Town of Woodstock Select Board Meeting April 18, 2023 6:00 pm Town Hall & Zoom Agenda

- **A.** Call to order
- **B.** Billings Park Commission Interviews
 - 1. Jacob Chalif (pp 3-4)
 - 2. Sarah Goldfine (pp 5-6)
- **C.** Conservation Commission Interviews
 - 1. Justin Quinn (pp 7-8)
- **D.** Additions to & deletions from posted agenda
- E. Citizen Comments
- **F.** Manager's report
 - 1. General report
 - 2. Financial report
- **G.** Permits
 - 1. Liquor license applications
 - a. Soulfully Good Outside Consumption Permit
 - b. Shine Associates/Woodstock Beverage 2nd Class, Tobacco
- **H.** Old business
 - 1. ARPA survey & expenditures discussion (p 9)
- I. New business
 - 1. EDC grant recommendations for The Mill School (pp 10-21)
 - 2. Update from the Investment Advisory Committee (p 22)
- J. Other business
- **K.** Board of Sewer Commissioners
 - 1. Sewer abatement request Battilana 6 Swain Street (pp 23-24)
- **L.** Approval of minutes
 - 1. 4/4/23 minutes (pp 25-26)

M. 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=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

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

Name: Jacob Chalif	
Physical address: 1193 Prosper Rd	Mailing address: 1193 Prosper Rd
Woodstock, VT 05091	Woodstock, VT 05091
Telephone: 631-579-3334	Email: chalifjacob@gmail.com
·	
Board/Commission/Committee you are a	onlying for Billings Park Commission

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

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

All members appointed will be asked to:

- Attend 80% of regularly scheduled meetings (unless there are extenuating circumstances)
- Follow the Open Meeting Law requirements
- Prepare for meetings by reviewing all appropriate material before each meeting
- Follow the Woodstock Conflict of Interest Policy which can by 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
- Advice 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: When my fiancée and I were deciding where to move a year ago, we were sold as soon as we saw how close our house is to Billings. I love Billings and walk its trails multiple times a week with our two dogs. I have a passion for conservation and for promoting responsible use of our natural resoures and I would love the opportunity to help protect Billings for future generations of Woodstockers and to help introduce it to current residents and tourists alike.

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 work as a climatologist at Dartmouth, with a background in earth sciences. I am proficient in ArcGIS and QGIS, which may help any mapping initiatives in the park. I know how to maintain trails after spending a summer working on a NH trail crew. I have very strong data analysis skills and web design skills as well, which I am sure could be put to good use as a Commission member.

Previous Volunteer Experience

Summarize your previous volunteer experience: After my summer on the trail crew, I adopted a seciton of the Appalachian Trail for 2 years, clearing blowdowns and scouting larger projects. I have recently become involved with Sustainable Woodstock, and will be helping with their Window Dressers initiative this summer.

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: Jacob Chalif Date: 03/29/2023

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.

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

Name: Sarah Goldfine
Physical address: 2588 Hartland Hill Qd. Mailing address: Same
Telephone: (617)877-6269 Email: Sarah-e.goldfineagmail.com
Board/Commission/Commission/Commission for: Billings Park Commission
Thank you for being willing to serve the Town and/or the Village of Woodstock. Applicants who are interested in serving on one of these boards are asked to:
 Attend at least 1 meeting of the relevant board/commission/committee before their interview Complete this application and return it to Nikki Nourse at nnourse@townofwoodstock.org
 All members appointed will be asked to: Attend 80% of regularly scheduled meetings (unless there are extenuating circumstances) Follow the Open Meeting Law requirements Prepare for meetings by reviewing all appropriate material before each meeting
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 Abide by the rules and responsibilities of each board Advice 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: To play a hands—
safe recreational and educational use. I look forward to be around sustainable trail building and maintenence
practices, to clitating engaging educational apportunities and helping enthusiasts of all abilities enjoy these very special places 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:
- Avid local hiker, trail numer, maintain biker, cross
- COUNTY STIET
- Safe sort trained.
-1 o(a) Phusical therapist

Previous Volunteer Experience
Summarize your previous volunteer experience:
- coach, woodstock mantain Biking (5/6th grade)
- Coach, woodstock mantain Biting (5/6th grade) - Coach, woodstock ski Runners Mordic (middle school)
- member, WAMBA; Participate in Wall buildingt maintenence - Former Board member, Woodstock History Center
- Former Board nember Woodstock History Center
Agreement and Signature
By submitting this application, I affirm that the facts set forth in it are true and complete. I understand

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: Saul Gell Date: 3/27/23

Our Policy

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

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

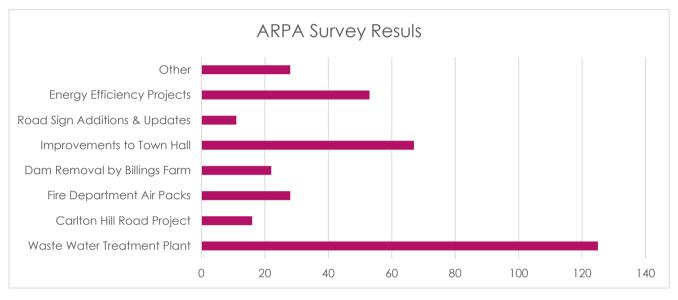
Name: Justin Guinn
Physical address: 13 27 Posper Rd Mailing address: Same
Telephone: 201907 0528 Email: Qtrees Cymal. Can
Board/Commission/Committee you are applying for: Conservation
Thank you for being willing to serve the Town and/or the Village of Woodstock. Applicants who are interested in serving 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
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 Contribute to work requested outside of the regular meetings if necessary
Abide by the rules and responsibilities of each board
 Advice 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: Would I be to see the
upper valley move forward while st keeping our historical values
· · · · · · · · · · · · · · · · · · ·
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: B5 Forest mgt. Unl.
fire fighting werked for NPS, NFS, SCA, Protect creds.

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: Date: 4/4/23
1111
Our Policy
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Thank you for completing this application form and for your interest in volunteering with us.

religion, national origin, gender, sexual preference, age, or disability.

Project	Total Votes
Waste Water Treatment Plant	125
Carlton Hill Road Project	16
Fire Department Air Packs	28
Dam Removal by Billings Farm	22
Improvements to Town Hall	67
Road Sign Additions & Updates	11
Energy Efficiency Projects	53
Other	28



To: Selectboard Members

From: Jon Spector Date: April 12, 2023

RE: Grant Recommendations for The Mill School

At our monthly meeting on April 4 the Economic Development Commission voted to grant The Mill School \$94,679.20 to help fund a \$275,000 project to launch a new childcare facility in Woodstock serving children under 3 years of age. We are recommending the Selectboard approve this grant.

The Mill School will provide childcare for 17 children starting as early as this summer, once construction, staff hiring and licensing are completed. The facility has already been purchased, financing for the project is in place, and informal meetings with the State licensing board suggest the facility, once built out, will meet the State's standards.

We've analyzed the level of demand for childcare <u>after</u> the introduction of the significant new capacity we have already funded, and we have concluded that there is more than sufficient demand to allow the Mill School to operate at full capacity, thus ensuring it reaches a sustainable financial position.

Because this is a new operation without any history of providing childcare services the EDC has attached several specific requirements to the grant before funding is released:

- The Mill School must hire an experienced Executive Director who meets the State's qualifications
- The Mill School must receive State license to operate
- Once the above requirements are met funding will be released in stages: one-third when 6 children are being served, one-third when 12 children are being served, and one-third when all 17 children are being served.

The attached document provides more details on the operation of The Mill School.

Regards.



The Mill School

EARLY EDUCATION AND CHILD CARE

WOODSTOCK, VERMONT

We are a 501c3 tax-exempt organization registered in the state of Vermont: Community for Woodstock Co. (EIN: 88-2402368).

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ABOUT US

The Mill School is a 501c3 nonprofit built on the foundation that early education and child care are vital for our community. High quality early education is essential for our children's development. Child care allows parents to stay in the workforce. Our core values are: respect, inclusiveness, safety, and fun.

Our mission is to:

- 1. pay staff more
- 2. make our center affordable for all
- 3. make everyone (staff, students, and families) feel welcome in our community





OUR FUNDING REQUEST

Total Project Cost: \$274,679.20

In addition to investing our time in this project, we have financially invested \$45,000 in a cash down payment on the unit housing this child care facility. A loan of \$65,000 is covering the rest of the purchase. Total funding of \$110,000 is already allocated towards this project.

We were granted \$15,000 through startup Woodstock for furnishings, toys, books, and indoor and outdoor play areas. We need an additional \$15,000 for indoor and outdoor play areas.

We are asking the Woodstock EDC for \$94,679.20, for buildout costs. We are waiting to hear back on a bridge loan (if EDC approves our grant but needs to delay funding until 2024 because all funds are encumbered). Bridge loan is looking promising. EDC grant is looking promising.

We hope to start the facility with a \$40.000 financial aid pot. For play areas and financial aid, we are still seeking \$55,000. We have received donations amounting to just over \$10,000 and still need \$45,000 to hit our targets.

GRANT IMPACT

These funds will allow us to open up a new high quality early education and child care facility in the village of Woodstock by summer 2023.

It will create 16-18 child care spots for children ages 6 weeks through 3 years.

TIMELINE

2/15/23 Real Estate Closing Date 2/16/23 Contractor Walkthrough with Regional Fire Marshal

3/8/23 Planning and Zoning Review Complete

4/17-5/19/23 Construction (Contractor Ready to Start ASAP)

5/12/23 Staff & Enrollment Finalized

5/22-5/25/23 Classroom Setup

5/26/23 Licensing Visit and License Issued

5/30-5/31/23 Family Tours & Staff Training

6/1/23 Target Opening Date





FINANCIAL SUSTAINABILITY

Our facility will be self-sustaining financially in year 1. We are charging more to pay staff a minimum of \$20 per hour (more than other child care facilities in the Woodstock area).

We understand that families are in varying financial positions. In addition to state child care financial assistance, we are allocating donations to our non-profit towards a financial aid program to cover any financial gaps experienced by our families (i.e. tuition the state does not cover because our tuition is higher than the state average).

FINANCIAL SUSTAINABILITY

Rates are not yet finalized but our financial projections outlined here include reasonable tuition rates for 17 children, high pay for 6 staff, and a financial aid pot for families needing additional assistance on top of state financial assistance (any donations received). Donations are not relied upon to keep our doors open. Our goal is to run a financially sustainable non-profit. Donations are heavily relied upon to carry out our mission of making our child care center affordable for all. The only way to pay staff more is to charge more, which makes our rates not affordable for all families. Donations will make our center affordable for all.

We have successfully founded, built, and sold two small businesses. Our latest successful endeavor is Nutty Life based in Woodstock. We have studied the child care industry over the past year and have identified common issues amongst centers in the area. We have developed a model that alleviates these major pain points that will make us successful, outlined below:

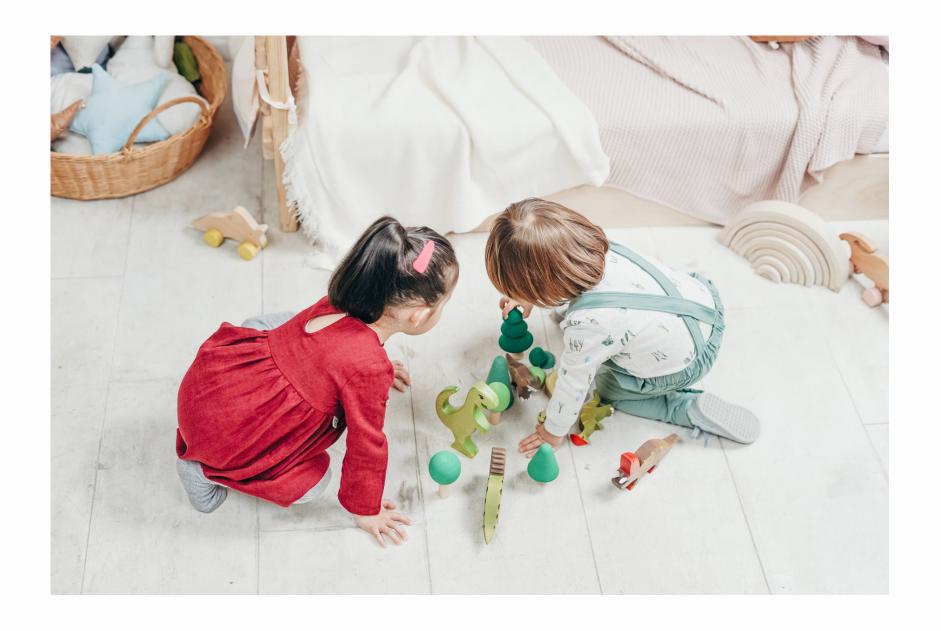
- employee retention alleviated through respectful leadership (including incorporating employee feedback) and higher pay
- parent retention alleviated through transparency, communication, financial aid, reliability, and operational improvements (i.e. not sending sheets home to wash)
- welcoming all children will be welcomed and accommodated at The Mill School

P&L (Annual)		
Income		
Revenue	\$	357,000.00
Donations	\$	40,000.00
Total Revenue	\$	397,000.00
Expenses		
Payroll	\$	301,420.00
Rent	\$	24,000.00
Utilities	\$	4,800.00
Cleaning	\$	4,993.00
Telephone / Internet	\$	1,200.00
Repairs & Maintenance	\$	2,000.00
Property Taxes	\$	1,651.00
Condo Dues	\$	3,000.00
Insurance	\$	7,476.00
Marketing	\$	500.00
Operations	\$	960.00
Activities	\$	5,000.00
Financial Aid Program	\$	40,000.00
Total Expenses Profit	\$ \$	397,000.00

OUR STUDENTS

We only shared the news about our new facility in a small group and all spots have already been "filled". There is a huge demand for child care in our community. We already have 50 names on our list. 20 of the 33 people who have indicated where they live and work either live and/or work in Woodstock (60%).

The Mill School welcomes and accommodates all children. If your child needs special care, we will make them feel at home. The Mill School is a place where your child will feel respected, included, and safe. And of course, your child will have a ton of fun!



OUR STAFF

When we treat our teachers well (both financially and emotionally), our teachers will show up happy and excited to help our children thrive. We already have 5 interested staff with essentially no marketing for staff (posts to job boards and 1 email sent on the local listserv).

Respect

We treat all of our staff with respect and take input from them seriously. Our staff is what will make our child care center thrive.

High Pay

Our teachers are important and deserve a livable wage. According to Let's Grow Kids (a non-profit working to improve child care in Vermont), the median pay for Vermont child care teachers is \$39,315 without benefits (the equivalent of \$16.80 per hour). Our daily rates are higher than other local child care centers because our starting pay for all teachers is \$20 per hour.



RISKS

Permitting

Conditional use permit was issued, sewer permit was approved and will be issued upon fee payment, and fire permit was submitted but we don't foresee any issues. Act 250 might kick in for the outside play area but per Child Care Licensing, we can open without having an official outside play area because of our ideal location near open land.

Staff

Good staff is hard to come by but we hope to acquire and retain good staff with our high minimum pay of \$20 per hour. The recruiting process has begun. We already have 2 staff confirmed (Director and Business Manager) and others interested. We have met with 3 additional potential staff and 2 more staff are interested in interviews. We need to hire 4 staff to open at full capacity.

Students

Our rates are higher than other local centers because of our mission to pay staff more. These rates are still lower than national averages and much lower than what our friends pay in other areas of the country. With the influx of parents moving to the area with higher paying remote jobs, tuition should not be an enrollment detraction. If families are in need of additional financial assistance on top of state financial assistance, we plan to have a financial aid program to fill the gap to ensure our center is affordable for all. There is enough need for child care that we will be able to fill our spots.

Demand

Our waitlist already has 50 names and we are confident there is a demand for more child care (even if there is some overlap in names on waitlists at other centers). If there is not enough demand in the 6 week to 3 year age group, then we have the flexibility to do a combination of child care and after care (depending on where the biggest need is in the community). We plan to be nimble and flexible so we can adapt to the community's child care needs.



The Mill School

CONTACT US

E-mail info@themillschool.com

Website www.themillschool.com

Phone 802-478-4087

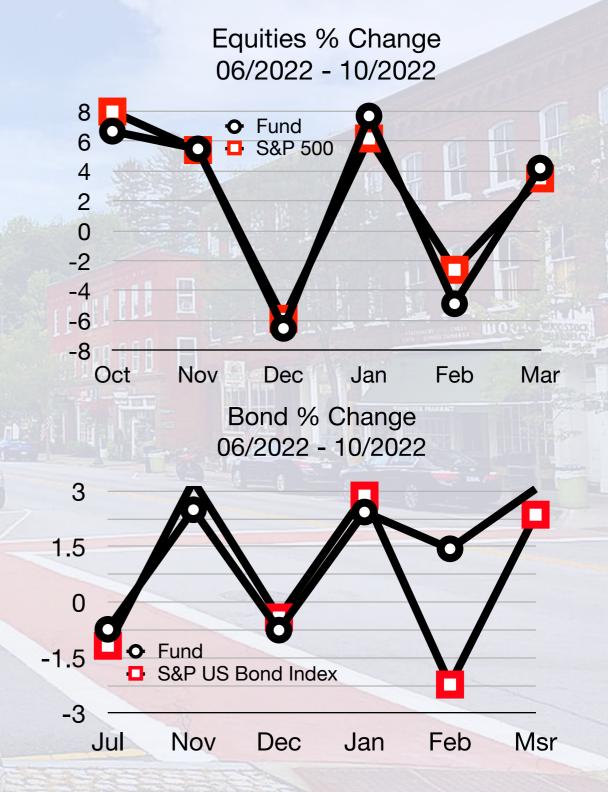
Address 217-4 Maxham Meadow Way, Woodstock, VT

We are a 501c3 tax-exempt organization registered in the state of Vermont: Community for Woodstock Co. (EIN: 88-2402368).

Woodstock Rockefeller Endowment Fund

Status Report Ending March 31, 2023

- 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 a 1% difference of the S&P 500 for 3 of the past 6 months, have outperformed 3 of the past 6 months
- Bonds have been within 1% difference of the S&P US Bond Index for 6 of the past 6 months, have outperformed 3 of the past 6 months
- Fund total value as of March 31st, 2023: \$1,746,854 (change of +4.7% since September 30th, 2022)





3/31/2023

Town of Woodstock Select Board PO Box 488 Woodstock, VT 05091

Dear Select Board,

I am writing to request an abatement on my town utility (sewer) bill, which I believe is unfair and disproportionate given my circumstances. I am a widowed 77-year-old single occupant at 6 Swain St, and I have only a single-pipe connection to the town sewer system.

Furthermore, no portion of my property is rented out, and as a single occupant with no rental income, I am unable to spread the cost of utilities across multiple residents or tenants. I believe that these factors should be taken into consideration when calculating my bill.

As you may know, the cost of utilities has been steadily rising in recent years, and this has placed a significant burden on many individuals and families, particularly those who are on fixed incomes like me. While I understand that everyone is required to pay their fair share of utility costs, I believe that my bill is unfairly high given my circumstances.

I would therefore like to request an abatement on my "Sewer Double" utility bill (for account 23.54.45), which I believe is justified given my situation. I would be happy to provide any additional information or documentation that may be required to support my request. I hope that you will consider my request carefully and make a fair and just decision.

Thank you for your time and attention to this matter.

Sincerely,

William Battilana 6 Swain St. Woodstock, VT 05091 04/05/2023 12:58 pm WOODSTOCK TOWN Utility Billing

Detailed transactions report : for an individual account

Transactions for dates / / - / /

Page 1

Admin Assist

Account	Name	Service	Description	Date	Charge	Credit	Balance
23.54.45 Location: 6	BATTILANA WILLIAM SWAIN STREET	Sewer	Previous balance Sewer Double	02/07/23	861.00		0.00 861.00
			Account Balance				861.00

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

Draft minutes are subject to approval.

Present: Chair Joe Swanson, Ray Bourgeois, Mary Riley, Keri Cole, Eric Duffy, Nikki Nourse, Zoie Parent, Michael Caduto, Jenevra Wetmore

- A. Call to order
 - 1. Chair Swanson called the Select Board Meeting of April 4, 2023 to order at 10:00 am.
- B. Conservation Commission Interviews
 - 1. Lauren Doresey withdrawn
 - 2. Judith Ann Dossett tabled
- C. Additions to & deletions from posted agenda
 - 1. Deletion Parade Permit Vermont 100 Endurance Race Rusiecki- VT Adaptive Ski & Sports
- D. Citizen comments none
- E. Manager's report
- F. Permits
 - 1. Parade Permit Vermont 100 Endurance Race Rusiecki VT Adaptive Ski & Sports
 - 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

Motion by Mr. Bourgeois to approve the liquor license renewals for Prince & the Pauper, Worhty Kitchen, and Soulfully Good as submitted.

Seconded: by Ms. Riley.

Vote: 4-0-0, passed.

- G. Old business
 - 1. Speed limit reduction request on Peterkin Hill Road
 - a. Speed survey does not support lowering the speed to 25 mph.
- H. New business
 - 1. LEMP approval
 - 2. EEI loan discussion tabled.
- I. Other business none.
- J. Board of Sewer Commissioners
 - 1. Sewer billing
 - a. The Woodstock Aqueduct is not willing to provide us quarterly reports at this time. Therefore, they will continue to do yearly billing.
 - 2. Sewer abatement requests
 - a. Heritage Condos Way Oldenburg

Motion: by Mr. Bourgeois to approve the request to convert Ms. Oldenburg's sewer bill to a single rate.

Seconded: by Ms. Riley.

Vote: 4-0-0, passed.

b. 170 Atwood Avenue Curry – tabled.

K. Approval of minutes

1. 3/21/23 minutes

Motion: by Mr. Bourgeois to approve the minutes of 3/21/23 as submitted.

Seconded: by Ms. Riley. Vote: 4-0-0, passed. L. Adjournment

Motion: by Mr. Bourgeois to adjourn the meeting at 11:03 am.

Seconded: by Ms. Riley. Vote: 4-0-0, passed.

Respectfully submitted, Nikki Nourse