

Town of Woodstock
Select Board Meeting
April 4, 2023
10:00 am
Town Hall & Zoom
Agenda

- A.** Call to order
- B.** Conservation Commission Interviews
 - 1. Lauren Dorsey (pp 3-4)
 - 2. Judith Ann Dossett (pp 5-6)
- C.** Additions to & deletions from posted agenda
- D.** Citizen Comments
- E.** Manager's report
- F.** Permits
 - 1. Parade permit – Vermont 100 Endurance Race – Rusiecki – VT Adaptive Ski & Sports (pp 7-10)
 - 2. Liquor license renewals
 - a. Prince & Pauper – 1st Class (22033), 1st Class (22036), 3rd Class, Outside Consumption
 - b. Worthy Kitchen – 1st Class, 3rd Class
 - c. Soulfully Good – 1st Class
- G.** Old business
 - 1. Speed limit reduction request on Peterkin Hill Road (pp 11-16)
- H.** New business
 - 1. LEMP approval (pp 17-18)
 - 2. EEI loan discussion (pp 19-32)
- I.** Other business
- J.** Board of Sewer Commissioners
 - 1. Sewer billing
 - 2. Sewer abatement requests
 - a. Heritage Condos Way – Oldenburg (p 33)
 - b. 170 Atwood Avenue - Curry (pp 34-35)
- K.** Approval of minutes
 - 1. 3/21/23 minutes (pp 36-39)

L. Adjournment

This Meeting will be held in person at Town Hall and on Zoom

The link to join us is

<https://us02web.zoom.us/j/84782406503?pwd=UXAzWnJxaEE0MzJaMIBKeHJPUjB6QT09>

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

Meeting ID: 847-8240-6503

Password: 247624

You can also download the Zoom app on your smartphone

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

Phone number: 646 558 8656

Meeting ID: 847-8240-6503

Password: 247624

For Help on Joining Use this Link:

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

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

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

Name: _____
Physical address: _____ Mailing address: _____
Telephone: _____ Email: _____

Board/Commission/Committee you are applying for: _____

Thank you for being willing to serve the Town and/or the Village of Woodstock. Applicants who are interested in serving on one of these boards are asked to:

- Attend at least 1 meeting of the relevant board/commission/committee before their interview
- Complete this application and return it to Nikki Nourse at nnourse@townofwoodstock.org

All members appointed will be asked to:

- Attend 80% of regularly scheduled meetings (unless there are extenuating circumstances)
- Follow the Open Meeting Law requirements
- Prepare for meetings by reviewing all appropriate material before each meeting
- Follow the Woodstock Conflict of Interest Policy which can be found at http://townofwoodstock.org/wp-content/uploads/2019/02/Conflict-of-Interest-Policy_2017.pdf
- Contribute to work requested outside of the regular meetings if necessary
- Abide by the rules and responsibilities of each board
- Advise the board chair, the Town Manager, Select Board and/or Trustees immediately of their resignation

Reasons for request appointment

Summarize the reasons that you are requesting appointment: _____

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: _____

Previous Volunteer Experience

Summarize your previous volunteer experience: _____

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Signature: Lauren Dwyer Date: _____

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

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

Name: Judith Dossett

Physical address: 34 Pleasant St. 5A
Woodstock, VT 05091

Mailing address: same

Telephone: 423-582-8071

Email: jd8941@gmail.com

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

Thank you for being willing to serve the Town and/or the Village of Woodstock. Applicants who are interested in serving on one of these boards are asked to:

- Attend at least 1 meeting of the relevant board/commission/committee before their interview
- Complete this application and return it to Nikki Nourse at nnourse@townofwoodstock.org

All members appointed will be asked to:

- Attend 80% of regularly scheduled meetings (unless there are extenuating circumstances)
- Follow the Open Meeting Law requirements
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- Follow the Woodstock Conflict of Interest Policy which can be found at http://townofwoodstock.org/wp-content/uploads/2019/02/Conflict-of-Interest-Policy_2017.pdf
- Contribute to work requested outside of the regular meetings if necessary
- Abide by the rules and responsibilities of each board
- Advise the board chair, the Town Manager, Select Board and/or Trustees immediately of their resignation

Reasons for request appointment

Summarize the reasons that you are requesting appointment: _____

As a 12 year resident of Woodstock, I am interested in the development of our community going forward, with particular attention to the traditional quality of life and the health of our community that does not

does not necessarily revolve around tourism. I think that I can be a voice of moderation with particular attention to the well being of all our citizens

without regard to age, wealth, or longevity in the region.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: _____

I have worked in health care for over 40 years, during which time I have learned the value of listening.

I am an active bike rider and hiker and perhaps an over-the-top Red Sox fan.

Previous Volunteer Experience

Summarize your previous volunteer experience:_____

Many years ago I worked with school children in public housing in my native Tennessee. More recently I volunteered at the Upper Valley Haven at their Seasonal Shelter before COVID forced its closure.

I am still in touch with a few of the homeless folks I got to know there. I value their friendship and have learned a great deal from their life experiences.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Signature:_____

Date: March 15, 2023

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

TOWN/VILLAGE OF WOODSTOCK
PO BOX 488
WOODSTOCK, VT 05091

APPLICATION FOR A PERMIT TO HOLD A PARADE OR EVENT ON PUBLIC STREET OR HIGHWAY

Pursuant to Title 24 V.S.A. Section 2291 (5) the Legislative Board of the Village/Town of Woodstock herewith regulates the use of public highways for parades and/or events.

Event: Vermont 100 Endurance Race

(Parade, Walk, Road Race, etc.)

Parade/Event date: 7/15/2023 Start time: 9:45am End: 2pm

Applicant/Origination: Amy Rusiecki, on behalf of VT Adaptive Ski & Sports

Telephone 413.575.4491

Email: vt100@vermontadaptive.org

Mailing Address: 27 Graves Street
South Deerfield, MA

Contact Person: Amy Rusiecki

Best Contact Number: 413.575.4491

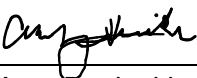
Location of assembly & beginning of event: Start on Garvin Hill

Route on public highways: Garvin Hill Road and runs up Hartland Hill Road to Happy Valley Road, across Rte 4 and the Taftsville Bridge. We also across Rte 4 in W Woodstock at Austin/ Prosper Roads

*Attach map showing route

Traffic control (if any): _____

Estimated no. of participants: 450

Authorized Representative: Sign: 
Print: Amy Rusiecki

CONDITIONS – Include Certificate of Insurance naming the Town of Woodstock as additional insured in the amount of \$500,000.

ADDITIONAL CONDITIONS: _____

- ☐ Approved
☐ Denied

Municipal Manager: _____

Date: _____



March 27, 2023

Dear Woodstock Select Board & Board of Village Trustees,

In the past, you have approved our annual application for a ***Permit to Hold a Parade on Public Street or Highway***. We thank you! Once again, we are planning to hold the annual Vermont 100 Endurance Race, July 15th-16th, 2023. Our event runs from 4am on Saturday, July 15th until 10am on Sunday, July 16th, though our participants will only be in Woodstock between 5:45 am & 2:00 pm on July 15th.

Our course will cross into Woodstock on Garvin Hill Road & run up Hartland Hill Road to Happy Valley Road, across Route 4 and the Taftsville Bridge. We also cross Route 4 in West Woodstock at Austin Road/ Prosper Road. A map of the route is included, along with the permit application.

Celebrating its 33rd year, the Vermont 100 Mile Endurance Race has many unique qualities. In addition to being the only not-for-profit endurance run in the country, proceeds benefit Vermont Adaptive Ski & Sports (VASS). VASS, also a non-profit, provides recreational opportunities for individuals with disabilities. They offer basic skill lessons, as well as competitive programs, on a year-round basis. The success of the VT100 allows those with physical or mental disabilities to experience the thrill of sports that most of us take for granted. Skiing, sailing & horseback riding are just a few of their programs. The VT100 is one of the largest fundraisers supporting VASS. It's also the only combined 100 mile run & ride left in the US.

The VT100 Mile planning committee has been planning for a successful race. The goal of the race committee and volunteer staff is to organize a SAFE & enjoyable event. We strive to host an event that is respectful of both property and individuals. We appreciate hearing any comments or concerns you may have.

I hope that you'll once again approve our application. Thank you for your time. Please feel free to contact me with any questions!

Sincerely,

A handwritten signature in blue ink that reads "Amy Rusiecki". The signature is written in a cursive, flowing style.

Amy Rusiecki
VT100 Race Director
27 Graves Street
South Deerfield, MA 413.575.4491
vt100@vermontadaptive.org vermont100.com

<h1 style="margin: 0;">CERTIFICATE OF INSURANCE</h1>		PRINT DATE: 2/24/2023	
		CERTIFICATE NUMBER: 20230224960503	

AGENCY:

Edgewood Partners Insurance Center
 5909 Peachtree Dunwoody Road, Suite 800
 Atlanta, GA 30328
 678-324-3300 (Phone), 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAMED INSURED:
 USA Track & Field, Inc. Vermont
 130 East Washington Street, Suite 800
 Indianapolis IN 46204

INSURERS AFFORDING COVERAGE:
 INSURER A: Accredited Surety and Casualty Company, Inc. NAIC# 26379
 INSURER B: Allied World National Assurance Company NAIC# 19489

EVENT INFORMATION:
 VT100 Endurance Race (7/15/2023 - 7/16/2023)

POLICY/COVERAGE INFORMATION:
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	1-TRE-IN-17-01338542-00	11/1/2022 12:01 AM	11/1/2023 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$4,000,000 EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Each Occ.) \$2,000,000 MEDICAL EXPENSE (Any one person) EXCLUDED PERSONAL & ADV INJURY \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				
A	UMBRELLA/EXCESS LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	1-TRE-IN-17-01338543-00	11/1/2022 12:01 AM	11/1/2023 12:01 AM	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000
B	OTHER				
	<input checked="" type="checkbox"/> EXCESS LIABILITY	0313-1301	11/1/2022 12:01 AM	11/1/2023 12:01 AM	EACH OCCURRENCE \$7,000,000 AGGREGATE \$7,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured per the following endorsement: Blanket Additional Insured (RSCG 03 03)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 20 01)

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.

CERTIFICATE HOLDER:
 Town of Woodstock
 PO Box 488
 Woodstock VT 05091

NOTICE OF CANCELLATION:
 Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:



Woodstock

Dolores Gilbert <dsgilbert13@gmail.com>

Eric Duffy

Nikki Nourse;Joe Swanson;Ray Bourgeois <rbourgeois112@gmail.com>;kpcole@gmail.com;Susan Ford <susanford412@gmail.com>;Mary Riley

Mr. Duffy, per your request, I've collected statements from the residents on Peterkin Hill Road regarding our request to lower the speed limit from 35mph to 25mph. In my e-mail, at the bottom of the chain on of e-mails attached, I describe the situation regarding our request to lower the speed limit, the Boards decision to lower it to 30mph and our appeal.

I've asked Ms. Nourse to put our request back on the agenda so that we can appeal the decision that was made and ask the Board to reconsider for our request to lower the speed limit to 25mph.

In summary, Peterkin Hill is not a very long road, it is extremely steep at one end, it is a dirt road, it is used by residents for hiking, running, walking, bike riding, horse back riding, dog walking, and children's play. We have seen an increase of travelers using it as a short cut to route 4, and those travelers not only speed both during the day and at night, but often these travelers are not aware of the conditions of the road (mud and ruts), the amount of pedestrian use it gets, or the very steep hill at one end. We respectfully ask that the speed limit on our road be reduced to 25mph for the safety of all concerned.

Thank you,

Dolores and John Gilbert

From: Diane Dugan <diane.t.dugan@gmail.com>

Subject: Re: Peterkin Hill speed limit reduction request

Date: March 7, 2023 at 9:00:33 AM EST

To: Dolores Gilbert <dsgilbert13@gmail.com>

I support the speed limit reduction on Peterkin Hill Road from 35mph to 25mph. I am amazed at how fast some people go past our house and down the treacherous hill just beyond us. I have had to get out of the way more than once when walking my dogs. People go too fast, especially considering the blind

curves and hills. So many people are out walking, riding horses or bicycles and it would be much safer to have a lower speed limit.

Thank you,

Diane Dugan

779 Peterkin Hill Road

From: Amanda Kuhnert <amandakuhnert@gmail.com>

Subject: Re: Peterkin Hill speed limit reduction request

Date: March 9, 2023 at 11:27:20 AM EST

To: Bonnie Clancy <Bonnieclancy@verizon.net>

Cc: Dolores Gilbert <dsgilbert13@gmail.com>, Kevin Dugan <kdugan@arbd.com>, Diane Dugan <diane.t.dugan@gmail.com>, Sarah Carlan <Sarahcarlan@gmail.com>, Bill Nightengale <billnight@gmail.com>, David Hill <Davidahill504@gmail.com>, Gail Coleman <gekcoleman@gmail.com>, Hardin Coleman <hcoleman52@gmail.com>, John Gilbert <jtgilbert58@gmail.com>

I enthusiastically support reducing the speed limit to 25 mph on Peterkin Hill Road. As a runner and walker on the road, I often am jumping out of the way to avoid vehicles driving fast on the straightaway in front of our house.

Peterkin is a popular road for walkers and runners in the area, as it tends to be quiet. This has changed in recent years with more people using it as a cut-through to Route 4. Their GPS is directing them to our road en lieu of other routes. I think a speed limit posting would be a protective measure for people and animals that are frequently on the road.

Thank you,

Amanda Kuhnert

On Mar 7, 2023, at 11:06 AM, Bonnie Clancy <Bonnieclancy@verizon.net> wrote:

I support reducing the speed limit from 35 to 25 miles per hour.

I often walk Peterkin Hill for exercise, and to visit neighbors.

I also have four children who run up and down Peterkin hill. I would feel much safer if the speed limit was reduced to 25 MPH.

Thank you.

From: Sarah Carlan <sarahcarlan@gmail.com>

Subject: Re: Peterkin Hill speed limit reduction request

Date: March 6, 2023 at 4:56:26 PM EST

To: Dolores Gilbert <dsgilbert13@gmail.com>

I definitely support a reduction in speed from 35 to 25. We have both dogs and horses and we walk and ride on the road. Peterkin is often used as a cut through for folks looking to avoid Rt 4, so they are often driving as if they are in Rt 4. Reducing speed on our road is very important.

Thank you,

Sarah Carlan

1316 Peterkin Hill Rd.

From: Gail Coleman <gekcoleman@gmail.com>

Subject: Re: Peterkin Hill speed limit reduction request

Date: March 6, 2023 at 4:40:24 PM EST

To: Dolores Gilbert <dsgilbert13@gmail.com>

First, thank you, Dolores, for carrying this water.

Second, Hardin and I fully support a speed limit reduction on Peterkin Hill from 35mph to 25 mph.

Anecdotaly, we - as new home owners on Peterkin Hill - were unpleasantly surprised by the speed of cars on this "country road" even at night. Of course, there are no street lights and we have felt particularly vulnerable when we walk our dog between 9 and 11pm. We wear headlamps but also feel compelled to climb the steep banks of the road to ensure we are out of harm's way.

Gail and Hardin Coleman - 1239 Peterkin Hill Road

From: David Hill <davidahill504@gmail.com>

Subject: Re: Peterkin Hill speed limit reduction request

Date: March 8, 2023 at 8:30:01 AM EST

To: Dolores Gilbert <dsgilbert13@gmail.com>

Cc: Kevin Dugan <kdugan@arbd.com>, Diane Dugan <diane.t.dugan@gmail.com>, Sarah Carlan <Sarahcarlan@gmail.com>, Bill Nightengale <billnight@gmail.com>, Amanda Kuhnert <amandakuhnert@gmail.com>, Bonnie Clancy <Bonnieclancy@verizon.net>, Gail Coleman <gekcoleman@gmail.com>, Hardin Coleman <hcoleman52@gmail.com>, John Gilbert <jtgilbert58@gmail.com>, Susan Fuller <sjfuller802@gmail.com>

We support the lowering of the speed limit on Peterkin Hill Road. Many people drive too fast and over the 47 years we have lived here we have seen uncountable accidents because of this. This excessive speed sometimes makes it impossible for speeding drivers to negotiate the steep hill and sharp corner near the bottom of the hill. We think that lowering the speed limit as well as adding some cautionary signs that warn drivers of the dangers ahead would enhance the safety of both the residents and the drivers themselves.

(Both Carlton Hill and Fletcher Hill have cautionary signs warning drivers of road conditions, farm equipment, livestock, steep grade and blind corners. Peterkin Hill could benefit from similar signage and perhaps keep the traffic and speeds down.)

David Hill/Susan Fuller

396 Peterkin Hill Road

South Woodstock, VT 05071

802-291-2325

Begin forwarded message:

On Mar 6, 2023, at 3:30 PM, Dolores Gilbert <dsgilbert13@gmail.com> wrote:

Hi neighbors, Approximately two years ago I appeared before the Select Board and requested a speed limit reduction from 35mph to 25mph. They advised that a speed study would need to be conducted before they voted. Several months later a speed monitor was placed on Peterkin, close to our house. I'm not entirely sure what the study revealed or what impact it should or did have on our request or their decision, but they voted to reduce the speed limit to 30mph. The monitor was placed on the road for several weeks, and for at least half the time, it was inoperable as it was chopped in half by our road grader (no offense to our road grader guys). I did not hear from the Select Board after the monitor was removed, so I contacted them and was told that they voted to lower the speed limit to 30mph and would request signage in the next several months. I immediately responded that we wanted to appeal the decision and definitely did not want 30mph speed limit signs on the road. I still am unclear as to why they voted to lower the speed limit to 30mph and not to our requested 25mph.

As most of you probably know, there is a new Municipal Manager, Mr. Eric Duffy. I have written to him to request an appeal and reiterated our desire to lower the speed limit to 25mph, similar to other dirt roads and village streets in Woodstock and in South Woodstock.

There have been several e-mails back and forth over the past two years, and I won't bore you with the repetitiveness, but attached in bold is a copy of the very first e-mail I sent to the Town after speaking with our Police Chief:

"I spoke with the Police Chief about reducing the speed limit on Peterkin Hill Road from 35 to 25. He suggested that I first reach out to my neighbors for support and then go to the Select Board with the request. I have reached out to several of our neighbors, and I've had overwhelmingly positive support.

Peterkin Hill Road is a relatively short Road which is just off of Church Hill. It is considered a Class 3 dirt road. Unfortunately, some use it as a pass through to other locations and most often they travel very fast. We have several residents who walk or E-bike on the road. We have three households that have horses and the horses are ridden on the road. We have a new mom who walks her baby in a stroller on the road. We have two households with goats and chickens which are close to the road, and just about everyone walks their dogs on the road during the day and at night. Please let this e-mail serve as a formal request for this issue to be included on the December Select Board agenda."

Mr. Duffy has asked that I again get support from the residents on Peterkin Hill and ask to be put on the Select Board agenda. I hope to hear back soon as to when I can attend. In the meantime, If each of you would be so kind as to respond to this e-mail regarding your support for a speed limit reduction, I would appreciate it, and I will forward your responses to the Select Board when I have them all. You can write a simple "I support a speed limit reduction on Peterkin Hill from 35mph to 25 mph" or you can add any comments you would like.

It was also suggested that we request a sign warning travelers that there is a steep hill ahead or possibly a 4WD warning sign like the one on Carlton Hill. This could be an option. I'm not big on signage, and should our request be granted, I would ask that a 25mph sign and any other signage be posted at the very top of Peterkin and Church Hill.

I realize that reducing the speed limit to 25mph might not do too much about speeding cars, but it could help, and it could deter those who use Peterkin Hill as a cut through to get to Rt. 4.

Thanks for your support.

Dolores

TO: Selectboard chairs, town managers, town administrators, and emergency management directors.
FROM: Sydney Steinle, Planner
DATE: March 29, 2023

RE: 2023 Local Emergency Management Plan (LEMP) Update

You are receiving this letter because it is time to update your Local Emergency Management Plan (LEMP). This is a critical document that all towns need to update and adopt annually. Not only does the adoption of a LEMP provide financial incentives to your town during federally declared disasters, but it also provides a single point of important information to you, us (TRORC), and other agencies when damages occur.

Attached is your 2022 LEMP. **If you believe there are no updates to your LEMP plan for this year, then all you have to do is to confirm the information on the adoption form, input it into the blue-shaded area of a blank adoption form, check the yellow box, put in the town name and address at the top, and readopt it before May 1, 2023.** Once the adoption form is signed and filled out properly, please send it to me at steinle@trorc.org. I will only need the adoption form as we already have your 2022 LEMP.

However, if you have updates in parts of your LEMP, we still need a submittal of **both** the plan and the adoption form to me by the deadline. We understand that many town meetings will not be held until May or June, but the LEMP is still due by May 1, 2023. If there are changes to any contact information, a revised LEMP can be resubmitted after your Town Meeting.

New this year, towns and villages have the opportunity to input their LEMP directly into WebEOC. If your municipality wishes to do this, please request a WebEOC account (<https://vem.vermont.gov/webeoc>), if you do not already have one, and watch the Training Video (<https://www.youtube.com/watch?v=3PYptQTJWic>) to learn more. Please contact me with questions!

The adoption form is the most important piece for TRORC and the State of Vermont. Three contacts are required, one of them being the emergency management director (EMD). These three contacts are the ones that RPCs and the state are calling during a disaster to seek information on public damages in a town. It is critical that people chosen as these contacts:

- (a) answer the phone, and
- (b) know what is going on in town.

The EMD, a member of the legislative body (Selectboard or town manager) and a town clerk or administrator are recommended contacts to list.

For the main body of the LEMP, only the short form is required. Some communities have taken to the long form template of the plan, but it is not required. All templates for these can be located at: <https://vem.vermont.gov/plans/lemp>.

Notes from the 2022 LEMP season

- The LEMP consists of BOTH the Plan document (ex. the short or long form) AND the Adoption Form. A LEMP submission missing either of these documents is not complete.

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director
128 King Farm Rd. Woodstock, VT 05091 ~ 802-457-3188 ~ trorc.org

Barnard ~ Bethel ~ Bradford ~ Braintree ~ Bridgewater ~ Brookfield ~ Chelsea ~ Corinth ~ Fairlee ~ Granville ~ Hancock ~ Hartford
Hartland ~ Newbury ~ Norwich ~ Pittsfield ~ Plymouth ~ Pomfret ~ Randolph ~ Rochester ~ Royalton ~ Sharon ~ Stockbridge ~ Strafford
Thetford ~ Topsham ~ Tunbridge ~ Vershire ~ West Fairlee ~ Woodstock

- The first signature box of the LEMP adoption form **must** be signed by a member of your town who has completed ICS or IS 100. EMDs are highly encouraged to complete this training if they have not done so already.
- When filling in shelter information, please mark whether the shelter has heat, air conditioning, or both. It is important for us to know the shelter's capabilities.
- Many people will not go to a shelter and leave their pets at home, consider whether your shelter or an alternative shelter could accommodate pets.
- List the Regional Shelter in the appropriate section of your LEMP's plan document.

An email with your 2022 LEMP and blank templates has already been sent to you and the three emergency contacts on last year's LEMP. Remember, **LEMPs are due by May 1, 2023!**

Sincerely,

A handwritten signature in black ink that reads "Sydney Steinle". The signature is written in a cursive, flowing style.

Sydney Steinle, Planner
ssteinle@trorc.org



Energy Efficient Investments, Inc. Investment Grade Audit

FOR:

Town of Woodstock, VT

Prepared by:

Eric Lafayette

Date: March 2, 2022



Executive Summary

EEI is located in Merrimack, NH, and has a proven track record of designing and implementing energy improvements to mechanical systems, building controls systems, insulation, and renewable systems. EEI is also an approved energy management contractor with Better Buildings, Pay for Performance, Eversource, Liberty Utilities, and Unil in New Hampshire.

The Town of Woodstock had us specifically look at 5 sites for energy improvements with the goal of reducing CO2 output and move towards electrification; Old Town Garage @ 10,000 sq/ft (approx.), New Town Garage @ 15,000 sq/ft (approx.), the Town Hall @ 8,000 sq/ft (approx.), The Welcome Center @ 1,800 sq/ft (approx.), The Waste

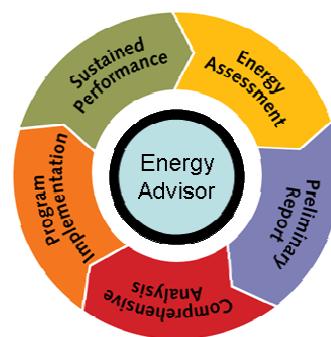
EEI has developed a plan which will reduce annual energy expenditures in the Town by \$13,875.00

EEI in its role as Energy Service Company (ESCO) has agreed to develop an energy project targeting energy savings at the locations identified below:

Building	Location
Town Hall	31 The Green #2, Woodstock
New Town Garage	2516 W. Woodstock Rd, Woodstock, VT
Old Town Garage	2516 W. Woodstock Rd, Woodstock, VT
The Welcome Center	46 Mechanic Street, Woodstock, VT
Old Fire Station	463 W. Woodstock Rd, Woodstock, VT
Waste Water Treatment Facility	

The development of every energy project starts with the initial energy assessment which includes a site visit and the collection of utility and operational costs for each location. The next step entails defining measures, budgetary costs, and estimated savings values by measure for each building.

On the following page, the Energy Conservation Measures Matrix shows the proposed upgrades for the Town of Woodstock. Once measures are selected from the Preliminary Investment Grade Audit a Final Investment Grade Audit will be produced.



ECM Matrix - Town of Woodstock

	Description	Cost	Savings
ECM 1	LED Lighting for Old Town & New Town Garage	\$55,000	\$2,400
ECM 2	LED Lighting for West Woodstock Fire Department	\$5,200	\$264
ECM 3	LED Lighting for Town Hall (relamp)	\$30,000	\$2,656
ECM 4	DPW New Building HVAC	\$135,000	
ECM 5	DPW Old Building HVAC	\$28,000	
ECM 6	West Fire Department HVAC	\$25,150	
ECM 7	WWT Maintenance Garage	\$30,200	
ECM 8	WWT Switch Room Exhaust	\$17,300	
ECM 9	Welcome Center HVAC	\$33,000	
ECM 10	Welcome Center Insulation Upgrade	\$35,620	\$755
ECM 11	5-Year Analytics	\$25,000	
ECM 12	DDC Control Upgrade	\$228,500	\$7,800
ECM 13	Old Town Garage Roof Replacement	\$96,000	
	Payment & Performance Bond	\$7,480	
TOTAL CONTRACT AMOUNT		\$751,450	\$13,875

1. Utility Data Analysis

In order to understand the energy use of each building we analyzed the energy consumption data of each building. We used historical oil delivery data and electrical bills. To understand how the buildings behave during the heating and cooling seasons we analyze the consumption as it is related to heating (HDD) and cooling degree days (CDD). This gives us a baseline to understand how the building may react to changes that we make to the heating system, cooling system, and building envelope of the building.

Economic Analysis

Making good economic decisions requires analysis of available information and understanding the monetary value of time. A Discounted Life Cycle Cost Analysis (DLCCA) is very useful for this type of analysis when multiple alternatives exist. This is the Federal Energy Management Program (FEMP) approved method of analysis and is used to aid in decisions that are based on the most favorable economic outcome. The School District can see the estimated time it will take for this energy project to payback shown on the ECM Matrix on page 3.

EEI is working with many other area school districts to reduce their dependence on #2 fuel oil by conversion or partial conversion of all buildings to either biomass, LP gas, or natural gas.

The key assumptions EEI used in our Economic Analysis include the baseline fuel usage and kWh use in which savings calculations were based on the average from fiscal year 2019-2021 totals. Building interior lighting fixtures were assumed to run 2,500 hours per year, this is based on observation and interviews with staff. Exterior fixtures were assumed to run 4,380 hours per year. Our Guaranteed Energy Savings is 80% of projected savings.

Energy Conservation Measures

In this section of the document, we will define the Energy Conservation Measures we have evaluated for this project. Careful consideration was given to each measure and its interaction with the overall building performance.

ECM 1 – LED Lighting for Old & New Town Garage

Scope of Work:

Replace all existing light fixtures with new LED light fixtures complete with integral occupancy sensor, blue-tooth programming, day-light harvesting, and dimming capabilities. Lights are based on Phillips SpaceWise Wireless technology.

New Town Garage:

1. Existing 2 x 4 lay-in light fixtures will be replaced with retrofit kits, existing steel housing will remain. (Qty. 48)
2. Mezzanine 8' Lights will receive new LED wraps (Qty. 16)
3. Exterior building lights will be replaced with new LED (Qty. 8)
4. Replace existing "high bay" lights with new LED high bay lights
 - a. Existing Lights (Qty. 43) will be replaced w/ (26) LED lights
5. Replace exterior floor lights with new LED bulbs

Old Town Garage

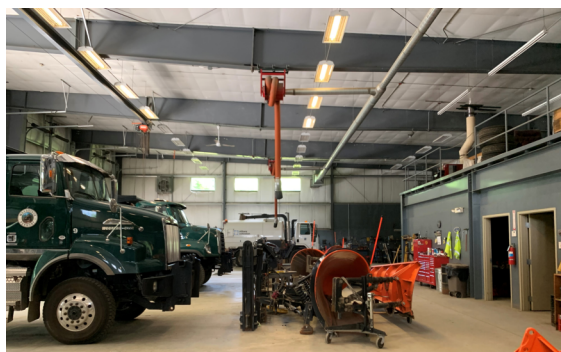
1. Existing 2 x 8 hanging pendants will be replaced with new pendants in the same location. (Qty. 20)

Exclusions:

Light fixtures inside closets or unoccupied spaces will receive a bulb replacement in lieu of an entire fixture replacement.

Savings:

Savings calculations are based on assumed annual operating hours of 2,340 hours for occupied spaces including the maintenance garage, old town garage, office, & break areas. New run hours will be reduced to 1755 due to integral occupancy sensors. Electrical power savings are based on Green Mountain Power rate of .16 Cents/KWH. Maintenance expenses \$4.00 / fixtures were assumed for the 101 fixtures scheduled to be replaced. Annual maintenance savings of \$404/year. KWH savings of 12,475 kwh @ .16/kwh = \$1,996 / Year in electric. Total annual savings of \$2,400 / Year.



ECM 2 – LED Lighting for West Woodstock Fire Department

Scope of Work:

Replace all existing light fixtures with new LED light fixtures complete with integral occupancy sensor, blue-tooth programming, day-light harvesting, and dimming capabilities. Lights are based on Phillips SpaceWise Wireless technology.

Apparatus Bay (Qty.) 9 Watertight LED Light Fixtures. Complete fixture replacement with new integral occupancy sensors.

Savings:

Savings calculations are based on assumed annual operating hours of 2,340 hours for occupied spaces including the maintenance garage, old town garage, office, & break areas. New run hours will be reduced to 1755 due to integral occupancy sensors. Electrical power savings are based on Green Mountain Power rate of .16 Cents/KWH. Maintenance expenses \$4.00 / fixtures were assumed for the 9 fixtures scheduled to be replaced. Annual maintenance savings of \$36/year. KWH savings of 1,425 kwh @ .16/kwh = \$228 / Year in electric. Total annual savings of \$264 / Year.

ECM 3 – LED Lighting Town Hall

Scope:

Replace all existing light bulbs in the facility with new LED light bulbs. Reuse existing light fixtures and switches and repurpose existing fixtures to accommodate new LED bulbs. Provide occupancy sensors for low use areas that typically have lights on. Remove fixtures in spaces that are over lamped. Patch walls & paint in areas where lighting is removed.

Dispose of existing fluorescent lighting per EPA guidelines.

Savings:

Savings calculations are based on assumed annual operating hours of 2,650 hours for occupied spaces including the Town Clerk's office, basement hall, bathrooms, changing rooms, theatre, conference room, meeting room, planning & zoning, managers office, kitchen, & board of listers. Maintenance savings of \$328 / year based \$4.00/fixture anticipated bulb replacement cost. KWH savings of 14,550 kwh @ .16/kwh = \$2,328 / Year in electric. Total annual savings of \$2,656 / Year.

ECM 4 – Department of Public Works New Building HVAC

Existing Conditions:

The existing building is heated utilizing a gas fired Weil-McClain high efficient condensing boiler. This boiler provides heat to an existing radiant floor system that is throughout the facility. Radiant floor systems run at lower temperatures than typical baseboard radiation, therefor making it a prime candidate to be integrated with a air-to-water heat pump.

Scope of Work:

Furnish and install a new (10) ton air-to-water heat pump to provide primary heating to the building systems hot water radiant loop. The new heat pump will be ground mounted outside of the existing mechanical room and will be tied into the existing hot water system. The new equipment will be integrated with the existing gas-fired boiler to provide primary heating to the system based on outside air temperatures.

Includes installation of new underground hot water supply and return lines from the new outdoor heat pump to the existing mechanical room. The new heat pump is not designed to provide complete heating capacity to the system.

Exclusions:

Reuse the existing boiler system as secondary heating to the new air sourced heat pump. The existing boilers will provide primary heating to the building when outdoor air temperatures drop below 15 degree F outdoor air temperature. All existing boilers, pumps, and controls were in good working condition when last reviewed. EEI does not provide warranty or replacement on existing equipment or controls.



ECM 5 – DPW Old Building HVAC

Existing Conditions:

The existing DPW “Old Town Garage” is currently heated with an existing gas fired, standard efficient, unit heater. This unit heater has a “stand-a-long” dial thermostat that is set to a minimum of 55 degrees. This prevents the space from freezing. The building is typically not occupied and is used as general storage.

Scope of Work:

Furnish and install (2) 2-ton air sourced heat pumps, with a common condenser, to provide heating to the building in order to offset fossil fuel usage. Units will become the primary heat source for the building and the existing fossil fuel unit heaters will remain for backup and supplemental heat on the coldest days.

The new heat pumps will be wall mounted and will be controlled via the DDC system as explained in the ECM measure below. Units to be mfg. by Daiken, Mitusbishi, or Carrier and will provide heat down to -14 degrees Fahrenheit. Disable the cooling option on the units to prevent accidental cooling operation. Discharge condensate to the outside of the building. Use existing electrical panel to power new equipment. Refrigerant piping & conduit will be run exposed inside the building.

Exclusions:

The existing gas fired unit heater will remain. Provide new controls for the existing unit to be integrated with new air sourced heat pump. Existing air scrubbers will remain as is.



ECM 6 – West Woodstock Fire Department HVAC

Existing Conditions:

The existing facility utilizes a high-efficient condensing boiler to provide heat to an existing radiant slab. The building is not occupied on a regular basis and is staffed by a volunteer fire department. The building uses a standard 7-day programmable thermostat for heating operation.

Scope of Work:

Furnish and install (1) 2-ton air sourced heat pump, with an outdoor condenser, to provide heating to the building in order to offset fossil fuel usage. The outdoor condenser will be located on the west side of the building with a corresponding evaporator on the interior of the wall. Units will become the primary heat source for the building and the existing fossil fuel boiler will remain for backup and supplemental heat on the coldest days.

The new heat pumps will be wall mounted and will be controlled via the DDC system as explained in the ECM measure below. Units to be mfg. by Daiken, Mitsubishi, or Carrier and

will provide heat down to -14 degrees Fahrenheit. Disable the cooling option on the units to prevent accidental cooling operation. Discharge condensate to the outside of the building. Use existing electrical panel to power new equipment. Refrigerant piping & conduit will be run exposed inside the building. Exterior refrigerant piping will be concealed in "line hide".

Exclusions:

The existing building ventilation system, vehicle exhaust, and existing fossil fuel heating system will remain as is. The new equipment and controls will be integrated with the existing HVAC system.

ECM 7 – WWT Maintenance Garage

Existing Conditions:

The existing maintenance garage is heated utilizing a propane, 80% efficient, gas unit heater. The unit heater maintains a 55-degree temperature inside the unoccupied space. At times the personnel use the space as a work shop, in which case they turn the heat up to 65 degrees. The existing unit heater is approx. 20 years old and currently not properly vented.

Scope of Work:

Furnish and install (1) 2-ton air sourced heat pump, with an outdoor condenser, to provide heating to the building in order to offset fossil fuel usage. The outdoor condenser will be located on the west side of the building with a corresponding evaporator on the interior of the wall. The heat pump system will become the primary heat source for the building and the existing propane unit heater will be replaced with a new condensing gas fired unit heater.

The new heat pump will be wall mounted and will be controlled via the DDC system as explained in the ECM measure below. Units to be mfg. by Daiken, Mitusbishi, or Carrier and will provide heat down to -14 degrees Fahrenheit. Disable the cooling option on the units to prevent accidental cooling operation. Discharge condensate to the outside of the building. Use existing electrical panel to power new equipment. Refrigerant piping & conduit will be run exposed inside the building. Exterior refrigerant piping will be concealed in "line hide".

Furnish and install a new high efficient condensing unit heater mfg. by Modine or equivalent. The new gas fired unit heater will be interlocked w/ the new heat pump to provide second stage heat to the space. Provide new venting and combustion air.

Exclusions:

HVAC work outside the stated scope of work above. Vehicle exhaust or building ventilation systems are excluded from this work.



ECM 8 - WWT Switch Room Exhaust

Existing Conditions:

The existing switch room at the waste water treatment facility houses the electrical entrance, variable frequency drives, and disconnects for all the major equipment associated with the treatment facility. The space at one time had an operating outside air exhaust system that would ventilate the room when temperatures inside the space exceeded 80 degrees. That system has failed and been obsolete for many years.

Scope of Work:

Furnish and install a new ventilation & exhaust air system for the electrical switch room. The scope of work includes replacement of existing exhaust fan with new direct drive fan, new outside air louver with low leak motor operated damper, and associated ductwork for an operating ventilation system. The new exhaust system will bring in outside air when temperatures inside the space exceed 80 degrees. This will extend the life of the electrical equipment inside the space.

Exclusions:

Existing building electrical equipment and systems will remain the same. Work outside of the electrical switch room is excluded from this proposal. The existing boiler & remaining building HVAC will remain "as-is".

ECM 9 – Welcome Center HVAC

Existing Conditions:

The existing facility utilizes a high-efficient condensing boiler to provide heat to an existing radiant slab. The building is occupied on a regular basis and is staffed on a regular basis as well. The building uses a standard 7-day programmable thermostat for heating operation. The facility

Scope of Work:

Furnish and install (2) 1-ton air sourced heat pump, with an outdoor condenser, to provide heating and air conditioning to the building in order to offset fossil fuel usage. The outdoor condenser will be located on the west side of the building with a corresponding evaporator in the front entry way and the main office.

Units will become the primary heat source for the building and the existing fossil fuel boiler will remain for backup and supplemental heat on the coldest days.

The new heat pumps will be wall mounted and will be controlled via the DDC system as explained in the ECM measure below. Units to be mfg. by Daiken, Mitsubishi, or Carrier and will provide heat down to -14 degrees Fahrenheit. Discharge condensate to the outside of the building. Use existing electrical panels to power new equipment. Refrigerant piping & conduit will be run exposed inside the building. Exterior refrigerant piping will be concealed in "line hide".

Exclusions:

The existing building ventilation system, bathroom exhaust, and existing fossil fuel heating system will remain as is. The new equipment and controls will be integrated with the existing HVAC system.

ECM 10 – Welcome Center Insulation Upgrade

Existing Conditions:

The existing attic insulation is inadequate and has been compromised from years of people walking on it and moving it for access to utilities & storage items. There is significant heat loss through the attic insulation that causes significant ice buildup on the roof.

Scope of Work:

Remove plywood floor and save. Demo existing fiberglass insulation and dispose of insulation per Vermont guidelines. Apply 7" closed cell spray foam to ceiling area. Re-Install plywood. At the areas where plywood doesn't exist spray a 15-minute intumescent paint over exposed foam. Make access into the additional ceiling areas through the attic space and add 10" cellulose insulation. Includes all labor, mobilization and clean up necessary. The new attic insulation will meet Vermont energy code.

ECM 11 – 5 Year Analytics

Scope of Works:

Provide 5-years of system review and analytics to the new updated DDC Control system. Scope includes quarterly report of DDC control system including system run times, faults of equipment running outside of efficiency parameters, and annual system optimization based on performance data.

Includes annual review and implementation of building schedules for building performance optimization, alerts of equipment running outside of efficiency sequence, review of building primary heating source and optimization of equipment usage based on utility markets and owner preferences. EEI will work with the Town of Woodstock's designed employee to ensure yearly performance of the system and implement strategies with the Town to ensure proper operation to maximize efficiency.

ECM 12 – DDC Control Upgrade

Existing Conditions:

The existing facilities that belong to the Town of Woodstock all currently operate off "stand-alone" thermostats. Some of the facilities utilize 7-day programmable thermostats and a few of the facilities still utilize mercury dial thermostats without set-back capabilities.

Scope of Work:

Provide DDC controls for the new equipment installed under this proposal. Provide full DDC controls for the HVAC at the West Woodstock Volunteer Fire Station, Old & New Town Garage buildings, the Town Hall, & the Wastewater Treatment Facility. Scope of work will include web-based control of boilers, heat pumps, hydronic pumps, loop temperatures, and ventilation systems. Objective of the controls upgrade is to provide night set backs, outdoor air temperature resets, prioritizing heat pump control over fossil fuel usage, and to optimize building ventilation based on occupancy.

ECM 13 – Old Town Garage Roof Replacement

Existing Conditions:

The existing rubber membrane roof has failed at the old town garage which has caused a

seam to come lose and water to penetrate the inside of the building. The roof is not under warranty and is past its useful life expectancy. The insulation does not meet current code requirements.

Scope of Work:

Furnish and install a new rubber membrane roof with 15-year mfg. warranty. Roofing system will be mfg. by Firestone, Carlise, or approved equal. Includes new insulation to Vermont Energy code. Existing decking & underlayment will remain as is. Provide new exterior coping around the perimeter of the building.

The building has been structurally evaluated and found to have sufficient strength or handle the new insulation upgrade and potential solar installation in the future.

Includes all state permits, stamped architectural drawings, and removal of demolition for a "turn-key" roof replacement.

Exclusions:

Hazardous materials removal & disposal. Structural upgrades to the building.



Woodstock Energy Upgrade Scope

Item	Scope	Cost	Annual Savings	Optz. \$	Eff. VT Rebate*
1	LED Lighting for Old Town & New Town Garage	\$55,000	\$2,400		\$8,000
2	LED Lighting for West Woodstock Fire Department	\$5,200	\$264		\$900
3	LED Lighting for Town Hall (relamp)	\$30,000	\$2,656		
4	DPW New Building HVAC	\$135,000		\$875	
6	DPW Old Building HVAC	\$28,000		\$415	
7	West Fire Department HVAC	\$25,150		\$225	
8	WWT Control Room HVAC	\$88,500			
9	WWT Maintenance Garage HVAC	\$30,200			
10	WWT Switch Room Exhaust HVAC	\$17,300			
11	Welcome Center HVAC	\$33,000			\$6,500
12	Welcome Center Insulation Upgrade	\$35,620	\$755		\$5,500
13	5-Year Analytics	\$25,000			
14	DDC Control Upgrade (Town Garages, DPW, W. Fire Station, Tow	\$240,000	\$7,800		\$18,000
		\$747,970	\$13,875		\$38,900
	Payment & Performance Bond	\$7,480			
	TOTAL	\$755,450			
	Old Town Garage Roof Replacement	\$96,000			
		\$851,450			
	Subtract Efficiency VT Rebate	\$38,900			
	Subtract Roofing Capital Fund	\$65,000			
	Subtract WWT Control Room HVAC	\$88,500			
	Subtract WWT Control Room HVAC Controls	\$11,500			
	Total Cost	\$647,550			
	15 Year Term -	\$650,000			
	\$647,550				
	10 Year Muncipal Lease @ 4.5%*	\$82,000	* approx. figures, final lease rates will be provided at the select board meeting		
	10 Year Budget Impact	\$68,125			

* Efficiency VT Rebates anticipated for 2023 Program

karen oldenburg <kloldenburg@gmail.com>

Nikki Nourse

Dear Ms. Nourse,

I purchased a condo at Heritage Condos Way on August 16, 2022. On March 2, 2023 I received a sewer bill from the previous owners, Willa K. McAllister and Juliette Pierce in the amount of \$861.00 due on April 14, 2023. This is for the period from July, 1, 2022 through June 30, 2023 and includes a double sewer charge. Since I did not take occupancy until August 16, 2023 (Closing date) and as a single person I am asking the Board to vote in favor of having the bill revised to reflect these changes. I am happy to pay for what is mine.

Sincerely,

Karen Oldenburg

(802) 345-2249



Joseph Curry

To The Selectboard

I am writing this letter in regards to my sewer bill.

For the past ten years myself and my wife have lived at this residence. We were in our eightys and retired.

My wife passed away January 22nd of this year.

Therefore I am the only one living here.

My reliance on the sewage system has been cut in half since her passing.

I would really appreciate your adjusting my sewer bill to a single reduced rate.

Your help in this matter would be greatly appreciated.

Sincerely

Joseph C. Curry
1709 Wood Avenue
Woodstock, Vermont

05091



Native American Rights Fund

E4733

WOODSTOCK TOWN
PO BOX 488
WOODSTOCK VT 05091

CURRY JOSEPH
170 ATWOOD AVENUE
WOODSTOCK VT 05091

24.53.05-: CURRY JOSEPH, Location: 170 ATWOOD AVENUE

Page: 1

Date	Description	Amount	Balance
02/21/23	Cash Receipt Check #:4459 Sewer:-861.00	-861.00	0.00
02/07/23	Billing for: 07/01/22-06/30/23 due on: 04/14/23 Sewer:861.00	861.00	861.00

**Town of Woodstock
Select Board Meeting
March 21, 2023
10:00 am
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Joe Swanson, Ray Bourgeois, Mary Riley, Keri Cole, Susan Ford, Eric Duffy, Nikki Nourse, Tess Hunter, Beth Finlayson, Fire Chief David Green, Jeffrey Kahn, Roger Logan, Patrick Fultz, Kathy Avellino, Deborah Greene, Alita Wilson, Seton McIlroy, Antonia Richie, Nick Ferro, Marie Cross, Christopher McCown, Steven Bauer, Jon Spector, Deborah Rick, Greta Thomas

A. Call to order

1. Chair Swanson called the Select Board Meeting of March 21, 2023, to order at 9:59 am.

B. EDC Interviews

1. Greta Thomas

- a. Ms. Thomas would like to contribute to the community. She has experience with organization, sales, marketing, graphic design, event planning, and market research. She has experience serving on boards.

2. Michael Green

- a. Mr. Green understands the challenges to support the local community. He would like to help solve these important problems.

C. Additions to & deletions from posted agenda

1. Additions

- a. Certificate of Highway Mileage
 - i. Select Board approved and signed.
- b. Executive Session to discuss appointments

D. Citizen comments – none.

E. Manager's report

1. General report

- a. Mr. Duffy stated he had a meeting with the South Woodstock Wastewater Treatment engineers this week about their design. They want to try to hide the large concrete mass. They had a few different design options. He asked them to go back and get a cost for each design option. They will have a public meeting about this. He also had another meeting about the Main Wastewater Treatment Facility. They are discussing a timeline.

2. Financial report

- a. Mr. Duffy shared reports he is working on.

F. Permits

1. Parade permit – Prouty Ultimate

- a. Mr. McCown stated that he is the Logistics Coordinator for the Prouty Ultimate. There are no changes. They will get the Certificate of Insurance before the event.

Motion: by Mr. Bourgeois to approve the parade permit for the Prouty Ultimate contingent on the Town receiving a Certificate of Insurance.

Seconded: by Ms. Ford.

Vote: 5-0-0, passed.

2. Liquor license renewals

a. Bradens LLC – Outside Consumption Permit

b. Sherman V Allen Inc

i. Tobacco

ii. 2nd Class

c. Lincoln Inn

i. 1st Class

ii. 3rd Class

iii. Outside Consumption Permit

d. Melaza

i. 1st Class

ii. 3rd Class

iii. Outside Consumption Permit

e. Woodstock Hospitality

i. 1st Class

ii. 3rd Class

iii. Outside Consumption Permit

f. Woodstock Resort

i. Country Club

- **1st Class**

- **3rd Class**

- **2nd Class**

ii. Woodstock Inn

- **1st Class**

- **3rd Class**

- **2nd Class**

iii. Kelly Way

- **1st Class**

- **3rd Class**

g. 4778 South Road LLC (Kedron Valley Inn)

i. 1st Class

ii. 3rd Class

iii. Outside Consumption Permit

h. South Woodstock Community Partnership (So. Woodstock Store) – 2nd Class

Motion: by Ms. Ford to approve the liquor license renewals for Bradens LLC, Sherman V Allen Inc, Lincoln Inn, Melaza, Woodstock Hospitality, Woodstock Resort, 4778 South Road LLC, and South

Woodstock Community Partnership as listed above with the understanding that the State reviews all permits.

Seconded: by Ms. Riley.

Vote: 5-0-0, passed.

G. Old business – none

H. New business

1. GMHA trail event request

- a. The Select Board noted the events.

2. ARPA survey results discussion

- a. They will have more public discussion in April.
- b. Chief Green stated that the air packs are going to be \$180,000 total. \$128,000 for Woodstock and \$54,000 for South Woodstock. There is \$53,000 in capital and possibly more in the South Woodstock funds. He would only need at most \$129,000.

Motion: by Mr. Bourgeois to approve the purchase of air packs for the Fire Department in the amount to not exceed \$129,000, with the funds coming from ARPA and/or other sources.

Seconded: by Ms. Ford.

Vote: 5-0-0, passed.

3. Approval of the Marketing funding recommendation

- a. The EDC is looking for \$62,800 for the rest of the year.
- b. There is a lot of debate on what level of marketing is needed for Woodstock.

Motion: by Mr. Bourgeois to approve \$62,800 to the marketing proposal for the EDC, with the understanding that a survey must be completed by January 1, 2024, to get an idea of what Woodstock feels about marketing Woodstock. Advertising should mainly be done during the slow tourism times.

Seconded: by Ms. Riley.

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

- c. The EDC presented TEDx grant for \$15,000.

Motion: by Ms. Ford to approve a grant of \$15,000 to go towards TEDx Woodstock.

Seconded: by Mr. Bourgeois.

Vote: 5-0-0, passed.

I. Other business – none.

J. Board of Sewer Commissioners

1. Sewer abatement requests

a. 1057 West Woodstock Road – Spector

Motion: by Mr. Bourgeois to approve the sewer abatement request for Mr. Spector for 1057 West Woodstock Road and refund \$574 and combine his two sewer bills to the one with the meter.

Seconded: by Ms. Riley.

Vote: 5-0-0, passed.

b. Heritage Condo Way – Oldenburg – Tabled

K. Executive session to discuss appointments

Motion: by Ms. Riley to go into executive session to discuss the EDC appointment at 11:34 am.

Seconded: by Ms. Ford.

Vote: 5-0-0, passed.

The Select Board exited executive session and resumed their public meeting at 11:37 am.

Motion: by Ms. Riley to appoint Greta Thomas to the EDC.

Seconded: by Ms. Ford.

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

L. Approval of minutes

1. 2/21/23 minutes

Motion: by Mr. Bourgeois to approve the minutes of 2/21/23 as submitted.

Seconded: by Ms. Riley.

Discussion: vote: 5-0-0, passed.

M. Adjournment

Motion: by Mr. Bourgeois to adjourn the meeting at 11:39 am.

Seconded: by Ms. Ford.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*