

BOARD OF VILLAGE TRUSTEES
October 13, 2015
7:00 P. M.
Woodstock Town Hall

APPROVED MINUTES

PRESENT: Candace Coburn, Emo Chynoweth, Jeffrey Kahn, Chris Miller, Ward Goodenough, Phil Swanson, Lynn Beach, Don Wheeler, Gregory Camp, Robbie Blish, Beth Finlayson, Michelle Fields, Sally Miller, Macy Lawrence, Dail Frates, Norm Frates, Sue Tomlet, Ron Miller, Eric Nesbitt, Alison Clarkson

CALL TO ORDER

Chairman Coburn called the meeting to order at 7:05PM

ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

(The Board will take up these items at the end of the meeting)

A. Parking moratorium-

B. Executive Session-

CITIZEN COMMENTS

Beth Finlayson, Director of Woodstock Chamber of Commerce, requests a discussion of requesting funds to purchase Holiday lights for the Village trees. Candace suggests adding discussion under Section VIII. New Business, item B.1.

Mr. Miller informed the Board that EC Fiber is moving along with their installation fiber optics network. They are currently installing at the Pomfret School and getting closer to Woodstock.

REQUESTS FOR PERMITS- PARADE PERMITS

1. Woodstock Elementary School-Halloween Parade

MOTION by Mr. Miller to accept the application for the Woodstock Elementary School-Halloween Parade on October 30, 2015, as presented.

SECONDED by Mr. Goodenough

VOTE Passes unanimously, 5-0-0.

2. Zack's Place-Turkey Trot Race

Ms. Dail Frates, Executive Director of Zack's Place Enrichment Center represented the application. Ms. Frates recapped that approximately 9,000 folks participated and attended last year's fund raising event and everything went without a hitch. The event includes approximately 50 volunteers who assist with many things including safety and traffic control. Ms. Frates will coordinate the event with Chief Blish.

MOTION by Mr. Kahn to accept the application for Zack's Place-Turkey Trot Race on November 26, 2015, application as presented.

SECONDED by Mr. Miller.

VOTE Passes unanimously, 5-0-0.

3. American Legion-Veteran's Day Parade

Ms. Sue Tomlet represented the application. This application is similar to past applications for this parade, the same route is requested.

4. American Legion-Memorial Day Parade

Ms. Tomlet represented the Memorial Day Parade application too. She stated that there are no proposed changes to this application. The same parade route as in years past.

MOTION by Mr. Miller to approve the parade applications for the American Legion's Veteran's Day Parade on November 11, 2015, and the Memorial Day Parade on May 28, 2016, as presented.

SECONDED by Mr. Kahn.

VOTE Passes unanimously, 5-0-0.

B. USE OF THE VILLAGE GREEN

1. Zack's Place-Turkey Trot Race-Request use of the Green

The application presented has no changes from last year's event. The Green is the gathering place for the Turkey Trot Road Race.

MOTION by Mr. Kahn to approve the application for Zack's Place-Use of The Green application as presented for their race on November 26, 2015.

SECONDED by Mr. Miller.

VOTE Passes unanimously, 5-0-0.

2. Sustainable Woodstock-Bookstock 2016

Ron Miller, Bookstock Board Chair, presented the application. Mr. Miller stated that the 2016 event would have the same format, same number of tents on The Green and same use of the buildings as last year. Mr. Miller informed the Board that an estimated 500 people were in attendance at Ron believes an estimated 500 people attended this event last year.

MOTION by Mr. Miller to accept the Use of The Green permit application for Bookstock 2016 on July 28 – July 31, 2016, as presented.

SECONDED by Mr. Chynoweth.

VOTE Passes unanimously, 5-0-0.

3. Chamber of Commerce-Peak to Peak

Beth Finlayson, Director of the Woodstock Chamber of Commerce, represented the application. This event has been a joint activity with the National Park Service, Sustainable Woodstock and Billings Park Commission to promote the use of some of the Town of Woodstock's numerous trails. This event is an opportunity for residents, families, and visitors to hike Mt. Tom and Mt. Peg on guided tours and then return to The Green to enjoy refreshments. Ms. Finlayson stated that this is the same application as last year.

MOTION by Mr. Chynoweth to approved the application for Use of The Green for the Chamber of Commerce's Peak to Peak event on October 17, 2015.

SECONDED by Mr. Goodenough.

VOTE Passes unanimously, 5-0-0.

I. POLICE CHIEF'S REPORT

Chief Robbie Blish presented an example of the candy bags to be donated for the Halloween Trick or Treat Event and for the Halloween Parade. Chief Blish informed the Board that there are collection bins at Town Hall (first floor) and at Mac's Market.

(Mr. Chynoweth stated there is another donation site at the Woodstock Elementary School.)

Chief Blish updated the Board about the Drug Take Back program which received 27.5 pounds of prescription drugs in the collection bin at the Woodstock Police Department. Statewide collection totaled approximately 5,800 lbs. of old or unused prescription drugs. A secure collection box for prescription drugs is still available for residents to use at the Emergency Services Building. Chief Blish stated that a press release is published typically twice a year, regarding this program. He encourages folks who wish to discard their old or unused prescriptions, to remove all labeling from the containers.

Chief Blish informed the Board that Beth Therrien, Dispatch Supervisor, has completed a car seat safety certification program. Ms. Therrien is now available to assist residents on how to properly install car seats into their vehicles. Contact Ms. Therrien at the Dispatch to schedule an appointment.

November will be next Coffee with Chief event. The place, date and time will follow.

Chief Blish stated that his staff attended domestic violence training and he participated the domestic violence committee.

II. VILLAGE MANAGER'S REPORT

Mr. Swanson states the paving project in the Village went well and is satisfied with the job. Mr. Swanson introduced a new project of producing a new Village Ordinance book which will contain all the Ordinances in an easily referenced manner.

Newspaper articles were distributed to the Board members regarding the Star and Cross on Mt. Tom for information only. Mr. Swanson informs the Board that the Valley News will be running an article about parking meters in their Sunday, October 18th edition.

Mr. Swanson updated the Board about his request for an extension of the Park & Ride Grant which has a current completion date of December 31, 2015.

III. OLD BUSINESS

1. Snow Dump Extension

Phil stated that the Option with the Woodstock Resort Corporation needs to be extended beyond the current date of October 31, 2015. He has spoken with Mr. Thulander who has agreed to an extension. The extension would allow for additional time for the Town to secure grant funding to build the new Snow Dump. The Snow Dump project does not need to be completed just that the Town has more time to obtain environmental clearances.

MOTION by Mr. Miller to extend the Option to purchase to Snow Dump property from the Woodstock Resort.

SECONDED by Mr. Goodenough.

VOTE Passes unanimously, 5-0-0.

2. Park & Ride/Electric Vehicle (EV) Charging Station

Mr. Swanson stated that there are two funding options for an EV Charging Station at the Park & Ride.

Option 1-Park & Ride Grant- would pay 100% of the cost of installing the Stations.

Option 2- State EV Grant- allows would pay 75% of eligible costs if a grant is approved.

Both grant submittals require a proposed budget which has been difficult to obtain as the companies contacted who install charging stations have not been responsive. Mr. Swanson has also been researching how to provide electricity to the site. The electric would come from across the street on the Mac's Market side. Electricity could be run to a pole over the street to the Park & Ride property, then brought underground to the site or another option would be to keep the electricity above ground, on poles to the site which would require additional tree cutting.

Mr. Swanson has submitted an application for a 2016 Park & Ride Grant to enhance the site with pavement. He plans on making an application for the 2017 season for installation and wiring of the EV stations.

Mr. Kahn shares a website to look into funding options for EV Charging stations. That website is plugshare.com

Ms. Sally Miller understands there are many pieces of the Park & Ride project and wonders if it would be possible to obtain information on all that has and is occurring.

Mr. Swanson stated that he has contacted the abutting property owner Mr. Alsup, to share engineering costs, but has received no response. He would like to consider continuing with the plan for getting construction on budget and will attempt contact with Mr. Alsup again.

Ms. Coburn requests a **site walk** at the Park & Ride project for **Tuesday, October 20, 2015, at 12:00 NOON**. Members are to meet at the site on Pleasant Street.

In response to a question regarding electricity charges for car chargers, Mr. Swanson stated that the Village is not allowed to charge for the electricity for charging. The Village can charge for a meter though.

Ms. Jill Davies inquires as to parking and placing a future charging station around The Green.

IV. NEW BUSINESS

A. Court House Parking-Request to Modify

Phil clarified that the Court House would like two more spaces from October to June with an annual fee of \$1,000 per calendar year for the two spaces. These spaces would be open for public parking on Saturday & Sunday. Library would like to request an increase to rent cost. Memo distributed to Board at time of meeting.

MOTION by Mr. Miller to approve the Court House request to modify the parking spaces.

SECONDED by Mr. Goodenough.

VOTE Passes unanimously, 5-0-0.

B. Lighting around Village Green

Ms. Coburn stated that the Woodstock Inn would like to light the fence around the Village Green again this winter.

Mr. Chynoweth requests that if approved that the strand lights be less tightly wrapped around the posts.

Mr. Miller stated that the Chamber of Commerce pays the electricity for the lights and suggested that the Village consider reimbursement to the Chamber for this cost.

Ms. Coburn suggests that the Chamber submit a bill to the Board of Village Trustees. She stated that this year's request is for lighting to remain until March 15th.

MOTION by Mr. Goodenough to approve the request from the Woodstock Inn for lighting on The Village Green until the end of February.

SECONDED by Mr. Miller.

VOTE Passes unanimously, 5-0-0.

1. Chamber of Commerce request for assistance in purchasing Holiday lights for The Village.

Ms. Finlayson thanked the Board for contributing to the purchase of the Holiday lights last year and is requesting the balance of money in the beautification account be put towards this years' lights. The Chamber would like to start a fundraising campaign for Village lighting. These lights would have to be purchased every year as lights are taken out by vehicles and snow throughout the season. Ms. Finlayson estimated the cost at \$13/strand.

MOTION by Mr. Kahn to allow for the balance of the beautification funds to be targeted for Holiday lighting.

SECONDED by Mr. Chynoweth.

VOTE Passes unanimously, 5-0-0.

C. Discussion of Woodstock Brand

Ms. Finlayson presented a Power Point presentation to introduce a new brand for Woodstock.

Mr. Kahn stated that a tie in with the Star on Mt. Tom to the star in logo would be good as long as the Mt. Tom Star continues to be lit.

Mr. Miller would like to discuss using brand throughout the Town and Village.

Ms. Coburn thanks the Brand Committee for their work and encourages everyone to embrace the brand and phase in its' use.

The Board recognized that the Star is no longer under the control of the Town/Village.

Ms. Coburn suggests that the Board voice their support to the landowner for the lighting of the Star.

All members voted their support for the lighting of the Star.

D. Presentation of Proposed Recycling/Trash bins for the Village by Sustainable Woodstock

Ms. Sally Miller, Executive Director of Sustainable Woodstock distributed information on trash and recycle bin designs to the Board. Ms. Miller informed the Board that because of the enactment of Vermont's Universal Recycling Law, ACT 148, mandated recycling requires both trash and recycling bins. Ms. Miller is looking for direction from the Board as to how to move forward with this project as the proposed bins are in the \$1,500/a piece range. She will make an application to the Economic Development Reserve Fund to pay for the barrels.

Ms. Coburn would like the Board to come to an agreement on the design for the bins.

Ms. Miller also distributes the Recycling Protocol for events on The Green.

V. APPROVAL OF MINUTES-From September 8, 2015 Meeting

MOTION by Mr. Kahn to approve the minutes with one correction, from the September 8, 2015 meeting.

SECONDED by Mr. Goodenough.

VOTE Passes unanimously, 5-0-0.

VI. OTHER BUSINESS

None

VII. REVIEW EXPENSE WARRANTS

VIII. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

A. Parking moratorium-

Ms. Coburn asks for input from the Board. It has been suggested that the Board consider a Parking moratorium for April.

Phil distributes paperwork from parking moratorium done 10 years ago.

MOTION by Mr. Miller to enact a parking moratorium for the month of April 2016.

SECONDED by Mr. Goodenough

VOTE Passed unanimously, 5-0-0.

B. Executive Session-

MOTION by Mr. Kahn to enter Executive Session to discuss Personnel matter at 8:47PM

SECONDED by Mr. Goodenough.

MOTION by Mr. Miller to come out of Executive Session at 8:54 PM.

SECONDED by Mr. Goodenough.

IX. ADJOURNMENT

MOTION by Mr. Chynoweth to adjourn the meeting at 8:58PM.

SECONDED by Mr. Kahn

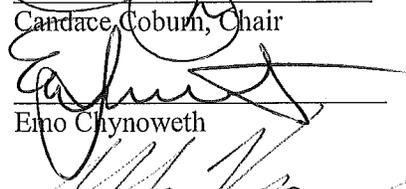
VOTE Passes unanimously, 5-0-0.

Respectfully submitted,

Lynn Ellen Beach



Candace Coburn, Chair



Eino Chynoweth



Jeffrey Kahn



Chris Miller



Ward Goodenough