

Town of Woodstock
Select Board Meeting
December 20, 2022
6:00 pm
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.

Present: Chair Joe Swanson, Susan Ford, Ray Bourgeois, Mary Riley, Keri Cole, Tom Yennerell, Zoie Parent, Steven Bauer, Brittney Poljacik, Jon Spector, Tess Hunter, Jenevra Wetmore, Charlie Degener, Carol Wood, Charles Rattigan, Kyle Katz, Rebecca Mitchell, Eric Lafayette, Emma Allegretti, Erik Duffy, Kevin Geiger, Catherine Machalaba, Matt Maxham, Anne Machsoud, Mike Davey, Pieter Bohlen, Thomas McCaughey, Ellen LeFever, Richard Fiske, Sandy Gilmour, Michael, Caduto, Linda Machalaba, Jacob Maxham, Geoff Martin, Jill Davies, Tesha Buss

A. Call to order

1. Chair Swanson called the regularly schedule Select Board meeting to order on December 20, 2022, at 6 pm.

B. Citizen Comments

1. Mr. Gilmour is on the Board of Trustees for Woodstock Community TV (WCTV), he stated that WCTV is a nonprofit organization serving the Woodstock area for more than twenty years and they are here tonight to submit a request to be included in the FY24 budget in the amount of \$10,000.
2. Chair Swanson stated that he is happy to have the select board pay their share this year but does not want to set a trend of adding too much to the budget for non-town organizations as a year-to-year situation. Trying to keep the program going this year is good but this may have to go back to special articles in the future.
3. Mr. Rattigan stated in the past this has been a special article that they are required to get signatures for.
4. Chair Swanson stated that the select board can add this expense to the budget for this year but start the process earlier for next year on what will be budgeted and what will be a special article.

Motion: by Mr. Bourgeois to put WCTV in the budget for \$10,000 and with the understanding there will be no special articles.

Seconded: by Ms. Riley.

Discussion: none.

Vote: 5-0-0, passed.

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

D. Manager's Report

1. General Report

- a. Mr. Yennerell stated that the village streets will be cleared tonight (snow removal) and according to GMP this is the third largest storm to hit Vermont in terms of power outages and Windsor County was the epicenter. The amount of emergency service calls this weekend were remarkably high as well.

E. Presentations

1. Energy Efficient Investments Inc. Presentation

- a. Mr. Lafayette, Mr. Martin, and Mr. Maxham presented the Energy Efficient Investments Inc. project plans for the Woodstock community.

1. Woodstock Energy Audit Goals
 - a. Reduce energy usage & save on energy costs.
 - b. Eliminate fossil fuel as primary source of heating.
 - c. Install long lasting energy efficient equipment.
 - d. Install controls to monitor usage.
2. Woodstock WW Treatment Facility
 - a. Add building ventilation to control room for occupant safety and code compliance.
 - b. Add heat pump technology to operator rooms and maintenance shop.
 - c. Add new high efficient LP unit heater and integrate with new heat pump to maximize efficiency.
3. Woodstock DPW Buildings
 - a. Add air to water heat pump to new DPW building to make primary heat source electric.
 - b. Integrate new DDC controls to maximize building efficiency.
 - c. Replace all existing lighting with new LED lighting with integrated level 1 controls (based on Phillips interact pro).
 - d. Replace roof to make watertight and bring up to code.
4. Woodstock Old Fire Station
 - a. Add air to air heat pump to the building and integrate with existing building HVAC system.
 - b. Replace all existing lights with new LED lights.
 - c. Provide controls upgrade to the system with DDC control to maximize system performance.
5. Woodstock Welcome Center
 - a. Add air to air heat pump to the building and integrate with existing building HVAC system.
 - b. Replace all existing lights with new LED lights.
 - c. Provide controls upgrade to the system with DDC control to maximize system performance.
 - d. Improve building envelope with insulation upgrade and air sealing.
6. Improvement budget
 - a. Original budget was right around \$750,000, final cost is \$755,450. With the addition of the Old Town Garage roof replacement the cost rises to \$851,450.
 - i. Chair Swanson stated that the Town's bond was only approve for \$660,000, and no more than that can be borrowed.
 - ii. Mr. Lafayette and Mr. Maxham stated that if they remove the Wastewater Treatment HVAC cost, the Efficiency VT Rebate, and the existing savings for the roof it drops the project price to \$611,550.
 - iii. Before making a motion the select board would like to see a split between the control room and the maintenance

garage, keeping in mind the project price needs to be less than \$660,000.

- iv. Energy Efficiency Investments Inc. will come to the January 3, 2023, meeting with the additional information requested.

F. Old Business

1. FY24 Budget

- a. Increases and decreases as stated in the meeting
 1. 1-5015-000 – decrease to 13,000
 2. 1-5022-100 – **increased** to include 3% for DPW
 3. 1-5022-101 – **increased** to include accurate overtime
 4. 1-5030-102 – decreased to 3%
 5. 1-5030-103 – **increased** to include two \$4000 stipends
 6. 1-5030-315 – **increased** to include 3% increase
 7. 1-5040-102 – decrease to reflect 3%, not 20%
 8. 1-5050-100 – **increase** to reflect 5%- Union. (Reduced over-time, fully staffed now)
 9. 1-5061-100 – decreased to reflect 3% + OT
 10. 1-5061-106 -**increased** to reflect 3%
 11. 1-5070-100- **increased** to reflect ZA (zoning admin)
 12. 1-5070-199- **increased** to reflect ZA
- b. Intermunicipal Regional Energy Coordinator (IREC) support
 1. In 202, Woodstock passed a Climate Emergency Declaration, with a goal of achieving net-zero greenhouse gas emissions by 2030.
 2. Not renewing Woodstock IREC funding would result in a significant decrease in opportunities in our efforts to move Woodstock along to meeting its goals for renewable energy, energy savings, and carbon emission reduction.
 3. It is not suggested the Woodstock pulls out of this program because it is not guaranteed that they can just rejoin the program next year, their spot could potentially get filled.
 4. Ms. Ford supports IREC funding being apart of the budget for one more year but would like to see some sort of grants or applications in the future. Ms. Cole agrees.
 5. Chair Swanson stated IREC funding will remain in the budget for this year.
- c. Improving Planning and Zoning services
 1. Today, we are called the Planning & Zoning Department, but we spend 90% of our time zoning
 2. The Planning and Zoning Department can lead the creation and implantation of a “true” comprehensive 10-year plan
 3. Regulations and ordinances require continuous review and updating to deliver the desired Woodstock
 4. The Planning and Zoning Department can increase revenue with permit fee increases
 5. We propose sharing the costs to reflect actual staff time and revenues
 6. The Department’s proposed FY24 budget is less than FY20’s actual costs, the last time the department was fully staffed

7. The Planning and Zoning Department can increase revenue in several ways
 - a. Making fundamental improvements to our department's operations increases revenue through:
 - i. Increased number of applications processed back to pre-covid levels
 - ii. Increased enforcement and compliance
 - iii. Increased Grand List total as new developments are approved
 - iv. Increased efficiency across departments
 - b. Increased permit fees for properties over 2,000 square feet

G. New Business

1. Inter Local Police Contract – tabled, request for appendix to be sent out.

H. Other Business – none.

I. Approval of minutes

1. 12/6/22 minutes
2. 12/6/22 emergency minutes

Motion: by Mr. Bourgeois to accept the minutes from 12/6/22 and the emergency minutes from 12/6/22.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 5-0-0, passed.

J. Adjournment

Motion: by Mr. Bourgeois to adjourn the regularly scheduled meeting of December 20, 2022, at 9:03 pm.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 5-0-0, passed.

Respectfully submitted,
Brittney Poljacik