

**Town of Woodstock
Select Board
October 5, 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**
- F. New business**
 - 1. Bylaw Modernization Grant Application**
 - 2. Discussion of Engineering Study for the Main Wastewater Treatment Plant**
 - 3. Award of the Pollution Control Grant**
 - 4. Updated project costs for the South Woodstock Wastewater Treatment Plant project**
- G. Other business**
- H. Executive session to discuss litigation**
- I. Approval of minutes**
 - 1. 9/21/21 minutes**
- J. Adjournment**

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

The link to join us by Zoom is:

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

or from zoom.us 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

FY2022 Bylaw Modernization Grant

TRORC Consortium Application

Towns of Randolph, Rochester, Strafford, Hartford, Bethel, Woodstock, and Thetford

Program Description:

https://accd.vermont.gov/sites/accdnew/files/documents/CD/CPR/BMG/VT_DHCD_BylawModernizationGrants_FY22_ProgramDescription.pdf.

In fiscal year 2022 (July 1, 2021– June 30, 2022), the Vermont Department of Housing and Community Development (DHCD) has \$500,000 to grant to municipalities for land use, development, and zoning bylaw updates in support of a pedestrian-oriented development pattern that increase housing choice and affordability within smart growth areas and in accordance with Vermont’s smart growth principles (24 V.S.A. §2791). This funding is intended to help communities confront the State’s housing shortage and ready areas for new housing investments

Grant Timeline

Bylaw Modernization Grant projects must be completed within 24 months. The grant term will be February 1, 2022 – January 31, 2024. No time extensions will be granted.

- ♣ October 1, 2021: application posted on the program’s page
- ♣ September 30, 2021: deadline for RPC confirmation of municipal planning process
- ♣ **November 15, 2021: application deadline, 6 p.m.**
- ♣ January 2022: award decisions
- ♣ February 1, 2023: mid-project report due
- ♣ January 31, 2024: project completion and all funds spent
- ♣ February 29, 2024: final report and products submitted

With 7 towns, a maximum of \$60,000 can be applied for. There is a 10% match, so an additional \$6,000 in cash match will be provided by TRORC. **However**, if all municipalities adopt their bylaw changes before the end of the grant period, the match will be forgiven.

TRORC will be encouraging communities to utilize Interim Bylaws to save on time. Read more about them here: <https://legislature.vermont.gov/statutes/section/24/117/04415>.

All grant funded projects MUST: (explanations by TRORC after discussions with ACCD)

- Increase housing choice, affordability, and opportunity in smart growth areas.
 - This one is obvious.
- Consult Vermont Housing Finance Agency’s community housing profile and housing-ready toolbox.
 - This one is obvious and will give us data.
- Consult the Enabling Better Places: A Zoning Guide for Vermont Neighborhoods.

- Will do so throughout the project. TRORC was involved in the development of this document and its many approaches. This is not a requirement that every recommendation in this guide be adopted.
- Consult the Neighborhood Development Area designation checklists as a model for pedestrian-oriented smart growth neighborhoods, as appropriate.
 - Will do so throughout the project. NDAs are only viable in a limited number of areas, and your downtown or village designation may already cover much of these. The checklist helps to ensure that several aspects of zoning are covered.
- Comply with State & Federal Fair Housing Law, including the fair housing provisions of Vermont's Planning & Development Act.
 - All zoning must, anyway.
- Implement the municipal plan's housing chapter unless the chapter itself needs updating.
 - We will review everyone's housing chapter, and we can suggest improvements to each municipalities housing chapter if it needs it. This grant will not cover any protracted plan work, and the use of Interim Bylaw adoption procedures should get us past any plan deficiencies should they arise.
- Based on the best available information and as appropriate, identify municipal water supply and wastewater disposal capacity and system constraints, and map the service areas.
 - Importantly, we would only use the best *available* information. We would not do new mapping or any gathering of data not already available. This information will feed into any density increases based on water / wastewater supply constraints.
- Avoid development of and minimize impact to important natural resources.
 - Basically, states that we will not look to increase on a district-scale housing into areas with obvious constraints – wetlands, slope, habitat, etc.
- Increase allowed lot/building/dwelling unit density by adopting dimensional, use, parking, and other standards that allow compact neighborhood form and support walkable lot and unit density, which may be achieved with a standard allowing at least four per acre or allowing obtention of a State and/or municipal water & wastewater permit to determine allowable density.
 - This will be on a case by case basis. Some sewer system capacities will not allow this in some communities, however where sewer and water are sufficient then zoning will need to use this capacity.
- Increase allowed housing types and uses, which may include duplexes to the same extent as single-family homes.
 - Most towns already do this, but we will make sure. Likely changes are to where duplexes and multifamily units are allowed.
- Reduce nonconformities by making the allowed standards principally conform to the existing settlement (lots, buildings, and uses) within designated centers.
 - New zoning rules should not create non-conforming properties, and should decrease nonconformities in more dense areas by matching lot sizes and setbacks closer to what is existing.
- Include street standards that implement the complete streets principles as described in 19 V.S.A. §309d and that are oriented to pedestrians.

- ‘Complete streets’ is a more of a concept and a process than a standard. It mostly does not apply in more rural areas and will be written in where feasible.
- Include parking waiver provisions.
 - We will explore this through each individual town. Typically, we will look to require only one space per unit, and shared parking when possible.
- Avoid new development in flood hazard areas, undeveloped floodplains, and river corridor areas, unless lawfully allowed for infill development or as acceptable in §§29-201 of the Vermont Flood Hazard Area and River Corridor Rule.
 - Most towns already limit development in FEMA-mapped floodplains, and increasing housing in these areas is not smart. For river corridor areas (which can be seen on the ARN Atlas), these may have a current map extent beyond the FEMA areas. However, using the Rule mentioned above, most areas with much development can be remapped as outside the river corridor, essentially redrawing the maps around already existing development areas. We would not propose new housing development in areas that are not developed and in the flood plain, flood hazard areas, and river corridor areas.

More questions? Please reach out to Kevin Geiger at kgeiger@trorc.org or Tory Littlefield at vlittlefield@trorc.org.

FY22 Municipal Resolution for Bylaw Modernization

WHEREAS, the Municipality of _____ is applying for funding as provided for in the FY22 Budget Act 74 and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds in accordance with the program’s requirements;
2. That the Municipal Planning Commission recommends applying for said Grant;

(Name of Planning Commission Chair)

(Signature)

3. That (Name) _____ Title _____

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Bylaw Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

4. If the grant application is successful, and funds are awarded, the following individual will be the signatory on behalf of the municipality:

Name: _____

Title: _____

Email: _____

Phone: _____

Note: The signatory must either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

Passed this _____ day of _____, _____.

- Check the box if the municipality authorizes its regional planning commission to serve as the ‘agent’ for the applicant municipality, or multi-town applicant municipalities, by assisting with the preparation of the application, supporting grant administration, and being exempt from competitive selection if serving as project consultant.
5. That the Municipal Legislative Body recommends applying for said Grant.

(Legislative Body Chair)

(Signature)

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be issued on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g. Selectboard), and the name and title of the Grant Administrator and Municipal signatory.
- B. Following formal adoption, the Chair of the Planning Commission and Legislative Body must sign upon endorsement by vote of the Planning Commission and Legislative Body.
- C. This form must be submitted with the grant application.

CONSORTIUM APPLICATIONS: For a multi-town application, each municipality must complete a separate Resolution form. All municipalities in a consortium must designate the same Grant Administrator, and signatory from the primary grant municipality.

**Town of Woodstock
Main Wastewater Treatment Facility Preliminary Engineering Study (Step I)
Scope of Services**

INTRODUCTION

The Town of Woodstock owns and operates the Woodstock Main WWTF which has a permitted capacity of 0.450 million gallons per day (MGD). The facility consists of two aeration basins and two secondary clarifiers, followed by chlorine disinfection and de-chlorination prior to discharge to the Ottauquechee River. A 20-year Engineering Evaluation of the facility, including the collection system, was completed in 2005.

The following is a history of the facility as stated in the 2005 20-Year Engineering Evaluation and Report:

- 1968: Original Facility Constructed
- 1982: Secondary clarifiers, stormwater pump station, process building addition
- 1988: Sludge storage tank
- 1998: Sludge storage tank #2 and separate blower building

This preliminary engineering study will assess the existing facility to identify needs, develop alternatives to address the needs, and select a recommended alternative.

SCOPE OF SERVICES

Professional engineering consultant services are to be performed by the ENGINEER as follows.

I. Preliminary Engineering Study (Step I)

A. Review Existing Information

Existing information will be gathered and reviewed for use in the preliminary engineering study of the Woodstock Main WWTF. Existing information to be gathered and reviewed may include the following:

- Monthly operations reports (3 years of historical data)
- NPDES Discharge Permit No. 3-1228
- Operation and maintenance manuals
- As-Built drawings
- Current Basis for Final Design
- Current operating budget
- Planned future development and sewer connections

The goal of this task will be to facilitate identification and discussion of potential solutions to be evaluated using an alternatives analysis process. Existing studies, existing conditions plans, available drawings, and field measurements will be gathered and reviewed.

B. Establish Design Criteria

The current NPDES discharge permit for the Woodstock Main WWTF is for 450,000 gallons per day. The Town will not seek to investigate increasing permitted flows as part of this study. Three years of monthly operation reports will be reviewed to determine current influent loading and flows for the treatment process and disposal.

The Town will provide information on future development and additional sewer connections planned for the collection system. This information will be used to develop 20 year design flow and loadings.

The influent and effluent design criteria identified will be used to develop alternatives.

C. Existing WWTF Condition Assessment

An evaluation of each of the individual unit processes included in the scope will be performed to determine the adequacies and deficiencies of each process component relative to the design standards “Recommended Standards for Wastewater Facilities” (2004 Edition) and “TR-16, Guides for the Design of Wastewater Treatment Works” (2016 Edition).

An inventory will be prepared for the existing equipment to document the type, model, age, condition (poor, fair, good) and operability.

Existing process components to be assessed include:

- Influent structure
- Grit removal system
- Influent Pumping
- Biological Process including aeration tanks, diffusers, and blowers
- Secondary Clarification and RAS/WAS Pumping
- Disinfection including chlorine contact tank, chemical feed and storage for chlorination and de-chlorination
- Effluent Flow Metering
- Aerated Sludge Storage including tanks and blowers
- Lime stabilization process
- Stormwater pump station
- Electrical including standby power
- Site including ice and flood berm, fencing, sidewalks and driveways, lighting
- Buildings

D. Alternatives Development and Analysis

Using the established design criteria, a comprehensive development of alternatives and evaluation will be performed for each project element. Information will be forwarded to equipment suppliers and other vendors requesting proposals to include equipment and/or installation costs. The following information will be developed to perform a technical and economic comparison of these alternatives:

- Narrative description
- Preliminary design criteria
- Advantages and disadvantages

- Environmental impacts
- Land requirements
- Construction problems
- Preliminary opinions of cost to include life-cycle costs, project O&M costs, present worth, and cost effectiveness.

The economic comparison will include a present worth analysis of the alternatives. This evaluation of alternatives may include a “no action” alternative.

E. Proposed Project

From the selected alternatives identified, a proposed project will be defined, and a narrative description of the improvements will be developed. Preliminary design criteria and layouts for the recommended upgrades from previous sections will be referenced.

An updated site plan and process schematic indicating the new treatment components and reuse of any existing structures will be prepared.

An initial hydraulic profile will be developed for the liquid stream.

Project phasing will be defined in the form of a Sequence of Work so that the existing facilities can remain operational. Constructability issues and problems will be identified.

Based on the preliminary design, estimated construction costs for each of the treatment component upgrades will be compiled and projected for a construction start date of April 2023.

The total project cost will be developed and will include construction, construction contingency, engineering, and other related project costs.

Available funding sources will be identified for the project. Options include the State of Vermont Clean Water State Revolving Fund (CWSRF) loan program. The Town will qualify for the 50% loan subsidy for the engineering. The balance of the project funding would be provided as a loan at an interest rate of 2% and 20-year term.

Contacts will be made with local and State agencies to identify the list of permits/approvals required.

F. Report

A report summarizing the results of the preliminary engineering study will be prepared to incorporate the following information. This report will follow the State Water Investment Division WID format.

- Project Planning
- Existing Facilities
- Project Need
- Alternatives Evaluated
- Selection of Alternatives
- Proposed Project
- Conclusions and Recommendations

Electronic copies of the 90% report will be submitted to the Town for review. Once the review comments are received and addressed, two (2) copies and an electronic 'PDF' version of the final report will be provided for distribution.

G. Review Meetings

Hoyle Tanner will prepare for and conduct 30%, 60%, and 90% review meetings with representatives of the Town and Vermont DEC Water Investment Division during the preparation of the preliminary engineering study. The purpose of these meetings is to maintain involvement of all parties in the preparation of the study by reviewing the information as it is developed.

III. Additional Services

In addition to the foregoing being performed, the following services shall be provided only when mutually agreed upon in writing by and between the OWNER and the ENGINEER's compensation and time duration of the Agreement. Additional Services will commence when incorporated into this scope of services by written Amendment signed by both parties. Examples of Additional Services available are:

- A. Development of additional treatment process alternatives
- B. Environmental Report
- C. Soil Borings or Geotechnical Study
- D. Hydrogeological Study
- E. Basis for Final Design
- F. Archeological Resource Assessment
- G. Survey
- H. Final design (Step II) services
- I. Bond vote or other funding assistance
- J. Grant application assistance
- K. Other additional services not identified herein, but which may become necessary at a later date.

IV. Owner Responsibilities

Your responsibilities under this agreement shall include:

1. Provide all available information as to the project requirements.
2. Provide access to the site(s).
3. Designate a contact person who can act with the Owner's authority regarding this project.
4. Complete careful, timely Deliverables reviews and provide comments during Deliverable meetings.
5. Attend critical meetings with the State and funding agencies if needed.

**Town of Woodstock
Select Board
September 21, 2021
6:00 pm
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Mary Riley, Ray Bourgeois, John Doten, Keri Cole, Joe Swanson, William Kerbin, Nikki Nourse, Jill Davies, Tim McCarthy, Elijah Lemieux, Karim Houry, Bill Corson, Tess Hunter, Beth Finlayson

A. Call to order

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

B. Meeting protocols

1. Chair Riley reviewed the rules of the meeting.

C. Interview for Listers

1. Tim McCarthy

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

D. Additions to and deletions from the posted agenda

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

E. Citizens comments - none

F. Manager's report

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

2. Financial report

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

G. New business

1. Bid consideration

a. Welcome Center cleaning bid

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

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

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

b. Town Hall cleaning bid

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

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

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

2. Capital Improvement Plan consultant proposal

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

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

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

3. Joint meeting discussion

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

4. Budget process overview

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

5. Set date for Town Hall Rejuvenation public information meeting

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

H. Other business – none

I. Approval of minutes

1. 9/7/21 minutes

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

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

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

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

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

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

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

J. Adjournment

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

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*