

Town of Woodstock  
Select Board  
August 17, 2021  
6:00 pm  
Meeting  
Town Hall & Zoom  
Agenda

- A. Call to order
- B. Public Hearing regarding the CDBG Grant for the Keys to the Valley project
- C. Interview for Billings Park Commission
  - 1. Wendy Jackson
- D. Interview for Town Development Review Board
  - 1. Alan Willard
  - 2. Meredith Christensen
- E. Interview for Economic Development Commission
  - 1. Deborah Greene
- F. Interview for School Board
  - 1. Todd Ulman
- G. Additions to and deletions from the posted agenda
- H. Citizens comments
- I. Manager's report
  - 1. General report
  - 2. Financial report
- J. Permits
  - 1. Liquor license – Zoe Zilian – 4 Mechanic LLC
- K. Old business
  - 1. Follow up on Lebanon Landfill Agreement
- L. New business
  - 1. EDC motions for consideration
    - a. Purchase of trash/recycling containers for the Village and East End Park
    - b. Marketing Woodstock
    - c. Experimental programs to expand lunchtime restaurant/food capacity
  - 2. Highway bids

- a. Sand
  - b. Salt
  - c. One ton dump truck
3. IREC – EEI Project overview

- M. Other business
- N. Executive session to discuss appointments
- O. Approval of minutes
  - 1. 8/3/21 minutes
- P. 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=UXAzWnJxaEE0MzJaMlBKeHJPUjB6OT09>

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

[nnourse@townofwoodstock.org](mailto:nnourse@townofwoodstock.org)

wkerbin@townofwoodstock.org

### Reasons for Requested Appointment

As someone who regularly enjoys the myriad opportunities offered by our local parks, I would like to actively participate in their stewardship. Working on the BPC seems like the best way to do that. Our parks' continued well-being and growth are a vital part of what makes Woodstock a special place for residents and visitors alike. It's important to me that there's a strong mission and team to support the parks' value in our community.

### Special Skills or Qualifications

I'm an avid hiker, walker and Nordic skier and know our local parks well. Out on the trails, I will often stop and answer questions for visitors and help guide them to have a great experience. My recent work history includes managing the Kedron Valley Inn for four years and serving as the Dining Room Manager at Simon Pearce for five. Both of these roles honed my problem solving and planning skills. I enjoy working in a collaborative team environment and am open to different points of view on various issues. I have lived in South Woodstock for 11 years and Vermont for 16.

### Previous Volunteer Experience

- Last summer I worked on the Ottauquechee River Trail helping to clear brush and develop a signage plan. I am member of the ORT Committee.
- I am a volunteer trail adopter for a section of the Appalachian Trail from Cloudland Road to the Thistle Hill Shelter.
- During the summer of 2020 I volunteered with the Hartford program to provide free lunches for kids.

Hi Neal

This is to request consideration for appointment to the TDRB. I have served on the Planning Commission for several years so I am very familiar with the duties of this position. I also served for several years on the town Conservation Commission. I have been out of service for a few years now and think it's time to do something for the town. Thanks for your consideration.

Alan Willard



# Request for Appointment to Town and Village of Woodstock Public Boards, Commissions and Committees

Thank you for being willing to serve the Town and/or the Village of Woodstock. Applicants who are interested in serving on one of these boards are asked to:

- Attend at least one meeting of the relevant board/commission/committee before their interview
- Complete this application form and return it to Nicole Nourse at [nnourse@townofwoodstock.org](mailto:nnourse@townofwoodstock.org)

All members appointed will be asked to:

- Attend 80% of regularly scheduled meetings (unless there are extenuating circumstances) \_\_\_\_\_
- Follow the Open Meeting Law requirements
- Prepare for meetings by reviewing all appropriate material before each meeting
- Follow the Woodstock Conflict of Interest Policy  
[https://townofwoodstock.org/wp-content/uploads/2019/02/Conflict-of-Interest-Policy\\_2017.pdf](https://townofwoodstock.org/wp-content/uploads/2019/02/Conflict-of-Interest-Policy_2017.pdf)
- Contribute to work requested outside of the regular meetings if necessary
- Abide by the rules and responsibilities of each board
- Advise the board chair, the Town Manager, Select Board and/or Trustees immediately of their resignation

## Reasons for Requested Appointment

Summarize the reasons that you are requesting appointment

I've always said the best things about me come from my time growing up on Hartland Hill as a kid. I would play in the field by where the Falconry now is and watch the storms come over the hillside and create stories about saving the village! Yes, a solitary upbringing but I feel incredibly lucky to have been given access to such horizon at a young age and it allowed me the space to dream big for when I stepped out into my adult life. I have now lived in many places and have done community building work with people from around the world. Woodstock has always remained where I considered home and I have been wanting to be a part of this community, pretty much since I left. Over the last 6 years, I have spent a lot of time here with my mom, as I was able to work remotely. I was planning to move back in March 2020. Unfortunately, my mother passed at the beginning of the pandemic, but I decided to come back regardless. I would be honored to assist in anyway in the growth and the maintaining of this special town.

## 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 have over 25 years in the field of community building and am a writer, educator, UN Delegate and speaker. I am deeply involved in peace technology and am currently working towards a Masters in *Global Diversity Governance* at Coventry University's *Center for Trust, Peace & Social Relations* to research the efficacy of the filmmaking and technology in peacebuilding, as well as studying the management of policy and emerging theory of diversity.

Known as "The Peace Traveler", I first traveled to document after 9/11, traveling up and down the West Coast, facilitating student dialogue and filming their views of their new world. In 2016, I traveled the country by car for months prior to US Presidential Election asking people about their "State of Peace". Traveling over 10000 miles, I covered over 40 states, forging conversations, and resulting in an intimate display of human emotion, made up

of over 800 separate interviews and documenting how American's feel as individuals, as a nation, and as a growing global whole.

Since April, in an effort to shift the conversation around mask wearing, I've worked with several NGO's on an initiative, #MyMaskisForYou, creating dialogues with high school students and their community, working to create a safe space to promote the action of care for each other, from mask wearing to other community projects.

I also was certified by Build it Green, in the early 00's and have an understanding of construction and development. I've also created many interactive large scale community events involving the arts and education.

INCREDIBLY happy to be back in winter conditions. Love all things wet and woolly, so am enjoying the skiing in winter and biking in summer. Was a triathlete in younger years, now just focused on the pool at the Athletic Center.

# Request for Appointment to Town and Village of Woodstock Public Boards, Commissions and Committees continued

## Previous Volunteer Experience

Summarize your previous volunteer experience

I have been working either in existing non-profits or creating non-profits since college. I enjoy creating programs for different stakeholders.

I have also created First Thursday's events with local businesses and community leaders in California, needing to build consensus and focusing on "win-win" for community and business. In addition, the public art installations were all volunteer. We brought renown global artists and local artists to Fort Mason and held classes in yoga and meditation for free to public. I also developed a theatre company at Los Angeles Museum of the Arts where we produced outdoor public productions of Shakespeare and held free classes for kids after every performance.

## 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): Deborah Greene

Signature:  \_\_\_\_\_

Date: 08/10/21

## 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.

**FIRST/SECOND/THIRD CLASS LIQUOR LICENSE AND TOBACCO APPLICATION**

(License year is May 1<sup>ST</sup> through April 30<sup>TH</sup> of the following year)

200 Jaye Zilian  
Print Name of Person, Partnership, Corp., Club or LLC  
4 mechanic, LLC  
Doing Business as – Trade Name  
4 mechanic St.  
Street  
Woodstock, Vermont 05091  
Town or City & Zip Code

APPLICATION FEES:

FIRST CLASS LICENSE - \$115.00 to DLC and \$115.00 to Town/City

SECOND CLASS LICENSE- \$70.00 to DLC and \$70.00 to Town/City

SECOND CLASS RETAIL DELIVERY PERMIT - \$100.00 to DLC

THIRD CLASS LICENSE - \$1,095 for a full year to DLC  
\$550 for 6 or fewer months to DLC

TOBACCO LICENSE- (there is no application fee for tobacco if applying for second class)

TOBACCO ENDORSEMENT PERMIT - \$50.00 to DLC

*\*If applying for Tobacco only license, please use the Tobacco Only form.*

**Please check appropriate categories**

☒ FIRST CLASS

☒ SECOND CLASS

☒ THIRD CLASS

☐ TOBACCO

☐ Retail Delivery Permit

☐ Tobacco Endorsement

☒ Restaurant

☐ Hotel

☐ Club

☐ Commercial Kitchen (a Liquor Control Commercial Caterer's License is needed with this license)

**TO THE CONTROL COMMISSIONERS OF THE TOWN/CITY OF \_\_\_\_\_**

Application is hereby made for a license to sell malt and vinous beverages under and in accordance with Title 7, Vermont Statutes Annotated, as amended, and certify that all statements, information and answers to questions herein contained are true; and in consideration of such license being granted do promise and agree to comply with all local and state laws; and to comply with all regulations made and promulgated by the Board of Liquor and Lottery. Upon hearing, the Board of Liquor and Lottery may, in its discretion, suspend or revoke such license whenever it may determine that the law or any regulations of the Board of Liquor and Lottery have been violated, or that any statement, information or answers herein contained are false.

**MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING.**

If this premise was previously licensed, please indicate name \_\_\_\_\_

I/we are applying as (please check one):

☒ INDIVIDUAL

☒ LIMITED LIABILITY COMPANY

☐ PARTNERSHIP

☐ CORPORATION

Please fill in name and address of individual, partners, directors or members.

LEGAL NAME

STREET/CITY/STATE

Zoe Jaye Zilian

Are all of the above citizens or lawful permanent residents of the UNITED STATES? ☒ Yes ☐ No

If naturalized citizen or lawful permanent resident of the United States, please provide a copy of the naturalization or lawful permanent resident documentation.

**CORPORATE INFORMATION:**

If you have checked the box marked CORPORATION, please fill out this information for stockholders (attach sheet if necessary).

LEGAL NAME

STREET/CITY/STATE

Date of incorporation \_\_\_\_\_

Is corporate charter now valid? Yes ☐ No ☐

Corporate Federal Identification Number \_\_\_\_\_

Have you registered your corporation and/or trade name with the Town/City Clerk? Y ☐ N ☐ and/or Secretary of State? Y ☐ N ☐  
(as required by VSA Title 11 § 1621, 1623 & 1625).

**ALL APPLICANTS**

HAVE ANY OF THE APPLICANTS EVER BEEN CONVICTED OR PLED GUILTY TO ANY CRIMINAL OR MOTOR VEHICLE OFFENSE IN ANY COURT OF LAW (INCLUDING TRAFFIC TICKETS) AT ANY TIME? ☐ YES ☒ NO

If yes, please complete the following information: (attached sheet if necessary)

Name	Court/Traffic Bureau	Offense	Date
_____	_____	_____	_____
_____	_____	_____	_____

Do any of the applicants hold any elective or appointive state, county, city, village/town office in Vermont? (See VSA, T.7, Ch. 9, §223)  
If yes, please complete the following information:

Name	Office	Jurisdiction
_____	_____	_____

Please give name, title and date attended of manager, director, partner or individual who has attended a Liquor Control Licensee Education Seminar, as required by Education Regulation No. 3:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

If you have not attended an Education Seminar prior to making application, please visit [www.liquorcontrol.vermont.gov](http://www.liquorcontrol.vermont.gov) and click on Seminar Schedule for a list of Seminars in your area.

**FOR ALL APPLICANTS: DESCRIPTION /LOCATION OF PREMISES (Section 4)**

Description of the premises to be licensed: Brasserie

Does applicant own the premises described? YES ☒ NO ☐ If not owned, does applicant lease the premises? YES ☐ NO ☐

If leased, name and address of lessor who holds title to property: \_\_\_\_\_  
\_\_\_\_\_

Are you making this application for the benefit of any other party? YES ☐ NO ☒

**FIRST CLASS APPLICANTS ONLY:** No first-class license may be issued without the following information.

HEALTH LICENSE #: Food \_\_\_\_\_ Lodging (if licensed as a Hotel) \_\_\_\_\_

VERMONT TAX DEPARTMENT: Meals & Rooms Certificate/Business Account# \_\_\_\_\_

Business is devoted primarily to (please check one):

☒ FOOD (restaurant) ☐ HOTEL ☐ CLUB ☐ COMMERCIAL CATERING

If you are considering **Outside Consumption** service on decks, porches, cabanas, etc. you must complete an Outside Consumption Permit. This form can be found on our website at [www.liquorcontrol.vermont.gov](http://www.liquorcontrol.vermont.gov) and then click on licensing and then forms.

ALL APPLICANTS MUST COMPLETE AND SIGN BELOW

The applicant(s) understands and agrees that the Board of Liquor and Lottery may obtain criminal history record information from State and Federal repositories prior to acting on this application.

I/We hereby certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date of this application. (VSA, Title 32, §3113).

In accordance with 21 VSA, §1378 (b) I/We certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of contributions due to the Department of Employment and Training.

**If applicant is applying as an individual:** I hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with respect to child support or am in full compliance with a plan to pay any and all child support payable under a support order. (VSA, Title 15, §795).

Dated at Woodstock, VT in the County of Windsor and State of VT,  
this 11 day of August, 20 21

**Corporations/Clubs:** Signature of Authorized Agent

**Individuals/Partners:** (All partners must sign)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TOWN/CITY APPROVAL/DISAPPROVAL

Upon being satisfied that the conditions precedent to the granting of this license as provided in Title 7 of the Vermont Statutes Annotated, as amended, have been fully met by the applicant, the commissioners will endorse their recommendation on the back of the applications and transmit both copies to the Board of Liquor and Lottery for suitable action thereon, before any license may be granted. For the information of the Board of Liquor and Lottery, all applications shall carry the signature of each individual commissioner registering either approval or disapproval. Lease or title must be recorded in town or city before issuance of license.

\_\_\_\_\_, Vermont, \_\_\_\_\_  
Town/City Date

APPROVED

DISAPPROVED

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Please check one:      ☐ Approved      ☐ Disapproved

by the Board of Control Commissioners of the City or Town of \_\_\_\_\_

Total Membership \_\_\_\_\_ Members present \_\_\_\_\_

Attest, \_\_\_\_\_  
City or Town Clerk

TOWN OR CITY CLERK SHALL MAIL ONE APPLICATION DIRECTLY TO THE DIVISION OF LIQUOR CONTROL, 13 Green Mountain Drive, Montpelier, VT 05602. If application is disapproved, local control commissioners shall notify the applicant by letter.

No formal action taken by any agency or authority of any town board of selectmen or city board of aldermen on a first or second-class application shall be considered binding except as taken or made at an open public meeting. VSA Title 1 §312.

SECTION 5111 AND 5121 OF THE INTERNAL REVENUE CODE OF 1954 REQUIRE EVERY RETAIL DEALER IN ALCOHOLIC BEVERAGES TO FILE A FORM ANNUALLY AND PAY A SPECIAL TAX IN CONNECTION WITH SUCH SALES ACTIVITY. FOR FURTHER INFORMATION, CONTACT:

THE BUREAU OF ALCOHOL, TOBACCO & FIREARMS (TTB)  
DEPARTMENT OF THE TREASURY  
550 MAIN STREET, CINCINNATI, OH 45202  
(513) 684-2979

**NOTICE:** All new applications are investigated by the Enforcement and Licensing Division prior to approval/disapproval of the license by the Board of Liquor and Lottery. Please note that this process can take anywhere from 2 weeks to 6 weeks to complete once Liquor Control receives the application.

## Division of Liquor Control

Wendy Knight, Deputy Commissioner  
13 Green Mountain Drive  
Montpelier VT 05602  
802-828-2345

*Tam'e Green*



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## CERTIFICATE OF ACHIEVEMENT

AWARDED TO

**Zoe Zilian**

FOR COMPLETING

**1st Class Server Training Program 2021 (Final Exam)**  
**2**

COMPLETION DATE

August 11, 2021

SCORE

90%

STATE OF VERMONT  
OFFICE OF SECRETARY OF STATE

The Office of Secretary of State hereby grants a

Articles of Organization

to

**4 MECHANIC LLC**

A Vermont Domestic Limited Liability Company, effective August 09, 2021

August 10, 2021

Given under my hand and the seal  
of the State of Vermont, at  
Montpelier, the State Capital



A handwritten signature in cursive script that reads "James C. Condos".

James C. Condos  
Secretary of State

Business ID: 0394734  
Filing Number: 0002817936

**VERMONT SECRETARY OF STATE****Corporations Division**

MAILING ADDRESS: Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1104

DELIVERY ADDRESS: Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1104

PHONE: 802-828-2386

WEBSITE: sos.vermont.gov

**ARTICLES OF ORGANIZATION****\*\*ELECTRONICALLY FILED\*\***

FILING NUMBER: 0002817936

FILING DATE: 8/9/2021

EFFECTIVE DATE: 8/9/2021

**BUSINESS INFORMATION**

BUSINESS ID	0394734
BUSINESS NAME	4 MECHANIC LLC
BUSINESS TYPE	Domestic Limited Liability Company
BUSINESS DESCRIPTION	Any Legal Purpose
BUSINESS EMAIL	

**DESIGNATED OFFICE PHYSICAL ADDRESS**

STREET ADDRESS	
STATE	
COUNTRY	

**DESIGNATED OFFICE MAILING ADDRESS**

ADDRESS	
STATE	
COUNTRY	

**FISCAL YEAR END MONTH**

FISCAL YEAR END MONTH	December
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**AGENT INFORMATION**

NAME	PHYSICAL ADDRESS	MAILING ADDRESS
Zoe Zilian		

**MANAGEMENT STYLE**

Member-Managed
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**MEMBERS INFORMATION**

Does the LLC have members at the time of filing?	No
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**AUTHORIZER INFORMATION**

AUTHORIZER SIGNATURE	Zoe Zilian
AUTHORIZER TITLE	Owner Member

**OUTSIDE CONSUMPTION PERMIT**

**Application Fee \$20.00**

Name of Licensed Premise (Corporation/Partnership/Individual, d/b/a)

4 mechanic, LLC

d/b/a Brasserie

Address 4 mechanic St Town/City Woodstock, VT 05091

License Number [REDACTED] Email or Fax # [REDACTED]

Outside consumption would be in the area described below: (describe fully, including size, physical barriers, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please remember that this outside consumption permit is an extension of your license to serve alcohol beverages, and that the same rules apply in this area as do in the regularly licensed premise area.**

Outside Consumption time period (hours) from 4pm to 9pm

Permanent Use (Permanent use will be considered year round use)

Occasional Use

Day(s) Requested Tuesday - Saturday

Hours Requested 4pm - 9pm

Signature of Licensee 

**OUTSIDE CONSUMPTION PERMITS MUST FIRST BE APPROVED BY YOUR TOWN/CITY CLERK**

Please check one: ☐ APPROVED ☐ DISAPPROVED

Town/City Clerk Signature \_\_\_\_\_

Date \_\_\_\_\_

**Personal Information Form  
To Accompany License Applications**

Complete for all Owners, Partners, or Corporate Officers

Legal Name: Zoe Jaye Zilian

Telephone: [REDACTED] Email: [REDACTED]

Address: [REDACTED]  
Street City/Town State Zip Code

Date of Birth: [REDACTED]  
Drivers License: [REDACTED]

Legal Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/Town State Zip Code

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/Town State Zip Code

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_

*Use additional forms if necessary.*

Send completed form with application to:

Vermont Department of Liquor and Lottery  
Division of Liquor Control  
Attention: Licensing  
13 Green Mountain Drive  
Montpelier, VT 05602

Phone (802) 828-2345  
FAX (802) 828-1031  
Email [DLC.EnfLic@vermont.gov](mailto:DLC.EnfLic@vermont.gov)

- 20 outdoor seats re hio
- 9pm approved

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Exterior changes:  
New roof

Palm replaced w/ Blue shoe.

Front door A Dutch door provide Spec Sheet  
A Sconce Spec Sheet

2' Shoe wall (- drawing)

Fire pit

Photos or existing now.

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Elijah - hiking patrol A line? mechanic st.

802-457-2233

All sand Frandy bathroom.

Summer: update?

## Application for Caterer's License

**Application Fee: \$250.00**

**License Year: May 1st through April 30th  
of following year**

**Make check payable to and mail to:**

Vermont Department of Liquor & Lottery  
13 Green Mountain Drive  
Montpelier, Vermont 05602

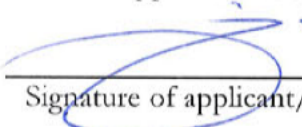
Application is hereby made for a Caterer's License to sell malt and vinous beverages or malt/vinous and spirituous liquors on premises other than those occupied by a first, first and third, or second class license, under and in accordance with Title 7 of the Vermont Statutes Annotated, as amended, and certify that all statements, information and answers to questions herein contained are true, and in consideration of such permit being granted, do promise and agree to comply with all local and state laws; to comply with all regulations made and promulgated by the Board of Liquor and Lottery; to allow the Board of Liquor and Lottery and any of their assistants and investigators, to examine at any time the premises, supply of beverages, records and papers in reference thereto, and to keep such records as the Liquor Control Board may require; and upon hearing, the Board of Liquor and Lottery may in its discretion suspend or revoke such permit whenever it may determine that the law, or any regulations of the Board of Liquor and Lottery, have been violated, or that any statements, information or answers herein contained are false.

The following questions shall be answered by all applicants:

License Number \_\_\_\_\_  
Licensee Name Zoe Jaye Zilian  
D/B/A 10.12.1974  
Street Address \_\_\_\_\_  
Town or City \_\_\_\_\_  
Email Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

I/We hereby certify, under the pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the state of Vermont as of the date of this application (VSA, Title 32, Section 3113).

I/We hereby certify that the information in this application is true and complete.

  
\_\_\_\_\_  
Signature of applicant/Date

8.6.21

All catering REQUESTS must first be submitted to the local town/city clerks.

**NO CATERING CAN BE DONE UNTIL LICENSEE HAS SUBMITTED A REQUEST FOR CATERING AND OBTAINED APPROVAL FROM THE STATE OF VERMONT BOARD OF LIQUOR AND LOTTERY AND THE LOCAL TOWN/CITY CLERK WHERE THE EVENT IS HELD.**

Catering request forms can be found on the Vermont Division of Liquor Control website at [www.liquorcontrol.vermont.gov](http://www.liquorcontrol.vermont.gov) under licensing and then forms.

Requests for catering should be received in the office of the Division of Liquor Control at least five (5) days prior to the date of the function.



MUNICIPAL SOLID WASTE AGREEMENT

between

CITY OF LEBANON, NH

and

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Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by and between the City of Lebanon, a municipal corporation existing in Lebanon, the County of Grafton, and State of New Hampshire (CITY), and the Town of \_\_\_\_\_, NH/VT, a municipal corporation existing in County of \_\_\_\_\_, and State of \_\_\_\_\_ (TOWN), as follows:

WHEREAS, the CITY presently owns and operates a solid waste landfill facility (FACILITY) located off Route 12A in West Lebanon, New Hampshire; and

WHEREAS, there is sufficient capacity in the FACILITY to allow the continued use by other towns for disposal of Acceptable Waste; and

WHEREAS, the CITY is willing to provide this service to such towns.

NOW THEREFORE, in consideration of the mutual promises and undertakings of the parties as set forth below, it is AGREED:

#### 1. ACCEPTANCE AND DISPOSAL OF WASTE

The CITY shall only accept and dispose of Acceptable Waste generated by the residents and property owners of the TOWN in accordance with the terms and conditions and limitations as set forth in this Agreement.

Acceptable Waste includes Residential Refuse, Commercial Refuse, Bulky Waste, Construction and Demolition Debris, Yard Waste and Brush, and Recyclables. All terms are as defined in the Code of the City of Lebanon, Chapter 97, Landfill Regulations, as may be amended from time to time.

Unacceptable Waste is as defined in the Code of the City of Lebanon, Chapter 97, Landfill Regulations, as may be amended from time to time.

Hazardous Waste is as defined in the Code of the City of Lebanon, Chapter 97, Landfill Regulations and NH RSA 147-A, both as may be amended from time to time.

If any governmental entity having jurisdiction shall determine that any substances which are not, as of the date of this Agreement, considered harmful or of a toxic nature or dangerous, are determined to be harmful, toxic or dangerous, such substances shall thereafter be deemed Hazardous Waste.

#### 2. FACILITY OPERATION:

The CITY shall be responsible for the operation of the FACILITY in accordance with applicable State and Federal laws, rules, and regulations.

- A. Compliance with City Code Chapter 97: There is presently in effect in the CITY, Lebanon Code Chapter 97, "Landfill Regulations", which governs and regulates the operation of the FACILITY, attached here as Appendix A. All persons using the FACILITY, including the TOWN, are bound by Chapter 97. Chapter 97 may be modified by the CITY from time to time, and such modifications to Chapter 97 shall apply through the term of this agreement. TOWN will be given 90 days notification of any proposed changes to Chapter 97. If the terms of a modification to Chapter 97 substantively conflict with the terms of this Agreement, the terms of Chapter 97 as amended, or its successor, shall govern.

3. PERMIT REQUIRED:

All users (TOWNS, residents, commercial generator/waste haulers, private businesses, and others) of the FACILITY are required to obtain a permit. Permit procedures are as provided in City Code Chapter 97.

Residents of TOWNS with signed agreements for disposal at the FACILITY may ONLY deliver Acceptable Waste directly to the FACILITY if the TOWN has opted to allow its residents to obtain individual permits. Otherwise, residents of said TOWN will be expected to use the facility (transfer station) provided by the TOWN, and the TOWN will have it delivered to the FACILITY, or residents will have to contract with a commercial waste hauler.

- ☐ The Town of \_\_\_\_\_ opts to allow its residents to obtain individual permits through their own Town Clerk (acting as agent for the CITY) and to dispose of Acceptable Waste directly to the Lebanon Solid Waste Facility.
- ☐ The Town of \_\_\_\_\_ opts to allow its residents to obtain individual permits directly from the CITY through an online portal and to dispose of Acceptable Waste directly to the Lebanon Solid Waste Facility.
- ☐ The Town of \_\_\_\_\_ opts NOT to allow residents to obtain individual permits.

If individual residents are not permitted to dispose directly to the FACILITY, the TOWN shall be considered the permitted user and shall have the obligation to have all Acceptable Waste which the TOWN controls (and for which the TOWN pays) delivered to the FACILITY.

4. DELIVERY OF WASTE:

- A. Certified Waste Transporters: Any commercial generator/waste hauler as outlined in Chapter 97, in good standing with respect to payment of tipping fees and other requirements of this Agreement and Chapter 97, and delivering Acceptable Waste reported to be generated within TOWNS having entered into a Solid Waste Agreement with the CITY shall be deemed by the CITY to be a certified waste transporter.
- B. Weights and Measure: All Acceptable Waste generated within the Town and that is delivered to the FACILITY by permitted commercial generator/waste haulers shall be weighed by the CITY. The CITY shall operate and maintain motor truck scales at the FACILITY, calibrated to the accuracy required by applicable State regulations. The weight record shall contain the gross weight, tare weight (empty truck weight), net weight, date and time of transaction, vehicle identification and town of origin. The CITY shall provide written confirmation of the weight record in accordance with NH Department of Agriculture – Weights and Measure.

The CITY shall maintain daily records of the total tonnage of Acceptable Waste, which shall be the basis for billing and payment. Within ten (10) days after request by TOWN, the CITY shall provide written confirmation of the month, net weight, hauler, and reported origin of Acceptable Waste by municipality.

- C. Temporary Shutdown: If, for any reason, the FACILITY is shut down temporarily and the CITY is unable to accept waste from the TOWN, the CITY shall give notice to the TOWN as to the reason for the shutdown and the expected duration. The CITY shall use its best efforts to return the FACILITY to active service as soon as possible. During the shut down, temporary alternative disposal options may be made by the TOWN to dispose of Acceptable Wastes. After the FACILITY has been placed back into service, the TOWN shall reengage disposal services with the City. The City will cooperate with the Town by extending operating hours if necessary for a reasonable length of time in light of the length of the service interruption once the FACILITY is back in service. The CITY shall neither be liable for alternate waste disposal during any shutdown, nor for any costs incurred by TOWN because of such shutdown.

#### 5. INSPECTION OF WASTE:

The CITY may inspect the contents of any vehicle delivering waste to the FACILITY to determine its composition, point of origin, and conformance with the terms and conditions of this Agreement. Any vehicle found to be delivering Unacceptable Waste, Hazardous Waste, or solid waste from a municipality without a disposal agreement with the CITY shall be required to reload the waste and remove it from the FACILITY without cost to the CITY. In addition to removal of the solid waste, the vehicle operator may be subject to fines or penalties as provided in Chapter 97.

#### 6. COST OF SERVICE:

The cost of service for disposal shall be based on the full cost of ownership and operation of the Lebanon FACILITY, including repayment of all FACILITY related capital, operating and management costs; closure and long-term maintenance set asides in accordance with NHDES requirements; funding of capital reserve accounts for equipment replacement; costs incurred for future expansion activities; and all other costs of FACILITY ownership and operation incurred by the City of Lebanon. The maximum cost of service is to be calculated annually based on the total costs as outlined above divided by all tons (commercial and municipal) anticipated to be received in the next contract year.

The CITY is required by State of NH DES to set aside funds for the closure of the Lebanon FACILITY. These "closure funds" are established on a per ton basis and is part of the cost of service paid for disposal at the Lebanon FACILITY.

For waste or recyclable items delivered by permitted TOWNS or commercial generators/waste haulers, cost of service shall be based on the actual tons of municipal solid waste delivered at the current rate per ton as specified by Chapter 97, Fees, "MSW-Commercial."

For waste delivered directly by residents of the TOWN, payments will be made using "punch cards," or by other means established by the City payable at the rate per ton or set amounts as specified by Chapter 97, Fees, "MSW-Residential."

#### 7. TERM:

- A. This Agreement shall be in effect until such time as either the TOWN or the CITY gives written notice of termination to the other party at least one (1) year in advance of such termination. The minimum term shall extend through the completion of Phase II - C, unless this Agreement is terminated by either the CITY or the TOWN one (1) year prior to the filling to completion of Phase II-C. It is the initial intent of both the CITY and the TOWN to provide for long-term

solid waste disposal through the completion of Phase II of the FACILITY. The term may be extended to a possible future Phase III expansion if agreed to in writing by both parties.

- B. Non-Compete Clause: The TOWN hereby agrees not to contract with an alternate solid waste disposal facility; except (i) as provided in Section 7(D), (ii) in the event of a temporary shutdown as described in Section 4(C), or (iii) to provide for the new construction of a solid waste disposal facility (such as a transfer station to move Acceptable Waste, that would otherwise be disposed of in the Lebanon landfill) that will directly compete with the FACILITY, during the effective term of this Agreement without proper written notices as provided in paragraph A above. If the TOWN takes either such action, this Agreement may be terminated with no notice by the CITY, and the CITY shall be compensated by the TOWN for any consequential damages to the CITY directly or indirectly caused by the TOWN'S breach of this non-compete agreement.
- C. Termination of this Agreement by CITY for Default: The CITY shall have the right to terminate this Agreement with the TOWN in the event that the TOWN does not comply with the terms and conditions herein, including compliance with Chapter 97. Prior to such termination, the CITY shall give notice to the TOWN in writing as to any and all terms and conditions breached and the TOWN shall have thirty (30) days after receipt of the notice to cure such breach by complying with such terms and conditions. If the CITY in its sole discretion determines that the TOWN has failed to remedy such defects and breach and comply with the terms and conditions herein, the CITY shall have the right to terminate this Agreement by giving written notice to the Chairman of the Board of Selectmen of the TOWN. Such termination shall be effective upon receipt of this notice.
- D. Planning by TOWN for Alternate Facility: The TOWN shall provide the CITY with at least two (2) years' notice of any planned switch to an alternate waste disposal facility or the construction by TOWN of a new solid waste landfill facility; provided, however, that this Agreement shall not terminate automatically at the end of said two (2) year period unless the TOWN or the CITY has provided the required one (1) year termination notice.
- E. Termination of this Agreement by TOWN: The TOWN shall have the right to terminate this Agreement with the CITY. The TOWN shall give the CITY ONE (1) year's notice; in writing. Written notice shall be directed to the Lebanon City Manager and the termination shall be effective one year after receipt of the notification.
- F. The CITY shall provide to the TOWN, annually during the term of this Agreement, an estimate of the life remaining in the active phase of the FACILITY based on an annually updated topographic survey, and the prior year's tonnage.

#### 8. LIABILITY AND INDEMNIFICATION:

The TOWN agrees to indemnify and hold harmless the CITY from and against any and all claims, expenses, and liabilities, including costs and attorney's fees which the CITY shall incur by virtue of any act or omission of the TOWN, its employees, agents, or licensees. The TOWN shall also be responsible for and shall indemnify and hold the CITY harmless from all claims, expenses, and liabilities arising in connection with the disposal of Unacceptable Waste including Hazardous Waste in the FACILITY by its employees, agents, or licensees or entity. Notwithstanding the foregoing, the Town's indemnification and liability obligations shall not apply if the Hazardous Waste is determined to have been deposited in the FACILITY during a period when the TOWN did not use the

FACILITY or in a Phase or cell that was not receiving wastes during the term of this Agreement. This covenant shall continue notwithstanding the termination of the Agreement.

The CITY agrees to indemnify and hold harmless the TOWN from and against any and all claims, expenses, and liabilities, including costs and attorney's fees which the CITY shall incur by virtue of any gross negligence or willful misconduct of the CITY, its employees, agents, or licensees. The CITY shall also be responsible for and shall indemnify and hold the TOWN harmless from all claims, expenses, and liabilities arising in connection with the disposal of Unacceptable Waste including Hazardous Waste in the FACILITY to the extent due to the CITY's failure to comply with the terms of this Agreement, including, without limitation, failure to enforce Chapter 97 and/or the record keeping requirements of this Agreement.

#### 9. EFFECTIVE DATE OF THIS AGREEMENT:

To the extent the TOWN has been disposing of its solid waste in the FACILITY prior to the signing of this Agreement, the TOWN agrees that the terms and conditions of this Agreement apply not only for the term as described in Section 7, but also for any prior use up to and including the date of this Agreement. This Agreement replaces all prior agreements between the CITY and the TOWN for disposal of Acceptable Waste at the FACILITY except for any provisions of such agreements that, by their terms, survive the termination of such agreements. For avoidance of doubt, this Agreement replaces the prior agreement between the City and the Greater Upper Valley Solid Waste Management District.

#### 10. ACKNOWLEDGEMENT OF TOWN'S RESPONSIBILITIES:

- A. TOWN'S Obligation to Reduce Waste and Provide Reports: The TOWN must comply, and must document its compliance, with the requirements of NH RSA 149 -M:2-I regarding waste reduction, and is required to take the following actions:
1. The TOWN must provide for, or document the existence of, an active public or private recycling program available to all residents and/or businesses in the municipality for the period during which waste generated within the TOWN is disposed at the FACILITY.
  2. As a condition precedent to disposing of solid waste generated within the TOWN in the FACILITY, the municipality must submit a brief report to the CITY describing the active recycling programs available to residents and providing a plan for meeting a 40 percent waste reduction goal.
  3. By no later than March 2 of each year, the TOWN shall provide to the CITY a summary of the tonnage of solid waste, which was recycled, reused, composted or source reduced in the previous calendar year.

Compliance with City Code Chapter 185, Welcoming Lebanon: If the TOWN opts to allow residents to obtain individual permits under Section 3 of this Agreement through their own TOWN Clerk, the Clerk of such TOWN shall receive training on use of the CITY's electronic system for the issuance of such permits. Said Clerk shall be appointed by the City Manager (or designee) to act as agent of the CITY solely for purposes of issuing FACILITY permits. When engaged in that function (but not otherwise), the Clerk will be considered an "agent" of the CITY as defined in City Code Chapter 185 and will comply with the applicable provisions of that Chapter. Violations of the provisions of this Chapter by such agent may result in the cancellation of this agreement at no cost or financial obligation of the CITY.

- B. The signing of this Agreement by the TOWN acknowledges the TOWN's responsibility for the TOWN's share of closure costs as described in paragraph 6 and the TOWN's pro rata share of any expense incurred by the CITY as a result of liabilities arising from the operation of the FACILITY as described in paragraph 8.

Dated the date and year as written on the first page.

CITY OF LEBANON, NH

by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (Duly Authorized)

TOWN OF \_\_\_\_\_

by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (Duly Authorized)

# Marketing Recommendation

August 11, 2021



The Marketing Working Group is proposing a 12-month program (August 1, 2021 to July 31, 2022) with four key objectives

- Promote the many assets of the area to our primary/secondary target audiences
- Attract visitors during the summer, fall foliage season, and “shoulder” tourism seasons
- Develop processes to create, manage and track all marketing efforts to show results of campaigns and tactics.
- Develop a bank of digital assets, video and photography, that can be used for all and any marketing efforts.

## Proposed Budget of \$110,000 for a 12-Month Program

- Agency budget of \$100,000
- Contingency of \$10,000
  - Changes to website to reflect marketing campaign
  - Possible additional expenses, but not to exceed \$10,000
  - Total Contingency of \$10,000
- Funded across three budget years
  - \$27,000 from unused funds from 2020 Marketing budget
  - \$48,000 new allocation from 2021 funds (June to December, 2021)
  - \$35,000 new allocation from 2022 funds (January to May, 2022)

## 11 Firms Submitted Proposals to the RFP

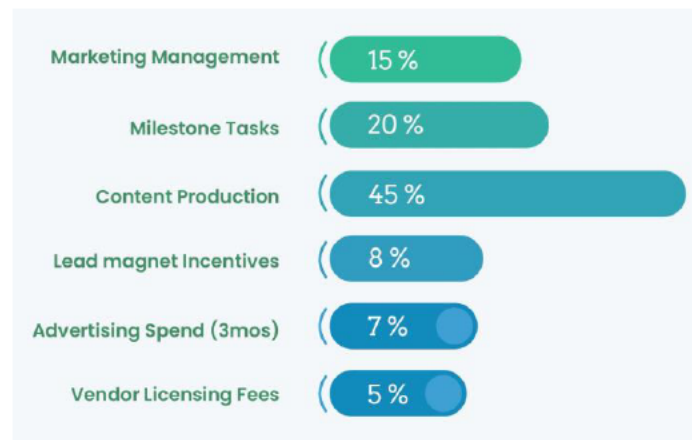
- We had reached out to 4 Vermont Agencies, 2 declined
  - Class Four
  - HMC Advertising, LLC — declined
  - SIX — declined
  - Place
- 9 additional firms submitted proposals
  - Break The Ice
  - Destination Innovate
  - Lou Hammond
  - Orange 142
  - Sullivan Creative
  - Tripadvisor
  - Vermont Standard
  - Wayne's World Media
  - We Us Them

## Two Proposals Were Selected

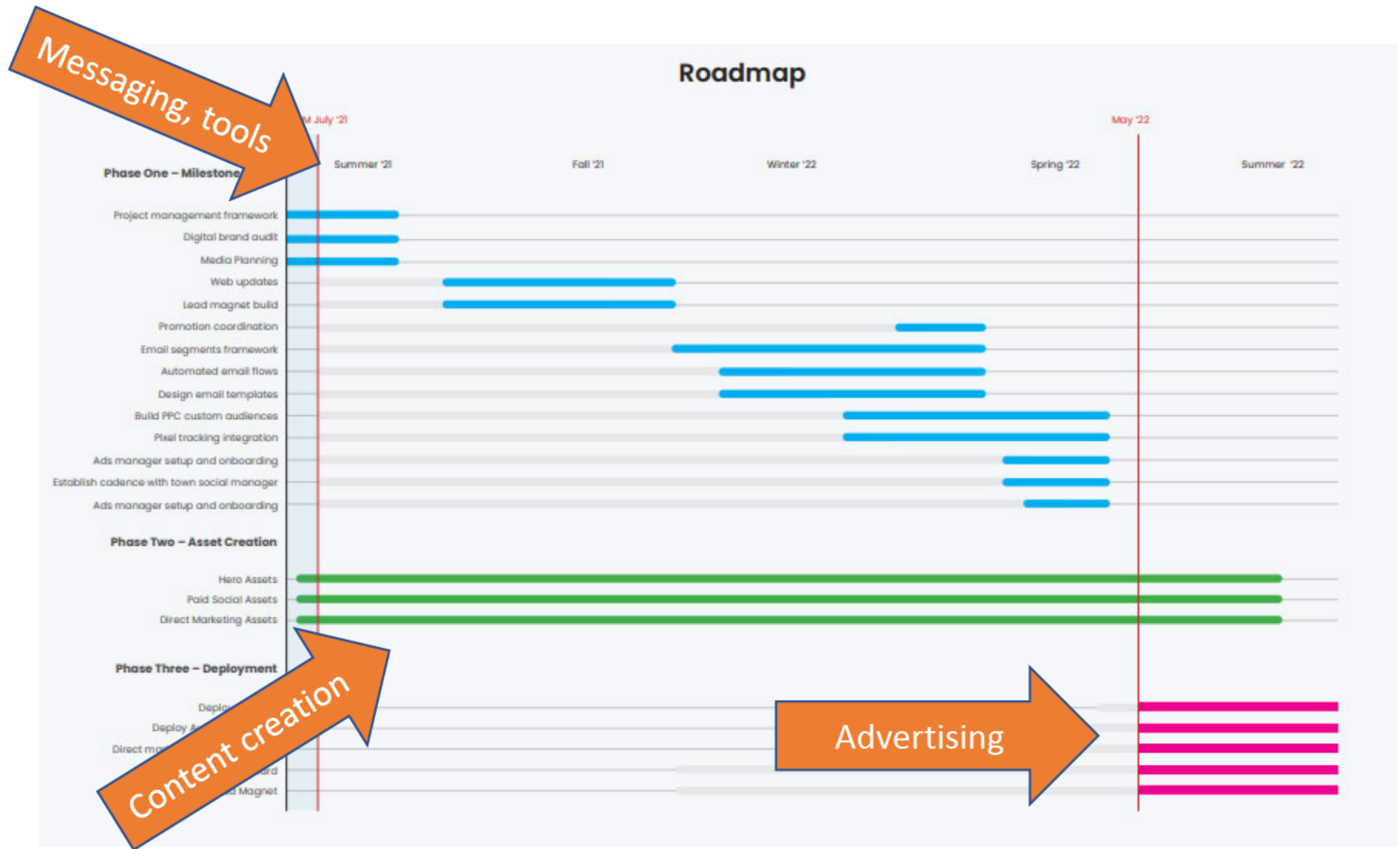
- Agencies selected:
  - Place, Burlington VT and
  - Class Four, Burlington VT
- Selections were based on:
  - Meeting/Exceeding the requirements of the RFP
  - Best use of the proposed budget
  - Understanding of Vermont and in particular Woodstock
  - The ability to track and measure
  - Working with the EDC Marketing Working Group and our Coordinator
  - Long term marketing vision for Woodstock

## Agencies Interviewed/Recommendation Selected

- Class Four is the EDC Marketing Working Group's recommendation
  - Strong content skillset with 12+ monthly film/photoshoots
  - Develop a strong customer pipeline for now/future marketing
  - Data centric with focus on performance and campaign optimization—measurable results
  - Building/Planning marketing for year 1, 3, 5, and beyond
- Here's the allocation of the budget



# Preliminary project roadmap shows advertising commencing in May, 2022



To: Woodstock Selectboard

From: Jon Spector

Date: August 11, 2021

**RE: EDC Motions for Consideration by the Selectboard**

We have three motions for the Select Board to consider at your upcoming meeting on August 17<sup>th</sup>:

- ¶ To award \$823 to complete the purchase of 14 trash/recycling containers for the Village of Woodstock, including 2 additional containers to be placed in the East End Park. The EDC and Selectboard have previously approved \$28,980 for the purchase of these receptacles. However, some uncertainty in the cost of shipping, and a small misunderstanding of how much money had previously been allocated, led us at your last meeting to request \$823 less than what we needed to complete the purchase.

The EDC voted 7-0 to recommend this additional (and final) allocation of funds to complete the project.

- ¶ To award \$83,000 in additional funds to our efforts to market Woodstock; specifically, to allocation \$66,500 to retain Class Four (a digital marketing firm in Burlington) to build a new digital marketing capability for Woodstock; and to allocate \$16,500 to use the platform to launch a small marketing campaign in the summer of 2022. We have attached a brief summary of the objectives of the marketing program and the process we used to select Class Four from a number of qualified applicants. If time permits, we would like to make a short additional presentation to the Selectboard at your meeting on August 17<sup>th</sup> to demonstrate the capabilities of the new platform, and show how it is different from the marketing activities the EDC has been pursuing in the past.

The EDC voted 6-2 to recommend this allocation of funds.

(Note: the attached materials refer to a program costing \$110,000. The EDC intends to allocate \$27,000 of unspent funds already approved for Marketing. Thus we are requesting the Selectboard approve an additional \$83,000)

- ¶ To consider funding several experimental programs to expand lunchtime restaurant/food capacity from today to the end of October, to help alleviate the significant overflow of visitors to Woodstock at the same time we are experiencing serious labor shortages in our restaurants.

The EDC believes the long lines, wait times, and visitor dissatisfaction at the lack of lunchtime food options may harm Woodstock's reputation as an attractive tourist destination. At our meeting on August 5<sup>th</sup> we assigned two groups to study the issue and develop recommendations which we plan to review on August 16<sup>th</sup> at a Special Meeting of the EDC. One group will consider ways to attract food trucks, food tents or other means of delivering lunchtime food to visitors, and a second group will consider

ways to provide financial incentives to increase labor supply. Both initiatives are targeted to the short-term, between now and the end of October, when we believe travel will be at its peak.

We are uncertain if the EDC will put forth formal recommendations at our August 16<sup>th</sup> meeting, and if so we are uncertain if these recommendations will require any funding. If we do, we would present our funding recommendations (in the form of motions) to the Selectboard at your August 17<sup>th</sup> meeting and hope you would consider them, given the time sensitivity of the issues we are addressing.

### Sand Bid Tabulation

Bidder	Location	Material	Estimated units	U/M	\$/Unit	Extension
Pike Industries	West Lebanon	Washed manufactured sand	3,000	ton	\$16.95	\$50,850.00
		3/8" stone	1,500	ton	\$10.50	\$15,750.00
D&D Excavating Inc	delivered	screened sand	1,000	ton	\$12.60	\$12,600.00
Twin State Sand & Gravel Co Inc	delivered	Dry screened sand	1,000	ton	\$14.93	
		dry manufactured sand	2,000	ton	\$15.83	
		3/8" ledge stone	1,000	ton	\$21.13	
Casella Construction Inc	delivered	Dry screened sand	1,000	ton	\$19.00	\$19,000.00
		dry manufactured sand	2,600	ton	\$20.00	\$52,000.00
		3/8" crushed stone	1,300	ton	\$18.00	\$23,400.00

**Recommended Bid: Screened Sand from D&D at \$12.60/ton. Manufactured Sand from Twin State Sand and Gravel Company at \$15.83/ton and 3/8" ledge stone from Twin State Sand and Gravel Company at \$21.13/ton**

Bidder	Vehicle	Net bid price (with trade)	Net bid price (no trade)	Plow	Total with trade	Total no trade
Ford of Claremont	2022 Ford F550	\$ 36,841.00	\$ 51,841.00	\$47,500.00	\$ 84,341.00	\$ 89,646.00
Ted Green Ford Inc	2022 Ford F550		\$ 61,035.00	\$48,996.00		\$ 93,738.00

**Recommended Bid: Ford-550 from Ford of Claremont with Body from Viking Cives. \$89,646.00 with 84 month 100,000 extended warranty**

# IREC – EEI PROJECT OVERVIEW

Geoff Martin –  
Intermunicipal  
Regional Energy  
Coordinator



# ENERGY SERVICES PERFORMANCE CONTRACTING

- Energy Services Performance Contracting is a comprehensive approach to improving Town facilities.
- An Energy Services Company (ESCO) develops and implements an energy savings plan and installs the energy efficiency upgrades.
  - Perform energy audit at no upfront cost and with no obligation.
  - ESCO makes a proposal to the Town, and the Town chooses whether or not to move forward.
  - ESCO completes the project and commissions the systems.
- ESCO guarantees the energy savings and provides ongoing reports verifying the actual savings.

# IREC ESPC PROCESS

- ESCOs typically work with larger institutions (schools, cities, large businesses), but IREC collaboration provided access to their services
- Issued Request for Qualifications in November 2020
- The IREC Steering Committee and I reviewed the 2 proposals and selected EEI for the following reasons:
  - Smaller, local company
  - No-cost audits/no exit fee for audits
  - Focus on electrification, not just “low-hanging fruit”
  - Not affiliated with any manufacturer – able to use best products/no proprietary products
- Tonight’s presentation is the initial stage of project development

**Town of Woodstock  
Select Board  
August 3, 2021  
10:00 am  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

**Present:** Chair Mary Riley, Ray Bourgeois, John Doten, Keri Cole, Joe Swanson, William Kerbin, Nikki Nourse, Richard Amore, Michael Caduto, Patrick Fultz, Michael Green, Phil Robertson, Angela Ulman, Neal Leitner, Kevin Geiger, Sarah Wraight, Jeffrey Kahn, Tom Kennedy, Nori Pepe

**A. Call to order**

1. Chair Riley called the Select Board meeting of August 3, 2021, to order at 10:00 am.

**B. Interviews for Billings Park Commission**

**1. Michael Green**

- a. Mr. Green stated that he lives at 52 Pleasant Street with his wife and baby. He moved to Woodstock right before the pandemic. He is from the Adirondacks. In his town the local parks made up 90% of the Town land. When he was younger, he wanted to join the park service. He learned a lot about parks. He then got interested in climate change. He is part of the Paris Climate Agreement to reduce greenhouse emissions globally. He is helping countries build strategies on climate change. In Woodstock, parks are a big tourism drive. They are an amazing resource. He lives right next to the East End Park. He believes it is important to preserve the parks now and for future generations. He has watched BPC meeting recordings. He has attended one live meeting. He wants to promote community use of the parks.

**2. Nori Pepe**

- a. Ms. Pepe stated that she is a resident of Woodstock. She is an avid runner and hiker. She has lived in Woodstock for four years. She is looking for ways to get more involved. She wants to better the community. She wants to make the parks better and more accessible. She can bring a lot of professional skills to the Commission. She was not able to attend a meeting. However, she has the flexibility to attend BPC meetings normally. She helps maintain the Ottauquechee River Trail. She has been of the Saturday volunteer clean up. She lives on 248 Sawyer Road. She has done trail work in the past. She grew up in the Upper Valley.

**3. Wendy Jackson – postponed**

**4. Phil Robertson**

- a. Mr. Robertson stated that he retired in Woodstock in 2015. He grew up hiking. He enjoys hiking in Woodstock. He helped to develop the Ottauquechee River Trail. He has trail maintenance experience. He is part of the Green Mountain Club, which works on the Appalachian Trail in Vermont. He has not attended a BPC meeting because of the last minute cancellation of their last meeting. He

has talked to Alison Clarkson and Randy Richardson regarding the BPC. He understands what they do. He lives on Church Hill Road.

**C. Additions to and deletions from the posted agenda**

1. Addition – executive session regarding real estate transaction

**D. Citizens comments – none**

**E. Manager's report**

**1. General report**

- a. Mr. Kerbin stated that Pike Paving is still completing line painting. This has been pushed back by the rain. It will hopefully be completed soon. He will be introducing himself to the business owners around Town. They should be receiving the ARPA funds in a couple of weeks.

**F. New business**

**1. Taftsville Village designation discussion**

- a. Ms. Ulman stated that by making Taftsville a village center designation they will be able to access State and Federal funding. She and her husband have recently purchased the Taftsville Country Store.
- b. Mr. Amore shared a presentation (included in the minutes).

**Motion:** by Mr. Swanson to move forward with applying to make Taftsville a village designation and appointing Angela Ulman as the representative for this process.

**Seconded:** by Ms. Cole.

**Discussion:** none.

**Vote:** 5-0-0, passed.

**2. Changes to Lebanon Landfill and review of draft agreement**

- a. Mr. Kennedy is the Director of the Greater Upper Valley Solid Waste Management District. Woodstock is part of this district. They send the majority of their trash to the Lebanon Landfill. Woodstock residents generally use the Hartford Transfer Station. They have a contract with Lebanon. There is an amendment to the contract which is being brought to the Select Board. Lebanon is going to start a barcode system for people. The barcode will be loaded with funds and scanned when they drop trash off. Currently people buy tickets. They are doing away with that system.

**Motion:** by Mr. Swanson to approve the draft agreement with the Lebanon Landfill and to opt to allow residents to obtain individual permits directly from Lebanon through an online portal and to dispose of Acceptable Waste directly to the Lebanon Solid Waste Facility.

**Seconded:** by Mr. Doten.

**Discussion:** Mr. Bourgeois thinks they should have a Town Agent assist those who do not have access to internet. The Town Clerk would act as the agent for Lebanon.

Mr. Swanson states that they should not be involved with it and have individuals do it themselves.

Charlie Degener was brought up to discuss. He would be willing to help with this matter.

**Vote:** 2-1-1, not passed. Chair Riley for, Mr. Swanson for, Mr. Bourgeois against, Mr. Doten abstained.

Ms. Cole had left the meeting prior to vote. This will be tabled until their next meeting.

**3. Discussion of propane bid**

- a. Mr. Kerbin stated that they had a bid opening for propane. They only received one bid. They received another through email. He recommends they go out to rebid.
- b. The Board agrees that the propane bid should go back out to rebid.

#### **4. Discussion and approval of WISPr project**

- a. Mr. Caduto shared a summary of the WISPr project (included in the minutes).

**Motion:** by Mr. Bourgeois to enter executive session to discuss the project at 11:46 am.

**Seconded:** by Mr. Swanson.

**Discussion:** none.

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

The select Board exited executive session at 12:05 pm and resumed the public meeting.

**Motion:** by Mr. Bourgeois to apply from the WISPr project in the amount of \$280,000 for natural resource projects.

**Seconded:** by Mr. Swanson.

**Discussion:** none.

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

**Motion:** by Mr. Bourgeois to approve using a portion of these funds to purchase and obtain a piece of property adjacent to the East End Park.

**Seconded:** by Mr. Swanson.

**Discussion:** Mr. Kahn stated that this would allow us to have more parking which is needed for events held at the East End Park.

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

#### **G. Other business – none.**

#### **H. Board of Sewer Commissioners**

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

- a. Chair Riley stated that they are asking for forgiveness of interest and penalty for their sewer bill. The bill did not get to them. The mailing address was wrong on the bill.

**Motion:** by Mr. Bourgeois to approve the abatement request for Jeanne O'Neill for parcel 20.52.13.00B to forgive the interest and penalty in the amount of \$54.77.

**Seconded:** by Mr. Swanson.

**Discussion:** none.

**Vote:** 3-1-0, passed. Chair Riley for, Mr. Bourgeois for, Mr. Swanson for, Mr. Doten against.

#### **I. Approval of minutes**

##### **1. 7/15/21 joint meeting minutes**

##### **2. 7/20/21 meeting minutes**

**Motion:** by Mr. Bourgeois to approve the minutes for 7/15/21 and 7/20/21 as submitted.

**Seconded:** by Mr. Swanson.

**Discussion:** none.

**Vote:** 3-0-1, passed. Chair Riley for, Mr. Bourgeois for, Mr. Swanson for, Mr. Doten abstained.

#### **J. Adjournment**

**Motion:** by Mr. Bourgeois to adjourn the meeting at 12:23 pm.

**Seconded:** by Mr. Swanson.

**Discussion:** none.

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

*Respectfully submitted,*

*Nikki Nourse*