

**Town of Woodstock
Select Board
September 21, 2021
6:00 pm
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, Jill Davies, Tim McCarthy, Elijah Lemieux, Karim Houry, Bill Corson, Tess Hunter, Beth Finlayson

A. Call to order

1. Chair Riley called the Select Board meeting of September 21, 2021, to order at 6:01 pm.

B. Meeting protocols

1. Chair Riley reviewed the rules of the meeting.

C. Interview for Listers

1. Tim McCarthy

- a. Mr. McCarthy stated that he has a background in real estate. He has spoken with the Listers about the job. He is good with the hours. He would like to be able to attend Mass at 9:00 am once a week. He understands that he may need to miss it for important Lister meetings. He has lived in Woodstock full time since 1995.

D. Additions to and deletions from the posted agenda

1. Addition – Investment Advisory Committee report
 - a. Ms. Davies shared information about the fund (included in the minutes).
 - b. Ms. Davies stated that they have mad the money back that was withdrawn earlier this year. The Committee monitors the funds each month. They make sure they are able to make the yearly payments to the Town and Village. They do not want to make a habit of taking large amounts out.

E. Citizens comments - none

F. Manager's report

1. Mr. Kerbin stated that he spoke with Jennie Auster. The Town has received the pollution grant for \$960,000. Saturday was the 10th Anniversary event for Irene. They discussed the importance of emergency awareness and flood mitigation. The fence railing has been repaired on the Green. Sunday, a new trial opened up on Mount Peg.

2. Financial report

- a. Mr. Kerbin stated that there is \$21 million under tax revenue. This includes both the municipal and education tax. 75% of that is education tax and will go to the State.

G. New business

1. Bid consideration

a. Welcome Center cleaning bid

- i. Chair Riley stated that A Clean Vision has always been the company who has cleaned the Welcome Center. They clean every night. Originally, they were the only company who would contract for a nightly cleaning. This was bid out twice.
- ii. Ms. Finlayson stated that A Clean Vision does not do all the items listed in the bid request currently.
- iii. A discussion will be had with A Clean Vision regarding the necessary tasks.

Motion: by Mr. Bourgeois to award the Welcome Center cleaning bid to A Clean Vision for a one year contract with the possibility of extending to two years.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

b. Town Hall cleaning bid

- i. Chair Riley stated that the second floor of the Town Hall is paid for by the Town. They tried to solicit more than one proposal. However, they only received one bid.

Motion: by Mr. Bourgeois to award the Town Hall cleaning bid to A Clean Vision for a one year contract with the possibility of extending to two years.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

2. Capital Improvement Plan consultant proposal

- a. Chair Riley stated that a consultant would provide aid to the Capital Budget Committee.
- b. Mr. Kerbin stated that this was suggested by a couple members of the Capital Budget Committee. They are going into budget season. He started with VLCT. They recommended this firm, Collaborative Municipal Services. Sarah Macy would be the project leader. She has a lot of experience. She would be a great help. He does not think they will come close to her not to exceed amount. They will create a five year plan.
- c. Chair Riley stated that the consultant rate is reasonable for the amount of work involved in this.
- d. Mr. Kerbin stated that the not exceed price is \$12,500. Travel time can be eliminated by doing Zoom meetings.

Motion: by Mr. Bourgeois to approve Capital Improvement Plan project proposal as submitted.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

3. Joint meeting discussion

- a. Chair Riley stated that they need to hold a joint meeting to discuss the Hazard Mitigation Plan. The best time to do this would be at the Select Board's meeting on October 5th at 10:00 am. They will ask Trustees if this time works.

4. Budget process overview

- a. Chair Riley stated that she hopes that the Select Board will make a better effort this year to understand the line for line items in the budget. Last year was difficult due to doing it all online.
- b. Mr. Kerbin stated that his plan is to meet with the Department Heads during October. In November he hopes to have a first draft of the budget. By December he hopes to have a second draft and to also meet with the nonprofits they budget for. Last year they were really down to the wire so he is hoping they can get things done sooner this year. He will put these plans in writing.
- c. Mrs. Cole stated that she thinks this plan sounds good.
- d. Mr. Kerbin stated that hopefully since they are starting this process earlier, they will only have to have a meeting once a week.
- e. The meetings will be from 12:00 pm to 1:00 pm.

5. Set date for Town Hall Rejuvenation public information meeting

- a. Chair Riley stated that it is very important that they get the public's engagement started with this project. They need people to come. It is a highly expensive project.
- b. The meeting will be a special Select Board meeting on October 21st at 5:00 pm in the Pentangle theater. There will be no food served.

H. Other business – none

I. Approval of minutes

1. 9/7/21 minutes

Motion: by Mr. Doten to approve the minutes for 9/7/21 as submitted.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Chair Riley to enter executive session at 7:00 pm.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

The Select Board left executive session at 7:12 pm and resumed the public meeting.

Motion: by Chair Riley to appoint Tim McCarthy to the Board of Listers for the term ending March 2022 with the allowance of leaving one day a week at 9:00 am for Mass.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

J. Adjournment

Motion: by Mr. Bourgeois to adjourn the meeting at 7:15 pm.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*