

**Town of Woodstock
Select Board Meeting
March 19, 2024
9:00 am
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, Jon Spector, Leslie Piastro Askwith, Paul Piastro, Clay Duckworth, Lauren Dorsey, Jill Davies, Tom Meyerhoff, Cynthia Volk, Wendy Marrinan, Jon Olin, Police Chief Joe Swanson, Steven Bauer, Harry Falconer, Kirsten Worden

A. Call to order

1. Chair Bourgeois called the Select Board meeting of March 19th to order at 9:00 am.

B. Additions to & deletions from posted agenda

1. Additions
 - a. Sewer abatement guidelines
 - b. STR update
 - c. Options tax
 - d. Prosper roadside marker

C. Citizen comments – none.

D. Manager's report

1. Eric Duffy briefly discussed the Village Meeting and election, urging Village residents to participate.
2. Eric mentioned future meetings, including a joint meeting of the Trustees and Select Board on the 27th.
3. There is a Planning Commission hearing on the 25th.
4. It was announced that Stephanie Appelfeller had passed a test and received a zoning administrative certificate.

E. Police Chief's report

1. Chief Swanson stated that he had hired a Sergeant Chris O'Keeffe.
2. Corporal Murphy is coming back next week from maternity leave.
3. Officer Arora has finished training and is now on his own.
4. Officers will need to start tracking where they are. This is a requirement of the contract with the Town.
5. 7 officers are now certified with tasers.
6. 2 officers live in Woodstock. Others were within a 30 minute drive.

F. Votes

1. Sewer abatement requests

a. Kevyn Lenfest – 1097 West Woodstock Road

Motion: by Keri Cole to approve the abatement request for Kevyn Lenfest at 1097 West Woodstock Road for \$125.57.

Seconded: by Greg Fullerton.

Vote: 0-5-0, failed.

Motion: by Susan Ford to deny the abatement request for Kevyn Lenfest at 1097 West Woodstock Road.
Seconded: by Keri Cole.
Vote: 5-0-0, passed.

b. Bruce & Darlyne Franzen – 14 Whitcomb Lane

Motion: by Keri Cole to approve the request for Bruce & Darlyne Franzen at 14 Whitcomb Lane to change the property to a couple rate for next year. This year will remain the same.
Seconded: by Laura Powell.
Vote: 5-0-0, passed.

c. Milton Rowland – 1 High Street

Motion: by Laura Powell to approve the request for Milton Rowland at 1 High Street to remove apartment bill next year. This year will remain the same.
Seconded: by Keri Cole.
Vote: 5-0-0, passed.

d. Elisa Tarlow – 3 Church Street

Motion: by Laura Powell to deny the abatement request for Elisa Tarlow at 3 Church Street.
Seconded: by Susan Ford.
Vote: 5-0-0, passed.

2. Liquor license renewals

a. Worthy Kitchen LLC – Outside consumption, 3rd class, 1st class

Motion: by Susan Ford to approve the liquor permits for outside consumption, 3rd class, and 1st class for Worthy Kitchen LLC with the understanding that the State verifies all information.
Seconded: by Laura Powell.
Vote: 5-0-0, passed.

b. Cumberland Farms of Vermont Inc – Tobacco substitute, tobacco, 2nd class

Motion: by Susan Ford to approve the tobacco substitute and tobacco permit, and the 2nd class liquor permit for Cumberland Farms of Vermont Inc with the understanding that the State verifies all information.
Seconded: by Laura Powell.
Vote: 5-0-0, passed.

c. Shine Associates VT LLC – 2nd class, tobacco

Motion: by Susan Ford to approve the 2nd class liquor permit and tobacco permit for Shine Associates VT LLC with the understanding that the State verifies all information.
Seconded: by Laura Powell.
Vote: 5-0-0, passed.

d. Prince & the Pauper – 3rd class, 1st class, outside consumption

Motion: by Susan Ford to approve the 3rd class, 1st class, and outside consumption liquor permits for Prince & the Pauper with the understanding that the State verifies all information.
Seconded: by Keri Cole.
Vote: 5-0-0, passed.

3. ARPA funding

Motion: by Laura Powell to reallocated \$106,840.50 to Fire SCBA.
Seconded: by Keri Cole.
Vote: 5-0-0, passed.

- a. The Select Board discussed the allocation of ARPA funding and the potential allocation of \$70,000 for the Carlton Hill Road updates.

Motion: by Susan Ford to allocate \$70,000 of ARPA funds to the Carleton Hill Road project.

Seconded: by Keri Cole.

Vote: 5-0-0, passed.

- b. The Select Board discussed several infrastructure projects and budget allocations.

- c. The Board considered Fire Chief David Green's estimate for tower work and Mark Hunter's proposal for sewer manhole repairs.

Motion: by Keri Cole to allocate \$19,500 of ARPA funds to South Woodstock tower project.

Seconded: by Laura Powell.

Vote: 5-0-0, passed.

Motion: by Keri Cole to allocate \$16,044.97 of ARPA funds to the sewer manhole project.

Seconded: by Laura Powell.

Vote: 5-0-0, passed.

- d. The Select Board also discussed allocating \$20,000 for IT infrastructure improvements.

Motion: by Keri Cole to allocate \$20,000 of ARPA funds to IT projects.

Seconded: by Laura Powell.

Vote: 5-0-0, passed.

4. Prosper roadside marker

- a. Leslie Piastro Askwith and Paul Piastro proposed placing a roadside historical marker at their grandfather's farm in Prosper to commemorate a ski lodge built in 1937.

- b. The Select Board expressed support.

Motion: by Susan Ford to approve the Vermont Historic Roadside Marker for the Prosper Ski Lodge.

Seconded: by Keri Cole.

Vote: 5-0-0, passed.

G. Discussions

1. South Woodstock plant update

- a. Susan gave an update on the project involving Vermont State University students. They will be presenting soon.

2. Scheduling future joint meetings for Department Heads and Town committees

- a. Eric shared future meeting schedules. They will plan dates at next week's joint meeting.

3. Bond Street

- a. The Select Board discussed the proposal to put in a sidewalk along Bond Street
- b. Clay Duckworth proposed a plan to modify the road and sidewalk layout, including the installation of curbs to clearly define the driving surface and improve safety for pedestrians.
- c. Concerns were raised about the loss of space on one side and the impact on large trucks.
- d. Mark and Chief Green had no issues with the design.

- e. Wendy Marrinan suggested prioritizing pedestrian needs over truck access.
- f. The issue of drainage was raised, with the Board suggesting a consultant examine it.
- g. The Board agreed to approve the road width, with other approvals needed later.

Motion: by Susan Ford to approve the road width of Bond Street be 1 ¼ rods pending stormwater plan.
Seconded: by Keri Cole.

Vote: 5-0-0, passed.

4. Agenda policy

- a. Eric went over the agenda policy and reminded everyone to follow it going forward.

5. STR update

- a. The Planning Commission's public hearing is scheduled for Monday, which is the final opportunity for public comment on their year long review of short term rental ordinances.
- b. A joint meeting is scheduled for next Wednesday to discuss the proposed regulations.

6. 1% options tax

- a. The local options tax, which passed on Town Meeting Day, will be in effect starting July 1st.

7. Sewer abatement guidelines

- a. The Board discussed the need for guidelines for sewer abatements and hope to have something ready by June.
- b. The current absence of a tracking system for changes in the number of people living in a home was identified as a problem, with potential solutions including a system based on the number of bedrooms or trying to get people to install a meter.

8. Harry Falconer – TRORC – Energy Coordinator

- a. Harry Falconer, the new Energy Coordinator, discussed his background and his plans for his tenure.
- b. They are working on several energy related projects, including the introduction of electric school buses and the planning of a municipal energy resilience program.
- c. There were some communication issues regarding energy upgrades for the town buildings.
- d. They are working to secure funding for EV fast chargers.
- e. They are focusing on maximizing energy efficiency at the wastewater treatment plant, with plans to implement energy saving technologies.
- f. Harry asked for feedback on his reporting methods and discussed setting future priorities.
- g. Eric suggested including Harry in the goal setting meetings.

H. Main wastewater treatment plant

1. Hoyle Tanner discussion on final design

- a. Kirsten Worden confirmed the proposed site plan, which could accommodate an additional 500 connections, and discussed the potential of adding a 3rd train in the future.
- b. Jon Olin emphasized the importance of public outreach and regular meetings with the Town’s staff to ensure the project meets their needs.
- c. Kirsten expressed the need for operator input in the design process and discussed the use of real time data from instrumentation in tanks to optimize operations.
- d. They discussed the importance of public education and engagement in order to secure a successful vote for the project.
- e. Steven Bauer expressed concerns about the capacity of the wastewater treatment plant and its ability to sustain future growth, with Kirsten reassuring that the plant would not exceed its permit limit.
- f. Eric requested an analysis and cost estimate for increased pipe size, pump size, collection system updates, a 3rd holding station, and increased capacity permits.

2. Executive session 1 VSA 313(1)(A) to discuss a contract that after making a specific finding that premature general public knowledge would clearly place the public body, or a person involved at a substantial disadvantage

Motion: by Laura Powell to enter executive session under 1 VSA 313 (1)(A) at 11:11 am.

Seconded: by Susan Ford.

Vote: 5-0-0, passed.

The Select Board exited executive session and resumed the public meeting at 11:26 am.

I. Other business – none.

J. Approval of minutes

1. 2/2/24 minutes

2. 2/20/24 minutes

- a. Delete Hannah Eames
- b. Add to Prouty permit conditional on them getting a COI to the Town.

K. Adjournment

Motion: by Keri Cole to adjourn the meeting at 11:27 am.

Seconded: by Laura Powell.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Levakis*

Raymond Bourgeois
Raymond Bourgeois (Apr 22, 2024 16:44 EDT)

Susan B. Ford
Susan B. Ford (Apr 23, 2024 16:34 EDT)

Keri Cole
Keri Cole (Apr 23, 2024 18:54 EDT)

Greg Fullerton
Greg Fullerton (Apr 23, 2024 20:30 EDT)

Laura Powell
Laura Powell (Apr 24, 2024 16:03 EDT)












3.19.24 SB Minutes


Final Audit Report


2024-04-24


Created:	2024-04-22
By:	Nicole Nourse (nnourse@townofwoodstock.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbJvwZe0tU1AKrPq7iZjKVDpByT7eBYy


"3.19.24 SB Minutes" History


-  Document created by Nicole Nourse (nnourse@townofwoodstock.org)
2024-04-22 - 6:17:16 PM GMT- IP address: 198.55.236.43
-  Document emailed to rbourgeois@townofwoodstock.org for signature
2024-04-22 - 6:18:51 PM GMT
-  Email viewed by rbourgeois@townofwoodstock.org
2024-04-22 - 8:43:40 PM GMT- IP address: 73.143.110.186
-  Signer rbourgeois@townofwoodstock.org entered name at signing as Raymond Bourgeois
2024-04-22 - 8:44:05 PM GMT- IP address: 73.143.110.186
-  Document e-signed by Raymond Bourgeois (rbourgeois@townofwoodstock.org)
Signature Date: 2024-04-22 - 8:44:07 PM GMT - Time Source: server- IP address: 73.143.110.186
-  Document emailed to sford@townofwoodstock.org for signature
2024-04-22 - 8:44:08 PM GMT
-  Email viewed by sford@townofwoodstock.org
2024-04-23 - 10:17:48 AM GMT- IP address: 172.226.144.53
-  Signer sford@townofwoodstock.org entered name at signing as Susan B. Ford
2024-04-23 - 8:34:57 PM GMT- IP address: 198.55.239.45
-  Document e-signed by Susan B. Ford (sford@townofwoodstock.org)
Signature Date: 2024-04-23 - 8:34:59 PM GMT - Time Source: server- IP address: 198.55.239.45
-  Document emailed to Keri Cole (kpcole@gmail.com) for signature
2024-04-23 - 8:35:01 PM GMT
-  Email viewed by Keri Cole (kpcole@gmail.com)
2024-04-23 - 10:53:56 PM GMT- IP address: 104.28.39.139

 Document e-signed by Keri Cole (kpcole@gmail.com)
Signature Date: 2024-04-23 - 10:54:17 PM GMT - Time Source: server- IP address: 73.249.37.53


 Document emailed to gfullerton@townofwoodstock.org for signature
2024-04-23 - 10:54:18 PM GMT


 Email viewed by gfullerton@townofwoodstock.org
2024-04-24 - 0:27:23 AM GMT- IP address: 198.55.239.16


 Signer gfullerton@townofwoodstock.org entered name at signing as Greg Fullerton
2024-04-24 - 0:30:53 AM GMT- IP address: 198.55.239.16


 Document e-signed by Greg Fullerton (gfullerton@townofwoodstock.org)
Signature Date: 2024-04-24 - 0:30:55 AM GMT - Time Source: server- IP address: 198.55.239.16

 Document emailed to lpowell@townofwoodstock.org for signature
2024-04-24 - 0:30:57 AM GMT

 Email viewed by lpowell@townofwoodstock.org
2024-04-24 - 8:02:49 PM GMT- IP address: 198.55.236.167

 Signer lpowell@townofwoodstock.org entered name at signing as Laura Powell
2024-04-24 - 8:03:12 PM GMT- IP address: 198.55.236.167

 Document e-signed by Laura Powell (lpowell@townofwoodstock.org)
Signature Date: 2024-04-24 - 8:03:14 PM GMT - Time Source: server- IP address: 198.55.236.167

 Agreement completed.
2024-04-24 - 8:03:14 PM GMT