

**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?