

Town of Woodstock
Select Board Meeting
November 1, 2022
10:00 am
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)
- E.** Old Business
 - 1.** Approve purchase of dispatch equipment (pp. 4-16)
- F.** New Business
 - 1.** Fund Balance Policy (p. 16-19)
 - 2.** Fiscal Year 24 Budget process proposal (p. 20)
 - 3.** Investment Advisory Committee Report (p. 21)
 - 4.** Approve Engineering Proposal for sewer line repair (pp. 22-24)
- G.** Other Business
- H.** Approval of minutes
 - 1.** 10/18/22 minutes
 - 2.** 10/25/22 special minutes
- I.** Adjournment

This Meeting will be held on Zoom

The link to join us is

<https://us02web.zoom.us/j/84782406503?pwd=UXAzWnJxaEE0MzJaMlBKeHJPUjB6QT09>

or from zoom.us you can enter these details to join the meeting

Meeting ID: 847-8240-6503

Password: 247624

You can also download the Zoom app on your smartphone

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

Phone number: 646 558 8656

Meeting ID: 847-8240-6503

Password: 247624

For Help on Joining Use this Link:

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

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

Municipal Manager's Report November 1, 2022

Initially the complete Fiscal Year 24 Budget was scheduled to have been presented to the Board during this meeting. However, the Finance Committee did not feel they were ready to do that and instead the budget will be presented on November 15. Jon Specter, chair of the Finance Committee, will make a presentation at this meeting.

During the last few weeks approximately 70 boards were replaced on the Elm Street bridge sidewalks.

Trena Tolliver, one of the Listers, has resigned. Her last day will be November 4, 2022. The Board will have to appoint a Lister to fill her position until Town Meeting.

Municipal Manager Information
November 1, 2022
Dispatch console bid and finance approval

The Emergency Services Building excess was not as much as previously thought. The Selectboard is asked to approve this purchase as mentioned in Chief Green's letter. The first year's payment is already in the budget.



Woodstock Fire Department

454 Woodstock Rd
Woodstock, VT 05091

Non-Emergency Phone 802-457-2337

Fax 802-457-3237

In Emergency Dial 9-1-1

MEMORANDUM

TO: WOODSTOCK SELECTBOARD

FROM: CHIEF DAVID GREEN

SUBJECT: ESB BUILDING FUNDS

DATE: 10/25/2022

CC:

To date the building fund has \$414,351 left for funds. I have outstanding bills totaling \$320,000 and due to come in the next several months or so. Which leaves \$94,651.

The Heat and AC the contractor is still struggling with, and I'm worried there maybe some change orders to get this up and running correctly.

My recommendation is not to use this money at this time to fund the part of the console purchase and wait to see how this plays out over the next few months. The funding for this console replacement was approved previously and is in the current budget for the first payment.

However, that being said the current consoles are no longer supported by the manufacturer and few parts are available. If this system was to malfunction beyond repair, we would be out of a dispatch center for months as a new system is ordered and installed. This inability to dispatch ourselves would be a catastrophe for the town of Woodstock. I recommend we order this system ASAP.

Respectfully submitted,
David Green

CVC Paging**CVC Two-Way
Radio**

1697 US Route 4 Rutland, VT 05701 • 800.696.6474

Bill ToDAVID 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

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



From: Zoie Parent <zparent@townofwoodstock.org>
Sent: Tuesday, September 27, 2022 9:52 AM
To: Elizabeth Vessichio <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)

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



Lease Corporation of America

September 16, 2022

FORMAL PROPOSAL

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.

EQUIPMENT: COMMUNICATIONS SYSTEM

OPTION 1

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

LEASE CORPORATION OF AMERICA

TOWN OF WOODSTOCK FIRE DEPARTMENT- VT

Signature Title

Signature Title

Date

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
TOTAL	100

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

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 Cell Taking to TRHI Cable	2
<u>Part</u>	- 901-9731 Desktop Microphone	2
<u>Part</u>	- 950-5102 Footswitch, Single with cable	4
<u>Part</u>	- 901-9675 MAX Radio Gateway Conventional Hardware	5
<u>Part</u>	- 709-7968-20 MAX Radio Gateway to Tail Cable	5
<u>Part</u>	- 930-0227 MDC-1200 Signaling	10
<u>Part</u>	- 901-9740 MAX Central	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>	- 802-2311 23" Widescreen LCD Monitor	4
<u>Part</u>	- 950-1261 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 Central	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 EMERGENCY SERVICES RADIO REPEATER EQUIPMENT LIST

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

Municipal Manager Information
November 1, 2022

Fiscal Year 22 Unassigned Fund Balance and new Fund Balance Policy

There is an unaudited Unassigned Fund Balance for FY22 in the amount of \$758,676. The FY22 Budget was not overspent by a small amount. However, most of this amount came from a onetime sources and will likely not happen again. Consequently, staff is recommending that this amount be retained as an Unassigned Fund Balance and the attached policy be adopted to document this action.

Unassigned Fund Balances may be used for various purposes in the future, the most common being the establishment of a rainy-day fund. After the rainy-day fund is established, the funds may be used for various purposes.

We will explain the origin of the Fund Balance and its possible future uses at the meeting. This information is provided prior to the meeting to create some background.

FY22 General Fund Revenues

Budget	\$	7,032,882	
Actual	\$	7,890,984	
Calculated surplus/(deficit)	\$	858,102	<i>over budget revenue</i>

FY22 General Fund Expenditures

Budget	\$	7,031,982	
Actual	\$	9,882,686	
Calculated surplus/(deficit)	\$	(2,850,704)	
ESB Building, spent from restricted fund balance	\$	2,923,493	
Surplus/(deficit) adjusted for unusual items	\$	72,789	<i>under budget expense</i>

FY22 General Fund Net Operations

Budgeted surplus/(deficit)	\$	900	
Actual surplus/(deficit)	\$	(1,991,702)	
Adjust for ESB Building, spent from restricted fund balance	\$	2,923,493	
Adjusted Overall surplus/(deficit) FY22	\$	931,791	

Not all of this is unassigned fund balance...

Restricted Grant Revenues	\$	(97,864)	
FY21 Unassigned FB Deficit	\$	(75,251)	
Projected FY22 Unassigned Fund Balance	\$	758,676	

What are the contributing factors to the overall surplus?

Highway expense under budget	\$	116,758	
Tax Collections - Reduced Delinquencies	\$	111,478	
Unanticipated Rockefeller funds - Ambulance	\$	110,354	<i>spent on capital</i>
Restricted Grant revenues in excess of expenses	\$	97,864	<i>restricted for grant purposes</i>
Insurance payment from prior year incident	\$	96,593	<i>spent in prior year; related to FY21 deficit</i>
Unanticipated Rockefeller funds - Highway	\$	89,646	<i>spent on capital</i>
Hold Harmless and PILOT Payment over budget	\$	79,155	
Ambulance contract fee revenue over budget	\$	69,905	
FY22 debt payments paid 6/30/21, not in FY22 budget	\$	59,162	<i>spent in prior year; related to FY21 deficit</i>
State Highway Aid over budget	\$	28,486	
Net Police operations	\$	20,366	
Tax Listing expense under budget	\$	19,406	
Ambulance services (net of drawbacks) over budget	\$	16,639	
Fire expense under budget, excluding ESB	\$	15,304	
	\$	931,116	

Town of Woodstock Fund Balance Policy

The Town of Woodstock wishes to establish a Fund Balance Policy for its governmental funds in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54- "Fund Balance Reporting and Government Fund Type Definitions." Fund balances are reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. As a result, amounts previously reported as reserved and unreserved will now be reported as nonspendable, restricted, committed, assigned or unassigned. Definitions of the categories of fund balance are as follows:

- **Nonspendable** fund balance includes amounts that cannot be spent. This includes amounts that are not in a spendable form (inventories, prepaid amounts, long-term portions of loans or notes receivable) and amounts that are legally or contractually required to remain intact, such as the principal of an endowment fund.
- **Restricted** fund balance includes amounts that can be spent only for specific purposes stipulated by external resource providers (for example grant providers), or imposed by law through a constitutional provision, or through enabling legislation (that is, legislation that creates a new revenue source and restricts its use such as impact fees).
- **Committed** fund balance can be used only for purposes pursuant to constraints imposed by a formal action by the voters, the Town of Woodstock's highest level of decision-making authority. This formal action is the approval of articles at the annual or a special Town meeting, specifying the purposes (which can be general or specific) for which amounts can be used. The same type of formal action is necessary to remove or change the use. Examples of this are the balances in our Capital Projects Fund. In this fund the fund balance is committed to the general purpose of the fund but not to individual projects. The dollars in these funds are controlled by the Selectboard (i.e., the amounts are assigned and/or reassigned to specific projects/equipment by a vote of the Selectboard).
- **Assigned** fund balance comprises amounts intended to be used by the government for specific purposes. Intent will be expressed by a vote of the Selectboard. For governmental fund types other than the General Fund, this is the residual amount within the fund that is not restricted or committed,
- **Unassigned** fund balance is the residual amount of the General Fund not included in the four Categories above. In addition, any deficit fund balances in other governmental funds will be reported as unassigned.

When both restricted and unrestricted (committed, assigned and unassigned) amounts are available for a specific use, generally it is the Town's policy to use restricted amounts first, with unrestricted resources utilized as needed. In the case of unrestricted resources, it is generally the Town's policy to use committed amounts first, followed by assigned amounts, then unassigned amounts as needed.

The Selectboard of the Town of Woodstock hereby authorizes the Town to maintain and administer an unassigned fund balance of up to 15 percent of the current year General Fund operating budget. Unassigned fund balance for a fiscal year is determined following an audit, which is typically completed by December or January following a given

fiscal year. Unassigned fund balance over 15 percent shall be assigned as needed or as appropriate by the Selectboard, preferably with the recommendation or support of the Accountant and Municipal Manager. Any remaining unassigned fund balance over 15 percent shall be used to reduce the General Fund operating budget in subsequent fiscal years. The recommended maximum of 15 percent balance shall be applied to "unassigned" fund balance as defined above.

Adopted by the Town of Woodstock Select Board on the 1st day of November 2022.

Town of Woodstock Select board

Dated: November 1, 2022

Joe Swanson, Chair

Ray Bourgeois

Susan Ford

Keri Cole

Mary Riley

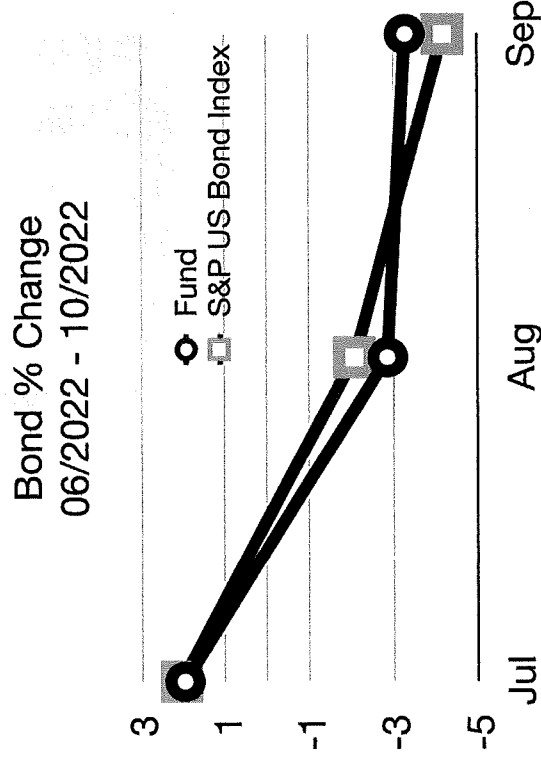
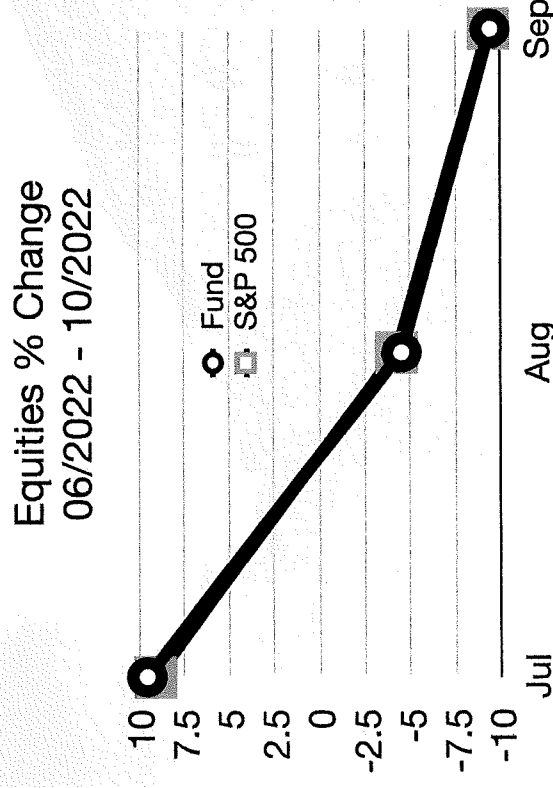
Municipal Manager Information

We are awaiting information from the Finance Committee for Item F. 2.

Woodstock Rockefeller Endowment Fund

Status Report Ending September 30th, 2022

- Fund total includes \$113,459 allocated to the VCLF
- Asset portion of the fund is allocated at 60% equities, and 40% bonds
- Equities have been within 0.5% difference of the S&P 500 for 2 of the past 3 months, have outperformed 1 of the past 3 months
- Bonds have been within 1% difference of the S&P US Bond Index for 2 of the past 3 months, have outperformed 1 of the past 3 months
- Fund total value as of September 30th 2022: \$1,667,795 (change of -4.5% since June 30th, 2022)



Municipal Manager Information
November 1, 2022

Kedron Brook Sewer Main Repair Design

Please see the attached information from Stantec Engineering to design and prepare construction documents to repair the sewer main in the brook down stream from the Central Street bridge. We will do a reduced version of Phase 2A as described in the letter dated September 9.

This costly project must be done, and I was not comfortable spending this sum without Seltectboard approval. We do have the funds between the Capital and Operating Budgets.



Stantec Consulting Services Inc.
193 Tilley Dr, Suite 101, South Burlington VT 05403

Garcia,
Oscar

Digitally signed by
Garcia, Oscar
Date: 2022.09.09
15:07:56 -04'00'

September 9, 2022
File: 179450193

Mr. Thomas Yennerell
Town Manager
PO Box 31, The Green
Woodstock, VT 05

FORWARDED ELECTRONICALLY

Dear Tom,

**Reference: Kedron Brook Sewer Line – Phase 2 - Internal Inspections & Stabilization
Summer 2022 - Woodstock, VT
Discharge Permit #: 3-1228, NPDES No.: VT0100757**

The internal inspection and initial immediate repair of the 10" cast iron sewerline in Kedron Brook has been completed. We have now graduated to the second stage of the project. This work has two distinct operations. Phase 2A involves quarterly internal closed-circuit television (CCTV or camera work) inspections for a one-year period, followed by annual inspections for three years after that. The Phase 2B work involves the preparation of plans and specifications to be provided to the Town of Woodstock for distribution to contractors at the Town discussion for bidding, along with Stantec's project oversight and reporting for each phase. Each of the two phases is further defined below:

Stantec proposes the scope of work below to complete the engineering portions of the Phase 2A and Phase 2B tasks:

Phase 2A: Internal Inspections:

Stantec will provide the following internal inspection services:

- Stantec will observe and report additional internal camera work. The CCTV work will be performed by others on a quarterly basis for a one-year period. This inspection is to be performed when the line has been fully drained. The upstream manhole will require plugging while the camera work is occurring. The single residence above the lined section shall be notified of the anticipated inspection and requested to not use water during this period. We do not anticipate that line cleaning will be necessary.
- Overlap of this phase and 2B may exist. The intent is to have a minimum of one camera inspection following the stabilization process.
- For three years following the stabilization project, the lined section of pipe is to be inspected and reported on during the annual internal inspections.
- As in the past, we propose that the Town contract directly with the selected CCTV firm to perform the camera work.

Phase 2B: Stabilization:

Stantec will provide the following stabilization engineering and design services:

- Perform initial field assessment and survey to document existing conditions.

**TASK-LABOR HOUR SCHEDULE FOR ENGINEERING SERVICES
FOR THE
TOWN OF WOODSTOCK**

Amendmant #1 - Kedron Brook Sewer Repair - Phase 2B

Revised: 09/01/22

ITEM	Project Manager (ODG)	Structural Engineer (TK)	Structural Engineer (SW)	Project Engineer (DMC)	Technical / Clerical (SV or ODG)	TOTAL
Phase 2A - Continued Internal Inspection & Reporting Services						
Total Labor Hours	4	0	0	0	48	52
Billing Level	9	14	8	12	8	
Average Hourly Rate (Rate Table 0)	\$135.00	\$175.00	\$124.00	\$153.00	\$124.00	
Labor Costs	\$540	\$0	\$0	\$0	\$5,952	\$6,492
Design Phase - Stantec Labor Total						\$6,492
Direct Expenses						
Allowance for Mileage / Transportation costs						\$308
Allowance for Printing / Shipping						\$0
Phase 2A - Internal Inspection & Reporting Services						\$6,800
Subconsultants						
None Required						\$0
Phase 2A - Internal Inspection & Reporting Services TOTAL						\$6,800

ITEM	Project Manager (ODG)	Structural Engineer (TK)	Structural Engineer (SW)	Project Engineer (DMC)	Technical / Clerical (SV or ODG)	TOTAL
Phase 2B(1) - Design Phase Engineering Services						
Total Labor Hours	18	15	18	36	50	137
Billing Level	9	14	8	12	8	
Average Hourly Rate (Rate Table 0)	\$135.00	\$175.00	\$124.00	\$153.00	\$124.00	
Labor Costs	\$2,430	\$2,625	\$2,232	\$5,508	\$6,200	\$18,995
Design Phase - Stantec Labor Total						\$18,995
Direct Expenses						
Allowance for Mileage / Transportation costs						\$305
Allowance for Printing / Shipping						\$100
Phase 2B(1) - Design Phase Engineering Services						\$19,400

ITEM	Project Manager (ODG)	Structural Engineer (TK)	Structural Engineer (SW)	Project Engineer (DMC)	Technical / Clerical (SV or ODG)	TOTAL
Phase 2B(2) - Bid and Construction Services						
Total Labor Hours	6	2	0	10	32	50
Billing Level	9	14	8	12	8	
Average Hourly Rate (Rate Table 0)	\$135.00	\$175.00	\$124.00	\$153.00	\$124.00	
Labor Costs	\$810	\$350	\$0	\$1,530	\$3,968	\$6,658
Stantec Labor Total						\$6,658
Direct Expenses						
Allowance for Mileage / Transportation costs						\$250
Allowance for Printing / Shipping						\$92
Phase 2B(2) - Bid and Construction Services TOTAL						\$7,000
AMENDMENT #1 TOTAL FOR KEDRON BROOK SEWER REPAIR - PHASE 2A & 2B						\$33,200

**Town of Woodstock
Select Board Meeting
October 18, 2022
6:00 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Joe Swanson, Ray Bourgeois, Keri Cole, Susan Ford, Mary Riley, Tom Yennerell, Nikki Nourse, Brittney Poljacik, Todd Ulman, Angela Ulman, Patrick Fultz, Wendy Wright, Robbie Blish, Jill Davies, John Spector, Jeffrey Kahn, Rebecca Mitchell, Steve Fulkerson, Linda Fulkerson, PJ Eames

A. Call to order

1. Chair Swanson called the Select Board meeting of October 18th, 2022, to order at 6:00 pm.

B. Citizen comments – none.

C. Additions to & deletions from posted agenda

1. Addition – Sewer Permit from Charlie Major Enterprises

D. Manager's report

1. **General report**

- a. Mr. Yennerell stated the problems had this foliage season with excessive trash around the village. All extra receptacles have been put out and extra people have been picking up trash on the weekends when Casella is unavailable to do so. Casella is contracted to do it four days a week. The Woodstock Elementary School parking lot has been reopened to the public on a limited basis; 8am-8pm weekends, holidays, and during the summer. No overnight parking. Temporary, full-time town administrative assistant has been hired. The National Park has applied for a grant of approximately \$200,000 to improve the trails within the park as well as the path from the park to the Rainbow Playschool. Technically the town is the applicant, and the money will filter through the town as a passthrough if the grant is awarded. Finally, the search for a new Public Works Director continues to go on with interviews and some recruiting as well. This search will continue until a suitable candidate has been chosen and hired.

2. **Financial report**

- a. The target percentage is 28%. Several departments are over that, with exception of a very few.

E. Permits

1. **Cannabis Permit**

- a. Retail dispensary in the gallery place building. Permit has been done with the town for retail. Full application has been submitted to the State Cannabis Control Board, they have scheduled an inspection for October 25th, 2022. Fire Marshall inspection is scheduled for October 27th, 2022. Expect to be licensed on November 2nd, 2022, by the state. Waiting for permission from the Woodstock Cannabis Commission to be able to open.
- b. Chair Swanson states the only problem being that there is no form created to issue a permit.

- c. Ms. Ford would like the board to review the zone permit to assure there are no conditions within that permit that need to be followed up on.

Motion: by Mr. Bourgeois to approve the permit for Sunday Drive for cannabis sales pending approval from the state and review of the zoning permit.

Seconded: by Ms. Ford.

Discussion: Cannabis Commission became the select board.

Vote: 5-0-0, passed.

F. Old Business

1. Acceptance of Scope from – Bridge 1 over Gulf Stream

- a. Alternative 2-A, deck replacement with offsite detour, cheapest for the town, and longest design life (50 years).

Motion: by Ms. Ford to accept alternative 2-A in the Bridge 1 project.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

2. Approval of Speed Ordinance

- a. The approval of these two speed ordinance changes results in needing to re-approve the entire speed ordinance
- b. Already passed, no motion needed.

G. New Business

1. EDC- community grant process for 2023

- a. Five priorities; childcare, housing, marketing, downtown rejuvenation, and events.
 - 1. Develop larger, but fewer grants in the five priorities.
- b. Focus on running four programs; community grants, grant writing support, storefront incentive program, and loan fund.

2. Dispatch console bid and finance approval

- a. Chief Blish stated the two dispatch radio consoles need replacing as well as the radio repeater located in the South Woodstock tower.
 - 1. The current consoles are obsolete, and parts can no longer be ordered for them. Additionally, the two consoles can not be run at the same time due back feeding and incompatibilities.
 - 2. The South Woodstock tower repeater allows the main station to transmit to the South Woodstock tower when there are emergencies in South Woodstock. This repeater could fail at any time. This piece of equipment costs around \$20,000.
- b. Currently in the communications budget there is \$56,000 in capital reserve towards replacement of this equipment. Chief Blish is asking to use that sum of money as the first down payment.
 - 1. Chair Swanson suggests using the capital reserve to purchase the new repeater for the South Woodstock tower.
- c. Mr. Bourgeois requests finding out the exact amount of money left over from the construction of the new emergency services building.

Motion: by Mr. Bourgeois to spend the money out of the \$56,000 for the repeater in South Woodstock.

Seconded: by Ms. Ford.

Discussion: Find out what is left in the building bond and potentially use that money to replace the two dispatch consoles.

Vote: 5-0-0, passed.

3. Town Historic Preservation Commission Bylaws

Motion: by Mr. Bourgeois to accept the Town Historic Preservation Commission Bylaws.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 5-0-0, passed.

4. Diesel bids

- a. Three bids were received: Evans Group Inc., Suburban Propane, and Dead River Company.
 - 1. To take advantage of the potential lowest bid, whether prices stay stable or increase Dead River's option #2 is the best option at \$4.11/gal as of October 11th, 2022. Total gallons purchased increase to 14,000 gallons.

Motion: by Mr., Bourgeois to select Dead River Company for 14,000 gallons at option number two.

Seconded: by Ms. Riley.

Discussion: none.

Vote: 5-0-0, passed.

5. Warning Articles, funding requests post covid

- a. Chair Swanson states that special articles should require the legal number of signatures before submitting as it was in 2019 and earlier.

H. Other business – none.

I. Board of Sewer Commissioners

1. Abatement Request – Fulkerson – 542 W. Woodstock Rd

- a. The Fulkerson's bought 542 W. Woodstock Rd and the previous owner did not pay the sewer bill on time. The Fulkerson's were then given the bill for the overdue payment charge which included interest and a penalty. Request the penalties be waived due to the fact they did not receive the bills.

Motion: by Mr. Bourgeois to waive the sewer penalties of \$236.40 and interest of \$266.00.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-1-0, passed. (Chair Swanson approved, Mr. Bourgeois approved, Ms. Cole approved, Ms. Riley approved, Ms. Ford against)

2. Sewer Permit – Charlie Major Enterprises LLC – Taftsville Country Store

- a. Sewer increases from 642 gpd to 1260 gpd.

Motion: by Ms. Cole to approve

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

J. Approval of minutes

1. 9/20/2022 minutes

Motion: by Ms. Cole to approve the minutes from 9/20/2022.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 5-0-0, passed.

2. 10/4/2022 special minutes

Motion: by Mr. Bourgeois to accept the special minutes from 10/4/2022.

Seconded: by Ms. Riley.

Discussion: none.

Vote: 5-0-0, passed.

K. Adjournment

Motion: by Mr. Bourgeois to adjourn the select board meeting on 10/18/2022 at 7:08 pm.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Brittney Poljacik*

Town of Woodstock
Select Board Special Meeting
October 25, 2022
5:00 PM
Town Hall & Zoom
Minutes

Draft of minutes are subject to approval.

Present: Chair Joe Swanson, Ray Bourgeois, Mary Riley, Keri Cole, Susan Ford, Nikki Nourse, Brittney Poljacik, Steve Bauer, Edwin English, Al Alessi, Tom Ayres, Allison Longfield, Wendy Marrinan, Tom Meyerhoff, Kristen Bieling, Angela Ulman, Charlie Kimbell, Laura Powell, Daniel Ross, Paige Rand, Michael Stoner, Maryse Brand, Nate Rand, Frank Horneck, Bill Corson, Malory Lewis, Jill Davis, Mica Seely, Donna Lombard

A. Call to order

1. Chair Swanson called the Select Board Meeting of October 25, 2022, to order at 5:00 pm.

B. Proposed Amendment to the Town of Woodstock Zoning Regulations

1. Mr. Meyerhoff asked if there was the option instead of voting on this amendment tonight, to send it straight to a town vote next March.
2. Mr. Bauer stated that under V.S.A title 24.44.42, the Select Board has two options; vote to adopt this amendment or send directly for a town vote by Australian Ballot.
3. Chair Swanson stated this is the fourth meeting. They are many months into the process, and he does not wish to drag it out any longer.
4. Ms. Marrinan stated she would be in favor of a town vote as well.
5. Mr. Stoner asked if they have a right to a town vote if the Select Board does not vote on the new language in the amendment.
6. Mr. Bauer stated the Select Board has an obligation to act within a year, which they have done and are still doing. Any party that can collect 5% of registered voters in the Town of Woodstock, whether the Select Board today decided to approve or deny the amendment, 5% of voters could petition that and the clock would start again, running for one year.
7. Ms. Ulman stated she supports the passing of this amendment.
8. Mr. Alessi inquired about the number of signatures on the original proposal.
9. Mr. Bauer stated he believed the number to be 149 signatures which was certified by the previous Zoning Administrator and the Town Clerk.
10. Mr. Alessi recommended that given the number of people who supported this amendment being relatively small, he would like the Board to consider a broader involvement of the entire community including the Town Plan discussion that is underway and push the decision towards Town Meeting and have a vote at that time.
11. Ms. Ford stated that there have now been four public hearings and people have been invited to participate in person and online via zoom. Ms. Ford believes the public has been given several opportunities to discuss this issue in front of the Board.
12. Chair Swanson asked for amendment corrections.
13. Mr. Bauer stated that on page two, line 21, “e” has been removed, page three, line one, “f” becomes “e,” “g” becomes “f,” and there is no longer a “g” in this section of the amendment.

14. If passed, this amendment will be in effect 21 days after today.

Motion: by Ms. Ford to adopt the amendment draft with the clerical corrections made.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed.

C. Other business – none.

D. Adjournment

Motion: by Mr. Bourgeois to adjourn the meeting of October 25, 2022, at 7:19 pm.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 5-0-0, passed.

**Respectfully submitted,
Brittney Poljacik**