

**Town of Woodstock
Select Board Meeting
November 21, 2023
6:00 pm
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Ray Bourgeois, Susan Ford, Keri Cole, Greg Fullerton, Laura Powell, Eric Duffy, Nikki Nourse, Jill Davies, Brooke Trottier, Jeff Grout, Madeline Raynolds, Rachel Apple, Linda Machalaba, Anthea Lavallee, Ben Kogan, Geoff Martin, Grant Hankey, Wendy Marrinan, Roger Logan, Seton McIlroy, Rebecca Mitchell, Susie Schulz, Donnie Surdoval

A. Call to order

1. Chair Bourgeois called the Select Board meeting of November 21, 2023, to order at 6:00 pm.

B. Planning Commission interview – Anthea Lavallee

1. Ms. Lavallee is a 19 year resident of Woodstock. She expressed her deep connection to the community, having lived in Woodstock for a substantial period. She highlighted her commitment as a full-time resident and shared her experiences raising her son in the Town. She demonstrated her familiarity with the workings of the Planning Commission.

Motion: by Ms. Cole to appoint Ms. Lavallee to the Planning Commission.

Seconded: by Ms. Ford.

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

C. Additions to & deletions from posted agenda – none.

D. Citizen comments – none.

E. Manager's report

1. Mr. Duffy discussed the appointment of a new police sergeant, Chris O'Keeffe, highlighting his extensive experience in both state and local law enforcement. Plans were made to facilitate community engagement through an office hour coffee session involving Chief Swanson and the new sergeant.

F. Votes

1. Errors & Omission to 2023 Lodged Grand List

- a. Included a review of identified mistake to parcel 23.54.30. Property transfer record was not recorded. Assessment value is \$346,600. It is owned by Carole L Pickett, Trustees of the 2002 Inter Vivos Trust Agreement of Carole L Pickett UTA. The address of the property is 1 Border Lane. This correction needs to be made to the 2023 Lodge Grand List. This correction appears to be a missed property transfer record error that was not caught during the review process.

Motion: by Ms. Ford to approve the 2023 error and omission to the lodged grand list.

Seconded: by Ms. Cole.

Vote: 5-0-0, passed.

2. Change December meeting date

- a. Kept date the same. 12/19/23 at 6:00 pm.

3. CRRP application

- a. The application was discussed during the meeting, outlining its significance in securing funding for essential community projects.

Motion: by Ms. Cole to approve signing the CRRP application.

Seconded: by Ms. Powell.

Vote: 5-0-0, passed.

4. Bond Street

Motion: by Ms. Powell to declare the street 1 ½ rods while ensuring no impact on existing sidewalks.

Seconded: by Ms. Cole.

Vote: 5-0-0, passed.

5. EMD representative

- a. The discussion around the EMD representative primarily involved considerations for the role and its continuity. Mr. Duffy is the 1st member. They need a 2nd voting member. The conversation touched upon the importance of the EMD role in ensuring emergency preparedness and management within the Town.

Motion: by Ms. Powell to appoint David Green as the 2nd EMD representative.

Seconded: by Ms. Cole.

Vote: 5-0-0, passed.

6. Agenda planning

Motion: by Ms. Cole to approve the agenda planning process with the change that the Chair sends out the draft agenda to other Board members.

Seconded: by Ms. Ford.

Vote: 5-0-0, passed.

7. Drug & alcohol policy

- a. Mr. Duffy highlighted the need to update the existing policy to align with current practices. Specific attention was drawn to referencing the correct occupational drug testing company, now known as DISA, and correcting the spelling of certain terms for accuracy. There was an agreement to submit the proposed changes to the policy for review by VLCT before finalizing and implementing them. This step aimed to ensure compliance with standard regulations and practices.

Motion: by Mr. Bourgeois to accept the revised drug and alcohol policy, with the noted changes, contingent upon VLCT's review and approval.

Seconded: by Ms. Cole.

Vote: 4-0-0, passed.

G. Discussions

1. Main Wastewater Plant

- a. The discussion concluded with an agreement to form a committee or a working group to further explore available grants, assess the project's scope and costs, and provide recommendations on how to proceed with the wastewater plant upgrades.

2. ARPA

- a. The ARPA discussion revolved around the allocation of funds and their optimal utilization for the community's benefit.

3. Dispatch contract – discussed in executive session.

4. Town Meeting prep

- a. Ideas and concerns were shared regarding the preparation for the upcoming Town Meeting, including article deadlines, special articles, and a feasibility of holding a preliminary meeting for transparency and clarity.

5. Regional Energy Coordinator

- a. The Regional Energy Coordinator, Jeffrey Grout, presented a request for an extension in his position.

6. Town Hall

- a. Discussion was made regarding Town Hall building upgrades and forming committees to define scopes, assess options, and collect necessary information.

H. Other business – none.

I. Board of Sewer Commissioners

1. Sewer abatement requests

a. Dahlberg – 8 Prospect Street

- i. They never received the bill in the mail earlier this year. The billing system changed, and they did not receive it. They have never been delinquent in any of their previous sewer bills. They are requesting the interest and penalty be waived for the amount of \$103.40.

Motion: by Ms. Ford to deny the sewer abatement request for 8 Prospect Street.

Seconded: by Ms. Powell.

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

b. Rideout – 128 Valley View Road

- i. Her husband passed away at the end of June 2023. She is now the only occupant of the home using the sewer system. She would like to be changed to a single rate for future billing.

Motion: by Ms. Ford to approve the sewer request for 128 Valley View Road to change the rate to a single rate.

Seconded: by Ms. Powell.

Vote: 4-0-0, passed.

2. Sewer permit – Balaschi/Barr – 1176 West Woodstock Road

- a. The interior cast iron waste line is showing some deterioration. Plumber needs a pipe replaced beyond foundation wall.

Motion: by Ms. Ford to approve to the sewer permit for 1176 West Woodstock Road.

Seconded: by Ms. Cole.

Vote: 5-0-0, passed.

J. Executive session to discuss a contract

Motion: by Ms. Ford to enter executive session to discuss the dispatch contract at 8:07 pm.

Seconded: by Ms. Powell.

Vote: 4-0-0, passed.

The Select Board exited executive session and resumed the public meeting at 8:25 pm.

K. Approval of minutes

1. 10/10/23 joint minutes

2. 10/10/23 minutes

Motion: by Ms. Ford to approve both sets of minutes from 10/10/23 as submitted.

Seconded: by Ms. Powell.

Vote: 4-0-0, passed.

3. 10/17/23 minutes – tabled.

L. Adjournment

Motion: by Ms. Ford to adjourn the meeting at 8:30 pm.

Seconded: by Ms. Powell.

Vote: 4-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

Raymond Bourgeois

Raymond Bourgeois (Dec 20, 2023 15:53 EST)

Keri Cole

Keri Cole (Dec 30, 2023 07:54 EST)

Laura Powell

Laura Powell (Jan 8, 2024 08:56 EST)

Susan B. Ford

Susan B. Ford (Dec 29, 2023 19:39 EST)

Greg Fullerton

Greg Fullerton (Jan 8, 2024 06:06 EST)






11.21.23 SB Minutes















Final Audit Report

2024-01-08

Created:	2023-12-20
By:	Nicole Nourse (nnourse@townofwoodstock.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7O6ypTLqKvTy-KeY-kjVDSFKF4wtwV5V

"11.21.23 SB Minutes" History

-  Document created by Nicole Nourse (nnourse@townofwoodstock.org)
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-  Document emailed to rbourgeois@townofwoodstock.org for signature
2023-12-20 - 7:57:00 PM GMT
-  Email viewed by rbourgeois@townofwoodstock.org
2023-12-20 - 8:52:30 PM GMT- IP address: 73.143.110.186
-  Signer rbourgeois@townofwoodstock.org entered name at signing as Raymond Bourgeois
2023-12-20 - 8:53:16 PM GMT- IP address: 73.143.110.186
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-  Document emailed to Keri Cole (kpcole@gmail.com) for signature
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-  Document e-signed by Keri Cole (kpcole@gmail.com)
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-  Signer lpowell@townofwoodstock.org entered name at signing as Laura Powell
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-  Document e-signed by Laura Powell (lpowell@townofwoodstock.org)
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