



**Selectmen's Meeting
Tuesday, October 4, 2022
5:00 pm**

Board: R. Gil Rand, Charyl Reardon, Scott Rice

Staff: Judy Welch (Zoom), Cathy Riley (Zoom), Kevin Millar

In-Person Public: Patrick Griffin, Bill Waterhouse, Robert Stahler, James Chesebrough, Kristen Durocher, Helen Jones, Donna Wyre, James Chouinard

Call to Order

Charyl called the meeting at 5:00 pm

Select Board Meeting Procedures

Charyl did some research of other towns' procedures, and then read the rules aloud:

"All meetings of the Town of Woodstock Board of Selectmen shall be open to the public by law, except as provided for by RSA 91-A, and/or for discussions with Town Counsel

In general, the public has no right to speak at an ordinary Selectmen's Meeting unless there is a specific "Public Participation" item on the agenda (see RSA 91-A:2).

Members of the public or any Town department head or outside agency wishing to discuss a matter(s) with the Board of Selectmen at a meeting must submit their request, including the subject matter to be discussed, via mail, email, or phone call to the Selectmen's office by 12:00 pm on the Friday prior to a scheduled meeting in order to be considered for placement on the agenda. Due to scheduling and time constraints, an item submitted is not guaranteed to be placed on the next meeting's agenda.

Rules of Order for Regular Board of Selectmen Meetings - please be respectful to the following:

- *The Selectmen have the option to limit public participation to only the formal "Public Participation" item designated on the agenda.*
 - *When a member of the public wishes to speak, they are to address only the Chairperson and wait for the Chairperson to acknowledge them. Addressing any other individual in attendance is prohibited.*
 - *The Board of Selectmen will not entertain public comments about specific individuals unless the Chairperson deems it appropriate.*
 - *Comments must be courteous. Personal remarks or accusatory comments are always out of order.*
 - *Profanity, disorderly language, or gestures at meetings are prohibited.*
 - *The Chairperson has the right to set a time limit on public comments. Please be concise.*
- ***Public Participation regarding items/subjects on the current agenda:*** *Any member of the public who wishes to address the Board of Selectmen on an item on the current agenda shall make such requests to the Chairperson at the time when comments from the public are allowed.*
- ***Public Participation regarding items that are not on the agenda:*** *Any member of the public may address the Board of Selectmen at the time when comments from the public are allowed. After first stating their name and the subject of their comments, the Chairperson may then allow the comments. Following such comments, the Chairperson may place the matter on a*

future agenda or refer the matter to the Town Administrator or other official for investigation, report, or to take such actions as may be appropriate. Once the member of the public shares his/her comments, there will be no further public discussion on the subject until that future meeting."

Charyl then asked for a motion to accept the rules. Scott made the motion to accept, Gil seconded the motion, and the vote was affirmative.

Before moving on to the next agenda item, Charyl noted to alleviate discomfort, requests to be on the agenda would no longer include the individual's name, only the subject matter.

Approve & Sign Minutes/September 20, 2022

Scott motioned to accept the minutes of September 20, 2022 Selectmen's Meeting. Gil seconded the motion, and the vote was affirmative.

Scaled and Unsealed Notes from Non-Public Sessions/Meetings

Bill Waterhouse asked questions about a meeting with the Town's Attorney on November 2, 2021, regarding public and non-public sessions.

Bill stated that in that meeting, the attorney noted that there were two sets of minutes, some public and some sealed. He questioned what the procedure was to gain access to them.

Charyl informed Bill that he could submit a "Right to Know Request" to gain access to any public document. Charyl deferred to a meeting held in early spring or summer where the Board disclosed some non-public minutes and revealed the dates. Charyl noted that Scott and Judy had opened all the sealed minutes and disclosed the ones that had been erroneously sealed in error.

Bill questioned whether anything was going to be released retro. Charyl stated that those had been reviewed and were part of the disclosure. Scott then added that there were very few left permanently sealed. Charyl said that the minutes that remained sealed dealt with personal, hardship, or financial issues.

Bill clarified that when an individual puts in a request, they have to be specific about the date they are requesting. Charyl agreed.

Judy reaffirmed that all non-public minutes have been reviewed, and anything with information relating to medical, hardship, and personal remains sealed.

Public Works:

Charyl answered Helen Jones's questions about the Public Works Department from the previous meeting.

Highway Garage

Lease Agreement for equipment on Town Property

Charyl stated that there was a lease signed with Dalton Avery on June 30, 2022, during the closing with legal and the lease rent has been paid for the whole year in full.

Race Track Parking/Liability

Charyl state that the Board is working with the Town's attorney and insurance company to draw up an agreement with the racetrack for next season. The Town will require the racetrack to provide a certificate of insurance.

Salt/Sand Shed

The decision was made to postpone and resume the RFP process in 2023.

Scott stated that a wooden structure does not seem like the way to go and that there were a lot of choices on other buildings. He feels that it makes more sense to leave the salt shed there for the winter and take the time to do more research on the salt shed.

Disposal of Old DPW Garage & Firehouse/Applied to New Highway Garage Debt

Scott stated that the plan is to auction the old public works garage and firehouse. Scott noted that the proceeds would be placed in an account established specifically for them, and the money will be used to offset the new highway building debt payment every year. Scott explained that the Board chose to issue a bond, which cannot be paid off early, for the highway garage because they offered lower interest rates and a premium; therefore, the proceeds will be applied to the bond payment every year.

Charyl added tax proceeds will be used to make the bond payments, and then the proceeds from the sales of these two properties will be used to lower the rate so it will show on the expense and revenue sides of the budgets.

Patrick questioned whether a capital reserve would be established for these proceeds. Charyl explained that the warrant articles allowed for the proceeds to be placed in CDs.

Judy added that she is working with DRA, legal, and the Town's auditors to determine where the proceeds will be placed. Judy stated that they would end up either in CDs, trusts, or capital reserves.

Water/Sewer

Explanation of rates/Funding

Scott provided an overview of expenses versus revenues since operating under the new billing rates for water and sewer.

Scott noted that the auditors were supposed to send an explanation on the water and sewer capital reserve funding, which has not been received yet.

Charyl clarified that that was "billed" and was not "all received." Scott confirmed that the revenues are estimated based on what was "billed."

Charyl added that there are waterlines that have to be upgraded in the coming years. Scott noted that the Water Department has an unassigned fund balance of about \$580,000 that could be utilized.

Helen Jones asked if the board ever thought of doing a Woodstock town water and sewer so it would be its own separate system.

Scott answered that he thought that was what they were doing now on paper, but that it would be too much of extra administration and extra board seat volunteers which we have problems filling already.

Capital Improvements

Scott stated that the Town has received two grants, one for \$70,000 and one for \$30,000, that will be used to complete an assessment of the water and sewer system and provide the Town with a 20 to 30-year capital improvement plan.

Helen stated it was a good idea because they should be ahead of the game.

Old/Other Business/Brought forth by the Board

Conservation Commission Update/Merriam Woods

Charyl asked Jim Chesebrough, Secretary to the Conservation Commission to speak on the meeting with the attorney on Thursday, September 22nd, at 10 am regarding the Merriam Woods property.

Jim informed the Board that the Woodstock Conservation Commission had a meeting today, October 4th, at 4:30 to discuss the issues that will be brought out in the minutes. Jim said that one of the direct issues was the Merriam Woods property, a conservation easement to the Town of Woodstock, with an executory interest by The Society for the Protection of New Hampshire Forests. He stated that the Society will take over that property if the Town doesn't do its obligation. He noted that it was a concern from some community members that signs were made, online postings, and 30 to 40 cars on weekends for people going in to climb. It indicates a violation of the deed; the problem is that the Commission is unsure who is responsible. The Commission has sent letters via town council to the climbing associations advertising the location, asking them to change their websites and remove any materials that belong to them; they are awaiting responses. The Commission will meet on October 18th, 2022, from 4:00 to 5:00 pm to discuss this further.

Charyl added that at the last meeting, a public member questioned the classification of Tripoli Road. Charyl noted that the NHDOT website says that from R175 to Avery Farm Road is a town-owned Class 5 Road, and from Avery Farm Road to Waterville, it is federal and classified as a Class 7 road. Charyl stated that she has spoken with the forest district ranger and the forest land surveyor and hopefully will have an answer by the October 18th meeting to clarify if the Town has an agreement to maintain that portion of the road between the Forest Service and the Town of Woodstock.

Jim added that the Town of Woodstock has residents that reside above Avery Farm Road.

Charyl stated that that is why the Board needs to know if there was an agreement and, if not, to get one in place.

Jim wondered if the Town should be plowing a federal road.

Charyl replied not unless there was an agreement in place.

Street & Parking Ordinances & Waivers

Charyl stated that there are still items to be ironed out with the attorney, such as the exceptions and the proper wording.

Because the Selectmen are not the ones maintaining, enforcing, or needing emergency vehicle access, Charyl does not believe it should be the Board's sole discretion to issue waivers.

Charyl is hoping to have some clarity on that at the next meeting along with some of the other recommendations.

Public Participation

There was no public participation.


Adjournment

Gil motioned to adjourn the meeting at 5:32 pm. Scott seconded the motion, and the vote was affirmative.

The public could participate remotely over Zoom by going to www.zoom.us, using the Zoom App on a cellphone, or on a **landline calling 1-646-558-8656 Password: 003948** and entering **Meeting ID: 935 0216 8673 Password: 003948**.

Those wishing to hear the recording of the whole meeting may access it by using this link:

<https://www.youtube.com/channel/UCxMH7OFC8H3KqBhYHsBr53g>


Charyl Reardon, Chairman

October 18, 2022
Date

Scott Rice


R. Gil Rand

