

Town of Woodstock
Select Board
October 19, 2021
6:00 pm
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
 - 2. Financial report
- F. Permits
 - 1. Liquor license – Farmhouse Pottery
- G. New business
 - 1. Truck loan rate quote
 - 2. Wastewater Committee report
 - 3. Halloween candy discussion
 - 4. Non-profit organization requests for Town Meeting appropriations FY23
 - 5. Town Hall Rejuvenation discussion
 - 6. Ambulance bid
 - 7. EEI Presentation
 - 8. Net-metering update & proposal
 - 9. Brief update on potential park superintendent
 - 10. Authorize the Town to apply for a CWSRF Step I Planning Loan for the Main WWTF Preliminary Engineering Study Engineering Services
 - 11. EDC proposals to grant funds to the Chamber of Commerce for Wassail Weekend
 - a. \$2,000 to pay for shuttle buses on Saturday, December 11
 - b. \$3,000 to purchase holiday lights to decorate the trees in the Village
 - c. \$3,050 to pay for additional activities on Wassail Weekend
- H. Other business
- I. Board of Sewer Commissioners

1. Permit – Johnson, 51 Barberry Circle
 2. Abatement request – Merrill, 75 Golf Avenue
- J. Approval of minutes
1. 10/5/21 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

10/14/21

WOODSTOCK TOWN General Ledger

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11:41 am Current Yr Pd: 3 - Budget Status Report Staff Accountant.TOWNACCTPC2015
TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
TAX REVENUE- ALL	5,498,394.00	21,013,648.65	382.18%
RENTAL INCOME	23,000.00	5,275.00	22.93%
FEES & PERMITS	19,500.00	685.00	3.51%
TOWN CLERK FEES	74,050.00	25,778.50	34.81%
FRONT OFFICE FEES	100.00	0.00	0.00%
PLANNING & ZONING	14,000.00	4,116.15	29.40%
INTEREST INCOME	18,000.00	1,048.32	5.82%
AMBULANCE & FIRE DEPT	915,000.00	269,043.77	29.40%
MISCELLANEOUS	522,230.00	187,777.87	35.96%
GRANT REVENUE	0.00	324,481.09	100.00%
MANDATORY DRAWBACK	-370,000.00	-104,335.10	28.20%
COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
TRANSFERS IN	20,795.00	0.00	0.00%
BILLINGS PARK	0.00	0.00	0.00%
TOWN FOREST	0.00	0.00	0.00%
Total Revenues	6,735,069.00	21,727,519.25	322.60%
GRANTS/CONTRIB-TRUST FUND	1,500.00	0.00	0.00%
GRANTS/CONTRIB-GENL FUND	299,413.00	70,838.00	23.66%
CULTURE & RECREATION	450,558.00	106,411.00	23.62%
HEALTH OFFICER	7,440.00	0.00	0.00%
GOVERNMENT BUILDINGS	110,758.00	36,290.06	32.77%
SELECT BOARD	81,450.00	9,502.50	11.67%
EXECUTIVE	122,160.00	33,317.64	27.27%
OFFICE ADMINISTRATION	43,600.00	8,007.00	18.36%
AUDITING	15,000.00	9,200.00	61.33%
TREASURER	13,000.00	3,473.97	26.72%
ACCOUNTING	125,600.00	28,536.20	22.72%
TAX LISTING	131,114.00	32,817.69	25.03%
TAX COLLECTING	0.00	57.42	100.00%
CAPITAL RESERVE	53,500.00	0.00	0.00%
HIGHWAY DEPARTMENT			
TRAFFIC CONTROL	7,000.00	515.55	7.37%
HIGHWAY CONST&MAINT	1,288,225.00	256,572.89	19.92%
C&M-BRIDGES&STORMDRAINS	83,000.00	1,724.10	2.08%
HIGHWAY EQUIPMENT	269,257.67	90,053.15	33.44%
SIDEWALK MAINTENANCE	90,000.00	0.00	0.00%
STREET LIGHTS	40,000.00	8,234.34	20.59%
PARKS	10,250.00	1,027.09	10.02%
PUBLIC WORKS BUILDINGS	120,205.00	3,490.48	2.90%
CAPITAL RESERVE	67,000.00	0.00	0.00%
Total HIGHWAY DEPARTMENT	1,974,937.67	361,617.60	18.31%
AMBULANCE DEPARTMENT			
AMBULANCE OPERATIONS	1,101,185.00	274,432.01	24.92%
AMBULANCE VEHICLE	16,400.00	1,426.82	8.70%
AMBULANCE TRAINING	16,150.00	3,137.04	19.42%

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WOODSTOCK TOWN General Ledger

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11:41 am Current Yr Pd: 3 - Budget Status Report Staff Accountant.TOWNACCTPC2015
TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
AMBULANCE COMMUNICATIONS	9,600.00	1,031.28	10.74%
CAPITAL RESERVE	78,500.00	1,835.00	2.34%
Total AMBULANCE DEPARTMENT	1,221,835.00	281,862.15	23.07%
FIRE DEPARTMENT			
FIREFIGHTING	161,650.00	25,365.83	15.69%
FIRE COMMUNICATIONS	7,250.00	817.32	11.27%
FIRE TRUCK & EQUIPMENT	87,650.00	6,739.38	7.69%
FIREFIGHTING EQUIPMENT	13,700.00	4,582.61	33.45%
WOODSTOCK STATION #2	9,350.00	1,640.75	17.55%
EMERGENCY SERVICES BLDG	25,700.00	849,935.75	3,307.14%
CAPITAL RESERVE	50,000.00	668.34	1.34%
Total FIRE DEPARTMENT	355,300.00	889,749.98	250.42%
COMMUNICATIONS			
DISPATCH SERVICES	360,550.00	98,446.92	27.30%
CAPITAL RESERVE	15,100.00	0.00	0.00%
Total COMMUNICATIONS	375,650.00	98,446.92	26.21%
TOWN CLERK			
BOARD OF CIVIL AUTHORITY	3,500.00	0.00	0.00%
TOWN CLERK	180,168.00	43,042.52	23.89%
CAPITAL RESERVE	3,500.00	0.00	0.00%
Total TOWN CLERK	187,168.00	43,042.52	23.00%
BOARDS & AGENCIES			
PLANNING & ZONING	108,595.00	22,170.27	20.42%
CAPITAL RESERVE	1,000.00	0.00	0.00%
Total BOARDS & AGENCIES	109,595.00	22,170.27	20.23%
TOWN CONSTABLE			
MAINTAINING CEMETERIES	10,600.00	0.00	0.00%
WELCOME CENTER	18,500.00	10,050.00	54.32%
LITTLE THEATER	72,201.00	14,374.15	19.91%
LITTLE THEATER	0.00	0.00	0.00%
CAPITAL RESERVE	0.00	0.00	0.00%
INTERGOVERNMENTAL	33,528.00	33,528.00	100.00%
SELECT BOARD CONTINGENCY	480,250.00	45,082.03	9.39%
CAPITAL RESERVE SB	50,000.00	0.00	0.00%
CAPITAL RESERVE SPENDING	19,294.81	46,878.52	242.96%
LOSS REPAIR EXPENSE	0.00	0.00	0.00%
LITTLE THEATER REPAIR	0.00	0.00	0.00%
IRENE RECOVERY EXPENSE	58,346.00	0.00	0.00%
GRANT EXPENSE	0.00	16,288.36	100.00%
COMMUNITY CELEBRATIONS	10,000.00	5,900.00	59.00%
TRANSFERS OUT	0.00	0.00	0.00%

10/14/21

WOODSTOCK TOWN General Ledger

Page 3 of 3

11:41 am Current Yr Pd: 3 - Budget Status ReportStaff Accountant.TOWNACCTPC2015
TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
TOWN FOREST	0.00	0.00	0.00%
BILLINGS PARK	0.00	0.00	0.00%
Total Appropriations	6,432,298.48	2,207,441.98	34.32%
Total TOWN GENERAL FUND	302,770.52	19,520,077.27	
Total All Funds	302,770.52	19,520,077.27	

FIRST/SECOND/THIRD CLASS LIQUOR LICENSE AND TOBACCO APPLICATION

(License year is May 1ST through April 30TH of the following year)

Farmhouse Pottery
Print Name of Person, Partnership, Corp., Club or LLC

Doing Business as – Trade Name

[Redacted]

Telephone Number

Mailing Address (if different from above)

Email address: [Redacted]

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 Woodstock

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

James Zillar

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

Farmhouse Pottery, Inc.

Date of incorporation 11/2012

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 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: Flagship store

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 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.

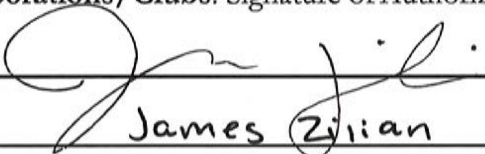
I/We hereby certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date of this application. (VSA, Title 32, §3113).

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 9/13/21 in the County of Windsor and State of VT,
this 13 day of Sept, 20 21

Corporations/Clubs: Signature of Authorized Agent


James Zilian

Individuals/Partners: (All partners must sign)

**Personal Information Form
To Accompany License Applications**

Complete for all Owners, Partners, or Corporate Officers

Legal Name: James Zilian, principal owner, Farmhouse Pottery

Telephone:

Address:

Date of Birth:

Drivers License:

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

Confidential

Rev. 08/09//2019

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

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.

SELECTBOARD ACTION ITEM

Motion: Madam Chair, I move that the Town of Woodstock approve a financing quote from Bar Harbor Bank for a 2022 F550 truck at a rate of 2.28% for 5 years.

Date: October 19, 2021

Action: Approval of financing for one truck.

Staff recommendation: I recommend approval of the selection of Bar Harbor Bank for the financing of this truck.

Description: The selectboard approved the truck bid at a 9/7/21 meeting. The total loan amount for the Ford-550 is \$89,646.

Bar Harbor Bank

2.28% for 5 years

Mascoma Bank

2.45% for 5 years

Staff: Bill Kerbin
Municipal Manager

Woodstock Water Treatment Plant Review Committee *Selectboard Presentation*

October 19, 2021



Genesis Of The Committee

- During the Selectboard meeting of April 20, 2021 a presumption was put forward that all municipal connected sewer users will be paying for the EPA mandated and taxpayer-approved upgrade of the South Woodstock wastewater treatment plant in 2022.
- This meeting was attended by four committee members (Susan Ford, Ray Bourgeois, Zoie Parent and Karim Houry)
- Extract from the official Minutes of the meeting:

“Mr. Houry stated that he would like to start a committee in the next two to three weeks. He would like to ask for volunteers. The South Woodstock Wastewater Treatment Plant is a very large amount of money. He would like a committee to discuss how that cost should be covered. This way citizens can come together and talk. They would then propose an idea to the Select Board. a. Chair Riley stated that a study committee would be order in here. b. Mr. Houry stated that he will be in touch with Mr. Kerbin. c. Ms. Ford stated that she is willing to volunteer to be the South Woodstock, non-sewer person on the committee.”

Problem Statement

As no reserves have been set aside, what is the most equitable way - for both municipal sewer users and septic tank owners - to fund infrequent and large infrastructure upgrades for the wastewater plant town assets even though they are connected to only a portion of the residents?

Committee Members

This committee is officially sponsored by the Town Selectboard (created March 2021)

Members

Municipal Sewer Connected Users	Septic Tank Owners
<ul style="list-style-type: none">• Woodstock residents Ray Bourgeois, Karim Houry,• Tafftsville residents Steve Johannensen, Ernie Fernandez	<ul style="list-style-type: none">• Woodstock residents Zoie Parent, Tom Phillips, Adam Bornstein• South Woodstock resident Susan Ford

Advisors

- Wayland Lord, Woodstock Wastewater Superintendent
- Jennie Auster, Senior Environmental Engineer, Hoyle, Tanner & Associates

Woodstock's Municipal Sewer Plants

- Woodstock's first municipal plant came online in 1967, servicing an area encompassing Woodstock Village and limited surrounding areas, processing 250,000 gallons per day. Today the plant processes approximately 275,000 gallons per day and does have capacity (up to 450,000 gallons) to connect additional homes and businesses. Overall the system maintains over thirteen miles of public sanitary sewer lines. This plant was built for environmental purposes and was funded by all taxpayers.
- Additionally, there are also wastewater treatment facilities operated in the hamlets of Taftsville and South Woodstock. Taftsville processes 10,000 gallons per day and South Woodstock processes 50,000 gallons per day. The SW facility also has the capacity to treat additional waste water for a new home or business.
- The Selectboard acts as Sewer Commissioners, establishing policies and fees. They are responsible for the allocation of treatment capacity. The Department's operating costs including some small capital replacement needs which are covered by user fees.
- Total connected users (of the 1,882 taxpayers) = 901 (817 Woodstock, 46 South Woodstock, 38 Taftsville).
- All three plants are independent from each other and are assets owned by the town of Woodstock.

Current State Of Woodstock's Sewer Plants

- The Taftsville plant was upgraded per EPA standards in recent years and it is expected to be in compliance for the next 15 years or so. This \$300,000 upgrade was funded by available (and now exhausted) reserves taken out of sewer connection fees.
- The South Woodstock plant is in the early stages of being upgraded to meet EPA standards thanks to a \$2.8MM bond approved by all taxpayers (as required for bond funding) and for which payments must begin in 2022 (over 20 years).

Lowest bid to date = \$3.5MM, creating a \$0.7MM gap not approved by taxpayers.

- The Main Woodstock plant is next in line for an EPA-mandated upgrade. Timing and cost estimate of the upgrade will be determined by an appointed expert. Early indications point to a remaining life of 3 to 5 years before an upgrade will be required by the EPA and a potential cost ranging from \$8MM to \$18MM.
- Sewer costs for the schools and town hall and other municipal buildings (e.g. EMS) are billed to all taxpayers.

Current Responsibilities For Our Wastewater

- Septic tank owners are financially responsible for ensuring that their wastewater treatment process is in compliance with state rules (via self monitoring) and they are also responsible for the maintenance of their equipment including regular pumping. Inspection of their system would normally occur upon sale of the property. The average cost of a septic system - which needs to be replaced every 30 years on average - is \$30,000.
- Municipal sewer system users are charged annual user fees to cover the cost of using the system as well as small capital expenditures relating to ongoing maintenance (which is part of those intangible benefits of being connected to a sewer plant). This accounting set up is to ensure that the daily normal operational functioning of the plants can be sustained by its user fees. The EPA inspects the plants regularly and can force upgrades or changes at any time on sewer connected users.

Objectives Of The Committee

- The committee is composed of both sewer users and septic tank owners to ensure a fair representation of town and village residents.
- The objective of the committee is to investigate one or more equitable ways to fund such major upgrades of the town owned wastewater treatment plants:
 - The voter-approved \$2.8MM upgrade of the South Woodstock plant (latest quote is \$3.5MM)
 - The upcoming upgrade of the Main plant (\$8MM to \$18MM) in 3 to 5 years
 - Any future significant upgrades of the wastewater plants

Scope Of The Review

- The scope of this review covers large capital expenditures for town-owned assets, in particular those assets connected to an identified set of users (i.e. wastewater treatment plants).
- Excluded from this review are town assets with a more “broad public bend” to them (i.e. municipal buildings, emergency services buildings, schools and roads), even though Committee Members recognized that not all taxpayers necessarily use those assets or benefit from them.
- Excluded from this review are regular maintenance fees and small improvements which are covered by wastewater plant user fees and each private septic tank owner.

What Committee Members Agreed On

- **State and Federal Funds:**

As there are many upcoming competing funding needs for infrastructure (wastewater plants, water service, schools, town hall, etc.), the committee recommends that work on securing grants be accelerated. Perhaps an expert consultant should be hired to help identify grants and secure them. Ongoing formal updates on grant opportunities (\$\$\$ and timing) would be very helpful as a standing agenda item for Selectboard meetings over the next 6 to 12 months.

- **Capital Planning Commission:**

The committee strongly recommends that ongoing and equitable reserve build-up to fund large and infrequent capital expenditures - to avoid inevitable financial reckoning and surprises - be a priority for the reconstituted Capital Planning Commission.

- **Sustainability:**

When addressing major upgrades to municipal assets, sustainable strategies must be implemented to ensure environmentally conscious overhauls and to reap the benefits of future dollar savings. One example is the incineration of waste.

- **Ballot Clarity:**

When bonds are being placed on ballots for approval by all taxpayers, it should be clear which taxpayers will be expected to cover the bond payments (silence = all taxpayers).

Where Consensus Could Not Be Achieved

- The Committee reiterated that the significant costs of major upgrades for town assets (beyond what is expected from said asset connected users) is a financial burden that needs to be addressed in an equitable fashion.
- However, the committee determined that it is not in a position to propose a financial funding allocation model between septic tank owners and sewer connected users or even between the various connected sewer users across the independent wastewater plants (especially for the large Main Plant upgrade):
- The reasons behind this decision are as follows:
 - There are as many financial models (all were analyzed) as arguments in favor of each side's point of view.
 - There is no one best way to select an equitable and balanced financial allocation model.
 - One or more subset of taxpayers will inevitably feel unfairly treated regardless of which model is chosen.
 - It would be more optimal to identify alternative funding sources to alleviate the financial burden on taxpayers.
- The Town Manager will need to seek advice from appropriate financial, technical and legal experts.

Proposed Alternative Funding Sources

- For reference, the annual cost of the SW plant bond is +/- \$200,000 (depending on the interest rate) over 20 years.
- In addition to grants and private donations, the Committee is proposing alternative funding sources to minimize impact on taxpayers. Among them:
- Re-allocate a portion of the annual \$270,000 given to the EDC in view of overarching critical infrastructure funding needs and given that economic growth will be challenged if our infrastructure is crumbling and not compliant. This needs to be voted on by the Selectboard and the EDC must be informed.
- Propose - via our annual March ballot - a 1% Sales & Use Tax which is estimated to generate around \$180,000 in new revenues for the town and village. A proposal is being finalized and will be socialized with targeted residents shortly.
- Those funding sources could fully or partially cover the annual cost of the SW bond, thereby reducing the financial on taxpayers.

Views of the Committee Members

- Since committee members could not agree on all aspects of this review, they felt it more appropriate to be given a few minutes at the Selectboard meeting to express their views on the issues as Woodstock residents, taxpayers and neighbors.
- One spokesperson for the municipal sewer connected committee members and one for the septic tank owners on the committee will each represent their group's respective views.
- The committee members hope that the Selectboard will take those various views into account when discussing next steps on the issues at hand.

TALKING POINTS OF SEWER CONNECTED COMMITTEE MEMBERS

Sewer Connected Committee Members:

- Steve Johannensen
- Ernie Fernandez
- Ray Bourgeois
- Karim Houry

Executive Summary:

Woodstock sewer connected users believe that the sewer system is a significant and environmentally critical communal town asset which requires that all taxpayers fund its major upgrades in order to comply with EPA rules under penalty of law. This belief is reinforced by the fact that the vote to upgrade the South Woodstock plant was approved by all taxpayers with no indication on the ballot that a sub-section of taxpayers would be targeted to shoulder that financial burden. Other arguments to support that belief are shared in the detailed talking points of this group.

Details:

It's been an honor for us to serve on this committee along with our friends and neighbors who are septic tank owners. Things got quite tense at times but we always found a way to compromise and reach some level of agreement.

The sewer connected users on this committee consider that there is one overarching issue and two specific problems that must be dealt with.

The overarching issue is how do you handle the financing of major and costly upgrades of environmentally, economically and socially critical town assets that are directly serving their connected users but that also benefit a much broader population (including septic tank owners).

This issue also extends to other such assets which are critical to our town but are privately owned like the water company Aqueduct. Although not the focus of this committee, we do urge the Selectboard to keep this matter on their

radar screen as a similar pattern of challenges will emerge for those old assets in the near future.

The two specific problems are a short to medium term one and medium to long term one.

The short to medium turn problem concerns the financing of the approximately \$4.00MM (vs. the voter-approved \$2.8MM) EPA mandated upgrade of the South Woodstock wastewater plant. Unless federal and/or state funding is made available to cover this cost, it is the view of this group of committee members that the funding of this upgrade be the responsibility of all Woodstock taxpayers whether they are connected to the South Woodstock municipal sewer system or not. Our rationale is as follows:

1. Sewer connected users are responsible for the annual maintenance of their system as well as minor repairs. Nowhere is it specified that large and expensive third party mandated upgrades are also their financial responsibility.
2. It is a town asset for which no reserves have been set aside making the town in its entirety now financially responsible for this funding.
3. Even though other non South Woodstock municipal sewer users have no connection to that wastewater plant, we feel that it is a principle of financial solidarity that behooves all of us to act as one large group of taxpayers and residents: This means an **average** (actual figures adjusted per tax rates) financial burden of about \$100 per taxpayer household vs almost \$4,000 for each one of the 46 connected South Woodstock users over 20 years, for a \$2.8MM bond at 2.5%.
4. All taxpayers got to vote on (1) the need for the upgrade and (2) its financing, with no indication in writing on the ballot that this would be the financial burden of only a sub-section of taxpayers.
5. Nowhere was there an indication on the ballot that only sewer connected users would cover these costs. In addition, which sewer connected users is another layer of the problem as only 46 users are connected to the SW plant.
6. The ballot had the exact same language as the one covering the EMS building which is to be financed by all taxpayers.

7. If this vote would not have gone through then the entire town would have been liable for this: All taxpayers financially via fines and town officials potentially via criminal liability.

The medium to long term problem (perhaps in 3 to 5 years) concerns the expected EPA-driven upgrade of the Main wastewater plant. The cost of this upgrade could approach (if not surpass) \$18MM. This is a very serious financial challenge not only for all taxpayers given the amount but also because other aging assets will need to be funded as well (e.g. the schools).

This group feels that the town needs to deploy every possible effort to try and obtain federal and/or state funding and secure alternative revenue sources (e.g. 1% Sales & Use Local Option Tax or redirect some of the EDC annual funds). The absence of sufficient external financial help will undoubtedly lead to the same issues that we are facing in the short term for the South Woodstock plant. Should this happen, this group feels that all taxpayers must shoulder the financial burden of such an upgrade as well for many of the same reasons cited for the South Woodstock plant.

If not, then only those impacted sewer connected users should get to vote on whether an upgrade of that plant is necessary.

In addition to those same reasons, it is important to keep in mind that without an environmentally compliant Main plant, this would:

1. Create a significant negative public relations problem for the town.
2. Lead to a disastrous economic impact with tourists avoiding our town.
3. Have a serious impact on everyone's real estate value (sewer system users or not).
4. Lead to the closure of large institutions connected to the sewer system such as the schools, town hall, emergency buildings etc.

In fact, without the Main plant, Woodstock would not be what it is today, at the least economically.

Advantages to Town Sewer over Septic

Overall, I think a house value is increased if the property is on town sewer. Particularly, people moving here from metropolitan areas, are used to municipal connections and nervous about having their own system and also the issues listed below.

Issue	Town Sewer	Private Septic
Ease of Subdivision	As long as the sewer pipes and water pipes meet an isolation distance, an administrative permit is issued by the State	If one property is approved, a replacement septic area must be identified on that parcel before it can be subdivided. If the other parcel, or both will be developed, a primary system must be built and replacement area located on both parcels. Full permit with engineering work required.
Ease of adding on an additional bedroom	same as above	For systems that don't have the design capacity to add a bedroom which would probably be the majority, to add a bedroom, the homeowner would probably need to install a new system and designate a replacement area Full permit with engineering work required.
Use of land	there are probably excavation issues with digging where sewer pipes are	While the grass may grow greener over the septic system, you cannot build or plant trees on the area of the septic system or replacement area.
Minor inconveniences		You have to be very careful what goes down the

drain and toilet. Most people on private sewer never use a garbage disposal as putting food waste in the system will cause early failure.

Woodstock Wastewater Treatment Plant Review Committee

Position of Septic System Property Owners

As stated in the overall presentation, the Review Committee consisted of four property owners served by Town Sewer and four with septic systems. An agreement could not be reached as to the contribution, if any, that properties not on town sewer (referred to herein as septic system owners) should make to the cost of upgrades to the South Woodstock and main plant sewer systems. For the reasons stated below, the septic system owners maintain that the expense should be born solely by the properties on town sewer.

1. During our initial meetings, members of the committee, including those on sewer and septic system owners, did research on other towns both in Vermont and nationally to see how they dealt with the issue of upgrades to systems which were used by only a portion of the town or municipality. All of the towns reported that the fees for upgrades and repairs were paid exclusively by the users of the system. Non-users did not bear the expenses.
2. The sewer bill associated with the Schools, Town Hall and Emergency Service Buildings is paid as part of the general budget, thus, septic system owners pay their share of the sewer bill for those facilities.
3. Septic system owners bear considerable cost for not being on Town Sewer. The system has to have regular maintenance and had to comply with State of Vermont Wastewater Regulations. In 2021 to date, 11 septic systems in Woodstock were reported to the State as having failed and had to be replaced. (Source Terrence P. Shearer, Regional Engineer, State of Vermont Agency of Natural Resources).
4. A septic system lasts an average of thirty years and at present costs approximately \$30,000.00 to replace (Brad Ruderman, Civil Engineer). Therefore, septic owners should be saving a minimum of \$1,000.00 per year to eventually replace their systems. They will incur the cost no matter the value of their property although homes with more bedrooms will be on the higher end of the cost spectrum. Unlike a bond payment, this expense is likely to increase over time. There is no assistance from the Town, other taxpayers or State and Federal grants to assist in paying to replace a septic system. To be equitable, the Town would need to establish a fund to pay to replace septic systems. This would be difficult to manage and cost prohibitive (approximately \$330,000.00 would need to be funded for 2021 to date).
5. Numerous commercial entities are not on Town Sewer and have considerable expense in maintaining a system to meet the needs of their business. When the Blue Horse was sold, a permit was required to add a bedroom. The cost of this was \$1,095.00. According to Brad Ruderman, a Civil Engineer who does a lot of septic work in this area adding a bedroom to a similar business on a septic system would likely cost \$45,000.00 to \$50,000.00. To further complicate matters, five Woodstock properties, including the Woodbridge Inn and a commercial

building owned by 506 On The River to house employees, are on the Bridgewater Sewer System. Obviously, requiring commercial property owners not on town sewer to share in the cost of the sewer in addition to maintaining their own private system, puts the non-sewer property at an unfair competitive disadvantage.

6. There are also intangible benefits to being on sewer as compared to maintaining a septic system on your property as shown by the attached chart.

In conclusion, in looking at the cost incurred by septic owners to maintain and replace their systems as well as restrictions they face on their properties by not being on town sewer, Woodstock should follow the example of other towns and have any cost regarding the South Woodstock and Woodstock Plants be borne by those using the systems. It should be noted that sewer users alone will reap the benefit of any state or federal grants used toward this making it even clearer that they alone should pay the balance.

Woodstock Ambulance #2 replacement RFP

2 vendors submitted bids

1. Professional Vehicle Corporation (PVC)
2. Specialty Vehicles, INC (SVI)

PVC bid met all requirements for a New 2021 ambulance - \$ 212,943.00 with trade.

SVI bid a demo ambulance – New 2021 Ford chassis and a refurbished box - \$222,857.00 with trade.

Both ambulances meet the fire department needs. We have seen and driven the SVI ambulance, and it is available for immediate delivery. The PVC ambulance is a custom build and is likely a minimum of 365 days out before delivery.

Extras required for either ambulance are: Winter tires, new 2-way radio, and a stretcher mount for a total of \$16,000.

The total price for each will be:

PVC \$228,943

SVI \$238,857

Payment

We currently have \$161,000 in capital reserve earmarked for this purchase. The outstanding balance for each vendor would be:

PVC- \$67,943

SVI - \$77,857

Options to fund remaining balance

Loan for the remaining balance

or

Rockefeller funds that may be available for the remaining balance.



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

Project Success Stories

- Hanover/Norwich Schools
- Bennington, VT Schools
- Mill River, VT Schools
- Hanover/Norwich
- Teago General Store





Woodstock Energy Audit Goals

1. Reduce Energy Usage
2. Eliminate Fossil Fuel as primary source of heating
3. Install long lasting energy efficient equipment
4. Install controls to monitor usage

Woodstock Preliminary Findings

1. Building 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		
1	Street light LED	\$12,500
2	Public Works Department (NEW)	\$120,305
3	Public Works Department (OLD)	\$56,385
4	Fire Station No.2	\$111,985
5	Weather Stripping	\$2,300
6	LED Lighting upgrade	\$3,700
7	Woodstock Visitors Center	\$10,842
8	Town Garage LED and Weather Stripping	\$34,000
9	Woodstock Waste Water Facility	\$127,741
10	Waste Water - Weather Stripping	\$15,000
11	Woodstock DDC Controls	\$240,730
	Woodstock Subtotal	\$735,488
	P&P Bond	\$7,355
	Woodstock Total	\$742,843
	10 year lease estimate	\$81,341



Approximate Budget Impact



1. If all projects are completed a lease of about \$80,000 with savings of \$20,000. So a net budget impact of \$60,000
2. Next steps determine timeline



Question & Answers

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



**Next Steps for Energy Efficiency at Municipal Buildings
October 19, 2021 Select Board Meeting**

The Town has taken steps over the past several years to improve the efficiency of municipal buildings and move off fossil fuel, including most notably the renovation of the Public Safety Facility. In order to achieve the town's net-zero by 2030 goal, the town needs to build on these successes and develop a plan for improving other municipal buildings.

After completing walk throughs of Woodstock's municipal buildings, Energy Efficient Investments, or EEI, has identified opportunities for improving energy efficiency and reducing fossil fuel use at the Town Garage, Old Town Garage, West Woodstock Fire Station, Visitors Center, and the Main Wastewater Treatment Plant. They are not considering the large opportunities at the Town Hall.

The opportunities have the potential to reduce propane use by around 10,500 gallons per year, which is a 12% reduction in the town's annual greenhouse gas (GHG) emissions. Woodstock's municipal buildings represent about one-third of the GHG emissions from municipal operations, so getting off of fossil fuel in town buildings is one of the biggest steps the town can take towards meeting the net-zero by 2030 goal. Eliminating fossil fuel use in town buildings is also one of the best things the town can do *now* to make progress towards that goal, as progress on the vehicle fleet will take longer given the lack of available clean technologies for medium- to heavy-duty vehicles.

At the October 19 meeting, EEI will provide an overview of these opportunities and costs for discussion. The next step is for EEI to conduct a deeper analysis and develop budget-ready project costs.

I recommend proceeding to this next step as it comes with no risk to the town and presents a significant opportunity for progress on the town's 2030 goal.

Respectfully Submitted,

Geoff Martin
Intermunicipal Regional Energy Coordinator
TRORC



**Net-Metering Update and Proposal
October 19, 2021 Select Board Meeting**

At the August 27 Special Select Board meeting, the Select Board discussed the options for pursuing more solar net-metering credits in light of the determination that the existing roof at the Public Safety Facility could not support solar panels. The motion that the Select Board approved was to, “review proposals on projects that Norwich Technologies has in its pipeline and to possibly sign on to one of these projects”. Additionally, Chief Green suggested seeking proposals from other solar companies to compare to Norwich Technologies’ proposal.

I requested proposals from two Vermont-based commercial solar companies, Encore Renewables and Green Lantern Solar, as well as Norwich Technologies. **I recommend moving forward with Norwich Technologies’ proposal, shown at Attachment 1, which offers a 12% discount for a savings of approximately \$3,000 in the first year and increasing thereafter.**

The town’s existing agreement with Norwich Technologies prevents other solar companies from contracting with the town for electricity accounts that are currently receiving credits from Norwich Technologies. This significantly limits the opportunity for other solar companies to work with the town. Encore Renewables declined to provide a proposal, and Green Lantern Solar could only provide net-metering credits on a month-to-month basis, with no guarantee that credits would be available in any given month. Norwich Technologies’ proposal was also stronger in terms of the monetary savings offered (a 12% discount with Norwich Technologies compared to a 10% discount with Green Lantern Solar).

Respectfully Submitted,

Geoff Martin
Intermunicipal Regional Energy Coordinator
TRORC



Solar Net Metering Agreement Proposal

Town of Woodstock, VT



Executive Summary

Under this proposal, Norwich Solar offers to allocate a portion of the net metering credits from a remotely sited PV project to the Town of Woodstock's GMP accounts via a 25 year Net Metering Agreement. The allocation of credits should be sufficient to cover the remaining ~\$20,000 balance of Woodstock's bypassable charges on an annual basis for most GMP accounts, as well as additional credits for future demand at the EMS building.

The PV system will be financed and owned by a solar investor, requiring no capital commitment from the Town for either the construction or the ongoing operations and maintenance of the solar project.

In addition to the substantial environmental benefits that solar provides, such as reduced greenhouse gas emissions and clean, renewable energy, the addition of solar power would also give the Town a steady and predictable rate for its electric power costs for the long term.

Norwich Solar is an experienced, professional, and local developer of solar energy projects, with primary offices in White River Junction, VT. Since the company was founded in 2011, we have developed over 50 megawatts of solar PV projects across northern New England. The company is proud to have been awarded the *Valley News* "Reader's Choice Award – Best Solar Contractor" for 3 years in a row, as well as recognition from national publication *Solar Power World* as a "Top Solar Contractor" for 2 years in a row. Additionally, we were recognized by *Vermont Business Magazine* earlier this year as one of "Vermont's Best Places to Work".

Net Metering Agreement

A Net Metering Agreement (NMA) provides the Town of Woodstock with a no cost option to go solar. There is never any cost required from the Town to enter into the NMA or for any ongoing costs of operations & maintenance of the solar facility. Under an NMA, a solar investor will pay for all of the costs associated with building the solar energy system. The solar investor will own the system and will monetize the tax credits associated with the costs of the project.

Norwich Solar will construct a ground mounted solar facility, and the Town will sign a 25 year agreement to purchase the net metering credits produced by the system. Those net metering credits will be applied to the specified GMP accounts belonging to the Town, which will reduce the overall amount of money owed to GMP each month. The Town will pay a reduced amount to GMP but will also pay a second bill each month to the owner of the solar facility. This second bill will only be 88% of the amount of the credits applied to the Town's GMP bills, and the 12% difference is the savings that the Town will keep.

Assuming that \$25,000 worth of net metering credits are allocated to the Town's electric accounts in Year 1 of the Agreement, the NMA would provide the Town with initial savings of ~\$3,000 a year, and projected cumulative savings of ~\$94,000 or more over the life of the agreement.

The Town can choose from 2 available pricing mechanisms for the cost of the net metering credits. Under Option 1, known as a fixed escalator, the Town can choose a mechanism that will guarantee the price that it pays for the net metering credits generated will only increase by 1.5% each year. Historically, utility rates and the resultant value of net metering credits have risen at an average rate of ~3% over the last decade, so the fixed escalator pricing mechanism provides the Town with a hedge against future inflation and the greatest savings potential over the term of the NMA. Under Option 2, known as a fixed discount, the price that the Town will pay for credits will always be a constant 12% discount from the overall value of the credits.

Net Metering Agreement Projections – Option 1

Initial Discount of 12% then 1.5% Annual Escalator

Year	Projected kWh's Produced	Solar Credits On Town's Utility Bills	Town's Cost for Credits	Town's Annual Savings	Town's Cumulative Savings
1	152,438	\$25,000	\$ 22,000	\$3,000	\$3,000
2	151,676	\$25,559	\$ 22,218	\$3,341	\$6,341
3	150,918	\$26,130	\$ 22,439	\$3,692	\$10,032
4	150,163	\$26,715	\$ 22,661	\$4,053	\$14,086
5	149,412	\$27,312	\$ 22,886	\$4,426	\$18,512
6	148,665	\$27,923	\$ 23,114	\$4,809	\$23,321
7	147,922	\$28,547	\$ 23,343	\$5,205	\$28,526
8	147,182	\$29,186	\$ 23,575	\$5,611	\$34,137
9	146,446	\$29,839	\$ 23,809	\$6,030	\$40,167
10	145,714	\$30,506	\$ 24,045	\$6,461	\$46,628
11	144,986	\$28,288	\$ 24,284	\$4,005	\$50,632
12	144,261	\$29,000	\$ 24,525	\$4,476	\$55,108
13	143,539	\$29,728	\$ 24,768	\$4,960	\$60,068
14	142,822	\$30,471	\$ 25,014	\$5,457	\$65,525
15	142,108	\$31,231	\$ 25,262	\$5,969	\$71,494
16	141,397	\$32,007	\$ 25,513	\$6,494	\$77,988
17	140,690	\$32,800	\$ 25,766	\$7,034	\$85,021
18	139,987	\$33,610	\$ 26,022	\$7,589	\$92,610
19	139,287	\$34,439	\$ 26,280	\$8,159	\$100,769
20	138,590	\$35,285	\$ 26,541	\$8,744	\$109,513
21	137,897	\$36,150	\$ 26,804	\$9,346	\$118,858
22	137,208	\$37,034	\$ 27,070	\$9,963	\$128,822
23	136,522	\$37,937	\$ 27,339	\$10,598	\$139,420
24	135,839	\$38,860	\$ 27,610	\$11,250	\$150,669
25	135,160	\$39,803	\$ 27,884	\$11,919	\$162,589

Net Metering Agreement Projections – Option 2

Fixed Discount of 12%

Year	Projected kWh's Produced	Solar Credits On Town's Utility Bills	Town's Cost for Credits	Town's Annual Savings	Town's Cumulative Savings
1	152,438	\$25,000	\$ 22,000	\$3,000	\$3,000
2	151,676	\$25,559	\$ 22,492	\$3,067	\$6,067
3	150,918	\$26,130	\$ 22,995	\$3,136	\$9,203
4	150,163	\$26,715	\$ 23,509	\$3,206	\$12,408
5	149,412	\$27,312	\$ 24,035	\$3,277	\$15,686
6	148,665	\$27,923	\$ 24,572	\$3,351	\$19,037
7	147,922	\$28,547	\$ 25,122	\$3,426	\$22,462
8	147,182	\$29,186	\$ 25,684	\$3,502	\$25,965
9	146,446	\$29,839	\$ 26,258	\$3,581	\$29,545
10	145,714	\$30,506	\$ 26,845	\$3,661	\$33,206
11	144,986	\$28,288	\$ 24,894	\$3,395	\$36,601
12	144,261	\$29,000	\$ 25,520	\$3,480	\$40,081
13	143,539	\$29,728	\$ 26,160	\$3,567	\$43,648
14	142,822	\$30,471	\$ 26,814	\$3,657	\$47,304
15	142,108	\$31,231	\$ 27,483	\$3,748	\$51,052
16	141,397	\$32,007	\$ 28,166	\$3,841	\$54,893
17	140,690	\$32,800	\$ 28,864	\$3,936	\$58,829
18	139,987	\$33,610	\$ 29,577	\$4,033	\$62,862
19	139,287	\$34,439	\$ 30,306	\$4,133	\$66,995
20	138,590	\$35,285	\$ 31,051	\$4,234	\$71,229
21	137,897	\$36,150	\$ 31,812	\$4,338	\$75,567
22	137,208	\$37,034	\$ 32,590	\$4,444	\$80,011
23	136,522	\$37,937	\$ 33,384	\$4,552	\$84,563
24	135,839	\$38,860	\$ 34,197	\$4,663	\$89,227
25	135,160	\$39,803	\$ 35,027	\$4,776	\$94,003

About Norwich Solar Technologies and Our Qualifications

Norwich Solar Technologies has assembled a team of experienced solar and clean energy technology leaders unparalleled in the Upper Valley for end-to-end commercial and utility scale solar project development.

Norwich Solar Technologies provides turnkey services as a trusted, long-term clean energy partner to commercial and industrial customers including Development, Design, Engineering, Procurement, Construction, Power Purchase Agreements, Structured Financial Solutions, as well as Long-Term Operations and Maintenance.

Our clients include Educational Institutions, Utilities, Municipalities, Commercial & Industrial Enterprises, Farms, and a wide array of Small Businesses.

Our team of experienced engineers, scientists, technicians, project managers, and sales professionals looks forward to serving your specific clean energy needs.



The Norwich Solar Technologies Team

Norwich Solar Technologies was founded in 2011. We have approximately 30 full-time employees, with offices and workshop space in White River Junction and Windsor, VT.

Letter of Intent

Initial Terms and Conditions

It is hereby understood that this proposal is offered in good faith, based upon initial information gathered and or received. All energy production, financial savings calculations and construction assumptions are subject to adjustment or change based upon final review and design. Should these items, upon final review, change and no longer meet the financial or design/construction criteria set forth within this document, both parties have the right to cancel this agreement within 10 days of notification of referenced change/s by providing such a request in writing to the other party.

By signing below, I understand and accept the terms and data presented within this proposal.

Proposal prepared on behalf of
Norwich Solar Technologies by:

Proposal accepted for Town of Woodstock
by:

Kevin Davis

Authorized Signature

Date

Print Name

Parks Report

October 2021

Submitted by Bill Corson

Including:

- Billings Park
- Mount Peg Park
- East End Park
- Vail Field
- Teagle's Landing
- Tribou Park
- The Green
- Woodstock Town Forest

Other related places that influence our community:

- Marsh Billings Rockefeller National Historical Park
- Ottawaquechee River Trail
- Woodstock Area Mountain Biking Association (WAMBA)
- Faulkner Park

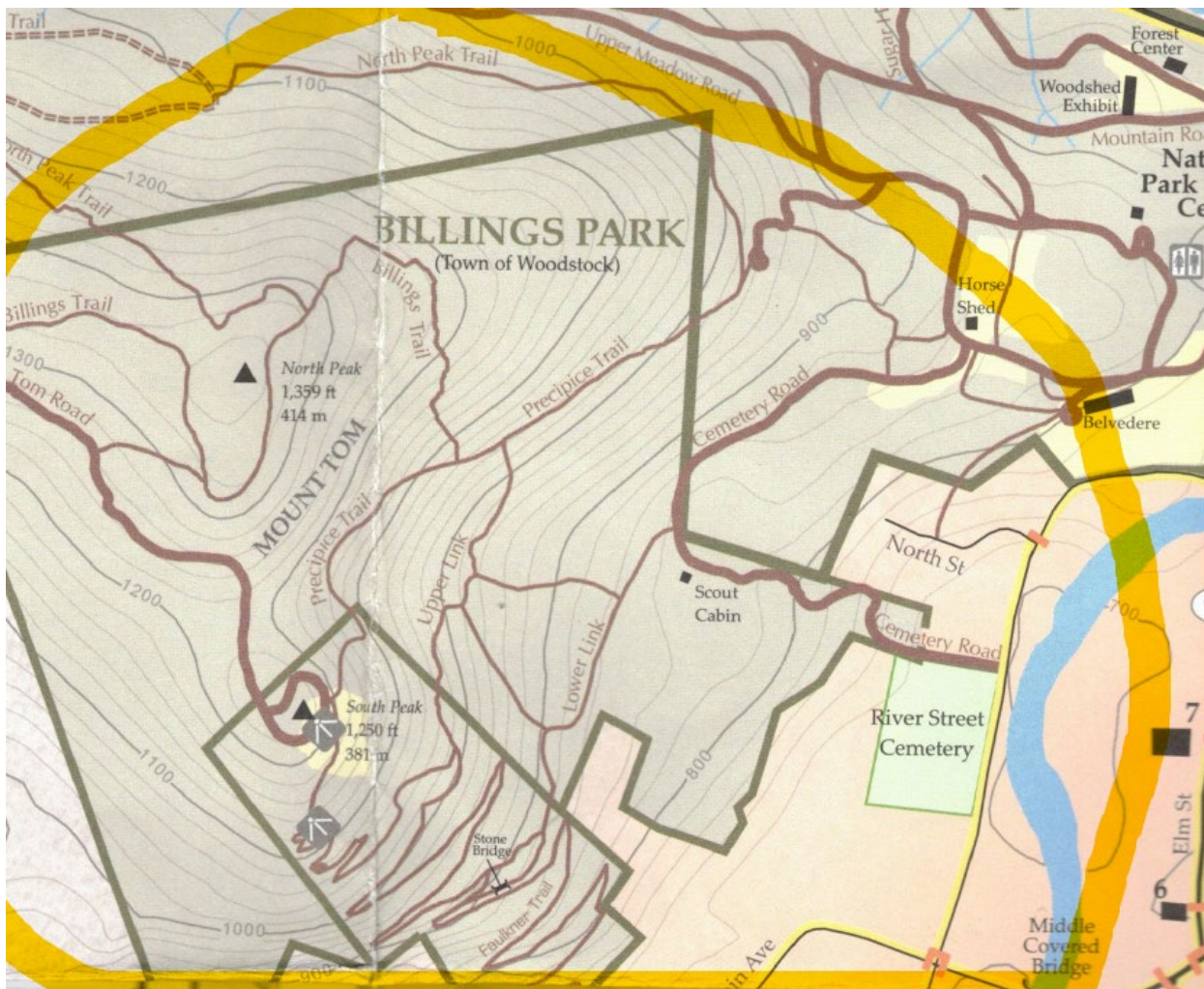
Summary of Needs of the Parks

Billings Park

- Owned by: Town of Woodstock
- Management: Billings Park Commission (in existence since 1956)
- Acreage: 140 acres
- Location: Mt. Tom, between Marsh Billings Rockefeller National Historical Park & Faulkner Park
- Description: Nature park with trails
- History: Donated to the Town in 1953 by John French, Mary French Rockefeller and Elizabeth French Hitchcock in memory of their mother, Mary Billings
- Finance/Funding: The Mary M. Billings French Memorial Fund was created for maintenance of Billings Park in 1953.
 - The Fund is managed by the Town of Woodstock Trustees of Public Funds.
 - The fund balance is \$478,000.

Additional grant money obtained for maintenance costs

- Maintenance Process: Volunteers or hired professionals
- Needs with which the Town could assist: See summary below.

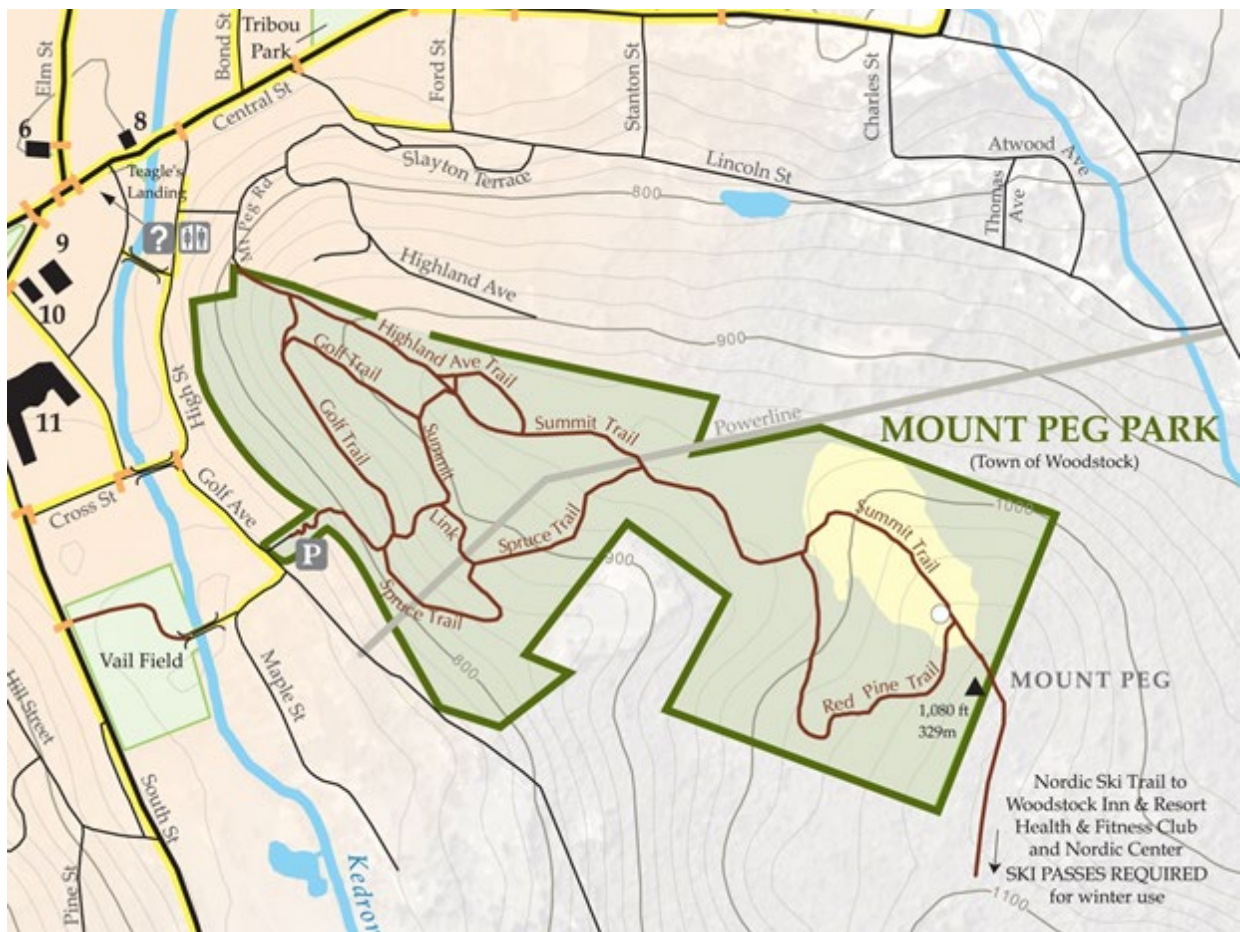


Mount Peg Park

- Owned by: Town of Woodstock
- Management: Billings Parks Commission since 1961
- Acreage: 64.7, Mount Peg Park is comprised of three parcels:
 - 21 acres, gifted to Town of Woodstock by Elizabeth Billings 1945
 - 14.9 acres, sold to Town of Woodstock by Fred Merrill in 2002
 - 28.8 acres, gifted to Town of Woodstock by Woodstock Resort Corp in 2003
- Location: South part of Woodstock Village
- Description: Nature park with trails
- History: see acreage above.
- Finances/Funding: The Mary M. Billings French Memorial Fund was created for maintenance of Billings Park in 1953.
 - The Fund is managed by the Town of Woodstock Trustees of Public Funds.
 - The fund balance is \$478,000.

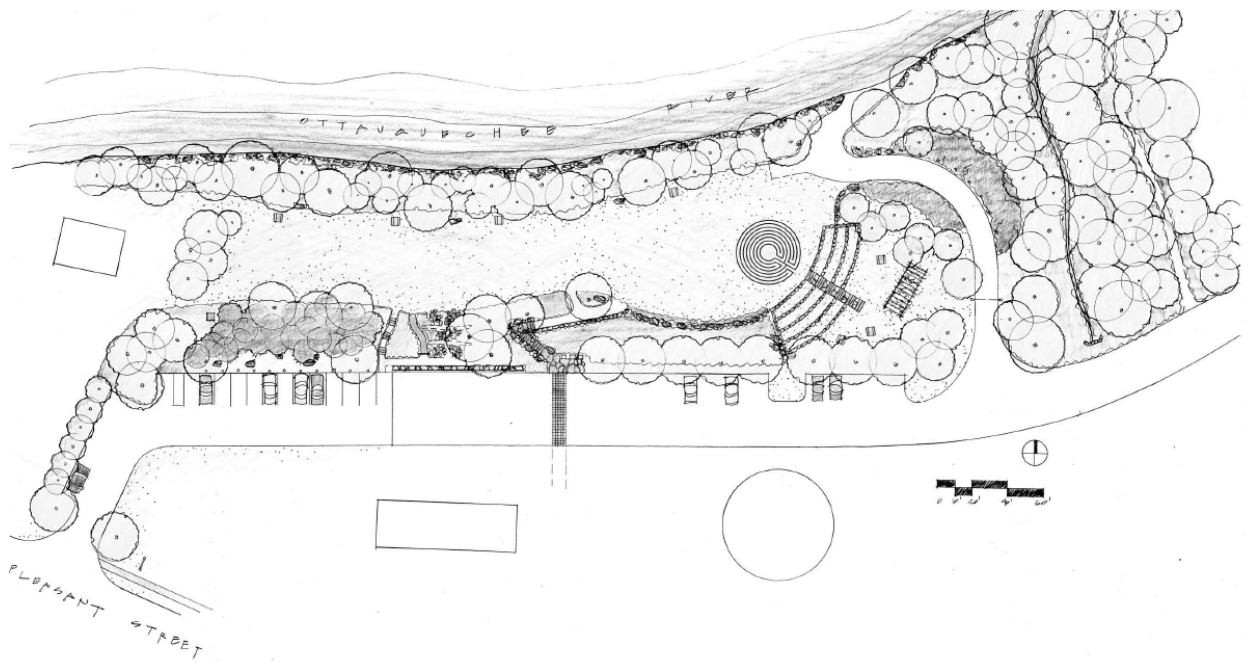
Additional grant money obtained for maintenance costs

- Maintenance Process: Mowing and Trail maintenance: Volunteers or hired professionals
- Needs with which the Town could assist: See summary below.



East End Park

- Owned by: Village of Woodstock
- Management: East End Park Leadership Group - Mary Macvey, Joby Thompson, Jack Rossi, Barbara Barry
- Acreage: Park 2.38 acres
- Location: Woodstock Village on Maxham Meadow Way; east end of Pleasant Street on the northern river side
- Description: Public Park with amenities for all ages including amphitheater, pergola, labyrinth, slide, rock and rope climbs and gardens. Only public river access in the Village.
- History: Created from site of municipal snow dump/dump starting in 2009
- Finance/Funding: Federal and State Grants, Foundations, and private donations. The project team is part of the Woodstock Community Trust, a 501c3. Proceeds from fees charged are used to help maintain the park. Maintenance costs approximately \$25k/yr
- Maintenance Process: Highway Depart contracts Peter Butler and Phil Schultz for mowing and manages regular trash pickup. Additional help from volunteers and the Woodstock Garden Club.
- Needs with which the Town could assist:
 - Long Term Maintenance Plan
 - Troubleshoot issues (eg sprinkler malfunction, controlling invasives, tree maintenance)
 - Enforcing Park Policy and procedures
 - Communication with staff
 - Pay for park maintenance
 - Handle all booking of functions



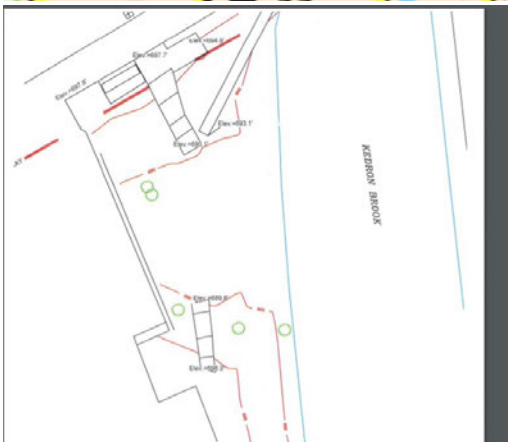
Vail Field

- Owned by: Town of Woodstock
- Management: Woodstock Recreation Department
- Acreage: 6 Acres
- Location: Village of Woodstock, 40 South Street (Rte 106)
- Description: Public playground and field for athletic and outdoor sports with pavilion and restrooms
- History: Donated to the Town of Woodstock by the Vail Family in 1895
- Finance/Funding:
 - Annual costs, \$25k/yr paid for Woodstock Rec Center with monies raised from Town contribution, park usage fees, Faulkner Trust and other private donations and fundraising
 - Major capital projects paid directly by Town (e.g. tennis court resurfacing)
- Maintenance Process: Woodstock Rec Center responsible for mowing, weed trimming, weeding, painting, vandalism repair, plumbing needs, electrical needs, daily restroom cleaning, trash removal, and pavilion cleaning
- Needs with which the Town could assist: Fund improvements e.g.,
 - Shed near the tennis courts for storage,
 - Walking track around the perimeter
 - Re-do the baseball fields and fence, add bleachers



Teagle's Landing

- Owned by: Village of Woodstock
- Management: Municipal Manager
- Acreage: < ¼ acre
- Location: Woodstock Village, south side of Central Street next to Kedron Brook bridge
- Description: Very small park for rest and relaxation
- History: Park was renovated by the EDC in 2021 and will be maintained by Woodstock Village; details to be determined
- Finance/Funding: EDC funds for renovation, maintained with Village funds
- Maintenance Process: Weeding and watering temporarily handled by Arborscape, then potentially by the Woodstock Garden Club, but no future commitment has been made
- Needs with which the Town could assist: a maintenance program - regular work and who will be paid to do it



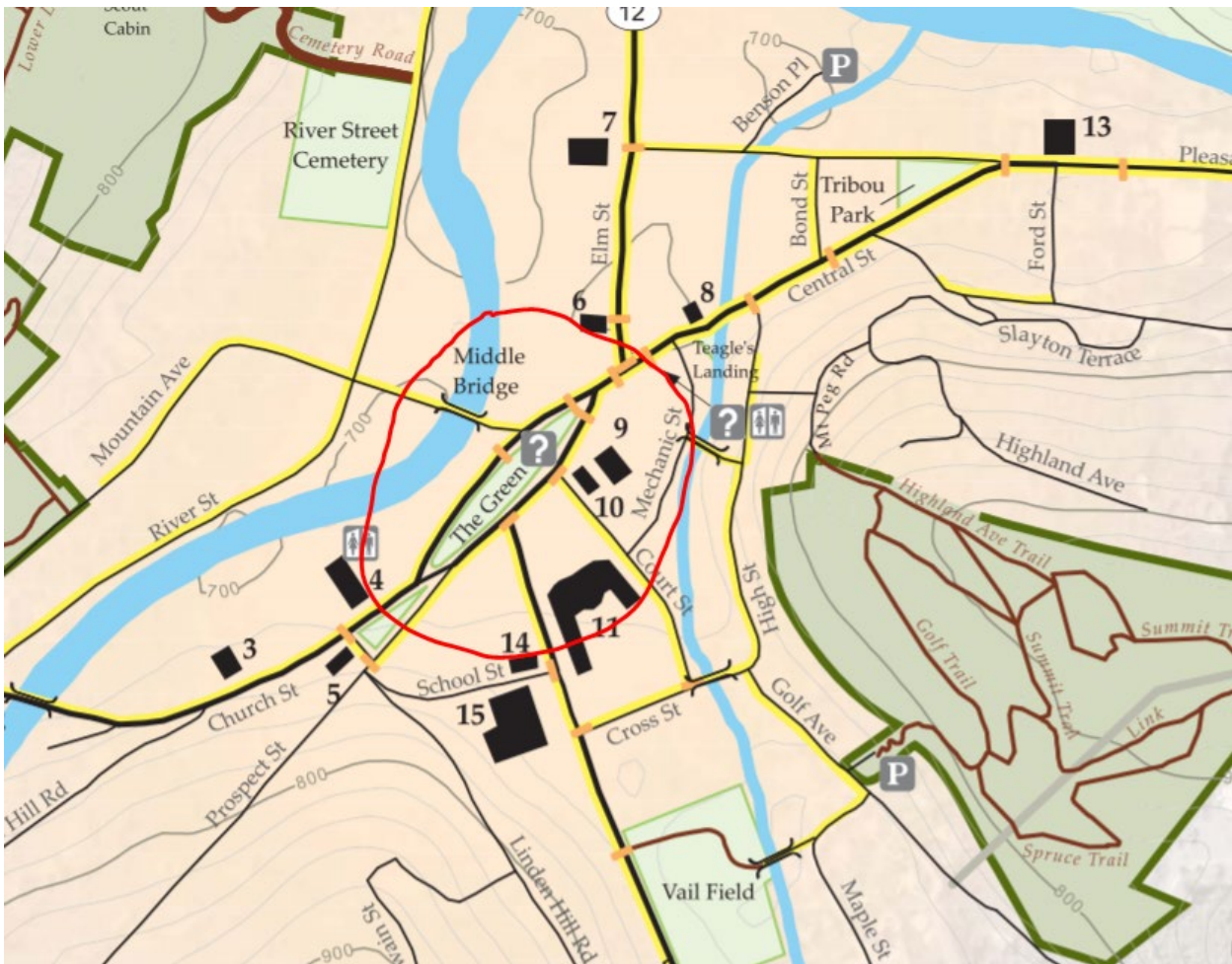
Tribou Park

- Owned by: Village of Woodstock
- Management: Municipal Manager
- Acreage: < ¼ acre
- Location: Woodstock Village, where Central Street splits off of Pleasant Street
- Description: Small local park, with Civil War monuments; often used for political demonstration
- History: Purchased by the town in 1881, from the estate of Jonas Tribou
- Finance/Funding: Town Budget (in Highway Depart). See costs in The Green below.
- Maintenance Process: Mowing done by Highway Dept.
- Needs with which the Town could assist: More oversight eg pruning, trash collection problems



The Green

- Owned by: Town of Woodstock
- Management: Municipal Manager, events permitted by Village Trustees
- Acreage: est ½ acre
- Location: Center of Woodstock Village, flanked by eastbound and westbound traffic of Rte 4
- Description: Community Park with multiple use; permits need to be obtained for functions.
- History: Land for Woodstock's "original common" was granted by Israel Richardson to the people of Windsor County in 1788
- Finance/Funding: Town Budget (in Highway Depart) covers annual costs estimated of \$20,250 for mowing, supplies, tools, dog waste bags etc. for Green, Tribou Park and smaller lawn sections near library and Town Hall
- Maintenance Process: Mowing and Tree Care arranged by Highway Department
- Needs with which the Town could assist: More oversight eg pruning, trash collection problems



Woodstock Town Forest

- Owner:
- Management:
- Acreage:
- Location: South Woodstock
- Description:
- History: associated with the Poor Farm in the 19th century
- Finance/Funding:
- Maintenance Process:
- Needs with which the Town could assist:
- Map:

Marsh Billings Rockefeller National Historical Park

Owner:

Management:

Acreage:

Location:

Description:

History:

Finance/Funding:

Maintenance Process:

Needs with which the Town could assist:

Map:

Ottauquechee River Trail (ORT)

- Management: Tom Weschler and Randy Richardson
- Acreage: 375 acres
- Location: Woodstock Village, Maxham Meadow Way, trailhead is adjacent to East End Park
- Description: A 3.0-mile family-friendly walking trail along the Ottauquechee River originating at the East End Park, the flat grass trail provides 10 river access points with some of the return
- loop located on the old railroad bed.
- History: ORT started as an idea in 2001 and opened on September 7 (Labor Day), 2020.
- Finance/Funding: Made possible by permission from the four property owners, funding from Woodstock's Economic Development Commission and limited private fundraising
- Maintenance Process: Pay for some of the mowing (around 2.5k/yr), supplemented by active volunteer groups. Ongoing relationship with Upper Valley Trails Alliance.
- Needs with which the Town could assist:
 - Assistance in obtaining a long term permanent easement in order to get grants for a burma near the river
 - Assistance in grant writing
 - Learning what assistance State Government can provide
 - Find more parking
 - ORT partnership with Village/Town to devel 1 acre parcel at ORT trailhead



Woodstock Area Mountain Biking Association (WAMBA)

- Management: WAMBA board, President, Matt Stout
- Acreage: 1,000+,
- Location: Aqueduct Trails, Mt. Peg Trails, Suicide Six
 - Aqueduct Trails, West Woodstock, 2214 Cox District Road; Property owner...Woodstock Aqueduct Company
 - Mt. Peg Trails, east of Rte 106, west of Hartland Hill, south of Golf Ave, Highland Ave, Lincoln Street; Property Owners...Woodstock Resort Corp, Town of Woodstock
 - Suicide Six, 247 Stage Rd, S. Pomfret; Property owner is Woodstock Resort Corp
- Description: 64 trails, 30 total miles of purpose-built single track for multi-use recreation open to the public
- History: Founded in 2016 as 501c3 non-profit chapter of Vermont Mountain Bike Association
- Finance/Funding: Membership dues, grants, private donations, fundraising events
- Maintenance Process: Two person paid trail crew and WAMBA volunteers perform regular maintenance to clear trails, fix erosion, drainage, bridges, boardwalks
- Needs with which the Town could assist:
 - Road signs to the trail heads
 - Bike lanes
 - No parking signs where needed
 - Access to Town forest for future trail building projects
 - Funding, grant applications
 - Long-term vision and strategy for multi-use trail systems and connectors and bike paths for a more pedestrian friendly community and reduced carbon emissions
 - WAMBA would help build and maintain bike paths if the town could help secure easements, rights of way, deeds, permits and funding

Faulkner Park

- Management: Faulkner Park Trust (FPT) administered by Morgan Stanley Bank
- Acreage:
- Location: Woodstock Village adjacent to Billings Park on Mountain Ave
- Description: Public park and switchback trail to the top of Mt. Tom's Southern Peak
- History: Gift of Maryanne Faulkner to the Faulkner Park Trust (FPT)
- Finance/Funding: Paid for by FPT
- Maintenance Process: FPT called upon when needed to fund and manage trail and park maintenance executed by local companies and volunteers
- Needs with which the Town could assist:



Summary Needs of the Parks

The Parks would benefit by having a person (a “Parks Superintendent”?) to:

- Be the professional liaison with the Town Park Commission (Billings Park Commission) and all other “Action Groups” and related staff
- Coordinate trail signage and kiosk maintenance
- Coordinate booking activities in the Parks (the Green, East End Park, especially)
- Negotiate the contracts for mowing, tree removal, and capital improvements
- Promptly deal with emergency tree removal (volunteers or paid professionals)
- Deal with the challenging issues that come up in the parks
- Coordinate and solicit volunteers needed at each park on a regular basis
- Troubleshoot issues (eg controlling invasives)
- Enforce policy procedures and laws pertaining to the parks
- Coordinate financing capital improvements
- Research ways to pay for the future maintenance of all parks combined
- Develop and oversee a long-term strategic Park Management Plan

October 1, 2021

MOTION FROM THE EDC

To approve the following grants to the Chamber of Commerce for Wassail Weekend:

- A grant of \$2,000 to pay for shuttle buses on Saturday, December 11 between the Village and the High School parking lots to provide remote parking and reduce congestion downtown during the Saturday of Wassail Weekend
- A grant of \$3,000 to purchase holiday lights to decorate the trees in the Village (the labor to install the lights is being donated)
- A grant of \$3,050 to pay for additional activities on Wassail Weekend to make up for the loss of other activities (e.g. the House Tour)
 - Horse and carriage rides around the Village
 - A fire pit on the Green serving S'Mores
 - 6 actors (all local, some paid, some volunteers) in period costume walking the Village and discussing Woodstock

TOWN OF WOODSTOCK

APPLICATION FOR SEWER CONNECTION/REPAIR/INCREASED DISCHARGE

Residential Application

TO: BOARD OF SEWER COMMISSIONERS OF THE TOWN OF WOODSTOCK

Application is hereby made by the undersigned pursuant to the Town of Woodstock Sewer Ordinance to:



New
Connection



Increase



Repair

Amount of g.p.d. for new connection or increase: 490

At the following location: _____ Map _____ Block _____ Lot _____

Applicant name: Charles W. Johnson Phone: _____

Street address: _____

Email address: _____

Description of work to be done:

Constructing 4 bedroom house

Number of bedrooms: 4

Applicant agrees to install low flow plumbing fixtures further, applicant agrees to be responsible for repairing or replacing any damage done to Town sewer lines, streets/roads/sidewalks and to see that said repair/connection is done in accordance with the applicable Town Sewer Regulations or as determined by the Municipal Manager. The applicant also agrees to hold the Town and Village harmless from any damage/injury caused to a third party. To pay the designated application fee to the Town at the time of the application for this permit and to advise the Superintendent of the Sewer Department in advance of construction to permit scheduling of the repair inspection

Applicant must obtain easements from all affected landowners if any part of the sewer line passes on lands of another landowner.

(See below for fee schedule)

BY SIGNING THIS APPLICATION, I UNDERSTAND THAT I ALSO NEED TO OBTAIN A POTABLE WATER SUPPLY AND WASTEWATER DISPOSAL PERMIT FROM THE STATE OF VERMONT.

Contact the State by telephone at (802) 591-0338 or by email at terry.shearer@vermont.gov

ADDITIONALLY, I UNDERSTAND THAT ONCE THE CONNECTION IS MADE, I AM REQUIRED TO SUBMIT AN "AS BUILT" DRAWING OF THE ACTUAL CONNECTION PREPARED BY THE INSTALLER TO THE TOWN OF WOODSTOCK BEFORE THE PERMIT IS ISSUED.

Date: 10/4/21

Signature: [Signature]

Owner name: [Redacted]

Street address: [Redacted]

Telephone: [Redacted]

Approved by Manager: _____

Date: _____

**This Permit is good for ONE YEAR from the date of approval.

Permit No: _____

Woodstock Sewer Connection Fee Schedule

Development Fee: 3675 (\$7.50 x g.p.d. reserve capacity)

Inspection Fee(s) if applicable: 0

Total: 3,675

Received by: NLN

Date: 10/4/21

Check #: 140

The Permit Fee will be refunded in full (without interest) if revoked, withdrawn, or not executed within ONE YEAR.

October 10th, 2021

Dear Woodstock Select Board,

I recently received a 2019 sewer bill addressed to my parents, Norman and Jeanne Merrill. The bill was for the property located at 75 Golf Avenue. Both my parents have passed away, and this property was sold back in 2017 to Alfonse Sorrentino.

When I contacted Cori Frederick at the town office, she informed me that this bill was sent in error and that I would need to write to the selectboard requesting an abatement for this bill, as clearly this bill never should have been issued.

I hope to have this matter resolved quickly and that no further bills are issued to me or my deceased parents.

Thank you for your attention to this matter. Please contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "N. Merrill II". The signature is stylized with a large, sweeping "N" and a cursive "Merrill II".

Norman W. Merrill II

Woodstock Sewer Tax Administration
Detail Transactions Report
Parcel 24.52.30-APT All Tax Years Full Detail

Parcel	Tax Year	Name						
Description	Date	Check #	Deposit #	G/L Batch#	Remit	Amount	Balance	
24.52.30-APT	2016S	DNB = DO NOT BILL SEE NOT	75 GOLF AVENUE					
Bill Appl. To Prin. Pmt 1	03/30/17		385			605.25	605.25	
Bill Appl. To Int. Pmt 1	04/18/17		386			6.05	611.30	
Adj. Appl. To Int. Pmt 1	05/17/17	notes bas				-6.05	605.25	
Rcpt. Appl. To Prin. Pmt 1	05/17/17	2253	10170.0	387	MERRILL	-454.00	151.25	
Rcpt. Appl. To Prin. Pmt 1	05/17/17	4330	10170.0	387	SORRENTINO	-151.25	0.00	
		Parcel Balance					0.00	

24.52.30-APT		2019S	MERRILL NORMAN & JEANNE	75 GOLF AVENUE		
Bill	Appl. To Prin.	Pmt 1	01/27/20	446	724.50	724.50
Bill	Appl. To Int.	Pmt 1	07/01/20	533	10.87	735.37
Bill	Appl. To Pen.	Pmt 1	07/01/20	533	57.96	793.33
Bill	Appl. To Int.	Pmt 1	08/03/20	541	10.87	804.20
Bill	Appl. To Int.	Pmt 1	08/28/20	546	10.87	815.07
Bill	Appl. To Int.	Pmt 1	09/28/20	552	10.87	825.94
Bill	Appl. To Int.	Pmt 1	10/30/20	561	10.87	836.81
Bill	Appl. To Int.	Pmt 1	12/02/20	568	10.87	847.68
Bill	Appl. To Int.	Pmt 1	01/04/21	574	10.87	858.55
Bill	Appl. To Int.	Pmt 1	02/03/21	582	10.87	869.42
Bill	Appl. To Int.	Pmt 1	03/01/21	606	10.87	880.29
Bill	Appl. To Int.	Pmt 1	03/29/21	631	10.87	891.16
Bill	Appl. To Int.	Pmt 1	04/26/21	664	10.87	902.03
Bill	Appl. To Int.	Pmt 1	05/26/21	693	10.87	912.90
Bill	Appl. To Int.	Pmt 1	06/24/21	708	10.87	923.77
Bill	Appl. To Int.	Pmt 1	07/27/21	718	10.87	934.64
Bill	Appl. To Int.	Pmt 1	08/24/21	728	10.87	945.51
Bill	Appl. To Int.	Pmt 1	09/24/21	736	10.87	956.38
Adj.	Appl. To Int.	Pmt 1	09/24/21	Mistake	-10.87	945.51
Bill	Appl. To Int.	Pmt 1	09/24/21	738	10.87	956.38

Parcel Balance						956.38

Grand Total

956.38

10/11/21

08:33 am

Woodstock Sewer Tax Administration
Detail Transactions Report
Parcel 24.51.56- All Tax Years Full Detail

Page 1
Admin Assist

Parcel	Tax Year	Name	Description	Date	Check #	Deposit #	G/L Batch#	Remit	Amount	Balance
24.51.56-	2017S	SORRENTINO ALFONSE C IIII	75 GOLF AVENUE							
Bill	Appl. To Prin. Pmt 1	01/05/18				395			666.00	666.00
Bill	Appl. To Prin. Pmt 1	01/17/18				395			-222.00	444.00
Rcpt.	Appl. To Prin. Pmt 1	03/16/18	1543		10221.0	397		KATHLEEN	-444.00	0.00
Parcel Balance										0.00
24.51.56-	2018S	SORRENTINO ALFONSE C IIII	75 GOLF AVENUE							
Bill	Appl. To Prin. Pmt 1	12/31/18				403			461.00	461.00
Rcpt.	Appl. To Prin. Pmt 1	03/14/19	1292		10291.0	407			-461.00	0.00
Parcel Balance										0.00
24.51.56-	2019S	SORRENTINO ALFONSE C IIII	75 GOLF AVENUE							
Bill	Appl. To Prin. Pmt 1	01/27/20				446			483.00	483.00
Rcpt.	Appl. To Prin. Pmt 1	03/26/20	1355		10383.0	488			-483.00	0.00
Parcel Balance										0.00
24.51.56-	FY2021S	SORRENTINO ALFONSE C IIII	75 GOLF AVENUE							
Bill	Appl. To Prin. Pmt 1	02/19/21				590			596.37	596.37
Rcpt.	Appl. To Prin. Pmt 1	04/13/21	1515		10517.0	641			-596.37	0.00
Parcel Balance										0.00
Grand Total										0.00

**Town of Woodstock
Select Board
October 5, 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, Bill Corson, Wayland Lord, Jennie Auster, Ernesto Fernandez, Patrick Fultz, Jill Davies, Fire Chief David Green, Paul Jensen, Elijah Lemieux, Kevin Geiger, Neal Leitner

A. Call to order

1. Chair Riley called the Select Board meeting of October 5, 2021, to order at 10:00 am.

B. Meeting protocols

1. Chair Riley discussed meeting protocols.

C. Additions to & deletions from posted agenda – none

D. Citizens comments

1. Mr. Corson stated that he has been doing research on the parks in Woodstock and their needs. He is putting something together for the Trustees and Select Board to review this month.

E. Manager's report – nothing to report

F. New business

1. Bylaw Modernization Grant Application

- a. Mr. Geiger stated that Woodstock is one of seven towns to go into this consortium application for this grant.

Motion: by Mr. Bourgeois to adopt the resolution for the FY22 Municipal Resolution for Bylaw Modernization.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

2. Discussion of Engineering Study for the Main Wastewater Treatment Plant

- a. Ms. Auster stated that this is needed to put Woodstock in the queue for potential funding. The estimated fee is \$105,000 pending VTDEC approval. The Town would pay 50% of the engineering fee of \$52,500. The rest would be forgiven. The study could be completed in February if started now. There is no timeline to meet after the study is completed. They can adjust the schedule based on what funding is available. They can use ARPA funding for wastewater studies.
- b. Mr. Lemieux stated that this study would be beneficial for capital planning. It is helpful to what they have and the conditions and future needs.
- c. Mr. Lord stated that it is smart to move on this now.

Motion: by Mr. Bourgeois to approve Hoyle Tanner to proceed with the Main Wastewater Treatment Facility Engineering Study.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

3. Award of the Pollution Control Grant

- a. Ms. Auster stated that the grant is for \$976,208. It will go towards the South Woodstock upgrade project.

4. Updated project costs for the South Woodstock Wastewater Treatment Plant project

- a. Ms. Auster stated that the total project cost is \$4,199,368. The bond amount was \$2.8 million. There is \$208,660 left unaccounted for. They have completed the bid phase. The project can begin construction this spring. The worst case scenario is that they may have to rebid the project. She should have an answer by the next meeting.

G. Other business – none

H. Executive session to discuss litigation

Motion: by Mr. Swanson to enter executive session at 10:40 am.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

Executive session ended at 10:47 am.

I. Approval of minutes

1. 9/21/21 minutes

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

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

J. Adjournment

Motion: by Mr. Doten to adjourn the meeting at 10:51 am.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

Respectfully submitted,

Nikki Nourse