

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

- A.** Call to order
- B.** Citizen Comments
- C.** Additions to & deletions from posted agenda
- D.** Manager's Report
  - 1. General Report (p 3)
  - 2. Financial Report (pp 4-6)
- E.** Permits
  - 1. Cannabis Permit
- F.** Old business
  - 1. Acceptance of Scope from – Bridge 1 over Gulf Stream (pp 7-9)
  - 2. Approval of Speed Ordinance (pp 10-19)
- G.** New business
  - 1. EDC- community grant process for 2023
  - 2. Dispatch console bid and finance approval (pp 20-30)
  - 3. Town Historic Preservation Commission Bylaws (pp 31-37)
  - 4. Diesel bids (pp 38-41)
  - 5. Warning Articles, funding requests post covid
- H.** Other business
- I.** Board of Sewer Commissioners
  - 1. Abatement Request – Fulkerson – 542 W. Woodstock Rd (pp 42-47)
- J.** Approval of minutes
  - 1. 9/20/22 minutes (pp 48-51)
  - 2. 10/4/22 special minutes (pp 52-53)
- 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](https://zoom.us) you can enter these details to join the meeting

Meeting ID: 847-8240-6503

Password: 247624

You can also download the Zoom app on your smartphone

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

Phone number: 646 558 8656

Meeting ID: 847-8240-6503

Password: 247624

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**  
**October 18, 2022**

1. There has been three additional days of trash pick-up for the overloaded locations of the street and park trash receptacles. Casella is picking up on Thursdays and employees are picking up on Saturday, Sunday and Tuesday if needed. All Town owned 55-gallon receptacles have been deployed. The new trash/recycle receptacles are 25 gallons smaller than the old ones. It is possible that more new style receptacles will have to be purchased.
2. The Woodstock Elementary School parking lot has been re-opened to the public on a limited basis. The public may park in the parking lot between the hours of 8am to 8pm on weekends, holidays and during the summer school closure. Parking in the school parking lot during any other time could result in a parking ticket and or vehicle towing. Hopefully everyone will work together and abide by these rules so that the parking lot remains open during the times mentioned above.
3. A temporary full time Town Hall Administrative Assistant began on October 13 and will attend the October 18th meeting.
4. The National Park has applied for a grant to improve trails in the park and the trail leading to the Rainbow Center on Route 12. If the grant is awarded the funds must pass through the Town. We have done this before.
5. The committee charged with hiring a new Public Works Director continues to interview and recruit candidates.

10/13/22

## WOODSTOCK TOWN General Ledger

Page 1 of 3

01:37 pm Current Yr Pd: 4 - Budget Status Report Staff Accountant.TOWNACCTPC2015

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
TAX REVENUE- ALL	5,817,902.07	4,671,441.38	80.29%
RENTAL INCOME	13,000.00	4,025.00	30.96%
FEES & PERMITS	13,500.00	370.00	2.74%
TOWN CLERK FEES	77,000.00	18,457.00	23.97%
FRONT OFFICE FEES	100.00	5.00	5.00%
PLANNING & ZONING	14,000.00	10,735.88	76.68%
PARKS	0.00	0.00	0.00%
INTEREST INCOME	15,000.00	481.31	3.21%
AMBULANCE & FIRE DEPT	920,000.00	350,954.86	38.15%
MISCELLANEOUS	525,330.00	61,929.24	11.79%
GRANT REVENUE	0.00	0.00	0.00%
MANDATORY DRAWBACK	-370,000.00	-110,066.84	29.75%
COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
TRANSFERS IN	464,875.00	0.00	0.00%
BILLINGS PARK	0.00	0.00	0.00%
TOWN FOREST	0.00	0.00	0.00%
<b>Total Revenues</b>	<b>7,490,707.07</b>	<b>5,008,332.83</b>	<b>66.86%</b>
GRANTS/CONTRIB-TRUST FUND	1,500.00	0.00	0.00%
GRANTS/CONTRIB-GENL FUND	207,900.00	170,072.00	81.80%
CULTURE & RECREATION	456,428.00	107,067.00	23.46%
HEALTH OFFICER	4,040.00	3,498.63	86.60%
GOVERNMENT BUILDINGS	114,158.00	15,491.10	13.57%
SELECT BOARD	86,600.00	8,079.03	9.33%
EXECUTIVE	126,493.00	32,887.87	26.00%
OFFICE ADMINISTRATION	25,400.00	33,158.09	130.54%
AUDITING	20,000.00	4,000.00	20.00%
TREASURER	13,100.00	4,421.16	33.75%
ACCOUNTING	130,314.50	36,869.59	28.29%
TAX LISTING	136,322.20	37,101.78	27.22%
TAX COLLECTING	0.00	0.00	0.00%
CAPITAL RESERVE	58,000.00	58,000.00	100.00%
HIGHWAY DEPARTMENT			
TRAFFIC CONTROL	7,000.00	8,748.51	124.98%
HIGHWAY CONST&MAINT	1,308,496.25	288,048.12	22.01%
C&M-BRIDGES&STORMDRAINS	82,500.00	5,420.97	6.57%
HIGHWAY EQUIPMENT	309,550.00	118,542.71	38.30%
SIDEWALK MAINTENANCE	65,000.00	300.00	0.46%
STREET LIGHTS	40,000.00	13,989.74	34.97%
PARKS	10,750.00	2,081.09	19.36%
PUBLIC WORKS BUILDINGS	120,500.00	81,020.51	67.24%
CAPITAL RESERVE	127,000.00	127,000.00	100.00%
<b>Total HIGHWAY DEPARTMENT</b>	<b>2,070,796.25</b>	<b>645,151.65</b>	<b>31.15%</b>
AMBULANCE DEPARTMENT			
AMBULANCE OPERATIONS	1,143,233.55	356,134.41	31.15%
AMBULANCE VEHICLE	13,800.00	2,725.42	19.75%

10/13/22

## WOODSTOCK TOWN General Ledger

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01:37 pm Current Yr Pd: 4 - Budget Status Report Staff Accountant.TOWNACCTPC2015

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
AMBULANCE TRAINING	17,250.00	4,829.64	28.00%
AMBULANCE COMMUNICATIONS	9,350.00	3,296.11	35.25%
CAPITAL RESERVE	83,500.00	83,500.00	100.00%
<b>Total AMBULANCE DEPARTMENT</b>	<b>1,267,133.55</b>	<b>450,485.58</b>	<b>35.55%</b>
<b>FIRE DEPARTMENT</b>			
FIREFIGHTING	160,987.50	28,173.04	17.50%
FIRE COMMUNICATIONS	7,450.00	3,160.29	42.42%
FIRE TRUCK & EQUIPMENT	87,650.00	75,195.03	85.79%
FIREFIGHTING EQUIPMENT	13,450.00	6,928.06	51.51%
WOODSTOCK STATION #2	7,000.00	2,588.33	36.98%
EMERGENCY SERVICES BLDG	274,545.50	557,501.69	203.06%
CAPITAL RESERVE	63,000.00	63,000.00	100.00%
<b>Total FIRE DEPARTMENT</b>	<b>614,083.00</b>	<b>736,546.44</b>	<b>119.94%</b>
<b>COMMUNICATIONS</b>			
DISPATCH SERVICES	395,917.50	102,306.95	25.84%
CAPITAL RESERVE	12,100.00	12,100.00	100.00%
<b>Total COMMUNICATIONS</b>	<b>408,017.50</b>	<b>114,406.95</b>	<b>28.04%</b>
<b>TOWN CLERK</b>			
BOARD OF CIVIL AUTHORITY	10,000.00	75.67	0.76%
TOWN CLERK	197,857.22	59,094.83	29.87%
CAPITAL RESERVE	4,000.00	4,000.00	100.00%
<b>Total TOWN CLERK</b>	<b>211,857.22</b>	<b>63,170.50</b>	<b>29.82%</b>
<b>BOARDS &amp; AGENCIES</b>			
PLANNING & ZONING	105,749.85	23,119.97	21.86%
CAPITAL RESERVE	1,500.00	1,500.00	100.00%
<b>Total BOARDS &amp; AGENCIES</b>	<b>107,249.85</b>	<b>24,619.97</b>	<b>22.96%</b>
<b>TOWN CONSTABLE</b>			
MAINTAINING CEMETERIES	10,850.00	0.00	0.00%
WELCOME CENTER	18,500.00	8,600.00	46.49%
LITTLE THEATER	79,701.00	24,198.00	30.36%
CAPITAL RESERVE	0.00	0.00	0.00%
INTERGOVERNMENTAL	0.00	0.00	0.00%
SELECT BOARD CONTINGENCY	33,528.00	30,050.00	89.63%
CAPITAL RESERVE SB	490,250.00	85,073.40	17.35%
CAPITAL RESERVE SPENDING	50,000.00	50,000.00	100.00%
LOSS REPAIR EXPENSE	0.00	19,678.20	100.00%
LITTLE THEATER REPAIR	0.00	0.00	0.00%
IRENE RECOVERY EXPENSE	0.00	0.00	0.00%
GRANT EXPENSE	59,600.00	49,556.35	83.15%
COMMUNITY CELEBRATIONS	0.00	17,000.00	100.00%
	0.00	5,500.00	100.00%

10/13/22

## WOODSTOCK TOWN General Ledger

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01:37 pm Current Yr Pd: 4 - Budget Status Report Staff Accountant.TOWNACCTPC2015

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
TRANSFERS OUT	0.00	0.00	0.00%
TOWN FOREST	0.00	0.00	0.00%
BILLINGS PARK	0.00	0.00	0.00%
<b>Total Appropriations</b>	<b>6,801,822.07</b>	<b>2,834,683.29</b>	<b>41.68%</b>
<b>Total TOWN GENERAL FUND</b>	<b>688,885.00</b>	<b>2,173,649.54</b>	
<b>Total All Funds</b>	<b>688,885.00</b>	<b>2,173,649.54</b>	

# Cost Matrix

Woodstock BF 0166(12)	Do Nothing	Alternative 1	Alternative 2			Alternative 3			Alternative 4		
		Minor Rehabilitation	Deck Replacement			Superstructure Replacement			Full Bridge Replacement		
		Minimal Impacts to Traffic	a. Offsite Detour	b. Temporary Bridge	c. Phased Construction	a. Offsite Detour	b. Temporary Bridge	c. Phased Construction	a. Offsite Detour	b. Temporary Bridge	c. Phased Construction
Total Project Costs	\$0	526,784	1,338,034	1,540,716	1,646,820	2,147,466	2,391,754	2,642,895	2,781,535	3,154,658	3,642,660
Annualized Costs	\$0	52,678	26,760	30,814	32,936	42,949	47,835	52,858	37,087	42,062	48,569
TOWN SHARE	\$0	26,339	33,450	77,036	82,341	53,687	119,588	132,145	139,077	315,466	364,266
	\$0	5%	2.5%	5%	5%	2.5%	5%	5%	5%	10%	10%
Project Development Duration	NA	2 years	2 years	4 years	2 years	2 years	4 years	2 years	2 years	4 years	2 years
Construction Duration	NA	2 months	3 months	8 months	8 months	3 months	8 months	8 months	6 months	8 months	8 months
Closure Duration (If Applicable)	NA	NA	45 days	NA	NA	45 days	NA	NA	60 days	NA	NA
Typical Section - Roadway (feet)	30	30	30	30	30	30	30	30	30	30	30
Typical Section - Bridge (feet)	4-11-11-4	4-11-11-4	4-11-11-4	4-11-11-4	4-11-11-4	4-11-11-4	4-11-11-4	4-11-11-4	4-11-11-4	4-11-11-4	4-11-11-4
Geometric Design Criteria	Meets Minimum Criteria	Meets Minimum Criteria	Meets Minimum Criteria	Minimum Criteria	No Change	No Change	Meets Minimum Criteria	Meets Minimum Criteria	Meets Minimum Criteria	Meets Minimum Criteria	Meets Minimum Criteria
Hydraulics	Meets Minimum Criteria	Meets Minimum Criteria	Meets Minimum Criteria	Minimum Criteria	Meets Minimum Criteria	Meets Minimum Criteria	Meets Minimum Criteria	Meets Minimum Criteria	Meets Minimum Criteria	Meets Minimum Criteria	Meets Minimum Criteria
Utilities	No Change	No Change	No Change	Aerial Relocation	No Change	No Change	Aerial Relocation	No Change	No Change	Aerial Relocation	No Change
ROW Acquisition	No	No	No	Yes	No	No	Yes	No	No	Yes	No
Road Closure	No	No	Yes	No	No	Yes	No	No	Yes	No	No
Design Life		20	50	50	50	50	50	50	75	75	75

To: Adam Goudreau, P.E. Structures Project Manager

From: Woodstock Selectboard

Subject: **Woodstock BF 0166(12), FAS Route 166 (TH 1/Pomfret Road), Bridge 1 over Gulf Steam**

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

An Alternatives Presentation meeting for the subject project was held on Tuesday, September 20, 2022. Various alternatives were presented to the Selectboard at this meeting and the public was notified and invited to attend. Based on this presentation, the Selectboard would like to move forward with the following scope:

- ☐ Alternative 1: Minor Rehabilitation with Minimal Impacts to Traffic
- ☐ **Alternative 2a: Deck Replacement with Traffic Maintained on Off-Site Detour (45-day closure) \***
- ☐ Alternative 2b: Deck Replacement with Traffic Maintained on a Temporary Bridge
- ☐ Alternative 2c: Deck Replacement with Traffic Maintained via Phased Construction
- ☐ Alternative 3a: Superstructure Replacement with Traffic Maintained on Off-Site Detour (45-day closure)
- ☐ Alternative 3b: Superstructure Replacement with Traffic Maintained on Temporary Bridge
- ☐ Alternative 3c: Superstructure Replacement with Traffic Maintained via Phased Construction
- ☐ Alternative 4a: Full Bridge Replacement with Traffic Maintained on Off-Site Detour (60-day closure)
- ☐ Alternative 4b: Full Bridge Replacement with Traffic Maintained on a Temporary Bridge
- ☐ Alternative 4c: Full Bridge Replacement with Traffic Maintained via Phased Construction

\*Structures Management has approved the recommended alternative. If the Town chooses an alternative that varies from the recommended alternative, it will need to obtain Approval from Structures Management.

- ☐ The Selectboard has agreed to a bridge closure of the duration specified above and that a temporary vehicle or pedestrian bridge will not be required. The Town of Woodstock will be responsible for signing and maintaining the detour route(s). We understand that by agreeing to the closure as detailed above, the local share will be reduced to half the usual amount as stated in Act 153 of the 2012 session.



This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

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**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 B  
GROUP 3  
PAVED ROADS—25MPH SPEED LIMIT**

<b>RD #</b>	<b>Road Name</b>
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**

<b>RD #</b>	<b>Road Name</b>
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**

<b>RD #</b>	<b>Road Name</b>
1	Pomfret Rd (north of Stimets Rd)

TOWN OF WOODSTOCK, VT  
SPEED ORDINANCES FOR HIGHWAYS

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**APPENDIX A**  
**GROUP 1**  
**UNPAVED ROADS – 25MPH SPEED LIMIT**

<b>RD #</b>	<b>Road Name</b>
52	College Hill Rd
75	Happy Valley Rd
117	Shurtleff Ln
217	Maxham Meadow Way

**APPENDIX A**  
**GROUP 2**  
**UNPAVED ROADS – 30MPH**  
**SPEED LIMIT**

<b>RD #</b>	<b>Road Name</b>
45	Peterkin Hill Rd

**APPENDIX A**  
**GROUP 3**  
**UNPAVED ROADS – 35MPH SPEED LIMIT**

RD #	Road Name
3	Prosper Rd
4	Randall Rd
5	Hartland Hill Rd
7	Curtis Hollow Rd
8	Hollow Farm Rd
10	Larry Curtis Rd
11	Quinn Rd
12	Long Hill Rd
13	Echo Ledge Rd
16	Westerdale Rd
17	Gabert Rd
18	N. Bridgewater Rd
19	Kaufman Rd
20	Grassy Ln
21	Austin Rd
22	Hall Circle
23	Cox District Rd
24	Bridges Rd
26	Tucker Rd
28	Liberty Farm Rd
29	Wyman Ln
30	Barberry Hill
31	Rose Hill
32	Frenchs Rd
33	Stimets Rd
34	Arthur Morgan Rd
35	Fletcher Hill Rd
36	Fletcher School House Rd
37	Noah Wood Rd
38	Bourdon Rd
39	Darling Rd
40	Benedict Rd
41	Blossom Hill Rd
42	Greene Rd
43	Fairview Drive
44	Cloudland Rd
47	Riverside Park Rd
48	Grove Hill Rd
49	Carleton Hill Rd
51	Mosher Mill Rd
53	Old River Rd
54	Morgan Hill Rd
55	Reeves Rd
56	Calendar Hill Rd

RD #	Road Name
57	East Hill Rd
58	Town Farm Rd
59	The Loop
60	Worden Rd
61	Kendall Rd
63	Bryant Rd
64	Folding Hills Rd
65	Densmore Hill Rd
66	Dunham Hill Rd
67	Hodgkinson Rd
68	The Lane
70	Skyland Lane
71	Brook's Bungalow Rd
72	Appendix B, Group 3
74	Garvin Hill Rd
75	Happy Valley Rd
77	Sugar Hill Road
78	Sawyer Rd
80	Butternut Lane
82	Academy Circle
84	Valley View Rd
85	Woodbury Rd
87	Gully Rd
88	Britton Lane
89	woolen Rd
90	Border Lane
91	Dana Rd
92	Black Briar Rd
93	Hoadley Rd
94	Powder Lane
95	Sincerbeaux Rd
96	Laughlin Rd
97	Woolen Mill Drive
98	Barberry Circle
99	Robert's Rd
100	Atwood Avenue
102	Blankey Cottage Rd
103	Fay Pierce Lane
104	Leonard Lane
105	Overlook Lane
106	Willow Brook Rd
108	Catamount Way
109	Hewitt Lane
110	Biscuit Hollow Lane

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TOWN OF WOODSTOCK, VT  
SPEED ORDINANCES FOR HIGHWAYS

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**APPENDIX A**  
**GROUP 1**  
**UNPAVED ROADS – 25MPH SPEED LIMIT**

<b>RD #</b>	<b>Road Name</b>
52	College Hill Rd
75	Happy Valley Rd
	Shurtleff Lane
217	Maxham Meadow Way

**APPENDIX A**  
**GROUP 2**  
**UNPAVED ROADS – 30MPH**  
**SPEED LIMIT**

<b>RD #</b>	<b>Road Name</b>
45	Peterkin Hill Rd

**APPENDIX A**  
**GROUP 3**  
**UNPAVED ROADS – 35MPH SPEED LIMIT**

RD #	Road Name
3	Prosper Rd
4	Randall Rd
5	Hartland Hill Rd
7	Curtis Hollow Rd
8	Hollow Farm Rd
10	Larry Curtis Rd
11	Quinn Rd
12	Long Hill Rd
13	Echo Ledge Rd
16	Westerdale Rd
17	Gabert Rd
18	N. Bridgewater Rd
19	Kaufman Rd
20	Grassy Ln
21	Austin Rd
22	Hall Circle
23	Cox District Rd
24	Bridges Rd
26	Tucker Rd
28	Liberty Farm Rd
29	Wyman Ln
30	Barberry Hill
31	Rose Hill
32	Frenchs Rd
33	Stimets Rd
34	Arthur Morgan Rd
35	Fletcher Hill Rd
36	Fletcher School House Rd
37	Noah Wood Rd
38	Bourdon Rd
39	Darling Rd
40	Benedict Rd
41	Blossom Hill Rd
42	Greene Rd
43	Fairview Drive
44	Cloudland Rd
47	Riverside Park Rd
48	Grove Hill Rd
49	Carleton Hill Rd
51	Mosher Mill Rd
53	Old River Rd
54	Morgan Hill Rd
55	Reeves Rd
56	Calendar Hill Rd

RD #	Road Name
57	East Hill Rd
58	Town Farm Rd
59	The Loop
60	Worden Rd
61	Kendall Rd
63	Bryant Rd
64	Folding Hills Rd
65	Densmore Hill Rd
66	Dunham Hill Rd
67	Hodgkinson Rd
68	The Lane
70	Skyland Lane
71	Brook's Bungalow Rd
72	Appendix B, Group 3
74	Garvin Hill Rd
75	Happy Valley Rd
77	Sugar Hill Road
78	Sawyer Rd
80	Butternut Lane
82	Academy Circle
84	Valley View Rd
85	Woodbury Rd
87	Gully Rd
88	Britton Lane
89	woolen Rd
90	Border Lane
91	Dana Rd
92	Black Briar Rd
93	Hoadley Rd
94	Powder Lane
95	Sincerbeaux Rd
96	Laughlin Rd
97	Woolen Mill Drive
98	Barberry Circle
99	Robert's Rd
100	Atwood Avenue
102	Blankey Cottage Rd
103	Fay Pierce Lane
104	Leonard Lane
105	Overlook Lane
106	Willow Brook Rd
108	Catamount Way
109	Hewitt Lane
110	Biscuit Hollow Lane

[illegible]



TOWN OF WOODSTOCK, VT  
SPEED ORDINANCES FOR HIGHWAYS

\_/\_/\_

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

\_\_\_\_\_

## Manager Information

Dispatch console bid and finance approval

October 18, 2022

Please review attached information. Only one bid was received. There are two financing options with Mascoma Bank offering the lowest interest rate. The down payment funds are available.

**CVC Paging****CVC Two-Way  
Radio**

1697 US Route 4 Rutland, VT 05701 • 800.696.6474

**Bill To**DAVID GREEN  
TOWN OF WOODSTOCK FIRE DEPT.  
PO BOX 488  
WOODSTOCK, VT 05091**SALES QUOTE**

TRANSACTION NO.	10387226
INVOICE DATE	06 SEP 2022
ACCOUNT NO.	19431
P.O. NUMBER	
LOCATION	101
SALES REP	SAJ
INVOICE TERMS	Net 30 Days
DUE DATE	06 OCT 2022
SHIP VIA	US Mail

SKU	QTY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
2010	1	416-0012-AC POWER CORD	25.00	25.00
2010	1	802-0692-POWER SUPPLY, DESKTOP 60W	75.00	75.00
2010	4	XMP-0344-EBS-MAX-PSP XTENDED SERVICE PLAN	3,800.00	15,200.00
2010	1	XMP-0344-RCS-MAX-PSP REMOTE CONFIGURATION SERVICES	5,075.00	5,075.00
2010	1	XMP-0344-MAX-PSP BASE SERVICE PLAN (INCLUDED)	0.00	0.00
2010	1	RACKS/CABLE/RELAYS/TIMERS FOR CONSOLE SYSTEM	1,700.00	1,700.00
2010	1	UPS BATTERY BACK-UP SYSTEM FOR CONSOLE EQUIPMENT	4,500.00	4,500.00
2010	1	MOTOROLA SLR8000 RADIO REPEATER (VHF/100W)	9,495.00	9,495.00
	1	INCLUDES: DUPLEXER, PRESELECTOR, 100% DUTY-CYCLE,	0.00	0.00
	1	5-YR. ESSENTIAL REPAIR AND SOFTWARE, PROGRAMMING.	0.00	0.00
2010	1	ANTENNA, BRACKETS, CABLE, CONNECTORS, ETC. TO	1,700.00	1,700.00
	1	EQUIP OLD MOTOROLA QUANTAR AS BACK-UP REPEATER.	0.00	0.00
TWO WAY LABOR	1	LABOR COST TO INSTALL/TEST COMPONENTS LISTED ABOVE.	16,800.00	16,800.00

SUBTOTAL	\$188,365.00
Sales Tax	\$0.00
TOTAL AMOUNT	\$188,365.00

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**From:** Elizabeth Vessichio  
**Sent:** Tuesday, September 27, 2022 9:54 AM  
**To:** Zoie Parent  
**Subject:** RE: \*EXTERNAL\*Loan for Console

Approximately \$29,893 annually

**Elizabeth Vessichio** | VP Municipal/Commercial Loan Officer I | **Mascoma Bank**  
PO Box 4399, White River Junction, VT 05001  
Phone: (802).275-4194 | [elizabeth.vessichio@mascomabank.com](mailto:elizabeth.vessichio@mascomabank.com)



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**From:** Zoie Parent <[zparent@townofwoodstock.org](mailto:zparent@townofwoodstock.org)>  
**Sent:** Tuesday, September 27, 2022 9:52 AM  
**To:** Elizabeth Vessichio <[Elizabeth.Vessichio@MascomaBank.com](mailto:Elizabeth.Vessichio@MascomaBank.com)>  
**Subject:** RE: \*EXTERNAL\*Loan for Console

Thanks Elizabeth!  
With an approximate \$54,000 down payment down, could you tell me the loan payment amount?

Zoie Parent  
Town of Woodstock  
Accountant/HR  
[802.457.3605](tel:802.457.3605)

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**From:** Elizabeth Vessichio  
**Sent:** Tuesday, September 27, 2022 9:50 AM  
**To:** Zoie Parent  
**Subject:** RE: \*EXTERNAL\*Loan for Console

The rate will be 3.6% fixed for up to five years.  
Let me know your thoughts  
Beth

**Elizabeth Vessichio** | VP Municipal/Commercial Loan Officer I | **Mascoma Bank**  
PO Box 4399, White River Junction, VT 05001  
Phone: (802).275-4194 | [elizabeth.vessichio@mascomabank.com](mailto:elizabeth.vessichio@mascomabank.com)



# Lease Corporation of America

September 16, 2022

## FORMAL PROPOSAL

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**OBLIGOR:** TOWN OF WOODSTOCK FIRE DEPARTMENT- VT

- ✓ This is a finance/ownership contract. No residual value.
- ✓ Fixed interest rate for the five (5) year term.

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**EQUIPMENT:** COMMUNICATIONS SYSTEM

**OPTION 1**

<b>Acquisition Cost:</b>	\$188,365.00	<b>Term:</b>	Five (5) years	<b>First Payment Due:</b>	One Year from Close
<b>Down Payment:</b>	\$ 18,836.50	<b>Payment Mode:</b>	Annual in Arrears	<b>Payment Amount:</b>	\$40,355.00
<b>Trade In:</b>	\$ 0.00	<b>Interest Rate:</b>	6.100%		
<b>Principal Balance:</b>	\$169,528.50	<b>Rate Factor:</b>	0.238043		

- **This is a proposal only and is not a commitment to finance. This proposal is subject to credit review and approval and proper execution of mutually acceptable documentation.**
- Failure to consummate this transaction once credit approval is granted and the documents are drafted and delivered to Obligor will result in a documentation fee being assessed to the Obligor.
- This transaction must be credit approved, all documents properly executed and returned to Lease Corporation of America and the transaction funded on ALL proposals on or before September 30, 2022. If funding does not occur within that time-frame, or there is a change of circumstance which adversely affects the expectations, rights, or security of Obligor or its assignees, then Obligor or its assignees reserve the right to adjust and determine a new interest rate factor and payment amount, or withdraw this proposal in its entirety.
- This transaction must be designated as tax-exempt under Section 103 of the Internal Revenue Code of 1986 as amended.
- **OBLIGOR'S TOTAL AMOUNT OF TAX-EXEMPT DEBT TO BE ISSUED IN THIS CALENDAR YEAR WILL NOT EXCEED THE \$10,000,000 LIMIT, OR THE INTEREST RATE IS SUBJECT TO CHANGE.**

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**LEASE CORPORATION OF AMERICA**

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**TOWN OF WOODSTOCK FIRE DEPARTMENT- VT**

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Signature

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Title

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Signature

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Title

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Date

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Date

# **WOODSTOCK EMERGENCY SERVICES DISPATCH RADIOS PROJECT**

## **Request for Proposals Dispatch Radio Equipment/ Tower Repeater and Installation Town of Woodstock, Vermont**

**Issued: August 19, 2022 Due: September 09, 2022**

### **I. INTRODUCTION**

The Town of Woodstock, Vermont, herein after referred to as the Municipality, is soliciting bids for equipment and installation for the above referenced project. The Project includes, but is not limited to, the following: pricing for specified Dispatch System equipment, pricing for specified radio repeater and installation. (see Equipment Lists)

### **II. SCOPE OF WORK**

The company hired to provide the specified equipment (see Equipment List) and perform the installation should be qualified to perform a variety of inspection and troubleshooting activities including, but not limited to:

#### **Task 1: Administration**

1. Maintain communication with Emergency Services Staff.
2. Coordinate with the Municipality regarding design and installation of system
3. Review and have a thorough understanding of contract plans, specifications, estimates and contract special provisions.
4. Attendance at a pre-bid conference at the Municipality's request, if applicable. Coordinate, schedule and oversee the procurement and installation of equipment. Coordinate, schedule and attend the Final Inspection. Attend all other job related meetings.
5. Report immediately any unusual occurrences and all accidents occurring within the project limits to the Municipal Representatives.



6. Calculation and verification of the final contract quantities.
7. Review and submit to the Municipality any suggestions or to change or modify any requirements of the Dispatch System or its installation.
8. Receive certificates, computations and reference materials, maintain files on the project site of all items submitted and of work done on behalf of the Municipality.

### **Task 2: Project Inspection**

1. Maintain a presence on the project during times when subcontractor activities (if any) are underway.
2. Check that the installation is in compliance with all construction contract requirements, Town of Woodstock permits and ordinances
3. Tracking of utility relocation and plotting of final facility locations on the final as-built plans (if any).
4. Check that completed work complies with the plans
5. Make an inspection of work completed at such time as the contractor may claim substantial completion, with a contractor's representative, and issue a list of items to be corrected or completed.

### **Task 3: Materials and Equipment Inspection and Testing**

1. Check that equipment received is inspected and tested, if necessary, in advance of installation.
2. Record materials certifications.
3. Contractor personnel will be expected to wear personal protective equipment, including appropriate headgear and footwear when on the project site.

The contractor will be expected to provide and have on the project all necessary equipment, tools, and supplies needed to carry out the required duties.

### **III. RESPONSE FORMAT**

Responses to this RFP shall consist of a Price for specified equipment and a Cost Proposal for installation.

- A. A Technical Proposal consisting of:

1. A cover letter expressing the vendor's interest in working with the Town of Woodstock including an identification of the principal individuals that will provide the requested services.
  2. A description of the general approach to be taken toward completion of the project and an explanation of any variances to the proposed equipment or scope of work as outlined in this RFP.
  3. A scope of work that includes detailed steps to be taken, any products or deliverables resulting from each task and a summary of estimated labor hours by task.
  4. A list of individuals that will be committed to this project and their professional qualifications.
  5. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.
  8. The Technical proposal shall be clear and concise, not exceeding twenty-five (25) 8 ½" x 11" pages. Information better suited to a larger paper size should be folded to an 8 ½" x 11" size.
- B. The Cost Proposal shall consist of:

A composite schedule by task of direct labor hours and specified equipment costs.

#### **IV. CONTRACT PERIOD, AMOUNT AND PAYMENTS**

The project vendor will be selected on or about **Monday, September 19, 2022**. At that time, a notice of intent to issue the contract will be mailed to all parties who submitted a proposal.

## **V. VENDOR SELECTION**

A committee that includes officials from the Town of Woodstock, will make the consultant selection. The selection committee will review and evaluate all proposals based on the following criteria:

REVIEW CRITERIA	WEIGHT
Understanding of the Project	30
Availability of Technical Disciplines	15
Qualifications / Experience of Proposed Staff	25
Reasonableness of Labor Hour Schedule	15
Proven record of successful completion of similar projects	15
<b>TOTAL</b>	<b>100</b>

The selection committee may elect to interview consultants prior to final selection. The Town of Woodstock reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

## **VI. CONTRACTING**

Prior to beginning any work, the Vendor shall obtain Insurance Coverage. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Woodstock Trustees, 31 The Green, Woodstock, VT 05091. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Select board is final.

The cost of preparing, submitting and presenting is the sole expense of the firm. The Town reserves the right to reject any and all proposals received as a result of this solicitation or to cancel this RFP in part or in its entirety if it is in the best interests of the Town. This Request for Proposals in no way obligates the Town to award a contract.

## VII. SUBMISSIONS

Companies interested in this project should submit copies of their Proposals to:

Municipal Manager

31 The Green  
Woodstock, VT 05091  
(802) 457-2456

Email: [municipalmanager@townofwoodstock.org](mailto:municipalmanager@townofwoodstock.org)

Proposals must be submitted in sealed envelopes with the following information clearly printed on the outside:

Name and address of prime vendor

Due date and time

Envelope contents (Proposals)

Project name (Dispatch Radio Equipment and Installation)

All questions related to this Request for Proposals should be addressed to the Municipal Manager. Questions may be submitted in writing or by email.

All proposals must be received **no later than 12:00 PM on Friday, September 9, 2022.**

Proposals and/or modifications received after this time will not be accepted. No facsimile-machine produced proposals will be accepted. The expense of preparing and submitting the proposal is the sole responsibility of the vendor. The Town of Woodstock reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP if it is in the best interest of Town of Woodstock. This solicitation in no way obligates the Town of Woodstock to award a contract.

# WOODSTOCK EMERGENCY SERVICES DISPATCH RADIOS PROJECT EQUIPMENT LIST

MAX Dispatch System		
Model Number	Description	Qty
<u>Part</u>	- 905-0380 MAX Standard Workstation Bundle	2
<u>Part</u>	- 930-0222 Individual Call Software Feature Set	2
<u>Part</u>	- 930-0224 Tone Signaling/Paging Feature Set	2
<u>Part</u>	- 930-0225 Event Relay	2
<u>Part</u>	- 930-0226 Aux I/O Software Feature Set	2
<u>Part</u>	- 950-0454 Wireless Headset noise cancelling	2
<u>Part</u>	- 802-0115 Headset Top, noise cancelling	4
<u>Part</u>	- 950-1077 Dual Prong Headset Jackbox Option	2
<u>Part</u>	- 950-1215 MAX Call Taking to TRHI Cable	2
<u>Part</u>	- 901-9731 Desktop Microphone	2
<u>Part</u>	- 950-5105 Footswitch, Single with cable	4
<u>Part</u>	- 901-9675 MAX Radio Gateway Conventional Hardware	5
<u>Part</u>	- 709-7965-20 MAX Radio Gateway to Tail Cable	5
<u>Part</u>	- 930-0227 MDC-1200 Signaling	10
<u>Part</u>	- 901-9740 MAX Control	1
<u>Part</u>	- 930-0231 Z-Node Manager	1
<u>Part</u>	- 930-0221 Block of 10 Radio Channel Licenses	1
<u>Part</u>	- 930-0237 IP Voice Logger Channel Block License	1
<u>Part</u>	- 930-0235 Telephony Gateway Service	2
<u>Part</u>	- 950-1139 12 Port FXO VoIP Gateway	1
<u>Part</u>	- 950-1133 Isolated 12 VDC Power Supply System	1
<u>Part</u>	- 950-1134 12VDC Power Distribution Panel	1
<u>Part</u>	- 416-0043 3 Amp Fuse	20
<u>Part</u>	- 950-0568 Dual Unit Rack Mount Option	4
<u>Part</u>	- 802-2511 25" Widescreen LCD Monitor	4
<u>Part</u>	- 950-1201 24 Port Managed Gigabit Rack Mount Switch	1
<u>Part</u>	- XMP-0344-OSC MAX-PSP On-Site Operator Training	2
<u>Part</u>	- XMP-0344-OST MAX-PSP On-Site Configuration Service	2
<u>Part</u>	- 901-9675 MAX Radio Gateway Conventional Hardware	1
<u>Part</u>	- 901-9740 MAX Control	1
<u>Part</u>	- 950-1337 MAX Solution Win 10 Workstation	1
<u>Part</u>	- 901-9691 MAX Dock XS	1
<u>Part</u>	- 416-0012 AC Power Cord	1
<u>Part</u>	- 802-0692 Power Supply, Desktop	1
<u>Part</u>	- XMP-0344-EBS MAX-PSP Extended Service Plan	1
<u>Part</u>	- XMP-0344-RCS MAX-PSP Remote Configuration Service	1

## **WOODSTOCK EMERGECENY SERVICES RADIO REPEATER EQUIPMENT LIST**

<b><u>Qty</u></b>	<b><u>Description</u></b>
1	MOTOROLA SLR800 RADIO REPEATER (VHF/100 WATTTS)
1	INCLUDES DUPLEXER AND PRESELECTOR
1	5-YEAR ESSENTIAL REPAIR AND SOFTWARE
1	100% CONTINUOUS DUTY-CYCLE

## **Town of Woodstock**

### **Town Historic Preservation Commission**

#### **Membership**

- The Commission shall consist of not less than five nor more than nine members appointed by the Selectboard.
  - The terms of membership shall be one year.
  - The Commission shall be composed of professional and lay members, a majority of whom reside within the jurisdiction of the Town of Woodstock.
  - All members of the Commission shall have a demonstrated interest, competence, or knowledge in historic preservation.
  - To the extent available within the jurisdiction of the Town of Woodstock, at least a majority of the members shall be professionals from the disciplines of history, archaeology, architectural history, architecture, and historical architecture who meet the requirements outline in Appendix A of the "Regulations for the Vermont Certified Local Government Program."
- Members representing other historic preservation related disciplines, such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology, and lay members are encouraged. When a discipline is not represented on the Commission, the Commission shall seek the assistance of the Division of Historic Preservation in obtaining the necessary expertise when considering National Register nominations and other actions that will impact properties which are normally evaluated by a professional in such a discipline.

#### **Officers**

- The Commission shall elect by majority vote a Chair, Vice Chair, and Clerk annually following Town Meeting and prior to May 1.
- The Chair shall preside at all meetings and hearings of the Commission and decide all points of order or procedure and appoint any committees.
- The Vice Chair shall assume the duties of the Chair whenever the Chair is absent at the Chair's request.
- The Clerk shall assume the duties of the Chair whenever the Chair and the Vice Chair are both absent. The Clerk shall keep the Commission's minutes and other records.

#### **Meetings**

- All activities of the Commission shall be in accord with the terms of the Vermont Open Meeting Law (I VSA Chapter 5, Subchapter 3), and the Commission shall take additional steps as it deems appropriate to stimulate public participation in Commission activities, such as, publishing its minutes, publishing the procedures by which assessments of potential National Register nominations will be carried out or using public service announcements to publicize Commission activities.

- The Commission shall meet no less than four times each year.
- A Commission member absent for three or more meetings in a row shall be removed from the Commission unless good cause is shown by the Commission member as to why he or she was absent.

### **Responsibilities**

The Commission shall have the following responsibilities, to be carried out in coordination with and in accord with format and standards established by the Division:

- Creation and maintenance of a system for the survey and inventory of historic properties within the Town of Woodstock that is coordinated with the Vermont Historic Sites and Structures Survey and the Vermont Archaeological Inventory.
- Preparation, for submission to the Division by the Board of Selectmen, of a report concerning properties within the Town of Woodstock which are under consideration for nomination to the National Register of Historic Places. The report shall be prepared in cooperation with the Division and shall be prepared in a manner consistent with the requirements of the National Historic Preservation Act as described in the Regulations for the Vermont Certified Local Government Program," Chapter 5, Section 501(a)2(F)(2).
- When determined to be appropriate in the discretion of the Commission, preparation and submission for approval by the board of Selectmen of grant applications to the Division for funds from the CLG share of the state's annual Historic Preservation Fund (HPF) grant program.
- Advising and assisting the Board of Selectmen, Planning & Zoning Commission, and other appropriate persons or boards on matters related to historic preservation.
- Performance of additional responsibilities in accordance with a mutual written agreement between the Division and the Board of Selectmen.

### **Conflict of Interest**

- A. The Commission's Conflict of Interest policy shall be attached as Appendix A.

### **Amendments**

These Bylaws may be amended at any regular meeting of the Commission, provided that such amendments are listed as an agenda item to be considered at that meeting.



## Appendix A

### **Conflict of Interest**

1. **Policy** - No person (see definition in subsection 2.a., below) shall participate in the selection, award, or administration of any HPF-assisted program activity, subgrant, contract, or subcontract if a conflict of interest, real or apparent, exists. Nor shall any person participate through approval, disapproval, recommendation, or other decision concerning any Federal Preservation Tax Incentive, Certification, National Register Nomination, or Review and Compliance case if such a conflict, real or apparent, exists.

No person shall engage in outside employment or have any direct or indirect financial interest that conflicts or would appear to conflict with the fair, impartial, and objective performance of officially assigned duties and responsibilities for administration of the HPF program. Employees or agents (i.e., persons authorized to represent the SHPO organization, or to perform any official capacity for it) shall neither solicit nor accept gratuities, favors, nor anything of monetary value from contractors, potential contractors, or parties to potential or actual HPF grant awards.

2. **Definitions**

- a. "Person" means:
  - 1) the State Historic Preservation Officer,
  - 2) State Historic Preservation Office staff,
  - 3) President of the National Trust for Historic Preservation,
  - 4) staff of the National Trust for Historic Preservation,
  - 5) Trustees and Advisory Board Members of the National Trust for Historic Preservation,
  - 6) Subgrantees or contractors paid in whole or part, by HPF funds or whose time or salaries are used as allowable matching share,
  - 7) Members of a State Review Board(s) and/or separate Commission(s) which share 36 CFR 61 or HPF grant oversight responsibilities,
  - 8) CLG commission members, agents, or staff, and
  - 9) employees, agents, partners, associates, or family members of those cited in this definition.
- b. A "conflict of interest" exists when a person may benefit (either through financial or personal gain) from the position he/she holds with respect to the HPF-assisted program or may be unable to make impartial decisions or render impartial advice due to outside relationships or other activities with other persons as defined above. This applies to those persons who participate in or influence the grant award decision-making process, gain information not available to the general public, or provide oversight or administration of any aspect of the HPF grant program.
- c. An "apparent conflict of interest" exists whenever circumstances are such that a

person may appear to be in a position to benefit (either through financial or personal gain) from the position he/she holds with respect to the HPF-assisted program or may be unable to make impartial decisions or render impartial advice due to outside relationships or other activities with other persons as defined. This applies to those persons who participate in or influence the grant award decision-making process, gain information not available to the general public, or provide oversight or administration of any aspect of the HPF grant program whether or not such a conflict actually exists. An apparent conflict of interest also exists when a person may appear to have an unfair competitive advantage because of his/her relationship with the SHPO organization. Accordingly, Historic Preservation Commission members should not be included on any lists or qualified consultants distributed to the public by the SHPO.

3. **Declaring and Resolving Conflict of Interest**

- a. **Nonvoting** - When a person, as defined in subsection 2.a., above, is involved in nonvoting situations such as Tax Act Certification or Review and Compliance decisions, and a real or apparent conflict of interest situation exists, the person involved must disclose the possible conflict and physically absent and recuse himself/herself from the decision-making process. The conflict shall be declared and documented in writing (by providing the name, date, and nature of the conflict) as soon as the situation becomes apparent but, at a minimum, before the issue or action for which the conflict exists is acted upon or brought to resolution. Those in a position to make a decision must be fully informed as to the possible interest of the persons involved.
- b. **Voting (Historic Preservation Commission Meetings)** -When a real or apparent conflict of interest situation arises in the context of a voting situation, the person must disclose the possible conflict and physically absent and recuse himself/herself from the decision-making process (including presentations and discussion) and neither vote directly, in absentia, nor by proxy in that matter. The recusal and the reasons therefore must be recorded in the meeting minutes. Those in a position to make a decision must be fully informed as to the possible interest of the person abstaining and recusing him/her self. See Subsection 9., below regarding persons with a pattern of conflicts.

4. **Written Procedures (Code of Conduct)**-Each SHPO organization and the National Trust must maintain a written code with standards of conduct governing the performance of their employees engaged in the award and administration of contracts. This code must, at a minimum, comply with the requirements of this section, and is binding on all persons listed in subsection 2.a., above.

The grantee may adopt more stringent requirements than those specified by NPS. The standards established in this section shall be considered the minimum. In those situations

where existing State procedures are more stringent, those shall apply. However, in situations where State-wide conflict of interest requirements are less stringent (e.g., may not apply to the Historic Preservation Commission or a separate Commission), the standards in the section shall apply for administration of the HPF program in its entirety.

5. **Procurement** - Contract awards shall not be made to any person or firm who has developed for has drafted bid specifications, requirements, a statement of work, an invitation for bids, and/or a request for proposals for a particular grant-related procurement.
6. **Nepotism** - State grantees will follow State laws and administering regulations governing nepotism in relations to employment, contracting, and the award of HPF grant assistance.
7. **Officials Not to Benefit** - No member of or delegate to Congress or Commissioner, shall be admitted to any share or part of a grant, or to any financial benefit that may arise therefrom; but this provision shall not be construed to extend to a grant if made with a corporation for its general benefit.
8. **Corrupt Practices** -The award and administration of NPS grants and of sub-agreements awarded by State grantee under those grants must be accomplished free from bribery, graft, kickbacks, and other corrupt practices. The grantee bears the primary responsibility for the prevention, detection, and cooperation in prosecution of any such conduct Federal administrative or other legally available remedies will be pursued to the extent appropriate.

No person, agency, or other organization may be employed or retained to solicit or secure a grant or contract upon agreement or understanding for commission, percentage, brokerage, or contingent fee. For breach of violation of this prohibition, the Federal Government shall have the right to annul the grant without liability or, at its discretion, to deduct from the grant or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee, or to seek such other remedies as may be legally available.

9. **Enforcement** - The grantee organization must enforce and document that it enforces its conflict-of-interest procedures or code of conduct whenever applicable. At a minimum, there must be written records of abstentions from the decision-making process in conflict-of-interest situations. The records of abstentions and recusals shall, at a minimum, document who was absent from the decision and for what reason.

Individuals who have a pattern of conflicts of interest and consequent abstentions, ought to be removed from the Commission or assigned other responsibilities because their function of offering advice cannot be fulfilled. In addition, the grantee organization must ensure that those on whom these procedures are binding (subsection 2.a., above) are fully knowledgeable of these conflict-of-interest requirements and agree to abide by them in the

execution of their HPF program responsibilities. Documentation of these requirements is fulfilled by a signed and dated statement from each person attesting to that fact.

State ethics officers are authorized to determine the applicability of these requirements to individual situations in regard to State employees and to resolve employee conflict of interest situations (see also subsection 11., below).

10. **Conflict of Interest Involving Current or Former Federal Employees** -The grantee will not use any Federal funds or funds from other sources applied as matching share to pay a fee to, or travel expense of, current employees of the Federal Government for consultant services, lectures, attending program function, including HABS/HAER participation, or any other activities in connection with the grant or any sub agreement awarded under this grant. Grantees are to consult with NPS when the appearance of such conflicts or interest arise. This prohibition is in accordance with 18 USC 209 which stipulates that Federal employees whose employment has not terminated shall not receive supplemental compensation for their services as Federal Government employees.

It is NPS policy that personal or organizational conflict of interest, or the appearance of conflict of interest, be prevented in the award and implementation of grants, including subgrants and subcontracts or other sub agreements which involve former and current Federal employees in the award and implementation of grants. A conflict of interest will appear to exist when grant assistance is awarded to or by a grantee and a current or former NPS employee participated in the pre-award and award process and benefits financially from the grant. Specific details are contained in 43 CFR 20.

11. **Violations** - When there is a suspected violation of the conflict of interest policy or requirements, the SHPO organization must advise NPS of the matter, pursue available State or local legal and administrative remedies, take appropriate remedial action with respect to any allegations or evidence coming to its attention and advise NPS of the ultimate disposition of any matter. Such violation may result in cost disallowances or other sanction.

Bylaws adopted this \_\_\_\_\_ day of October 2022.

Town of Woodstock Historic Preservation Commission

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## Manager Information

### Diesel Bids

October 18, 2022

To take advantage of the potential lowest diesel bid the Selectboard needs to consider if diesel prices will stay stable or increase for the next year. If prices stay stable or increase Dead River's option #2 is the best option. The quantity should be increased to at least 14,000 gallons. This quantity can be discussed when a decision is made.



October 11, 2022

Mr. Tom Yennerell, Interim Municipal Manager  
Town of Woodstock  
PO Box 488  
31 the Green  
Woodstock, VT 05091

RE: Diesel Fuel Bid, 2023

Dear Mr. Yennerell:

Evans Motor Fuels is pleased to offer this bid to supply the Town of Woodstock with low sulfur on-road diesel fuel for the 2023 calendar year. All deliveries during the winter season will be weather-blended to prevent cold weather congealing. We are presenting Rack-Plus (Fixed Adder) pricing below for your review.

**RACK-PLUS PRICING = \$0.2669 per gallon Fixed Adder plus taxes**

Today's price per gallon (10/11/2022) = \$4.4397 Rack + \$0.2669 Fixed Adder = **\$4.7066**  
plus taxes (currently \$0.01314)

Thank you for this opportunity, and we look forward to supplying the Town of Woodstock with the excellent customer service that defines our company.

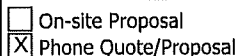
Sincerely,

Derek Evans  
President

Evans Group, Inc. agrees to honor the above bid pricing structure, and the Town of Woodstock agrees to purchase on-road diesel fuel only from Evans Group, Inc. from 1/1/2023 to 12/31/2023.

  
Derek Evans, President

\_\_\_\_\_  
Tom Yennerell, Interim Municipal Manager



**Suburban Propane ("Suburban" or "Seller") Address: 424 Miracle Mile Lebanon NH 03766**

Telephone 603 . 448 . 4708 Fax 603 . 448 . 6620 Email [kdwyer@suburbanpropane.com](mailto:kdwyer@suburbanpropane.com)

Date 10/11/2022	Account Number	Account Representative Name Karen		CSC Number 2311
Name "Customer" Town of Woodstock			Telephone 802-457-3456	
Customer's Email nnourse@townofwoodstock.org		Cell Telephone		Fax 802-457-2329
Billing Address P.O. Box 488		City Woodstock	State VT	Zip Code 05091
Delivery Address 2576 West Woodstock Road		City Woodstock	State VT	Zip Code 05091

QUANTITY	EQUIPMENT/SERVICES DESCRIPTION	TOTAL
	Welcome to Suburban Propane - This is a proposal for Low Sulfur Diesel Fuel	\$
	Deliveries will be made weekly at the Town Highway Garage to keep your two	\$
	600 gallon tanks full.	\$
	Diesel will be blended for the season to avoid gelling.	\$
	The price will be the Municipal Rate for the State and will fluctuate with	\$
	the market.	\$
	No taxes will be charged with receipt of tax exempt certificate.	\$
	We will ensure you will have between 14,000 and 18,000 gallons available	\$
	annually.	\$
		\$
		\$
		\$
		\$
		\$
Permit Fees (if applicable):		\$
Sales Tax:		\$

**We propose to furnish the above stated Equipment/Services for the sum of \$**

## HEATING OIL/KEROSENE SALES DESCRIPTION

We propose to sell ☐ Heating Oil or ☐ Kerosene for all of Customer's requirements at the initial per gallon price of \$ 4.4435, or as outlined above in Equipment/Services Description, subject to market price escalation/de-escalation, minimum gallon requirement and applicable taxes.

**Minimum Gallon Per Delivery Requirement:** \_\_\_\_\_ **Gallons**

Customer acknowledges that this Proposal is confidential and agrees not to disclose its contents to third parties. Changes or additions to the Equipment/Services described above are subject to Suburban's approval and acceptance and may involve additional charges. This Proposal is contingent upon Customer's completion, and Suburban's acceptance, of a credit check.

This Proposal may be withdrawn if not accepted within 30 days.

SUBURBAN MANAGER (SEE INSTRUCTIONS) OR REGIONAL SALES REP:

**SIGNATURE:**



PRINT NAME: \_\_\_\_\_

PRINT NAME: Mike Griffin or Noah Blakney

## ACCEPTANCE OF PROPOSAL

I am authorized to accept this Proposal for work to proceed at the Delivery Address. The above Equipment/Services Heating Oil or Kerosene Sales Description, prices and conditions are hereby accepted.

**CUSTOMER NAME:**

**CUSTOMER AUTHORIZED SIGNATURE:**

DATE OF ACCEPTANCE:

CUSTOMER NAME:  
Town of Woodstock



Delivering on A promise.<sup>™</sup>



Dear Mr. Yennerell,

Please accept this document as the official bid from Dead River Company to provide ULSD Diesel (clear/on-road) to the Woodstock Town Highway Garage. If Dead River Company is awarded the business an official contract will be drafted and sent for signature.

Ultra-Low Sulfur Diesel

Option 1

- 1) The contract period will begin October 13, 2022, and will remain in effect for 12 months
- 2) Total gallons to be purchased = 14,000 – 18,000
- 3) Price per gallon will be based on the Daily Commercial Landed Cost, plus \$0.20/gal. (Rack + 0.20/gal.)
  - a) The price today (October 11, 2022), if a delivery was made, would be \$4.8715 (+ any applicable tax)

Option 2

- 1) The contract period will begin October 13, 2022 and will remain in effect for 12 months
- 2) Total gallons to be purchased under fixed price contract 8,000 (or a quantity you determine)
- 3) Fixed price based on today's market (October 11, 2022) is \$4.11/gal (+ any applicable tax)
- 4) Once all the contract gallons have been delivered and paid for the pricing will convert to Rack + .20/gal for the remainder of the contract period.

The thought is to lock-in pricing for some of the Town's total needed gallons now while the fixed price is lower than the rack + price. Typically, rack + pricing is less than the fixed price during off peak heating season; therefore, if you locked in some gallons now to get you through the winter months the town could save money with a fixed price versus being subjected to the instability of big swings in pricing similar to what happened during the 2021-2022 season.

Thank you for the opportunity to submit our bid to the Town of Woodstock.

Sincerely,

Roger Vanasse  
Business Development Representative  
Dead River Company  
Office: (802) 457-1610  
Cell: (603) 670-6946  
Email: [roger.vanasse@deadriver.com](mailto:roger.vanasse@deadriver.com)  
[www.deadriverriver.com](http://www.deadriverriver.com)

## Manager Information

### Sewer Rebate

October 18, 2022

Staff has verified the request letter is accurate. A \$266 Interest and \$236.48 Penalty rebate is recommended.

# Steve and Lynda Fulkerson

542 W. Woodstock Road  
Woodstock, VT 05091  
[stevefulkerson1@gmail.com](mailto:stevefulkerson1@gmail.com) [lyndahfulkerson@gmail.com](mailto:lyndahfulkerson@gmail.com)

October 11, 2022

Selectboard  
PO Box 488  
Woodstock VT 05091

Re: 30.22.06-001  
30.22.06-002  
30.22.06-003  
30.22.06-

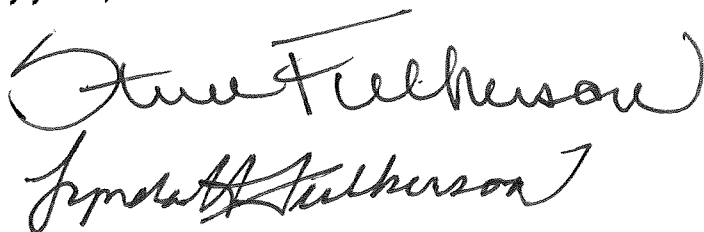
Dear Selectboard members,

By way of introduction, we took ownership of the property located at 540 and 542 West Woodstock Road on January 28, 2022. On October 5, we received notification of past due sewer bills, as well as penalties. It is our understanding that the original bills were mailed on January 24, four days prior to our closing, to the previous owner who did not forward them. If reminders were mailed, we did not receive them, perhaps due to the fact that we couldn't take possession of the home on the property until June 16, 2022, due to a lease with an existing occupant.

We have now paid the principal due on the sewer bills and respectfully request that the penalties be waived in light of the fact that we never received the sewer bills. We now know to expect future bills in late January and will pay them in advance of the April 1 deadline.

Thank you for considering this request.

Sincerely yours,

The block contains two handwritten signatures. The top signature is "Steve Fulkerson" and the bottom signature is "Lynda Fulkerson". Both are written in a cursive, flowing style.

10/7/22 per Cori

Sent  
1/24/22  
due  
4/1/22

TOWN/VILLAGE OF WOODSTOCK  
PO BOX 488  
WOODSTOCK VT 05091  
802-457-3456  
DELINQUENT SEWER BILL NOTICE AS OF 10/03/2022

PARCEL NUMBER : 30.22.06-001

FULKERSON STEPHEN A  
FULKERSON LYNDIA H  
542 W WOODSTOCK RD  
WOODSTOCK, VT 05091

Taxes Assessed Against You

Year	Principal	Interest	Penalty	Other	Total Location
FY2022S	656.92	59.11	52.55	0.00	768.58 540 WEST WOODSTOCK ROAD

TOTAL AMOUNT DUE 768.58

Please Remit to :

DELINQUENT TAX COLLECTOR  
WOODSTOCK SEWER  
TOWN OF WOODSTOCK  
PO BOX 488  
WOODSTOCK VT 05091

Checks are to be made PAYABLE to Woodstock Sewer.

TOWN/VILLAGE OF WOODSTOCK  
PO BOX 488  
WOODSTOCK VT 05091  
802-457-3456  
DELINQUENT SEWER BILL NOTICE AS OF 10/03/2022

PARCEL NUMBER : 30.22.06-002

FULKERSON STEPHEN A  
FULKERSON LYNDIA H  
542 W WOODSTOCK RD  
WOODSTOCK, VT 05091

Taxes Assessed Against You

Year	Principal	Interest	Penalty	Other	Total Location
FY2022S	985.38	88.67	78.83	0.00	1,152.88 540 WEST WOODSTOCK ROAD

TOTAL AMOUNT DUE 1,152.88

Please Remit to :

DELINQUENT TAX COLLECTOR  
WOODSTOCK SEWER  
TOWN OF WOODSTOCK  
PO BOX 488  
WOODSTOCK VT 05091

Checks are to be made PAYABLE to Woodstock Sewer.

TOWN/VILLAGE OF WOODSTOCK  
PO BOX 488  
WOODSTOCK VT 05091  
802-457-3456  
DELINQUENT SEWER BILL NOTICE AS OF 10/03/2022

PARCEL NUMBER : 30.22.06-003

FULKERSON STEPHEN A  
FULKERSON LYNDIA H  
542 W WOODSTOCK RD  
WOODSTOCK, VT 05091

Taxes Assessed Against You

Year	Principal	Interest	Penalty	Other	Total Location
FY2022S	656.92	59.11	52.55	0.00	768.58 540 WEST WOODSTOCK ROAD

TOTAL AMOUNT DUE 768.58

Please Remit to :

DELINQUENT TAX COLLECTOR  
WOODSTOCK SEWER  
TOWN OF WOODSTOCK  
PO BOX 488  
WOODSTOCK VT 05091

Checks are to be made PAYABLE to Woodstock Sewer.

TOWN/VILLAGE OF WOODSTOCK  
PO BOX 488  
WOODSTOCK VT 05091  
802-457-3456  
DELINQUENT SEWER BILL NOTICE AS OF 10/03/2022

PARCEL NUMBER : 30.22.06-

FULKERSON STEPHEN A  
FULKERSON LYNDIA H  
542 W WOODSTOCK RD  
WOODSTOCK, VT 05091

Taxes Assessed Against You

Year	Principal	Interest	Penalty	Other	Total Location
FY2022S	656.92	59.11	52.55	0.00	768.58 540 WEST WOODSTOCK ROAD

TOTAL AMOUNT DUE 768.58

Please Remit to :

DELINQUENT TAX COLLECTOR  
WOODSTOCK SEWER  
TOWN OF WOODSTOCK  
PO BOX 488  
WOODSTOCK VT 05091

Checks are to be made PAYABLE to Woodstock Sewer.

**Town of Woodstock  
Select Board Meeting  
September 20, 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, Zoie Parent, Rita Seto, Laura Stone, Tyler Reynolds, Lisa Lawlor, Jon Spector, Tess Hunter, Greg McKenney, Adam Goudreau, Bill Corson, PJ Eames, Fire Chief David Green, Matt Stout

**A. Call to order**

1. Chair Swanson called the Select Board meeting of September 20, 2022, to order at 6:00 pm.

**B. Citizen comments – none.**

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

**D. Manager's report**

1. Mr. Yennerell stated that advertisements for a temporary full time office assistant have been published. This person is to replace the current Administrative Assistant while she is on maternity leave. The part-time person hired in the Zoning Office is no longer available to cover this position. The shoes are still dangling from the cable over Central Street. However, a local tree service company is scheduled to remove them by Friday, September 16<sup>th</sup>. Ford of Claremont confirmed that fleet pricing with Government Price Concessions were used in formulating the prices for the two truck bids that were conditionally approved at the last meeting. The orders have been placed. He continues to do the work of the Director of Public Works. They are fortunate to have a competent and cooperative staff that he can rely upon.

**E. Presentation – Woodstock BF 0166(12), FAS Route 166 (TH 1/Pomfret Road), Bridge 1 over Gulf Stream**

1. Presentation included in minutes.
2. Ms. Stone stated that she is a VTrans scoping engineer. She gave an overview of the bridge, about constraints, and the alternatives that they looked at in the scoping report.
3. Will discuss alternative route next meeting.

**F. Permits**

**1. Cannabis Control Commission permit – JP Eames LLC – Sun Day Farms – Mixed Cultivator Tier 1 Small Cultivator**

- a. Ms. Eames stated that she has been licensed by the State for a tier 1 cultivation license. That is 125 plants of a 1,000 square foot canopy. It is mixed use so that can be indoor and/or outdoor. She does not have any intentions of growing much. She is planning to cultivate indoors this winter. She will plant outdoors this spring but plans to have no more than 20 plants. The State required that the space be locked, and video surveillance is required. There were no new structures built. This is a private building. She has a security plan. With the outdoor plants the State requires a motion activated flood light or game camera. She does not have any employees.



**Motion:** by Ms. Ford to approve the Cannabis Permit for JP Eames LLC for a mixed cultivator tier 1 small cultivator local license.

**Seconded:** by Mr. Bourgeois.

**Discussion:** none.

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

## **2. Parade permit – Eastern States Cup – Eastern States, WAMBA, Woodstock Inn & Resort**

- a. Chair Swanson stated that this is on October 2<sup>nd</sup> from 8:00 am to 4:00 pm.
- b. Mr. Stout stated that it will start at Saskadena Six and go to Mount Peg. Police Chief Robbie Blish did want to have some traffic control. They came up with a slightly different route than was in the permit application.
- c. Ms. Ford stated that she would just like to condition the permit as far as putting a notice in the Vermont Standard and putting signage up by Friday.

**Motion:** by Ms. Ford to approve the parade permit for Eastern States Cup with the condition that they have traffic control and advertise the race prior to the event.

**Seconded:** by Mr. Bourgeois.

**Discussion:** none.

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

## **G. Old business**

### **1. EDC approval of extension of marketing grant to February 2023**

- a. Mr. Spector stated that in August 2021, the EDC, and the Select Board approved a one year marketing program to build a new marketing platform. They did it in August because they did not want to wait until January. The idea was it was going to take 10 months to build the platform. In the last two months they were going to use it for marketing. The purpose of the platform was to collect names of people and contact information of who was interested in Woodstock and to identify their specific interests. During the last three months they have increased their forecast for their revenues for 2022 by slightly more than \$45,000 because the economy has been doing better than they forecasted. They will end the year with slightly more reserves than they forecasted even with spending the \$45,000 that they did not fully anticipate. The exact amount is \$45,832.

**Motion:** by Mr. Bourgeois to approve the EDC expenditure of \$45,832 for the marketing program.

**Seconded:** by Ms. Ford.

**Discussion:** none.

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

### **2. Acceptance of new road and land transfer – Loop Road**

- a. Chair Swanson stated that the agreement was drawn up by Peter Vollers.
- b. Ms. Ford stated that paragraph three seems to be an agreement between South Woodstock Field and Forest and Fernbrook LLC. She does not think it needs to be a part of this agreement.

**Motion:** by Ms. Ford to approve the Town Highway Right of Way Relocation Agreement with the removal of paragraph 3 and to authorize Chair Swanson to sign it.

**Seconded:** by Mr. Bourgeois.

**Discussion:** none.

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

### **3. Sand bids**

- a. Mr. Yennerell stated that they can purchase the dried screened sand from D&D Excavating at \$12.12 per ton and the manufactured sand from Twin State at \$18.10 per ton. The manufactured sand includes the 3/8 stone. That will enable them to get the product that they need at the least expensive pricing of those two categories.

**Motion:** by Ms. Ford to approve buying screened sand from D&D Excavating and buying dried manufactured sand which includes the 3/8 crushed stone from Twin State and, in the extent they need additional 3/8 crushed stone they will buy it from Pike.

**Seconded:** by Mr. Bourgeois.

**Discussion:** none.

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

## **H. New business**

### **1. Peterkin Hill Road speed limit reduction request**

- a. Chair Swanson stated that the daily average was 78 cars between May 21<sup>st</sup> and June 4<sup>th</sup>. The 85<sup>th</sup> percentile each direction was 27 mph and 28 mph. the posted speed limit is 35 mph. 85% of vehicles traveling on this road are going at speeds below the posted speed limit. He recommends they drop the speed limit to 30 mph. In the future if they get requests for more roads, they queue them up and every three to four years look at the speed survey results and amend the ordinance as dictated by the speed survey.
- b. Ms. Ford stated that she would rather see them do this all at once. This is their second one this summer.
- c. Chair Swanson agrees. However, this road was brought before the Select Board one to two years ago. He does not want to put this off because they are changing their strategy now.
- d. Ms. Cole stated that she does think they should make a statement going forward when people want to petition that their speed limits be lowered. They should let people know they will add it, but they only review them every so often.

**Motion:** by Mr. Bourgeois to reduce the speed limit on Peterkin Hill Road to 30 mph.

**Seconded:** by Ms. Cole.

**Discussion:** none.

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

### **2. Fall morning meetings**

- a. Chair Swanson stated that on October 4<sup>th</sup> they would normally have a morning meeting, but they have also warned the farm to table zoning amendment for that afternoon at 5:00 pm. He thinks it is appropriate to cancel that morning meeting in October. They can keep the morning meeting in November on the schedule because they plan to open the budget cycle then. He does not think there is a need for the morning meeting in December.

**Motion:** by Mr. Bourgeois to cancel the October 4<sup>th</sup> and December 6<sup>th</sup> meetings.

**Seconded:** by Ms. Ford.

**Discussion:** none.

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

### **3. Town Health Officer Appointment**

a. Chair Swanson stated that the Town's Health Officer is up for reappointment.

**Motion:** by Mr. Bourgeois to reappoint Chief Green as Town Health Officer.

**Seconded:** by Ms. Ford.

**Discussion:** none.

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

#### **I. Other business – none.**

#### **J. Executive session to discuss Emergency Services Agreement**

**Motion:** by Ms. Ford to go into executive session at 1 VSA 313 under contracts at 7:13 pm.

**Seconded:** by Mr. Bourgeois.

**Discussion:** none.

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

The Select Board exited executive session and resumed the normal meeting at 7:21 pm.

**Motion:** by Mr. Bourgeois to approve the Town of Woodstock Emergency Services Agreement with the Town of Pomfret.

**Seconded:** by Ms. Cole.

**Discussion:** none.

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

#### **K. Approval of minutes**

##### **1. 8/9/22 joint minutes**

##### **2. 9/6/22 minutes**

**Motion:** by Mr. Bourgeois to approve the joint minutes of 8/9/22 and the minutes of 9/6/22 as submitted.

**Seconded:** by Ms. Ford.

**Discussion:** none.

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

#### **L. Adjournment**

**Motion:** by Mr. Bourgeois to adjourn the meeting at 7:22 pm.

**Seconded:** by Ms. Cole.

**Discussion:** none.

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

*Respectfully submitted,*

*Nikki Nourse*

**Town of Woodstock  
Select Board Special Meeting  
October 4, 2022  
5:00 pm  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

**Present:** Chair Joe Swanson, Ray Bourgeois, Mary Riley, Keri Cole, Susan Ford, Nikki Nourse, Al Alessi, Steve Bauer, Tom Ayres, James Rielly, Chris Boyle, Mary Margaret Sloan, Patrick Fultz, Donna Lombard, Elizabeth Deignan, Diana Beattie, Zoie Parent, Rebecca Mitchell

**A. Call to order**

1. Chair Swanson called the Select Board Meeting of October 4, 2022, to order at 4:59 pm.

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

1. Chair Swanson stated that the Select Board is not planning on voting on this tonight. This is just a discussion of the changes.
2. Mr. Bauer shared a presentation.
3. Mr. Bauer stated that an On Farm Restaurant is not an Accessory On-Farm Business. Accessory on-farm business means activity that is accessory to a farm and comprises one or both of the following: (1) the storage, preparation, processing, and sale of qualifying products, provided that more than 50% of the total annual sales are from qualifying products that are principally produced on the farm at which the business is located; (2) Education, recreational, or social events that feature agricultural practices or qualifying products, or both. An OFR is not retail. The Planning Commission recommended the removal of the retail exclusion for on-farm restaurants. The Zoning Administrator cannot issue a zoning permit unless the Development Review Board determines that the proposed development conforms to the regulatory standards. The hours of operation are decreased from six to five days per week. The maximum allowable footprint of the restaurant is set at 2,800 square feet. The maximum allowable occupancy changed from 60 seats to the maximum occupancy load, as determined by the Fire Chief, or 100 persons, whichever is less. The maximum allowable occupancy for outdoor is limited to 25% of the occupancy as determined by the Fire Chief. The Town Development Review Board is tasked with determining whether the daily menu adequately features products produced on site. With the outdoor events they went down from 12 to 3 a year. Outdoor events are free to set up how the restaurant desires.
4. Ms. Sloan stated that they should relook at hours and days. This impacts residential character. She thinks five days is too many. Cloudland Farm is only open three days a week. They have been a hugely successful farm based restaurant for the last 10 years. She urged the Select Board to look at the hours that are permitted, especially on weekdays. 10:00 pm is pretty late on a weekday. She also urged them to stick to 60 being the max occupancy.
5. Mr. Fultz stated that they should not put any more restrictions that what they already have in this amendment. This is very well done. Woodstock struggles with food. Restaurants are needed.
6. Mr. Alessi stated that he worries about the unintended consequences that may occur.
7. Ms. Mitchell stated that she is concerned about the effects on streams and that there is enough space for the animals on the farms. Fewer people and more land would be her preference for constraints.
8. Chair Swanson stated that the Select Board will vote on this on October 25<sup>th</sup> at 5:00 pm.

**C. Other business — none.**

**D. Adjournment**

**Motion:** by Ms. Ford to adjourn the meeting at 5:27 pm.

**Seconded:** by Mr. Bourgeois.

**Discussion:** none.

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

*Respectfully submitted,*

*Nikki Nourse*