

**Town of Woodstock  
Select Board Meeting  
January 16, 2024  
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 Levakis, Lauren Dorsey, Tom Meyerhoff, Cynthia Volk, Tom Ayres, Peggy Fraser, Ward Goodenough, Matthew Driscoll, Bill Corson, David Grayck, David Hill, Wendy Marrinan, Roger Logan, BJ Dunn, Jon Olin, Kirsten Worden

**A. Call to order**

1. Chair Bourgeois called the Select Board meeting of January 16, 2024, to order at 6:02 pm.

**B. Planning Commission interview – Matthew Driscoll**

1. Mr. Driscoll expressed his interest in the role and his desire to see the Town develop in a way that preserves its character.

Motion: by Ms. Ford to appoint Mr. Driscoll to the Planning Commission.

Seconded: by Ms. Cole.

Vote: 5-0-0, passed.

**C. Executive session to discuss lawsuit**

Motion: by Ms. Ford to enter executive session to discuss a lawsuit at 6:05 pm.

Seconded: by Ms. Powell.

Vote: 5-0-0, passed.

The Select Board exited executive session and resumed the public meeting at 6:21 pm.

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

1. Addition – discussion regarding appointment to Planning Commission
2. Deletion – update on the On-Farm Restaurant Amendment from Planning & Zoning

**E. Citizen comments – none.**

**F. Manager's report**

**1. General report**

- a. The Town's DPW crew continued their snow clearance efforts, and the public was advised to be patient.

**2. Financial report**

- a. The Board considered making monthly financial reports available online for public viewing.

**G. Presentations**

**1. Woodstock Main WWTF**

- a. Mr. Olin and Ms. Worden presented an update on the preliminary engineering report for the Woodstock wastewater treatment facility, with plans for further upgrades due to the facility's age and the fact that it is past its typical lifespan. They also discussed the process of the wastewater treatment plant, and the importance of pumping and disinfecting at the peak hourly flow rate. The need for extensive infrastructure repairs and replacements was also

highlighted, including the replacement of the aeration tank and upgrades to ancillary equipment.

- b. Ms. Worden discussed a new plan that would increase the efficiency of the wastewater treatment plant but would not alter the permitted capacity. They confirmed that while the plan could accommodate an increase in capacity, it would face challenges in getting permission and could be met with resistance from environmental groups. They also suggested the possibility of adding more users in the future, but it would require a larger capacity and potentially a new treatment process. The cost of these potential additions was discussed, with estimates ranging from \$500,000 to \$2 million. They concluded by stressing the importance of designing the new plan with future growth in mind, but to avoid making permanent changes before thoroughly understanding the implications.
- c. Ms. Worden proposed a comprehensive upgrade to the wastewater treatment plant, which includes constructing a new building for screening and grit removal, reusing the existing wet well while replacing the pumps, and introducing a new biological process involving a system to remove nitrogen followed by aeration tanks. The plan also includes flexibility for internal recycle lines for enhanced nitrogen removal or phosphorus removal and transitioning from chemical to ultraviolet disinfection. Additionally, the existing aeration tank would be demolished to provide room for potential future additions like a 3<sup>rd</sup> clarifier and a filtration building. The project, expected to cost between 20 and 25 million dollars, is planned to be bid in April 2027 and is likely to meet certain limitations through chemical addition. The key milestones for the project include completing preliminary engineering reports, initiating public outreach, getting a bond vote in November 2024, and final design and permitting. The project is expected to be completed by October 2028. The Town also discussed potential ways to offset or mitigate some of the expenses.
- d. Ms. Worden discussed various aspects of the wastewater collection system, including the potential impact of infiltration and inflow on peak flow. They also explored the issue of sludge handling and disposal, which was identified as one of the largest operational costs.
- e. Ms. Marrinan asked for an estimate of the increased operating cost of the upgraded plant, but they clarified that such an analysis had not been conducted.
- f. The next steps outlined included preparing an engineering service agreement for public outreach funding assistance and initiating the final design stage in November.

## H. Votes

### 1. Liquor license application – Woodstock Farmers Market

Motion: by Ms. Ford to approve the liquor license application for the Woodstock Farmers Market with the understanding that the State will review the permit.

Seconded: by Ms. Powell.

Vote: 5-0-0, passed.

**2. EDC – tabled.**

**3. ARPA**

- a. Issues concerning the allocation of funds for various projects were raised, with support to pay off the Carleton Hill project. A proposal to install a new electric cable line in South Woodstock and the potential installation of a cell tower were also discussed.

**I. Discussions**

**1. Town Report Cover**

- a. Rotary star

**2. Sewer ordinance**

- a. The Board talked about the Town’s sewer ordinance, with suggestions made to update the ordinance to specify that user fees should only be used for sewer related expenses.
- b. The Board discussed the need for updating their processes, particularly regarding cost allocation for an upcoming bond vote, with a proposal to form a small committee for this purpose.

**3. Town Hall update**

- a. The creation of the working group to explore options for Town Hall was mentioned.

**4. Town Meeting prep**

- a. The 1% sales tax and the informational session was discussed, with the suggestion of moving the session to give voters more time to send in their ballots. There was also a discussion about the need for more transparency about nonprofit articles appearing on the Town’s voting ballot, with the proposal of asking each nonprofit four to five questions.

**5. Conflict of interest update**

- a. The Board discussed an update on the conflict of interest policy, deciding against making changes.

**6. Calendar of events**

- a. The Board emphasized the need for planning and scheduling meetings and events in advance.

**~~7. Update on the On-Farm Restaurant Amendment from Planning & Zoning – deleted.~~**

**J. Other business**

- 1. Ms. Powell shared her intention to request and appointment to the Planning Commission, prompting a discussion about potential conflicts of interest.
  - a. The Board agreed to seek legal guidance on this matter.

**K. Approval of minutes**

**1. 12/5/23 minutes**

**2. 12/13/23 minutes**

**3. 12/18/23 minutes**

- a. There was a discussion about the accuracy of the meeting minutes, particularly regarding the sewer budget.

**4. 12/19/23 minutes**

Motion: by Ms. Ford to approve the minutes of 12/5/23, 12/13/23, and 12/19/23 as submitted.

Seconded: by Ms. Powell.

Vote: 5-0-0, passed.

**L. Adjournment**

Motion: by Ms. Ford to adjourn the meeting at 7:59 pm.

Seconded: by Ms. Powell.

Vote: 5-0-0, passed.

*Respectfully submitted,  
Nikki Levakis*

*Raymond Bourgeois*

Raymond Bourgeois (Feb 23, 2024 15:05 EST)

*Susan B. Ford*

Susan B. Ford (Feb 24, 2024 07:26 EST)

*Keri Cole*

Keri Cole (Feb 27, 2024 12:44 EST)

*Greg Merton*

Greg Merton (Feb 28, 2024 07:49 EST)

*Laura Powell*

Laura Powell (Feb 28, 2024 07:58 EST)












# 1.16.24 SB Minutes

Final Audit Report

2024-02-28

Created:	2024-02-23
By:	Nicole Nourse (nnourse@townofwoodstock.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6queYx5HAN418tZfZWR54mSndjoNgp-V

## "1.16.24 SB Minutes" History

-  Document created by Nicole Nourse (nnourse@townofwoodstock.org)  
2024-02-23 - 5:31:51 PM GMT- IP address: 98.217.212.199
-  Document emailed to rbourgeois@townofwoodstock.org for signature  
2024-02-23 - 5:32:37 PM GMT
-  Email viewed by rbourgeois@townofwoodstock.org  
2024-02-23 - 8:05:32 PM GMT- IP address: 73.143.110.186
-  Signer rbourgeois@townofwoodstock.org entered name at signing as Raymond Bourgeois  
2024-02-23 - 8:05:56 PM GMT- IP address: 73.143.110.186
-  Document e-signed by Raymond Bourgeois (rbourgeois@townofwoodstock.org)  
Signature Date: 2024-02-23 - 8:05:58 PM GMT - Time Source: server- IP address: 73.143.110.186
-  Document emailed to sford@townofwoodstock.org for signature  
2024-02-23 - 8:06:00 PM GMT
-  Email viewed by sford@townofwoodstock.org  
2024-02-24 - 12:25:58 PM GMT- IP address: 146.75.252.0
-  Signer sford@townofwoodstock.org entered name at signing as Susan B. Ford  
2024-02-24 - 12:26:29 PM GMT- IP address: 198.55.239.45
-  Document e-signed by Susan B. Ford (sford@townofwoodstock.org)  
Signature Date: 2024-02-24 - 12:26:31 PM GMT - Time Source: server- IP address: 198.55.239.45
-  Document emailed to Keri Cole (kpcole@gmail.com) for signature  
2024-02-24 - 12:26:32 PM GMT
-  Email viewed by Keri Cole (kpcole@gmail.com)  
2024-02-24 - 12:26:36 PM GMT- IP address: 66.102.8.34

 Email viewed by Keri Cole (kpcole@gmail.com)

2024-02-27 - 5:44:14 PM GMT- IP address: 66.102.7.201

 Document e-signed by Keri Cole (kpcole@gmail.com)


Signature Date: 2024-02-27 - 5:44:25 PM GMT - Time Source: server- IP address: 73.249.37.53

 Document emailed to gfullerton@townofwoodstock.org for signature

2024-02-27 - 5:44:26 PM GMT

 Email viewed by gfullerton@townofwoodstock.org

2024-02-28 - 12:48:32 PM GMT- IP address: 198.55.239.16

 Signer gfullerton@townofwoodstock.org entered name at signing as Greg Fullerton

2024-02-28 - 12:49:47 PM GMT- IP address: 198.55.239.16

 Document e-signed by Greg Fullerton (gfullerton@townofwoodstock.org)


Signature Date: 2024-02-28 - 12:49:49 PM GMT - Time Source: server- IP address: 198.55.239.16

 Document emailed to lpowell@townofwoodstock.org for signature

2024-02-28 - 12:49:51 PM GMT

 Email viewed by lpowell@townofwoodstock.org

2024-02-28 - 12:58:24 PM GMT- IP address: 198.55.236.137

 Signer lpowell@townofwoodstock.org entered name at signing as Laura Powell

2024-02-28 - 12:58:47 PM GMT- IP address: 198.55.236.137

 Document e-signed by Laura Powell (lpowell@townofwoodstock.org)

Signature Date: 2024-02-28 - 12:58:49 PM GMT - Time Source: server- IP address: 198.55.236.137

 Agreement completed.

2024-02-28 - 12:58:49 PM GMT