

Town of Woodstock
Select Board Meeting
August 29, 2023
6:00 pm
Town Hall & Zoom
Agenda

- A.** Call to order
- B.** Additions to & deletions from posted agenda
- C.** Citizen Comments
- D.** Manager's report
 - 1. General report
 - 2. Financial report
- E.** Old business
 - 1. Town Hall Building Committee Update – Engineer Presentation
- F.** New business
 - 1. Woodstock Farmers Market temporary relocation discussion
- G.** Other business
- H.** Board of Sewer Commissioners
 - 1. Sewer abatement request – 169 Eaton Place - Hwang
- I.** Approval of minutes
 - 1. 8/1/23 minutes
 - 2. 8/15/23 minutes
 - 3. 8/21/23 joint minutes
- J.** 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

Sewer Abatement Request

Name: Frank and Megan Hwang

Mailing address: 18 Olde Parish Rd
Rye NH 03870

Phone: 6173064475 Email: eatonplacevt@gmail.com

Name on tax bill (if different): Frank and Megan Hwang

Address of property: 169 Eaton Place

Parcel ID: 23.57.08.001

Amount requesting for abatement: 167.05

Reason for request: See attached letter

Signed: 

Date: 8/22/23

Please mail or email requests to:
Town of Woodstock
PO Box 488
Woodstock, VT 05091

nnourse@townofwoodstock.org

*All requests must be approved by the Select Board. The Select Board meets twice a month. You may attend the meeting, but it is not required. After the meeting you will be informed about the decision of your request.

08/22/2023

To the Woodstock Town Select Board,

Good day.

In a letter dated 8/16/2023, we, the owners and residents of 169 Eaton Place, Frank and Megan Hwang received a letter from the Woodstock Town designated for Sheila and William Birmingham. We found this a little odd, as Bill and Sheila have not been residents of Woodstock or owners of the home for a few years (aside from the Bill's passing). Even though the letter was not addressed to us, we opened it as soon as we received it.

In the letter, we found a delinquent notice for a Utilities bill, specifically the sewer bill. Promptly at 9am on Monday, 8/21/2023, I called Cori Frederick to discuss the matter. She let me know that this was indeed the sewer utilities bill for 169 Eaton Place, that there were some issues with the system and the bill was delinquent. She also let me know that a separate bill was sent to to us, Megan and Frank Hwang in New Hampshire, our other residence. Unfortunately we never received this bill. When I asked Cori about this, she said the bill was sent to 8 Old Parish Road. Our New Hampshire address is 18 Olde Parish Road. Unfortunately, we never received this notification or any other notifications.

My assumption is that we received this one for Sheila and Bill due to a lapse in the automatic forwarding. We never received the original or any additional notifications in New Hampshire due to the address error.

Since my communication with Cori, I have sent a check for the full amount \$1,148 plus the interest \$75.21 and the penalty \$91.84, as she instructed.

Cori also let us know there have been some system errors due to a change in the system for this billing process.

I am asking the Select Board to refund or credit the interest and penalties as we would have paid the bill promptly upon receipt, but sadly, we never received the bills. I also assume due to recent events this summer, there have been more than enough other concerns to address.

Thank you for your time, patience and all your hard work.

Sincerely,



Frank Hwang
169 Eaton Place

WOODSTOCK TOWN
PO BOX 488
WOODSTOCK VT 05091

HWANG FRANK H & MEGAN
18 OLDE PARISH RD
RYE NH 03870

23.57.08-001: HWANG FRANK H & MEGAN, Location: 169 EATON PLACE EXT

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Date	Description	Amount	Balance
08/16/23	Interest:I004577 Sewer:19.43	19.43	1,315.05
07/18/23	Interest:I004495 Sewer:19.15	19.15	1,295.62
06/15/23	Interest:I004402 Sewer:12.64	12.64	1,276.47
05/15/23	Interest:I004290 Sewer:12.51	12.51	1,263.83
04/17/23	Penalty Sewer:91.84	91.84	1,251.32
04/17/23	Interest:I004085 Sewer:11.48	11.48	1,159.48
02/07/23	Billing for: 07/01/22-06/30/23 due on: 04/14/23 Sewer:1148.00	1,148.00	1,148.00

**Town of Woodstock
Select Board Special Meeting
August 1, 2023
9:30 am
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Ray Bourgeois, Susan Ford, Mary Riley, Keri Cole, Eric Duffy, Nikki Nourse, Jill Davies, Jon Spector, Jeffrey Kahn, Benjamin Brickner, Tess Hunter, Zoie Parent

A. Call to order

1. Chair Bourgeois called the Select Board Special Meeting of August 1, 2023, to order at 9:30 am.

B. EDC's discussion about emergency funds for the flooding disaster

1. Mr. Spector discussed the marketing program and its funding requirements. The advantages of the current marketing investments were highlighted, allowing quick adjustments to messaging. A nominal additional funding request of \$5,000 was made to increase the reach of messaging through paid advertising, though it was emphasized that the majority of funds are allocated to content creation rather than advertising.
2. The focus of the meeting shifted to the next initiative which was wage support for local employees. The decision-making process included discussion on different ways to provide support to businesses and employees. It was ultimately decided that supporting employees directly would have the greatest positive impact on businesses.
3. Two tiers of support were determined: \$500 for those who lost at least 20 hours of work and \$250 for those who lost at least 12 hours of work. The mechanics of how the support would be disbursed were also discussed, with the approach streamlined to ensure efficiency. The one-week application window was set, with plans to prioritize those who lost more hours initially.
4. Concerns were raised about employees who had taken vacation time and subsequently lost hours. The clarification was provided that vacation time was not discussed as a lost wage, but it definitely could be included.
5. A final discussion on the financial aspects of the initiatives addressed the available budget and its forecasted allocation. The total request for funds amounted to \$50,000, with the anticipation that by the end of 2023, approximately \$50,000 would be encumbered.
6. Mr. Duffy will manage the funding disbursement process.

Motion: by Ms. Ford to approve \$5,000 for the marketing program, and \$45,000 to the Employee Wage Support Program with vacation being included as a lost wage.

Seconded: by Ms. Riley.

Vote: 4-0-0, passed.

C. Other business – none.

D. Adjournment

Motion: by Ms. Ford to adjourn the meeting at 9:49 am.

Seconded: by Ms. Cole.

Vote: 4-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

**Town of Woodstock
Select Board Meeting
August 15, 2023
6:00 pm
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Ray Bourgeois, Susan Ford, Mary Riley, Keri Cole, Eric Duffy, Nikki Nourse, Hayley Bauer, Steven Bauer, Wendy Marrinan, Benjamin Brickner, Tess Hunter, John Peters, Donna Foster, Tim Morten, Lauren Dorsey, Jon Spector, Roger Logan, Jody Himebaugh, Peggy Fraser, Cathy Emmons, Alita Wilson, Susie Stulz, Jen Falvey, Gannon Osborn, Laura Powell, Seton McIlroy, Eric Demas

A. Call to order

1. Chair Bourgeois called the Select Board Meeting of August 15, 2023, to order at 6:00 pm.

B. Conservation Commission Interview – Lauren Dorsey

2. Ms. Dorsey expressed her passion for Woodstock, having moved to the area 13 years ago. She had previously been involved with the Village Development Review Board and wanted to contribute more to the community.

Motion: By Ms. Ford to appoint Lauren Dorsey to the Conservation Commission.

Seconded: by Ms. Cole.

Vote: 4-0-0, passed.

C. EDC Interview – Michael Green

1. Mr. Green gave details about his background and reasons for joining were discussed.

Motion: by Ms. Ford to appoint Michael Green to the EDC.

Seconded: by Ms. Cole.

Vote: 4-0-0, passed.

D. Planning Commission Interview – Benjamin Pauly

1. Mr. Pauly shared his connection to Woodstock and his interest in contributing to the Town's development.

Motion: by Ms. Ford to appoint Benjamin Pauly to the Planning Commission.

Seconded: by Ms. Riley.

Vote: 4-0-0, passed.

E. Additions to & deletions from posted agenda

1. Additions
 - a. Eastern States Cup permit

Motion: by Ms. Ford to approve the Parade Permit for the Eastern States Cup with the condition that a certificate of insurance is submitted.

Seconded: by Ms. Riley.

Vote: 4-0-0, passed.

b. Select Board meeting

- i. The next Select Board meeting will be on August 29th. The morning meeting on September 5th has been cancelled.

c. Cloudland Road closing

Motion: by Ms. Ford to support the road closing of Cloudland Road from 9/23/23 to 10/15/23.

Seconded: by Ms. Cole.

Vote: 4-0-0, passed.

F. Citizen comments – none.

G. Manager's report

1. General report

- a. Mr. Duffy provided updates on water conservation efforts, mentioning ongoing water conservation due to Woodstock Aqueduct issues.

H. Liquor license applications

1. Ottauquechee Yacht Club

2. Pizza Chef

Motion: by Ms. Ford to approve the liquor license applications for Ottauquechee Yacht Club and Pizza Chef with the condition that the State is checking these.

Seconded: by Ms. Riley.

Vote: 4-0-0, passed.

I. Old business

1. Town Hall Building Committee update

- a. Discussion regarding the State of Town Hall was held.

2. ESHQUA Bog sign at the intersection of Hartland Hill Road and Garvin Hill Road

- a. Mr. Duffy will ask Mark Hunter about this.

J. New business

1. Ambulance write-offs

Motion: by Ms. Ford to approve the ambulance write offs for \$91,660.63.

Seconded: by Ms. Riley.

Vote: 4-0-0, passed.

2. Conservation project in the Town of Woodstock

- a. The State's proposed land exchange involving Coolidge State Forest was discussed.

Motion: by Ms. Ford to support the project.

Seconded: by Ms. Cole.

Vote: 4-0-0, passed.

3. Short term rental and bed & breakfast temporary moratorium interim bylaw

- a. Discussion focused on potential changes to short-term rental regulations. A moratorium was proposed to assess and potentially simplify the permitting process, which was deemed burdensome for both applicants and the planning office. Concerns about the impact on real estate and local businesses were raised, as well as the need to consider both the Village and Town regulations.
- b. The possibility of simplifying the permitting process was revisited. The Planning Commission emphasized the need to balance regulations and ease of compliance.
- c. Concerns were raised about the potential impact of regulations on current homeowners and potential buyers of affected properties.

Motion: by Ms. Cole to temporarily pause new short-term rental permits from October 1, 2023, to March 31, 2024, in order to assess and potentially streamline the process.

Seconded: by Ms. Riley.

Vote: 3-0-0, passed. (Ms. Ford left the meeting).

K. Other business

1. There will be Select Board interviews on August 22nd at 7:00 pm.

L. Approval of minutes

1. 7/18/23 minutes

Motion: by Ms. Cole to approve the minutes of 7/18/23 as submitted.

Seconded: by Ms. Riley.

Vote: 3-0-0, passed.

M. Adjournment

Motion: by Ms. Riley to adjourn the meeting at 7:44 pm.

Seconded: by Ms. Cole.

Vote: 3-0-0, passed.

Respectfully submitted,

Nikki Nourse

Town & Village of Woodstock, VT
Select Board & Board of Trustees Joint Meeting
August 21, 2023
5:30 pm
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.

Present: Chair Ray Bourgeois, Susan Ford, Mary Riley, Keri Cole, Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Bill Corson, Gabe DeLeon, Eric Duffy, Nikki Nourse, Mark Hunter

A. Call to order

1. Select Board

- a. Chair Bourgeois called the Joint Meeting of August 21, 2023, to order at 5:31 pm.

2. Trustees

- a. Chair McIlroy called the Joint Meeting of August 21, 2023, to order at 5:31 pm.

B. Executive session

Motion: by Chair McIlroy to enter executive session to discuss personnel at 5:32 pm.

Seconded: by Mr. DeLeon.

Vote: 5-0-0, passed.

Motion: by Ms. Ford to enter executive session to discuss personnel at 5:32 pm.

Seconded: by Ms. Riley.

Vote: 4-0-0, passed.

The executive session ended and the public meeting resumed at 5:49 pm.

C. Municipal Manager review

1. Mr. Duffy spoke about his first seven months in the role. He expressed his happiness about being a part of the community and thanked both Boards for their support. He acknowledged the challenges of working with two boards but commended everyone for their patience and understanding. Mr. Duffy thanked his staff for their dedication and resilience, and he also expressed his gratitude to the public for their warm welcome.
2. Members of the Boards provided positive feedback about Mr. Duffy's performance. They praised his approach to communication, transparency, and involvement of the community in decision-making. Several members thanked Mr. Duffy for his efforts and encouraged him to take care of himself and avoid burnout. There was a consensus that Mr. Duffy's contribution to the Town and Village exceeded expectations, and his dedication to the role was appreciated.
3. Mr. Duffy expressed his commitment to continuing his efforts and improving in the future. He suggested discussing new goals and objectives, and the possibility of setting them in a later meeting was mentioned.

D. Adjournment

1. Select Board

Motion: by Mr. Bourgeois to adjourn the meeting at 5:58 pm.

Seconded: by Ms. Cole.

Vote: 4-0-0, passed.

2. Trustees

Motion: by Chair McIlroy to adjourn the meeting at 5:59 pm.

Seconded: by Mr. Kahn.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*