

Town of Woodstock
Select Board Meeting
August 16, 2022
6:00 pm
Town Hall & Zoom
Agenda

- A.** Call to order
- B.** Interviews for Town Historic Preservation Commission
 - 1. Matthew Powers (pp 3-5)
 - 2. Charlie Degener (pp 6-7)
 - 3. Douglas Keleher (pp 8-9)
- C.** Citizen Comments
- D.** Municipal Official's Responsibilities & Guidelines (pp 10-22)
- E.** Additions to & deletions from posted agenda
- F.** Manager's Report (pp 23-24)
- G.** Permits
 - 1. Liquor license application – Brasserie – 4 Mechanic LLC – Au Comptoir (p 25)
- H.** New business
 - 1. Approve FY23 tax rate (p 26)
 - 2. Authorized Representative Update Form (pp 27-28)
- I.** Other business
- J.** Executive session to discuss appointments for Town Historic Preservation Commission and the Town Manager Search Committee
- K.** Approval of minutes
 - 1. 7/19/22 minutes (pp 29-31)
 - 2. 7/29/22 joint minutes (pp 32-34)
- L.** Adjournment

This Meeting will be held on Zoom

The link to join us is

<https://us02web.zoom.us/j/84782406503?pwd=UXAzWnJxaEE0MzJaMlBKeHJPUnB6QT09>

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

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

Name: Matthew Powers

Physical address: 27 Gardner Way

Mailing address: Same

Woodstock, VT 05091

Telephone: 802-457-1230

Email: mpwoodlore@gmail.com

Board/Commission/Committee you are applying for: Town Historic Preservation Commission

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

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: As the Executive Director of the Woodstock History Center, I anticipated the re-districting of the Town/Village NHRHP, the creation of the CLG, and the creation of a Historic Preservation Commission. To ensure that the commission has adequate resources for future projects, I created a repository of building/house histories, organized our archive, and inventoried the town/village's historic resources. I feel it is very important to have someone who is on the commission who is well-versed with these resources.

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 been a museum professional for over 22 years. I have conducted and directed numerous historic preservation projects on eight different historic buildings. The largest project to date was the restoration of the original skylights and five historic ventilators in an 1873 gallery at the St. Johnsbury Athenaeum. We also incorporated technologically advanced SageGlass into the skylights which was a first for a National Historic Landmark.

Previous Volunteer Experience

Summarize your previous volunteer experience: Attached.

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: M. P.

Date: 7/21/22

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.

Volunteer Experience/Membership

CURRENT

- American Alliance of Museums, institutional affiliate member
- American Association of State and Local History, institutional affiliate member
- New England Museum Association, institutional affiliate member
- Vermont Curator's Group, member
- Collections Care & Conservation Alliance, member
- Windsor County Innovation Fund (formerly Woodstock Union High School Endowment Association), Treasurer, 2019-current

PAST

- New England Museum Association, Conference Program Committee member, 2012
- Woodstock Search Committee member, Town Manager position, 2019
- Rotary Club of Woodstock, VT, member, Board member, 2015-2019
- Trustee of Public Funds, Town of Woodstock, 2015-2019
- Woodstock Chamber of Commerce, Treasurer, 2018-2019
- Red Mountain Lodge #68, Center Sandwich, NH, 2006-2019
- Vermont History Day, Judge, 2017-2018
- Woodstock Union High School Forensics Club, Judge, 2018
- Northeastern Vermont Regional Hospital, corporator, 2012-2013
- Rotary Club of St. Johnsbury, VT, 2012-2013
- NH Institute on Culture, History and Education, Co-Chair, 2004
- Capital Campaign Committee of the Carroll County Courthouse Restoration, Project member, 2004
- Sandwich Historic District Commission, member, 2004-2005
- New Hampshire Archives Group meeting, presenter of "Managing Your Own Records", 2007
- Portland Children's Museum, volunteer, 2000
- Teacher/Exhibit Preparator, The Zeeum/Children's Museum of Meredith, NH, 1998

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

Name: Charlie Degener

Physical address: 3002 Barnard Road
Woodstock, Vermont 05091

Mailing address: 31 The Green
Woodstock, Vermont 05091

Telephone: 457-3611

Email: clerk@townofwoodstock.org

Board/Commission/Committee you are applying for: Historic Preservation Commission (Town)

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

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 have a background in Historic Preservation and currently serve as President of the Woodstock History Center. My family has lived in Woodstock for nearly 80 years, and I am interested in its history and people.

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 a BA in Business Administration from Champlain College and a Masters Degree in Historic Preservation from UVM. I previously worked for the Vermont Division for Historic Preservation and am the current Woodstock Town Clerk.

Previous Volunteer Experience

Summarize your previous volunteer experience: I have served as an officer on the following boards:

Chester Alumni Assoc., Woodstock Masonic Assoc., Prosper Cemetery Assoc., Prosper Community Club,

Vermont Municipal Clerk's & Treasurer's Assoc., Woodstock History Center

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: F. Charles Degener III

Date: July 21, 2022

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.

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

Name: Douglas Keleher
Physical address: 9 Townhouse Way Mailing address: Same
Woodstock, VT 05091
Telephone: 802-522-8789 Email: doug.keleher@gmail.com

Board/Commission/Committee you are applying for: Historical Commission

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

All members appointed will be asked to:

- Attend 80% of regularly scheduled meetings (unless there are extenuating circumstances)
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Reasons for request appointment

Summarize the reasons that you are requesting appointment: _____
Local resident since 1981. Family ancestors were early settlers of Pomfret and Woodstock in late 1700's
Interest in US and Vermont History, Archeology, local history and architecture. Wish to see our Woodstock history
preserved and honored, while allowing for modern changes to better our town.

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: _____

Past Manager of Suicide Six, Woodstock Country Club, Macs Market. Currently Driving Examiner for State of Vermont DMV.

BA English UCONN, BS Microbiology UCONN (minor history)

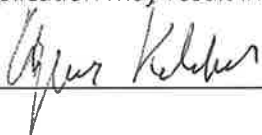
Previous Volunteer Experience

Summarize your previous volunteer experience: Coach Farm league baseball Woodstock Rec. Volunteered for Irene disaster cleanup crews in Woodstock and Pomfret. Church volunteer Our Lady of the Snows

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: _____

8-10-22

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.

LAW OFFICE OF
PETER K. VOLLERS, PLC

PHONE: 802-291-2419
FACSIMILE: 802-419-4948
pvollers@vollerslaw.com
www.vollerslaw.com

August 4, 2022

Woodstock Town Select Board
31 The Green, Box 7
Woodstock, VT 05091
(via email)

Re: Rabbit Hill Way development, Woodstock Planning Commission and Woodstock Conservation Committee members abuse of power and conflicts of interest

Dear Woodstock Select Board:

I wanted to bring to your attention a very concerning situation involving clients of mine, Dan and Meridith Peirce, who recently purchased a 9.85 acre parcel on Rabbit Hill Way (Parcel 04.02.03.001). My clients have engaged Chris Ambrose to build a tasteful, high-quality single family residence on the property for my clients' personal family use. All state subdivision and local zoning permits have been obtained as part of the development and my clients' engineer is currently obtaining the state stormwater discharge permit.

Unfortunately, my clients have received the attached correspondence from Mary Margaret Sloan, Vice Chair of the Woodstock Planning Commission, and Howard Krum, a member of the Woodstock Conservation Commission. The correspondence contains many false statements including those related to "massive clearcutting," proximity to the Marsh Billings Park (subject parcel is acres away from same), violation of town ordinances, "killing thousands of animals and plants," soil erosion and degradation to Gulf Stream (again, the parcel does not even abut the Gulf Stream), Act 250 jurisdiction (there is none), etc.

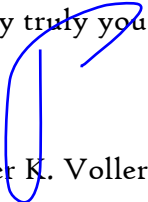
We understand that Ms. Sloan and Mr. Krum may have personal concerns about the development of a home in their viewshed, but the development is fully permitted and is being completed with all due care and diligence. If they were so concerned about the development, then they should have objected to the town zoning permit approval.

What Ms. Sloan and Mr. Krum are doing now is abusing their power as members of town boards to bully and intimidate my clients into ceasing their home building project. Such actions constitute a massive conflict of interest and can bring substantial liability to the town, especially since they've clearly included their public position status in their correspondence and have made flagrantly false statements.

We would hope the Town Select Board would intervene here to stop this bullying abuse of power as soon as possible and let my clients continue contributing to Woodstock's local economy with their project and then enjoy their new home with their family.

Thank you.

Very truly yours,



Peter K. Vollers

Ec: Daniel and Meridith Peirce
Chris Ambrose

July 18, 2022

Daniel and Meridith Peirce
400 Long Highway
Little Compton, RI 02837

Re: 0 Rabbit Hill Way Project (Parcel ID: 04.02.03.001)

Dear Mr. and Mrs. Peirce,

My wife (Mary Margaret, vice chair of the Woodstock planning commission) and I (a member of the Town conservation commission) own Gilbert's Hill farm on Barnard Road — we are informally reaching out to you on behalf of a number of concerned Woodstock residents.

We are writing to make you aware of a serious and problematic situation involving your property on Rabbit Hill Way: You likely do not know that your contractors recently clearcut (to bare earth) an enormous section of the hillside just below the Marsh-Billings-Rockefeller National Historical Park — it is our understanding that this was likely performed in violation of Town ordinance(s). Then, shortly after the clearcutting which killed thousands of animals and plants, excavation of a massive construction pit began in very steep terrain (~18% slope), no doubt promoting soil erosion into and environmental degradation of the protected Gulf Stream below. This stream and your land are in the Aqueduct watershed that supplies drinking water for the Town. It has long been a local understanding that this land on Rabbit Hill Way is not legally buildable due to the excessive grade of the access road(s) for police, fire and emergency vehicles. And, it is unclear whether the development of this subdivision has been approved through the State's Act 250 process.

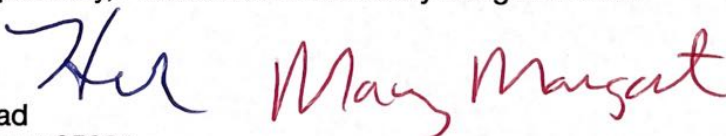
We'd like to propose two potential alternatives to this devastating situation: 1) halt construction and either allow the land to naturally regenerate or donate the property to the Vermont Land Trust (you will receive a generous tax deduction and become heroes to all); or, 2) if you pursue construction (assuming you can acquire all the proper State and local permits), devise a way to effectively screen the resulting structures and lighting from view, clad all exterior surfaces with dark/muted materials, use non-reflective glazing, and totally replant the destroyed hillside.

Gilbert's Hill and its surrounding protected acreage is on the National Register of Historic Places and is a valued public resource attracting visitors to Woodstock from around the world. Over 200 individuals and organizations came together to preserve this landmark for the benefit and use of all. Other neighbors, representatives of the National Park Service, the interim Town Manager and staff in the Woodstock planning and zoning office are examining the issues presented by the project on Rabbit Hill Way. But, now that you are aware of the numerous associated problems, we hope that you will quickly come to a generally-acceptable solution to avoid further environmental and scenic destruction.

If you would be so kind, please let us know how you plan to proceed — we would be more than happy to help chart a positive course forward. In fact, we'd like to have you over to Gilbert's Hill the next time you are in the area.

Sincerely and respectfully, Howard Krum and Mary Margaret Sloan

Gilbert's Hill
1362 Barnard Road
Woodstock, Vermont 05091
(802) 230-6387 hkrum@me.com

Handwritten signatures of Howard Krum and Mary Margaret Sloan. Howard's signature is in blue ink and Mary Margaret's is in red ink.

From: Howard Krum <hkrum@me.com>
To: Meridith Peirce <meridithpeirce@me.com>
Cc: Daniel Peirce <danielpeirce@yahoo.com>; mary margaret sloan <marymargaret.sloan@gmail.com>
Sent: Thursday, July 28, 2022 at 10:57:14 AM EDT
Subject: Re: Rabbit Hill Way Project

Dear Dan and Meridith,

Many thanks for your response. Unfortunately, the furor over your massive clearcutting operation on Rabbit Hill Way has only grown over the last several days. Outraged folks have reported the project to multiple State and local officials and there has even been talk of a potential news story. Here is an excerpted quote from a respected neighbor:

"I've been horrified by the unfolding destruction to the hillside... This project is a reckless gaping wound on the side of the hill..." You should note that this resident of Woodstock (and others) reported your project as an environmental violation to the Vermont Agency of Natural Resources.

At this point we remain heartbroken over what has happened. We hope that you can appreciate the sad irony of the situation: you wish to move here because of Woodstock's natural beauty but are destroying it in the process (and this destruction is just few steps from the national monument commemorating the launch of the American conservation movement). We created (and ultimately control) the view you are exploiting while at the same time you are ruining the scenic and natural beauty for us, our neighbors, and all who visit our protected land. In fact, our property is preserved by multiple easements to prevent just the kind of destructive development you are causing (and the 200+ individuals and groups that came together to save Gilbert's Hill have yet to be enlisted for this issue). We have a close-knit, caring, intelligent and determined cohort of neighbors. Unless you act decisively to change the trajectory of this project we don't see how you can salvage your reputation in this Town.

You state an interest "in being responsible members of the community and good stewards of the land." To be clear: massive clearcutting of a forest to bare earth (with no erosion control and killing countless animals and plants in the process) is modern-day environmental abuse that is broadly condemned. We understand your desire to live harmoniously in this community but Vermonters judge outsiders by their behaviors not their words — your actions to date do not bode well for your reception.

We're not anti-development. We understand that Woodstock will attract newcomers wanting to build homes here and we welcome responsible construction. However, Woodstock residents expect that the nature of such development will respect the rural character of this special place rather than raze it. Please meet us half way here and share the specific and detailed measures (structure screening, lighting plans, replanting efforts, etc, etc) that you will commit to using to help mitigate this environmental and scenic destruction to the Prosper Valley.

Again, sincerely and respectfully, Howard and Mary Margaret

Howard Krum (802) 230-6387
Gilbert's Hill
1362 Barnard Road
Woodstock, Vermont 05091

Hide original message

On Jul 21, 2022, at 7:37 PM, Meridith Peirce <meridithpeirce@me.com> wrote:

Dear Mr. Krum and Ms. Sloan,

Thank you for your letter and for sharing your concerns about our property on Rabbit Hill Way.

We should begin by saying that we believe our interests in being responsible members of the community and good stewards of the land are very much aligned with yours. Meridith has spent close to the past decade farming and Dan has experience working with nonprofits in the area of sustainability and land conservation. Rest assured that we take your concerns seriously and have, therefore, sought immediate counsel from both our attorney and our builder. Our permits are in order, there are no legal infractions, and both state and town officials have visited the site and have expressed their confidence that all activity to date is allowable.

We plan to build a home whose aesthetic is very much in keeping with the natural surrounds of this beautiful land, using natural materials such as wood siding and keeping our home free of any liquid fuel. We intend to use the land to grow food and live a simple life with our family. Your concerns are noted and we certainly will be sensitive to your suggestions about lighting, materials, etc.

It is our hope that we can have a happy, neighborly relationship once we are able to call Woodstock our home! We are among those who have long admired the beauty of your property and we appreciate its significance to the town and beyond. We would love to take you up on the offer to visit you at Gilbert's Hill when we are next in town.

Thank you,
Daniel and Meridith Peirce

Municipal Manager

From: Peter K. Vollers, Esq. <pvollers@vollerslaw.com>
Sent: Wednesday, August 10, 2022 9:32 AM
To: Joe Swanson
Cc: Municipal Manager; Susan Ford; Ray Bourgeois; kpcole@gmail.com; Ambrose C & B; Meridith Peirce; Daniel Peirce
Subject: Re: Rabbit Hill Way development, Woodstock Planning Commission and Woodstock Conservation Committee members abuse of power and conflicts of interest

Hi Joe et al:

Please see the latest email communication pasted below. My clients would like to attend the next Select Board meeting if possible. If so, can you please confirm the date and time?

Thank you.

From: Howard Krum <hkrum@me.com>
Date: August 10, 2022 at 7:07:25 AM EDT
To: Meridith Peirce <meridithpeirce@me.com>
Cc: Daniel Peirce <danielpeirce@yahoo.com>
Subject: Re: Rabbit Hill Way Project

Dear Dan and Meridith,

I will, of course, respect your decision not to talk with us to chart a positive course forward. We do appreciate the sentiment you've expressed of "keeping our concerns in mind," unfortunately, this is simply not an adequate response to the scenic and environmental damage you are causing in Woodstock. 0 Rabbit Hill Way might be your property to bulldoze but Woodstock is our home and community to protect. If it is true (as you state) that you wish to build a neighborly relationship, then we ask you to fully commit to the mitigation roadmap we've laid out below. These measures were derived from guidelines recently developed by the Two Rivers-Ottawaquechee Regional Commission, as well as the Vermont Climate Action Plan. The minimum required actions necessary to yield a tolerable outcome for us, our neighbors, and the greater Woodstock community fall into three categories —

1. Deforestation: Replant the entire area you've deforested (which was clearcut and razed to bare earth) to within 25' of any structure, on all sides. This reforestation project needs to replace the same species you removed at the same density as the surrounding forest and the new trees must be allowed/encouraged to reach full maturation and canopy height. In addition to the loss of forest habitat for wild animals and plants, by clear-cutting you have contributed to climate change by destroying the forest canopy, reducing biomass and decreasing carbon sequestration. As a Prosper Valley resident recently noted about you, "I'm curious how they justify their commitment to deforestation..."

2. Erosion: The clearcutting and earth disruption you've performed without erosion control has caused the VT Agency of Natural Resources to issue a stop-work order for your project, you

obviously need to address their concerns and furthermore you need to ensure that only porous substrates are used for any driveways or patio areas, etc. In these times of both severe drought and cyclical deluge, we can't afford to degrade/damage/stress our streams and groundwater resources further.

3. Scenic destruction: The damage you have done to Woodstock's scenic resources, only steps from the Marsh-Billings-Rockefeller National Park, is devastating. As such, the exterior surfaces of all structures you construct must be clad in muted, dark materials/colors, all windows should be tinted to restrict the escape of interior light pollution, and the exterior window glazings should be non-reflective. Exterior lighting should be minimized and, of course, only directed downward. The overall goal is to help make your structure less obtrusive by blending (as much as possible) into the natural surrounds.

Though you may "bristle" at this prescribed roadmap, please consider these mitigation measures seriously because scenic and natural beauty as well as a healthy environment are key to Vermont's future and economy — a voluntary commitment to these specific actions is in your very best interest. However, if we don't hear back from you by COB on 08/26/22 we will understand that you are rejecting these minimum mitigation actions and we will proceed accordingly.

The good news in this unfortunate situation is that the trajectory of this rapidly-escalating issue is entirely within your control — we are begging you to act responsibly.

Sincerely and respectfully, Howard

Cc: The Town of Woodstock, Marsh-Billings-Rockefeller National Park, Two Rivers-Ottauquechee Regional Commission, The Vermont Agency of Natural Resources, and the concerned residents of Woodstock, Vermont

Howard Krum (802) 230-6387
Gilbert's Hill
1362 Barnard Road
Woodstock, Vermont 05091

Peter K. Vollers, Esq.
Law Office of Peter K. Vollers, PLC
1-802-291-2419 (phone)
1-802-419-4948 (fax)
pvollers@vollerslaw.com
www.vollerslaw.com

Sent with Proton Mail secure email.

----- Original Message -----

On Thursday, August 4th, 2022 at 2:23 PM, Peter K. Vollers, Esq. <pvollers@vollerslaw.com> wrote:

VERMONT **GENERAL ASSEMBLY**

The Vermont Statutes Online

Title 24 : Municipal And County Government**Chapter 033 : Municipal Officers Generally****Subchapter 003 : Organization Of Selectboard; Appointments; Powers**

(Cite as: **24 V.S.A. § 872**)

§ 872. Selectboard; general powers and duties

(a) The selectboard shall have the general supervision of the affairs of the town and shall cause to be performed all duties required of towns and town school districts not committed by law to the care of any particular officer.

(b) The selectboard shall annually, on or before July 31, acknowledge receipt of and review the document made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11) regarding internal financial controls and which has been completed and provided to the selectboard by the treasurer pursuant to section 1571 of this title.

(c) The selectboard may require any other officer or employee of the town who has the authority to receive or disburse town funds to complete and provide to the selectboard a copy of the document made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11). The officer or employee shall complete and provide the document to the selectboard within 30 days of the selectboard's requirement. The selectboard shall acknowledge receipt of and review the completed document within 30 days of receiving it from the officer or employee. (Amended 2011, No. 155 (Adj. Sess.), § 26.)

Conflict of Interest Policy

Town of Woodstock

Article 1. Authority. Under the authority granted in 24 V.S.A. § 2291(20), the Town of Woodstock Select Board hereby adopts the following policy concerning conflicts of interest.

Article 2. Purpose. The purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no public officer of the municipality will gain a personal or financial advantage from his or her work for the municipality and so that the public trust in municipal officials will be preserved. It is also the intent of this policy to ensure that all decisions made by municipal officials are based on the best interest of the community at large.

Article 3. Application. This policy applies to all public officers as that term is defined below.

Article 4. Definitions. For the purposes of this policy, the following definitions shall apply:

A. **Conflict of interest** means any of the following:

1. A direct or indirect personal or financial interest of a public officer, his or her spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother- or sister-in-law, business associate, or employer or employee in the outcome of a cause, proceeding, application, or any other matter pending before the officer or before the public body in which he or she holds office or is employed.
2. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's particular political views or general opinion on a given issue.
3. A situation where a public officer has not disclosed ex parte communications with a party in a quasi-judicial proceeding.

A "conflict of interest" does not arise in the case of votes or decisions on matters in which the public official has a personal or financial interest in the outcome, such as in the establishment of a tax rate that is no greater than that of other persons generally affected by the decision.

B. **Emergency** means an imminent threat or peril to the public health, safety, or welfare.

C. **Ex Parte Communication** means direct or indirect communication between a member of a public body and any party, party's representative, party's counsel or any person interested in the outcome of a quasi-judicial proceeding, that occurs outside the proceeding and concerns the substance or merits of the proceeding.

D. **Official act or action** means any legislative, administrative, or quasi-judicial act performed by any public officer while acting on behalf of the municipality.

E. **Public body** means any board, council, commission, or committee of the municipality.

Conflict of Interest Policy *Town of Woodstock*

- F. **Public interest** means an interest of the community as a whole, conferred generally upon all residents of the municipality.
- G. **Public officer** means a person elected or statutorily-appointed to perform executive, administrative, legislative, or quasi-judicial functions for the municipality. This term does not include any municipal employee.
- H. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, and which results in a written decision, the result of which is appealable by a party to a higher authority.

Article 5. Prohibited Conduct.

- A. A public officer shall not participate in any official action if he or she has a conflict of interest in the matter under consideration.
- B. A public officer shall not personally – or through any member of his or her household, business associate, employer or employee – represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application, or other matter pending before the public body in which the public officer holds office.
- C. A public officer shall not accept gifts or other offerings for personal gain by virtue of his or her public office that are not available to the public in general.
- D. A public officer shall not use resources unavailable to the general public – including but not limited to municipal staff time, equipment, supplies, or facilities – for private gain or personal purposes.

Article 6. Disclosure. A public officer who has reason to believe that he or she has or may have a conflict of interest in a particular matter shall, prior to participating in any official action on the matter, publicly disclose at a public meeting or public hearing that he or she has an actual or perceived conflict of interest in the matter under consideration and disclose the nature of the actual or perceived conflict of interest. Alternatively, a public officer may request that another public officer recuse him or herself from a matter due to a conflict of interest.¹

Article 7. Consideration of Recusal. Once there has been a disclosure of an actual or perceived conflict of interest, other public officers may be afforded an opportunity to ask questions or make comments about the situation. If a previously unknown conflict is discovered during a meeting or hearing conducted by a public body of the municipality, the public body may take evidence pertaining to the conflict and, if appropriate, adjourn to an executive session to address the conflict.

¹ Such request shall not be considered an order for the officer to recuse him or herself.

Conflict of Interest Policy *Town of Woodstock*

Article 8. Recusal.

- A. Recusal of Elected Officers.** After taking the actions listed in Articles 6 and 7, an elected public officer should declare whether he or she will recuse him or herself and explain the basis for that decision. If the public officer has an actual or perceived conflict of interest but believes that he or she is able to act fairly, objectively, and in the public interest, in spite of the conflict, he or she shall state why he or she believes that he or she is able to act in the matter fairly, objectively, and in the public interest.²
- B. Recusal of Appointed Officers.** The failure of an appointed public officer to recuse himself or herself in spite of a conflict of interest may be grounds for discipline or removal from office.³

Article 9. Post-Recusal Procedure.

- A.** A public officer who has recused himself or herself from serving on a public body in a particular proceeding shall not sit with the public body, deliberate with the public body, or participate in that proceeding as a member of the public body in any capacity, though such member may still participate as a member of the public.
- B.** The public body may adjourn the proceedings to a time certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the total membership of the public body. The public body may then resume the proceeding with sufficient members present.

Article 10. Enforcement.

- A. Enforcement Against Elected Officers; Progressive Consequences for Failure to Follow the Conflict of Interest Procedures.** In cases where an elected public officer has engaged in any of the prohibited conduct listed in Article 5, or has not followed the conflict of interest procedures in Articles 6 through 9, the Town of Woodstock may take progressive action to discipline such elected officer as follows:
1. The chair of the Town of Woodstock Select Board may meet informally with the public officer to discuss the possible conflict of interest violation. This shall not take place in situations where the chair and the public officer together constitute a quorum of a public body.
 2. The Town of Woodstock Select Board may meet to discuss the conduct of the public officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The public officer may request that this meeting occur in public. If appropriate, the Town of Woodstock may admonish the offending public officer in private.

² Each member of an elected public body is independently elected and answers only to the voters. Therefore, unless there is a local ordinance or charter provision that states otherwise, the remaining members of the body may not force recusal. They may only express their opinion about the subject and/or privately or publicly admonish a fellow member who fails to handle conflicts appropriately.

³ Certain appointed officials such as a Zoning Administrator and a Town Manager may only be removed for cause and after being afforded with procedural due process protections including notice and a reasonable opportunity to be heard.

Conflict of Interest Policy *Town of Woodstock*

3. If the Town of Woodstock Select Board decides that further action is warranted, the Select Board may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
4. Upon majority vote in an open meeting, the Town of Woodstock may request (but not order) that the offending public officer resign from his or her office.

B. Enforcement Against Appointed Officers. The Town of Woodstock Select Board may choose to follow any of the steps articulated in Article 10A. In addition to or in lieu of any of those steps, the Town of Woodstock Select Board may choose to remove an appointed officer from office, subject to state law.

Article 11. Exception. The recusal provisions of Article 8 shall not apply if the Town of Woodstock Select Board determines that an emergency exists and that actions of the public body otherwise could not take place. In such a case, a public officer who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Article 6.

Article 12. Effective Date. This policy shall become effective immediately upon its adoption by the Town of Woodstock Select Board.

Select Board:

Bob Holt

John Doten

L.D. Sutherland

Jill M. Davies

Sonya Stover

Date:

August 16, 2017

NAME:

OFFICE: (exp. March 2025)

OATH

I do solemnly swear (or affirm) that I will faithfully execute the office of _____
: for the Town of Woodstock and will therein do equal right and justice to all
persons to the best of my judgment and ability, according to law. (oath) So help me
God. (affirmation) Under the pains and penalties of perjury.

Signature: _____ Date: _____

I hereby certify that on the _____ day of _____, 2022, personally appeared
before me at Woodstock, Vermont and took and subscribed the foregoing oaths or
affirmations.

F. Charles Degener III

Town Clerk

Municipal Manager's Report August 16, 2022

1. New Hire

A part-time Planning and Zoning Assistant has been hired. This person will average about 25 hours weekly and will assist in the Manager's Office when people are absent. There will also be some cross training between the offices.

2. Village Green Historic Sign

This sign is owned by the VT. Division for Historic Preservation. The Division is having the sign refurbished and its estimated return is 45 days.

3. Municipal Manager Replacement

The hiring process has begun, a recruiter has been hired to organize and do much of the employment search along with both the Trustees and Selectboard.

4. Key personnel resignation

The Public Works Director has resigned, effective September 2, to take another position that is very desirable to him. The vacancy has been posted internally and advertised regionally, mainly it has been advertised with municipal support organization such as VLCT, in NH and Mass. The opening has also been posted on Indeed.

5. First Amendment Training

This training occurred on Monday August 8. The Town Officers were closed during the one-hour training.

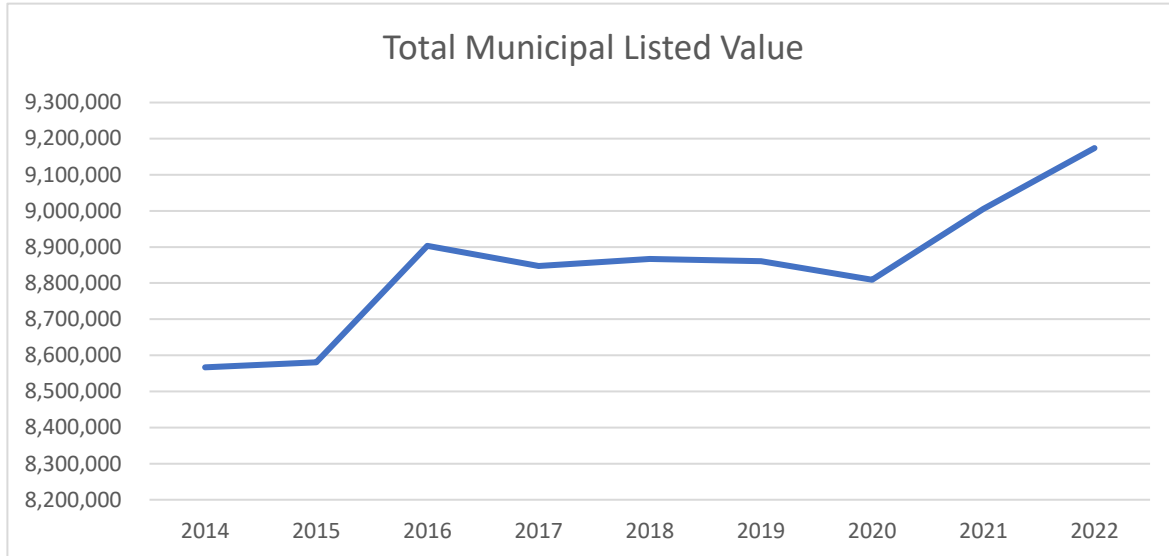
6. Various routine Requests for Bids have recently been issued and others will soon be issued. For example, bids for winter sand, gravel and diesel have been issued.

7. There is an infiltration issue in the sewer main crossing in Kendron Brook just downstream of the bridge on Central Street. Stantec Engineering is looking at possible solutions. It will likely need to be relined. This was discovered during the routine camera inspection of the sewer main that is located in the brook.

8. Information from the listers on Grand List growth

Calendar Year	Total Municipal Listed	%	Notes
	Value	Growth	
2014	8,566,726		
2015	8,580,779	0.16%	
2016	8,902,988	3.76%	<i>Town Wide Reappraisal Year</i>
2017	8,847,178	-0.63%	
2018	8,867,193	0.23%	
2019	8,860,885	-0.07%	

2020	8,808,961	-0.59%	<i>Implemented process changes for GL Mtc</i>
2021	9,005,261	2.23%	
2022	9,173,843	1.87%	



Grand List (GL) growth is important to the long term financial health of our community.

GL and budget are the primary elements that determine our municipal tax rate.

Expansion of the GL helps to spread local property taxes further.

In short, the town budget will be spread over a greater total property value.

OUTSIDE CONSUMPTION PERMIT

Application Fee \$20.00

Name of Licensed Premise (Corporation/Partnership/Individual, d/b/a)
Brasserie/ 4 Mechanic LLC

d/b/a Au Comptoir

Address 4 mechanic street

Town/City woodstock

License Number _____

Email or Fax # zilianzoe7@gmail.com

Outside consumption would be in the area described below: (describe fully, including size, physical barriers, etc.)
small enclosed patio 12 feet x 12 feet inside a cobblestone 3' high wall. seats up to 10 people.

Please remember that this outside consumption permit is an extension of your license to serve alcohol beverages, and that the same rules apply in this area as do in the regularly licensed premise area.

Outside Consumption time period (hours) from 3pm to 10pm

Permanent Use (Permanent use will be considered year round use)

Occasional Use

Day(s) Requested monday-Sunday

Hours Requested 3pm-10pm

Signature of Licensee _____



OUTSIDE CONSUMPTION PERMITS MUST FIRST BE APPROVED BY YOUR TOWN/CITY CLERK

Please check one: ☒ **APPROVED** ☐ **DISAPPROVED**

Town/City Clerk Signature _____

Date _____

Town of Woodstock

Tax Rate

FY2023

ACTIVITY	APPROPRIATIONS	REVENUE	TAXES	TAX RATE	FY22 Rate
TOWN GENERAL	4,521,626	1,446,066	3,075,560	0.3353	0.3062
HIGHWAY	2,070,796	181,000	1,889,796	0.2060	0.2046
LOCAL AGREEMENT			118,787	0.0129	0.0130
DISABLED VET EXEMPTION			9,608	0.0010	0.0010
SPECIAL ARTICLES	206,400		206,400	0.0225	0.0332
COUNTY TAX			67,567	0.0074	0.0075
TOTAL TOWN (paid by town and village)				0.5851	0.5654
TOWN POLICE	433,410	-	433,410	0.0698	0.0687
TOTAL TOWN w/ Police	7,025,832	1,627,066	5,398,766	0.6549	0.6341
HOMESTEAD EDUCATION TAX				1.8671	1.7876
NON-RESIDENTIAL EDUCATION TAX				1.8061	1.7834

TOTAL SPECIAL ASSESSMENT :

RESIDENT	2.5220	2.4217
NON-RESIDENTIAL	2.4610	2.4175

	Education Tax	Municipal Tax	Total Tax	FY22 Education Tax	FY 22 Municipal Tax	FY22 Total Tax	Difference
Cost per \$100,000 Resident	\$ 1,867.10	\$ 654.89	\$ 2,521.99	\$ 1,787.60	\$ 634.10	\$ 2,421.70	\$ 100.29
Cost per \$100,000 Non-Resident	\$ 1,806.10	\$ 654.89	\$ 2,460.99	\$ 1,783.40	\$ 634.10	\$ 2,417.50	\$ 43.49

2022 GRAND LIST

	FY2023
Municipal	9,173,843
Special Assessment District	6,219,903
School Exempt	65,770
Disabled Vet. Exempt HSR	4,856
Disabled Vet. Exempt NHR	300

From: [Brown, Thomas](#)

Sent: Wednesday, July 20, 2022 2:58 PM

To: woodstockwwtf@townofwoodstock.org

Cc: [Pinon, Mercedes](#); [Eagan, Denise](#); [Monks, Padraic](#); [Zoie Parent](#); [Auster, Jennifer](#); [Haddox, Don](#)

Subject: RF1-266-3.0, Town of Woodstock, Executed Agreement Received.

Dear Wayland Lord,

This office has received a copy of the executed Loan Agreement between Town of Woodstock and the Vermont Bond Bank (VBB), dated April 19, 2022. A copy of this document can be found [here](#). The project is described as the South Woodstock WWTF Refurbishment Project.

The Town will be contacted by our disbursement administrator with specific disbursement instructions for the loan. [Payment Request forms](#) are available on our [website](#).

Also, it was brought to my attention today that William Kerbin is not longer working for the Town. We need to have [Authorized Representative Update Form](#) to be completed and submitted (and signed by the SB) so that we can update our records accordingly. As it stands right now, Wayland is the only person who can sign loan documents, including pay requests, until this form is completed and submitted. Keep in mind that you can have multiple alternate authorized representatives for the system, all of which can sign loan documents.

Please do not hesitate to contact me at thomas.brown@vermont.gov or (802) 622-4205 if I may be of further assistance.

Sincerely,



Tom Brown | CWSRF Project Developer

Vermont Agency of Natural Resources | Department of Environmental Conservation

Water Investment Division, Water Infrastructure Finance Program

1 National Life Drive, Dean Davis Building | Montpelier, VT 05602

802-622-4205 office/cell

Thomas.Brown@vermont.gov

[Vermont Water Infrastructure Financing Programs Website](#)

VT SRF application submission is now online! Visit <https://anonline.vermont.gov> to get started.

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

Draft minutes are subject to approval.

Present: Chair Joe Swanson, Ray Bourgeois, Keri Cole, Tom Yennerell, Nikki Nourse, Delia Makhetha, Tess Hunter, Tom Meyerhoff, Matt Bogaczyk, Jeffrey Kahn, Mary MacVey

A. Call to order

1. Chair Swanson called the Select Board meeting of July 19, 2022, to order at 6:00 pm.

B. Additions to & deletions from posted agenda

1. Additions
 - a. Overland Bike Event Permit
 - b. Cancellation of 8/2 SB meeting
 - c. Reappraisal requirement acceptance

C. Presentation – Woodstock – Hartland US Route 4 Paving Project

1. Mr. Bogaczyk stated that they will be continuing paving from where they stopped last year and continuing to Route 12 intersection. He presented a PowerPoint presentation.

D. Citizen comments – none.

E. Manager's report

1. General report

- a. Mr. Yennerell stated that the process for developing the FY24 Annual Budget has been complete and shared with the Finance Committee. He and Ms. Parent will meet with the Finance Committee on 7/20/22. The original staff meeting was scheduled for July 14th but had to be cancelled. 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.

2. Financial report

- a. The FY22 audit has started.

F. Old business

1. Speed Ordinance

Motion: by Mr. Bourgeois to approve the Speed Ordinance.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 3-0-0, passed.

2. Funding Application Approval – CWSRF Step 1 Planning Loan for the Main WWTF Preliminary Engineering Study

- a. The Select Board agreed to sign this. It was approved last year.

G. New business

1. Bridgewater ambulance write offs

Motion: by Mr. Bourgeois to approve the Bridgewater ambulance write offs.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 3-0-0, passed.

2. Sign request – South Road – Regan

- a. Chair Swanson stated that Paul Regan has requested a sign for limiting jake brakes. They do not have a Town ordinance on jake brakes. The Village has one. They cannot put a sign on a State highway.
- b. Mr. Yennerell stated that he believes jake brakes cannot be regulated due to safety reasons.

3. Year-end report from the Investment Advisory Group

- a. No discussion

4. MOU of East End Park

- a. Mr. Kahn stated that the term of this agreement is for one year from the date of signing. After that point it can be reaffirmed or amended in any manner. It is agreeing to something that they have already begun doing which is the mowing and fertilization. The Town also has to maintain the access road. They are already doing regular trash pickup. He urged the Select Board to approve this. He would like to have a joint meeting soon to have Peter Butler, who has been maintaining the park, discuss with the boards what it would take on an ongoing basis to take the whole park over which is the eventual goal once they can afford it.

Motion: by Mr. Bourgeois to approve the Memorandum of Understanding between Woodstock Community Trust and the Village and Town of Woodstock for the maintenance and management of the East End Park.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 3-0-0, passed.

H. Other business

1. Overland Bike Event Permit

- a. Chair Swanson stated that everything looks in order and they have a certificate of insurance.

Motion: by Mr. Bourgeois to approve the Overland Bike Event Permit for August 27, 2022, with the addition that signs be put up prior to the event.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 3-0-0, passed.

2. Cancellation of 8/2 SB Meeting

- a. Mr. Bourgeois stated that he does not think they need the 8/2 morning meeting
- b. Mr. Yennerell stated that they do have one thing that is time sensitive. They received a notice from the State Property Evaluation Department. They are saying that Woodstock needs to do a reappraisal. They need to reply by August 12th saying they are going to do a reappraisal.

Motion: by Ms. Cole to agree to do a reappraisal for property taxes in the near future.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 3-0-0, passed.

Motion: by Mr. Bourgeois to cancel the 8/2/22 Select Board meeting.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 3-0-0, passed.

I. Board of Sewer Commissioners

1. Sewer abatement request – 80 Amsden Way – Union Arena

- a. Mr. Bourgeois stated that he agrees they should reduce the sewer bill because of the agreement.

Motion: by Mr. Bourgeois to approve the abatement request from the Union Arena to reduce their sewer bill to 72% of water usage.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 3-0-0, passed.

- b. Mr. Bourgeois stated that they are requesting that future bills be billed at 66% water usage. He thinks they should stick to the original agreement. He thinks it will open up a can of worms for people with pools and irrigation systems if they approve this. If the Union Arena wants it to be more accurate, they should put in another meter.

Motion: by Mr. Bourgeois to deny the request for future bills to be billed at 66% water usage.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 3-0-0, passed.

Motion: by Mr. Bourgeois to continue the agreement for future bills for the Union Arena to be billed at 72% water consumption.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 3-0-0, passed.

J. Approval of minutes

1. 6/21/22 minutes

2. 6/28/22 minutes

3. 6/28/22 joint minutes

Motion: by Mr. Bourgeois to approve the minutes of 6/21/22, 6/28/22, and 6/28/22 joint minutes as submitted.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 3-0-0, passed.

K. Adjournment

Motion: by Mr. Bourgeois to adjourn the meeting at 7:06 pm.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 3-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

**Town & Village of Woodstock
Select Board & Board of Trustees Joint Meeting
July 29, 2022
10:00 am
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Joe Swanson, Ray Bourgeois, Susan Ford, Chair Seton McIlroy, Jeffrey Kahn, Bill Corson, Gabe DeLeon, Tom Yennerell, Nikki Nourse, Tom Ayres, Dominic Cloud, Zoie Parent

- A. Call to order
 - 1. Select Board
 - a. Chair Swanson called the Joint Meeting of July 29, 2022, to order at 10:01 am.
 - 2. Trustees
 - a. Chair McIlroy called the Joint Meeting of July 29, 2022, to order at 10:01 am.
- B. Citizen comments - none.
- C. Additions to & deletions from posted agenda - none.
- D. Discussion on hiring a recruiting firm to hire a Municipal Manager
 - 1. Mr. Yennerell stated that VLCT is unable to help.
 - 2. Chair McIlroy stated that VLCT did give them some advice on how to get a hiring firm. It has been a process.
 - 3. Mr. Yennerell stated that they were unable to find a firm. Mr. Cloud was recommended to him.
 - 4. Mr. Cloud stated that he has been the City Manager of Saint Albans for about 15 years. He previously served as the Director of the VLCT Municipal Assistance Center. Since leaving VLCT, he has been involved in half a dozen searches in various roles. He recently participated in the manager searches in Essex and in Shelburne with MRI. He thinks it is important to meet with the Boards and get a sense of what the challenges are that are facing the community, what the opportunities are, and what their vision is for the next manager. They want to make sure they are getting somebody good for the community. The pool of candidates is going to include managers of smaller towns looking to move up, department heads in larger towns that are looking to move up in position. They will have some non-profit department heads and executives and some for-profit folks. The mission-driven folks are generally a better fit than your private sector executive. Sometimes an internal candidate can be great, but they have to have the right skill set. Woodstock is known and presents well on the internet. They can tweak the Town website somewhat. Woodstock is a great community. Somebody's spouse could find rewarding employment as well. It is an easier sell as they look to diversify the applicant pool. They have to have somebody who feels comfortable in the community. They need someone who is good with people. The manager has

to be present in the community. They have to be visible. They do not have to be in the office every single day, but they need to be there most days. They are probably going to want to have some openness to a hybrid model. They want to have a flexible workplace where someone can work remote from time to time. They may find a candidate that is not in a position to move but willing to commute. They want to have this be a confidential process until extremely late in the process. They need to have a meeting to come up with a game plan.

E. Executive session to discuss personnel

Motion: by Ms. Ford to enter executive session at 10:50 am.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 3-0-0, passed.

Motion: by Chair McIlroy to enter executive session at 10:51 am.

Seconded: by Mr. Kahn.

Discussion: none.

Vote: 4-0-0, passed.

The Select Board and Village Trustees exited executive session at 11:14 am and resumed the public meeting.

Motion: by Mr. Kahn to hire Dominic Cloud to search for the new Municipal Manager.

Seconded: by Chair McIlroy.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Mr. Bourgeois to hire Dominic Cloud to search for the new Municipal Manager.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 3-0-0, passed.

F. Other business - none.

G. Adjournment

1. Select Board

Motion: by Ms. Ford to adjourn the meeting at 11:15 am.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 3-0-0, passed.

2. Trustees

Motion: by Mr. Kahn to adjourn the meeting at 11:15 am.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 4-0-0, passed.

Respectfully submitted,

Nikki Nourse