

Town of Woodstock  
Select Board Meeting  
October 17, 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 (pp 3-6)
- E. Liquor license application
  - 1. Woodstock Village Market
- F. Old business
- G. New business
  - 1. Town Hall Building Committee update (pp 7-14)
  - 2. Meeting schedule discussion
  - 3. Bids
    - a. Sand (pp 15-7)
    - b. Gravel (pp 18-21)
    - c. Diesel (p 22)
  - 4. SBA Assistance presentation
  - 5. Wastewater update
  - 6. South Woodstock design update
  - 7. Police contract discussion
  - 8. EMS per capita fees to subscribing member towns (p 23)
  - 9. EDC Housing Working Group presentation (pp 24-32)
  - 10. Investment Advisory Committee presentation

- H. Other business
- I. Board of Sewer Commissioners
  - 1. Sewer abatement request – Zilian – 4 Mechanic Street (pp 33-35)
  - 2. Sewer permit – Johnson/Frates – 2 Dartmouth Lane (pp 36-38)
- J. Approval of minutes
  - 1. 9/19/23 minutes (pp 39-41)
- K. 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](https://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

Account	Budget	Actual	% of Budget
<b>1-400 TAX REVENUE- ALL</b>			
1-4001-000 Real Estate Taxes	5,895,859.33	23,361,550.74	396.24%
1-4002-000 Delinquent Interest	70,000.00	14,487.36	20.70%
1-4003-000 Delinquent Penalty	65,000.00	-200.67	-0.31%
1-4004-000 In Lieu of Taxes	12,200.00	59,610.99	488.61%
1-4005-000 Land Use/Hold Harmless	340,000.00	344,044.00	101.19%
1-4006-000 Rockefeller Endowment	72,500.00	0.00	0.00%
<b>Total TAX REVENUE- ALL</b>	<b>6,455,559.33</b>	<b>23,779,492.42</b>	<b>368.36%</b>
<b>1-401 RENTAL INCOME</b>			
1-4011-000 Pentangle Theater Rental	0.00	0.00	0.00%
1-4013-000 Pentangle Office Rental	0.00	0.00	0.00%
1-4014-000 Tower Rental	0.00	0.00	0.00%
1-4015-000 Pentangle Rental	10,000.00	2,775.00	27.75%
1-4016-000 Chamber of Commerce Rent	6,000.00	1,500.00	25.00%
<b>Total RENTAL INCOME</b>	<b>16,000.00</b>	<b>4,275.00</b>	<b>26.72%</b>
<b>1-402 FEES &amp; PERMITS</b>			
1-4022-000 Overweight Permits	600.00	30.00	5.00%
1-4023-000 Alarm Permits	0.00	0.00	0.00%
1-4024-000 Alarm System Registration	7,200.00	300.00	4.17%
1-4025-000 Fire/Accident Fees	0.00	0.00	0.00%
1-4026-000 Other Revenue	0.00	0.00	0.00%
1-4027-000 Bldg Safety Enforce Fee	0.00	0.00	0.00%
<b>Total FEES &amp; PERMITS</b>	<b>7,800.00</b>	<b>330.00</b>	<b>4.23%</b>
<b>1-403 TOWN CLERK FEES</b>			
1-4031-000 Dog Licenses	1,000.00	4.00	0.40%
1-4032-000 Liquor Licenses	3,000.00	300.00	10.00%
1-4033-000 Marriage Licenses	500.00	1,120.00	224.00%
1-4034-000 Recording Fees	45,000.00	9,507.00	21.13%
1-4035-000 Use of Records	1,200.00	257.00	21.42%
1-4036-000 Town Clerk Copies	10,000.00	3,594.00	35.94%
1-4037-000 Restoration of Records	16,000.00	3,402.00	21.26%
1-4039-000 Town Clerk Miscellaneous	100.00	164.30	164.30%
<b>Total TOWN CLERK FEES</b>	<b>76,800.00</b>	<b>18,348.30</b>	<b>23.89%</b>
<b>1-404 FRONT OFFICE FEES</b>			
1-4046-000 Front Office Copies	50.00	10.00	20.00%
1-4049-000 Front Office Misc	0.00	0.00	0.00%
<b>Total FRONT OFFICE FEES</b>	<b>50.00</b>	<b>10.00</b>	<b>20.00%</b>
<b>1-405 PLANNING &amp; ZONING</b>			
1-4051-000 Zoning Permits	39,000.00	15,190.13	38.95%
1-4052-000 Zoning Maps & Regulations	100.00	0.00	0.00%

Account	Budget	Actual	% of Budget
<b>Total PLANNING &amp; ZONING</b>	<b>39,100.00</b>	<b>15,190.13</b>	<b>38.85%</b>
<b>1-406 PARKS</b>			
1-4061-000 East End Park	0.00	0.00	0.00%
1-4062-000 ORT	0.00	0.00	0.00%
<b>Total PARKS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-407 INTEREST INCOME</b>			
1-4071-000 General Interest Income	52,288.56	4,247.76	8.12%
1-4072-000 Restricted Interest	0.00	0.00	0.00%
1-4073-000 CD Interest Income	0.00	0.00	0.00%
<b>Total INTEREST INCOME</b>	<b>52,288.56</b>	<b>4,247.76</b>	<b>8.12%</b>
<b>1-408 AMBULANCE &amp; FIRE DEPT</b>			
1-4081-000 Ambulance Services	900,000.00	219,135.50	24.35%
1-4082-000 Ambulance Contract Fees	130,000.00	20,425.00	15.71%
1-4083-000 Ambulance Per Capita Fees	0.00	0.00	0.00%
1-4084-000 CARES ACT	0.00	0.00	0.00%
1-4085-000 Misc. Fire	0.00	8,146.72	100.00%
1-4086-000 Misc Ambulance	0.00	0.00	0.00%
1-4087-000 Ins. Reimbursement Fire	0.00	0.00	0.00%
1-4088-000 Ins Reimbursement Amb	0.00	0.00	0.00%
<b>Total AMBULANCE &amp; FIRE DEPT</b>	<b>1,030,000.00</b>	<b>247,707.22</b>	<b>24.05%</b>
<b>1-409 MISCELLANEOUS</b>			
1-4091-000 Miscellaneous Revenue	0.00	21,803.84	100.00%
1-4091-001 Donations	0.00	0.00	0.00%
1-4091-002 Bank Recon Items	0.00	0.00	0.00%
1-4091-003 Cemetery Maint from TOPF	0.00	0.00	0.00%
1-4091-004 Short Term Rental Town	0.00	75.00	100.00%
1-4091-005 Sidewalk Rev TOPF	0.00	0.00	0.00%
1-4092-000 Misc - State of Vermont	0.00	633,159.59	100.00%
1-4093-000 Town Highway State Aid	135,000.00	71,293.37	52.81%
1-4093-001 Village Highway State Aid	46,000.00	12,225.06	26.58%
1-4093-002 Village Highway Rebate	0.00	0.00	0.00%
1-4094-000 Local Option Tax Revenue	350,000.00	0.00	0.00%
1-4095-000 Dispatching/Vill Police	64,730.00	0.00	0.00%
1-4095-001 Dispatching/Other Towns	7,360.00	7,276.00	98.86%
1-4096-000 Sale of Equip/Material	0.00	0.00	0.00%
1-4097-017 Loan Proceeds-Town Hall	0.00	0.00	0.00%
1-4097-018 Loan Proceeds-Ambulance	0.00	0.00	0.00%
1-4097-019 Proceeds Cap Lease JD Bac	0.00	0.00	0.00%
1-4097-020 Loan Proc 2020 F550 BH	0.00	0.00	0.00%
1-4097-021 Loan Proc '20West Star BH	0.00	0.00	0.00%
1-4097-022 Loan Proc ESB	0.00	0.00	0.00%
1-4097-023 Loan Proceeds Fire Truck	0.00	0.00	0.00%

Account	Budget	Actual	% of Budget
1-4097-024 Freightliner 2020 Masc	0.00	0.00	0.00%
1-4097-025 Loan Proc 2022 Ford Expl	0.00	0.00	0.00%
1-4097-026 Loan Proc '23 Frieghtline	0.00	0.00	0.00%
1-4097-027 Loan Proc - Console	0.00	0.00	0.00%
1-4098-001 Insurance Reimbursement	0.00	1,506.00	100.00%
1-4098-002 Other Reimbursements	0.00	0.00	0.00%
1-4098-003 Sale of Gen Cap Assets	0.00	0.00	0.00%
1-4098-004 Use of Fund Balance	50,000.00	0.00	0.00%
<b>Total MISCELLANEOUS</b>	<b>653,090.00</b>	<b>747,338.86</b>	<b>114.43%</b>
<b>1-44 GRANT REVENUE</b>			
1-4404-000 Bridge Incent Grant Reven	0.00	0.00	0.00%
1-4405-000 Highway Grant Revenue	0.00	0.00	0.00%
1-4406-000 Prosper Rd Rev PO1937	0.00	0.00	0.00%
1-4409-000 NorthSt RetainWall Grant	0.00	0.00	0.00%
1-4418-000 ORRV Grant Revenue	0.00	0.00	0.00%
1-4419-000 BetterBackRoadsGrantReven	0.00	0.00	0.00%
1-4422-000 Muni Roads GA0241	0.00	0.00	0.00%
1-4423-000 Cox District Rd Culvert	0.00	0.00	0.00%
1-4424-000 Dens Stn Brdg BC1948	0.00	0.00	0.00%
1-4425-000 State Mand Storm Water	0.00	0.00	0.00%
1-4426-000 Storm Event (FEMA17) Grant	0.00	0.00	0.00%
1-4427-000 DensmoreHill GrantRevenue	0.00	0.00	0.00%
1-4427-001 Densm Hill Stne Brdg Grnt	0.00	0.00	0.00%
1-4428-000 BillingsFarm&Museum Reven	0.00	0.00	0.00%
1-4429-000 Cooperative Mng Agree	0.00	0.00	0.00%
1-4429-001 Cooperative Mngt Append C	0.00	0.00	0.00%
1-4430-000 FireEquip (FEMA) GrantReven	0.00	0.00	0.00%
1-4431-000 EastEndSidewalk Grant Rev	0.00	0.00	0.00%
1-4432-000 Wdstk Rvr Loop 00067	0.00	0.00	0.00%
1-4433-000 Storm Event (APRIL '19)	0.00	0.00	0.00%
1-4434-000 Keys to Valley Initiative	0.00	0.00	0.00%
1-4435-000 COVID Grant	0.00	0.00	0.00%
1-4436-000 SLFRF	0.00	0.00	0.00%
1-4437-000 MERP	0.00	0.00	0.00%
1-4438-000 FEMA '24	0.00	0.00	0.00%
<b>Total GRANT REVENUE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-450 MANDATORY DRAWBACK</b>			
1-4501-000 Abatements	-4,000.00	0.00	0.00%
1-4502-000 Ambulance Drawback	-450,000.00	-148,890.68	33.09%
<b>Total MANDATORY DRAWBACK</b>	<b>-454,000.00</b>	<b>-148,890.68</b>	<b>32.80%</b>
<b>1-460 COMMUNITY CONTRIBUTIONS</b>			
1-4601-000 July 4th Contributions	0.00	0.00	0.00%
<b>Total COMMUNITY CONTRIBUTIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

10/12/23  
08:48 am

WOODSTOCK TOWN General Ledger  
Current Yr Pd: 4 - Budget Status Report  
TOWN GENERAL FUND

Page 4 of 4  
Rdensmore

Account	Budget	Actual	% of Budget
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<b>1-470 TRANSFERS IN</b>			
1-4701-000 Transfer from Cap Reserve	0.00	0.00	0.00%
1-4702-000 Transfer from Trustee	1,500.00	0.00	0.00%
1-4703-000 Transfer from LOT (EDC)	0.00	0.00	0.00%
1-4704-000 Transfer from CapRes Int	0.00	0.00	0.00%
1-4705-000 Transfer from Clearing/PR	0.00	0.00	0.00%
1-4706-000 Transfer from CapRes Unre	0.00	0.00	0.00%
1-4707-000 Transfer from Forest Impr	0.00	0.00	0.00%
1-4708-000 Transfer from Rocke Fund	0.00	0.00	0.00%
<b>Total TRANSFERS IN</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00%</b>
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<b>1-485 BILLINGS PARK</b>			
1-4856-000 Billings Park Revenue	0.00	0.00	0.00%
<b>Total BILLINGS PARK</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
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<b>1-489 TOWN FOREST</b>			
1-4896-000 Timber Sales	0.00	0.00	0.00%
1-4897-000 Town Forest Lease	7,800.00	0.00	0.00%
<b>Total TOWN FOREST</b>	<b>7,800.00</b>	<b>0.00</b>	<b>0.00%</b>
<hr/>			
<b>Total Revenues</b>	<b>7,885,987.89</b>	<b>24,668,049.01</b>	<b>312.81%</b>
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<b>Total TOWN GENERAL FUND</b>	<b>7,885,987.89</b>	<b>24,668,049.01</b>	
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<b>Total All Funds</b>	<b>7,885,987.89</b>	<b>24,668,049.01</b>	
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## TOWN HALL BUILDING COMMITTEE

October 9, 2023

To: Woodstock Selectboard  
From: Town Hall Project Building Committee  
Re: Town Hall Project

In December 2022 the Town Hall Project Committee received the Limited Preservation Plan for the Town Hall Building prepared by the architectural firm of Mills + Schnoering LLC, <https://msarchitectsllc.com>.

The Town Hall Project Committee met on October 3, 2023, to review the Prioritization Summary of Recommendations submitted in March 2023. It is the committee's unanimous recommendation that the Selectboard commit to completing the work laid out in Urgent Work – Priority 1.

### **Structural/foundation repairs described in A.**

These modifications ensure the safety of the building occupants and restore the integrity of the structure and provide a watertight building envelope to prevent future damage of the building and materials.

This work alleviates future concerns about the foundation and will provide opportunities for future improvements that include ADA accessibility and a more efficient HVAC system. The scope also includes envelope restoration at the south (main) elevation/portico and structural improvements to the 1929 addition.

### **Recommended timeframe for this work is 1 -3 years.**

Estimated Cost: \$3,287,467

The committee encourages the Town to utilize The Limited Preservation Plan to apply for federal, state, and private grant money. Pentangle is prepared to assist in efforts to secure that funding.

The Limited Preservation Plan provides a planned, phased, and prioritized approach to the project, and encourages the Town to consider future work in its budgeting planning processes.

The committee seeks further guidance from the Selectboard for the continuation of the committee and a clear understand of its continued mission.

The THBC thanks the Select Board for providing the opportunity to study the ways in which the Town Hall, an iconic treasure in the village center, can remain a vital hub for civic and cultural activities for years to come.

To that end, we recommend the Select Board explore the possibility of placing an easement on the building, a move that would facilitate access to several rehabilitation grants to help fund the necessary faculty repairs.

The THBC stands ready to assist in any further way that we can.

## **VI. PRIORITIZED SUMMARY OF RECOMMENDATIONS**

The recommendations that follow were made based on conditions observed in the field, discussions with representatives of Pentangle Arts and the Town of Woodstock, an understanding of the building's construction history gained through historic documentation, and examination of applicable building codes for compliance. Recommended work has been considered within the context of the building's Period of Significance, as well as the building's recommended treatment options. The building will continue to serve as both Town Hall and the home of Pentangle Arts, and these entities are expected to remain in the building for the foreseeable future.

In general, the Town Hall Theatre is in good condition, but has not had any comprehensive restoration or renovation since the 1980s. The Town has long held concerns regarding the building's structural stability, specifically the structural integrity of the 1927 stage house addition, which has been studied extensively. The building's ability to successfully survive any potential flood events is also of concern. Accessibility and functionality related to the auditorium, stage, and related spaces needs to be upgraded to improve the patron, performer, and staff/tech experience. The building envelope requires restoration, and the existing mechanical systems require replacement, which will also improve overall energy efficiency.

Specific recommendations follow, prioritized into categories to define the immediacy of the repair or modification. A general scope of work is provided for each, followed by more detailed recommendations broken down into relevant categories.

### **A. Urgent Work – Priority 1**

Urgent Work is defined as modifications required to ensure the safety of building occupants, restore the integrity of the structure, and provide watertight building envelope to prevent further damage of building and materials.

The scope of work identified as Urgent – Priority 1 includes structural / foundation repairs. Alleviating future concerns about the foundation is a high priority for both the Town and Pentangle Arts, and carrying out this work will also provide greater opportunity for future improvements / additions. This scope also includes envelope restoration at the south (main) elevation / portico, and structural improvements at the 1927 stage house. Our recommendation is to engage geotechnical and structural engineering consultants to design the subsurface underpinning. The general scope of work is described below.

#### *Structural:*

- Underpin the stage addition with helical piles. Temporarily open floor slab to allow new work. New 12 in diameter screw piles down to firm soil or rock:
  - Assume 15' depth at 6' OC max, 6 locations (Green Room)
  - Assume 8' depth at 6' OC max, 4 locations (Boiler Room).Install 12 in x 12 in concrete grade beam on top of piles to re-support existing foundations; reinstall concrete slab above.
- Respect the existing grade; do not add or remove any fill to the site within 20' of the building footprint.
- Add beam seats at the (2) steel loft beams that are pulling out of the back wall (starting with the beam closest to the chimney).
- Reinforce the connections between the wood roof framing and the tops of brick walls on all three sides.
- Brace the east and west perimeter brick walls at the stage addition/original building interface:
  - Install structural member at interior of wall spanning from stage base to roof. Member is to be positively connected to brick masonry wall with epoxy grouted anchors. Member is to be positively connected to the structure at base and top of member. Location of member is to be coordinated with architectural and historical preservation requirements.
  - Install intermittent steel bent plate assemblies at interior of stage addition brick masonry wall as well as rear face of original building at spacing to be determined. Plates are to be intertwined so as to resist lateral movement of the stage addition walls, while allowing vertical and translational movement of the stage addition should additional settlements occur. Plates are to be positively attached to both interior of stage addition brick masonry walls and original building walls with epoxy grouted anchors. Expansive foam that currently fills the crack is to remain.
- Reinforce the roof diaphragm at the addition with additional sheathing and/or steel bracing.
- Remove and reinstall mechanical equipment at rear of building as needed to facilitate structural repairs.

#### *Architectural: Exterior*

- At front porch, remove existing brick pavers. Install new concrete substrate slab. Reinstall pavers with waterproofing layer. Reinstall granite treads at perimeter to match existing. Replace damage granite (assume 10%). Do not use deicing salts to remove snow in the winter.
- Replace in kind granite slab and steps at entry. Allow rebuild of entry landing below granite.
- Patch and paint columns.
- Replace wood boards at 50% of pediment, entablature, fascia, and underside of soffit.
- New historically-appropriate hanging light fixture at portico. Provide blocking and structural support inside pediment.
- Paint windows that have loss of paint, especially at east side.
- 

#### *Investigations*

- Conduct structural probes at the roof trusses. Confirm size of members, condition, and anchoring.
- Conduct investigation at roof and wall transition (for roof / gutter) at corresponding exterior location.
  - Probes should be conducted in accessible areas of the balcony first. Second probe is recommended at rear wall of original building to confirm truss bearing (beam seat). Third probe location is at west wall above stair hall to confirm truss bearing and roof condition. Additional probes at areas with limited accessibility if further confirmation of conditions is determined necessary.
- Conduct mortar analysis and detailed study to identify composition of various mortars used throughout building. Give long term consideration to removing inappropriate mortar and repointing.

### **B. Necessary Work – Priority 2**

Necessary work includes items required to meet life-safety requirements, making spaces usable for building occupants, and providing barrier-free accessibility.

The scope of work identified as Priority 2 includes improvement of the accessible route into the building and to all public spaces on the level of accessible entrance. It also includes a second phase of envelope restoration.

- Elevator: Modernize elevator. Extend elevator shaft and add new stop at control booth level. Replace existing control system with new microprocessor-based controls, new power unit, new electronic soft starter, new closed loop door operator, and new LED car and hall fixtures, and new car doors. Reuse, recondition, or replace mechanical, structural components as appropriate.
  - Inspect elevator shaft for masonry damage. Repoint CMU in shaft.
- Modernize existing Basement level restrooms, providing accessible features required by code. One additional toilet fixture for each sex is required by code.
- Provide new auditorium seating layout, including accessible seating platforms. Incorporate expanded/accessible concessions booth/bar into new seating plan as required. Review options for accessible connection between auditorium and stage

- Provide new 5000 lb. capacity elevator in new stage addition at stage (north side of building). Include new fire stair in replacement of existing circular stair. Design of elevator and stair configuration to facilitate performer, staff, and loading access.
  - Remove Sewer pumping station
- Provide accessible backstage restroom.

### *Exterior Envelope*

#### Masonry

- At base granite, rake joints, remove sealant from granite and repoint with compatible mortar (400 SF)
- Remove biological staining (all masonry) with chemical cleaning (5000 SF)

#### Concrete

- At interior of northern stage addition, remove loose concrete down to sound base material. Apply bonding agent and cementitious repair material to 75 SF of concrete wall.
- Patch concrete (cracks, spalls, etc) at base walls in other locations (800 SF)

#### Brick

- Replace spalled brick (200 SF)
- Repoint brick as required with compatible mortar. (5000 SF)
- Repoint boiler room chimney.
- Remove defunct wires, conduit, and junction boxes around building (assume 200 LF)
- Consider removing paint from all stone keystones, sills, water table, columns and entablature at front surround; repaint with mineral silicate paint (can still be white color).
- Scrape and paint with rust inhibitive paint all metal door lintels at stage addition.
- Replace terra cotta water table units (30 SF). Rake out and fill all skyward joints at water table with sealant or lead joint covers.

#### Wood

- Replace rotted wood boards and trim at two east additions (200 SF)
- Repaint all wood siding, trim, cornices at additions.
- Repair rotted wood elements at the upper cornice. Assume 50 LF with profiled and carved wood elements. Assume 1000 SF of roofing repairs.

#### Windows

- Remove, restore, and reinstall double hung sash, typical for 15 windows, similar to 1st floor window. Include weatherstripping. Assume 100% new glazing. This scope will likely include hazardous material scope for ACM in glazing putty, caulk, and lead paint. Also assume 20% replacement of components, such as bottom rails and meeting rails.
- Restore in place large arched-top double-hung sash, sidelights, fanlights, typical for 11 windows. Assume 100% new glazing.
- Restore 5 smaller historic windows. Assume 100% new glazing.
- Add new storm windows at 25% of openings.

#### Roof

- Remove debris from low slope roof at breezeway and gabled structure.
- Remove debris from flat roof at stage addition.

### **C. Desirable Work – Priority 3**

Desirable work includes modifications that would generally improve the function or appearance but are not required by code and do not require immediate repair or remediation.

- Remove boxes and other stored materials from stair halls (including circular stairs) and attic; relocate to off-site storage.
- Reconfigure basement dressing room areas to create more light and better use of space.

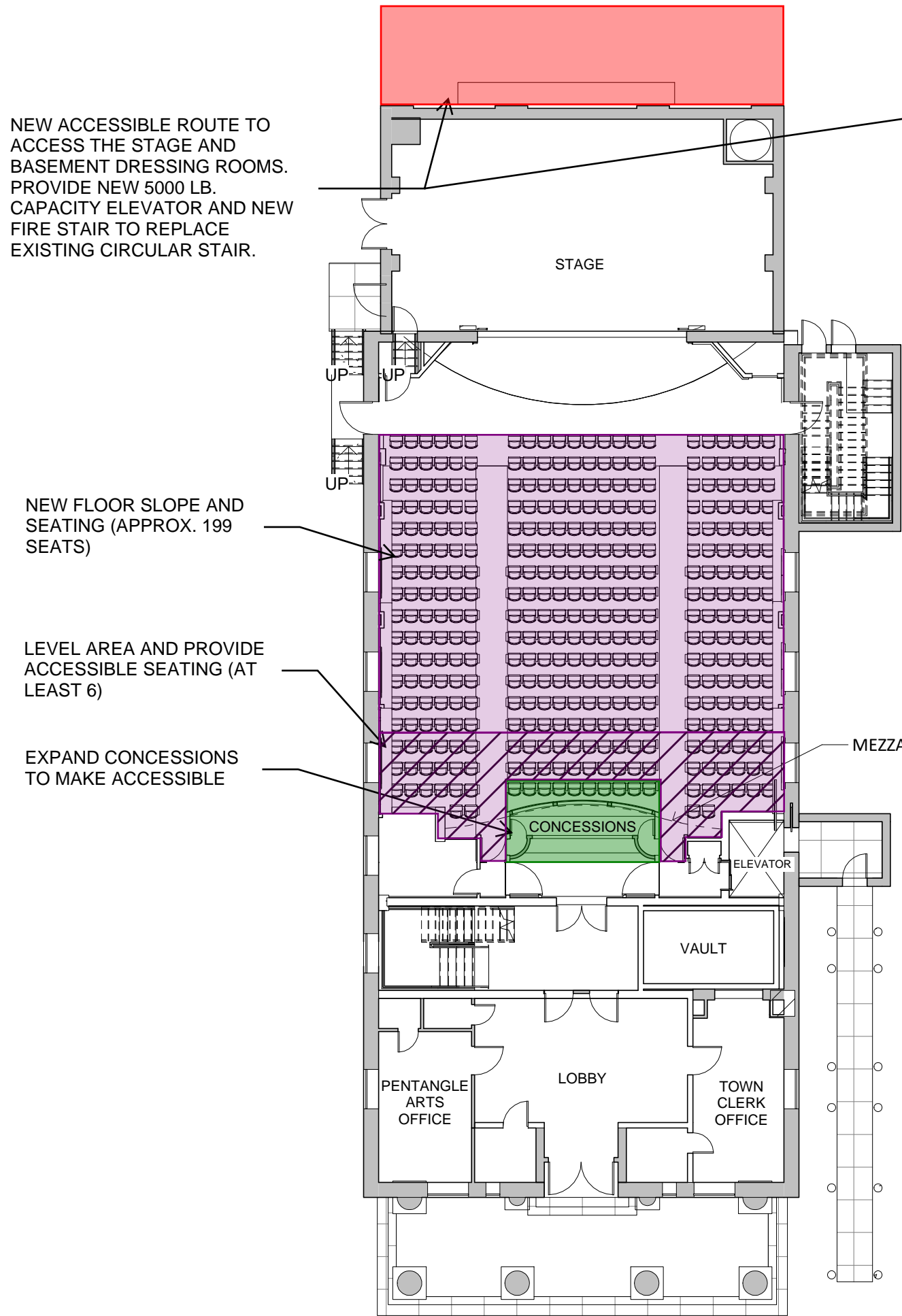
#### *Architectural: Interior*

- Floors:
  - Replace worn flooring in basement.
  - Replace carpeting in offices / second floor conference areas.
  - Refinish existing exposed wood flooring.
- Walls
  - A vertical crack in the wall plaster within the green room was observed. On the other side of this wall, a vertical crack in the east foundation wall within the mechanical room below the stage was observed to be propagating from the re-entrant corner of an existing opening (Photo 6). This crack is most likely the result of the settlement of the northern most foundation walls of the stage addition. LeMessurier recommends a flexible pressure injected grout full depth of the foundation wall as a repair.
  - Clean and repoint south foundation walls in basement.
  - Scrape and repaint brick walls in front basement restrooms and hall.
  - Remove failing plaster at stairhall walls, repair plaster and repaint. Refer to Exterior Conditions Assessment: Roof, Chimneys, and Drainage for additional information.
  - Repair cracks in plaster walls and skim coat throughout building, assume 3000 SF.
  - Repaint 100% all painted surfaces.
- Trim:
  - Repair/replace damaged wood trim at stair hall.
  - Patch, prep, and repaint 100% painted surfaces throughout building.
- Doors:
  - Patch, prep, and repaint 100% painted doors throughout building.
- Ceilings:
  - Remove existing, worn acoustical ceiling tile and replace (assume 50%).
  - Repair areas of plaster ceiling collapse, assume 100 sf.
- Restrooms:
  - Provide an additional accessible toilet room for each sex on the 2<sup>nd</sup> floor required by code.

#### **D. Areas of Future Study**

Future studies that can be pursued which may be of benefit to the property, and were beyond the scope of the current work effort include the following:

- Full Accessibility Concept/Schematic Design to determine technical feasibility and estimated costs of recommended improvements.
- Improvement of patron services, concessions, and possible expansion of lobby, including improvement or replacement of existing east accessible entry.
- Reconfiguration of second story office space to improve circulation.



NEW ACCESSIBLE ROUTE TO ACCESS THE STAGE AND BASEMENT DRESSING ROOMS. PROVIDE NEW 5000 LB. CAPACITY ELEVATOR AND NEW FIRE STAIR TO REPLACE EXISTING CIRCULAR STAIR.

NEW FLOOR SLOPE AND SEATING (APPROX. 199 SEATS)

LEVEL AREA AND PROVIDE ACCESSIBLE SEATING (AT LEAST 6)

EXPAND CONCESSIONS TO MAKE ACCESSIBLE

MEZZANINE ABOVE

VAULT

PENTANGLE ARTS OFFICE

LOBBY

TOWN CLERK OFFICE

2

EXISTING FIRST FLOOR PLAN

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

14

1

EXISTING BASEMENT FLOOR PLAN

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

BOILER RM. BELOW

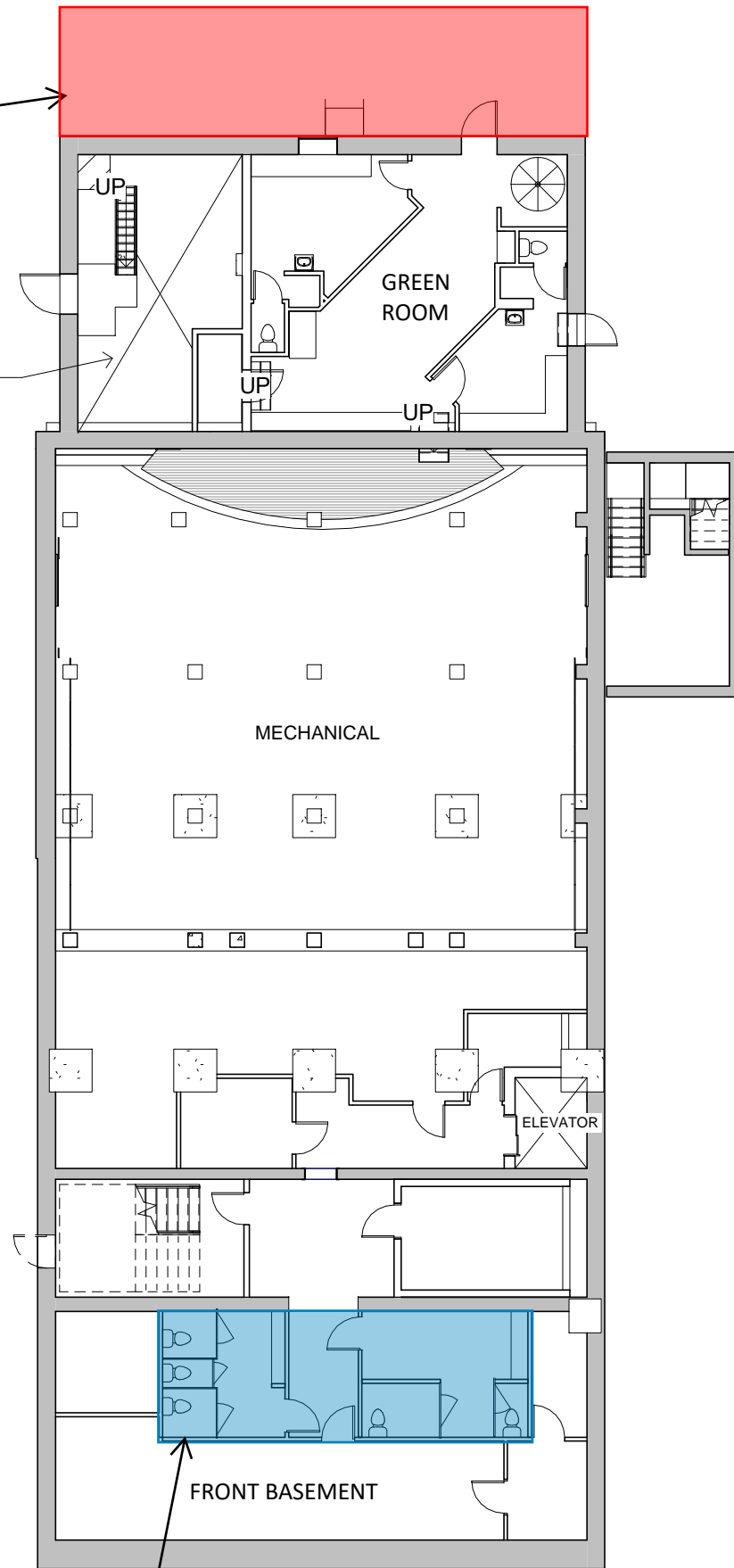
GREEN ROOM

MECHANICAL

ELEVATOR

FRONT BASEMENT

RENOVATE BATHROOMS. ADD AT LEAST 1 TOILET FIXTURE FOR EACH SEX.



M+S<sup>a</sup>

Mills + Schnoering Architects, LLC  
Architecture + Historic Preservation  
200 Forrestal Road, Suite 3A  
Princeton, NJ 08540  
T: 609.681.2480  
www.msarchitectsllc.com

Revisions

No.	Date	Description
-----	------	-------------

Project Name & Address

WOODSTOCK  
TOWN HALL  
THEATRE -  
PRESERVATION  
PLAN

Pentangle Arts

31 The Green  
WOODSTOCK, VT 05091

Project No

2212

Drawn By

AW

Date

DECEMBER  
2022

Drawing Title

FLOOR PLANS

Sketch Number

P-1.0

11/15/2022 4:45:30 PM

**D & D EXCAVATING, INC.**  
**P.O. Box 179**  
**Hartland, VT 05048**

**Matt Dow**  
**(802) 291-1551**

**Mark Dow**  
**(802) 291-3260**

September 22, 2023

Eric Duffy  
Municipal Manager  
P.O. Box 488  
Woodstock, VT 05091

Dear Eric:

**RE: 2023 – 2024 Screened Sand Bid from D & D Excavating, Inc.**

Please find below our bid for the timeframe of October 1, 2023 – June 30, 2024, for screened sand to be delivered to West Woodstock.

- 1,000 ton/700 cu yds of screened sand – price delivered to 2576 West Woodstock Road (US Route 4) in West Woodstock: **\$17.31/cu yd (~\$12,117) / \$12.12/ton (~\$12,120)**
- Proof of insurance is on file in your office. We sent a copy when we applied for our over-weight permit. Please let me know if you have not received this and I will have a copy mailed to you.

Please contact Mark Dow at (802) 291-3260 if you have any questions pertaining to this bid.

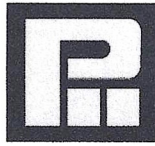
Sincerely,



Tricia Cornelius

Please Return contract to our area office:

Pike Industries, Inc.  
249 Granger Rd Berlin - Barre, VT 05641  
Phone (802)-522-4028  
Fax: (802)-223-3175  
Attention: Jeff Salvador



**PIKE  
INDUSTRIES**

A CRH COMPANY

Established 1872

**Office Use Only**

Contract #

Customer # 5740

Account Terms: N30

9/27/2023

Customer PO:

## Aggregate Quote/Contract

**Customer Information**

Submitted To: Town of Woodstock, VT  
Contact Name: Mark Hunter  
Address: Town Hall  
P.O. Box 488  
Woodstock, VT 05091

Contact Phone: (802)-457-2233

Contact Fax:

Email: dpw@townofwoodstock.org

**Project Information**

Project Name: 3/8" Ledge 2023-2024 Bid  
Project Address: Stockpile Delivery Woodstock, VT

Tax Exempt Yes

Note: If purchase is exempt, please provide certificate

Bid Date:

Project Completion/Pricing Expiration Date: 6/30/2024

Location	Product Code	Material	Estimated Units	U/M	\$/Unit Delivered	Extension
Stone - W. Lebanon, NH	6303	3/8" Stone	1,000	TON	\$20.00	\$20,000.00

Estimated Total: \$20,000.00

**Terms and Conditions**

- Quote is valid until 10/27/2023 unless signed by both parties.
- Pike reserves the right to adjust pricing based on total amounts awarded
- All products are subject to availability.
- Verification and in place calculations are the responsibility of the purchaser.
- A finance charge of 1% per month will be charged on all accounts over 30 days. Any legal fees incurred to collect overdue balances will be the sole responsibility of the customer.
- Delivery is subject to availability and/or restrictions. The customer is responsible for any required traffic control and identification of any hazards (overhead, such as wires and trees or underground, such as septic tanks, etc.). Drivers have the right to request a safer area in which to unload. Wait time in excess of 15 minutes may result in additional billing of the truck at an hourly rate. In volatile petroleum markets, we reserve the right to impose a fuel escalation when prices change more than 10% from the time of contract to the point of sale. This adjustment will be evaluated and adjusted monthly if necessary based on the state specifications and postings.
- Trucking requirements must be communicated for the next day by 2:00 p.m. in order to ensure proper scheduling. Delivery the next day when doing this not guaranteed. Cancellations due to issues such as weather, or equipment must be communicated as soon as possible, and may be subject to a charge of one-hour per vehicle to cover travel expenses.

JEFF SALVADOR  
jsalvador@pikeindustries.com  
802-522-4028

**Acceptance of Contract**

The foregoing terms, Specifications and conditions are satisfactory, and the same are hereby accepted and agreed to pending credit approval.

Customer: Town of Woodstock, VT

Pike Industries, Inc.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Jeff Salvador

Title: Commercial Sales Estimator

Date: 9/27/2023

Page 1

Pike is an AA/EEO employer

Please Sign and Return One Copy to our office



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/27/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Liberty Mutual Insurance Co. National Insurance East 500 N 3rd St, Suite 300 Wausau, WI 54403  www.LibertyMutual.com	<b>CONTACT NAME:</b> Valerie Reece <b>PHONE (A/C, No, Ext):</b> 513-867-3822 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> Oldcastle.certs@LibertyMutual.com
<b>INSURED</b> Pike Industries, Inc. (020-BAR) 249 Granger Road Barre VT 05641	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Liberty Mutual Fire Insurance Company <b>INSURER B:</b> Liberty Insurance Corporation <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
	<b>NAIC #</b> 23035 42404

**COVERAGES** **CERTIFICATE NUMBER:** 76524938 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	TB2-C81-004095-113  XCU Coverage Included	9/1/2023	9/1/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/>	AS2-C81-004095-123  AS2-C81-054502-523 Physical Damage only: Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2023  9/1/2023	9/1/2024  9/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/>	WA7-C8D-004095-023 All except OH, ND, WA, WY  WC7-C81-004095-013 WI, MN	9/1/2023  9/1/2023	9/1/2024  9/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Town of Woodstock 2023 Paving project(s).  
Certificate Holder and owner (if applicable) are listed as additional insured with regards to the general liability policy for ongoing and completed operations, and automobile liability policies, on a primary and non-contributory basis, where required by written contract. Waiver of subrogation is included in favor of the additional insured, where required by written contract, and where applicable by law. 30-day Notice of Cancellation.

<b>CERTIFICATE HOLDER</b>  Town of Woodstock 31 The Green Woodstock VT 05091	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b>  Valerie Reece 
--	--

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ACORD 25 (2016/03)

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# PIKE INDUSTRIES, INC.

Please Return contract to our area office:

Pike Industries, Inc.  
249 Granger Rd Berlin - Barre, VT 05641  
Phone (802)-522-4028  
Fax: (802)-223-3175  
Attention: Jeff Salvador



**PIKE INDUSTRIES**  
A CRH COMPANY

Established 1872

## Office Use Only

Contract #  
Customer # 5740  
Account Terms: N30

10/2/2023

Customer PO:

## Aggregate Quote/Contract

Customer Information		Project Information	
Submitted To:	Town of Woodstock, VT	Project Name:	2023-2024 Hardpak Bid
Contact Name:	Mark Hunter	Project Address:	Stockpile delivery Town Garage Woodstock, VT
Address:	Town Hall P.O. Box 488 Woodstock, VT 05091		
Contact Phone:	(802)-457-2233	Tax Exempt	Yes
Contact Fax:		Note:	If purchase is exempt, please provide certificate
Email:	dpw@townofwoodstock.org	Bid Date:	
		Project Completion/Pricing Expiration Date:	10/1/2024

Location	Product Code	Material	Estimated Units	U/M	\$/Unit Delivered	Extension
Stone - W. Lebanon NH	6328	3/4" Hardpak	3,000	TON	\$17.50	\$52,500.00

Estimated Total: \$52,500.00

### Terms and Conditions

- Quote is valid until 10/28/2023 unless signed by both parties.
- Pike reserves the right to adjust pricing based on total amounts awarded.
- All products are subject to availability.
- Verification and in place calculations are the responsibility of the purchaser.
- A finance charge of 1% per month will be charged on all accounts over 30 days. Any legal fees incurred to collect overdue balances will be the sole responsibility of the customer.
- Delivery is subject to availability and/or restrictions. The customer is responsible for any required traffic control and identification of any hazards (overhead, such as wires and trees or underground, such as septic tanks, etc.). Drivers have the right to request a safer area in which to unload. Wait time in excess of 15 minutes may result in additional billing of the truck at an hourly rate. In volatile petroleum markets, we reserve the right to impose a fuel escalation when prices change more than 10% from the time of contract to the point of sale. This adjustment will be evaluated and adjusted monthly if necessary based on the state specifications and postings.
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*JEFF SALVADOR*  
*802-522-4028*

### Acceptance of Contract

The foregoing terms, Specifications and conditions are satisfactory, and the same are hereby accepted and agreed to pending credit approval.

Customer: Town of Woodstock, VT

Pike Industries, Inc.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Jeff Salvador

Title: \_\_\_\_\_

Title: Commercial Sales Estimator

Date: \_\_\_\_\_

Date: 10/2/2023

Page 1

Pike is an AA/EEO employer  
Please Sign and Return One Copy to our office



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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<b>PRODUCER</b> Liberty Mutual Insurance Co. National Insurance East 500 N 3rd St, Suite 300 Wausau, WI 54403  www.LibertyMutual.com	<b>CONTACT NAME:</b> Valerie Reece <b>PHONE (A/C, No, Ext):</b> 513-867-3822 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> Oldcastle.certs@LibertyMutual.com																					
<b>INSURED</b> Pike Industries, Inc. (020-BAR) 249 Granger Road Barre VT 05641	<table border="1"><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td colspan="2">INSURER A: Liberty Mutual Fire Insurance Company</td><td>23035</td></tr><tr><td colspan="2">INSURER B: Liberty Insurance Corporation</td><td>42404</td></tr><tr><td colspan="2">INSURER C:</td><td></td></tr><tr><td colspan="2">INSURER D:</td><td></td></tr><tr><td colspan="2">INSURER E:</td><td></td></tr><tr><td colspan="2">INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A: Liberty Mutual Fire Insurance Company		23035	INSURER B: Liberty Insurance Corporation		42404	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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RE: Town of Woodstock 2023 Paving project(s).

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**CERTIFICATE HOLDER**

Town of Woodstock  
31 The Green  
Woodstock VT 05091

**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

Valerie Reece

ACORD 25 (2016/03)

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# Twin State Sand & Gravel Co., Inc.

Quality Construction Aggregates Since 1947

---

P.O. Box 5243 • West Lebanon, NH • 03784 • Ph: 603-298-8705 • Fx: 603-298-6120

October 6, 2023

Eric Duffy  
Municipal Manager  
PO Box 488  
Woodstock, VT 05091

Dear Eric Duffy:

Please see our pricing for the Gravel Bid 2023-2024 below:

- 3,000 tons ¾" Twin Pack (hard pak), delivered: **\$18.25/ton**

All materials above are quoted out of the Hartland Quarry, located off of Route 5, via Quarry Road, in Hartford, VT. All materials are sold by the ton. Thank you for your consideration.

Sincerely,

Seth Ames

Quote #: 5793



**Cersosimo Industries, Inc.**  
AGGREGATE - CONSTRUCTION

TELEPHONE (802) 254-4500

PO BOX 1800  
BRATTLEBORO, VERMONT 05302-1800

FAX (802) 251-9902

September 29, 2023

Eric Duffy  
Municipal Manager  
PO Box 488  
Woodstock, VT 05091

**Re: 2023-2024 Gravel Bid**

Dear Mr. Duffy,

Cersosimo Industries, Inc. offers to provide the following gravel products to the Town of Woodstock as follows:

**C Amsden Pit- Weathersfield, VT**

**1" Shoulder Material  
(2400 CY +/-)**

**@ \$20.00 CY FOB  
@ \$28.75 CY DEL.**

Quote is good until October 1, 2024

Please note all quotes subject to product availability.

The material will be delivered to the town highway garage. The measurement of material is per cubic yard by truckload measure at the pit.

Thank you for the opportunity to present this year's quote to the Town of Woodstock. If you have any questions, do not hesitate to contact us.

Sincerely,

Todd Amato  
Cersosimo Industries, Inc.  
[tamato@cersosimo.com](mailto:tamato@cersosimo.com)



October 3, 2023

Town of Woodstock VT  
2576 West Woodstock Road  
Woodstock VT 05091

Re: Proposal for clear on road diesel supply

Thank you for giving Dead River Company the opportunity to provide you with a proposal for clear on road diesel supply.

Key features of our proposal are as follows:

**Pricing**

**Clear Diesel** pricing for the town garage will be based out of the Woodstock VT Dead River terminal. The daily variable price as of 10-5-23 is **\$3.620** per gallon. Pricing for Woodstock VT terminal is based off New York Harbor rates plus our cost to get product. It will fluctuate up and down as the markets move.

**Dead River will do the following-**

- 1) Keep account on auto delivery.
- 2) Once a week delivery will be made to top off customer owned 600-gallon tanks
- 3) Diesel winter blend will start mid-October 2023 through May of 2024

Thank you for the opportunity to present this proposal and to provide you with a reliable diesel supply. Please feel free to contact me at 603-800-9622 or email me [dave.rule@deadriver.com](mailto:dave.rule@deadriver.com) if you have any questions. I look forward to hearing back from you.

Sincerely,

Dave Rule  
Commercial Energy Advisor  
Dead River Company-Woodstock, Haverhill, St Johnsbury

Woodstock Fire/EMS  
EMS Per Capita fees to Subscribing member towns

Fiscal year 2024 - 2025

Town	Fee	Total
Pomfret	\$70.00 - Total	\$63,280.00
Bridgewater	\$70.00 - Total	\$65,520.00
Reading	\$70.00 - Total	\$630.00
Plymouth	\$70.00 - Total	\$21,630.00
Hartland	\$45.16 - Total	\$20,999.40

I recommend no change to the per Capita fee

Respectfully submitted,

David Green

To: Selectboard Members

From: Jon Spector

Date: October 12, 2023

RE: EDC Issues for discussion

The EDC would like the Selectboard to consider three topics at your upcoming meeting:

1. Response to your prior question regarding the EDC's housing programs. Several months ago you approved several housing incentive programs which provide incentives for new ADU construction. At that time you asked the EDC to consider whether it was appropriate to also offer incentives to existing landlords who rent to members of the local workforce.

The EDC's Housing Working Group has developed two ideas, the first directly responding to your question about providing incentives to current landlords. *This approach does not yet have the endorsement of the full EDC* – further discussion is required. But the next step the Working Group is recommending is to get legal advice to structure this program, and we are seeking your informal guidance on whether to pursue this. The idea is described in the attached document “Existing Landlord Tax Stabilization”.

The Working Group also developed a related idea to provide additional incentives to those who build new ADUs, described in the attached document “New ADU & Housing Development Tax Exemption and Tax Stabilization”. *The full EDC endorses this proposal.* The next steps here would also be to get legal advice, if you think the idea is worth developing.

In both cases we are not ready to implement the programs until we undertake additional research. We are simply asking for your initial reactions to the ideas.

2. Recommendation to simplify our ADU housing incentives by combining two programs into one. I'm hoping you view this request as a simple administrative matter that does not require any substantive debate.

Our ADU incentive programs are working exactly as intended. To date, we have awarded grants to create 15 new units of workforce housing, with the first units now coming online.

When we created these programs, we separated the funding into two pools, one for applicants who wish to build a single ADU and a second program for applicants who wish to build two or more ADUs. We allocated separate amounts of funds to each program.

In hindsight, creating two separate funding pools was a mistake. Both programs are trying to achieve identical objectives – to build more ADUs. The incentives are exactly the same (up to \$10,000 per unit built) and our decisions are made on exactly the same criteria. However, we are not always able to predict whether we will receive applications for one pool or another, and if we receive more applications in one pool but only have funds remaining in the other pool (which has happened) we are wondering whether we need to ask the Selectboard to adjust the funding allocations. This could happen multiple times, with funds reallocated in one direction, and then later in the reverse direction.

We hope you will agree that it is not a good use of time to repeatedly ask the Selectboard for formal approval of moving funds from one program to another, essentially identical program, and ask that you confirm that no such approval is necessary going forward.

Please note that this request does not involve any change to the funding of these programs, nor to the criteria used to evaluate applicants, nor to the process we use to monitor compliance.

3. Approval of a grant of up to \$535 to cover the insurance costs of the not-for-profit organizations providing food service on the Green. These organizations are uncertain whether their revenue will cover the cost of the insurance the Village requires and were hesitant to agree to proceed. The Trustees requested a grant of \$535 to cover the insurance costs, allowing the not-for-profits to be much more confident that their efforts would raise funds for their organizations. The EDC voted 8-0 to recommend this grant.

## Woodstock EDC Housing Working Group October 2023

### Existing Landlord Tax Stabilization for “Doing the right thing”

Recently the Selectboard asked the Housing Group to look at creating a program to support existing landlords renting to local workers who are not eligible for any EDC incentive. We’ve been researching the issue and possible solutions. We believe Woodstock municipality has the opportunity to encourage maintaining the supply of workforce housing with property tax stabilization policies. The next step, if Selectboard is interested in exploring this further, is to consult with an attorney (perhaps VLCT).

#### Issue

Privately-owned, non-subsidized rental properties are a critical source of housing for local workers in Woodstock. The number of homes available to rent in Woodstock is decreasing and rents are increasing due to a number of trends:

- Properties that were previously rented are sold to new owners who are not interested in long term rental
- Long term rental properties are converted to short term rental units
- Investors buy rental properties, make much needed rehabilitation and then rent the property at much higher levels

“Doing the right thing” (renting to a local worker at a reasonable rent), rather than renting a property as a short term rental or at a higher rent, limits an owner’s rental income. As costs of day-to-day maintenance and improvement increase, “doing the right thing” is a more difficult financial decision to justify. Owners are also deterred from making property improvements to improve weatherization or bring electric or plumbing systems up to code because they could be liable for higher property taxes. Property owners who are already renting their properties to local workers at lower than market rates are not eligible for any current EDC incentive.

#### Opportunity

Many municipalities use tax stabilization to stimulate new residential development. Property tax stabilization can also be used to support the rehabilitation of older homes that have fallen into disrepair, by reducing or eliminating incremental taxes that would otherwise result from improving the property.

The Selectboard is authorized, by Vermont Statute, to create property tax stabilization for the municipal tax liability in Vermont Statutes for particular properties or property types.

Tax stabilization is used in Vermont to create incentives for commercial redevelopment. Our suggestion is to use it to maintain the rental units we have as long term rentals.

- [Selectboard revisits tax stabilization](#)
- [Town of Highgate Tax Stabilization Policy](#)
- [City of Montpelier Tax Stabilization Policy](#)
- [Town of Wilmington Tax Stabilization Policy](#)

According to [24 V.S.A. § 2741](#), the first step in tax stabilization is for the voters to approve tax stabilization by a two-thirds majority in the case of commercial or industrial property or by a simple majority vote in the case of other types of property. The voters may give the selectboard authority to enter into stabilization contracts or it may allow the board to negotiate a contract that must then be ratified by the voters. The term of such contracts may not exceed ten years.

## **Proposed Solution**

### **Encourage and reward landlords to “do the right thing”**

- Eligibility
  - Property owners of unsubsidized rental properties renting at or below a set rent levels  
Note: Housing units like Safford Commons and Mellishwoods already receive subsidies
- Method
  - Reduce municipal property taxes for landlords renting properties long term to local workers at or below rental rates defined by the Town.
  - Define the rental rates that qualify, for example: The EDC programs define reasonable rental rates as monthly rents not exceeding \$1,000 for a studio unit, \$1,500 for a one-bedroom unit and \$2,500 for a multi-bedroom unit. Utilities are not included.
  - Create and implement compliance reviews

## **Next Steps**

If the Selectboard is interested in exploring this further the next steps are to consult with an attorney (perhaps VLCT)

See details of Statutes on next page and financial impact model on next pages.

## Applicable Vermont Statutes

Extract from. [24 V.S.A. § 2741](#)

*(a) A municipal corporation...may enter into a contract with owners, lessees, bailees, or operators of ...personal property.. for the purpose of:*

- (1) fixing and maintaining the valuation of such property in the grand list;*
- (2) fixing and maintaining the rate or rates of tax applicable to such property;*
- (3) fixing the amount in money which shall be paid as an annual tax upon such property; or*
- (4) fixing the tax applicable to such property at a percentage of the annual tax.*

*(b) A municipal corporation, by vote of a majority of those present and voting at an annual or special meeting warned for that purpose for a contract relating to agricultural or forest property, open space land, or to alternate-energy generating plants, or by a vote of two-thirds of those present and voting at annual or special meeting warned for that purpose for a contract relating to commercial or industrial property, may either:*

- (1) provide general authority to its legislative branch to enter into such contracts as application is made; or*
- (2) provide limited authority to its legislative branch to negotiate contracts, which shall be effective upon ratification by a majority of those present and voting at an annual or special meeting warned for that purpose.*

*(c) Any contract entered into pursuant to this section:*

- (1) shall not be for a period in excess of ten years except for a contract to stabilize taxes for an alternate-energy generating plant, in which case the term shall not exceed the term of any license, permit, or other approval required to operate such a plant;*
- (2) shall be filed with the clerk of the municipal corporation and shall be available for public inspection;*
- (3) may be with existing or new owners, lessees, bailees, or operators of such property, or with persons who intend to become owners, lessees, bailees, or operators of such property; and*
- (4) may be applicable to existing agricultural or forest property or open space land; renovations of or additions to existing agricultural, commercial, or industrial property, or open space land; or to new agricultural, forest, commercial, or industrial property, or open space land.*

[32 V.S.A. § 5404a](#) Tax stabilization agreements; tax increment financing districts

*(a) A tax agreement or exemption **shall affect the education property tax grand list** of the municipality in which the property subject to the agreement is located if the agreement or exemption is...*

*(2) A tax stabilization agreement relating to industrial or **commercial property** entered into under 24 V.S.A. § 2741 or comparable municipal charter provisions.*

Vermont's Equal Educational Opportunity Act created a system under which some tax stabilization agreements affect only the town's property tax grand list and not the education property tax grand list.

Applicants who seek tax stabilization for education property taxes must do so through the Vermont Economic Progress Council (VEPC)

## Woodstock EDC Housing Working Group October 2023

### New ADU & Housing Development Tax Exemption and Tax Stabilization

We believe Woodstock municipality has the opportunity to increase the supply of workforce housing and to improve the efficacy of the EDC housing programs with property tax stabilization and exemption policies. We'd like to share our ideas with you. The next step, if Selectboard is interested in exploring this further, is to consult with an attorney (perhaps VLCT).

#### Issue

Property taxes are a significant factor in the costs of building new units or expanding/improving an existing unit. They can be a deterrent to new builds and improvements of older homes that have fallen into disrepair.

The *EDC Housing ADU Workforce and Multi Unit Housing Program* offers incentives to encourage property owners to create Accessory Dwelling Units (ADUs) or Multi Unit Housing and rent them to local workers for a lower than market rental rate. However, when a property owner builds an ADU or creates multiple units in a property, they increase the value of their property, and the municipality increases their property taxes. This property tax increase immediately reduces the value of the original incentive and could be restored by adjusting property taxes due. Using 32 V.S.A. § 3836 this equates to a cost of \$500 to the town.

#### Opportunity

Many municipalities use property tax exemptions and stabilization to stimulate new development. These can be used to lower or exempt the amount of taxes owed for a specified period of time on a new build or improving the property.

The Selectboard is authorized, by Vermont Statutes, to create property tax exemptions and stabilization for the municipal tax liability for particular properties or property types.

Many local governments around the country have introduced tax exemption policies to incentivize ADU development.

- Salem (MA) exempts owners the value of an ADU on their property from their property taxes, so long as they are renting the ADU, including utilities, for a lower than market rent
- Spokane and Port Angeles (WA) waives building permit and other fees associated with ADU construction
- Spokane (WA) has a 3 year property tax exemption for the improved value of newly constructed ADUs.
- Marin County (CA) waives permit fees based on the rates at which the ADU will be rented

Tax stabilization is used in Vermont to create incentives for development.

- [Selectboard revisits tax stabilization](#)
- [Town of Highgate Tax Stabilization Policy](#)
- [City of Montpelier Tax Stabilization Policy](#)
- [Town of Wilmington Tax Stabilization Policy](#)

## Proposed Solutions

### 1. Incentivize ADU and multi-unit development

- Eligibility
  - Property owners who build ADUs and multi-unit dwellings for long term rental to local workers.
  - Participants of the ADU/Multi-unit Workforce Rental Incentive Program
    - Property owners who will file or filed applications since July 2022 to create ADUs and multi-unit dwellings
- Method
  - Exempt eligible property owners from **zoning permit fees**
  - Exempt the value of the property improvements for three years or while the unit is rented to a local worker at a reasonable rent, whichever is longer **by utilizing [32 V.S.A. § 3836 Homes and dwellings](#) or [24 V.S.A. § 2741 Stabilization agreements](#)**. For example, delaying a property tax assessment increase of \$75,000 could reduce an owner's property taxes by about \$500.

### 2. Incentivize housing development

- Eligibility
  - Property owners who build single family or multi family homes with estimated costs of \$600,000 or less per unit for owner occupation (This could be a potential EDC program.)
  - Property owners who build single family or multi-family homes with estimated costs of \$600,000 or less per unit for rental to local workers via the EDC Housing Programs.
- Method
  - Exempt eligible property owners from **zoning permit fees**
  - Introduce property tax exemption for three years by utilizing [32 V.S.A. § 3836 Homes and dwellings](#) or [24 V.S.A. § 2741 Stabilization agreements](#)

## Next Steps

If the Selectboard is interested in exploring this further the next steps are to consult with an attorney (perhaps VLCT).

See details of Statutes on the next page and financial impact model on next pages.

## Applicable Vermont Statutes

**32 V.S.A. § 3836 Homes and dwellings** allows tax stabilization for residential properties.

*Annually at town meeting, a town may vote to exempt from taxes the first \$75,000 or a smaller amount of the appraised value of buildings used and occupied exclusively as homes, dwelling houses, or farm buildings whether for sale or rent, provided such buildings have been constructed or put in the process of construction during the 12 months immediately preceding the meeting or are to be constructed or put in the process of construction during the 12 months immediately following the meeting. The duration of such exemption shall not exceed **three years**, to be determined by the vote. The exemption shall first be applicable against the grand list of the year in which the vote is taken. (Amended 1961, No. 255, eff. July 31, 1961; 2003, No. 76 (Adj. Sess.), § 31.)*

This is referenced in the [Lister's Handbook](#).

## **24 V.S.A. § 2741 Stabilization agreements**

*(a) A municipal corporation...may enter into a contract with owners, lessees, bailees, or operators of ...personal property.. for the purpose of:*

- (1) fixing and maintaining the valuation of such property in the grand list;*
- (2) fixing and maintaining the rate or rates of tax applicable to such property;*
- (3) fixing the amount in money which shall be paid as an annual tax upon such property; or*
- (4) fixing the tax applicable to such property at a percentage of the annual tax.*

*(b) A municipal corporation, by vote of a majority of those present and voting at an annual or special meeting warned for that purpose for a contract relating to agricultural or forest property, open space land, or to alternate-energy generating plants, or by a vote of two-thirds of those present and voting at annual or special meeting warned for that purpose for a contract relating to commercial or industrial property....*

The first step in tax stabilization is for the voters to approve it by a two-thirds majority in the case of commercial or industrial property or by a simple majority vote in the case of other types of property. The voters may give the selectboard authority to enter into stabilization contracts or it may allow the board to negotiate a contract that must then be ratified by the voters. The term of such contracts may not exceed ten years. Thetford asked their voters two questions:

- Shall the town vote to give the Selectboard general authority to enter into tax stabilization contracts with owners, lessees, bailees, or operators of agricultural or forest property, open space land, and alternative energy generating plants, pursuant to 24 V.S.A. § 2741(b)(1)?
- Shall the town give the Selectboard general authority to enter into tax stabilization contracts with owners, lessees, bailees, or operators of commercial or industrial property, pursuant to 24 V.S.A. § 2741(b)(1)?

## **32 V.S.A. § 5404a Tax stabilization agreements; tax increment financing districts**

*(a) A tax agreement or exemption **shall affect the education property tax grand list** of the municipality in which the property subject to the agreement is located if the agreement or exemption is...*

*(2) A tax stabilization agreement relating to industrial or **commercial property** entered into under 24 V.S.A. § 2741 or comparable municipal charter provisions.*

Vermont's Equal Educational Opportunity Act created a system under which some tax stabilization agreements and other tax exemptions affect only the town's property tax grand list and not the education property tax grand list. Applicants who seek tax stabilization for education property taxes must do so through the Vermont Economic Progress Council (VEPC)

### Initial Tax Financial Impact Analysis

Tax Impact of \$75,000 Assessment Exemption								
Assessed Value	75,000		Homestead	0	NonHomestead	75,000		
Municipal Taxes	Tax Rate 2022	Grand List	Taxes		Education Taxes	Tax Rate 2022	Grand List	Taxes
General	0.3353	750	251.48		Homestead Education	1.8671	0	-
Highway	0.2060	750	154.50		NonHomestead Education	1.8061	750	1,354.58
Local Agreement	0.0140	750	10.50					
Specific Articles	0.0225	750	16.88					
Town Police	0.0698	750	52.35					
County Tax	0.0074	750	5.55					
Total Municipal Tax:			491.25		Total Education Tax**:			1,354.58
					<i>**If not relieved from state, made up by other taxpayers</i> <i>**If deferred assessment, no impact</i>			
Total Tax*	1,845.83							
*State Payments not included								

### Tax Impact of \$200,000 ADU Improvement

Assessed Value	200,000		Homestead	0	NonHomestead	200,000		
Municipal Taxes	Tax Rate 2022	Grand List	Taxes		Education Taxes	Tax Rate 2022	Grand List	Taxes
General	0.3353	2,000	670.60		Homestead	1.8671	0	-
Highway	0.2060	2,000	412.00		NonHomestead	1.8061	2,000	3,612.2
Local Agreement	0.0140	2,000	28.00					
Specific Articles	0.0225	2,000	45.00					
Town Police	0.0698	2,000	139.60					
County Tax	0.0074	2,000	14.80					
Total Municipal Tax:			1,310.00		Total Education Tax:			3,612.2
Total Tax*	4,922.20							
*State Payments not Included								

Sewer Abatement Request

Name: W E Zilian  
Mailing address: 47 Pleasant St  
Woodstock, VT 05091  
Phone: 802-295-5435 Email: zilian2007@gmail.com  
Name on tax bill (if different): \_\_\_\_\_  
Address of property: ~~549 Green Hill~~ 4 Mechanic  
Parcel ID: 23.56.10  
Amount requesting for abatement: \_\_\_\_\_  
Reason for request: Unbeknownst I did not receive  
bills due to incorrect mailing address is  
Any chance I can have the penalty waived?

Signed: \_\_\_\_\_

Date: 8.26.23

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

[nnourse@townofwoodstock.org](mailto: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.

Admin Assist

Account Statement

10/12/23

WOODSTOCK TOWN

PO BOX 488

WOODSTOCK VT 05091

4 MECHANIC LLC

47 PLEASANT ST

WOODSTOCK VT 05091

23.56.10-: 4 MECHANIC LLC, Location: 4 MECHANIC STREET

Page: 1

Date	Description	Amount	Balance
10/02/23	Cash Receipt Check #:1167 Sewer:-1550.65	-1,550.65	0.00
09/15/23	Interest:I004643 Sewer:22.92	22.92	1,550.65
08/16/23	Interest:I004575 Sewer:22.58	22.58	1,527.73
07/18/23	Interest:I004493 Sewer:22.24	22.24	1,505.15
06/15/23	Interest:I004400 Sewer:14.68	14.68	1,482.91
05/15/23	Interest:I004288 Sewer:7.91	7.91	1,468.23
05/15/23	Interest:I004206 Sewer:12.12	12.12	1,460.32
04/17/23	Penalty Sewer:45.92	45.92	1,448.20
04/17/23	Interest:I004177 Sewer:2.27	2.27	1,402.28
04/17/23	Interest:I004083 Sewer:5.74	5.74	1,400.01
03/03/23	Interest:I003749 Sewer:12.12	12.12	1,394.27

Date	Description	Amount	Balance
02/07/23	Billing for: 07/01/22-06/30/23 due on: 04/14/23 Sewer:574.00	574.00	1,382.15
02/06/23	Penalty Sewer:52.56	52.56	808.15
02/06/23	Misc:Balance Forward Sewer:657.00	657.00	755.59
02/06/23	Interest:I001819 Sewer:98.59	98.59	98.59

RECEIVED  
SEP 27 2023

BY: .....

Town of Woodstock

Application for Sewer Connection/Repair/Increased Discharge

Commercial Application

To: Board of Sewer Commissioners of the Town of Woodstock

Application is hereby made by the undersigned pursuant to the Town of Woodstock  
Sewer Ordinance to:

New Connection

Increase

Repair

Amount of gpd for new connection or increase (leave blank if unknown): \_\_\_\_\_

At the following location: Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Application name: Stephen Johnson Phone: 802 291-3530

Street address: 2 Dartmouth Ln (Norm Frates Sr.)

Email: barnardexcavation@gmail.com

Description of work to be done: replace old sewer line with  
new

Current number of employees: \_\_\_\_\_

New: \_\_\_\_\_

If restaurant, current number of seats: \_\_\_\_\_

New: \_\_\_\_\_

If hotel/inn, current number of rooms: \_\_\_\_\_

New: \_\_\_\_\_

If store, current square footage of location: \_\_\_\_\_

New: \_\_\_\_\_

Applicant agrees to install low flowing plumbing fixtures. Further, applicant agrees to be responsible for repairing or replacing any damage done to Town sewer lines, streets, roads, and/or sidewalks and to see that said repair/connection is done in accordance with the applicable Town Sewer Regulations or as determined by the Municipal Manager. The applicant also agrees to hold the Town and Village harmless from any damage/injury caused to a third party. The applicant agrees to pay the designated application fee to the Town at the time of the application for this permit

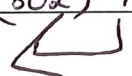
and to advise the Director of Public Works in advance of construction to permit scheduling of the repair inspection. (See below for fee schedule)

Applicant must obtain easements from all affected landowners if any part of the sewer line passes on lands of another landowner.

By signing this application, I understand that I also need to obtain a potable water supply and wastewater permit from the State of Vermont – Contact the State by telephone at (802) 591-0338 or by email at [terry.shearer@vermont.gov](mailto:terry.shearer@vermont.gov)

Additionally, I understand that once the connection is made, I am required to submit an “as built” drawing of the actual connection prepared by the installer to the Town of Woodstock before the permit is issued.

Signature:  Date: 9/25/2023

Owner name: Norm Frakes SR  
Street address: 2 Dartmouth LN Woodstock VT 05091  
Mailing address: (802) 457-2513  
Telephone: 

Please mail or email completed application to:

Town of Woodstock  
Nikki Nourse  
PO Box 488  
Woodstock, VT 05091  
[nnourse@townofwoodstock.org](mailto:nnourse@townofwoodstock.org)

**OFFICE USE ONLY**

**Woodstock Sewer Connection Fee Schedule**

Development fee: \_\_\_\_\_ (\$7.50 x gpd reserve capacity)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_

The permit fee will be refunded in full (without interest) if revoked, withdrawn, or not executed within one year.

Approved by manager: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*This permit is good for one year from the date of approval\*\***

Permit #: \_\_\_\_\_

**Town of Woodstock  
Select Board Meeting  
September 19, 2023  
6:00 pm  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

**Present:** Chair Ray Bourgeois, Susan Ford, Keri Cole, Greg Fullerton, Eric Duffy, Nikki Nourse, Jill Davies, Tom Ayres, Tess Hunter, Cathy Emmos, Mark Hunter, Michael Caduto, Jeff Grout, Renee Hebert, Roger Logan, Charlie Kimbell, Renee Hebert

**A. Call to order**

1. Chair Bourgeois called the Select Board meeting of September 19, 2023, to order at 6:00 pm.

**B. Finance Committee Interview – Renee Hebert**

Motion: by Ms. Ford to appoint Ms. Hebert to the Finance Committee.

Seconded: by Ms. Cole.

Vote: 4-0-0, passed.

**C. Additions to & deletions from posted agenda**

1. Discussion and decision on financing for Highway Department excavator
  - a. A proposal to finance the purchase of an excavator for the Highway Department was presented. The plan involved selling the backhoe for \$70,000 and leasing an excavator for \$124,000. The financing would be covered by unused loan payments. The Board discussed the benefits of having an excavator, including its efficiency in various tasks. It was noted that the trade-in value for the backhoe was better than expected.

Motion: by Ms. Ford to approve the purchase of an excavator for the Highway Department.

Seconded: by Mr. Fullerton.

Vote: 4-0-0, passed.

2. Water infrastructure discussion

- a. A discussion about the Woodstock Aqueduct Company took place. The company recently presented its current state and options for the future, raising questions about the Town's involvement. A sense of urgency was felt regarding the need to address these questions. The possibility of either the Town or a private entity acquiring the company was mentioned. It was decided to revisit this topic in two weeks with a committee to explore further.

**D. Citizen comments – none.**

**E. Manager's report**

**1. General report**

- a. Mr. Duffy offered a candidate the position of Finance Director for Woodstock, who has accepted the offer and will start in two weeks. This was seen as a positive step in improving the Town's financial management.

- b. Mr. Duffy mentioned that he would be attending a Manager's Conference from September 30<sup>th</sup> to October 4<sup>th</sup> and would participate in the next Select Board meeting via Zoom.

**2. Financial report – no questions.**

**F. Liquor license permit – Ottauquechee Yacht Club – outside consumption**

- 1. The Board briefly discussed the licensing process for the Ottauquechee Yacht Club, which intended to set up an area for alcohol service outside. The Board acknowledged that the State would conduct due diligence after approval.

Motion: by Ms. Ford to approve the liquor license permit for Ottauquechee Yacht Club for outside consumption with the assumption that the State is reviewing the permit.

Seconded: by Ms. Cole.

Vote: 4-0-0, passed.

**G. Old business**

**1. Cloudland Road**

- a. It was mentioned that a sign had been placed in front of Billings Farm to inform people that the road was closed. The purpose of this action was to discourage drivers from proceeding down to Cloudland Road when it was not accessible, thus preventing unnecessary traffic and congestion. Additionally, there as a suggestion to implement "no parking" signs to further manage parking issues in the vicinity.

**H. New business**

**1. Schedule for budget hearings**

- a. Starting soon.

**2. Update from National Park Service**

- a. The National Park Service had an agreement with the Town that allowed for closer collaboration on managing parklands and Town lands, particularly those boarding National Park land like Billings Farm. The partnership had been productive and had supported various educational programs, including place-based education initiatives connecting local students with the park.
- b. The presentation highlighted the successful engagement of Woodstock Union Middle and High School students in various projects, such as maple sugaring, designing pollinator gardens, building a maternity bat house, and creating interpretive materials for the park. The speaker emphasized the positive outcomes of this collaboration and expressed gratitude for the support of the Town.
- c. It was mentioned that the National Park Service had awarded a \$4,000 mini-grant to the Town for energy related purposes. This grant could be used for energy studies or to offset the costs of an energy consultant.
- d. Overall, the discussion highlighted the fruitful partnership between the National Park Service and the Town of Woodstock, particularly in the realm of education and environmental initiatives.

**3. Halloween candy discussion**

Motion: by Ms. Ford to approve spending \$750 on Halloween candy.

Seconded: by Ms. Cole.

Vote: 4-0-0, passed.

**4. Presentation from Jeff Grout, Intermunicipal Regional Energy Coordinator**

- a. Mr. Grout presented on energy-saving initiatives in the Town, including efficient heating systems, insulation, and the use of electric vehicles. He also highlighted the recent energy assessment awarded to the Town.

**I. Other business – none.**

**J. Board of Sewer Commissioners – deleted.**

**K. Approval of minutes**

**1. 8/29/23 special minutes**

**2. 8/29/23 minutes**

Motion: by Ms. Ford to approve both minutes from 8/29/23 as submitted.

Seconded: by Ms. Ford.

Vote: 4-0-0, passed.

**L. Adjournment**

Motion: by Ms. Cole to adjourn the meeting at 6:54 pm.

Seconded: by Ms. Ford.

Vote: 4-0-0, passed.

*Respectfully submitted,  
Nikki Nourse*