

Town of Woodstock  
Select Board Meeting  
January 18, 2022  
6:00 pm  
Meeting  
Town Hall & Zoom  
Agenda

- A. Call to order
- B. Meeting protocols
- C. EDC Interview – Marion Abrams
- D. Additions to and deletions from the posted agenda
- E. Citizens comments
- F. Manager's report
- G. Overweight truck permits
  - 1. Able Waste Management Inc
  - 2. Newport Sand & Gravel Co Inc – Carroll Concrete Co VT Inc
- H. Old business
  - 1. South Woodstock Wastewater Plant bond discussion
  - 2. Town Report cover
  - 3. Appointment for Planning Commission
- I. New business
  - 1. Budget discussion
  - 2. Petition requirement discussion
  - 3. Investment Advisory Committee Report
  - 4. Town Mask Mandate
  - 5. Language for 1% Local Option Sales & Use Tax article
  - 6. Schedule Special Meeting to sign Warning
- J. Board of Sewer Commissioners
  - 1. Set Sewer Rate
- K. Other business
- L. Approval of minutes

1. 1/4/22 minutes
2. 1/6/22 minutes
3. 1/11/22 minutes

M. 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](https://zoom.us) you can enter these details to join the meeting

Meeting ID: 847-8240-6503

Password: 247624

You can also download the Zoom app on your smartphone

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

Phone number: 646 558 8656

Meeting ID: 847-8240-6503

Password: 247624

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

Name: Marion Abrams  
Physical address: 8 Border Lane Mailing address: same  
Woodstock, VT. 05091  
Telephone: 802-233-5315 Email: marion@madmotion.com

Board/Commission/Committee you are applying for: EDC

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

- Attend at least 1 meeting of the relevant board/commission/committee before their interview
- Complete this application and return it to Nikki Nourse at [nnourse@townofwoodstock.org](mailto:nnourse@townofwoodstock.org)

All members appointed will be asked to:

- Attend 80% of regularly scheduled meetings (unless there are extenuating circumstances)
- Follow the Open Meeting Law requirements
- Prepare for meetings by reviewing all appropriate material before each meeting
- Follow the Woodstock Conflict of Interest Policy which can be found at <http://townofwoodstock.org/wp-content/uploads/2019/02/Conflict-of-Interest-Policy-2017.pdf>
- Contribute to work requested outside of the regular meetings if necessary
- Abide by the rules and responsibilities of each board
- Advise the board chair, the Town Manager, Select Board and/or Trustees immediately of their resignation

**Reasons for request appointment**

Summarize the reasons that you are requesting appointment: I moved to Woodstock from Pittsfield,  
Vermont where I lived for more than 20 years. I believe in the power of local government and in our responsibility to contribute to  
making it run. I hope to help Woodstock continue to grow a vibrant economy creating opportunities for virtual and traditional workforces  
that sits on a solid foundation of community.

**Special Skills or Qualifications**

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: I have worked professionally  
in film, podcasting, communications and marketing for over 30 years. I am a community oriented creative problem solver  
and bring marketing, communications, and film, photography, and podcasting skills.

### Previous Volunteer Experience

Summarize your previous volunteer experience: In Pittsfield re-opened the all  
volunteer library and chaired the board for 10 years making the library into a multi generational hub for the community, brought  
EC Fiber border to border to Pittsfield through grants, community organizing and advocacy,  
and here in Woodstock co-created a monthly meet-up for creatives in business in Woodstock and the Upper Valley.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

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

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

### Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.



01/13/22

## WOODSTOCK TOWN General Ledger

Page 1 of 3

03:17 pm Current Yr Pd: 7 - Budget Status Report Staff Accountant.TOWNACCTPC2015  
TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
TAX REVENUE- ALL	5,498,394.00	5,293,993.93	96.28%
RENTAL INCOME	13,000.00	8,050.00	61.92%
FEES & PERMITS	19,500.00	1,465.00	7.51%
TOWN CLERK FEES	74,050.00	50,040.50	67.58%
FRONT OFFICE FEES	100.00	0.00	0.00%
PLANNING & ZONING	14,000.00	7,020.55	50.15%
INTEREST INCOME	18,000.00	4,053.00	22.52%
AMBULANCE & FIRE DEPT	915,000.00	600,155.27	65.59%
MISCELLANEOUS	522,230.00	287,225.37	55.00%
GRANT REVENUE	0.00	345,404.18	100.00%
MANDATORY DRAWBACK	-370,000.00	-270,276.44	73.05%
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%
<b>Total Revenues</b>	<b>6,725,069.00</b>	<b>6,327,131.36</b>	<b>94.08%</b>
GRANTS/CONTRIB-TRUST FUND	1,500.00	0.00	0.00%
GRANTS/CONTRIB-GENL FUND	299,413.00	194,628.00	65.00%
CULTURE & RECREATION	450,558.00	170,777.76	37.90%
HEALTH OFFICER	7,440.00	3,588.63	48.23%
GOVERNMENT BUILDINGS	110,758.00	81,883.02	73.93%
SELECT BOARD	81,450.00	22,227.44	27.29%
EXECUTIVE	122,160.00	64,986.06	53.20%
OFFICE ADMINISTRATION	43,600.00	19,745.09	45.29%
AUDITING	15,000.00	24,843.74	165.62%
TREASURER	13,000.00	6,555.52	50.43%
ACCOUNTING	125,600.00	59,091.69	47.05%
TAX LISTING	131,114.00	65,372.36	49.86%
TAX COLLECTING	0.00	0.00	0.00%
CAPITAL RESERVE	53,500.00	53,500.00	100.00%
HIGHWAY DEPARTMENT			
TRAFFIC CONTROL	7,000.00	3,851.89	55.03%
HIGHWAY CONST&MAINT	1,288,225.00	559,914.06	43.46%
C&M-BRIDGES&STORMDRAINS	83,000.00	12,848.57	15.48%
HIGHWAY EQUIPMENT	269,257.67	147,588.18	54.81%
SIDEWALK MAINTENANCE	90,000.00	6,753.94	7.50%
STREET LIGHTS	40,000.00	22,218.66	55.55%
PARKS	10,250.00	11,882.94	115.93%
PUBLIC WORKS BUILDINGS	120,205.00	9,935.67	8.27%
CAPITAL RESERVE	67,000.00	67,000.00	100.00%
<b>Total HIGHWAY DEPARTMENT</b>	<b>1,974,937.67</b>	<b>841,993.91</b>	<b>42.63%</b>
AMBULANCE DEPARTMENT			
AMBULANCE OPERATIONS	1,101,185.00	489,680.85	44.47%
AMBULANCE VEHICLE	16,400.00	7,625.62	46.50%
AMBULANCE TRAINING	16,150.00	4,778.54	29.59%

01/13/22

## WOODSTOCK TOWN General Ledger

Page 2 of 3

03:17 pm Current Yr Pd: 7 - Budget Status Report Staff Accountant.TOWNACCTPC2015  
TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
AMBULANCE COMMUNICATIONS	9,600.00	3,132.13	32.63%
CAPITAL RESERVE	78,500.00	87,475.23	111.43%
<b>Total AMBULANCE DEPARTMENT</b>	<b>1,221,835.00</b>	<b>592,692.37</b>	<b>48.51%</b>
<b>FIRE DEPARTMENT</b>			
FIREFIGHTING	161,650.00	60,874.53	37.66%
FIRE COMMUNICATIONS	7,250.00	2,704.11	37.30%
FIRE TRUCK & EQUIPMENT	87,650.00	22,490.70	25.66%
FIREFIGHTING EQUIPMENT	13,700.00	12,236.22	89.32%
WOODSTOCK STATION #2	9,350.00	7,502.44	80.24%
EMERGENCY SERVICES BLDG	150,624.00	2,388,508.16	1,585.74%
CAPITAL RESERVE	50,000.00	51,495.88	102.99%
<b>Total FIRE DEPARTMENT</b>	<b>480,224.00</b>	<b>2,545,812.04</b>	<b>530.13%</b>
<b>COMMUNICATIONS</b>			
DISPATCH SERVICES	360,550.00	188,914.35	52.40%
CAPITAL RESERVE	15,100.00	12,100.00	80.13%
<b>Total COMMUNICATIONS</b>	<b>375,650.00</b>	<b>201,014.35</b>	<b>53.51%</b>
<b>TOWN CLERK</b>			
BOARD OF CIVIL AUTHORITY	3,500.00	0.00	0.00%
TOWN CLERK	180,168.00	83,307.10	46.24%
CAPITAL RESERVE	3,500.00	3,500.00	100.00%
<b>Total TOWN CLERK</b>	<b>187,168.00</b>	<b>86,807.10</b>	<b>46.38%</b>
<b>BOARDS &amp; AGENCIES</b>			
PLANNING & ZONING	108,595.00	50,458.50	46.46%
CAPITAL RESERVE	1,000.00	1,000.00	100.00%
<b>Total BOARDS &amp; AGENCIES</b>	<b>109,595.00</b>	<b>51,458.50</b>	<b>46.95%</b>
<b>TOWN CONSTABLE</b>			
MAINTAINING CEMETERIES	10,600.00	3,061.67	28.88%
WELCOME CENTER	18,500.00	18,920.00	102.27%
LITTLE THEATER	72,201.00	31,840.06	44.10%
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	92,234.21	19.21%
CAPITAL RESERVE SB	50,000.00	50,000.00	100.00%
CAPITAL RESERVE SPENDING	19,294.81	193,492.23	1,002.82%
LOSS REPAIR EXPENSE	0.00	0.00	0.00%
LITTLE THEATER REPAIR	0.00	0.00	0.00%
IRENE RECOVERY EXPENSE	58,346.00	5,035.47	8.63%
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%

01/13/22

## WOODSTOCK TOWN General Ledger

Page 3 of 3

03:17 pm Current Yr Pd: 7 - 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%
<b>Total Appropriations</b>	<b>6,557,222.48</b>	<b>5,537,277.58</b>	<b>84.45%</b>
<b>Total TOWN GENERAL FUND</b>	<b>167,846.52</b>	<b>789,853.78</b>	
<b>Total All Funds</b>	<b>167,846.52</b>	<b>789,853.78</b>	

Fee paid 1/10/22  
check 20810  
COI Received

# WOODSTOCK

## Vermont Agency of Transportation Department of Motor Vehicles Uniform Municipal Excess Weight Permit FLEET

RECEIVED  
JAN 10 2022

BY: .....

Approval is hereby given for the granting of a fleet permit under the provisions of VSA Title 23, Sec. 1400a, and any amendments thereto, covering the operations of motor vehicles over local highways and bridges with gross loads as follows:

Owner: Arthur Lunds  
Address: A.B.L.E. WASTE MANAGEMENT, INC.  
1515 LYNDHILL ROAD  
PLYMOUTH, VT 05666

Contact: Arthur Lunds Phone# 802-672-3509

Email: abiewastemanagement@gmail.com

Type(s) OF Vehicle(s)	# OF Axles	Product Carried	Max. Weight Requested	Max. Weight Approved
<u>Ford L-Series</u>	<u>2</u>	<u>Construction debris</u>	<u>40,000</u>	
<u>Kenworth</u>	<u>2</u>	<u>Construction debris</u>	<u>45,000</u>	

Approved for the following highways (list may be attached): \_\_\_\_\_

The following restrictions apply (list may be attached): \_\_\_\_\_

This approval shall be effective for no more than a one period ending March, 31, 2023. This approval covers all vehicles bearing the company name. If permit is to cover unmarked company trucks, please attach a list to this form giving year and make of truck, VIN#, maximum weight and registration #.

The holder of a permit shall be liable for any damage to highways or bridges per VSA Title 23, Sec 1400a (c) and is required to furnish the municipality a valid Certificate of Insurance in the following amounts: a minimum of \$100,000/\$300,000 Personal Injury Liability Coverage and \$100,000 Property Damage Coverage.

Approved: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
(Duly authorized agent)

Paid 1/12/22  
check 213704  
COI Received

Town of Woodstock  
(MUNICIPALITY)

RECEIVED  
JAN 12 2022

BY: .....

Vermont Agency of Transportation  
Department of Motor Vehicles  
Uniform Municipal Excess Weight Permit  
**FLEET**

Approval is hereby given for the granting of a fleet permit under provision of VSA Title 23, Sec 1400A, and any amendments thereto, covering the operations of motor vehicles over local highways and bridges with gross loads as follows:

Owner: Newport Sand & Gravel Co., Inc. / Carroll Concrete Co., Inc.  
Address: 8 Reeds Mill Road, PO Box 1000, Newport, NH 03773-1000  
Contact: Linda O'Connor Phone: 603-863-1000 Email: ap@carrollconcrete.us

<u>Type(s) of Vehicle(s)</u>	<u># of Axles</u>	<u>Product Carried</u>	<u>Max Weight Requested</u>	<u>Max Weight Approved</u>
<u>TK</u>	<u>3</u>	<u>A</u>	<u>60,000</u>	_____
<u>TK</u>	<u>4</u>	<u>A</u>	<u>69,000</u>	_____
<u>TT</u>	<u>5</u>	<u>A</u>	<u>80,000</u>	_____
<u>TT</u>	<u>6</u>	<u>A</u>	<u>99,000</u>	_____

Approved for the following highways (list may be attached) \_\_\_\_\_

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

The following restrictions apply (list may be attached) \_\_\_\_\_

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

This approval shall be effective for no more than a one year period ending March 31, 2023. The approval covers all vehicles bearing the company name. If permit is to cover unmarked company trucks, please attach a list to this form giving year and make of truck, VIN #, maximum weight and registration #.

The holder of a permit shall be liable for any damage to highways or bridges per VSA Title 23, sec 1400A (c) and is required to furnish the municipality a valid Certificate of Insurance in the following amounts: a minimum of \$100,000/\$300,000 Personal Liability Coverage and \$100,000 Property Damage Coverage.

Approved: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Duly authorized agent)

Note: Effective July 1, 1994, a Vermont State permit is not required to operate on local highways and bridges.



## Sewer Consumption Detailed Page

1/10/2022

Usage by Cubic Feet                      8,238,440  
 Usage per 100cf                         82,384.40  
 Sewer Operating Budget FY21     \$            986,098

**Sewer Rate per 100cf            \$            11.97**

Fee Type	Cubic Feet	Fee
Single Person	5,000	\$            598.47
Two Person	7,500	\$            897.71
Family	10,000	\$            1,196.95
Metered Rate	metered	\$.1197 X metered reading

**Due Date                      Friday, April 1, 2022**

	Usage (cf)	# Users		Correct Rate	Actual Users
Single	635000	127	\$            598.47	\$76,006.13	127
2-Person	637,500	85	\$            897.71	\$76,305.36	85
Family	380000	38	\$            1,196.95	\$45,483.98	38
Metered	6585940	65859.4	\$            11.97	\$788,302.03	653
	<u>8238440</u>			<u>\$986,097.50</u>	<u>903</u>

## RATE COMPARISON

FY20 to FY21

	FY22	FY21	Difference	Difference %
Usage by Cubic Feet	8,238,440	8,403,125	(164,685)	-2.00%
Usage per 100cf	82,384.40	84,031.25	(1,647)	-2.00%
Sewer Operating Budget     \$	986,098	\$            1,002,275	\$            (16,178)	-1.64%

<b>Sewer Rate per 100cf</b>	<b>\$            11.97</b>	<b>\$            11.92</b>	<b>\$            0.05</b>	<b>0.41%</b>
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Fee Type	Cubic Feet	FY22 FEE	FY21 FEE	Difference
Single Person	5,000	\$            598.47	\$            596.37	\$            2.10
Two Person	7,500	\$            897.71	\$            894.56	\$            3.15
Family	10,000	\$            1,196.95	\$            1,192.74	\$            4.21
Metered Rate	metered	\$.1197 X metered reading	\$.1193 X metered reading	
<b>Due Date</b>	Friday, April 1, 2022			-1.64%

## Sewer Consumption Detailed Page

1/10/2022

Usage by Cubic Feet	8,238,440
Usage per 100cf	82,384.40
Sewer Operating Budget FY21	\$ 1,082,398

<b>Sewer Rate per 100cf</b>	<b>\$ 13.14</b>
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Fee Type	Cubic Feet	Fee
Single Person	5,000	\$ 656.92
Two Person	7,500	\$ 985.38
Family	10,000	\$ 1,313.84
Metered Rate	metered	\$.1314 X metered reading

<b>Due Date</b>	<b>Friday, April 1, 2022</b>
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	Usage (cf)	# Users		Correct Rate	Actual Users
Single	635000	127	\$ 656.92	\$83,428.71	127
2-Person	637,500	85	\$ 985.38	\$83,757.17	85
Family	380000	38	\$ 1,313.84	\$49,925.84	38
Metered	6585940	65859.4	\$ 13.14	\$865,285.78	653
	8238440			\$1,082,397.50	903

## RATE COMPARISON

FY20 to FY21

	FY22	FY21	Difference	Difference %
Usage by Cubic Feet	8,238,440	8,403,125	(164,685)	-2.00%
Usage per 100cf	82,384.40	84,031.25	(1,647)	-2.00%
Sewer Operating Budget	\$ 1,082,398	\$ 1,002,275	\$ 80,123	7.40%

<b>Sewer Rate per 100cf</b>	<b>\$</b>	<b>13.14</b>	<b>\$</b>	<b>11.92</b>	<b>\$</b>	<b>1.22</b>	<b>9.27%</b>
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Fee Type	Cubic Feet	FY22 FEE	FY21 FEE	Difference
Single Person	5,000	\$ 656.92	\$ 596.37	\$ 60.55
Two Person	7,500	\$ 985.38	\$ 894.56	\$ 90.82
Family	10,000	\$ 1,313.84	\$ 1,192.74	\$ 121.10
Metered Rate	metered	\$.1314 X metered reading	\$.1193 X metered reading	
<b>Due Date</b>	Friday, April 1, 2022			7.40%

With Bond

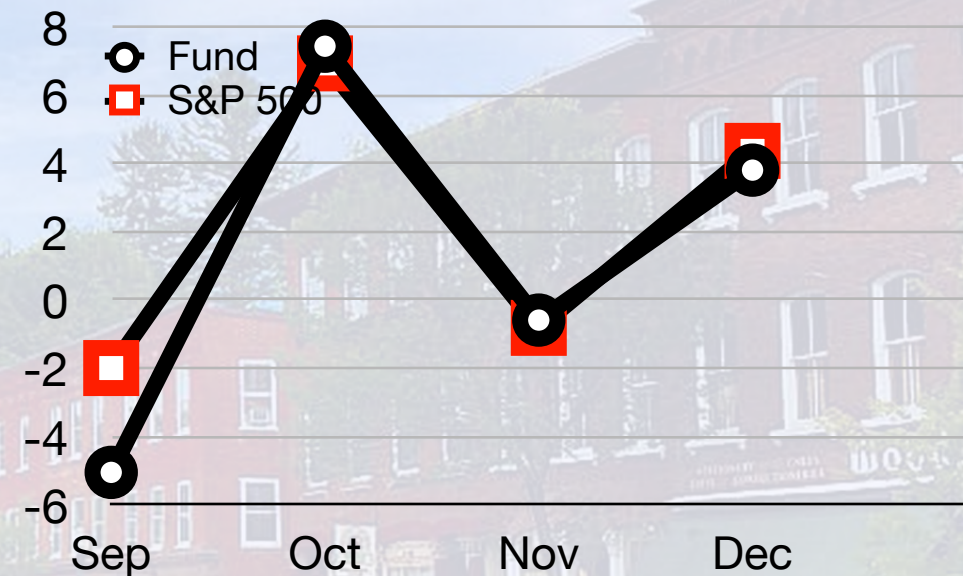


# Woodstock Rockefeller Endowment Fund

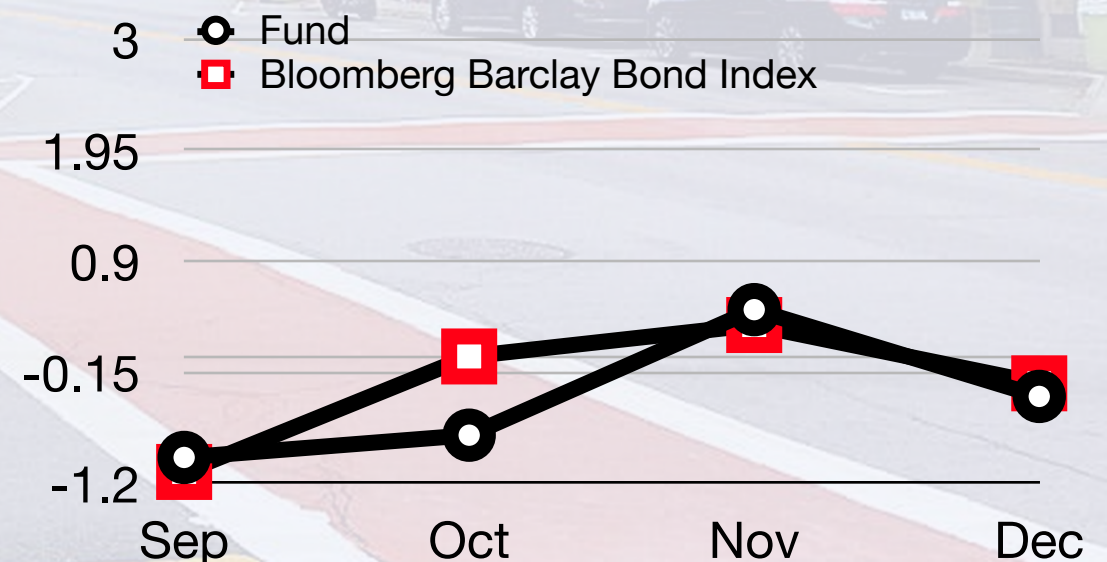
Status Report Ending December 31st, 2021

- Fund total includes \$110,941 allocated to the VCLF
- Asset portion of the fund is allocated at 60% equities, and 40% bonds
- Asset allocations were rebalanced in July 2021
- Equities have outperformed S&P 500 for 2 of the past 4 months
- Bonds have outperformed Bloomberg Index for 2 of the past 4 months
- Fund total value as of December 31, 2021: \$2,176,964 (change of +2.9% since August 31, 2021)
- Fund continues to demonstrate stable growth in line with market trends

Equities % Change  
08/2021-12/2022



Bond % Change 08/2021-12/2022



Town of Woodstock  
Select Board Meeting  
January 4, 2022  
10:00 am  
Town Hall & Zoom  
Minutes

Draft minutes are subject to approval.

**Present:** Chair Mary Riley, Ray Bourgeois, John Doten, Keri Cole, Joe Swanson, William Kerbin, Nikki Nourse, Tom Ayres, Seton McIlroy, Roger Logan, Jill Davies, Clayton Gillettee, Jon Spector, Devon Kurtz, Lisa Lawlor, Alita Wilson

**A. Call to order**

1. Chair Riley called the Select Board meeting of January 4, 2022, to order at 10:00 am.

**B. Meeting protocols**

1. Chair Riley went over meeting protocols.

**C. Additions to & deletions from posted agenda – none**

**D. Citizens comments – none**

**E. Manager's report**

1. Mr. Kerbin stated that the Chairs of both the Select Board and Trustees as well as the Vice Chairs of both Boards met with Charlie Kimbell and Allison Clarkson yesterday to discuss how the funding process will work with ARPA funds and infrastructure funds. At this point our state delegation does not have a lot of information.

**F. Old business**

**1. Park Coordinator discussion**

- a. Chair Riley stated that this is a topic they will have to discuss jointly with the Board of Village Trustees.

**2. South Woodstock Wastewater Plant discussion**

- a. Chair Riley stated that they have not moved forward toward construction at this point. The bond repayment has not been settled. She wants to make clear that none of the financing will be reflected at all in the annual sewer billing which is being worked on now. Those bills will go out in the next month or so.
- b. Mr. Kerbin stated that he received an update from Jennie Auster. She would like to get everything together and try to get the bid awarded by the January 18<sup>th</sup> meeting.

**G. New business**

**1. Town Report**

**a. Cover**

- i. No thoughts yet, but something to think over.

**b. Consider Memorial Page**

- i. Will honor Meg Brazil.

**2. Discussion regarding Town Hall Rejuvenation Committee**

- a. Chair Riley stated that they have not begun advertising, but they have to. This committee will be consulting with the Pentangle Board and the Select Board. She hopes they will advertise within the next couple of weeks and try to talk with people. She wants to have a working committee before spring.
- b. This will be advertised on January 13<sup>th</sup>.

**3. Set Joint Meeting with Village Trustees**



a. Joint Meeting will be held Thursday, January 13<sup>th</sup> at 8:30 am.

**4. Proposed items for Town Meeting 2022**

**a. Treasurer term of office**

i. Chair Riley stated that Woodstock's Town Clerk is also their Treasurer.

Charlie Degener, the Town Clerk/Treasurer, is suggesting that they change the term of Town Treasurer to a three year term to coincide with the election on the same year as they elect the Town Clerk. Those commitments can be changed at any time by the vote of the people at Town Meeting. This would be a ballot question.

ii. Mr. Doten stated that he thinks it is a good idea.

iii. Ms. Cole and Mr. Swanson are in agreeance.

iv. This will be put on the ballot as an article at Town Meeting.

**b. Tax payments & postmarks**

**Motion:** by Mr. Swanson to put it on the warning that next Fiscal Year they will no longer accept postmarks and that tax and sewer payments will be due by the end of business on their due date.

**Seconded:** by Mr. Doten.

**Discussion:** none.

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

**5. Cannabis ballot question**

a. Ms. McIlroy stated that the Cannabis Commission had their 1<sup>st</sup> meeting and they discussed what the ballot language should be. It is going to be pretty simple. They talked to VLCT and looked at their recommendation.

**H. Other business**

1. Chair Riley stated that the Select Board will be having a budget meeting on Thursday at 12:00 pm. They will expect to have a presentation of the capital budget at that time. They will be looking at the budget in total. It is the 2<sup>nd</sup> review of the entire budget. The meeting will be held at Town Hall. It will be available by Zoom. Everyone is invited to take part in that meeting.

**I. Adjournment**

**Motion:** by Mr. Swanson to adjourn the meeting at 10:35 am.

**Seconded:** by Mr. Doten.

**Discussion:** none.

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

*Respectfully submitted,  
Nikki Nourse*

**Town of Woodstock  
Select Board Special Meeting  
January 6, 2022  
12:00 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, Zoie Parent, Sarah Macy, Jill Davies, Clayton Gillette, Bill Corson, Jonathan Wilson

- A. **Call to order**
  - 1. Chair Riley called to order the Select Board Special Meeting of January 6, 2022, at 12:00 pm.
- B. **Additions to & deletions from posted agenda – none**
- C. **New business**
  - 1. **FY Budget discussion**
    - a. The budget was discussed. The Department Heads will relook at their budgets and come back with their best numbers for the January 13<sup>th</sup> meeting.
  - 2. **Capital Improvement Plan**
    - a. Ms. Macy shared a presentation (included in the minutes).
- D. **Other business – none**
- E. **Adjournment**

**Motion:** by Mr. Bourgeois to adjourn the meeting at 1:25 pm.

**Seconded:** by Mr. Swanson.

**Discussion:** none.

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

*Respectfully submitted,  
Nikki Nourse*

# Woodstock Capital Improvement Plan Overview

January 6, 2022

Starting with 590 individual line items...



...like items were grouped to create:

- 31 Individual Projects
- Within 6 Distinct Departments
- Spanning 3 Funds (Entities)

Town General Fund	
<i>Department:</i>	<i>Projects:</i>
General Government	3
Highway	9
Dispatch	1
Fire & Ambulance	8

Sewer Fund	
<i>Department:</i>	<i>Projects:</i>
Sewer	6

Village General Fund	
<i>Department:</i>	<i>Projects:</i>
Police	4



# What is a Project?

- A grouping of like items or a stand alone project
- Aids in planning for the renewal and replacement capital assets
- Allows for a big picture, multi-year view
- Example:
  - Highway Vehicles (HWY1) covers all vehicles in the highway department
  - This allows for a higher level of multi year planning than taking each item separately
  - Savings through reserves can be viewed on a category level instead of an asset level allowing for the same level of control with fewer moving parts

Town General Fund

# Town General Fund

Total Capital Spending: \$1,318,935

Climate Action Project (A)	\$415,935
Highway Vehicles	\$425,000
Road, Sidewalk & Curb Infrastructure	\$220,000
Dispatch Consoles	\$144,000
Retaining Walls & Embankments	\$50,000
Fire Vehicles	\$25,000
Fire Tools & Equipment	\$21,000
Ambulance Equipment	\$10,000
Highway Equipment	\$8,000

# Town General Fund

## Impact to Tax Levy

Operating Budget for Sidewalks	\$150,000
Capital Reserve Transfers	\$412,295
Debt Payments (new and existing)	\$711,019

*Note: FY22 Capital Reserve Transfers were \$406,000*

## Proposed New Debt

Climate Action Project (A)	\$385,935
Retaining Walls*	\$500,000
Highway Vehicles	\$360,000
Dispatch Consoles	\$56,122
Fire Vehicles	\$25,000

*\*Only an estimated \$50k is needed in FY23 for the study. Potentially issue a short term debt anticipation note to gather more information about the project*

# Proposed for FY2023

## Dispatch

- DIS1 – Dispatch Consoles
  - Replace the primary and secondary Dispatch Consoles for \$144,000
  - Paid for through a combination of existing reserves \$72,778; \$15,100 in additional reserve transfer in FY23; and an equipment lease of \$56,122.
  - Lease payments are estimated to be \$12,254 a year for five years

# Proposed for FY2023, continued

## Fire & Ambulance

- FA1 – Fire & Ambulance Apparatus
  - No purchases in FY23; Reserve transfer of \$135,000 would cover the debt payment of \$75,805 and contribute to the reserve balance for the future
- FA2 – Ambulance Equipment
  - Replace one stair chair and computers as needed. Reserve transfer of \$22,500
- FA3 – Ambulance Communications Equipment
  - No purchases in FY23; Reserve transfer of \$6,000

# Proposed for FY2023, continued

- FA4 – Emergency Services Building
  - Ongoing \$25,000 reserve to support future needs; Debt payment of ~\$250k
- FA5 – Fire Vehicles
  - Replace Kawasaki ATV for \$25k with a lease; \$15k reserve is proposed to establish funding for future purchases
- FA6 – Fire Tools and Equipment
  - Continue the \$30,500 reserve transfer; Replace three sets of bunker gear from existing reserves (\$21k)
- FA7 – Fire Equipment
  - Continue the \$4k reserve transfer; no purchases for FY23



# Proposed for FY2023, continued

## General Government

- GOV1 – Town Hall Rejuvenation Project
  - Design and planning phase; no spending proposed for FY23
- GOV2 – Climate Action Project (A)
  - Town General Fund portion of the proposed Climate Action Projects. \$415,935 of building improvements are proposed. Paid for with \$30k of existing reserves to fix the roof at the old town garage and a \$385,935 lease. Related Project: SEW6
- GOV3 – Welcome Center
  - Project included to show debt payment and as a placeholder for future conversations

# Proposed for FY2023, continued

## Highway

- HWY1 – Highway Vehicles
  - Three purchases: Replace Truck 11 with a 3/4 Ton for \$65k; Replace Truck 8 Dump Truck for \$175k; Replace 1986 Loader (carries the snowblower) for \$185k. Costs estimated after trade allowance. \$360k in lease financing plus existing reserves will be needed to pay for these items.
- HWY2 – Highway Equipment
  - Continue \$20k reserve transfer; purchase York Rake for \$8k from reserve balance

# Proposed for FY2023, continued

*Town working with RPC on inventory and needs assessment on these three items*

- HWY3 – Bridges
  - Continue reserve funding of \$25k
- HWY4 – Roads
  - Proposed road budget of \$128k annually (can increase over time). Any excess each year would fund a reserve to smooth the unpredictability of timing and costs for road work. FY23 paving: Mechanic St, Ford St, and Church St Ext
- HWY5 – Sidewalks
  - FY23 sidewalk and curbing on River Street as part of FY22 River Street Paving

# Proposed for FY2023, continued

- HWY6 – Highway Buildings
  - Old Town Garage roof is high priority covered in GOV2.
- HWY7 – Culverts
  - No spending proposed in FY23; establish a reserve for future grant match
- HWY8 – Retaining Walls and Embankments
  - FY23 \$50k for geo-technical study on Carleton Hill Road Embankment erosion. Total cost approx. \$500k would require debt or possible grant funding.
- HWY9 – Stormwater Collection System
  - Continue to fund \$10k reserve for system maintenance. A system evaluation is underway

Sewer Fund

# Sewer Fund

Total Capital Spending: \$2,436,192

Maxham Meadow Engineering	\$150,000
South Woodstock Engineering	\$300,000
South Woodstock Construction	\$1,500,000
Climate Action Project (B)	\$244,192
Sewer Vehicles	\$220,000
Sewer Equipment	\$22,000

# Sewer Fund

## Impact to Rates

Sewer Vehicle Reserve	\$6,000
Sewer Equipment	\$18,000
Sewer Vehicle Lease Payment	\$39,304
Climate Action Lease Payment	\$27,185
Maxham Meadow Engineering	\$75,000

## Proposed New Debt

Sewer Vehicles	\$180,000
Climate Action Project (B)	\$244,192



# Proposed for FY2023

## Sewer

- SEW1 – South Woodstock WWTF Upgrade
  - Project underway; \$2.8M Bond
- SEW2 – Maxham Meadow WWTF Upgrade
  - Engineering study approved by board to begin planning of future needs to the Main Wastewater Treatment Facility
- SEW3 – Sewer Underground Infrastructure
  - Working with engineering firm to map and evaluate system for future planning

# Proposed for FY2023, continued

- SEW4 – Sewer Vehicles
  - Two replacements: F350 for \$60k and the Line Flusher for \$160k. \$40k in reserves are available for the Line Flusher; proposed lease for \$180k
- SEW5 – Sewer Equipment
  - FY23 spending of \$22k proposed to install a new pump at the pump station. Paid for with \$4k in existing reserve and \$18k transfer from Sewer Fund
- SEW6 – Climate Action Project (B)
  - Sewer Fund portion of the proposed Climate Action Projects. \$244,192 of building improvements are proposed. Paid for with \$244,192 lease. Related project: GOV2

Questions?

Town of Woodstock  
Select Board Special Meeting  
January 11, 2022  
11:00 am  
Town Hall & Zoom  
Minutes

**Draft minutes are subject to approval.**

**Present:** Chair Mary Riley, John Doten, Keri Cole, Joe Swanson, William Kerbin, Nikki Nourse, Karim Houry, Deborah Greene, Zoie Parent, Sarah Macy

**A. Call to order**

1. Chair Riley called the Select Board Special Meeting of January 11, 2022, to order at 11:00 am.

**B. Additions to & deletions from posted agenda – none.**

**C. Capital Improvement Plan**

1. Ms. Macy stated that this plan does not include the school building. This plan only includes municipal projects.
2. Chair Riley stated that a plan will be presented to the public. Johnathan Wilson may present it. They need to focus on what is ahead for next year and how it affects the budget they need to approve.
3. Ms. Cole stated that she thinks this is a good plan. The Town needs to move forward and use this to improve.

**D. Other business – none.**

**E. Adjournment**

**Motion:** by Mr. Swanson to adjourn the meeting at 12:18 pm.

**Seconded:** by Mr. Doten.

**Discussion:** none.

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

*Respectfully submitted,*  
*Nikki Nourse*