

**VILLAGE OF WOODSTOCK
BOARD OF VILLAGE TRUSTEES
December 13, 2016
7:00 P. M.
Woodstock Town Hall
DRAFT MINUTES**

PRESENT: Emo Chynoweth, Ward Goodenough, Jeffrey Kahn, Cary Agin, Phil Swanson and Lynn Beach

OTHERS PRESENT: Macy Lawrence, Jordan Engel, Janice Graham, Rob Young, William Lammer, Kyle Obenaure, John Mudgett, Tyler Kimberley, Anna Pitts, Ann Marie Boyd, Cpl. Jim Otranto, Beth Finlayson, Charlie Kimbell, Corwin Sharp, Michael Brands

I. CALL TO ORDER

Mr. Chynoweth called the meeting to order at 7:39 PM.

II. CITIZEN COMMENTS

a) Request for Crosswalk on Route 4

Mr. Swanson stated that he'd received a letter from Ms. Barbara Scully, requesting the Board consider the addition of a crosswalk at the point where Hartland Hill Road meets Route 4 (Pleasant Street) across from Maplefield's store.

Mr. Swanson stated that he had a site visit with the Two Rivers Ottauquechee Planning Commission (TRORC) and the Chief of Police to review the corner. TRORC has contacted the Vermont Agency of Transportation for guidance. They are reviewing the situation but their preliminary reaction is that it would be a dangerous location for a crosswalk due to sightlines.

Mr. Goodenough suggested a solution to consider which would be to build something like a tunnel.

Mr. Chynoweth inquired about any engineering standards regarding where and how crosswalks are to be built.

Mr. Swanson recommended that this item be tabled awaiting more information to come before the Board.

Item has been **TABLED** awaiting further information from the State of Vermont.

Ms. Beth Finlayson, Director of the Woodstock Chamber of Commerce asked for permission to use The Green from 6AM-10AM on Wednesday, December 21, 2016 for a live broadcast by the Weather Channel. The request would also include set up of a small bonfire on Tuesday, December 20th in the afternoon.

MOTION by Mr. Agin to allow the use of The Green by the Woodstock Chamber of Commerce on Tuesday, December 20, 2016 in the afternoon for set up and on Wednesday, December 21, 2016, from 6AM to 10AM for the live broadcast by the Weather Channel.

SECONDED Mr. Kahn

DISCUSSION None

VOTE 4-0-0, Passed unanimously.

III. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

a) Snow Dump

1. Review Invoice for Construction

The Board reviewed the invoice for Willey Earthmoving Corporation and sign the warrant to approve payment.

2. Review Otter Creek Engineering Contract for Monitoring Groundwater

Mr. Swanson shared the 3-year contract for Snow Dump Water Quality Monitoring. This expense addresses the annual monitoring requirement each spring on Billings Farm property and will produce a report to the Village and the Woodstock Resort Corporation.

MOTION by Mr. Agin to approve the contract presented by Otter Creek Engineering for Snow Dump Water Quality Monitoring for 3 years for the cost of \$17,000.

SECONDED by Mr. Kahn

DISCUSSION None

VOTE 4-0-0, Passed unanimously.

b) Discussion of Inter Local Police Contract

Item **TABLED** to Special Meeting, Monday, December 19, 2016, at 8AM.

IV. REQUESTS FOR PERMITS

a) Hold a Parade-

1. Covered Bridges Half Marathon 2017

This event is the same as previous years. The event would be held on June 4, 2017.

MOTION by Mr. Agin to approve the request to Hold a Parade on a Public Street

or

Highway for the Covered Bridge Half Marathon 2017 on June 4, 2017 from 8: 15AM to 10:30AM plus set up and clean up.

SECONDED by Mr. Goodenough

DISCUSSION None

VOTE 4-0-0, Passed unanimously.

b) Use of The Green

1. Bookstock 2017

Mr. Jordan Engel represented the application for Bookstock 2017. The event will be the same as previous year's events.

MOTION by Mr. Agin to approve the Bookstock 2017 on July 28, 29 and 30th with setup to begin no sooner than Thursday, July 27th at 2:00PM and cleanup will be completed by Sunday, July 30, 2017.

SECONDED Mr. Goodenough

DISCUSSION-Mr. Swanson inquired about setup and removal.

VOTE 4-0-0, Passed unanimously.

V. **AUDIT REVIEW**

Mr. John Mudgett and Mr. Tyler Kimberley representing Mudgett Jennett & Krogh-Wisner PC, presented the FY2016 Village Audit. Mr. Mudgett stated the basic format is similar as to previous years and that the overall audit review process went smoothly. Significant issues included the new Options Tax.

Changes in this year's report:

- New Options Tax
- Governmental Funds Listing
- Two new Schedules #5 & #6

Mr. Kimberley informed the members of a new accounting standard.

Mr. Kahn asked how the Village is doing compared to other villages.

Mr. Mudgett spoke that the findings by the accountants have been appropriately addressed in the Management's Discussion and Analysis.

Mr. Kimbell asked for clarification to the item entitled Deferred Outflows and Deferred Inflows. The Trustees reviewed the balance sheets, which showed that the bottom line of fund balance is positive.

Mr. Mudgett and Mr. Kimberley thanked Ms. Pitts for a job well done.

VI. **PUBLIC HEARING-2016 Village Zoning Regulation-Amendment to Section 524**

Public Hearing Opened at 7:39 PM.

Michael Brands, Town Planner submitted a proposed amendment to the Village Zoning Regulations to add Section 524 Multiple Low Occupancy Apartments (MLOA). The request would allow up to three residential units within an existing structure in the Commercial/Light Industrial zone. The use is restricted to the Commercial/Light Industrial zone only which is located in the East End. The amendment was requested by Janice Graham, owner of 68 Pleasant Street. The MLOA concept has worked very well in the Town, allowing smaller more affordable housing opportunities.

MOTION by Mr. Kahn to approve the Amendment to Section 524 Multiple Low Occupancy Apartments of the Village Zoning Regulations with the change as proposed effective 21 days from date of approval.

SECONDED by Mr. Agin

DISCUSSION None

VOTE 4-0-0, Passed unanimously.

The Public Hearing Closed at 7:50PM.

VII. POLICE CHIEF’S REPORT

Corporal James Otranto reported that the Coffee with the Chief was abbreviated due to a call out. He then updated the Board on Department activities:

- Click It or Ticket-75 tickets, 2 marijuana, 2 DUI
- The Department will be participating in the Holiday DUI program
- The Zack’s Place Turkey Trot went well although traffic delays will be reviewed by the Chief.
- Wassail Weekend experienced traffic delays on the west end of the Village.
- The ‘Stuff a Cruiser’ Toys for Tots program was a huge success-Thanks to the Community
- Reminder of the overnight and winter parking bans.
- Another reminder to check the Woodstock Police Facebook page for updates.

VIII. VILLAGE MANAGER’S REPORT

a) Village Financial Report

The Board reviewed the Village Financial Report.

1. Consider Reallocation of \$20,000 of Unassigned Fund Balance to Assigned Infrastructure Repair

Mr. Swanson requested the reallocation of \$20,000 of the Unassigned Fund Balance to pay for the repair work to a catch basin and drainage on High Street. These funds are in surplus and must be properly allocated to infrastructure repair. Any additional funds unused will stay in the fund until reassigned.

MOTION by Mr. Agin to reallocate the amount of \$20,000 of Unassigned Fund Balance to Assigned Infrastructure Repair with the understanding that any unused funds from this project will remain in the fund.

SECONDED by Mr. Kahn

DISCUSSION None

VOTE 4-0-0, Passed unanimously.

b) Snow Dump

1. Grant Agreement Resolution-Form PM-1

Mr. Swanson requested approval from the Board to authorize him to execute the Grant Agreement and other Documents for the Snow Dump Grant #07110-DR-IG-2012-Woodstock-00059.

MOTION by Mr. Agin to authorize the Board to sign Form PM-1 and for the Municipal Manager to execute the Grant Agreement and other documents for the Snow Dump Grant #07110-DR-IG-2012-Woodstock-00059.

SECONDED by Mr. Kahn

DISCUSSION None

VOTE 4-0-0, Passed unanimously.

IX. OLD BUSINESS

a) Post Office Bridge-Guardrails

Mr. Rob Young, Project Manager for Vermont Agency of Transportation presented rail options for Bridge #51 the Post Office Bridge along with Mr. William Lammer, VTrans Project Engineer and Mr. Kyle Obenaure, VTrans Historic Preservation Specialist. Mr. Young stated that the state would like to provide both a safe and historic rail then turned the presentation over to Mr. Obenaure. Mr. Obenaure reviewed Section 106 of the National Historic Preservation Act in regards to transportation projects listed within Historic Districts. He spoke of the existing decorative railing stating that there is no way to preserve it and that there are not a lot of railing designs which are both compatible and historic.

Mr. Agin asked if any other adjacent structures would be impacted by the rail replacement.

Mr. Lammer reviewed the safety factors required when bridge rails are replaced. He reviewed the six test levels required for bridge rails.

Mr. Young stated that based on the preceding information, the rail chosen must pass the crash test for a level TL-4 bridge, otherwise an exception would have to be granted. Mr. Young recommended that if a TL-2 is a first choice that a TL-4 bridge model should also be chosen should an exception not be granted.

Mr. Young also presented a pedestrian bridge rail design to be placed on the ends of the bridge.

MOTION by Mr. Kahn to approve the bridge rail design C412 Bridge Rail (TL-4) as the rail design for Bridge #51, known as the Post Office Bridge.

SECONDED by Mr. Agin

DISCUSSION-

Mr. Goodenough asked for comparison between designs C411 and C412.

Mr. Kimbell inquired whether any rail options, which mimicked the existing bridge rail design, were available.

VOTE 4-1-0, Passed unanimously.

b) Employee Parking Lottery-Select Winners

Mr. Swanson stated that no formal lottery needs to occur. The total numbers of permit requests (17 with two employees sharing one space) worked out for the 16 available spaces.

c) Parking Resolution

The Board reviewed the final Parking Resolution for the Employee Parking Lot.

Mr. Kahn inquired about the parking permit being transferable and suggested additional language be added to the Parking Resolution.

MOTION by Mr. Kahn to approve the Parking Resolution #2 with the addition of this clarifying language: *“The person who was issued a parking permit shall be liable to pay all fines issued to any vehicle displaying the permit.”* added to the Resolution.

SECONDED by Mr. Agin

DISCUSSION None

VOTE 4-0-0, Passed unanimously.

X. NEW BUSINESS

a) KSE Partners, LLP Annual Contract

Mr. Swanson discussed the annual contract for services between the Village of Woodstock and Leonine Public Affairs, LLP (formally KSE Partners, LLP).

MOTION by Mr. Kahn to approve the annual contract between the Village of Woodstock and Leonine Public Affairs, LLP with the term of the contract beginning January 1, 2017 until final adjournment of the 2017 session of the Vermont General Assembly in the amount of \$1,250 per month as the Village share.

SECONDED by Mr. Agin

DISCUSSION None

VOTE 4-0-0, Passed unanimously.

**b) Review Request to Obtain Estimate for Legal Work from VLCT Regarding Merger
See minutes from Select Board**

Mr. Swanson referred the Board to the email from Mr. Chris Miller. Mr. Miller is gathering information about the process of writing a Plan of Merger, particularly about legal issues. The Vermont League of Cities and Towns (VLCT) has offered assistance for a fee. Their policy however is that they can only provide services to member municipalities. This request is for authorizing Mr. Swanson to proceed with this inquiry on behalf of the municipality.

MOTION by Mr. Kahn authorize Mr. Swanson to proceed with legal assistance from VLCT in regards to the process of writing a Plan of Merger.

SECONDED by Mr. Agin

DISCUSSION None

VOTE 4-0-0, Passed unanimously.

XI. APPROVAL OF MINUTES-November 8, 2016 and December 6, 2016

MOTION by Mr. Kahn to approve the minutes of November 8, 2016 and December 6, 2016, as presented.

SECONDED by Mr. Agin

DISCUSSION None

VOTE 4-0-0. Passed unanimously.

XII. OTHER BUSINESS

None

XIII. REVIEW EXPENSE WARRANTS

The Board reviewed the expense warrants.

XV. ADJOURNMENT

MOTION by Mr. Kahn to adjourn at 8:43PM.

SECONDED by Mr. Agin

DISCUSSION None

VOTE 4-0-0, Passed unanimously.

Respectfully submitted,

Lynn Ellen Beach

Candace Coburn, Chair

Emo Chynoweth

Jeffrey Kahn

Ward Goodenough

Cary Agin