

Town of Woodstock
Select Board Meeting
July 19, 2022
6:00 pm
Town Hall & Zoom
Agenda

- A.** Call to order
- B.** Additions to & deletions from posted agenda
- C.** Presentation - Woodstock – Hartland US Route 4 Paving Project
- D.** Citizen Comments
- E.** Manager's Report
 - 1. General report
 - 2. Financial report
- F.** Old business
 - 1. Speed Ordinance
 - 2. Funding Application Approval – CWSRF Step 1 Planning Loan for the Main WWTF Preliminary Engineering Study
- G.** New business
 - 1. Bridgewater Ambulance Write Offs
 - 2. Sign Request – South Road – Regan
 - 3. Year End Report from the Investment Advisory Group
 - 4. MOU of East End Park
- H.** Other business
- I.** Board of Sewer Commissioners
 - 1. Sewer abatement request – 80 Amsden Way – Union Arena
- J.** Approval of minutes
 - 1. 6/21 minutes
 - 2. 6/28 minutes
 - 3. 6/28 joint minutes
- K.** Adjournment

This Meeting will be held on Zoom
The link to join us 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

For Help on Joining Use this Link:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

- Please join the meeting ten minutes prior to start, so we can give technical help if needed.
- We will ask everyone on the phone and zoom to identify themselves, so we know who is present.
- Please raise your hand on the Participant tab to comment or ask a question.
- Press *9 to raise your hand by phone

Municipal Manager's Report July 19, 2022

Budget Update

The process for developing the FY 24 Annual Budget has been complete and shared with the Finance Committee. Zoie and I will meet with the Finance Committee on 7/20/22.

There is a staff meeting tentatively scheduled for July 19th to start the budget process. The original meeting was scheduled for July 14th but had to be cancelled.

Paving Updated

River Street and Pleasant Street sidewalk paving are complete. The sidewalk on Prospect Street has had the preparation work completed and is awaiting the final coat of asphalt. The paving company has rescheduled this work a few times.

Other Highway Updates

The storm drain relining is completed at 10 Pleasant St.

A rented roadside mower has arrived and mowing has begun.

South Woodstock WWTF Update

This project is in the early phases of construction and is on schedule.

Main WWTF Planning Project Update

This project is being done by Hoyle and Tanner Engineering. They are planning on the 60% draft to be done in fall which will lay out the alternatives for addressing the needs at the WWTF then 90% draft around the end of the year that presents the recommended plan.

Interviews for Zoning Administrator's Assistant have begun.

The design for building improvements for fossil fuel reduction has begun. This relates to the \$660,200 Article passed at the last Town Meeting. This is being coordinated through Two Rivers Ottawaquechee Region Planning and there is no cost to the Town and Village until, and if, the design is approved.

Jon Specter intends to donate some new equipment to improve our Zoom meeting quality.

New Stipends that were included International Union of Public Employees contract have been extended to non-bargaining unit employees.

TOWN OF WOODSTOCK, VT
SPEED ORDINANCES FOR HIGHWAYS

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General Provisions and Enforcement

Be it ordained by the Select Board of the Town of Woodstock, Vermont that the existing town ordinance titled Town of Woodstock Speed Ordinances for Highways, adopted, _____, _____ and effective _____, _____ is hereby revised in its entirety by deleting all existing language thereof and substituting the following language:

§ 1. Citation. This ordinance shall be known as the Woodstock Town Speed Ordinances and may be cited and abbreviated as the "WTSO."

§ 2. Authority. This ordinance is an exercise of the police power of the Town of Woodstock, Vermont (hereinafter "Town") and is adopted by the Select Board of the Town under the authority granted by 24 V.S.A. §2291(4), 24 V.S.A. Chapter 59, and 23 V.S.A. §1007.

§ 3. Purpose and Scope. The purpose of this ordinance is to promote public health and safety by establishing safe speed limits for motor vehicles on all public highways existing in the special district established by vote of the citizens of the Town on August 8, 2006. Accordingly, notwithstanding any other provision herein, the provisions of this ordinance shall apply only to public highways to the extent existing in the Town outside the boundaries of the Village of Woodstock, Vermont, which is the area constituting said special district. The provisions of this ordinance are intended to supersede and amend any inconsistent ordinance previously adopted by the Select Board of the Town.

§ 4. Definitions. All words and phrases used herein shall have the same meaning as provided in 23 V.S.A. §4 or its substitute(s) from time to time existing unless changed by the express terms of this ordinance. In addition, for the purposes of this ordinance, the following words and phrases shall have the meaning set forth herein unless the context clearly indicates otherwise:

- (a) "Unpaved highway" means the town highways and portions of town highways which have a gravel surface. Unpaved highways are described or listed in Appendix A.
 - (A) Group 1- Unpaved roads, 25mph zone.
 - (B) Group 2- Unpaved Roads, 35mph zone.
- (b) "Paved Highway" means the town highways and portions of town highways which have an asphalt surface. Paved highways are described or listed in Appendix B.
 - (A) Group 3- Paved Roads, 25mph zone.
 - (B) Group 4- Paved Roads, 35mph zone.
 - (C) Group 5- Paved Roads, 45mph zone.

TOWN OF WOODSTOCK, VT
SPEED ORDINANCES FOR HIGHWAYS

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- (c) "Certain State Highways" means the highways or portions of highways which are State Highways; US Route 4, Vermont Route 12, and Vermont Route 106. Certain State Highways are described or listed in Appendix C.
- (d) "Enforcement officials" shall include any Town constable and any officer in a police department contracted by the Town to serve the special district who are properly qualified law enforcement officers in the State of Vermont.

§ 5. Speed limits for unpaved highways. These limits have been established after considering the neighborhood character, abutting land uses, bicycle and pedestrian use, and physical characteristics of all unpaved highways.

- (a) The maximum speed limit for motor vehicles on all unpaved highways listed or described in Appendix A, Group 1 shall be 25 miles per hour.
- (b) The maximum speed limit for motor vehicles on all unpaved highways listed or described in Appendix A, Group 2 shall be 35 miles per hour.

§ 6. Speed limits for paved highways. These limits have been established after considering the neighborhood character, abutting land uses, bicycle and pedestrian use, and physical characteristics of all paved highways.

- (a) The maximum speed limit for motor vehicles on all paved highways listed or described in Appendix B, Group 3 shall be 25 miles per hour.
- (b) The maximum speed limit for motor vehicles on all paved highways listed or described in Appendix B, Group 4 shall be 35 miles per hour.
- (c) The maximum speed limit for motor vehicles on all paved highways listed or described in Appendix B, Group 5 shall be 45 miles per hour.

§ 7. Speed limits on certain state highways. The maximum speed limit for motor vehicles on U.S. Route 4, Vermont Route 12, and Vermont Route 106 shall be the same as those limits established and posted by the State of Vermont from time to time as set forth in Appendix C of this ordinance. This provision is intended to duplicate the speed limit established under 23 V.S.A. §1003.

§ 8. Special speed limits. Notwithstanding the specific speed limits established in this ordinance, the Select Board may from time to time make special regulations for the maximum speed for motor vehicles on any public highway in the Town or portions(s) thereof whenever it appears that traffic will be congested by reason of public occasion or when a highway is being reconstructed or maintained or where utilities are being installed, relocated or maintained.

§ 9. Neighborhood Electric Vehicles. Notwithstanding the specific speed limits established in § 5, 6, 7, and 8 of this ordinance, the maximum speed for a neighborhood electric vehicle shall be 25 miles per hour on all highways.

§ 10. Enforcement Officials. This ordinance may be enforced by the enforcement officials and by any other properly qualified law enforcement officers in the State of Vermont.

TOWN OF WOODSTOCK, VT
SPEED ORDINANCES FOR HIGHWAYS

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§ 11. Placement of signs and traffic control devices. The chief of police and other enforcement officials shall have the duty and authority to post and maintain all signs and other traffic control devices as shall be required by law or as shall otherwise be deemed necessary for public notice of the regulations contained in this ordinance.

§ 12. Enforcement; penalties. This shall be a civil ordinance which shall be enforced in accordance with applicable provisions of 24 V. S. A. Chapter 59, including §§ 1974a and 1977 et. seqs. or any substituted provisions therefore, or through any Vermont court, bureau, or other tribunal having proper jurisdiction. The penalty for a violation of any maximum speed limit enforced under this ordinance shall be that set by the Schedule of Fines established by the State of Vermont.

§ 13. Severability. If any portion of this ordinance is held to be invalid by a court of competent jurisdiction, such finding shall not invalidate any other part of this ordinance.

§ 14. Effective date. This ordinance revision is hereby adopted by the Select Board of the Town of Woodstock, Vermont on this ____ day of _____, _____, and shall, unless a petition is filed as provided by state law, become effective sixty (60) days from this date. Repeal of existing ordinance will take effect when this revision goes into effect on _____, _____.

Signed this ____ day of _____, 2022 by the Town of Woodstock Select Board

Joe Swanson, Chair

Ray Bougoise, Vice-Chair

Mary Riley

Keri Cole

Susan Ford

TOWN OF WOODSTOCK, VT
SPEED ORDINANCES FOR HIGHWAYS

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APPENDIX B
GROUP 3
PAVED ROADS—25MPH SPEED LIMIT

RD #	Road Name
2	Covered Bridge Rd
30	Barberry Hill Rd
31	Rose Hill Rd
50	Mill Road
52	College Hill Rd
72	Lincoln Street
75	Happy Valley Rd
78	Sawyer Rd
80	Butternut Lane
84	Valley View Rd
89	Covered Bridge Rd, East
97	Woolen Mill Rd
114	Senior Lane

APPENDIX B
GROUP 4
PAVED ROADS—35MPH SPEED LIMIT

RD #	Road Name
1	Pomfret Rd (intersection of Barnard Rd to Stimets Rd intersection)
3	Prosper Rd
5	Hartland Hill Rd
17	Gabert Rd
23	Cox District Rd
53	Old River Rd
54	Morgan Hill Rd

APPENDIX B
GROUP 5
PAVED ROADS—45MPH SPEED LIMIT

RD #	Road Name
1	Pomfret Rd (north of Stimets Rd)

APPENDIX C
SPEED LIMITS ON CERTAIN STATE HIGHWAYS

US RT 4 (Woodstock Road) Eastbound from Woodstock Village to Taftsville

- 25 mph through the Village of Woodstock
- At the Woodstock Beverage Center, speed increases to 35 mph
- In the area of #1023 US RT 4, speed increases from 35 mph to 45 mph
- At the Taftsville Cemetery, the speed slows from 45 mph to 35 mph
- Speed continues at 35 mph until just east of the Taftsville Covered Bridge, where it resumes to 45 mph and continues as such to the Hartford / Woodstock town line

US RT 4 (Woodstock Road) Westbound from Taftsville to Woodstock Village

- 45 mph from Hartford / Woodstock town line, to east of the Taftsville Covered Bridge
- At the top of the hill, east of the Taftsville Covered Bridge, speed reduces to 35 mph and remains as such until the Taftsville Cemetery
- At the Taftsville Cemetery, speed resumes to 45 mph
- In the area of #1023 US RT 4, speed reduces from 45 mph to 35 mph
- At the Woodstock Beverage Center, the speed reduces from 35 mph to 25 mph and remains as such through the remainder of the Village of Woodstock

US RT 4 (West Woodstock Road) Westbound from Woodstock Village to Bridgewater

- 25 mph through the Village of Woodstock
- At the Village town line, near #274 W. Woodstock Road, speed changes from 25 mph to 35 mph
- At #1921 W. Woodstock Road, speed increases from 35 mph to 45 mph and remains as such until #5570 W. Woodstock Road when speed slows to 35 mph entering the Town of Bridgewater US RT 4 (West Woodstock Road) Eastbound from Bridgewater to Woodstock Village
- At #5570 W. Woodstock Road, speed increases from 35 mph leaving Bridgewater, to 45 mph and remains as such until #1921 West Woodstock Road
- At #1921 W. Woodstock Road, the speed changes from 45 mph to 35 mph, and remains as such until the Woodstock Village line at #274 West Woodstock

VT RT 12 (Barnard Road) Northbound from Woodstock Village to Barnard Town line

- 25 mph through the Village of Woodstock
- At the Woodstock Village line, speed increases from 25 mph to 35 mph
- In the area of #446 Barnard Road, speed increases from 35 mph to 50 mph and remains as such until the Pomfret Town line.

VT RT 12 (Barnard Road) Southbound from Barnard Town Line to Woodstock Village

- 50 mph from the Pomfret Town line
- In the area of #446 Barnard Road, speed changes from 50 mph to 35 mph and remains as such until the Woodstock Village line where speed becomes 25 mph

APPENDIX C
SPEED LIMITS ON CERTAIN STATE HIGHWAYS

VT RT 106 (South Road) Southbound from Woodstock Village to Reading Town line

- 25 mph through the Village of Woodstock to the Village / Town line at #78 South Road
- At Village / Town line, speed increases to 40 mph.
- In the area of #938 South Road, speed increases from 40 mph to 50 mph and remains as such until Folding Hills Road
- In the area of #3466 South Road (near intersection of Folding Hills Road) speed reduces from 50 mph to 40 mph and remains as such until Cowdry Path Road.
- In the area of Cowdry Path Road, speed reduces from 40 mph to 30 mph and remains as such until the area of #5798 South Road when the speed resumes at 40 mph
- South of Long Hill Road, speed increases from 40 mph to 50 mph and remains as such until the Reading town line

VT RT 106 (South Road) Northbound. from Reading Town line to Woodstock Village

- 50 mph from the Reading town line
- In the area of Long Hill Road, speed reduces from 50 mph to 40 mph.
- In the area of #5798 South Road, the speed reduces from 40 mph to 30 mph and remains as such until Cowdry Path Road.
- At Cowdry Path Road, speed increases from 30 mph to 40 mph and remains as such until the area of #3466 (near the intersection of Folding Hills Road) where the speed increases to 50 mph and remains as such until the area of #938 South Road.
- In the area of #938 South Road, speed reduces from 50 mph to 40 mph and remains as such until the Woodstock Village line where the speed reduces to 25 mph.

TOWN OF WOODSTOCK, VT
SPEED ORDINANCES FOR HIGHWAYS

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APPENDIX A
GROUP 1
UNPAVED ROADS – 25MPH SPEED LIMIT

RD #	Road Name
52	College Hill Rd
75	Happy Valley Rd
117	Shurtleff Lane
217	Maxham Meadow Way

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APPENDIX A
GROUP 2
UNPAVED ROADS – 35MPH SPEED LIMIT

47	Riverside Park Rd	Ap A, Gr 2		
RD #	Road Name			
48	Grove Hill Rd	Ap A, Gr 2		
49	Carleton Hill Rd	Ap A, Gr 2		
50	Mill Road	Ap B, Gr 3		
51	Mosher Mill Rd	Ap A, Gr 2		
52	College Hill Rd	Ap A, Gr 1	8221	
53	Old River Rd	Ap A, Gr 2	Ap B, Gr 4	
54	Morgan Hill Rd	Ap A, Gr 2	Ap B, Gr 4	
55	Reeves Rd	Ap A, Gr 2		
56	Calendar Hill Rd	Ap A, Gr 2		
57	East Hill Rd	Ap A, Gr 2		
58	Town Farm Rd	Ap A, Gr 2		
59	The Loop	Ap A, Gr 2		
60	Worden Rd	Ap A, Gr 2		
61	Kendall Rd	Ap A, Gr 2		
62				
63	Bryant Rd	Ap A, Gr 2		
64	Folding Hills Rd	Ap A, Gr 2		
65	Densmore Hill Rd	Ap A, Gr 2		
66	Dunham Hill Rd	Ap A, Gr 2		
67	Hodgkinson Rd	Ap A, Gr 2		
68	The Lane	Ap A, Gr 2		
69	Evergreen Court			
70	Skyland Lane	Ap A, Gr 2		
71	Brook's Bungalow Rd	Ap A, Gr 2		
72	Lincoln St	Ap B, Gr 3		
74	Garvin Hill Rd	Ap A, Gr 2	Ap B, G 3	
75	Happy Valley Rd	Ap A, Gr 1	Ap A, Gr 2	Ap B, G 3
76				
77	Sugar Hill Road	Ap A, Gr 2		
78	Sawyer Rd	Ap B, Gr 3		
79				
80	Butternut Lane	Ap A, Gr 2	Ap B, G 3	
81	Thomas Hill Rd	Ap B, Gr 3	Ap B, G 3	
82	Academy Circle	Ap A, Gr 2		
83				
84	Valley View Rd	Ap A, Gr 2	Ap B, G 3	
85	Woodbury Rd	Ap A, Gr 2		
86				
87	Gully Rd	Ap A, Gr 2		
88	Britton Lane			
89	Covered Bridge Rd East	Ap B, Gr 3		
90	Border Lane	8221		
91	Dana Rd	Ap A, Gr 2		

92	Black Briar Rd	Ap A, Gr 2
93	Hoadley Rd	Ap A, Gr 2
94	Powder Lane	Ap A, Gr 2
RD#	Road Name	
95	Sincerbeaux Way	Ap A, Gr 2
96	Laughlin Rd	Ap A, Gr 2
97	Woolen Mill Drive	Ap B, G 3
98	Barberry Circle	Ap A, Gr 2
99	Robert's Rd	Ap A, Gr 2
100	Atwood Avenue	
101		
102	Blankey Cottage Rd	Ap A, Gr 2
103	Fay Pierce Lane	Ap A, Gr 2
104	Leonard Lane	Ap A, Gr 2
105	Overlook Lane	Ap A, Gr 2
106	Willow Brook Rd	Ap A, Gr 2
107	-	
108	Catamount Way	Ap A, Gr 2
109	Hewitt Lane	Ap A, Gr 2
110	Biscuit Hollow Lane	Ap A, Gr 2
111	Cowdrey Path	Ap A, Gr 2
112		
113		
114	Senior Lane	Ap B, G 3
115	Pinnacle Spur	Ap A, Gr 2
116		
117	Shurtleff Ln	Ap A, Gr 1
118	Daniel Cox Rd	Ap A, Gr 2
119		
120		
121	King Farm Rd	Ap A, Gr 2
122	Cabot Rd	Ap A, Gr 2
123	Atwood Lane	Ap A, Gr 2
124	Brown Hill Rd	Ap A, Gr 2
125		
126		
127	Whitcomb Lane	Ap A, Gr 2
128	Eastman Rd	Ap A, Gr 2
129		
130	Macawee Rd	Ap A, Gr 2
131	Reading Rd	Ap A, Gr 2
132		
133	John Darling Rd	Ap A, Gr 2
134	Eaton Place	Ap A, Gr 2
201	Iver Johnson Rd	Ap A, Gr 2
202	Doe Hill Way	
VT-12	Barnard Rd	Ap C

VT-106	South Rd	Ap C
US-4	West Woodstock Rd	Ap C
US-4	East Woodstock Rd	Ap C
RD #	Road Name	
203	Deer Brook Way (PVT)	
204	Westmont Way	
205	Ribbet Way	
206	Kelly Way	
207	South Brook Way	
208	Ebin Lockwood Way	
209	Horseshoe Way	
210	Tilley Way	
211	Baldy Way	
212	Walker Way	
213	Quartz Mountain Way	
214	Biscuit Hill Way	
215	Orchard Hill Way	
216	Spruce Way	
217	Maxham Meadow Way	Ap A, Gr 1
218	Birch Way	
219	Twin Pond Way	
220	Gardner Way	
221	Upper Park Way	
222	Riverbend Way	
223	Park View Way	
224	Deer Ridge Way (PVT)	
225	English Mills Way	
226	Oak Ridge Way	
227	Town House Way	
228	Bud's Way	
229	Juniper Way	
230	Hartwood Way	
231	Heritage Condo Way	
232		
233	Prior Way	
234	Stone Bridge Way	
235	Meadow Way	
236	Rabbit Hill Way	
	Golf Ave	

RD #	Road Name	Ordinance	
1	Pomfret Rd	Ap B, Gr 4	Ap B, Gr 5
2	Covered Bridge Rd		
3	Prosper Rd	Ap A, Gr 2	Ap B, Gr 4
4	Randall Rd	Ap A, Gr 2	
5	Hartland Hill Rd	Ap A, Gr 2	Ap B, Gr 4
7	Curtis Hollow Rd	Ap A, Gr 2	
8	Hollow Farm Rd	Ap A, Gr 2	
10	Larry Curtis Rd	Ap A, Gr 2	
11	Quinn Rd	Ap A, Gr 2	
12	Long Hill Rd	Ap A, Gr 2	
13	Echo Ledge Rd	Ap A, Gr 2	
14			
15			
16	Westerdale Rd	Ap A, Gr 2	
17	Gabert Rd	Ap A, Gr 2	Ap B, Gr 4
18	North Bridgewater Rd		
19	Kaufman Rd	Ap A, Gr 2	
20	Grassy Ln	Ap A, Gr 2	
21	Austin Rd	Ap A, Gr 2	
22	Hall Circle	Ap A, Gr 2	
23	Cox District Rd	Ap A, Gr 2	Ap B, Gr 4
24	Bridges Rd	Ap A, Gr 2	
25	Bourdon Lane Ext		
26	Tucker Rd	Ap A, Gr 2	
27	Church Hill Rd	Ap A, Gr 2	
28	Liberty Farm Rd	Ap A, Gr 2	
29	Wyman Ln	Ap A, Gr 2	
30	Barberry Hill	Ap A, Gr 2	Ap B, G 3
31	Rose Hill	Ap A, Gr 2	Ap B , G 3
32	Frenchs Rd	Ap A, Gr 2	
33	Stimets Rd	Ap A, Gr 2	
34	Arthur Morgan Rd	Ap A, Gr 2	
35	Fletcher Hill Rd	Ap A, Gr 2	
36	Fletcher School House Rd	Ap A, Gr 2	
37	Noah Wood Rd	Ap A, Gr 2	
38	Bourdon Rd	Ap A, Gr 2	
39	Darling Rd	Ap A, Gr 2	
40	Benedict Rd	Ap A, Gr 2	
41	Blossom Hill Rd	Ap A, Gr 2	
42	Greene Rd	Ap A, Gr 2	
43	Fairview Drive	Ap A, Gr 2	
44	Cloudland Rd	Ap A, Gr 2	
45	Peterkin Hill Rd	Ap A, Gr 2	
46			

Motion: by Ms. Cole to accept the solar net metering agreement proposal from Norwich Technologies.

Seconded: by Mr. Swanson.

Discussion: none.

Vote: 5-0-0, passed.

9. Brief update on potential park superintendent

- a. Mr. Corson shared a presentation (included in minutes).

10. Authorize the Town to apply for a CWSRF Step 1 Planning Loan for the Main WWTF Preliminary Engineering Study Engineering Services

- a. Ms. Auster stated that she expects to hear from Daniel's Construction by the end of the week to see if they will hold their price. If neither bidder can hold their prices, they will have to go back out to bid.

Motion: by Mr. Swanson to authorize the Town to apply for a CWSRF Step 1 Planning Loan for the Main WWTF Preliminary Engineering Study and to appoint Mr. Kerbin as the Town Representative for this loan.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

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 11th

- 1) Mr. Spector stated that the EDC is proposing a grant for \$5,000 for two things. They are expecting a higher number of tourists this year at Wassail. There were an estimated 60% higher number of tourists here the first week of October than in 2019. They are proposing to have two buses. The EDC recommends it and the holiday lights on a vote of 6-1.

- 2) Ms. Finlayson stated that the buses would not run during the parade. They are 15 passenger buses.

b. \$3,000 to purchase holiday lights to decorate the trees in the Village

Motion: by Mr. Bourgeois to approve the EDC grant of \$5,000 to the Chamber of Commerce for shuttle buses on Saturday, December 11th and to purchase holiday lights to decorate the trees in the Village.

Seconded: by Ms. Cole.

Discussion: none.

Water Infrastructure

FINANCING PROGRAMS



VERMONT WATER & WASTEWATER REVOLVING LOAN FUNDS

State Revolving Loan Programs

FUNDING APPLICATION

IMPORTANT: Please select the Type of Entity and Loan Type(s) before completing the application. This information is used to set up the rest of the form. This form **MUST** be completed electronically, handwritten applications will not be accepted.

Select the Type of Entity this application is for:

- ☒ Municipality, Fire District, or other similar entity
- ☐ Homeowners Association, LLC, Proprietorship, 501(c)3 Non-Profit, or other similar entity

LOAN TYPE

This section may be completed by engineer or applicant

Please submit a draft Engineering Services Agreement with this application if applicable

This loan will be used for (select all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Step I Drinking Water Loan (Feasibility & Planning) | <input checked="" type="checkbox"/> Step I Clean Water Loan (Feasibility & Planning) |
| <input type="checkbox"/> Step II Drinking Water Loan (Final Design) | <input type="checkbox"/> Step II Clean Water Loan (Final Design) |
| <input type="checkbox"/> Step III Drinking Water Loan (Construction) | <input type="checkbox"/> Step III Clean Water Loan (Construction) |
| <input type="checkbox"/> Drinking Water Loan Amendment | <input type="checkbox"/> Clean Water Loan Amendment |
| <input type="checkbox"/> Municipal Source Water Protection Loan | <input type="checkbox"/> Pollution Control or ARPA Grant |
| <input type="checkbox"/> Planning Advance (uncommon; requires State legislative approval) | <input type="checkbox"/> CWSRF Interim Financing |

APPLICANT INFORMATION

This section may be completed by engineer or applicant

LOAN APPLICANT		DATE OF APPLICATION	
Town of Woodstock (Sewer)		Jul 5, 2022	
SYSTEM NAME	WSID NUMBER	WASTEWATER PERMIT NUMBER	
Town of Woodstock Waste water treatment facility		3-1228	
MAILING ADDRESS	TOWN	STATE	ZIP
PO Box 488	Woodstock	VT	05091
PHONE	CELL PHONE	TAX ID	SAM UNIQUE ENTITY ID
802-457-3456			K I Z N L A K R J V K 7

CONTACT PERSON - AUTHORIZED REPRESENTATIVE

This section may be completed by engineer or applicant

CONTACT NAME		TITLE	
Tom Yennerell		Interim Town Manager	
MAILING ADDRESS	TOWN	STATE	ZIP
Po Box 488	Woodstock	VT	05091

PHONE

802-457-3456

CELL PHONE

802-770-0080

EMAIL ADDRESS

municipalmanager@townfwoodstock.org

ALTERNATE AUTHORIZED REPRESENTATIVE(S)

This section may be completed by engineer or applicant

AUTHORIZED REPRESENTATIVE NAME

Elijah Lemieux

TITLE

Super. of Public Works

MAILING ADDRESS

Po Box 488

TOWN

Woodstock

STATE

VT

ZIP

05091

PHONE

802-457-2233

CELL PHONE

802-770-0080

EMAIL ADDRESS

dpw@townfwoodstock.org

Add Alternate Representative

ENGINEERING FIRM & REPRESENTATIVE (or Legal Firm and Attorney's Name if this is a Source Protection Loan)

This section may be completed by engineer or applicant

FIRM NAME

Hoyle Tanner & Associates

CONTACT NAME

Jennie Auster

MAILING ADDRESS

125 College St

TOWN

Burlington

STATE

VT

ZIP

05401

PHONE

802-489-7334

CELL PHONE

802-343-8426

EMAIL ADDRESS

jauster@hoyletanner.com

LOAN REQUEST

This section may be completed by engineer or applicant

Project Title: Woodstock Main WWTF Step I Preliminary Engineering

Total amount requested for this loan: \$ 105,000

Total projected project cost: \$ 105,000

Please describe the history of the project:

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.

Please describe who will benefit from the proposed project:

Residents of the Town of Woodstock and those in the watershed impacted by the wastewater treatment facility treated effluent discharge.

Do current and potential customers have alternative sources of water and is the proposed project the best and most cost-effective alternative?

N/A

Please provide a description of the project as it relates to this loan. Include specifications and materials used, water sources, and treatment facilities (attach sheets if necessary):

See description of project history.

Please include estimated or actual project cost summary/estimate of probable project costs.

Is the Applicant interested in sponsoring a Water Infrastructure Sponsorship Program (WISPr) project?

☐ Yes ☒ No

SITE INFORMATION

This section may be completed by engineer or applicant

An attorney's legal opinion may be required regarding the site or sites where the project will be located. The Facilities Engineering Division's Construction Section will make this determination for the project.

Do you own all land or possess all the easements or rights-of-ways for project sites?

☒ Yes ☐ No

ESTIMATED PROJECT SCHEDULE

This section should be completed by the engineer

Estimated Project Initiation Date: 10/21/2021

Estimated Project Completion Date: 2/28/2023

ESTIMATED SPENDING SCHEDULE OF LOAN PROCEEDS

This section may be completed by engineer or applicant

Quarter	Year	Amount
October - December	2021	\$10,000
January - March	2022	\$10,000
April - June	2022	\$10,000
July - September	2022	\$40,000
October - December	2022	\$25,000
January - March	2023	\$10,000
Add Another Quarter		
TOTAL -->		\$105,000

REVENUES

This section should be completed by the applicant

What is the Applicant's fiscal year?

User Rate Revenue Table

	Current FY - 2	Current FY - 1	Current FY (estimated)	Current FY + 1 (estimated)	Current FY + 2 (estimated)
Amount Billed	\$896,183	\$999,328	\$1,080,073	\$1,136,419	
Amount Collected	\$892,806	\$984,141			
Amount Uncollected/Outstanding	\$3,376	\$15,186			
Estimated Amount of Commercial Revenue					

Does the system use tax revenue to support any utility related activities, including capital projects?

☐ Yes ☒ No

EXPENDITURES / SYSTEM OPERATION & MAINTENANCE EXPENSES

This section should be completed by the applicant

Current Fiscal Year O&M Costs (exclusive of debt and reserve fund payments):

Post Project Fiscal Year O&M Costs (exclusive of debt and reserve fund payments):

Please attach a copy of your actual YTD revenue and expenses, and projected budget.

EXPENDITURES / SYSTEM DEBT

This section should be completed by the applicant

What is the applicant's total long-term outstanding debt?

What is the applicant's total annual long-term debt payment?

Direct Debt

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4	Current FY + 5
Total Payment	\$0	\$105,248	\$105,248	\$105,248	\$105,248	\$105,248

Long-Term Debt Schedule

Purpose of Long-Term Debt	Direct or Self-Supporting	Year of Maturity	\$ Amount Outstanding
New WWTF in South Woodstock	Self-Supporting	2052	\$2,510,248
Total As of -->		Jan 1, 2022	\$2,510,248

Does the system have any authorized but unissued debt (excluding the debt requested in this application)?

☐ Yes ☐ No

Does the Applicant have any future borrowing plans over the next 5 years?

☒ Yes ☐ No

Please describe the system's future borrowing plans.

The Town anticipates needing to borrow for upgrade for the Main WWTF pending recommended project identification

Are there other capital projects in the near term (5 years)?

☐ Yes ☒ No

Does the Applicant have an annual or cumulative deficit?

☐ Yes ☒ No

Does the Applicant anticipate an increase in revenues as a result of these improvements?

☐ Yes ☒ No

Does the Applicant anticipate a reduction in operating expenses as a result of these improvements?

☐ Yes ☒ No

What are the economic trends in your service area - jobs, population increases/decreases, housing starts, property values, etc.? For Mobile Home Parks, please provide an occupancy history for the past five (5) years.

Slow steady growth

List any current or potential connections using greater than 5% of demand or provide a general description of service area.

n/a

SYSTEM RESERVE FUNDS

This section should be completed by the applicant

Does the Applicant have any reserve funds?

☒ Yes ☐ No

Please describe the reserve fund and what it is used for:

expensive maintenance projects

Is the Applicant actively contributing to reserve funds in accordance with a short-term Asset Replacement Table (START)?

☐ Yes ☒ No

What does the Applicant do with surpluses, if any?

n/a

Reserve Funds

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4
Amount Available	\$141,489	\$237,689	\$237,689	\$237,689	\$198,385

Financial Documentation & Controls

This section should be completed by the applicant

Please submit 3 years audit financial statements. If not available, submit:

- 3 years statement of revenue and expenditure, AND;
- 3 years year-ending cash balance (checking, savings, and investment accounts)

Has anything occurred since the date of your last annual financial report or financial statement that would have a significantly negative effect on your revenues, expenditures, or ability to pay future debt service?

☐ Yes ☒ No

Did the Applicant have more than one budget defeat in the last two years?

☐ Yes ☒ No

Does the Applicant have any pending litigation in excess of \$10,000 on the system and/or the municipality?

☐ Yes ☒ No

Does the Applicant offer a retirement plan to its employees (including VMERS)?

☒ Yes ☐ No

Please describe your plan, your estimated proportionate share of unfunded pension liability:

If the Applicant has its own retirement plan separate from VMERS, does it have any unfunded pension liabilities?

☐ Yes ☐ No

Describe the Applicant's budget control system. Does the Applicant use multi-year forecasting or interim (quarterly or monthly) financial reports to monitor your status?

Monthly financial reports

Are all account records currently maintained for:

Checkbook ☒ Yes ☐ No ☐ Don't Know

By Whom: Accounting Staff

Comments:

Receipts ☒ Yes ☐ No ☐ Don't Know

By Whom: Accounts Receivable Staff

Comments:

Disbursements ☒ Yes ☐ No ☐ Don't Know

By Whom: Account Payable Staff

Comments:

Deposit Slips ☒ Yes ☐ No ☐ Don't Know

By Whom:

Comments:

Are bank statements reconciled on a regular basis?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Are bank accounts and ledger balances reconciled on a monthly basis?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Are financial records maintained in a computerized system?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Are any financial records maintained in manual form?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Does the applicant maintain separate reporting for this utility?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does someone other than the treasurer receive unopened bank statements and review bank reconciliations?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does the same individual open the mail and deposit checks?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Does the organization receive payments in cash?

☒ Yes ☐ No ☐ Don't Know By Whom: Accounts Receivable Staff

Comments:

Does the Applicant have pre-numbered receipt books for cash payments?

☒ Yes ☐ No ☐ Don't Know By Whom: Accounts Payable Staff

Comments:

Are checks always written to specified payees and not to cash?

☒ Yes ☐ No ☐ Don't Know By Whom: Accounts Payable Staff

Comments:

Are pre-numbered checks used for all bank accounts?

☒ Yes ☐ No ☐ Don't Know By Whom: Accounts Payable Staff

Comments:

Are checks written by the same individual who approves payments?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Have there been any changes in authorized signatures during the fiscal year?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Has a signature stamp ever been used for any account?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Is the organization professionally audited by a CPA?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Mudgett,/jennett&Krogh-Wisner,P.C. 141 Main St, Montpelier,VT 05602

Does the Authorized Representative assist in the audit planning process?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Is a specific individual responsible for correcting audit findings?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Are regular financial reports prepared for the board?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Are budget to actual reports prepared for each department?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Has the Authorized Representative borrowed money from the utility?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Has the organization had a theft, embezzlement or wire fraud in the last 5 years?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Has the Treasurer or CFO participated in any business which does business with the system/utility?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Does the Applicant loan money to employees?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Have board members attended financial trainings?

☐ Yes ☐ No ☒ Don't Know By Whom:

Comments:

Has the Treasurer/CFO attended trainings on recordkeeping?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does the Applicant have written financial policies and procedures?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does each employee have copies of these policies and procedures?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

KEY PERSONNEL

Please list the names and qualifications of the following key personnel including areas of expertise, years of experience in similar programmatic work, years at current position, and/or any relevant qualifications.

*Please include all personnel related to the loan. Authorized Rep, Alternative Authorized Rep(s), Clerk, Board Members, Financial Manager, etc.
Failure to include all key personnel will result in the application considered incomplete.*

NAME

POSITION (select from the list or enter another value)

Zoie Parent

Alternate Representative

QUALIFICATIONS:

Head Accountant

Add Another Key Person

ADDITIONAL COMMENTS

Provide any additional comments for your application here:

Certification

The Applicant certifies that it possesses the legal authority to apply for the SRF loan, and to finance and construct the proposed facilities. A resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's Legislative Body authorizing the filing of the application. A resolution, motion, or similar action has been duly adopted or passed authorizing the person identified herein as the authorized representative of the Applicant in connection with the project for the purpose of furnishing information, data and documents pertaining to the project as required by the State of Vermont.

Authorization Date:

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

Clerk Certification

Clerk Signature Date:

SIGNATURE OF CLERK

PRINT NAME

Authorized Representative Certification

Authorized Representative Signature Date:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

Submit completed application and all attachments via email to:



Tom Brown, CWSRF Project Lead

[phone] 802-622-4205 [email] thomas.brown@vermont.gov

Department of Environmental Conservation
Water Investment Division



**Town of Bridgewater
FY2021 Write Offs (07/01/2020-06/30/2021)**

Call Date	Call #	Non-Resident	Resident		Charges	Paid	Insurance	Patient	Paid2	Amount		Residual Paid	Woodstock WO
			Total	Resident									
7/8/2020	2021023	Non-Resident	\$ 2,422.5		\$ 1,538.00	\$ -	\$ 884.50	\$ -	\$ 884.50	\$ -			
8/20/2020	2021122	Resident	\$ 1,950.0		\$ 1,829.26	\$ -	\$ 120.74	\$ -	\$ 120.74	\$ -			
9/11/2020	2021179	Resident	\$ 2,013.0		\$ 1,813.00	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ -			
9/20/2020	2021203	Resident	\$ 2,564.0		\$ 2,412.84	\$ -	\$ 151.16	\$ -	\$ 151.16	\$ -			
12/5/2020	2021339	Resident	\$ 2,669.0		\$ -	\$ -	\$ 2,669.00	\$ -	\$ 2,669.00	\$ -			
12/17/2020	2021353	Non-Resident	\$ 2,023.5		\$ 1,821.15	\$ -	\$ 202.35	\$ -	\$ 202.35	\$ -			
12/23/2020	2021369	Resident	\$ 2,174.0		\$ -	\$ -	\$ 2,174.00	\$ -	\$ 2,174.00	\$ -			
12/28/2020	2021383	Resident	\$ 2,100.5		\$ 1,973.14	\$ -	\$ 127.36	\$ -	\$ 127.36	\$ -			
1/11/2021	2021407	Resident	\$ 2,030.5		\$ 1,846.85	\$ -	\$ 183.65	\$ -	\$ 183.65	\$ -			
2/7/2021	2021445	Resident	\$ 2,153.0		\$ 1,903.00	\$ -	\$ 250.00	\$ -	\$ 250.00	\$ -			
2/12/2021	2021450	Resident	\$ 2,307.0		\$ 2,170.73	\$ -	\$ 136.27	\$ -	\$ 136.27	\$ -			
3/30/2021	2021541	Resident	\$ 2,266.5		\$ 1,881.20	\$ -	\$ 385.30	\$ -	\$ 385.30	\$ -			
4/24/2021	2021591	Resident	\$ 2,023.5		\$ 1,823.50	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ -			
4/26/2021	2021596	Non-Resident	\$ 2,629.0		\$ 2,478.56	\$ -	\$ 150.44	\$ -	\$ 150.44	\$ -			
6/19/2021	2021684	Non-Resident	\$ 2,359.5		\$ -	\$ -	\$ 2,359.50	\$ -	\$ 2,359.50	\$ -			
			\$33,685.50		\$23,491.23		Total	\$ 10,194.27	\$	5,000.00	\$	5,194.27	

As of 06/10/2022

18994 \$ 5,000.00
19624 \$ 5,000.00

REGAN & ASSOCIATES

July 1, 2022

To: Woodstock Town Manager, Woodstock Select Board

I Paul Regan of 58/51 South Road, Route 106. in South Woodstock VT am requesting a sign be placed on South Road just at the entry point of the Town of Woodstock from the Town of Reading stating the following - No Jake Break Allowed - Or whatever signage message exists to the achieve the same result.

The offensive noise resulting from the use of the Jake Break created I would liken to the take-off of a 747 airplane. And it persists from the trucks for at least 1/2 to 3/4 of a mile into South Woodstock.

The heavy gravel trucks that have picked up their load at the Route 131 Gravel Pits in Weathersfield VT and their coming off what we in South Woodstock refer to as Reading Hill and entering the Town of Woodstock is incredibly disturbing.

The trucking company Mosher, from Killington VT is the most frequent offender.

I was told at the police Station that they could not help, I find that disturbing, and that I would have to go through this kind of hassle to have a sign erected.

This even though it Jake Break usage is not allowed in Woodstock.

I reminded the person at the police station that South Woodstock is part of Woodstock.

She I'm afraid was of little help even when I suggested a call to the Mosher Company from the Police Chief could possibly stop the offender. I am under the impression she would not ask that of The Chief, why I have no idea, I don't think that is much of an ask.

I would like a sign to be erected ASAP.

if this would be a problem, 106 being a State Road (I would remind people it is also South Road in the Town of Woodstock) and Town would need to work with the state I would ask that the Town work with the State to achieve a positive outcome ASAP

If you need me to be present at any meeting to discuss this I would be happy to do so.



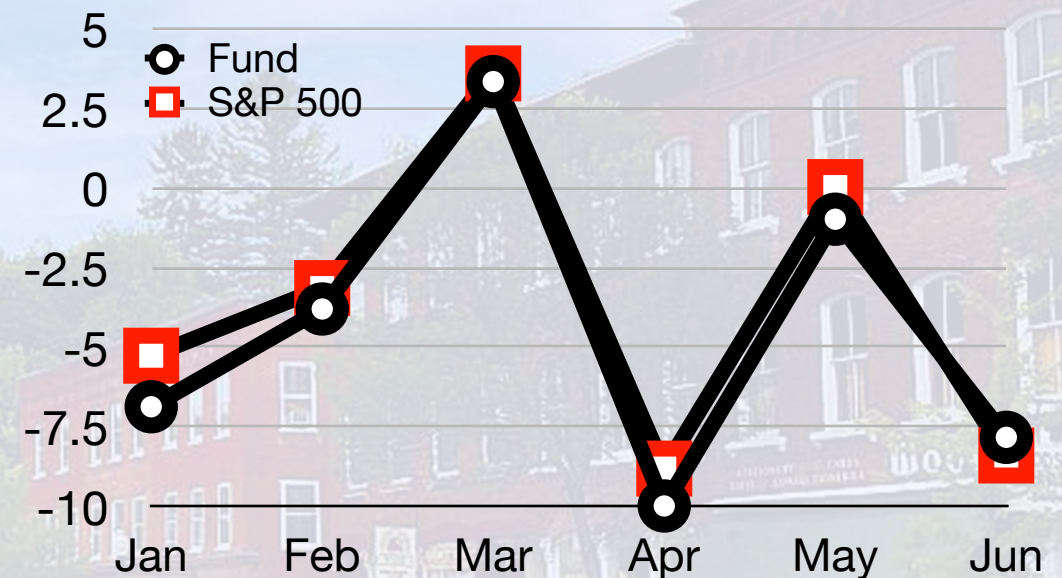
Paul Regan
PO Box 63
South Woodstock VT. 05071
802-457- 4730

Woodstock Rockefeller Endowment Fund

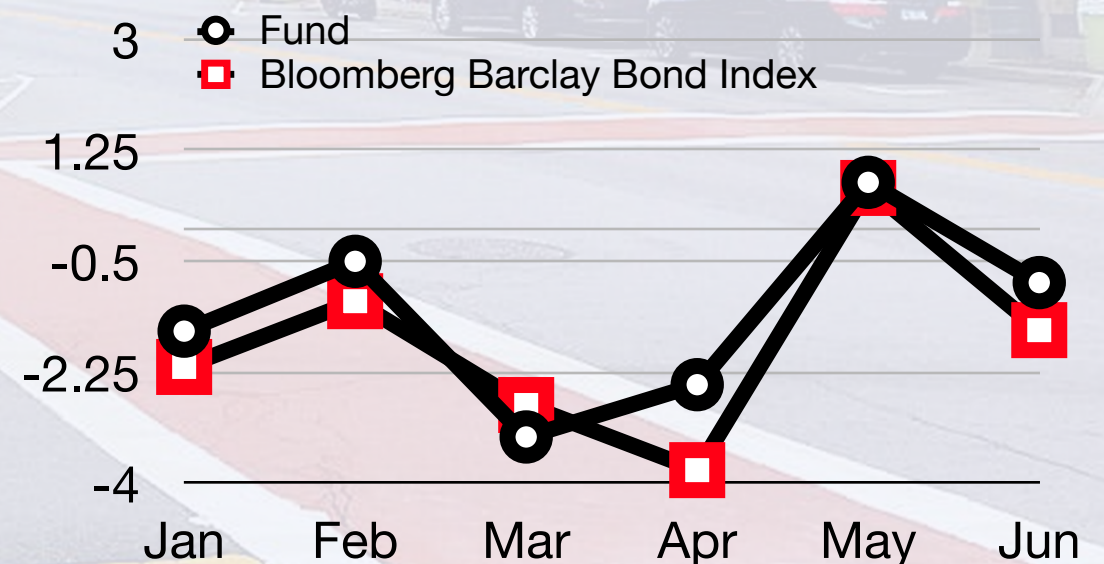
Status Report Ending June 30th, 2022

- Fund total includes \$113,459 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 been within 1% difference of the S&P 500 for 5 of the past 6 months, have outperformed 1 of the past 6 months
- Bonds have outperformed Bloomberg Index for 5 of the past 6 months
- Fund total value as of June 30th, 2022: \$1,745,310 (change of -20% since December 31, 2021)
- Fund has seen a significant devaluation, however it is in line with market trends and behavior, and is not of immediate concern

Equities % Change
01/2022 - 06/2022



Bond % Change
01/2022 - 06/2022



**MEMORANDUM OF UNDERSTANDING
AMONG**

Woodstock Community Trust (WCT),
Village of Woodstock (Village),
and Town of Woodstock (Town)

for the Maintenance and Management of the **East End Park** (the “Park”)

A. PURPOSE

The purpose of this MOU is to provide a cooperative framework for managing the East End Park in Woodstock, Vermont, including the final development and ongoing maintenance of the Park.

B. BACKGROUND

The Park is located at 217-03 Maxham Meadow Way, Woodstock, VT 05091. The Park is recognized by all parties as being one of the “key public lands that are critical in the overall seamless visitor experience to the National Park and Village center...” (As cited in Article I of the *Cooperative Management Agreement between the U.S. Department of Interior, National Park Service, Marsh-Billings-Rockefeller NHP and the Town of Woodstock for The Cooperative Management of the Mount Tom and Woodstock Parks*—August 21, 2018).

Development of the Park has improved water quality in the Ottauquechee River, rehabilitated a badly deteriorated parcel of prime riverside land, restored an area seriously damaged by Tropical Storm Irene, protected downstream properties and created a popular recreational facility for Woodstock residents and visitors. The Park is an important component of the Woodstock Trails system, a major gateway to the Village of Woodstock and a venue for a wide variety of programs and events that provides opportunities for recreational and educational/interpretive activities, as well as serving as a catalyst and driver for economic activity in the East End of the Village of Woodstock.

C. PARTIES TO THE AGREEMENT

Woodstock Community Trust (WCT): WCT is a non-profit 501(c)3 organization that empowers teams to carry out local projects to improve the quality of life in our community.

Village of Woodstock (Village): The *Village* is a municipal government entity that is located within the boundaries of the Town of Woodstock. The Village Board of Trustees has five members who are elected at large and who are responsible for determining Village policy.

Town of Woodstock (Town): The *Town* is a municipal government entity that is located within the boundaries of the Town of Woodstock. The Town has five members who are elected at large and who are responsible for determining Town policy.

The Chief Administrative Officer of both the Village and Town is the Municipal Manager, who is appointed by the Trustees and Selectboard, and is responsible to the Trustees and Selectboard for the administration and general supervision of all business affairs and property placed in their charge.

D. ROLES AND RESPONSIBILITIES

1. WCT, led by the project team Friends of East End Park, will jointly develop with the Village and Town a Strategic Plan toward full municipal management under a professional Parks Superintendent. Until an approved Strategic Plan is fully implemented, all parties to this memorandum agree to share responsibility for the maintenance and management of the Park.
2. The Village and Town will conduct regular mowing (without weed-whacking), annual maintenance of the access drive down into the Park, regular trash pick-up and general repair. The Village will also incorporate lawn fertilization and annual tree work in the FY 2022-23 Village budget.
3. The Village and Town will remove public hazards such as fallen trees, and repair infrastructure and vandalism in a timely manner.
4. In addition to the Village and Town's standard liability coverage, WCT will obtain certificates of liability insurance for all contractors working in the Park. Each certificate of insurance will include as additional insured parties: WCT, the Village, and the Town.
5. Any future improvements or enhancements to the Park must be approved by the Village and Town.

The Village, Town, and WCT agree to partner in order to provide sufficient funding to meet the annual Park maintenance and management budget, in collaboration with WCT and the Friends of East End Park. All parties will review this budget together annually.

E. TERMS OF AGREEMENT

The Term of this agreement is one year from the last date of signing. At the end of the term, the parties will review the agreement and reaffirm or amend it for another term. This Agreement may be amended only in writing signed by all parties.

For Woodstock Community Trust:

Jill M. Davies, Chair
Woodstock Community Trust
P.O. Box 802, Woodstock, VT 05091

Date

For the Village of Woodstock:

Jeffrey Kahn, Vice Chair
Village of Woodstock Trustees
31 The Green, Woodstock, VT 05091

Date

For the Town of Woodstock:

Ray Bourgeois, Vice Chair
Town of Woodstock Selectboard
31 The Green, Woodstock, VT 05091

Date

Sewer Abatement Request Clarification

There's a lot of information provided on this topic and this is a summary of the information and some clarification.

Union Arena is requesting four (4) things.

1. An adjustment to the current sewer bill due to a billing mistake. There was an agreement in 2014 to reduce the sewer bill to 72% of the water usage because not all their metered water goes into the sewer. This is a common practice with commercial or industrial buildings that don't send a significant amount of the metered water to the sewer. The current bill did not reflect the reduction. A change was made to the bill system to prevent that from happening again.

Staff recommends that the reduction be approved for the current bill.

2. They are requesting an increased reduction in future bills to 66% and provide data to support the claim that 34% of their metered water does not go into the sewer. The increased reduction would amount to approximately \$353 annually.

Staff recommends the reduction be granted for future years. The sewer revenue can be adjusted to reflect the revenue decrease in the new budget.

3. They are requesting a retroactive refund for years prior to 2014. There are no funds available to pay such a refund.

Staff recommends this request be rejected.

4. They are requesting an official agreement related to the reduction.

Staff recommends that they be tasked with writing the agreement and Sewer Commission review the agreement for consideration.

Tom Yennerell

Memo:

To: Select Board

From: Cori Frederick

Date: 6/27/2022

Regarding: 31.02.45.00U Sewer Bill
for FY2022S

Ejay Bishop from Union Arena reached out to me in regard to the Union Arena's sewer bill, stating that they were supposed to receive a discounted rate and is requesting a refund of the discounted amount that should have been applied. After reviewing their account, I couldn't see where this discount was noted or if it had been happening every year as he had suggested. However, he was adamant, and upon further review, I found meeting minutes (see attached) from April 15th, 2014 that backed up what he was saying.

The history:

Based on the meeting minutes from April 15, 2014, the Union Arena rink gets a 28% discount off of their sewer meter reading each year. The restrooms are billed at actual usage and don't receive a discount. My best guess is that this discount was applied before creating the actual bill, and because of this, there was no way to tell in the system that a discount was supposed to be applied, nor were there any notes or remarks on the account that stated this. In the April 15th, 2014 meeting minutes it states that it was missed by an inexperienced employee, and honestly, I can see how that would have happened, because no where in the system does it explain that this is supposed to be done.

Recommendation:

It is my recommendation that we refund the discounted amount of 28% to the Union Arena, based on the meeting minutes that I have found. I have also added notes into the system for this sewer parcel, explaining about the discount, so that anyone new coming in will be able to see that this is supposed to be done, and that way, hopefully, it won't happen again.

The amount to be abated would be \$1471.31.

Thank you,

Cori

TOWN OF WOODSTOCK

PO BOX 488 * WOODSTOCK, VT 05091 - 0488

OFFICE HOURS

8:00AM - 4:30PM M - F
(802) 457 - 3456**SEWER BILL**USAGE FIGURES PROVIDED BY WOODSTOCK
AQUEDUCT CO.

BILLING DATE	ACCOUNT NUMBER	BILLING PERIOD	
		FROM	TO
06/28/2022	31.02.45.00U	07/01/21	06/30/22
LOCATION OF SERVICE		BILLING RATE PER 100 CU. FT.	USAGE CUBIC FEET SEWER
80 AMSDEN WAY 50-0044800		13.1400	39,990
DUE DATE ON OR BEFORE 04/01/2022		TOTAL AMOUNT DUE	5,254.69

UNION ARENA
496-3 WOODSTOCK ROAD
WOODSTOCK VT 05091

PAYMENT DUE ON OR BEFORE	04/01/22
8% PENALTY FEE ASSESSED	04/02/22
INTEREST AT 1% MONTHLY UNTIL AND 1.5% THEREAFTER.	07/02/22

MAKE CHECKS PAYABLE TO:
SEWER DEPARTMENT**REMIT TO:**
TREASURER
PO BOX 488
WOODSTOCK VT 05091

* MINIMUM CHARGE 5,000 CU. FT. / 1 PERSON, 7500 CU. FT. / 2 PERSON, 10,000 CU. FT., 3 PERSON

TOWN OF WOODSTOCK

PO BOX 488 * WOODSTOCK, VT 05091 - 0488

OFFICE HOURS

8:00AM - 4:30PM M - F
(802) 457 - 3456**SEWER BILL**USAGE FIGURES PROVIDED BY WOODSTOCK
AQUEDUCT CO.

BILLING DATE	ACCOUNT NUMBER	BILLING PERIOD	
		FROM	TO
06/28/2022	31.02.45.00U	07/01/21	06/30/22
LOCATION OF SERVICE		BILLING RATE PER 100 CU. FT.	USAGE CUBIC FEET SEWER
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UNION ARENA
496-3 WOODSTOCK ROAD
WOODSTOCK VT 05091

122009541

PAYMENT DUE ON OR BEFORE	04/01/22
8% PENALTY FEE ASSESSED	04/02/22
INTEREST AT 1% MONTHLY UNTIL AND 1.5% THEREAFTER.	07/02/22

MAKE CHECKS PAYABLE TO:
SEWER DEPARTMENT**REMIT TO:**
TREASURER
PO BOX 488
WOODSTOCK VT 05091

* MINIMUM CHARGE 5,000 CU. FT. / 1 PERSON, 7500 CU. FT. / 2 PERSON, 10,000 CU. FT., 3 PERSON

TOWN OF WOODSTOCK

PO BOX 488 * WOODSTOCK, VT 05091 - 0488

OFFICE HOURS

8:00AM - 4:30PM M - F
(802) 457 - 3456**SEWER BILL**USAGE FIGURES PROVIDED BY WOODSTOCK
AQUEDUCT CO.

BILLING DATE	ACCOUNT NUMBER	BILLING PERIOD	
		FROM	TO
06/28/2022	31.02.45.00U	07/01/21	06/30/22
LOCATION OF SERVICE		BILLING RATE PER 100 CU. FT.	USAGE CUBIC FEET SEWER
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DUE DATE ON OR BEFORE 04/01/2022		TOTAL AMOUNT DUE	5,254.69

UNION ARENA
496-3 WOODSTOCK ROAD
WOODSTOCK VT 05091

122009541

PAYMENT DUE ON OR BEFORE	04/01/22
8% PENALTY FEE ASSESSED	04/02/22
INTEREST AT 1% MONTHLY UNTIL AND 1.5% THEREAFTER.	07/02/22

MAKE CHECKS PAYABLE TO:
SEWER DEPARTMENT**REMIT TO:**
TREASURER
PO BOX 488
WOODSTOCK VT 05091

* MINIMUM CHARGE 5,000 CU. FT. / 1 PERSON, 7500 CU. FT. / 2 PERSON, 10,000 CU. FT., 3 PERSON

BOARD OF SEWER COMMISSIONERS

Meeting: April 15, 2014

Union Arena **31.02.45-00U** **Rink** *Consumption Basis*
Location: 80 Amsden Way

Please see letter from the Woodstock Aqueduct.

The Aqueduct is requesting that we reduce the June 1, 2013 reading of 56,980 by 47,670 which would bring the adjusted reading to 9,310.

This reading is for the rink and has a 72% charge for amount used.

The water usage for the restrooms is also included in this billing requested by Union Arena.
The water for the rest rooms is billed at actual usage, not at a reduced rate.

Original Bill

Aqueduct Acct #

50-00448501	Rink	137,980 x 72% =	99,345	
50-00448001	Rest Rooms		<u>11,120</u>	
	TOTAL BILLED		110,475	\$ 8,042.58

Revised Bill

50-00448501	Rink	90,310 x 72% =	65,023	
50-00448001	Rest Rooms		<u>11,120</u>	
	REVISED TOTAL BILLED		76,143	\$ 5,543.21

Woodstock Aqueduct is requesting and adjustment for the 2013 bill for this account based on their letter.

Union Arena has paid and is requesting a refund in the amount of **\$ 2,499.37**.

Please advise.

Who is Sylvia **20.52.28-00A** *Consumption Basis*

On a motion of Mr. Holt, second Ms. Howe the Select Board voted to reallocate \$10,000.00 planned for interior painting at the Emergency Services Building to digging a well at Station 2. Motion approved.

H. Town Forest Study

There was one bid to conduct a Forestry Study of the town forest. Patrick Bartlett submitted a comprehensive proposal for \$660.00.

On a motion of Mr. Holt, second Ms. Howe, the Select Board voted to hire Patrick Bartlett to conduct a study on town forest and produce a management plan. Motion approved

I. Permission to Use Town Roads for Killington Stage Race

The Select Board reviewed a request for use of Town Roads for the Killington Stage Race on May 25, 2014. There has been no problem in the past and there are no changes to the application.

On a motion of Mr. Holt, second Ms. Howe, the Select Board voted to approve a permit for the Killington Stage Race on May 25, 2014. Motion approved.

J. Permission for Vermont Adaptive Ski & Sports Annual 100 Mile Endurance Event

The Select Board reviewed the application for the Vermont Adaptive Ski & Sports Annual 100 Mile Endurance Event which goes through Woodstock and crosses Route 4 in two areas, Taftsville and West Woodstock. The Sheriff is hired for traffic control at both of these locations. The event is scheduled on July 19, 2014.

On a motion of Ms. Howe, second Mr. Holt the Select Board voted to approve the permit for the Vermont Adaptive Ski & Sports Annual 100 Mile Endurance Event on July 19, 2014. Motion approved.

VI. BOARD OF SEWER COMMISSIONERS

A. Wastewater Treatment Plant Blower & MCC Upgrade Project Bid Analysis & Engineer's Recommendation

The Select Board reviewed a bid analysis and Engineer's Recommendation for the Wastewater Treatment Plant Blower project. The low bidder at \$294,000 is Infrastructure Construction Corporation and Stantec recommends the contract be awarded thereto.

On a motion of Mr. Holt, second Ms. Howe, the Select Board voted to go with Stantec's recommendation, and accept the contract from Infrastructure Construction Corporation. Motion approved.

B. Requests for Sewer Billing Adjustments

1. Union Arena's sewer bill has a normal and customary allowance of 28% for evaporation of water used at the arena. When the recent meter reading was completed, an inexperienced staff member did not take this allowance into consideration. The sewer bill was Woodstock Aqueduct reported the over billing and submitted documentation to the Town supporting the adjustment as requested by Union Arena.

On a motion of Mr. Holt, second Ms. Howe the Select Board voted to adjust the sewer bill for Union Arena, as is normally done each year due to the meter not being read properly and to allow the normal and customary allowance of 28% . Motion approved.

Additional Request from Union Arena:

Please see attached sheet

Hi Dave,

Thank you for taking the time back in April to discuss Union Arena's sewer bill with me. Per your request I've drafted this email for further consideration. Union Arena is officially requesting a partial refund from the most recent sewer bill that was paid at the end of March 2022. Going back to 2004 or 2005, I believe the Town has discounted Union Arena's bill since a good portion of water that is consumed doesn't go into the sewer at all. By my calculations based on present programming and use, we only send 66% of the water consumed in the back of the building into the sewer system. (See attached document for detail)

Since I arrived in 2014, the back of the building's cubic feet of water consumption has been multiplied by 72% by the Town of Woodstock to arrive at a total cubic foot usage before multiplying it by the sewer rate. This year's invoice didn't multiply the backend consumption by 72% and therefore we were charged for the entire amount of water usage. That calculation is totally inconsistent with the past 8 years. (See attached document) Based on present programming and use, we conservatively send 66% of the water consumed in the back of the building into the sewer system. (See attached document for detail)

We are requesting a partial refund from this year's bill and an official agreement moving forward reflecting a 34% reduction of the backend usage prior to the Town's sewer rate being applied.

Sincerely,
EJay

Hi Cori,

Those numbers are the same as what I have. I guess I was using the wrong quarters for my total for the sewer bill. Does the Town use 12/1 – 9/1 to compute the sewer bill?

I don't want to belabor my point about the numbers being conservative, but in addition to what I used to compute the numbers I don't take into account the thousands of cubic feet that we use outside the building to wash entry carpets, cleaning the Zamboni and other equipment and spraying down the asphalt multiple times throughout the year so that it is clean enough to drive the Zamboni on to dump outside without tracking dirt back onto the ice. This would be very difficult quantify and that is why I didn't include it. If some of these points can be mentioned, I would appreciate it. I think the 66% usage

going down the sewer is very fair and more accurate than the 72% rate now used. If some of these points can be mentioned, I would appreciate it.

We are very grateful for the time and energy you have spent on this... thank you!

Best,
EJay

UNION ARENA BACKEND WATER USAGE CALCULATION - 2022

Union Arena's average annual water usage that doesn't go into the Woodstock sewer system.

Ice Season	avg wks. - outside Zamboni dumping	avg number of ice makes/wk with Zamboni	avg gallons used/make	avg total gallons	Gallons to CF multiplier	Total CF
Winter	14	50	150	105,000.00	0.133681	14,037
Summer	5	45	150	33,750.00	0.133681	4,512
						18,548

Zamboni main tank holds 195 gallons of water

Zamboni Wash Water tank holds 82 gallons of water

Month	ice thickness in inches	rink width in inches	rink length	Cubic volume of ice in inches	Ice to water in cubic inches (multiply by .92)	Cubic Inch to CF (div. by 1728)
October	1.25	1020	2400	3,060,000.00	2,815,200	1,629
June	1.25	1020	2400	3,060,000.00	2,815,200	1,629
						3,258

Average amount of water that evaporates in the condensing tower per year that doesn't go into the Woodstock sewer system.
(from water meters on the system)

Total CF
2,321

Total average amount of water usage per year that doesn't go into the Woodstock sewer system.

Total CF
24,127

Average amount of water usage per year in the back end. (Woodstock Aquaduct)

Total CF
70,000

Percentage of water usage that actually goes into the Woodstock sewer system per year.

66%

Based on the most recent operating procedures and average programming at Union Arena.

Town of Woodstock
Select Board Meeting
June 21, 2022
6:00 pm
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.

Present: Chair Joe Swanson, Ray Bourgeois, Keri Cole, Susan Ford, Tom Yennerell, Nikki Nourse, Tess Hunter, Tom Meyerhoff, Zoie Parent, Wendy Miller, Alison Johannensen, Michael Stoner, Mary Young, Jill Davies, Michael Pacht, DJ Jesser, Barbara Barry

A. Call to order

1. Chair Swanson called the Select Board meeting of June 21, 2022, to order at 6:00 pm.

B. Additions to & deletions from posted agenda

C. Citizen comments

D. Manager's report

1. General report
2. Financial report

E. Old business

1. 4th of July fireworks

Motion: by Mr. Bourgeois to approve the building use form for the July 4th fireworks pending the approval of the School Board.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

F. New business

1. Petition to reduce speed limit on Happy Valley Road from 35 mph to 25 mph

Motion: by Mr. Bourgeois to approve the reduction of the speed limit on Happy Valley Road from 35 mph to 25 mph.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

2. Ambulance write offs

Motion: by Mr. Bourgeois to approve the ambulance write offs in the amount of \$73,287.70.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 4-0-0, passed.

G. Other business

1. Truck Loan Note

Motion: by Mr. Bourgeois to approve the note from Mascoma bank for the fixed interest rate of 3.05% for the loan amount of \$175,085 for the purchase of a 2021 Freightliner truck.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 4-0-0, passed.

H. Approval of minutes

1. 6/3/22 joint minutes

2. 6/7/22 minutes

Motion: by Ms. Ford to approve the minutes for 6/3/22 and 6/7/22 as submitted.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

I. Adjournment

Motion: by Mr. Bourgeois to adjourn the meeting at 6:25 pm.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 4-0-0, passed.

Respectfully submitted,

Nikki Nourse

Town of Woodstock
Select Board Special Meeting
June 28, 2022
5:00 pm
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.

Present: Chair Joe Swanson, Ray Bourgeois, Keri Cole, Susan Ford, Tom Yennerell, Nikki Nourse, Steven Bauer, Patrick Fultz, John Lippman, Mary Margaret Sloan, Donna Lombard, Michael Stoner, Mallory Bennett, Tom Ayres, David Gryck, Tom Meyerhoff, Cynthia Volk, BJ Dunn, Al Alessi, Tom O'Brien, Fire Chief David Green

A. Call to order

1. Chair Swanson called the Select Board Meeting of June 28, 2022, to order at 5:00 pm.

B. Public Hearing for Proposed Amendment to the Town of Woodstock Zoning Regulations

1. Mr. Bauer shared a presentation (included in minutes).
2. Mr. Bauer stated that the 50% products is already defined in Act 143. This is specifically to separate the requirements from Act 143 which are already set. The substantial amount can be determined at the DRB's discretion. An on farm restaurant is different than an accessory on farm business, and therefore has different requirements. There are still certain aspects that they need to clarify in this amendment. There are different calculations they can do. For example, they went with 2,800 square feet because it seemed like a pretty good size building. This could be changed.
3. Chief Green stated that any place that has a liquor license or is a public building has capacity rules. If a building allows 100 people, you can have 100 people total including outside. For, example, you can have 50 inside seats and 50 outside seats.
4. Mr. Fultz stated that 60 seats is not very many seats and many not be viable. They really should think about that number.
5. Mr. Bauer stated that they want to encourage people to be far away and not at their property line to not disturb neighbors.
6. Ms. Ford stated that they did a 10 acre minimum because 5 acres is not enough. It will be self-regulating. Most likely people will need a larger farm to sustain a restaurant.
7. Chair Swanson stated it would be up to the restaurant owner and farmer to know what is viable for them or not.
8. Ms. Sloan stated that she is concerned this does not protect the rural character of residential areas strongly enough.
9. Ms. Lombard stated that being a farmer is not easy right now. This amendment helps Woodstock grow and evolve and helps to support agriculture. She really appreciates what has been done so far.
10. Mr. Bauer stated that this is a workable document. It is not perfect, and they can still work on it.
11. Chief Green stated that the 2,800 square feet is for the public space only. You can have a 20,000 square foot building but you can only use up to 2,800 square feet for public use.
12. 70 decibels in a quiet rural area is going to be louder than 70 decibels in the Village.
13. This amendment will continue to be worked on and there will be another public hearing in the future.

C. Citizens comments – none.

D. Additions to & deletions from posted agenda

1. Addition – July 5th meeting

E. Other business

1. July 5th meeting
 - a. Mr. Bourgeois stated that next Tuesday's meeting is after a holiday. He does not think they need to have that meeting.
 - b. Chair Swanson agreed.

Motion: by Mr. Bourgeois to cancel the Tuesday July 5th meeting.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 4-0-0, passed.

F. Adjournment

Motion: by Mr. Bourgeois to adjourn the meeting at 6:09 pm.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 4-0-0, passed.

Respectfully submitted,
Nikki Nourse

**Town & Village of Woodstock
Select Board & Board of Trustees Joint Meeting
June 28, 2022
6:30 pm
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Joe Swanson, Ray Bourgeois, Keri Cole, Susan Ford, Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Bill Corson, Gabe DeLeon, Tom Yennerell, Nikki Nourse, Tess Hunter

A. Call to order

1. Select Board

- a. Chair Swanson called the Joint Meeting of June 28, 2022, to order at 6:30 pm.

2. Trustees

- a. Chair McIlroy called the Joint Meeting of June 28, 2022, to order at 6:30 pm.

B. Citizen comments

- 1. Mr. Kahn stated that he urges the Select Board to consider this summer changing the sewer ordinance.

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

D. Executive session to discuss union contract

Motion: by Mr. Bourgeois to enter executive session to discuss a union contract at 6:32 pm.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Chair McIlroy to enter executive session to discuss a union contract at 6:32 pm.

Seconded: by Mr. Kahn.

Discussion: none.

Vote: 5-0-0, passed.

The Select Board & Village Trustees exited executive session and resumed the public meeting at 6:53 pm.

Motion: by Mr. Bourgeois to approve the International Union of Public Employees Local 804 contract with the amendment of changing appendix B to C.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Chair McIlroy to approve the International Union of Public Employees Local 804 contract with the amendment of changing appendix B to C.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

E. Adjournment

1. Select Board

Motion: by Ms. Ford to adjourn the meeting at 6:55 pm.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 4-0-0, passed.

2. Trustees

Motion: by Mr. Kahn to adjourn the meeting at 6:55 pm.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*