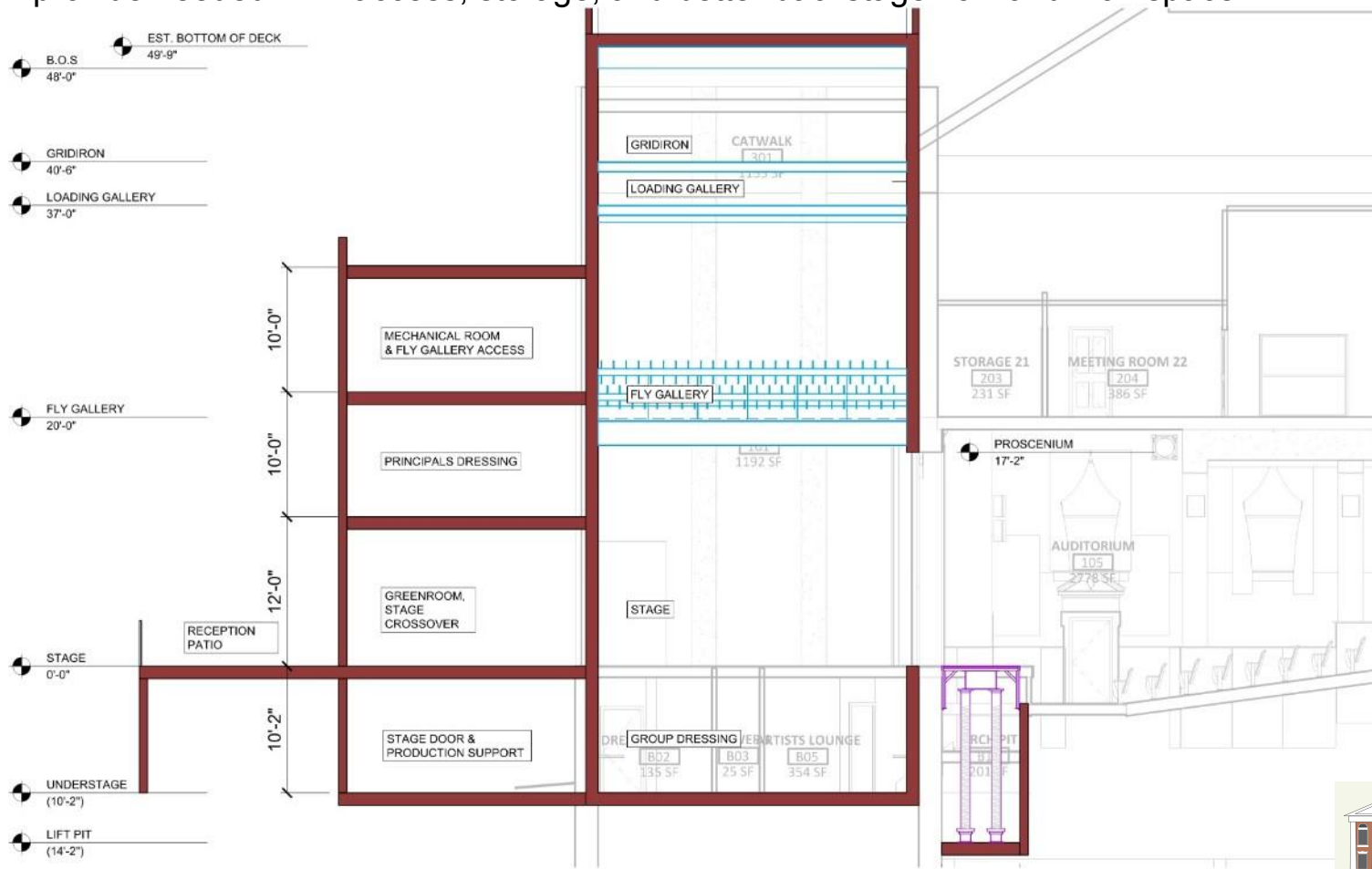




## Town Hall Rejuvenation Project—Phase 3 Concept Development

# Proposal to construct an ADA tower

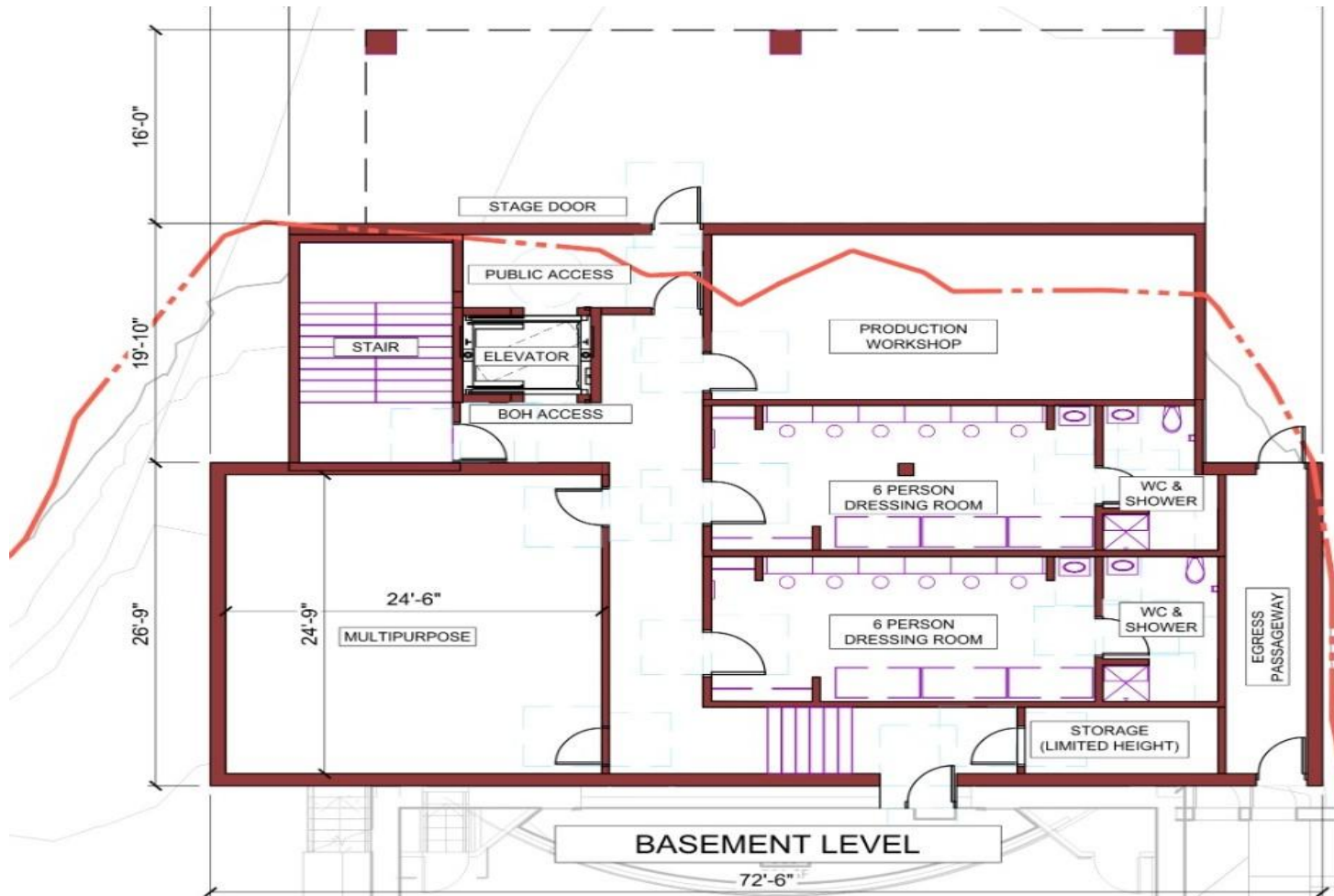
Expanding the footprint to the flood line and supporting upper levels over the flood line with pilings will provide needed ADA access, storage, and better backstage flow and workspace.



## Town Hall Rejuvenation Project—Phase 3 Concept Development

### Proposal to construct an ADA tower

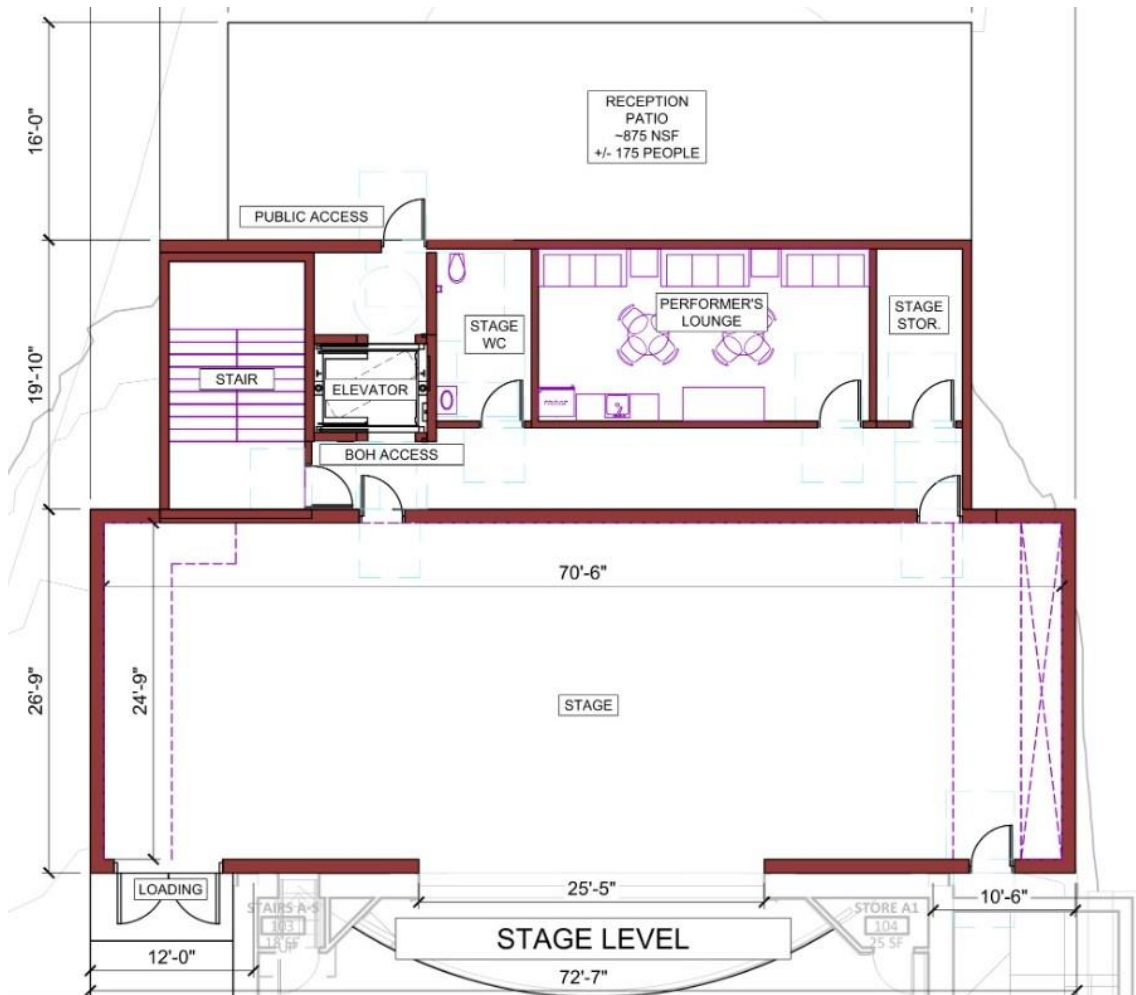
The multi-purpose room could be used for rehearsals, community space, temporary green room, etc. A wheelchair bound honoree or performer could access the front of the theater through this entrance.



## 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

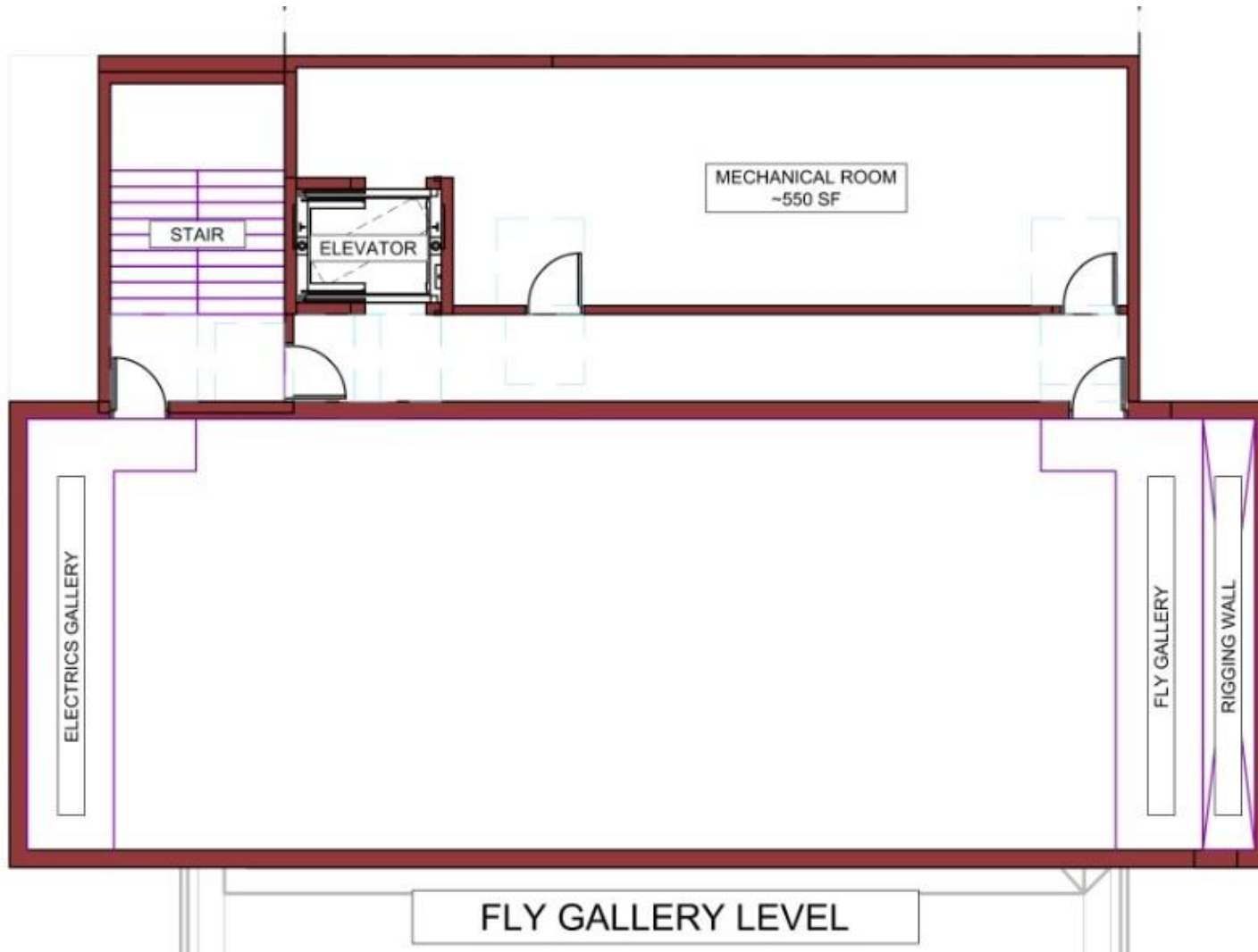
Additional performer preparation area on this floor is only one level away from the stage.



## Town Hall Rejuvenation Project—Phase 3 Concept Development

### Proposal to construct an ADA tower

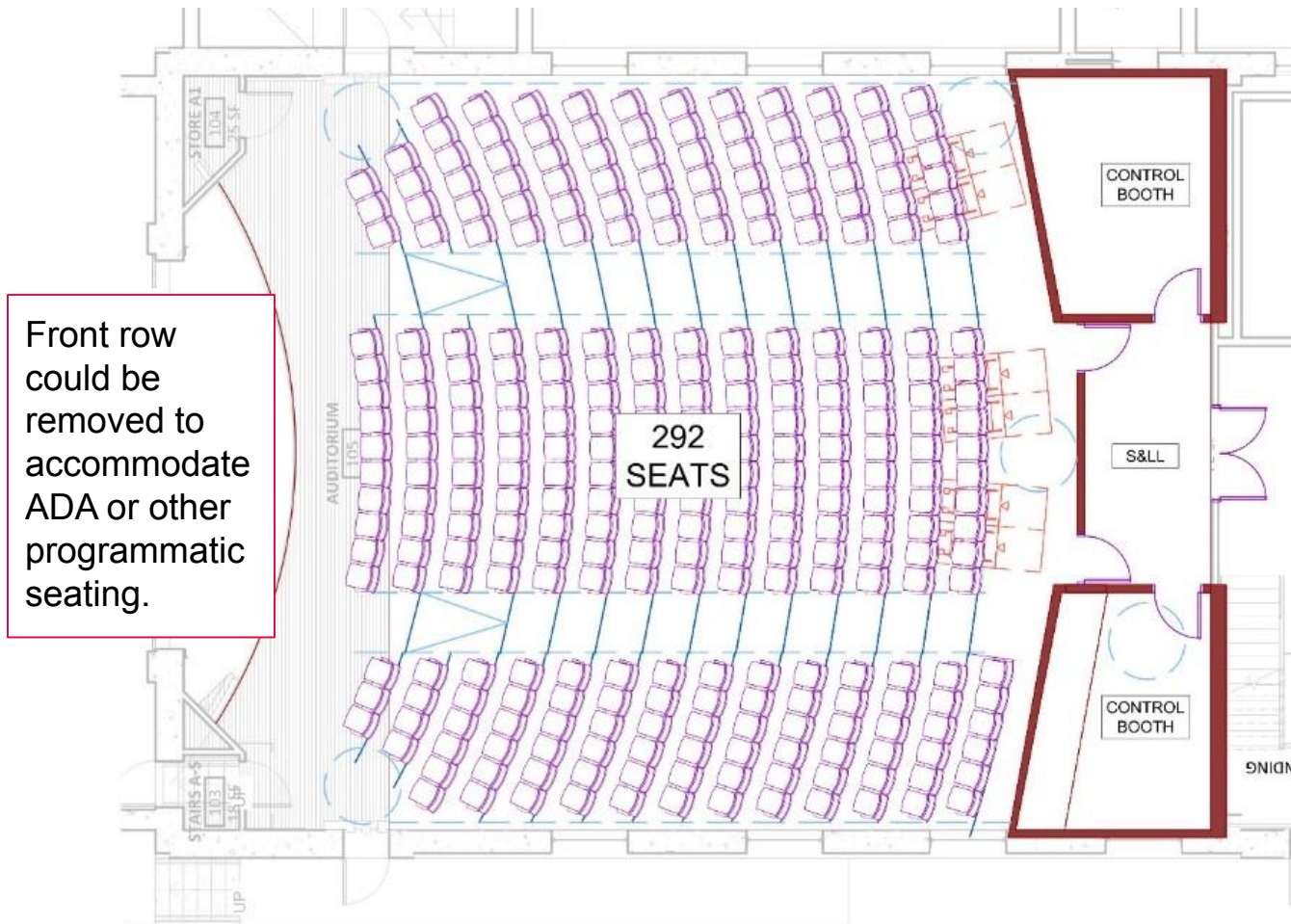
ADA access to the fly gallery level is also provided.



## Town Hall Rejuvenation Project—Phase 3 Concept Development

### Proposal to bring theater house into ADA compliance

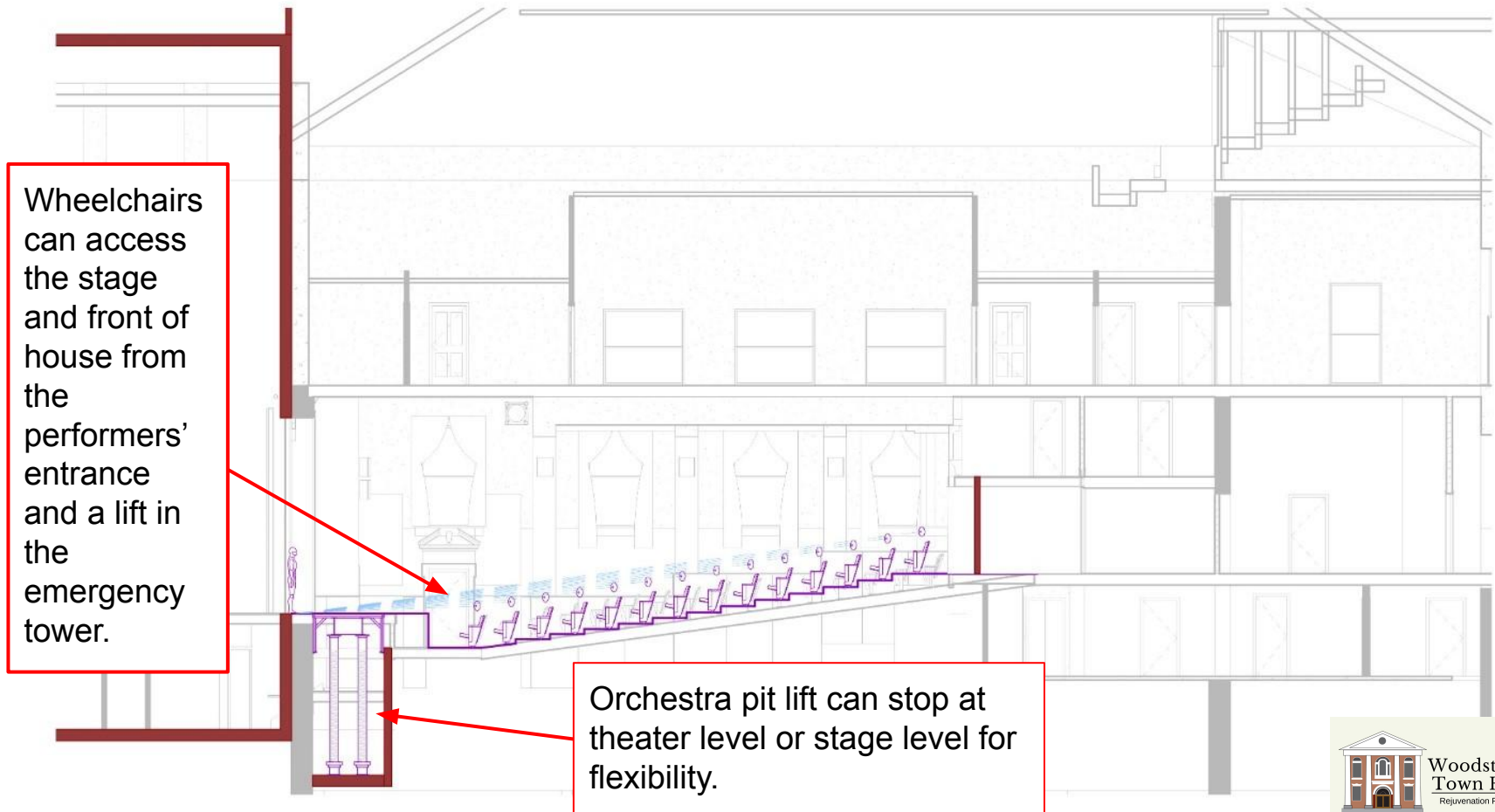
The curved rows and larger, more comfortable seats, with the required ADA accessible seats, will reduce the audience size by approximately 25%. Access between the front and back of the theater house is not 100% accessible but meets ADA standards.



## Town Hall Rejuvenation Project—Phase 3 Concept Development

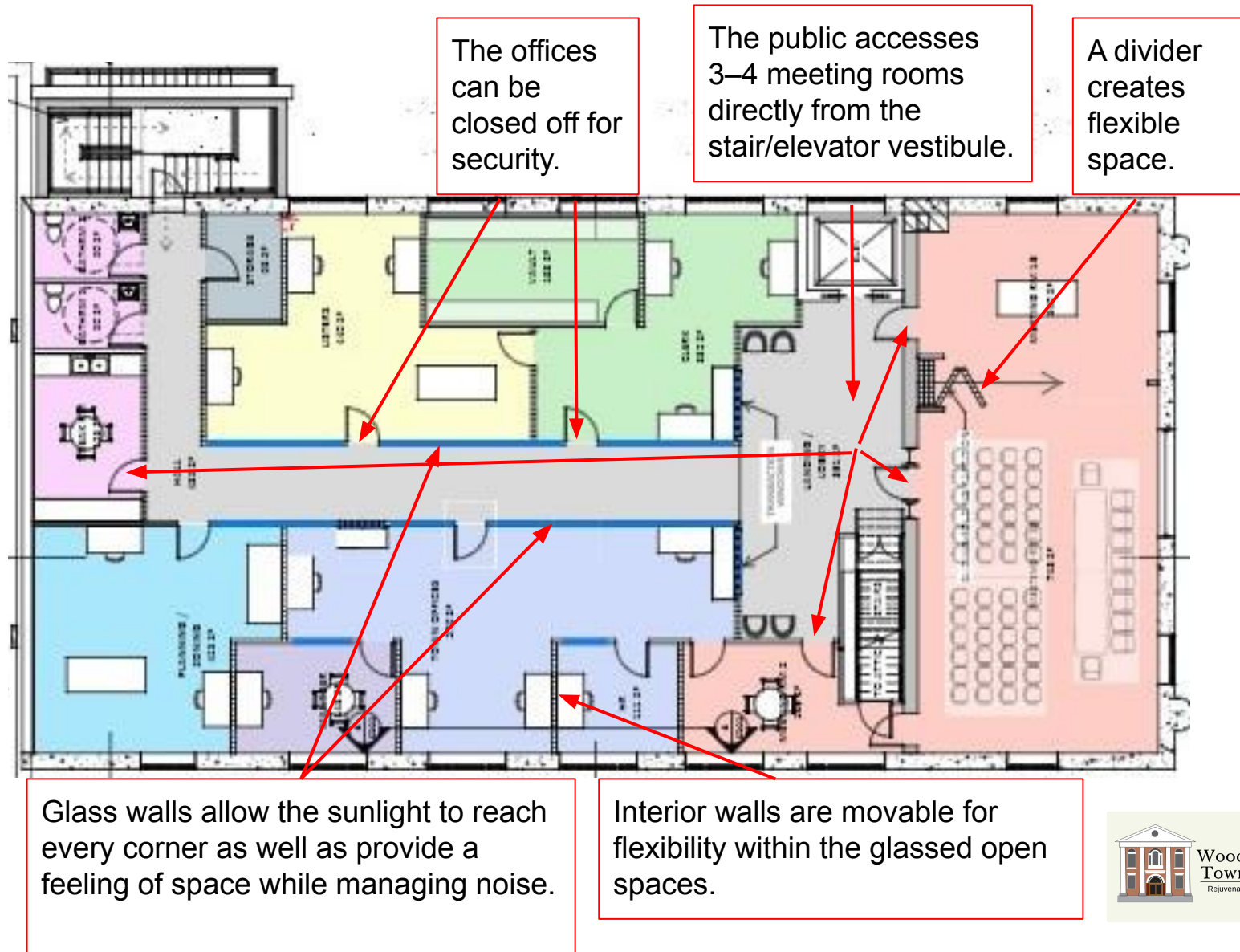
### Proposal to bring theater house into ADA compliance

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; wheelchairs would need to exit the building to find a route.



## Town Hall Rejuvenation Project—Phase 3 Concept Development

### Proposal to reorganize offices and meeting rooms





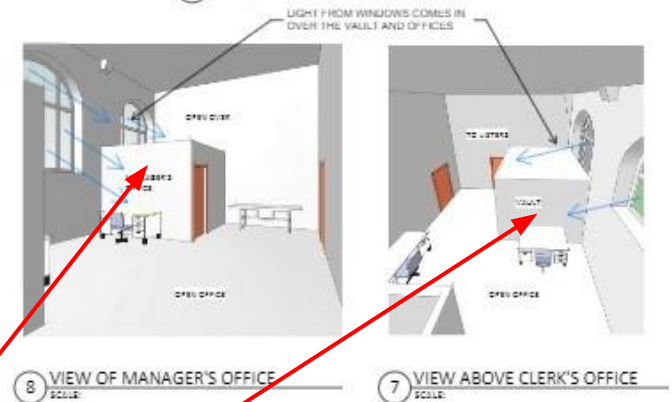
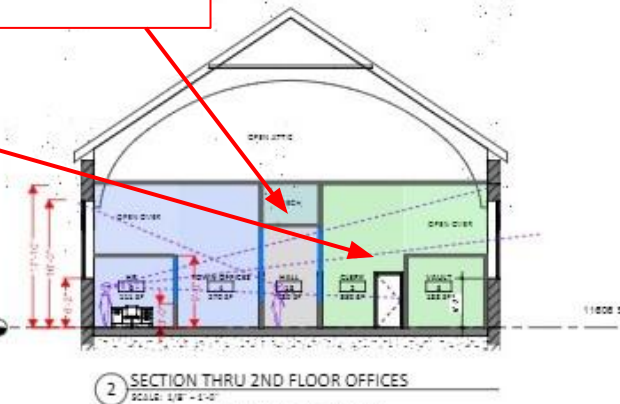
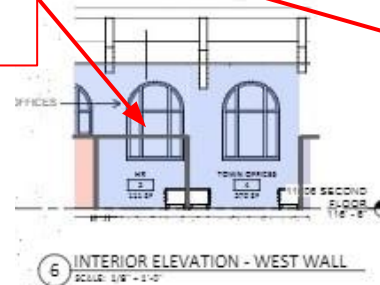
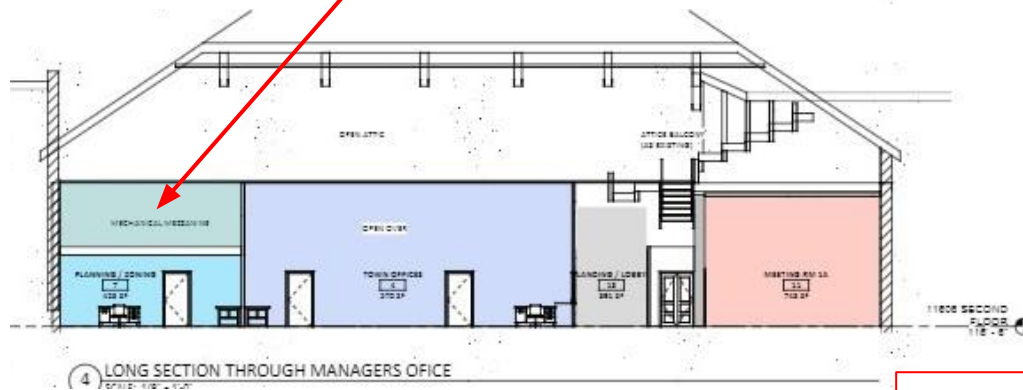
## Town Hall Rejuvenation Project—Phase 3 Concept Development

### 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.



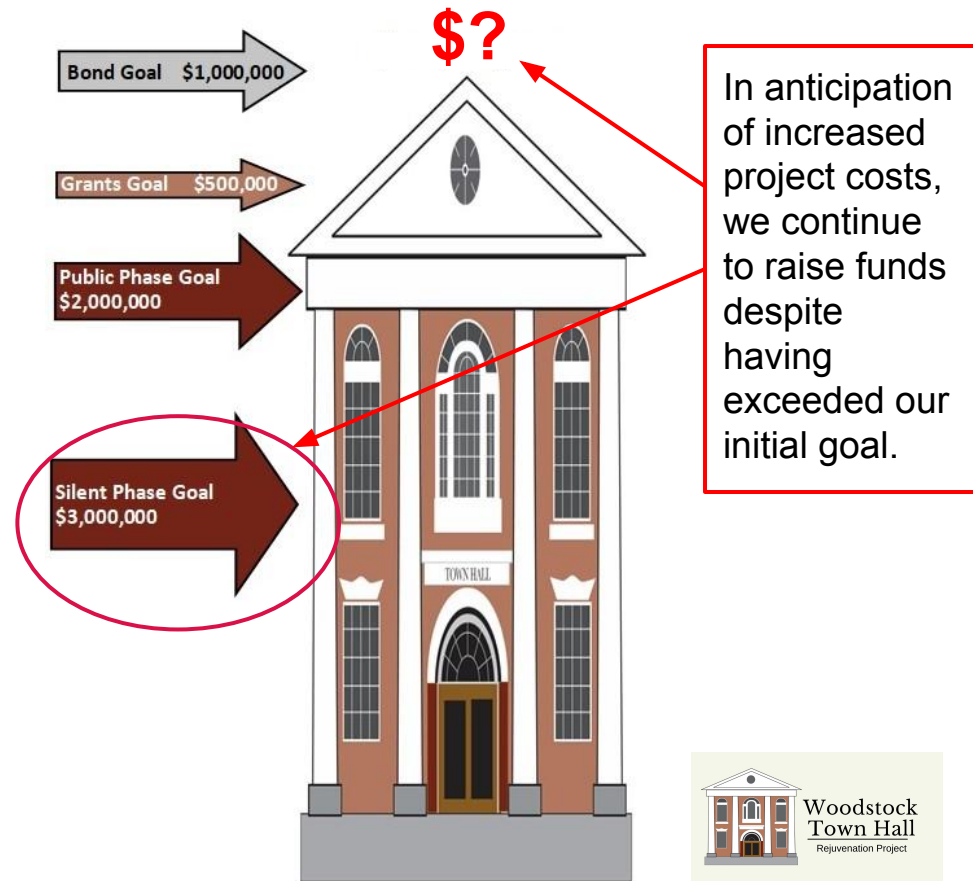
## Town Hall Rejuvenation Project—Progress Summary

# 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



## Objective:

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

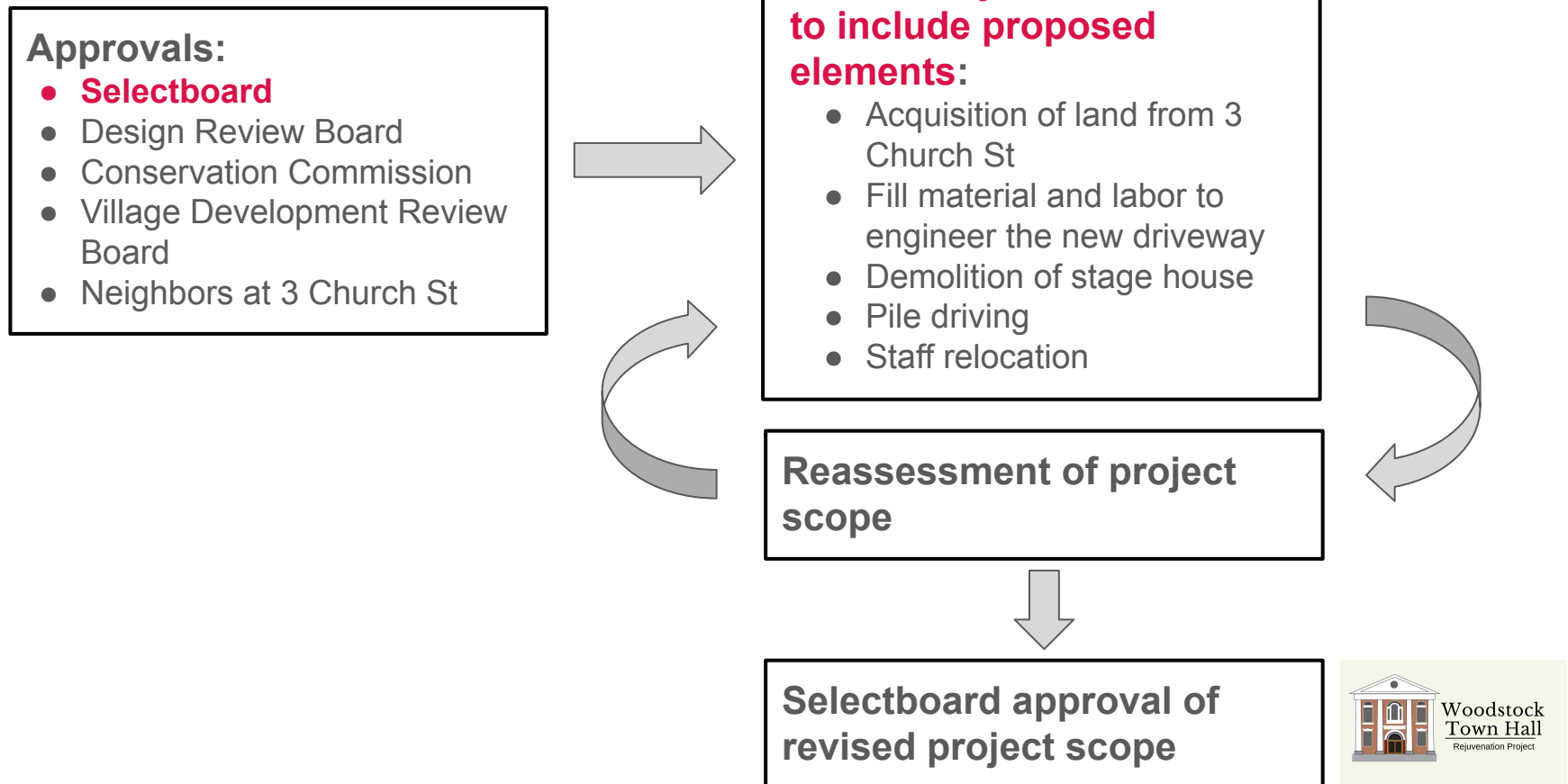
## Agenda:

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

## Town Hall Rejuvenation Project—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:

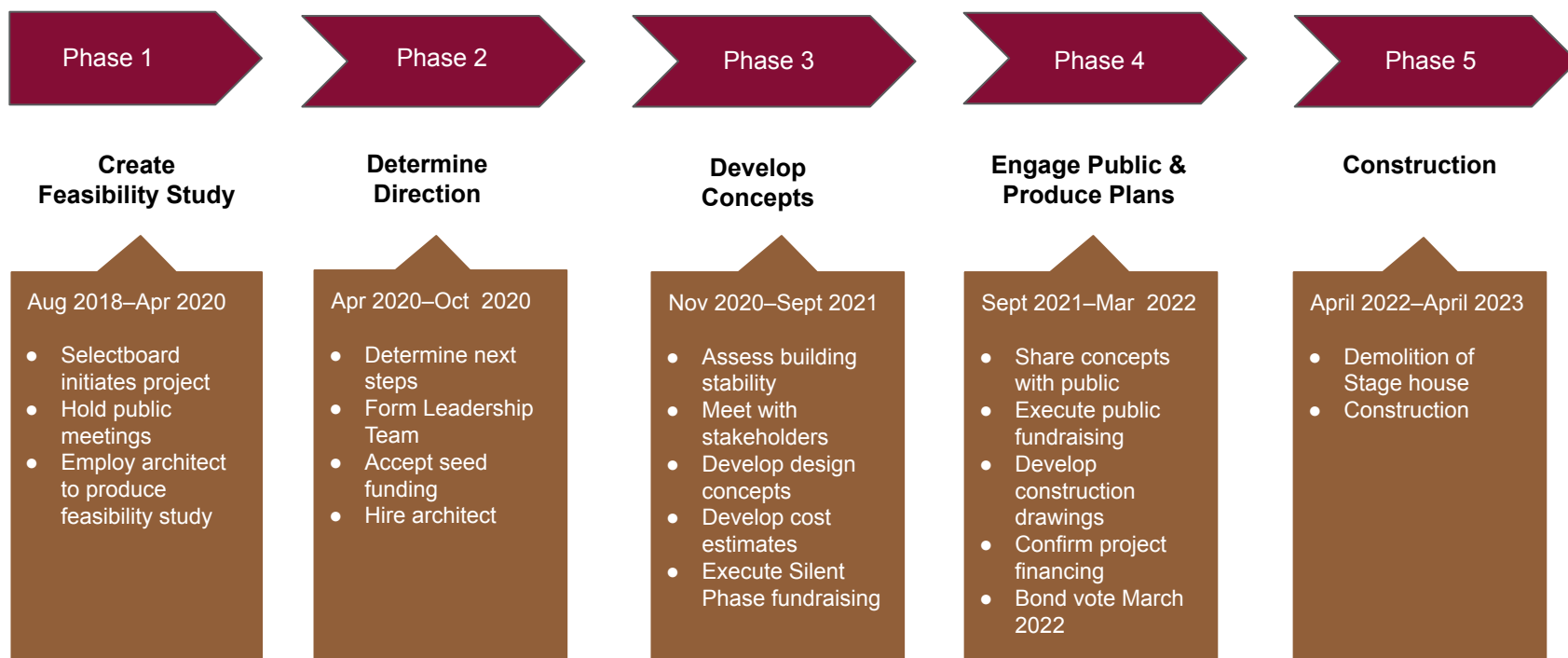
- April or early November, when tourism dips, are best times for demolition of the 1928 stage house and driving piles.
- Summer, when Pentangle Arts can best leverage the outdoors, is the best time to close the theater.
- Exterior construction is approximately 10% more expensive in the winter.
- Current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



Dunham Hill Rd / Mechanic St / Old River Rd		
Bidder	Job	Amount
Daniels Construction	Dunham Hill Rd	\$45,000
	Old River Rd	\$11,000
	Mechanic St	\$15,000
Weaver Excavating	Dunham Hill Rd	\$75,000

### Gravel Bid Tabulation

Bidders	Material	Location	Estimated Units	Price per unit	Extension
Casella Construction Inc	3/4" crushed gravel	delivered	6,000 tons	\$14.90	\$89,400.00
	1/2" cer pak	delivered	2,000 tons	\$15.00	\$30,000.00
	3/4" crushed gravel	Clarendon	200	\$8.25	\$1,650.00
	1/2" cer pak	Clarendon	500	\$8.15	\$4,075.00
Cersosimo Industries Inc	1" or 9/16" cer pak	delivered	per ton	\$14.30	
		delivered	per cy	\$21.50	
		Weathersfield	per ton	\$10.40	
		Weathersfield	per cy	\$15.50	
Twin State Sand & Gravel Co Inc	3/4" crushed gravel	delivered	4,000 cy	\$16.18	
	3/4" cer pak	delivered	2,000 tons	\$15.18	
	3/4" cer pak	West Lebanon	500 ton	\$8.80	
	3/4" crushed gravel	West Lebanon	200 cy	\$9.80	
D&D Excavating Inc	3/4" crushed gravel	delivered	4000 cy	\$19.92	\$79,680.00
	3/4" crushed gravel	Hartland	200 cy	\$13.00	\$2,600.00
Pike Industries	3/4" crushed stone base	West Lebanon	2,000	\$10.15	\$20,300.00
	3/4" crushed bank run gravel	West Lebanon	5,000	\$12.50	\$62,500.00

Vermont Window Restoration  
 223 Calais Road  
 Worcester, VT 05682  
 Office 802.279.7824  
 Mobile 802.279.7824  
 VTwindowrestoration@gmail.com  
 vermontwindowrestoration.com

*Estimate***Project**

Woodstock Library

Description	Quantity	Cost
<b>1. Sash Removal</b> Removal of upper and lower sash, in the case of the back half of the library, all 44 picture sash will be removed. This will include the parting bead. Due to the age and condition of almost all parting bead, it is advised to replace this with similar stock when installing newly restored sash. We can do a species match to replace with identical wood or we can pick varieties in the same family as what is identified.	56 Ea	1,120.00
<b>2. Deglazing</b> Once selected sash are removed and back into shop, steam is used to remove failed glazing and paint from sash. All sash are brought down to bare wood and left to acclimate to shop conditions.  Labeled glass is then organized and prepped for cleaning and bedding back into sash once restoration is complete.	56 Ea	1,120.00
<b>3. Paint Removal</b> Steam, infrared and elbow grease will be used to remove the bulk of existing paint on all sash. Extra care and detail will be taken to remove paint from all muntins and profiles.  The interior side of the interior sash have a natural or clear varnish finish. Care will be taken and without damaging the existing finish, we will use a acetone solution to clean up interior side and to prepare it for its finishing coats of the poly whey.	56 Ea	2,240.00
<b>4. Rabbet cleaning</b> Glazing rabbets are scraped and cleaned to bare wood once dry and acclimated to shop conditions.	56 Ea	739.20
<b>5. Restoration and conditioning</b> This is where the bulk of restoration will happen.  Time wise, the sash will already be stripped. However, we will clean joinery, reinforce it, and tighten the overall stability of the sash's ability to "rack." Designations of moisture content will be made, wood "checking" severity, rot, Dutchman repair and replacement.  Not all sash will need this level of restorative work. Once the sash are deglazed and the exterior side is clean from paint, each sash will be examined to determine the levels of intervention needed, if any.  Once the sash have gone through the restorative process, conditioning them for up to a weeks will help them better accept primer and other products that require a good bond to the wood to function properly.  Also, during this period of time, any replicated sash that the work scope calls for will be made and brought into rotation for the next steps.	56 Ea	7,840.00
<b>6. Sanding</b> Any remaining paint or distortions in the wood are removed from sash through a sanding regiment starting at 100g and finishing at 220g on the interior and exterior sides.	56 Ea	1,456.00
<b>7. Sealing Rabbets</b> 2 coats of shellac are applied to all rabbets. This is done to greatly reduce the transmission of the linseed oil based glazing into the wood, providing a longer time between maintenance needs.	56 Ea	896.00
<b>8. Weather Seals</b> Kerf mounted weather seals are an option that I did not include a cost. There are many advantages of using kerf mounted weather seals, but with draft not being a major concern with these windows, I left out the cost for using the kinds of seals we do when restoring windows.  The seals we use are essentially invisible to the eye, aid in the opening and closing function of the window, and make up for the variances between where the jamb and the window itself make contact. If this is something that the library would want to include in the window restoring process, it can be an added cost. Typically it only costs about \$12-\$15 per window for us to kerf mount all the weather stripping we use.	1 Ea	0.00

Description	Quantity	Cost
<b>9. Priming sash</b> A coat of oil/alkyd based exterior primer is applied to exterior side of sash. In the case of the storm windows, primer will be applied to entire sash, interior and exterior.	56 Ea	1,456.00
<b>10. Glazing</b> Elastic compound glazing is used to seal in new glass. This is done by first bedding the glass into rabbets filled with the glazing compound. Once glass has been bedded, triangle glazing points are applied and then all lights are glazed.  Once all sash are glazed, there is a two week waiting period before they can be painted.	56 Ea	5,600.00
<b>11. Painting</b> Two coats of an enamel paint are applied to exterior side of sash. It's recommended to use a semi-gloss or gloss enamel paint to help the newly restored sash weather longer. Color to be determined by client.  The interior side has a natural or varnish finish. These sash will receive three coats of a glossy poly whey from Vermont Natural Coatings.	56 Ea	4,480.00
<b>13. Final Window Cleaning</b> All sash are coated with a whiting powder that is slightly coarse and will remove any left over glazing and paint from the restoration process and clean all window glass to a like new shine.	56 Ea	1,120.00
<b>14. Install</b> Newly restored sash are refitted into original openings. This part of the process also means the installation of any additional wood work (parting bead, blindstop, upper sash stops etc.) or hardware (which would have been restored during the time the sash were in shop) that the window needs. This final step in the process can be slightly time consuming as we are making micro adjustments to insure the proper fitting and function of the entire window.	56 Ea	4,480.00

<b>Project Total</b>	<b>32,547.20</b>
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Tax	0.00
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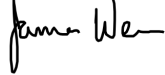
<b>Total with Tax</b>	<b>32,547.20</b>
-----------------------	------------------

We appreciate your business and look forward to working with you.

Approved By:

Date: 3/30/21

Date: \_\_\_\_\_

Contractor  Customer \_\_\_\_\_

Vermont Window Restoration  
 223 Calais Road  
 Worcester, VT 05682  
 Office 802.279.7824  
 Mobile 802.279.7824  
 VTwindowrestoration@gmail.com  
 vermontwindowrestoration.com

# Estimate

## Project

Woodstock Library Exterior

Description	Quantity	Cost
<b>Storm Windows</b>		<b>19,992.00</b>
<b>1. Storm Window Restoration</b> This will be the first stage of the library project. Dealing with the exterior portion of the project first, meaning storm windows, sills, and exterior casing will allow us to prepare for the safe removal of all the sash in the second phase and allow there to be an environmental barrier while work is being completed.  The storm window restoration will follow the same regiment of work that can be found on the detailed restorative process of the interior sash on the accompanying estimate. Storms will be removed and taken back to VWR shop in Barre, Vermont to be restored.  Once restored, storm windows will be mounted into their original openings.	56 Ea	19,992.00
<b>On Site</b>		<b>9,555.00</b>
<b>1. Sill Restoration</b> A visual inspection of all sills will be done when sash are removed from openings. Upon inspection a determination will be made if replacement or restoration will be needed. Based on my walk around the building, sills seem to be in good to very good condition and will be restored on site. There is the potential for one or two questionable sills and these may need to be replaced with new wood.  Restoration will consist of a similar process as the sash: cleaning out all checking and rot, conditioning, preserving and then wood filling all holes. Once dry, it will be sanded to a 220g finish. A primer will then be applied, waiting for final install to place final coat of oil based paint.  A side note: we make the restoration process cost and replacement cost the same with sills and jambs. The reason for this is because of the unforeseen. This way, it's never a question of cost and we can make the best choice for the building.	20 Ea	3,360.00
<b>2. Exterior Trim</b> Paint on the exterior casing surrounding all the windows will be scraped, using a hollow scraper attached to a HEPA vacuum, to refusal. Once this process is finished, areas needing attention due to rot or intensive degradation from weather or use, will happen before priming and painting of those surfaces.	20 Ea	2,520.00
<b>3. Lift Rental</b> Due to height access, ladders and staging will be an important part of the exterior work, but some windows will need a lift. We would secure a lift rental for one month. This will allow us the versatility to meet all of our height demands during the exterior work.	1 Ea	3,675.00
<b>Project Total</b>		<b>29,547.00</b>
Tax		0.00
<b>Total with Tax</b>		<b>29,547.00</b>

We appreciate your business and look forward to working with you.

Approved By:

Date: 3/31/21

Date: \_\_\_\_\_

Contractor 

Customer \_\_\_\_\_





# NORMAN WILLIAMS PUBLIC LIBRARY

10 The Green, Woodstock, Vermont 05091 802-457-2295 [normanwilliams.org](http://normanwilliams.org)

July 13, 2021

Ms. Mary Riley, Chair  
Woodstock Town Select Board

Dear Mary,

I am writing on behalf of the Norman Williams Public Library in hopes that the Woodstock Select Board will provide a letter of support for a grant application. Below are some of the details of the grant and our application. Please let me know if you have any additional questions or concerns that I have not addressed in this email.

We are applying for funding to repair our windows and storm windows at the library. We currently have a contract for this work to be done by Vermont Window Restoration. I have attached a copy of their estimate for your review. The total cost for the 2 phases of this project is \$62,094. We are eligible for a matching grant of up to \$25,000 through the Building Communities Grants Programs: Human Services and Educational Facilities Grants.

Our project is considered an Educational Facilities Project: A facility-based project that provides or coordinates as part of their overall program offering educational programs and/or educational opportunities to youth or adult learners.

Our application should include letters of support from local boards and citizens showing that there is community support for our library. It is our hope that the Woodstock Select Board will assist us in accessing this grant funding by providing a letter of support for the work of the library in our community.

If you decide to provide a letter, it should be addressed to the following:

Department of Buildings and General Services  
Attn: Judy Bruneau, Grants Administrator  
2 Governor Aiken Avenue  
Montpelier, VT 05633-5801

Letters should be addressed to the Department of Buildings and General Services as listed above, but should be sent to my attention at the library. They may be mailed to:

Michael A. Ricci  
Norman Williams Public Library  
10 The Green

Woodstock, VT 05091, Or they may be scanned and emailed to: [michael@normanwilliams.org](mailto:michael@normanwilliams.org)

Our deadline for submission of the application is July 31, 2021. It is our hope that letters of support can be provided to us at the library by Monday, July 26th so that we may provide a completed grant application packet by the deadline. I realize that this is a quick turnaround, but I hope that you can help us to secure this important funding.

Thank you for your work to keep our community such a wonderful place and for your support for our library.

Sincerely,

Michael A. Ricci  
Director of Development

## Board of Trustees

Ron Miller, President  
Elizabeth Daniels  
Priscilla Marsicovetere

Bill Colson, Vice President  
Laurie Chester

Alison Hankey, Secretary  
Karen Copenhagen

Chris McIlroy

Joe Boyd, Treasurer  
Anthea Lavallee  
Brenda Metzler



# NORMAN WILLIAMS PUBLIC LIBRARY

10 The Green, Woodstock, Vermont 05091 802-457-2295 [normanwilliams.org](http://normanwilliams.org)

July 13, 2021

Mr. Jeffrey Kahn, Chair  
Woodstock Board of Village Trustees

Dear Jeffrey,

I am writing on behalf of the Norman Williams Public Library in hopes that the Woodstock Board of Village Trustees will provide a letter of support for a grant application. Below are some of the details of the grant and our application. Please let me know if you have any additional questions or concerns that I have not addressed in this email.

We are applying for funding to repair our windows and storm windows at the library. We currently have a contract for this work to be done by Vermont Window Restoration. I have attached a copy of their estimate for your review. The total cost for the 2 phases of this project is \$62,094. We are eligible for a matching grant of up to \$25,000 through the Building Communities Grants Programs: Human Services and Educational Facilities Grants.

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Anthea Lavallee  
Brenda Metzler



JEANNE D. O'NEILL, CTFA  
Principal  
[joneill@brownadvisory.com](mailto:joneill@brownadvisory.com)

PHONE (302) 351-7602  
FAX (302) 485-1039

June 11, 2021

RECEIVED  
JUN 21 2021

Mary Riley, Chairman  
Board of Sewer Commissioners  
Town of Woodstock  
P.O. Box 488  
Woodstock, VT 05091-0488

BY: .....

Re: Richmond House 10-00290001  
Parcel 20.52.13.00B

Dear Mary,

Included with this letter is a copy of the delinquent notice as of 4/30/21.

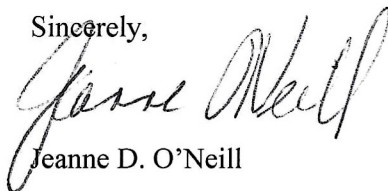
As co-trustee of the Trust that owns the above-referenced parcel, Brown Advisory & Trust Company is requesting abatement of the \$5.97 interest and \$47.72 penalty. In addition to Covid 19 hardships, we note:

- The invoice mailed via USPS was never received at our office
  - (Please correct address from Suite 1407 to 100)
- We have never been in arrears with any sewer, tax or other payment to Town of Woodstock
- We took action immediately upon receipt of the delinquency notice
- The full amount of \$596.50 was paid on May 6, 2021, without delay upon receipt of requested emailed invoice

We appreciate your attention to and accommodation of our appeal.

If you have any questions or I may be of further assistance, please do not hesitate to contact me directly.

Sincerely,



Jeanne D. O'Neill

cc: William W. Chorske  
PO Box 208  
Woodstock, VT 05091

BROWN ADVISORY  
5701 Kennett Pike, Suite 100, Wilmington, DE 19807  
302-351-7602  
[www.brownadvisory.com](http://www.brownadvisory.com)

TOWN/VILLAGE OF WOODSTOCK  
PO BOX 488  
WOODSTOCK VT 05091  
802-457-3456  
DELINQUENT SEWER BILL NOTICE AS OF 04/30/2021

PARCEL NUMBER : 20.52.13-00B

CHORSKE WILLIAM W  
BROWN ADVISORY  
5701 KENNETT PIKE  
SUITE 1407  
WILMINGTON, DE 19807-1311

Taxes Assessed Against You

Year	Principal	Interest	Penalty	Other	Total Location
FY2021S	596.50	5.97	47.72	0.00	650.19 39 ELM STREET

TOTAL AMOUNT DUE 650.19

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.

01:16 pm

**Town of Woodstock  
Select Board Meeting  
July 6, 2021  
10:00 am  
Town Hall  
Minutes**

**Draft minutes are subject to approval.**

**Present:** Chair Mary Riley, Ray Bourgeois, Keri Cole, Joe Swanson, William Kerbin, Nikki Nourse, Kathy Avellino, Jon Spector, Jill Davies, Beth Finlayson, Linda Smiddy, Butch Sutherland, Wendy Marrinan, Bob Holt, Kathleen Eiselein, Jack McGuire, Tom Ayres, Tess Hunter, Ed Reposa, Jack Carter, Jamie Renner, Seton McIlroy, Jack Anderson, Patrick Fultz, Aaron Perrino, Randy Mayhew, Alison Hankey, Gail Stickney, Isabelle Chicoine, Graham Hankey, Sally Garmon, Roger Logan, Mary Mayhew, Antonia Richie, Jennifer Raymond, Karim Houry, Roland Moore, Doug Raymond, Phyllis Gerrish, Kevin Lynch, Justin Brown,

**A. Call to order**

1. Chair Riley called the Select Board meeting to order at 10:05 am.

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

**C. Citizens comments**

1. Chair Riley read a statement regarding the Faulkner Park proposal (included in the minutes)

**D. Manager's report**

1. Mr. Kerbin stated that the paving project is continuing to run smoothly. He will follow up with Megan Savage regarding their schedule with paving and and fixing up end of driveways.

**E. Permits**

**1. Overweight truck permits**

**a. Richard C Sargent**

**b. Eric Thorp**

**Motion:** by Mr. Swanson to approve the overweight truck permits for Richard C Sargent and Eric Thorp as submitted.

**Seconded:** by Mr. Bourgeois.

**Discussion:** none.

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

**2. Request to cater malt, vinous and/or spirituous liquors – Cordwood Events LLC – La Pizza Lupo – Food Truck near East End Park**

- a. Chair Riley stated that the food truck will be located on privately owned property. They already have a permit from Planning & Zoning.

**Motion:** by Mr. Swanson to approve the request to cater malt, vinous and/or spirituous liquors for Cordwood Events LLC doing business as La Pizza Lupo for a food truck near the East End Park.

**Seconded:** by Mr. Bourgeois.

**Discussion:** none.

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

**F. Old business**

**1. Faulkner Park Proposal vote**

**Motion:** by Mr. Bourgeois to decline the proposal from J.P. Morgan Trust to transfer Faulkner Park to the Town of Woodstock as the offer stands.

**Seconded:** by Mr. Swanson.

**Discussion:** none.

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

**G. New business**

**1. Appointment of Municipal Manager as authorized representative for ARPA funds**

- a. Mr. Kerbin stated that they will discuss more on how they should spend these funds at the joint meeting with the Village Trustees.
- b. Chair Riley stated that the joint meeting will be on July 15<sup>th</sup> at the Town Hall at 6:00 pm. They will most likely be discussing these funds often at future meetings.

**H. Other business – none**

**I. Approval of minutes**

**1. 6/15/21 meeting minutes**

**Motion:** by Mr. Bourgeois to approve the minutes of 6/15/21 as submitted.

**Seconded:** by Mr. Swanson.

**Discussion:** none.

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

**J. Adjournment**

**Motion:** by Mr. Bourgeois to adjourn the meeting at 10:25 am.

**Seconded:** by Mr. Swanson.

**Discussion:** none.

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

*Respectfully submitted,  
Nikki Nourse*