

**VILLAGE OF WOODSTOCK
BOARD OF VILLAGE TRUSTEES
February 14, 2017
7:00 P. M.
Woodstock Town Hall
DRAFT MINUTES**

DRAFT-Subject to approval

PRESENT: Candace Coburn, Jeffrey Kahn, Ward Goodenough, Cary Agin, Phil Swanson, and Lynn Beach

OTHERS PRESENT: Elizabeth Finlayson, Michelle Fields, Macy Lawrence, Peggy Fraser, Serena Nelson, Chief Blish,

I. CALL TO ORDER

Ms. Coburn called the meeting to order at 7:02PM.

II. CITIZEN COMMENTS

None

III. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

a) Woodstock Sports-Annual Driveway Sale Request

Item taken up under Section IV. Request for Permits

b) Alsup Easement with Village

Mr. Swanson explained to the Board that Mr. Alsup's request is for an easement for his sewer line across land the Village owns. A map will be required to be filed.

MOTION by Mr. Kahn to approve the Deed of Easement for a sewer easement over land known as Parcel No. 21.51.18 owned by the Village of Woodstock.

SECONDED by Mr. Agin

DISCUSSION None

VOTE 4-0-0, Passed

c) Certificate of Highway Mileage

Mr. Swanson stated that this certificate informs the State as to how many miles of roads are in the Village which then corresponds to the eligible state funding amount.

MOTION by Mr. Goodenough to approve the Certificate of Highway Mileage for 2017, as presented.

SECONDED by Mr. Kahn

DISCUSSION None

VOTE 4-0-0, Passed

d) Prepare for Village Meeting

TABLED until next meeting.

IV. REQUESTS FOR PERMITS

a) Use of The Green

1. Friends of Norman Williams Library-Puppies & Pooches

Ms. Peggy Fraser presented the request to hold the 3rd Annual Puppies & Pooches Event on The Green on Saturday, August 26, 2017. No changes from last year's event. This year the organization will be coordinating with the Chamber of Commerce.

MOTION by Mr. Kahn to approve the permit for the Puppies & Pooches on Parade to occur on Saturday, August 26, 2017 from 8:30AM to 12:30PM, as presented.

SECONDED by Mr. Agin

DISCUSSION None

VOTE 4-0-0, Passed

2. Woodstock Rotary-Special Olympics Opening Ceremony

Ms. Beth Finlayson presented the application for this year's Special Olympics Ceremony on March 3, 2017. The ceremony will begin at 7:00PM but set-up will require the Use of The Green from 12:00Noon to 8:30PM. This ceremony will include fireworks.

MOTION by Mr. Goodenough to approved the permit for Use of The Green for the Special Olympics Opening Ceremony events on March 3, 2017 from 12Noon to 8:30PM. This event includes fireworks displayed from Mt. Tom.

SECONDED by Mr. Kahn

DISCUSSION Ms. Coburn stated that the organizers of VT Special Olympics will be placing this event out to bid for next year.

VOTE 4-0-0, Passed.

b) Event on Public Street

1. Woodstock Alumni Parade

Ms. Donna Jones submitted a request for the permit to hold the 75th Annual Alumni Parade on June 10, 2017 from 2:00PM to 4:00PM (approximate). This event is the same as past years, no changes.

MOTION by Mr. Kahn to approve the request to Hold an Event on the Public Streets for the 75th Annual Alumni Parade on June 10, 2017 from 2:00PM to 4:00PM (approximate).

SECONDED by Mr. Agin

DISCUSSION None

VOTE 4-0-0

c) Driveway Permits

1. Woodstock Sports Annual Sale

Woodstock Sports is asking for permission to hold their Annual Driveway Sale on Memorial Day Weekend, May 26-28, 2017. The request they seek would also allow planters to be placed on the bricks in front of the building. Mr. Swanson stated that they own their driveway but still require Village approvals.

MOTION by Mr. Goodenough to approve the request from the Woodstock Sports to hold their Annual Driveway Sale on Memorial Day Weekend, May 26-28, 2017. This approval includes the placement of planters along the front of their building until the end of foliage season.

SECONDED by Mr. Kahn

DISCUSSION None

VOTE 4-0-0

V. POLICE CHIEF'S REPORT

Chief Robbie Blish presented his report to the Board:

- Officers conducted DUI patrols during Super Bowl weekend. Additional patrols will be conducted through the Governor's Highway Safety grant program.
- The culprit from the recent bank robbery has been arraigned.
- The Department is preparing for the Special Olympics Opening Ceremony on March 3rd.
- The Department will be participating with neighboring towns to conduct sexual predator's residency checks.

Mr. Kahn inquired about the results from the most recent DUI enforcement.

VI. VILLAGE MANAGER'S REPORT

a) Village Financial Report

The Board reviewed the financial report.

VII. OLD BUSINESS

a) Parking

The Board discussed the current status of the employee parking lot on Mechanics Street.

Ms. Finlayson has been fielding a lot of negative feedback as there appears to be empty spaces in the lot but no public spaces available near the Welcome Center.

Mr. Goodenough concurred with feedback he's received.

The Board agreed it was too early in the program to properly assess the overall program.

b) Meter Update

Chief Blish gave a meter update on the new credit card/coin meters. The meters should all be up and running by the end of the week. The cutting of the meter posts is almost complete which allows the post height to comply with ADA regulations. Based on the most recent information he has received, credit cards have been outperforming cash use in the new meters. The meters have coin counters in them which send a message to the Police Department using software and the meters also have a fault meter should a meter malfunction.

There was a period of lost revenues due to a glitch between the modem and the cell phone carrier from January 18th through February 3rd. However, the meter company upgraded the service purchased from 2G to 3G at no additional charge to the Village.

Ms. Coburn stated that the loss in revenue versus the free upgrade to 3G is a wash. The Board was in agreement.

VIII. NEW BUSINESS

a) Distribute FY'18 Village Budget

Mr. Swanson discussed the proposed budget for Highway Department and the Unified Highway. This budget has been made part of the Town and Village Reports.

b) Discussion of Village Report Cover Picture and Dedication

Mr. Swanson presented photos representing activities on The Green. The Board was supportive of a photo collage.

c) Sign Village WARNING

MOTION by Mr. Agin to approve and sign the Village WARNING for the Village Meeting scheduled for March 21, 2017.

SECONDED by Mr. Kahn

DISCUSSION Mr. Swanson highlighted the change of rate of pay for the Trustee of Public Funds and audit which reduced by vote from last year Village meeting.

VOTE 4-0-0, Passed.

d) Village Streets-Certification

A request from the Police for Board to accept an official listing of Village streets was discussed. Chief Blish stated a traffic magistrate rejected a ticket due to the lack of an official listing of Village streets in the Village Ordinances.

MOTION by Mr. Agin to approve the list of the Village streets as an Appendix in the Woodstock Village Ordinances, Title 8, Chapter 2, Subchapter 2, Speed Regulations, as presented.

SECONDED by Mr. Kahn

DISCUSSION None

VOTE 4-0-0, Passed

IX. APPROVAL OF MINUTES-January 10, 2017, January 16, 2017 and January 23, 2017

MOTION by Mr. Goodenough to approve the minutes of January 10, 2017, January 16, 2017 and January 23, 2017.

SECONDED by Mr. Kahn

DISCUSSION None

VOTE 4-0-0, Passed.

X. OTHER BUSINESS

a) Snow Removal in the Village

Mr. Kahn requested this topic be brought up for discussion. He stated he was concerned about the timeline to have the snow removed from previous storms. He was asking for consideration for earlier clean up. His concern was about safety.

Mr. Swanson stated he would keep an eye on the situation.

Ms. Coburn brought up a concern about travel down Route 4 on a Sunday morning specifically in front of the churches, which reduces the travel portion of the lanes to one lane presenting a possible safety issue.

The Board will consider solutions for this situation.

XI. REVIEW EXPENSE WARRANTS

The Board reviewed expense warrants.

XII. ADJOURNMENT

MOTION by Mr. Goodenough to adjourn the meeting at 7:57PM.

SECONDED by Mr. Kahn

DISCUSSION None

VOTE 4-0-0, Passed.

Respectfully submitted,

Lynn Ellen Beach

Candace Coburn, Chair

Jeffrey Kahn

Ward Goodenough

Cary Agin