

**WOODSTOCK  
BOARD OF VILLAGE TRUSTEES  
SELECT BOARD  
JOINT BOARD MEETING  
July 12, 2016  
7:00 P. M.  
Woodstock Town Hall  
DRAFT MINUTES**

**DRAFT-Subject to approval**

**PRESENT:** Candace Coburn, Emo Chynoweth, Jeffrey Kahn, Ward Goodenough, Cary Agin, Grettie Howe, John Doten, Bob Holt, Phil Swanson and Lynn Beach

**OTHERS PRESENT:** Macy Lawrence, Sgt. Joe Swanson, Elizabeth Finlayson, Don Wheeler, Dale Frates, Ron Miller, David Green, Christopher Sparkes, Michael Brands, Jeff Bendis, Nick Ferro, Max Comins, Katy Savage, and Sam Segal

**I. CALL TO ORDER**

Ms. Coburn called the meeting to order at 7:00PM.

**II. CITIZEN COMMENTS**

**a) Letter from residents of “Terrace” Street/South Street Terrace**

A letter was received from Mr. & Mrs. Christopher Sparkes, Paul Amato, Patricia Kristen, John Steinle, and Cathleen Shay regarding the recently installed street sign.

They are requesting that the name of the street they live on (Terrace Street) be returned to its former name of South Street Terrace.

Mr. Sparkes represented the request. He inquired about a similar naming of two streets in the Village. He was concerned about location on web based mapping systems, mortgage deeds, etc.

Mr. Swanson referred the Board to their packet which showed that the street name was changed to Terrace Street by the Village Trustees in 2008. The reason for the change was for emergency management and compliance with the State’s E-911 system.

Fire Chief David Green spoke that time and good information is critical for response time during an emergency. He suggested staying with the Terrace Street designation given in 2008.

**MOTION** by Mr. Kahn to retain the name of South Street Terrace based on the history and the desire of the residents

**SECONDED** by Mr. Chynoweth.

**DISCUSSION** No Discussion

**VOTE** 2-3-0, Motion did not carry.

Mr. Sparkes was invited to return to Board next month with a suggested street name change other than South Street Terrace.

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

**a) Presentation from Parking Sub-Committee-Action Plan**  
(Moved to Old Business)

**b) Accounting Records Clarification**

**MOTION** by Mr. Kahn to reclassify the “Parking Facility Fund” from “Committed” to “Assigned” allowing the Board of Village Trustees the ability to access the account.

**SECONDED** by Ms. Coburn

**DISCUSSION-** Mr. Goodenough asked for clarification.

**VOTE** 5-0-0, Motion passed unanimously.

#### IV. OLD BUSINESS

##### a) Elm Trees on the Green

Mr. Don Wheeler, Village Tree Warden discussed the condition of six elm trees on the Green that are sick with Dutch elm disease. He stated that these trees will need to be taken down. Once the trees are down, the stumps can be processed later.  
Mr. Swanson received two bids for the proposed work.

**MOTION** by Mr. Chynoweth to accept the Timber Tenders bid of \$900.00, which does not include stump grinding for the removal of the six diseased elm trees on the Green.

**SECONDED** by Mr. Kahn

**DISCUSSION** No Discussion

**VOTE** 5-0-0, Motion passed unanimously.

##### b) Presentation from Parking Sub-Committee-Action Plan

Mr. Segal presented the action plan from the Sub-Committee. One of the recommendations was to install newer meters which accept both coin and credit/debit cards. A quote was presented to the Board in the amount of \$12,522.50 for 150 MK3 Refurbished Solar Powered Credit Card & Coin meters. This quote included a 1 year warranty, monthly meter software fee, and credit card fees.

The action plan included a recommendation for a tiered meter system which would mean paying less for parking time the farther away from the Village downtown area.

The topic of employee parking was addressed in the plan with the recommendation of utilizing the 16 parking spaces, located behind the Welcome Center on Mechanic Street as an employee lot. The lot would be gated but would continue to allow for overnight parking.

Mr. Kahn spoke of a lottery system for all businesses in the Village with full-time employees.

Mr. Ferro stated that the price of \$10,000 is the quote for installation of the gate.

Ms. Coburn suggested to introduce the new meters first, then the employee lot with a gate at a later date for purposes of being able to extrapolate the data for use of the new meters first and then the employee lot.

**MOTION** by Mr. Chynoweth to accept the purchasing of 150 refurbished MK3 Solar Powered parking meters which includes a 1-year warranty, installation, shipping, batteries and additional fees for the price quoted of \$12,522.50 from IPS Group, Inc., as presented with the funds for the meters to come from the parking fund account and to approve the Parking Sub-Committee to submit a request for a one-time grant to the Economic Development Committee for the proposed gate expenses.

**SECONDED** by Mr. Agin

**DISCUSSION**-No Discussion

**VOTE** 5-0-0, Motion passed unanimously.

Ms. Coburn thanked the Sub-Committee for their hard work.

#### V. NEW BUSINESS

Mr. Holt called the meeting of the Select Board to order at 7:21PM.

##### a) 2016 Comprehensive Town Plan

The Board reviewed a memo supplied by Michael Brands regarding the 2016 Comprehensive Town Plan. The plan includes two changes to the Town/Village Plan which are:

1. The Village Center Designation section to be added on page 25.
2. A Flood Resiliency Chapter to be placed at the end of the Plan.

Mr. Brands informed the Boards about the additions and changes to the Town/Village Plan.

Mr. Holt asked about the Village Center Designation boundary difference with the actual Village boundary.

Mr. Brands explained that the Village Center Designation offers tax credits for the revitalization of buildings in a commercial/business district. He stated that Town/Village Plans are now approved for eight years. Once approved the TRORC has a hearing scheduled for July 27th.

Mr. Kahn inquired about getting the information about possible revitalization funds to building and business owners.

The Board of Village Trustees will vote on the 2016 Comprehensive Town/Village Plan at a continuation meeting on Wednesday, July 20, 2016, at 8:00AM in the Woodstock Town Hall.

No action taken.

**MOTION** by Ms. Howe to adjourn the Select Board meeting at 7:31PM.

**SECONDED** by Mr. Doten

**DISCUSSION**-No Discussion

**VOTE** 3-0-0, Motion passed unanimously.

**b) Request to Paint the Chamber of Commerce Booth on the Green**

Ms. Elizabeth Finlayson, Director of the Woodstock Chamber of Commerce stated that she has received a request from the Garden Club to paint the booth on the Green. They would like to paint it the same color as the Welcome Center which is barn/cottage red.

**MOTION** by Mr. Kahn to approve the request from the Garden Club to paint the Chamber Information Building barn/cottage red, as presented.

**SECONDED** by Mr. Goodenough

**DISCUSSION**-No Discussion

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

**c) Chamber of Commerce request to extend sidewalk sale through Sunday, August 17<sup>th</sup>**

The Woodstock Chamber of Commerce would like approval to extend their Sidewalk Sale on August 12 and 13<sup>th</sup> to include Sunday. The date should read Sunday, August 14<sup>th</sup>, 2016.

**MOTION** by Mr. Chynoweth to approve to extend the Sidewalk Sale in August for Friday, Saturday and Sunday, August 12, 13, & 14<sup>th</sup>, 2016 as presented.

**SECONDED** by Mr. Goodenough

**DISCUSSION**-Discussion included concerns of combining the sidewalk sale event with the Taste of Woodstock.

**VOTE** 0-5-0, Motion did not carry.

## **VI. REQUESTS FOR PERMITS**

**a) Use of the Green**

**1. Zack's Place Ice Cream Social**

Ms. Dale Frates, Executive Director of Zack's Place, presented the request to use the Village Green for an Ice Cream Social to celebrate Zack's Place 10<sup>th</sup> Anniversary. The date requested is September 18, 2016, from 2:00-4:00PM. She stated that this is a new event. They are planning a small tent, music and art. The Board discussed the fact that the Pentangle Arts Light Garden will be occurring the same weekend.

**MOTION** by Mr. Kahn to accept the request to hold an ice cream social for Zack's Place's 10<sup>th</sup> anniversary on September 18, 2016 from 2:00-4:00PM, as presented and to coordinate with Pentangle Arts to place banners as they were approved for use of the Green initially.

**SECONDED** by Mr. Agin

**DISCUSSION** No Discussion

VOTE 5-0-0, Motion passed unanimously.

**2. Zack's Place Turkey Trot**

Ms. Frates also presented an Application to use the Green for the annual 5K Walk & Run (Zack's Place Turkey Trot) activities on November 24, 2016 from 8:00AM to 12:00PM.

Same event as last year. She would like approval for a banner too.

**MOTION** by Mr. Agin to approve the Annual Zack's Place Turkey Trot on November 24, 2016, from 8:00AM to 1:00PM for Use of the Green permit, which includes a banner and to approve the permit to Hold an Event on a Public Street for the race.

**SECONDED** by Mr. Chynoweth

**DISCUSSION** No Discussion

**VOTE** 5-0-0, Motion passed unanimously.

**b) Permit to Hold a Parade or Event on Public Street**

**1. Zack's Place Turkey Trot Event**

\*See combined Motion above\*

**c) Bookstock 2016**

**1. Request to allow a food truck on the Green for event**

Mr. Ron Miller, organizer of Bookstock would like to obtain approval to have a food truck on the Green during the event.

The location would be near the Chamber Information building.

**MOTION** by Mr. Agin to allow the parking of a food truck on the Green during Bookstock 2016 but that the truck not park on any tree roots.

**SECONDED** by Mr. Chynoweth

**DISCUSSION** No Discussion

**VOTE** 5-0-0, Motion passed unanimously.

**VII. POLICE CHIEF'S REPORT**

Sgt. Joe Swanson delivered the Police Chief's Report for the previous month.

- Mourning bands being worn by the officers for Dallas. The Department appreciates the support from the Board and the Community, including letters and comments.
- The patrol bicycle has been ordered through Woodstock Sports.
- New uniforms have been ordered for the Bike Patrol officers.
- On July 28<sup>th</sup>, Coffee with the Chief from 7AM to 9AM on the Green
- July 4<sup>th</sup> Events saw no incidences
- Currently the Department is short staffed by one full-time officer, however interviews are scheduled.

**VIII. VILLAGE MANAGER'S REPORT**

**a) Village Financial Report**

The report was reviewed by the Board

**b) Snow Dump Update**

**1. Release of funds-HUD**

Mr. Swanson informed the Board that he had received a letter from the State of VT Department of Housing and Community Development stating that the Certification of

Environmental Assessment and the Request for Release of Funds for the Village Snow Dump was made on June 15, 2016.

**2. Schedule Closing to Purchase Land**

Mr. Swanson has met with Attorney Wright regarding the scheduling of a closing to purchase the Snow Dump property from the Woodstock Resort Corporation. The closing will occur on August 8, 2016.

**MOTION** by Mr. Goodenough to authorize Ms. Coburn to execute the transaction.

**SECONDED** by Mr. Kahn

**VOTE** 5-0-0, Motion passed unanimously.

**MOTION** by Mr. Goodenough to accept the Sustainable Woodstock grant for the Snow Dump property.

**SECONDED** by Mr. Chynoweth

**DISCUSSION**-No Discussion

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

**MOTION** by Mr. Chynoweth to authorize the Municipal Manager to enter into a contract with Otter Creek Engineering, for services related to the construction of the Snow Dump.

**SECONDED** by Mr. Goodenough

**DISCUSSION**-No Discussion

**VOTE** 5-0-0, Motion passed unanimously.

**c) Paving 2016**

Mr. Swanson stated that he summer paving season is here. The paving budget for this year is \$55,000.00.

A big chunk of the Village paving budget will be spent on the “shave and pave” of the west bound lane of Pleasant St between the County building and the OHC.

The estimated cost of that is \$19,200, leaving approximately \$35,000 for other paving projects.

Other streets that are in dire need of paving are:

- Ford Street
- Stanton Street
- Charles Street
- Atwood Avenue
- Thomas Street
- Hartland Hill (0.10 miles)
- And approximately 250 feet of the north bound lane of Elm St. (VT 12) beyond the Billings Farm because it is sagging badly and sliding toward the river located immediately adjacent to the road.

The State will be paving VT 12 north between Woodstock and Barnard this summer, and he would like to take advantage of the state contract and have the paving company do this work when they pave VT 12 as it will be our least expensive option.

Mr. Swanson will return next month with bids for the cost of paving.

**d) Bike Racks in the Village**

Mr. Swanson has been approached by Gary Thulander and Beth Finlayson of the Woodstock Area Chamber of Commerce requesting the addition of three bike racks in the Village.

Ms. Finlayson presented the request.

There is currently a bike rack on Elm St., in front of Bentley’s at the intersection with Central Street and one located on the Green near the Information Booth.

Three locations have been suggested:

- Directly behind the Town Crier chalk board
- Sidewalk near 37 Central
- Sidewalk near Artemus Art Gallery

**MOTION** by Mr. Chynoweth to approve the placement of a repurposed bike rack from South Woodstock to be placed directly behind the Town Crier chalk board.

**SECONDED** by Mr. Goodenough

**DISCUSSION**-No Discussion

**VOTE** 5-0-0, Motion passed unanimously.

Ms. Coburn highlighted the Lobster on the Green event on July 23<sup>rd</sup>.

**IX. APPROVAL OF MINUTES- June 14, 2016**

**MOTION** by Mr. Chynoweth to approve the minutes of June 14, 2016, as presented.

**SECONDED** by Mr. Goodenough

**DISCUSSION** No Discussion

**VOTE** 5-0-0, Motion passed unanimously.

**X. OTHER BUSINESS**

None

**XI. REVIEW EXPENSE WARRANTS**

**XII. ADJOURNMENT**

**MOTION** by Mr. Chynoweth to adjourn the meeting at 8:55PM.

**SECONDED** by Mr. Goodenough

**DISCUSSION** No Discussion

**VOTE** 5-0-0, Motion passed unanimously.

Respectfully submitted,

Lynn Ellen Beach

Candace Coburn, Chair

Preston Bristow, Chair

Emo Chynoweth

Bob Holt

Jeffrey Kahn

John Doten

Cary Agin

Margaretta Howe

Ward Goodenough

L.D. Sutherland