

Town of Woodstock
Select Board
September 7, 2021
10:00 am
Meeting
Town Hall & Zoom
Agenda

- A. Call to order
- B. Meeting protocols
- C. Additions to and deletions from the posted agenda
- D. Citizens comments
- E. Manager's report
 - 1. General report
- F. Permits
 - 1. Liquor license - Bradens LLC – Dr. Coburns Tonic
- G. Old business
 - 1. Review of truck bid
- H. New business
 - 1. Appoint Municipal Manager as Woodstock's Voting Delegate at VLCT Annual Business Meeting
- I. Other business
 - 1. Discussion regarding appropriation requests
- J. Approval of minutes
 - 1. 8/17/21 meeting minutes
 - 2. 8/27/21 special meeting minutes

K. 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=UXAzWnJxaEE0MzJaMlBKeHJPUjB6QT09>

or from zoom.us you can enter these details to join the meeting

Meeting ID: 847-8240-6503

Password: 247624

You can also download the Zoom app on your smartphone

For those without a computer or smartphone you may call in:

Phone number: 646 558 8656

Meeting ID: 847-8240-6503

Password: 247624

**IREC Progress Report
Town of Woodstock
August 2021**

- *Energy Services Performance Contracting:* EEI met with the Select Board at the August 17 meeting to discuss their initial findings and recommendations for getting municipal buildings off fossil fuel. I will schedule a second meeting with the Select Board to continue the conversation and determine how to proceed.
- *Municipal solar:* The original proposal from Norwich Technologies for a solar array on the Public Safety Facility is not feasible due to structural issues with the roof of the existing building. A smaller array is possible, but for financing reasons, the town does not have the option to retain the renewable energy credits at this time. I met with the Select Board at a special meeting on August 27 to discuss the town's options, and the SB chose to pursue a net-metering agreement for an offsite array, recognizing that the net-metering program rules could change in the future to allow for keeping the RECs from an onsite solar array. I am now requesting proposals from solar companies for a net-metering agreement for an offsite array.
- *Town Hall Renovation:* Coordinated a meeting with Black River Design and engineers from Efficiency Vermont to review the proposed HVAC design for the building. Efficiency Vermont provided feedback that Black River Design has incorporated into their design. Met with the Finance Team to review the available incentives through GMP and Efficiency Vermont, and will continue to monitor federal and state funding opportunities to support the energy components of the project.
- *Municipal vehicle fleet efficiency:* There will be two new webinars on medium & heavy-duty electrification, which will include virtual demos. The first is September 16, and the second is September 30. There may also be an in-person demo on September 20. I will follow up when details are available.
- *Flexible Load Management (FLM) Pilot Program:* Met with Elijah Lemieux and GMP/Efficiency Vermont to discuss the pilot program. Unfortunately, the wastewater treatment plants are not currently good fits for the program, though there may be opportunity in the future as systems change.
- *Climate Action Plan:* Met with Sustainable Woodstock to discuss the next steps for the Climate Action Plan. Started work on the community-level greenhouse gas emission inventory, and will begin outreach to the public soon.
- *IREC Steering Committee:* Met with the IREC Steering Committee on August 5. The committee is developed several project ideas that could be pursued collaboratively, and is ranking them to determine which to pursue. With the Steering Committee's input, TRORC submitted a comment on a low-income community solar program that the Clean Energy Development Fund (CEDF) is creating. The comment encouraged the CEDF to use at least part of the funding to help Vermonters with low-income own solar, and to allow participants to keep the renewable energy credits (RECs) from the projects.

OUTSIDE CONSUMPTION PERMIT

Application Fee \$20.00

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

Bradens, LLC

d/b/a Dr Coburns Tonic

Address 3 Elm Street

Town/City Woodstock

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

Ten tables for dining on sidewalk Elm Street side of building

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 12:30pm to 8:00pm

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

Occasional Use ☐

Day(s) Requested Tuesday through Sunday

Hours Requested 12:30-8pm

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 _____

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



BID SHEET

Company Name: Town of Woodstock, VT

Vehicle(s) Desired: Ford, F-550 (F5H) 2022 145"WB
(Make, Model, Year) 60" CA

Price for one (1) Vehicle 2022 F-550 \$ 54,941.00

Trade Allowance 2014 F-450 - \$ 15,000.00

Minus GPC or CPA 19-220N - \$ 3,100.00

NET BID PRICE (with trade) \$ 36,841.00

NET BID PRICE (no trade) \$ 51,841.00

OPTION: Extended Warranty Premium Care 84 mo/100,000 miles (see Attachment) + 5,305.00

Optional Equipment:

A. Viking Caves Body & Plow + \$ 47,500.00

B. _____ \$ _____

C. _____ \$ _____

D. 5yr municipal lease (see Attachment) \$ _____

Exceptions:

- A. Michelin XDS-2 - NOT available
B. Heated windshield - NOT available
C. Cannot Do VT State inspection
D. _____

\$84,341.00 w/Trade
no ESP

\$89,646.00 w/Trade
w/ESP

Name of Bidder: Ford of Claremont

Contact: Lee Porter

Signature: Lee Porter

3 Aug 2021

Address: 155-157 Charlestown Rd.
Claremont, NH 03743

Phone: 603-542-9800

Email: LporterGMotors@AOL.com

Fax: 603-542-4991

From: jgunn26@ford.com,
To: lportergmotors@aol.com,
Subject: RE: Quote - Woodstock #101527
Date: Tue, Aug 3, 2021 9:53 am

Attachments:

Here is the updated quote! ☺

Financing Quote # 101527

August 3, 2021

Municipality: Town of Woodstock
Dealer: Ford of Claremont

Ford Credit Municipal Finance is pleased to provide the following quote for your consideration.
Expiration Date: 10/2/2021

Description	Unit Price
2021 Ford F-550 w/equipment	\$84,341.00

Total Asset Cost	\$84,341.00
Underwriting Fee	\$545.00
Amount Financed	\$84,886.00
Number of Payments	5
Payment Timing	Annual
Rate	6.35%
Payment Amount	\$19,129.18

This quote was prepared assuming the lease qualifies for Federal Income Tax Status for Ford Credit Company LLC under Section 103 of the IRS Code and is not a commitment by Ford Credit Municipal Finance. Financing is subject to credit review.

Thank you for the opportunity to provide this quote. If you have any questions, need additional options, or would like to proceed with the application process, please contact by using the information below.

Sincerely,

Jessica Olson

Marketing Coordinator – East Territory

Ford Motor Credit Company – Municipal Finance

800.241.4199 Option 1

jgunn26@ford.com

<https://www.ford.com/police-vehicles/>



Ford Motor Credit Company LLC is not acting as a municipal advisor or financial advisor, and has no fiduciary duty to you pursuant to Section 15B of the Securities Exchange Act of 1934. The information contained in this email is not intended to be and should not be construed as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934 and the municipal advisor rules of the SEC.

From: Olson, Jessica (J.L.)
Sent: Tuesday, August 3, 2021 9:49 AM
To: Lee Porter <lportergmotors@aol.com>
Subject: Quote - Woodstock #101527

Lee,

I am still on hold with the other dealer, so I just went ahead and did the quote 😊



Cives Corporation, dba
 Viking Cives (USA)
 14331 Mill Street
 Harrisville, NY 13648
 Phone: (315) 543-2321
 Fax: (315) 543-2366
 www.vikingcives.com

QUOTATION

Quote ID: 90010

Page 1 of 2

Fall '08 Factory Install
 Catalog

Customer: FORD OF CLAREMONT
Contact: Lee Porter
Address: 155 CHARLESTOWN ROAD
 CLAREMONT, NH 03743

Phone: 603-542-9800

Fax:

Attn: Lee Porter

Quote Number: 90010
Quote Date: 08/04/2021
Quote valid until: 11/04/2021
For: T/O Woodstock
Terms: Net 30 Days
Salesperson: Mike Murray
FOB: Williston, VT

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Fisher Minute Mount 2 Plow Hitch	\$0.00	\$0.00
1	Fisher 10' HC Plow w/Sno Foil	\$0.00	\$0.00
1	Carbide Blades	\$0.00	\$0.00
1	Transmission Mounted Pump/PTO	\$0.00	\$0.00
1	Frame Mounted Oil Reservoir	\$0.00	\$0.00
1	Three Section Implement Valve	\$0.00	\$0.00
1	Cable Actuated Body Controls and Fisher Fishstick Plow Control	\$0.00	\$0.00
1	Electronic Spreader Control and Valve	\$0.00	\$0.00
1	Stainless Steel Piping to the Rear	\$0.00	\$0.00
1	Viking PLSDP8' Side Dump Body w/Remote Lube Package	\$0.00	\$0.00
1	3/16" AR450 Floor	\$0.00	\$0.00
1	¼ Cab Shield	\$0.00	\$0.00
1	Manual Tailgate Release w/Top Mount Quick Latches	\$0.00	\$0.00
1	SA Hoist	\$0.00	\$0.00
1	Hydraulic Actuated Feed Gate Control	\$0.00	\$0.00
1	Shovel Holder	\$0.00	\$0.00
1	Manual Crank Pull Tarp	\$0.00	\$0.00
1	Pintle Plate w/Receiver and Electrical Plugs (2)	\$0.00	\$0.00
1	Front and Rear Mud Flaps w/Front Mounted Anti Sails	\$0.00	\$0.00
1	Shot Blasted, Zinc Primed, Epoxy Primed, and High Temperature Baked	\$0.00	\$0.00
1	Painted Dupont Imron Black and High Temperature Baked	\$0.00	\$0.00
1	Body Undercoated	\$0.00	\$0.00
1	LED Cab Shield and Corner Post Mounted Strobes	\$0.00	\$0.00
1	LED Stop/Tail/Turns, LED Markers, and OEM Lights	\$0.00	\$0.00
4	LED Spot Lights	\$0.00	\$0.00
1	LED Heated Fisher Plow Lights	\$0.00	\$0.00
Quote Total:			\$47,500.00

The following options may be added:

QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT
OPT		\$0.00	\$0.00



Cives Corporation, dba
Viking Cives (USA)
14331 Mill Street
Harrisville, NY 13648
Phone: (315) 543-2321
Fax: (315) 543-2366
www.vikingcives.com

QUOTATION

Quote ID: 90010

Page 2 of 2

Fall '08 Factory Install
Catalog

Customer must fill out the information below before the order can be processed...

Accepted by:	
Date:	
P.O. number:	

The price and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the Home Office of the Seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of material and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance.

- ◆ Typographical and stenographic errors subject to corrections. Purchaser agrees to accept either overage or shortage not in excess of ten percent to be charged pro-rata. Purchaser assumes liability for patent and copyright infringement when goods are made to Purchaser's specifications. When quotation specifies material to be furnished by the purchaser, ample allowance must be made for reasonable spoilage and material must be of suitable quality to facilitate efficient production.
- ◆ Conditions not specifically stated herein shall be governed by the established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding on the Seller.
- ◆ Unless otherwise stated, Installation charges do not include modifications to exhaust systems, cab protectors or bumpers.

100

High-Tech
Components Covered
by Ford Protect.

ENGINE

- [illegible]

TRANSMISSION

- Transmission Case
- Transmission Linkage
- Transmission Module (External)
- Transmission Mounts

ELECTRICAL

- Handcuffs/Holsters
- Infrared and Radio Beams
- Intelligent 4WD Systems
- Power Mirrors (Electric or Gas)
- Damage Detection (On Road)
- Power Running Boards
- Robotic Fun Relay
- Remote Fuel Shut-Off
- Power Switches
- Speedometer/Odometer
- Tire Pressure Monitoring (Electrical and Mechanical)
- Starter Motor
- Starter Motor Solenoid
- Towing Equipment
- Transmissions (Automatic)
- Temperature Gauge
- Voltage Regulator
- Warn-AxleWear
- Warm Motors
- Wiper Motors
- Wipe Waxesets
- Exhausting Sound Packages

- Parking Brake Linkage and Cables
- Retainers and Clips
- Self-adjusters
- Shaft (Bitter Posts)
- Springs
- Wheel Cylinders

FRONT AND REAR SUSPENSION

- Ball Joints (Upper and Lower)
- Control Arms (Upper and Lower)
- Control Arm Shafts and Bushings
- Unluge and Bushings
- Load Leveler Suspension System
- MacPherson Style Shocks
- Roll Stability Control
- Spindle and Spindles Support Springs
- Stabilizer Bar

REAR/FRONT-WHEEL-DRIVE AXLE

- Axle Shafts
 - Beavers (Front and Rear)
 - Rear Drive Axle Housing
 - Front Drive Axle Housing
 - Front and Rear Axle Housing for All Internal Parts
- Driveshaft
 - Locking Rings (Four-Wheel Drive)
 - Seals and Gaskets
 - Universal and Constant Velocity Joints
 - Various Coupler/Flange Coupler

STUDY

- Air Check Valve Assembly
- Air Control Valve
- Air Drain Vacuum Valve
- Air Filter (with or without Foam and Tubing)
- Barometric
- Breathing
- Pressure Sensor
- BPF System
- Exhausts Catalysts
- Exhausts Control Assembly
- BGR Control Valve
- BGR Pressure Sensor
- BGR Pressure Sensor
- BGR Regulator Assy
- BGR Valve Adapter
- Electronic Throttle Control
- Idle Air Control Valve
- Knock Sensor
- Mass Air Flow/Intake
- Oxygen Sensor
- Oxygen Sensor
- PCV Hose Assembly
- PCV Valve
- PCV Vapor Filter
- Reductant Line Sensor
- Temperature Sensor
- Throttle Position Sensor
- Vacuum Resistor
- VAF Sensor
- Variable Camshaft Timing (VCT) Phased

1

- A/C Accumulator
- A/C Clutch
- A/C Clutch Bearings
- A/C Compressor
- A/C Compressor Clutch Switch
- A/C Compressor Head
- A/C Compressor Seals
- A/C Condenser
- Auto Temp Control
- Evaporator
- Field Coil
- Heater Blower Motor
- Heater Control Assembly
- Heater Core Assembly
- Instrument Panel Registers and Air Ducts
- Pulley

SAFETY

- [illegible]

TEEBING

- Column Lock (Tilt Wheel)
- Control Valve
- Control Metal Unit
- Electronic Power-Assisted Steering
- Idle Arm
- Power Steering Pump/Electric Power Steering
- Pulley Assembly
- Seals and Gaskets
- Steering Column
- Steering Gear Housing, Manual and Power (Including All Internal Parts)
- Straining Shell
- Underbody Linkage and

AIR CONDITIONING & HEATING

- A/C Accumulator
- A/C Clutch
- A/C Clutch Bearings
- A/C Compressor
- A/C Compressor Clutch Switch
- A/C Compressor Head
- A/C Compressor Seals
- A/C Condenser
- Auto Temp Control
- Evaporator
- Field Coil
- Heater Blower Motor
- Heater Control Assembly
- Heater Core Assembly
- Instrument Panel Registers and Air Ducts
- Pulley

HIGHTECH

- [illegible]

Audio

- Antenna, Radio (Base Assembly)
- Brackets
- Cables and Wiring
- Cellular Phone, Receiver, Handset, Speaker Assembly and Antenna (Factory-Installed)
- Compass and Therm
- Controls (Rear Seat)
- Radio (AM/FM/AM/FM)
- Seating, Cassette Player, Digital CD Player, Graphic Equalizer, Premium Sound Amplifier (Factory-Installed)
- Rear Entertainment System (Factory-Installed)

The Ford Protect PremiumCARE extended service plan is so comprehensive, it's easier to refer you to what isn't covered - here are some examples:

Generally Covered by Your Auto Insurance -

Examples include: fender benders, bumper, glass, moldings, ornamentation, paint, rust, sheet metal, structural underbody framework, seats and interior trimmings (glass and hazard), water, locks, wind noise, weather stripping, wipers, wheel studs, wheel, center, convertible top and brake.

Repairs Related to Your Maintenance Requirements — Items listed in your vehicle's owner guide. Examples include: batteries of all types and cables, belts, hoses, hose clamps, brakes (front hub, drum, disc; brake, disc; brake, pad), manual transmission clutch disc, exhaust system (includes catalytic converter), spark plug, spark coils, timing belt, wheel adjustment, wheel alignment, of lamps and lights (LED and HID) bulbs, cooled brake and landing wheel when purchased with tire of Incomplete Premium Care (air filter, Exhaust Gas Recirculation, testing of lamp assemblies, shock absorbers, service adjustments and draining, and scheduled maintenance services).

[illegible]

*Interior/Exterior Lighting - coverage included only if Lighting Option is purchased.

High-Tech components in today's vehicles can make the repair process much more complicated – and more costly. Below is just a partial list of the High-Tech components covered by Ford Protect PremiumCARE:

100% Backed by Ford
24-hour Roadside Assistance
1-800-241-3673

1,000÷ Covered Components

High-Tech
Components
Covered

General Banquets

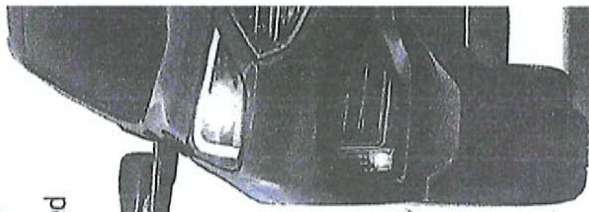
Key Services

ord-authorized
arts

transferable

service in the
U.S., Canada
and Mexico

ord
ertified
echnicians



Drive On with First-Class Service.

Ford Protect PremiumCARE coverage is 100% backed by Ford Motor Company.

- Service provided at Ford and Lincoln dealerships in the U.S., Canada and Mexico
- Ford-authorized parts used for covered repairs
- Factory-trained and certified technicians

Drive On with Valuable Benefits.

Ford Protect PremiumCARE coverage is there when you need it with 24-hour Roadside Assistance.

- Includes tire change, lockout, out-of-fuel and battery jump-start assistance
- Towing Assistance (up to \$100 per occurrence)
- Emergency Travel Expense (up to \$1,000 within the first 5 days per occurrence)
- Destination Assistance (up to \$75)
- Call 1-800-241-3673

Plus, Rental Vehicle Benefits.

- Standard coverage includes \$30 a day for up to 10 days for covered repairs

Drive On with Key Services.

Key Services is an available benefit within your Ford Protect PremiumCARE coverage. The technology in today's keys/key fobs makes it expensive to replace.

- Your Ford Protect Key Services plan will replace or reprogram your key(s) and/or fob(s) if they are ...
 - Misplaced
 - Damaged and will not work
 - Locked in your vehicle

Not available in all states.

Drive On with Savings.

Ford Protect PremiumCARE coverage is an affordable way to limit your out-of-pocket expenses.

- Protects you from the rising cost of future repair bills
- Pay only your deductible, if any, per covered repair visit
- 100% transferable, which may increase your vehicle's resale value (transfer fee applies)

FORD PROTECT

PremiumCARE

Extended Service Plan

For New Ford Protect Plans:

- Coverage begins with the original in-service date (New Vehicle Limited Warranty start date) and also miles or hours. Your selected coverage expires upon reaching the earliest of time, mileage or hours

For Used Ford Protect Plans:

Vehicles within the New Vehicle Limited Warranty

- Eligible Ford, Lincoln and Mercury vehicles that have New Vehicle Limited Warranty remaining at the time of purchase - coverage begins at the signature date and current mileage. Coverage ends at the earlier of the number of months purchased or the number of miles purchased from the expiration of the New Vehicle Limited Warranty

Vehicles outside the New Vehicle Limited Warranty

- Coverage for Ford, Lincoln and Mercury vehicles beyond the New Vehicle Limited Warranty and all competitive-make vehicles begins at the signature date and current mileage. Your selected coverage expires upon reaching the earliest of time, mileage or hours

For Cab and Chassis/Incomplete Vehicles:

- A variety of unique time/mileage/hour options and deductibles are available within 5 years or 100,000 miles or 4,000 hours of the original in-service date

- Coverage begins with the original in-service date (New Vehicle Limited Warranty start date) and zero miles or hours. Your selected coverage expires upon reaching the earliest of time, mileage or hours

0% APR interest-free installment Payments Plan with flexible

payment options is available when the extended service plan is not included in the vehicle financing. Everyone qualifies, making it the smart choice.



FORD PROTECT®

This brochure is intended to provide general information about a PremiumCARE extended service plan offered by Ford Protect. It was printed for the August 2019 plan year. Prices and plan details may have changed after the brochure was printed. Plan availability, benefits, coverage and provider may vary by state. Please refer to your plan's service contract for the actual terms and conditions, including a list of covered repairs.

In Florida, Ford Protect on Ford vehicles is a Service Contract from Ford Motor Company (License #12118). Ford Protect on competitive-make vehicles is a Service Contract from The American Road Insurance Company, Bensenville, IL 48126 (Certificate of Authority #03079).

In Texas, Ford Protect is a Service Contract from Ford Motor Service Company (License #037-183).

WPS-1000019-FordCares

Printed in the U.S.A.

August 2018

Drive On with Confidence.

Relax and Drive On.

Based on your driving needs, you can customize a Ford Protect PremiumCARE extended service plan that's right for you.

With a Ford Protect PremiumCARE extended service plan, you are protected from unforeseen covered repairs on your vehicle for up to the earlier of 8 years or 150,000 miles.

That's well beyond the New Vehicle Limited Warranty that comes with your vehicle. Now is the time to protect your investment with a Ford Protect PremiumCARE extended service plan.

Why Ford Protect PremiumCARE coverage is such a great value.

The price for parts and labor to repair many major components can be significant. One repair bill can easily exceed the price of your Ford Protect PremiumCARE coverage. It's clear that this coverage can quickly pay for itself!

Engine* \$6,063
Steering Gear* \$1,931
Transmission* \$4,462



Lane Alert System* \$1,650
Headlamp & Tail Lamp Assembly \$2,396
A/C Evaporator Core* \$1,703

Plan Length or Miles Covered at the end of year or mileage)	TIME AND MILEAGE OPTIONS (Hours Not Shown)					
	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years
36,000 Miles	✓	✓	✓	✓	✓	✓
48,000 Miles	✓	✓	✓	✓	✓	✓
60,000 Miles	✓	✓	✓	✓	✓	✓
75,000 Miles	✓	✓	✓	✓	✓	✓
100,000 Miles	✓	✓	✓	✓	✓	✓
125,000 Miles	✓	✓	✓	✓	✓	✓
150,000 Miles	✓	✓	✓	✓	✓	✓

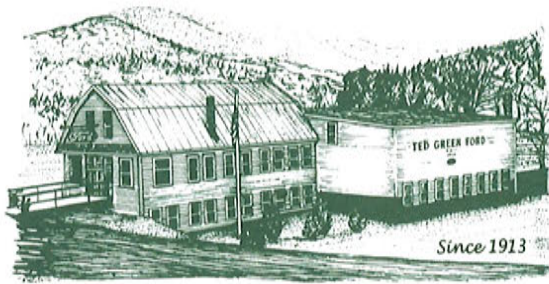
Not eligible.

USED PLAN	
TIME AND MILEAGE OPTIONS	
Available Beyond the New Vehicle Limited Warranty	
Coverage lengths range from 1 year/12,000 miles to 6 years/75,000 miles for Model Year 2005 and newer vehicles.	

DEDUCTIBLE OPTIONS		
	STANDARD	OPTIONAL
New Ford and Competitive-make Vehicle Plans	\$100	\$0, \$50, \$200, Disappearing
Used Ford and Competitive-make Vehicle Plans	\$100	\$50, \$200, Disappearing

*These amounts are based on an average estimated U.S. retail repair cost for a Ford Edge. Actual repair costs will vary by vehicle and dealer location.

Go Further



Over 100 Years of Sales and Service Thanks to Our Loyal Customers

Ted Green Ford Inc.

PO Box 8, Stockbridge, Vermont 05772

Located at the corner of Scenic Route 100 and 2621 Blackmer Boulevard

E-Mail: tedgreenford@tedgreenford.net Website: www.tedgreenford.com

Telephone (802) 234-5301 ~ Fax (802) 746-8497

August, 3 2021

Town of Woodstock

William Kerbin

Municiple Manager

Woodstock, VT 05091

We are pleased to submit the following bid,

2022 F550 Regular Cab Chassis

145" Wheelbase

Carbonized Gray Exterior

Cloth 40/console/40 Interior

XL Trim

-Air Conditioner

-AMFM MP3 Bluetooth

6.7L V8 Diesel

10 Speed Automatic Transmission

225 Max Trac Tires

4.88 Limited Slip

Rapid Heat

Payload Plus Upgrade

19500# GVWR

Power Equipment Group

Power Heated Mirrors

XL Décor Package

Platform Running Boards

Engine Block Heater

Snow Plow Prep

Spare Tire and Wheel

Brake Controller

Jack

Trans PTO

Utility Light System

AFT Axle Tank

397 Amp Alternator

Rear Camera

MSRP

\$61,035.00

HP Fairfield Body/Plow

\$48,996.00

(see attachment for body quote)

Total Amount Due

\$93,738.00

Price Includes: Allowance for 2014 F450, Government Price Concession, Dealer Discount, DMV Fees, and HP Fairfield body and plow.

Price does NOT Include: Extended Warranty

Extended Warranty:

7 Year/75,000 Miles/ 3,000 Hours- \$4,145.00

7 Year/100,000 Miles/ 4,000 Hours- \$5,605.00

7 Year/125,000 Miles/ 5,000 Hours- \$5,990.00

7 Year/150,000 Miles/ 6,000 Hours- \$6,420.00

Lease:

8 Payments / Quarterly / 5.35% \$12,340.64- Payment Amount

12 Payments/ Quarterly / 5.35% \$8,443.67- Payment Amount

16 Payments/ Quarterly/ 5.35% \$6,497.94- Payment Amount

Sincerely,



Meredith Mills

Ted Green Ford Inc

802-234-5301

Meredith@tedgreenford.net

**NEW HAMPSHIRE**

554 Maple Street
 Hopkinton, NH 03229
 P: (603) 225-9576
 F: (603) 228-5246

Sales Quote

IMPORTANT: All invoices are due and payable in U.S. Dollars in Guadalupe County, Texas, or where indicated below. No goods to be returned without our written permission. Goods must be returned transportation charges pre-paid. A handling charge will be made on all returned goods. LATE CHARGE: A late charge of 1.5% of any past due balance of the dealers account as of the last day of the month will be billed as of the 15th day of the following month if payment has not been received by that date.

CUSTOMER NO	829369	TERRITORY	394	PAGE 1 of 2
ORDER DATE	08/03/2021	CUSTOMER PO	964917LYON	
QUOTE DATE	08/03/2021	SHIPPED VIA		
SALES ORDER	6181106 - SQ	FREIGHT TERMS	EXW- CUSTOMER FRT ACCOUNT	
		EX2	DIRECT BILL TRANSFER AT ORIGIN	
PAYMENT TERMS	Net 30 Days from Invoice Date	CODE	002	
DELIVERY INSTRUCTIONS:				
REQUESTED SHIP DATE				08/03/2021

SOLD TO:
 TOWN OF WOODSTOCK CHP
 PO BOX 488
 WOODSTOCK VT 05091-0488

SHIP TO:
 TOWN OF WOODSTOCK CHT
 2576 WEST WOODSTOCK RD
 WOODSTOCK VT 05091-3203

DESCRIPTION/REMARKS
WOODSTOCK 2021 F550 TRUCK BUILD TO INCLUDE;
1) TWIN MG 8' ALL SEASON DUMP BODY- 8' LONG X 15" X 28" TAIL GATE. 15" 10 GAUGE WELDED CAB SHIELD, 1 PIECE 3/16 STEEL FLOOR COVER, 3 STAGE, SINGLE ACTING, FRONT MOUNTED TELESCOPIC HOIST, CENTRAL GREASE SYSTEM, HYDRAULIC CONVEYOR DOOR, DOUBLE BAR FLIGHT SPREADER CHAIN, S/T/T IN REAR POST, SHOVEL HOLDER, POLY URETHANE SPINNER DISK, SAND BLASTED, PRIME, & PAINTED BLACK.
1) FISHER HC 10' SNOW PLOW WITH SNOW FOIL, HEATED LED PLOW LIGHTS, CARBIDE CUTTING EDGE, FISH STICK HAND HELD CONTROLLER, COMPLETE INSTALL.
1) CENTRAL HYDRAULIC'S TO CONSIST OF "HOT SHIFT PTO" TRANSMISSION MOUNTED PUMP, GRESSEN VALVE'S, 15 GALLON FRAME MOUNTED HYDRAULIC TANK, RETURN LINE FILTER, SIGHT GLASS, TEMP GAUGE, SHUT OFF VALVE, WITH CAB MOUNTED CABLE CONTROLS FOR DUMP/SIDE DUMP FUNCTIONS, STAINLESS STEEL LINES TO REAR, QUICK DISCONNECTS WITH DUST CAPS, AND A MUNCIE ELECTRONIC SPREADER CONTROLLER.
1) STEEL PINTLE PLATE WITH A 2" RECEIVER, D RING'S, 7 PIN ROUND & 4 PIN FLAT TRAILER PLUG, I.C.C, PLATE, BACK UP, S/T/T, & FACTORY LIGHTS MOUNTED TO PINTLE HITCH, WITH OVAL STROBES IN REAR, BODY UP LIGHT IN CAB, & FOUR TOTAL "4" LED WORK LIGHT 2 MOUNTED ON REAR AS BACKUP, ONE ON SPINNER, ONE ON DISCHARGE, ALL WIRED TO SWITCH'S IN CAB. "WALK THROUGH WITH BUILD TEAM PRIOR TO BUILD ENCOURAGED"
1) ALSO INCLUDED IN BUILD IS A MANUAL MESH TARP, INSTALLED ON BODY, BACK UP ALARM, FRONT AND REAR MUD FLAPS WITH ANTI SAIL BRACKET, BODY UNDERCOATED ONCE IT RETURNS FROM FINAL PAINT.
WARRANTY FOR ONE YEAR ON EQUIPMENT & CRAFTSMANSHIP. 10 WEEK LEAD TIME ON TWIN MG BODY, BUILD SLOTS CURRENTLY AVAILABLE FOR 12/2021. QUOTE# 6181106 IS VALID FOR A PERIOD OF 45 DAYS FROM 8/5/2021.
SIGNATURE _____
PRINT _____
DATE _____ PO# _____
RESPECTFULLY, CASEY LYON - HP FAIRFIELD - 802-999-8034 - CASEYLYON@HPFAIRFIELD.COM

REMARKS	NET DUE	CASH DISC.	IF PAID BY	SUB-TOTAL	48,996.00
	48,996.00	0.00	09/02/2021	FREIGHT & HANDLING	0.00
				SALES TAX	0.00
				TOTAL(USD)	48,996.00
				PREPAID AMOUNT	

IMPORTANT: Alamo Group or affiliates (Alamo Group) shall not be liable to any person for any claim for injuries or damages which claim for injuries or damages arises out of or which results from the repair of this product by a person or firm other than Alamo Group. Repair parts are intended for use only on equipment manufactured or sold by Alamo Group.



NEW HAMPSHIRE
554 Maple Street
Hopkinton, NH 03229
P: (603) 225-9576
F: (603) 228-5246

Sales Quote

IMPORTANT: All invoices are due and payable in U.S. Dollars in Guadalupe County, Texas, or where indicated below. No goods to be returned without our written permission. Goods must be returned transportation charges pre-paid. A handling charge will be made on all returned goods. LATE CHARGE: A late charge of 1.5% of any past due balance of the dealers account as of the last day of the month will be billed as of the 15th day of the following month if payment has not been received by that date.

CUSTOMER NO	829369	TERRITORY	394	PAGE 2 of 2
ORDER DATE	08/03/2021	CUSTOMER PO	964917LYON	
QUOTE DATE	08/03/2021	SHIPPED VIA		
SALES ORDER	6181106 - SQ	FREIGHT TERMS	EXW- CUSTOMER FRT ACCOUNT	
		EX2	DIRECT BILL TRANSFER AT ORIGIN	
PAYMENT TERMS	Net 30 Days from Invoice Date	CODE	002	
DELIVERY INSTRUCTIONS:				
REQUESTED SHIP DATE				08/03/2021

SOLD TO:
TOWN OF WOODSTOCK CHP
PO BOX 488
WOODSTOCK VT 05091-0488

SHIP TO:
TOWN OF WOODSTOCK CHT
2576 WEST WOODSTOCK RD
WOODSTOCK VT 05091-3203

ITEM NUMBER	BRANCH	DESCRIPTION	PICK SLIP#/ LOT/SERIAL	QUANTITY SHIPPED	LIST PRICE	DISC%	EXTENDED AMOUNT
5HDHPF	9958	16001-19500 GVW TRUCK		1	48,996.00	0	48,996.00

REMARKS	NET DUE	CASH DISC.	IF PAID BY	SUB-TOTAL	48,996.00
	48,996.00	0.00	09/02/2021	FREIGHT & HANDLING	0.00
				SALES TAX	0.00
				TOTAL(USD)	48,996.00
				PREPAID AMOUNT	

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To: Vermont Selectboards and City Councils
From: Miro Weinberger, President, VLCT Board of Directors
Re: VLCT Annual Business Meeting Voting Delegates and Procedure
Date: August 19, 2021

Official Meeting Notice

As part of Town Fair, the Vermont League of Cities and Towns will hold its **annual business meeting on Wednesday, September 29, at 1 p.m.** The VLCT Annual Meeting will be a hybrid meeting, providing in-person programming at the **Doubletree at 870 Williston Road in South Burlington, Vermont**, and virtual participation using online conference software. The annual meeting will be held in conjunction with the VLCT Property and Casualty Intermunicipal Fund (PACIF) and the VLCT Employment Resource and Benefits Trust (VERB) annual meetings.

Any VLCT voting-member wishing to vote at the VLCT Annual Meeting must designate a representative by **Friday, September 17**. To ensure that all VLCT member cities and towns are properly represented and able to participate in the election of League officers, and any other item that may properly come before the membership, we are asking you – as your municipality's legislative body – to designate **one** official from your town as a **Voting Delegate** for the meeting. This designation will ensure that each town is heard and uses the vote to which it is entitled.

Please designate your Voting Delegate using the Town Fair registration site (www.vlct.org/townfair). Simply click register, and then select a ticket that corresponds to the Voting Delegate's intended participation preference (virtual or in-person). The Voting Delegate ticket is free and does not register the delegate for Town Fair. If you or other members of your municipality wish to participate in the in-person activities on the 29th or the virtual workshops offered the week of October 4th, be sure to select those corresponding tickets during registration.

In-person participants on Wednesday, September 29, may wish to also register for a training on election law changes from Secretary of State Jim Condos' office, lunch at the Doubletree Hotel and Conference Center, and other networking opportunities.

We are committed to taking every step possible to allow us to assemble safely. We know there is a high degree of uncertainty with the continually changing status of COVID-19 cases. **We encourage everyone to take precautions including getting vaccinated, wearing a mask, maintaining physical distance, and washing hands frequently.** We'll have more information to share once we are closer to the annual meeting date. We are also fully prepared to transition our in-person activities to virtual should the need arise.

Enclosure: 2021 VLCT Annual Meeting Governing Rules

2021 VLCT Annual Meeting Governing Rules

1. The Annual Meeting of the Vermont League of Cities and Towns shall be held at a specific time and place designated by the Board of Directors.
2. Quorum. The presence of officials representing 10 percent of the member towns and cities shall constitute a quorum.
3. Voting. Voting will occur by voice vote, in which case the official representing each full member in good standing, as may be designated by the legislative body of the member, shall cast one vote. A majority of the votes cast shall be necessary for a decision. A roll call may be required should seven or more full members demand one.
5. No official shall speak unless so recognized by the President, and shall address the President in the proper manner, e.g., "Mr. President." Only local officials of members who are in good standing as determined by the Credentials Committee of the Board of Directors may participate in the meeting.
6. To facilitate remote/virtual participation, this meeting will be hybrid, providing both an in person and virtual participation option. Any official who wishes to speak shall raise a hand – either in person or virtually. In the event a virtual participant has the ability to do so, they shall use the virtual "hand raise" feature on the meeting software. Otherwise, they shall remain on video and raise their hand until the moderator or President recognizes them. Officials will be recognized by the President and may then address the President, giving their name and the town or city they represent.
7. No official may speak a second time on an issue until all other members have had a chance to speak on that issue.
8. The President may set a limit on time for debating a question if the need arises.
9. Elections. Nominations of elective officers shall be made by a Nominating Committee; in addition, nominations may be made from the floor. The vote shall be by electronic voting in each case. Only qualified officials as defined by the Bylaws shall be eligible for election.
10. There shall be no voting by proxy.
11. All questions of procedure not covered by these rules shall be determined in accordance with *Robert's Rules of Order, Newly Revised 11th Edition*.

Mary Riley

To: Ray Bourgeois; Keri Cole; Joe Swanson; karategram@comcast.net
Cc: William H. Kerbin
Subject: appropriations and requests for funds at Town Meeting

Hello Select People:

We are getting early requests about appropriations for Town Meeting 2022 and we have some decisions to make soon.

Will we require petitions this year? (last year we did not)

Will we consider increases in the amount requested?

Will we consider new non-profit organizations requesting funds this year?

What other considerations should we be thinking about with this part of our Town Meeting appropriation requests.

I hope we have a discussion about this on Tuesday, whether we make decisions at that meeting, or the next, we need to start the conversation.

Thanks
Mary

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

Draft minutes are subject to approval.

Present: Chair Mary Kahn, Ray Bourgeois, John Doten, Keri Cole, Joe Swanson, William Kerbin, Nikki Nourse, Todd Ulman, Bill Corson, Jon Spector, Patrick Fultz, Kevin Geiger, Tory Littlefield, Susan Ford, Wendy Marrinan, Jeffrey Kahn, Tom Ayres, Wendy Jackson, Jill Davies, Alita Wilson, Sally Miller, Geoff Martin, Joe DiNatale, Alan Willard, Mike Davey

A. Call to order

1. Chair Riley called the Select Board meeting of August 17, 2021, to order at 6:02 pm.

B. Public Hearing regarding the CDBG Grant for the Keys to the Valley project

1. Ms. Littlefield read the public notice (included in minutes).

Motion: by Mr. Swanson to close out the CDBG grant for the Keys to the Valley Project.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

C. Interview for Billings Park Commission

1. Ms. Jackson stated that she has been volunteering on the Ottauquechee River Trail. She has a lot of experience with trail work. She has worked with Randy Richardson. She loves the trails and the outdoors. These are great resources for Woodstock. She would love to be a part of the community.

D. Interview for Town Development Review Board

1. Alan Willard

- a. Mr. Willard stated that he had served on the Planning Commission for eight years. He has a lot of experience. He was also on the Conservation Commission for eight years after that. He thinks it is time to help the Town again. He lives at Blake Hill. He is a full time resident.

2. Meredith Christensen

- a. Ms. Christensen stated that she spent 20 years in Boston working in commercial real estate. She is from Vermont. 1½ years ago she moved to Vermont full time. She has attended Town Development Review Board meetings. She was on the Architectural Commission in Boston.

E. Interview for Economic Development Commission

1. Deborah Greene

- a. Ms. Greene stated that she grew up here on Hartland Hill. She moved back to Woodstock permanently 1 ½ years ago. She is looking for a way to serve the community. She has attended some EDC meetings.

F. Interview for School Board

1. Todd Ulman

- a. Mr. Ulman stated that Rayna Bishop approached him about the opening. He is passionate about the school system. He would love to have an official capacity to make a difference. It is such an important position and a big job. He has the time to give and is excited for the opportunity. He moved to Woodstock July 2020. He has two kids that attend Woodstock Elementary School. There is work to be done in the school system.

G. Additions to and deletions from the posted agenda

- 1. Propane bid
- 2. Cleaning bid

H. Citizen comments

- 1. Ms. Marrinan stated that she appreciates the Town and State doing a great job on the road work. There is no longer puddle issues at the beginning of River Street or near Faulkner Park.

I. Manager's report

1. General report

- a. Mr. Kerbin stated that Pike Paving is finishing up. They are doing some storm drains. They are very close to being completed. They received their first installment of ARPA funds. Pleasant Street is scheduled to be milled tomorrow. The Emergency Services Building is coming along.
- b. Ms. Davies asked about plans on doing sidewalks on Pleasant Street.
 - 1. Mr. Kerbin stated that he and Elijah Lemieux will be making a sidewalk plan soon.
 - 2. Mr. Corson stated that the roots of trees are ruining the pavement on the sidewalks, and they are really bad on Pleasant Street.
 - 3. Mr. Kerbin stated that he can look into doing the curbs. The sidewalks would be another project.

2. Financial report

- a. Mr. Kerbin stated that he has been meeting with the department heads to come up with a capital budget plan. He has reached out to the Center for Municipal Services to get some guidance. He will be talking to a consultant from there tomorrow. The Capital Budget

Committee has done a great job. They still have some work in front of them.

J. Permits

1. Liquor license – Zoe Zilian – 4 Mechanic LLC

Motion: by Ms. Cole to approve the liquor license for 4 Mechanic LLC as submitted by Zoe Zilian.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

K. Old business

1. Follow up on Lebanon Landfill Agreement

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 Ms. Cole.

Discussion: Mr. Bourgeois stated that he thinks the Town Clerk should help people with this process.

Vote: 4-1-0, passed. Chair Riley for, Mr. Doten for, Ms. Cole for, Mr. Swanson for, Mr. Bourgeois against.

L. New business

1. EDC motions for consideration

a. Purchase of trash/recycling containers for the Village and East End Park

1. Mr. Spector stated that they are requesting \$823 to complete the purchase of the trash cans. There was a misunderstanding on how much money had been allocated. The EDC voted 7-0 on this. The trash cans/recycling containers will be in 14 locations.

Motion: by Mr. Bourgeois 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.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

b. Marketing Woodstock

1. Mr. Fultz and Mr. Spector shared a presentation (included in minutes).
2. Mr. Fultz stated that this allows them to measure how well the marketing works by using ads to draw people to the website. If the viewer gives their email, they will receive a code or

coupon. When they come to Woodstock, they could get a free T-shirt or some other gift at the Welcome Center with their code. They can also allow businesses to be incorporated into the program.

3. Ms. Ford stated that working at the Woodstock Inn, they get a lot of comments about the Town. People complain about the empty storefronts, that the Town looks tired, the bad sidewalks.
4. Mr. Fultz stated that the EDC has plans to work on these things as well.
5. Mr. DiNatale stated that we are a Town, not a big company. Wassail brings in thousands of people without marketing. They do not have the restaurants and stores for the people. He has been on the EDC for seven years and he voted against this.
6. Mr. Fultz stated that even with those issues they still have to market. Marketing never stops. They need to make a brand and also work on the other problems.

Motion: by Ms. Cole to award \$83,000 in additional funds to our efforts to market Woodstock; specifically, to allocate \$66,500 to retain Class Four 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.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 4-1-0, passed. Chair Riley for, Mr. Bourgeois for, Ms. Cole for, Mr. Swanson for, Mr. Doten against.

c. Experimental programs to expand lunchtime restaurant/food capacity

1. Mr. Spector stated that finding food is a significant issue, especially on Sundays and Mondays. However, at this time the EDC has no requests for this.

2. Highway bids

a. Sand

Motion: by Mr. Bourgeois to award the screened sand bid to D&D Excavating Inc for \$12.60 per ton and award the bid for manufactured sand to Twin State Sand & Gravel Co Inc for \$15.83 per ton and to award the bid for 3/8" ledge stone to Twin State Sand & Gravel Co Inc for \$21.13 per ton.

Seconded: by Mr. Doten.

Discussion: none.

Vote: 5-0-0, passed.

b. Salt

1. Only received one bid and for wrong specification. This will go out to rebid.

c. One Ton Dump Truck

Motion: by Mr. Bourgeois to table the decision on the One Ton Dump Truck to get more information and will rediscuss at the next meeting of September 7, 2021.

Seconded: by Mr. Doten.

Discussion: none.

Vote: 5-0-0, passed.

3. IREC-EEI Project overview

- a. Mr. Martin & Mr. Davey shared a presentation (included in minutes).
- b. Mr. Davey stated that fossil fuels have emissions. All of these sources require a chimney to pump products of combustion into the atmosphere. Vermont is trying to go more towards electrification to get the primary source away from fossil fuels.
- c. Mr. Martin stated that the State of Vermont has a goal to be Net 0 by 2050. There are immediate benefits of moving to electric heat sources.
- d. Mr. Davey stated that a lot of Vermont towns are eliminating fossil fuels from their municipal buildings. They are not looking for a vote today. They are looking to see if it makes sense to move forward with this project. They can try to have finalized reports to the Select Board by October. This is an introduction to the project.
- e. Ms. Riley stated that this is a lot of information. She cannot commit to anything right now. The Select Board will study the information more. They would like to consider this project further.

M. Other business

1. Propane bid

- a. Mr. Kerbin stated that they had a propane bid opening today. They only received one bid both times they bid out for this. The fixed price is \$1.679 from Junction Fuels. The price is good until Friday.

Motion: by Mr. Swanson to award the propane bid to Junction Fuels for \$1.679 per gallon.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

2. Cleaning bid

- a. Mr. Kerbin stated that they only received one bid. They will rebid this as well as send out a bid for the Welcome Center.

3. Mr. Doten stated that he would like to see the whistle at the Emergency Services Building restored. He received a quote last year for the price of

\$7,000 for a new tank and compressor. He has already spoken to David Green about this. They are making space for it in the new construction.

a. Chair Riley stated that she would like to see a new proposal for this.

N. Executive session to discuss appointments

Motion: by Ms. Cole to enter executive session at 8:21 pm.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

Chair Riley resumed the public meeting at 8:35 pm.

Motion: by Ms. Cole to appoint Michael Greene and Phil Robertson to the Billings Park Commission with terms ending March 2024.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Ms. Cole to appoint Deborah Greene to the Economic Development Commission with the term ending in March 2023.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Ms. Cole to appoint Meredith Christensen to the Town Development Review Board.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 2-3-0, did not pass. Mr. Bourgeois for, Ms. Cole for, Chair Riley against, Mr. Doten against, Mr. Swanson against.

Motion: by Mr. Doten to appoint Alan Willard to the Town Development Review Board with the term ending in March 2023.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 3-2-0, passed. Chair Riley for, Mr. Doten for, Mr. Swanson for, Mr. Bourgeois against, Ms. Cole against.

Motion: by Ms. Cole to appoint Todd Ulman to the School Board for the term ending in March 2022.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Mr. Doten to direct the Town Manager to restore the whistle to sound at noon with the current equipment in place.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

O. Approval of minutes

1. 8/3/21 minutes

Motion: by Mr. Bourgeois to approve the minutes of 8/3/21 as submitted.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

P. Adjournment

Motion: by Mr. Bourgeois to adjourn the meeting at 8:50 pm.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

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

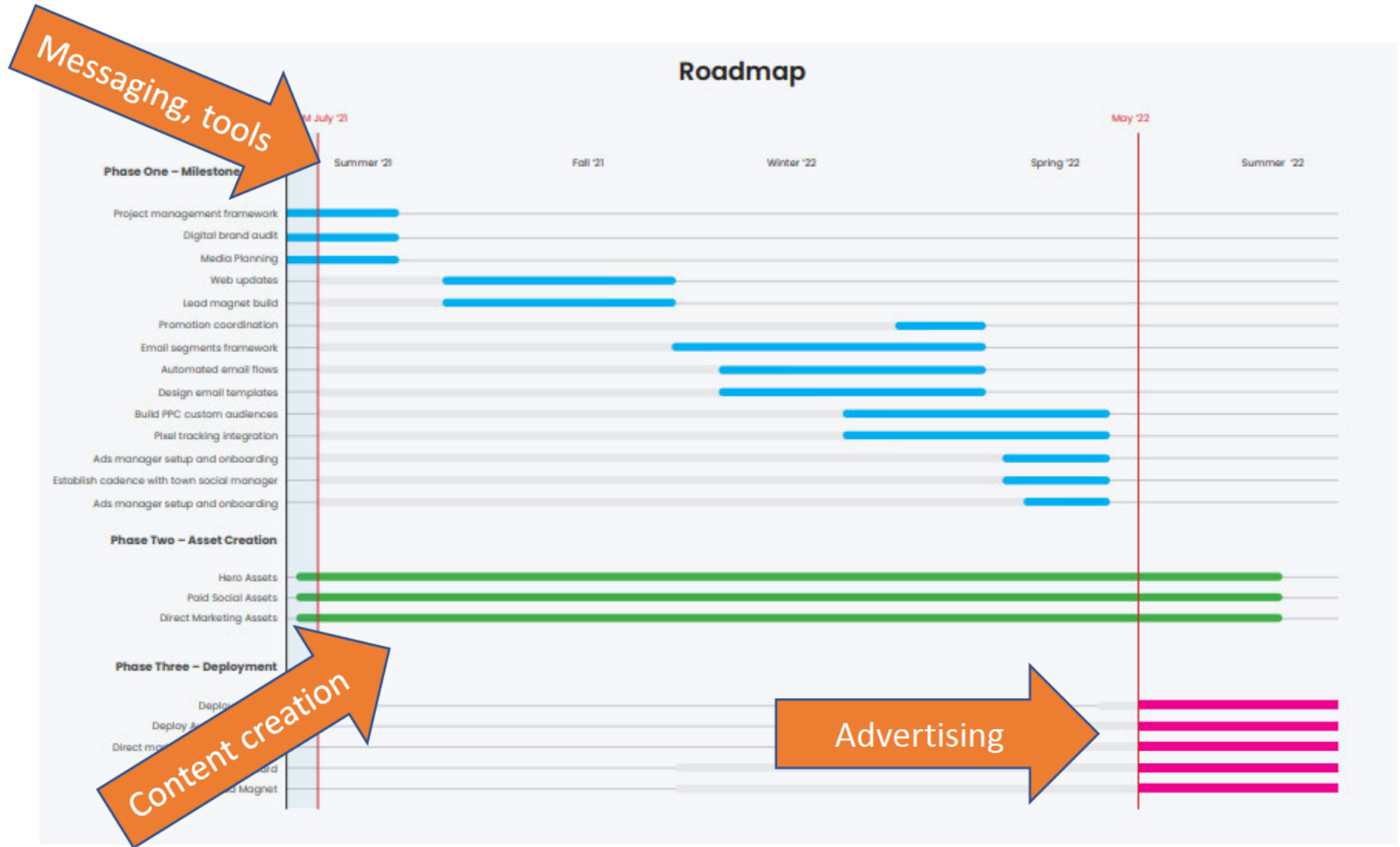
- Agencies selected:
 - Place, Burlington VT and
 - Class Four, Burlington VT
- Selections were based on:
 - Meeting/Exceeding the requirements of the RFP
 - Best use of the proposed budget
 - Understanding of Vermont and in particular Woodstock
 - The ability to track and measure
 - Working with the 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





Energy Efficient Investments

Woodstock, Vermont



The EEI & ENE Energy Advisor

A proven process ...



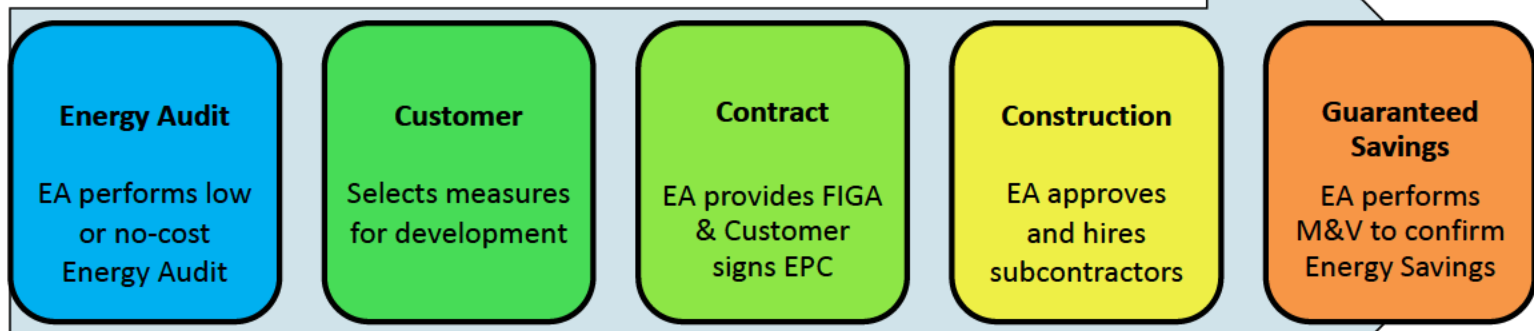
EEI was founded by ENE to service Northern New England clients (Since 2007)

Local ownership and management

Our Lean ESCO Approach

Similar to General Contracting with the following exceptions:

- 1) Focused on energy and operational savings
- 2) Assist in financing projects & finding grant/rebate funds
- 3) Self perform Engineering Services
- 4) Guaranteed Savings
- 5) M&V Program to ensure long term savings



FIGA – Final Investment Grade Audit

EPC – Energy Performance Contract

M&V – Measurement & Verification

Project Success Stories

- Hanover/Norwich Schools
- Bennington, VT Schools
- Mill River, VT Schools
- City of Manchester, NH
- Portsmouth, NH Schools
- Keene, NH Schools

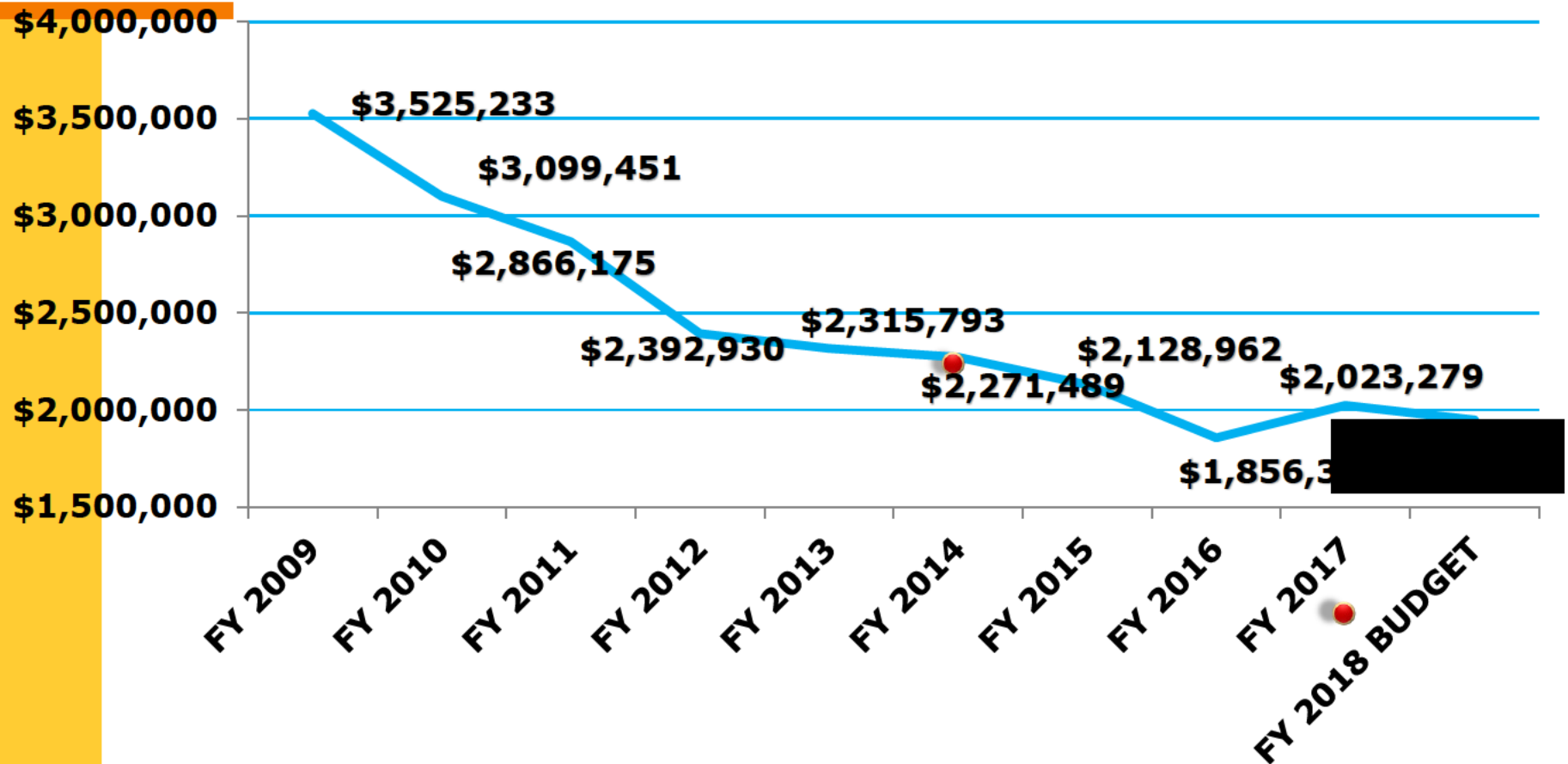




Efficiency Vermont 2020 Projects (COVID Ventilation Improvements)

- Norwich School District
- Addison Northwest
- Springfield School District
- Mill River School District
- Chittenden East Supervisory
- Burlington School District
- Mount Saint Joseph Academy (Rutland)

Actual MSD Energy Expense

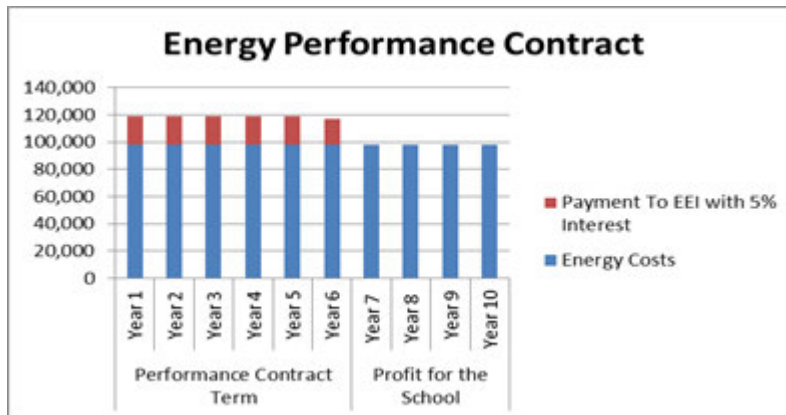
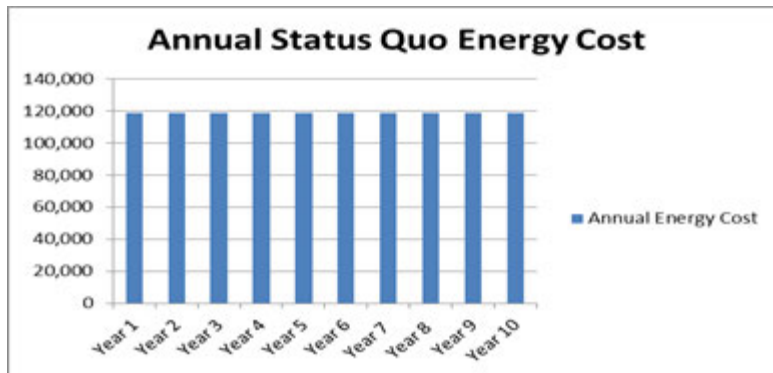




Why the success on Vermont Projects?

- Local project team based approach
- Independent controls/equipment and independent
- Vermont based engineer and contractors committed to solution
- EEI manages process every step of the way and only gets paid if a project is approved by voters

Energy Savings Pay for Improvements



Example Sample NH High School new lights, controls, and HVAC improvements where paid for through grants and energy savings

Woodstock Preliminary Findings

1. Buildings heated with Fossil Fuels
2. Buildings lack DDC Controls
3. Opportunity to improve environment with heat pump system and nearly eliminate fossil fuel



Town HVAC



Potential Improvements

Woodstock			Annual Savings	Rebate
1	Town Hall - Offices	\$843,765	\$3,500	
2	Town Hall - Auditorium	\$523,948	\$4,000	
3	Town Hall - Weather Stripping	\$2,300	\$300	
4	Town Hall - LED Lighting retrofit	\$3,700	\$500	
5	Town Hall - Street light LEDS	\$5,000	\$950	
6	Public Works Department (NEW)	\$61,912	\$2,000	
7	Public Works Department (OLD)	\$53,951	\$1,800	
8	Fire Station No.2	\$53,951	\$1,900	
9	Weather Stripping	\$2,300	\$100	
10	Fire Station LED Lighting upgrade	\$3,700	\$400	
11	Woodstock Visitors Center HVAC	\$10,374		
12	Town Garage LED and Weather Stripping	\$34,000	\$5,000	
13	Woodstock Waste Water Facility HVAC	\$122,227	\$4,000	
14	Waste Water - Weather Stripping	\$15,000	\$1,200	
15	Woodstock DDC Controls All Town Buildings	\$240,730	\$15,000	
	Woodstock Subtotal	\$1,976,859	\$40,650	\$35,000
	P&P Bond	\$19,769		
	Woodstock Total	\$1,996,627		
	10 year lease estimate 1.6%	\$220,000		



Question & Answers

***Follow-up questions can be emailed to Mike Davey
at MDavey@EEIServices.com***

**Town of Woodstock
Select Board
Special Meeting
August 27, 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, Nikki Nourse, Geoff Martin, Fire Chief David Green

A. Call to order

1. Chair Riley called the Select Board Special Meeting of August 27, 2021, to order at 10:05 am.

B. New business

1. Discussion regarding RECs & Fire Station Solar Array

- a. Mr. Martin stated that unfortunately the array at the Emergency Services Building is going to have to be a lot smaller. The existing building cannot hold the weight of all the panels. The addition can hold up to 30 kilowatts. The Wastewater Treatment Plant can hold 20 kilowatts. There is a fixed cost associated with each panel. Norwich Technologies would not be able to finance the array and have the Town keep the Renewable Energy Credits. The cost goes up with doing two arrays. The option is no longer available to keep the RECs. The 1st option is to abandon the project. With this option they are not saving any money or using solar. The 2nd option is to have Norwich Technologies proceed with the 2 smaller projects, and they would give the RECs back to Green Mountain Power. There would be monetary savings with this option. It would also still be good for the planet. However, they would not be preserving roof space for possible future projects. The 3rd option is to sign on to one of the projects that Norwich Technologies has in its pipeline. This would offset electricity needs. There is more savings with this option. This is because they would be able to have the same size of array. This would also keep the roofs available for the future. There is no cost with any option. There would be a reduction in their electricity bill. The Town has multiple accounts that are not getting credits now. Norwich Technologies is already in the permitting process, and they already agreed to sell the RECs to GMP. The REC system is a way to account for reducing emissions. These credits will now go to GMP to help their requirement. Option 2 and 3 still gives the Town more solar on the grid. This project will not help the Town with their Net 0 goal. However, emissions will be reduced.
- b. Mr. Swanson stated that option 3 is a good option. It gives Woodstock the option to possibly claim Renewable Energy Credits in the future.

- c. Chief Green stated that there is another option. They could fundraise or look for grants to reinforce the roof system at the Emergency Services Building. There are grants out there for these types of projects. This will not be an immediate fix. With a battery system in the future, they could go off the grid.
- d. Mr. Martin stated that next year the State is going to have a \$1 million grant for towns and schools to go solar. There will hopefully be even more opportunities like that. It would be a significant investment to improve the roofs. There are a lot of things up in the air. Sustainable Woodstock supports option 2. This way the Town is adding more solar to the grid on their own buildings. Mr. Martin stated that option 3 would give the Town the most savings.

Motion: by Mr. Swanson to approve option 3 to review proposals on projects that Norwich Technologies has in its pipeline and to possibly sign on to one of these projects.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

C. Other business – none.

D. Adjournment

Motion: by Mr. Bourgeois to adjourn the meeting at 10:30 am.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*