

**Town of Woodstock
Select Board Meeting
May 16, 2023
6:00 pm
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, Meredith Bzdak, Antonia Richie, Michael Caduto, Tom Ayres, Tom Weschler, Tess Hunter, Jen Arnoldi, Thomas Phillips, Wendy Jackson, Michael Shnoering, Jon Spector, Jill Davies, Roger Logan, Phil Neuberg

A. Call to order

1. Chair Swanson called the Select Board meeting of May 16, 2023, to order at 6:00 pm.

B. Finance Committee Interview – Thomas N Phillips

Motion: by Ms. Ford to appoint Thomas N Phillips to the Finance Committee.

Seconded: by Ms. Cole.

Vote: 4-0-0, passed. (Ms. Riley was not present).

C. Additions to & deletions from posted agenda

1. Addition – listers request for extension

Motion: by Mr. Bourgeois to approve the Listers request for the 30 day extension.

Seconded: by Ms. Cole.

Vote: 4-0-0, passed.

D. Citizen comments

1. Ms. Richie stated that she is trying to locate land for a dog park.

E. Manager's report

1. General report

- a. Mr. Duffy stated that he has reached out about the South Woodstock facility to see if painting was an option as another cost measure. They recommend not painting. The facility will be wet. They recommend staining it. He will get a price for that. They will talk more about this in June. The Planning & Zoning Department has hired an assistant. They will be starting in June.

2. Financial report

- a. There is a small surplus based on expected expenses.

F. Permits

1. Liquor license renewals

- a. Sante – 1st Class, 3rd Class, Outside Consumption
- b. Village Butcher
- c. Village Inn – 1st Class, 3rd Class, Outside Consumption
- d. Woodstock Farmer's Market
- e. 4 Mechanic Street LLC – 1st Class, 3rd Class, Outside Consumption

f. Jackson House – 1st Class, 3rd Class, Outside Consumption

Motion: by Ms. Ford to approve liquor license renewals for Village Butcher, Village Inn, Woodstock Farmer's Market, 4 Mechanic Street LLC, and Jackson House as submitted with the understanding that the State reviews all liquor licenses, and conditional approval is given to Sante when payment for money owed to the Town is paid.

Seconded: by Mr. Bourgeois.

Vote: 4-0-0, passed.

G. Old business

1. ARPA expenditures discussion

a. Fire SCBA - \$115,000 – already agreed upon.

Motion: by Mr. Bourgeois to approve \$300,000 from ARPA funds to be used for Carleton Hill.

Seconded: by Ms. Riley.

Vote: 5-0-0, passed.

Motion: by Mr. Bourgeois to approve \$42,000 from ARPA funds to be used for WWTP.

Seconded: by Ms. Riley.

Vote: 5-0-0, passed.

Motion: by Mr. Bourgeois to approve \$15,000 from ARPA funds to be used for Conn River Conservancy.

Seconded: by Ms. Ford.

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

Motion: by Mr. Bourgeois to approve \$15,000 from ARPA funds to be used for Thompson Senior Center.

Seconded: by Ms. Riley.

Vote: 3-1-1, passed. (Chair Swanson for, Mr. Bourgeois for, Ms. Riley for, Ms. Cole against, Ms. Ford abstained).

Motion: by Mr. Bourgeois to approve \$10,000 from ARPA funds to be used for SWWWTP Beautification.

Seconded: by Ms. Ford.

Vote: 5-0-0, passed.

Motion: by Mr. Bourgeois to approve \$2,000 from ARPA funds to be used for Sign Package.

Seconded: by Ms. Riley.

Vote: 5-0-0, passed.

H. New business

1. Town Hall Building Committee update

a. Presentation included in minutes.

2. Planning Administrator appointment

Motion: by Ms. Ford to appoint Steven Bauer as the Administrative Officer.

Seconded: by Ms. Riley.

Vote: 5-0-0, passed.

3. ORT easement

a. Need attorney to review.

4. Review of EDC decision on housing projects

Motion: by Ms. Ford to approve the changes to the housing program to allow 6-month leases for seasonal employees, to base their incentive amounts primarily on the number of Woodstock employees being housed, and allow incentives for rental in neighboring towns (Bridgewater, Pomfret, Reading, and Hartland) provided to employees who work in Woodstock with the addition those applicants be reviewed on a three month basis.

Seconded: by Mr. Bourgeois.

Vote: 3-2-0, passed. (Mr. Bourgeois for, Ms. Cole for, Ms. Ford for, Chair Swanson against, Ms. Riley against).

I. Other business

Motion: by Mr. Bourgeois to suspend the morning meetings for June, July, and August.

Seconded: by Ms. Ford.

Vote: 5-0-0, passed.

J. Board of Sewer Commissioners

1. Sewer billing

2. Sewer abatement requests

a. Hawkins & Weschler – 15 Maple Street

Motion: by Ms. Ford to approve the sewer abatement request for 15 Maple Street for \$51.66.

Seconded: by Mr. Bourgeois.

Vote: 5-0-0, passed.

b. Doyle – 80 Blankey Cottage Lane

Motion: by Ms. Ford to deny the sewer abatement request for 80 Blankey Cottage Lane.

Seconded: by Ms. Riley.

Vote: 5-0-0, passed.

3. Sewer permit – Yatim – 41 South Street

Motion: by Mr. Bourgeois to approve the sewer permit for 41 South Street as submitted by Yatim.

Seconded: by Ms. Ford.

Vote: 5-0-0, passed.

K. Approval of minutes

1. 5/2/23 joint minutes

a. Add Charlie Degener to present.

Motion: by Ms. Riley to approve the minutes of 5/2/23 with the one change noted above.

Seconded: by Mr. Bourgeois.

Vote: 5-0-0, passed.

L. Adjournment

Motion: by Mr. Bourgeois to adjourn the meeting at 7:47 pm.

Seconded: by Ms. Riley.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

TOWN HALL

M+S^a



M+S^a

Building envelope issues: rear stage house requires stabilization.



M⁺S^a

Building envelope issues at front portico: loss of integrity/deterioration; Wood damage to entablature, cornice and soffit. Safety and accessibility are a concern.



M⁺S^a

Building envelope issues: wood damage contributing to moisture infiltration. Elevator mechanics are outdated, and accessibility is not provided to all levels.



M+S^a

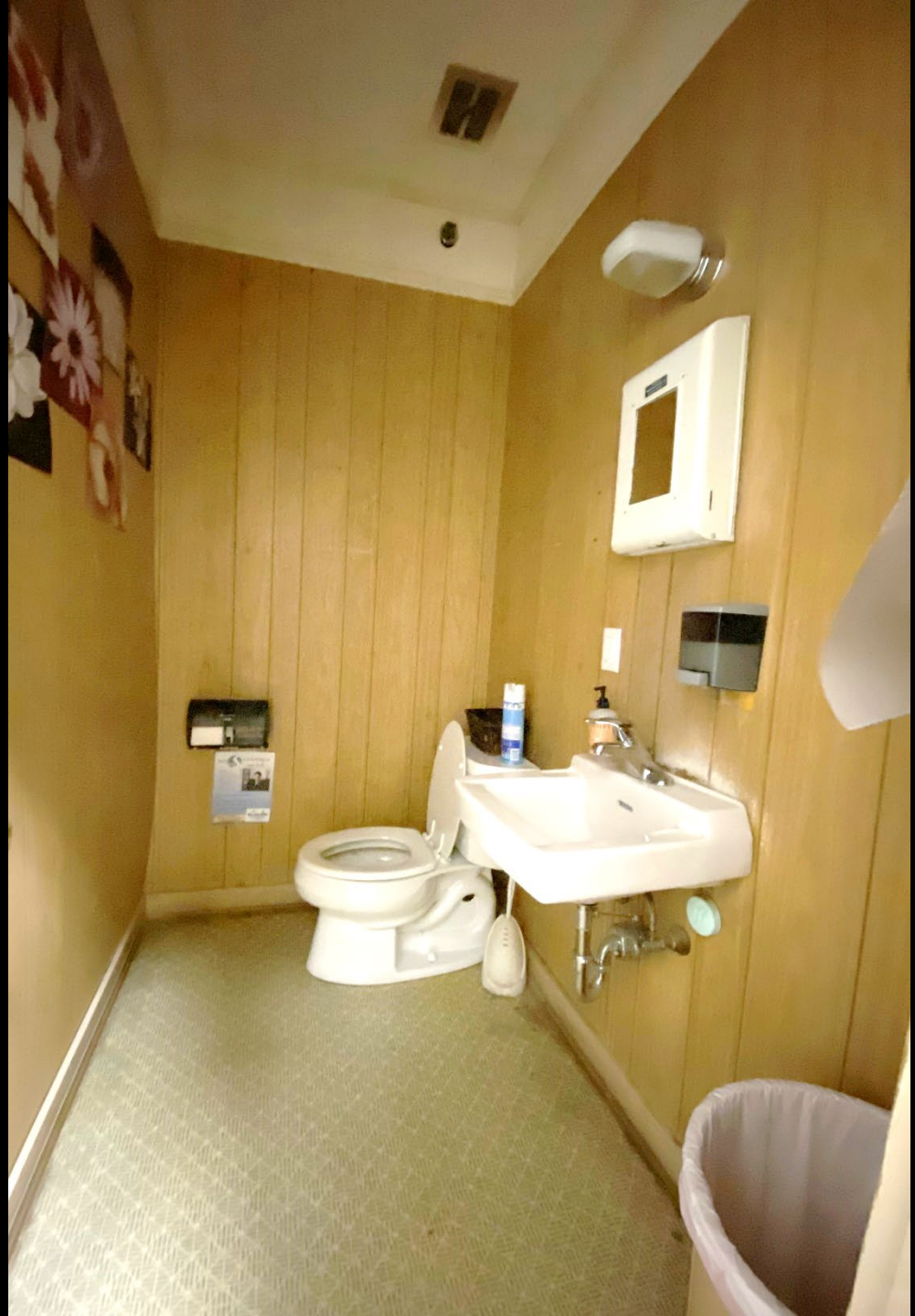
Building envelope issues: evidence of leaks on the interior indicate failure of roof drainage system.



M⁺S^a

Building envelope issues: windows are a character-defining feature, in need of restoration; interior storms can provide improved energy efficiency.

Building interior: toilet rooms throughout the building are not Accessible and are outdated, requiring regular repair; two additional toilet fixtures are required per code.



Building interior: the auditorium space is not accessible; seating is dated, and accessible seating needs to be provided throughout.



Mechanical, electrical,
and plumbing systems
need to be updated to
be code-compliant and
energy efficient.



M⁺S^a

Prioritized Recommendations

Estimate

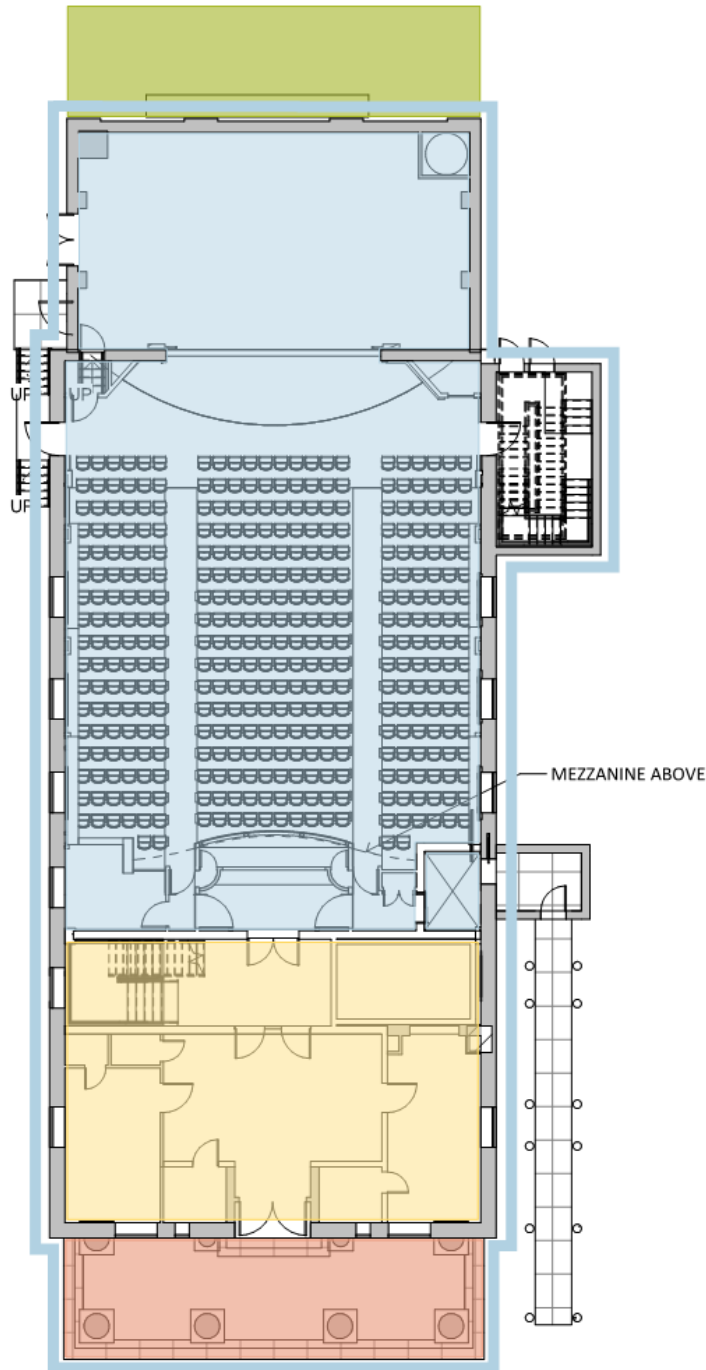
		Totals
	PRIORITY 1	\$3,287,467
1.1	Structural and Architectural	
1.2	Structural stabilization of existing stage house	
1.3	Underpin the existing stage house with helical piles	
1.4	Add beam seats at the (2) steel loft beams	
1.5	Reinforce connections between roof framing and brick walls	
1.6	Brace east and west perimeter brick walls at interface with original (main) building	
1.7	Reinforce the roof diaphragm with additional sheathing an/or steel bracing	
1.8	Interior contruction and finishes, as required following stabilization work	
1.9	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$1,667,715
1.10		
1.11	Front porch and portico	
	Install new concrete substrate slab. Reinstall brick pavers and granite treads; assume 10% new replacement	
1.12	Replace granite entry landing and steps	
1.13	Replace 50% wood boards at pediment entablature, fascia, and soffit underside. Paint portico, columns, and wood elements at entry. Paint windows & trim with paint loss	
1.14	Provide snow guards at portico roof	
1.15	Install new historically-appropriate light fixture at portico	
1.16	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$379,829
1.18	Mechanical	
1.19	New heating, ventilation, and air conditioning equipment for stage and theater	
	Remove AHU-4 (currently at exterior rear of the building) and integrate with new system (replaces AHU-3)	
1.20	Assume full heat pump heating and cooling; locate equipment with consideration for future addition	
1.21	Assume replacement of 20% of ductwork serving theater (fiberglass lining or deteriorated); replace registers below seats	
1.22	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$703,362
1.24		
1.25	Replace AHU-5 that serves Green Room (currently located in boiler room)	
	Remove and reinstall existing propane-fired condensing hydronic boilers and piping in boiler room, as required for structural stabilization	
1.26	Provide Direct Digital Control system for the building	
1.28	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$281,537
1.29	Plumbing	
1.30	Domestic water service: replace piping and fixtures serving Green Room and restrooms	
1.31	Replace backflow preventer	
1.32	Sanitary waste: replace sanitary piping for Green room and restrooms	
1.33	Relocate sewer pumping station allowance	
1.34	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$170,468
1.35	Electrical	
1.36	Power distribution systems	
1.38	Remove and reinstall equipment as necessary for structural stabilization	
1.39	Add a distribution panel in the Green Room	
1.40	Lighting: Replace lighting and code-required lighting in Green Room and restrooms	
1.41	Wiring and Devices: replace wiring in Gree Room and restrooms; install GFI outlets where req'd	
1.42	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$84,557

		Totals
	PRIORITY 2A	\$4,804,948
2A.1	Structural and Architectural	
2A.2	Modernization of elevator	
	Extend shaft and add new stop at projector booth level. Replace with new controls, mechanical, and structural components as appropriate	
2A.3	Repoint CMU in shaft	
2A.4	Upgrade of Basement level restrooms for code compliance and finishes	
2A.5	Auditorium / Theater	
2A.6	New seating, including re-sloping floor and new accessible seating platforms	
2A.7	Expand concessions area to make accessible	
2A.8	New stage curtain, rigging, and window treatments	
2A.9	Restore auditorium finishes	
2A.10	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$1,892,927
2A.11		
2A.12	Envelope repairs	
2A.13	Masonry, concrete, brick repairs at exterior and interior	
2A.14	Wood repairs and repainting	
2A.15	Restoration of existing windows, including new storm windows at select locations	
2A.16	Roof cleaning	
2A.17	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$1,303,136
2A.18	Mechanical	
2A.19	Replacement of AHU-2 which serves Projection Room	
2A.20	New HVAC for other Pentangle spaces (theater-related areas such as lobby, offices)	
2A.21	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$454,515
2A.22	Plumbing	
2A.23	Domestic water service	
2A.24	New fixtures in basement restrooms	
2A.25	Assume replacement of piping serving basement restrooms and concessions	
2A.26	Sanitary waste	
2A.27	Replace sanitary piping for basement restrooms	
2A.28	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$192,492
2A.29	Electrical	
2A.30	Power distribution systems	
2A.31	Upgrade circuits in concessions and auditorium as needed	
2A.32	Lighting	
2A.33	Replace lighting and controls in theater house, concessions, lobby, basement restrooms	
2A.34	Replace lighting and code-required lighing in basement restrooms and elevator area	
2A.35	Wiring and Devices	
2A.36	Replace outlets & switches, add GFI outlets as req'd, add outlets in projection booth	
2A.37	Fire alarm system	
2A.38	Replace fire alarm system with a new addressable, voice-evacuation system	
2A.39	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$961,880
2A.40		

PRIORITY 2B		Totals
		\$3,504,997
2B.1	Structural and Architectural	
2B.2	New addition behind stage house: provides accessibility to Green Room and Stage	
2B.3	Include 25 ft. deep pile foundations	
2B.4	Provide new 5000lb elevator	
2B.5	New fire stair to replace circular stair	
2B.6	Accessible restrooms in Green Room	
2B.7	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$2,987,348
2B.8	Mechanical	
2B.9	As required for new addition	
2B.10	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$128,955
2B.11	Plumbing	
2B.12	As required for new addition	
2B.13	Relocate sanitary exit for new addition	
2B.14	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$166,383
2B.15	Fire Protection	
2B.16	As required for new addition	\$30,949
2B.17	Electrical	
2B.18	As required for new addition	
2B.19	Security system	
2B.20	Fire alarm system	
2B.21	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$191,361
PRIORITY 3		Totals
		\$2,310,033
3.1	Structural and Architectural	
3.2	Roof snow guards	
3.3	Wall repair @ Green room	
3.4	Interior Finishes at offices, stairhall, 2nd floor, doors, trim	
3.5	Restrooms at 2nd floor offices	
3.6	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$935,601
3.7	Alternate: Replace main and portico roofs	\$920,997
3.8	Mechanical	
3.9	Provide air conditioning and ventilation to Town Hall (non-theater spaces). Includes replacement of AHU units serving the conference room and the front 2nd floor offices	
3.10	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$530,005
3.11	Plumbing	
3.12	Replace piping and fixtures at 2nd floor restrooms	\$101,326
3.13	Electrical	
3.14	Power distribution systems: Replace main distribution equipment and gear	
3.15	Replace 2nd floor distribution panel and breakers	
3.16	Add receptacles in office areas	
3.17	Lighting	
3.18	Replace fixtures and controls in 2nd floor offices; use occupancy sensors	
3.19	Replace emergency lighting at 2nd floor spaces.	
3.20	Wiring and Devices	
3.21	Replace outlets and switches at 2nd floor offices	
3.22	Replace wiring at 2nd floor offices	
3.23	Replace fire alarm devices at 2nd floor offices	
3.24	Subtotal (inc. investigations, demolition, misc. allowances, general conditions, mark-ups, esc.)	\$743,100

WORK AREAS LEGEND

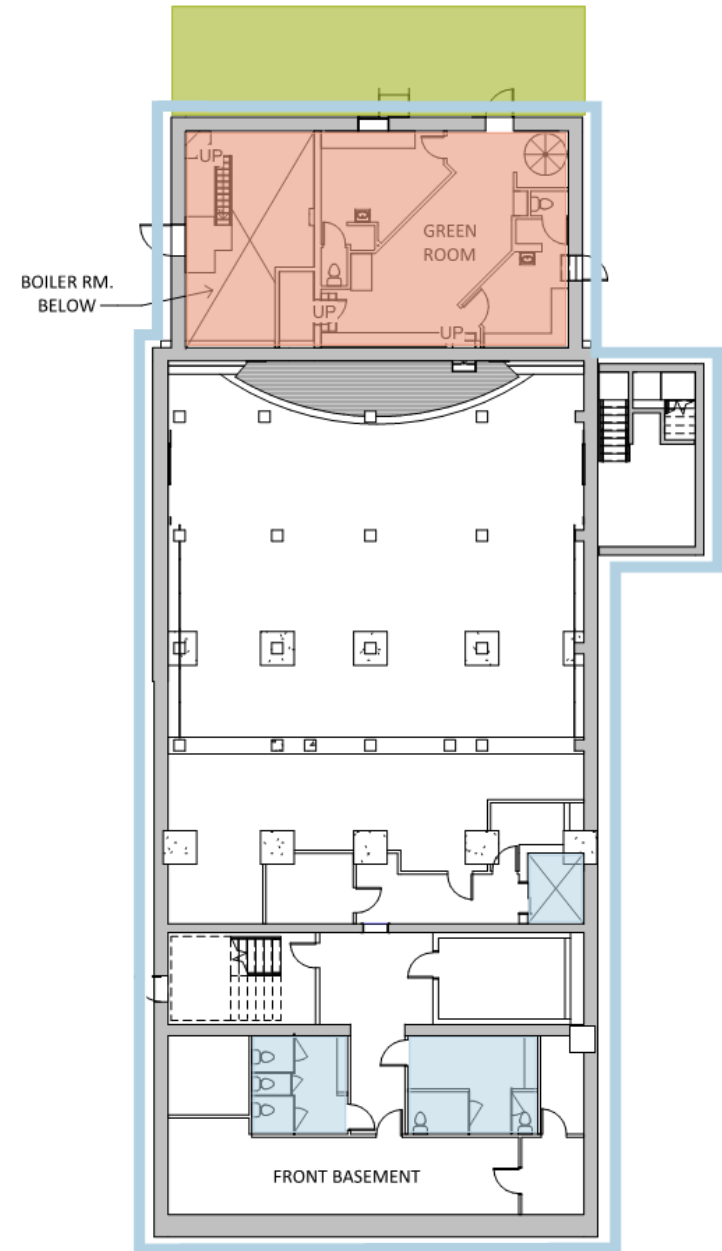
- PRIORITY 1
- PRIORITY 2A
- PRIORITY 2B
- PRIORITY 3



2

EXISTING FIRST FLOOR PLAN

SCALE: 1/16" = 1'-0"



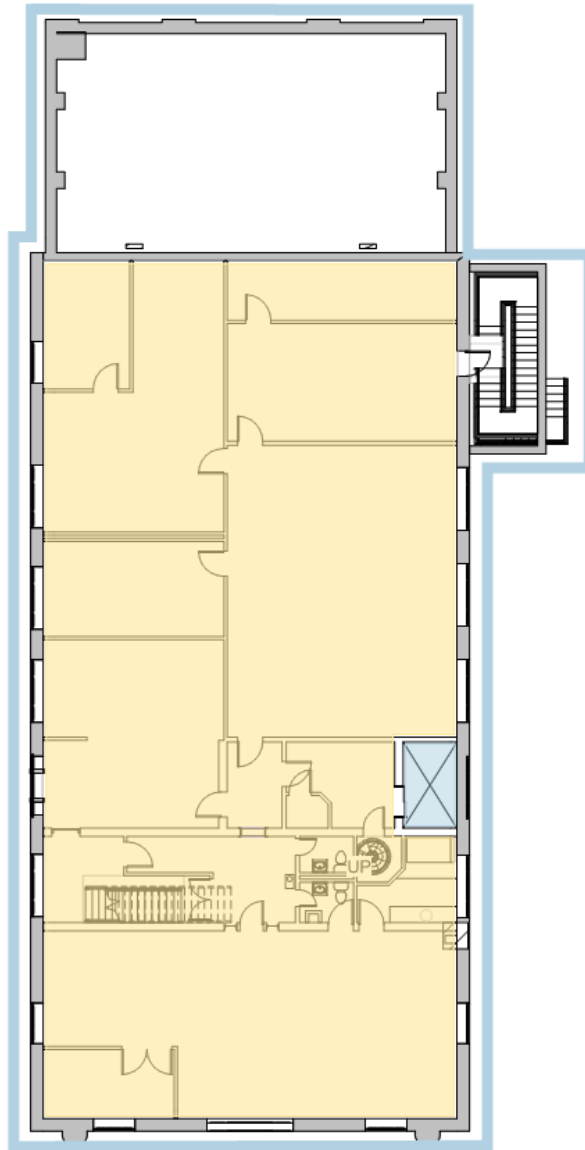
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EXISTING BASEMENT FLOOR PLAN

SCALE: 1/16" = 1'-0"

WORK AREAS LEGEND

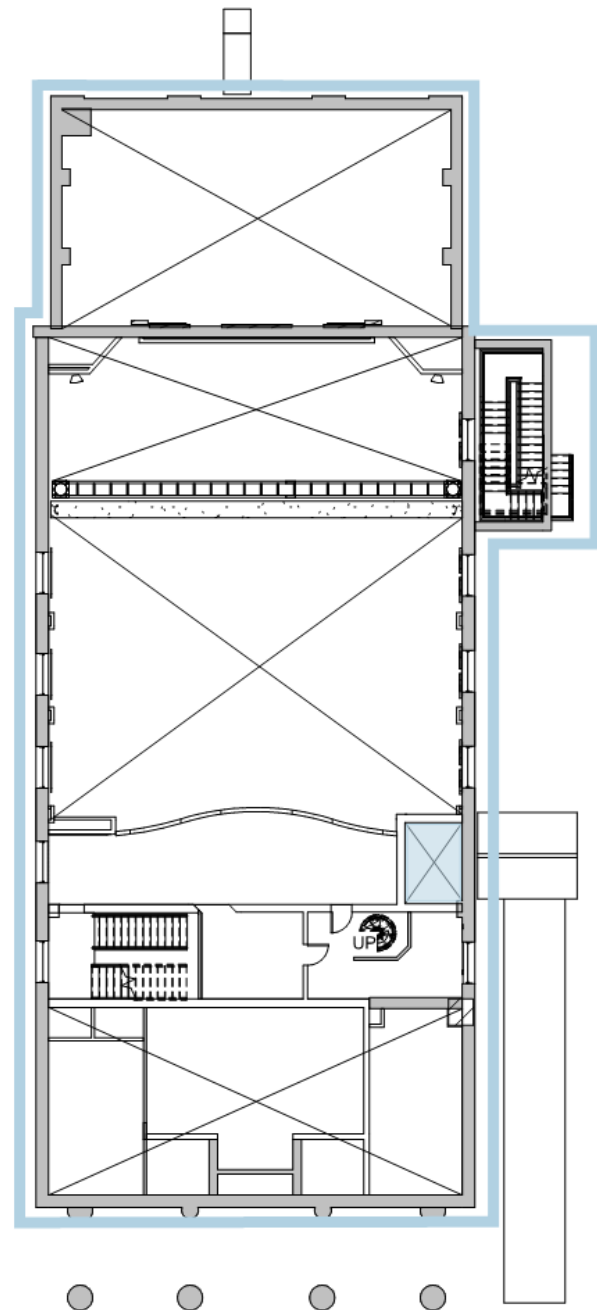
- PRIORITY 1
- PRIORITY 2A
- PRIORITY 2B
- PRIORITY 3



2

EXISTING SECOND FLOOR PLAN

SCALE: 1/16" = 1'-0"



2

EXISTING MEZZANINE FLOOR PLAN

SCALE: 1/16" = 1'-0"