

**Draft –subject to final approval  
BOARD OF VILLAGE TRUSTEES**

**June 9, 2015**

**PRESENT:** Candace Coburn, Emo Chynoweth, Jeffrey Kahn, Chris Miller, Ward Goodenough,  
Phil Swanson, Mary Riley,  
Barbara Bartlett, Beth Finlayson, Mary MacVey, Kerry Rosenthal,  
Macy Lawrence, Katy Savage.

**I. CALL TO ORDER**

**Ms. Coburn called the meeting to order at 7:05 P.M.**

**II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA**

On a motion of Mr. Miller, second Mr. Chynoweth the Board of Village Trustees voted to approve the following additions to the posted agenda to be considered under Other Business:

Application for Use of Highway Right of Way to Plant Trees

Proposals for Phase 1 Environmental Site Assessment

Hazard Mitigation Plan

Consider Request to Adjust Court House Rental of Parking Spaces in Library Lot

Motion approved.

**III. MEET WITH SEAWARD MANAGEMENT INVESTMENT BANKER**

Tom Woodhouse of Seaward Management presented an overall review of the status of the Endowment Investment originally established more than twenty years ago with \$600,000.00.

The well diversified portfolio has given the Town excellent long term results. The original gift has been nearly taken as an annual disbursement and the fund has grown to 1.6 million dollars.

Mr. Woodhouse explained those investments that are doing well, some better than expected and those that are not doing as well as anticipated. Overall the fund is doing well.

The well written conservative policy has good parameters eliminating excessive risks. The advisory agreement will be updated and forwarded to Mr. Swanson for Board approval and signature.

**IV. CITIZEN COMMENTS**

Kerry Rosenthal representing the Library asked permission to locate an Airstream Trailer within two parking spaces in front of the Library for a couple of days at the end of August.

The airstream trailer is owned by Frog Hollow Craft Center and contains a mobile art gallery. The trailer can be left overnight in a parking space since there is no parking prohibition overnight in the summer.

Discussion followed during which it was determined that the trailer would only need one parking space. If the weather cooperates the trailer may be placed on the Library lawn.

On a motion of Mr. Kahn, second Mr. Goodenough, the Board of Village Trustees voted to approve Frog Hollow Craft Center mobile art exhibit to use one parking space for two days at the end of August. Motion approved.

Beth Finlayson of the Chamber of Commerce asked the Board of Village Trustees if they would consider allowing the expansion of the Welcome Center, owned and operated by the Town, to expand on Village property (whereon it is located) in order to relocate the office of the Chamber of Commerce.

A consensus of the Board indicates this would be acceptable and to keep the Board advised of progress with this project.

Mary MacVey presented news about the East End Action Groups events at the area where the Riverfront Park will eventually be located. May 30 a cleanup day brought about 45 people for overall maintenance and trash removal from the winter snow storage. Another cleanup crew will be there soon again to continue this work.

Derek Demas, neighbor of the park is organizing a knotweed control team and they hope to make a plan to control the invasive plant going forward.

A J Alsup, abutter to the Park and Ride facility to be constructed soon, offered to confer with the Board regarding the right of way and traffic flow between the two properties. The Board of Village Trustees agreed to a sight visit on Tuesday July 14, 2015 at 6:30 P.M. before their next regularly scheduled meeting.

## **V. REQUESTS FOR PERMITS**

Pentangle Request for Use of the Green – Light Garden

Barbara Bartlett was present on behalf of the Visual Arts Committee of Pentangle. The Light Garden event has been rescheduled for the last weekend in September, Friday, and Saturday evenings September 25 and 26. The sculptures will be removed before Sunday afternoon.

On a motion of Mr. Goodenough, second Mr. Kahn the Board of Village Trustees voted to approve a permit for the Light Garden on the Green on September 25 and 26. Motion approved.

## **VI. POLICE CHIEF'S REPORT**

Chief Robbie Blish reported on Department Training.

Kevin Wilson is not a federally certified truck inspector, the Department now has two inspectors, Officer Wilson and Sgt. Swanson.

Jim Otranto is working to become a certified assistant medical examiner in the territory from southern Orange to northern Windham County, including Windsor County.

Sgt. Swanson has had some domestic training with the F B I.

Jeff Kahn asked about the speed readers, Chief Blish has no new information.

VT Alert is fully operational now.

Alumni parade will be well covered this weekend. Additional patrols during graduation season will be paid for through state grant. There is a Text to Tip number, where individuals can anonymously give information about any underage drinking parties taking place. The text number is on the Police Facebook Page.

Chief Blish will present information about outstanding parking tickets at the next meeting.

Chief Blish reported that Beth Therrien, new dispatch coordinator has begun work and he will bring Beth to the next meeting to meet the Board.

## **VII. VILLAGE MANAGER'S REPORT**

Mr. Swanson reported that the snow dump archeological study has been completed. There were no remnants of pre-civilization artifacts found.

An environmental assessment must be completed and Two Rivers is looking to increase the amount of the grant. Sustainable Woodstock will be supporting an increase in the local match. The time line is not known for this work to be complete but it is most likely there will be a need to further extend the purchase and sales agreement for the property.

The environmental study is a Federal requirement.

Mr. Swanson gave an update on the Village working to comply with H-148 relating to recycling.

## **VIII. OLD BUSINESS**

### **A. Designate Two Rivers-Ottawaquechee Regional Commission as Grant Administrator for the Snow Dump Construction Project**

On a motion of Mr. Miller, second Mr. Chynoweth the Board of Village Trustees voted to appoint Two Rivers Ottawaquechee Regional Commission as Grant Administrator for the Snow Storage Relocation. Motion approved.

### **B. Public Information Meeting Re: Safe Routes to School**

The Board of Village Trustees set the date for the Public Information Meeting for Safe Routes to School as July 14, 2015 at their regular meeting following the Special Village Meeting that evening.

### **C. Additional Dates for Outdoor Events at Woodstock Inn**

Additional dates for outdoor events at the Woodstock Inn were reviewed, June 5 and July 3.

### **D. Attorney Review of Design Review Amendments Passed Last Month**

The Board reviewed a memorandum from Planning and Zoning Administrator Michael Brands indicating that the Amendments to Design Review Regulations passed last month have been reviewed by the village attorney and they meet the requirements specified by the court, specifically related to shutter retention on buildings. Additionally he made some suggestions for the next review and revision of the document.

## **IX. NEW BUSINESS**

### **A. Sign Warning for Special Village Meeting**

On a motion of Mr. Miller, second Mr. Kahn the Board of Village Trustees voted to sign a warning for a Special Village Meeting on July 14, 2015 to use Reserve Funds for Parking Facilities in construction of the Park and Ride Project. Motion approved.

### **B. Open Letter to Village Property Owners Re: Village Design Review**

Don Olson was present to review a letter drafted by the Design Review Board Chair as a reminder that Design Review District Regulations must be followed. The letter would appear in the Vermont Standard as an open letter to all who may not realize this is important before beginning a project.

Trustees agree the letter is a good way to inform new owners and remind those who have been living in Woodstock and suggested going one step further to include a notice in tax bills annually as a reminder, with other miscellaneous information.

#### **IX. APPROVAL OF MINUTES**

On a motion of Mr. Goodenough, second Mr. Miller the Board of Village Trustees voted to approve minutes of the meeting of May 12, 2015 with one correction. Motion approved.

#### **X. OTHER BUSINESS**

##### **A. Application for Use of Highway Right of Way to Plant Trees**

The Board reviewed an application for Use of the Highway Right of Way to locate trees in the Highway Right of Way at the Melbostad residence at 6 Mountain Avenue.

On a motion of Mr. Miller, second Mr. Goodenough with an approved amendment proposed by Mr. Kahn, the Board of Village Trustees voted to approve a permit for Use of the Highway Right of Way to plant trees at 6 Mountain Avenue. The permit includes the condition that the trees will be removed if the Village needs to use the space, and the owner is responsible to trim the branches so they do not affect the road; if the owner does not the Village Department will trim the branches. Motion approved.

##### **B. Proposals for Phase 1 Environmental Site Assessment**

HUD has required an environmental assessment as a condition of the Snow Dump grant. Two proposals were received for the environmental assessment.

On a motion of Mr. Chynoweth, second Mr. Goodenough, the Select Board voted to accept the proposal of Harper Environmental to conduct an environmental study at the site of the new snow storage location. Motion approved.

##### **C. Hazard Mitigation Plan was reviewed and approved in February, the document is ready for signature.**

On a motion of Mr. Goodenough, second Mr. Chynoweth the Board of Village Trustees voted to approve the Hazard Mitigation Plan for the Town and Village. Motion approved.

Ms. Coburn and Mr. Miller signed the document as required.

##### **D. Consider Request to Adjust Court House Rental of Parking Spaces in Library Lot**

The Court House has requested a revision to the agreement to rent spaces at the Library parking lot, as follows. Rent 4 spaces for the entire year @ \$750.00 per space, and 8 spaces for 6 months for \$375.00 per space.

On a motion of Mr. Chynoweth, second Mr. Miller the Board of Village Trustees voted to approve the adjustment to the agreement with the Court House for parking in the library lot as follows 4 parking spaces all year @\$750.00 per space and 8 spaces for 6 months @ \$375.00 per space, for a total of \$6,000.00 per year. Motion approved.

##### **E. Mr. Kahn asked questions about the Financial Report and Mr. Swanson responded.**

#### **XII. REVIEW EXPENSE WARRANTS**

The Board of Village Trustees reviewed and signed Expense Warrants of the Village.

### **XIII. ADJOURNMENT**

On a motion of Mr. Miller, second Mr. Kahn the Board of Village Trustees voted to adjourn the meeting following review of the Expense Warrants. Motion approved.

The meeting was adjourned at 8:25 P.M.