

**BOARD OF VILLAGE TRUSTEES  
MEETING**

**December 8, 2015**

**6:45 P. M.**

**Woodstock Town Hall**

**APPROVED MINUTES**

**PRESENT-**Candace Coburn, Emo Chynoweth, Ward Goodenough, Chris Miller, Jeffrey Kahn, Phil Swanson, and Lynn Beach

**OTHERS PRESENT-** John Mudgett, Tyler Kimberley, Chief Blish, Beth Finlayson, Macy Lawrence

**I. CALL TO ORDER**

After a Joint Meeting with the Select Board, Ms. Coburn called the meeting to order at 7:05PM.

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

**1. Correspondence from David Brown Memo**

Ms. Coburn read the letter from Mr. Brown into the record. Mr. Brown proposes to install one Luke II Parking Pay Station meter at his offices at the Mill Building. He proposes to include the Town Manager, Village Trustees and Chief of Police to take part in the configuration and evaluation of the device. Mr. Brown is requesting Trustee approval to install this device which is a programmable parking meter system able to take credit cards.

Mr. Swanson stated that the Trustees can schedule a demo from the meter company and that the approximate cost of the pay station is \$8,000.

Ms. Beth Finlayson, Director of the Woodstock Chamber of Commerce, shared that Economic Development Commissioner Barry Millstone has done a lot of work reviewing the previous parking studies and other research. She would like to suggest that Mr. Millstone and Mr. Brown present each of their findings to the Village Trustees.

Mr. Miller informed the Board that this system is flexible for both the user and the Village as the machines are computerized and can be programmed. Mr. Miller stated that these meters still do need enforcement.

Mr. Goodenough offered that fines can be tailored to the violation and then asked about upkeep costs. Mr. Goodenough suggested to arrange a meeting with a demo of the device and to invite to Mr. Brown and Mr. Milstone.

Mr. Kahn brought up a concern that this electronic system could all go down at once, however he does believe this is something to look into.

The Board was in agreement to arrange a demo and invite Mr. Brown, Mr. Milstone of the EDC.

Mr. Swanson will work on arranging this.

### **III. JOINT MEETING WITH SELECT BOARD**

**\*\*SEE JOINT MEETING MINUTES ON SEPARATE PAGE\*\***

- a) **Welcome Center Land and Proposed Chamber of Commerce Office**
- b) **Trust Fund Investments**
- c) **Budget FY2017 Salaries**

### **IV. MEET WITH AUDITORS TO REVIEW FY2015 AUDIT**

Mr. John Mudgett and Mr. Tyler Kimberley) of Mudgett, Jennett & Krogh-Wisner, PC, addressed the Board.

Mr. Mudgett stated that overall the audit review process went smoothly. He informed the Board that the Village implemented a new reporting standard. He stated that there were positive results. He informed the Board that the audit went smoothly this year.

Ms. Coburn asked for clarification of police contract regarding charges for services.

The Board and the auditors thanked Anna for her good work.

### **REQUESTS FOR PERMITS**

- a) **Permit for Use of the Village Green-**

#### **1. Woodstock Art Festival-**

Ms. Finlayson presented the application which will be the same as previous year's events however she requested time for set-up.

**MOTION** by Mr. Kahn to approve the application for the Woodstock Art Festival permit on September 10 & 11, 2016, as presented with set-up time.

**SECONDED** by Mr. Miller.

**VOTE** Passed unanimously, 5-0-0.

**2. Market on the Green**

Ms. Finlayson presented the application and stated that this event would be the same as the previous year.

Ms. Coburn requested that all tents be removed after each event.

**MOTION** by Mr. Goodenough to approve the Market on the Green permit from June 8-October 12, 2016, as presented.

**SECONDED** by Mr. Kahn.

**VOTE** Passes unanimously, 5-0-0.

**3. Maple Madness**

Ms. Finlayson presented the application which will be the same event as last year however the old maple tree has been removed from the Green. She stated that other activities will take place.

**MOTION** by Mr. Miller to approve the Maple Madness Permit on March 26, 2016, as presented.

**SECONDED** by Mr. Goodenough.

**VOTE** Passes unanimously, 5-0-0.

**b) Permit to Hold an Event on Public Street-**

**1. Taste of Woodstock**

Ms. Finlayson presented the application which includes a Use of Sidewalk Permit for this event.

Mr. Kahn asked about the time period requested and believes that Sunday should not be included in the Sale. He suggested that Ms. Finlayson consider removal of this day from the request at this time. This date could be reconsidered at a later date.

**MOTION** by Mr. Kahn to amend the Taste of Woodstock Use of Sidewalk Permit for Friday and Saturday, August 12 and 13, 2016.

**SECONDED** by Mr. Miller.

**VOTE** Passes unanimously, 5-0-0.

**MOTION** by Mr. Kahn to approve the application for the Taste of Woodstock on August 13, 2016, as presented.

**SECONDED** by Mr. Miller.

**VOTE** Passes unanimously, 5-0-0.

**2. Covered Bridge Half Marathon**

Ms. Finlayson presented the application. This event will have the same course as the past events.

**MOTION** by Mr. Chynoweth to approve the permit for the Covered Bridge Half Marathon on June 5, 2016.

**SECONDED** by Mr. Miller.

**VOTE** Passes unanimously, 5-0-0.

**V. POLICE CHIEF'S REPORT**

Chief Blish stated that the Turkey Trot had the most participants ever. There were no issues with the event.

The next Coffee with the Chief is tentatively scheduled for Thursday, January 21<sup>st</sup> at the Rec Center.

The Police Department successfully participated with Governor's Click It/Ticket Program over Thanksgiving and the Department will be participating with the Governor's DUI program over the upcoming holidays.

Sargent Swanson and Officer Wilson presented a program for the Driver's Education class which simulates impaired driving by wearing a special type of eye glasses. The equipment for this program was awarded through a grant from Governor's Highway Safety fund.

Chief Blish then updated the Board on the status of the crash on the Village Green. Three different citations for the crash were levied and this case is now considered completed.

In closing, Chief Blish reminded all that with Wassail Weekend coming up there will be traffic delays. Warnings about these delays have begun to be posted.

**VI. VILLAGE MANAGER'S REPORT**

Mr. Swanson spoke about the Park & Ride Project site. The stone wall is being constructed to result in a finished wall height of 22"-24". He has spoken with the abutting land owner A.J. Alsup to discuss a proposed land swap. Mr. Alsup agrees that this is a fair land swap. More survey and deed work has to be done if this proposal goes forward. Mr. Swanson reminded the Board that ultimate approval of any town land swap (within the Village) has to be voted on by Village voters.

Update of the Village Green fence status, the temporary fence has been constructed by Village employees and is in place. The Board thanked the employees for their hard work and good job on the fence.

Mr. Swanson discussed the replacement of the light pole on the Green which was taken out by the crash. He asked that the Board think about replacing the missing light pole with a fiberglass pole, which would require less maintenance.

A grant extension for the Snow Dump project has been submitted. Mr. Swanson informed the Board that the archeology report came back clean and the environmental review was back favorable for the site. He is waiting for the State to process the wetlands review. No timeline given.

**a) Village Financial Report**

No discussion.

**VII. OLD BUSINESS**

**a) Woodstock Brand Logo**

Ms. Coburn asked to revisit the Woodstock Logo discussion.

Ms. Finlayson stated that items with the Logo will be available as of Saturday, December 12<sup>th</sup>.

Ms. Coburn informed the Board that Efficiency Vermont will be looking for ways to make the Star on Mt. Tom efficient.

**VIII. NEW BUSINESS**

**a) Snow Dump**

**1. Financial Update**

Mr. Swanson gave an update of the Snow Dump in his Manager's Report.

The Board reviewed the cost sheet of the Snow Dump.

**2. Discussion of Two Rivers Ottawaquechee Regional Committee Contract**

Mr. Swanson stated that this contract is for grant administration of both State and Federal grants once awarded.

**MOTION** by Mr. Miller to approve the Municipal Manager to enter into the contract for grant administration with the Two Rivers-Ottawaquechee Regional Commission in an amount not to exceed \$4, 113.00.

**SECONDED** by Mr. Kahn.

**VOTE** Passes unanimously, 5-0-0.

**b) Park & Ride**

**1. Electric Vehicle (EV) Charging Station**

Mr. Swanson informed the Board that he has put in for a grant for next year for light fixtures and paving. He has been informed that the State is open to reviewing another grant application for this site for the following year to be used for the EV charging stations.

**2. Tree Pruning**

Mr. Swanson reviewed his memo to the Board in which he stated:

Behind the two fences are trees that require pruning, removal, and thinning.

The Trustees agreed with the need to do this work.

**X. SCHEDULE BUDGET WORKSHOPS**

The Board has scheduled their first Budget Workshop for Thursday, December 17, 2015, from 8:00AM to 9:00AM in the Conference Room at the Town Hall.

**XI. APPROVAL OF MINUTES-From November 10, 2015, December 1, 2015**

With no changes to the minutes of November 10, 2015 Minutes-

**MOTION** by Mr. Miller to approve the minutes of the November 10, 2015 meeting.

**SECONDED** by Mr. Chynoweth.

**VOTE** Passes unanimously, 5-0-0.

With no changes to the minutes of the December 1, 2015 Minutes-

**MOTION** by Mr. Kahn to approve the minutes of the December 1, 2015 Special Meeting.

**SECONDED** by Mr. Miller.

**VOTE** Passes unanimously, 5-0-0.

## **XII. OTHER BUSINESS**

None

## **XIII. REVIEW EXPENSE WARRANTS**

## **XIV. ADJOURNMENT**

**MOTION** by Mr. Chynoweth to adjourn the meeting at 8:49PM.

**SECONDED** by Mr. Miller.

**VOTE** Passes unanimously, 5-0-0.

Respectfully submitted,

Lynn Ellen Beach

Candace Coburn, Chairman

Emo Chynoweth

Ward Goodenough

Chris Miller

Jeffrey Kahn