

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

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

OTHERS PRESENT: Macy Lawrence, Elizabeth Finlayson, Nick Ferro, Michelle Fields, Alita Wilson, Sally Miller, Chief Robbie Blish, Tony Marquis of The Vermont Standard

I. CALL TO ORDER

Mr. Kahn called the meeting to order at 7:03PM.

II. CITIZEN COMMENTS

None

III. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

a) Open Meeting Law-Warrants

Mr. Swanson reviewed VSA Title 24; §1623 of the Open Meeting Law regarding the signing of warrants. Our current practice regarding paying bills is to have the Board members sign the warrants at the monthly meeting, for the preceding month's invoices that have been paid. This procedure was adopted to make certain that when the annual audit was performed, all warrants were authorized by a majority of Board members. Mr. Swanson would like to recommend that to be in strict compliance with Vermont law that a slight modification of the practice be considered. The modification would be for the Board of Village Trustees to designate one (or more) member(s) to sign the weekly warrant for paying the bills and payroll. Which will be followed up with the usual procedure of full board signing of the warrant at the monthly meeting.

MOTION by Mr. Goodenough to appoint Candace Coburn, Jeff Kahn and Cary Agin to approve and sign warrants noting that no more than two Trustees at a time will be together so as not to constitute a quorum.

SECONDED by Mr. Kahn

DISCUSSION-None

VOTE Passes unanimously, 3-0-0.

b) Approval on Option Extension for Snow Dump to July 31, 2016

Mr. Swanson stated that the current Option Agreement expires April 30, 2016, to allow the Village to obtain Federal Grant monies and further complete a wetlands study and determination. The Village has received an approved wetlands buffer permit which will require a revision to the existing plans.

MOTION by Mr. Goodenough to approve an extension to the Option Agreement between the Woodstock Resort Corporation and the Village of Woodstock for the Snow Dump property until July 31, 2016.

SECONDED by Mr. Agin

DISCUSSION-None

VOTE Passes unanimously, 3-0-0.

c) Contract for Audit of the Financial Statements

Mr. Swanson stated that the audit firm of Mudgett, Jennet & Krogh-Wisner, P.C has a three-year contract with the Village. This document is an annual renewal contract for the Board to review and approve. There are no changes as per previous year.

MOTION by Mr. Goodenough to approve the annual renewal contract between Mudgett, Jennet & Krogh-Wisner, P.C and the Village of Woodstock, as presented.

SECONDED by Mr. Agin

DISCUSSION-None

VOTE Passes unanimously, 3-0-0.

d) Planning Commission Vacancy

Mr. Swanson presented a Memo from Town Planner Michael Brands, requesting the Board review and consider approval of the application of Mr. Jeffrey S. Bendis to become a member of the Planning Commission, completing a term expiring in 2018. The Board reviewed the request.

MOTION by Mr. Goodenough to approve Mr. Jeff Bendis to become a member on the Planning Commission, term expiring in 2018.

SECONDED by Mr. Agin

DISCUSSION- None

VOTE Passes unanimously, 3-0-0.

IV. REQUESTS FOR PERMITS

a) Use of the Green

1. Pentangle Arts-Brown Bag Concert Series 2016

Alita Wilson, Director of Pentangle Arts presented the application for the Brown Bag Concert Series for 2016. There are six acts planned for Thursday evenings beginning June 23rd. All concerts will begin at 5:30PM. Beer, cider and wine will be served by Bentley's in a cordoned off area. Estimated maximum attendance will be approximately 150 people.

MOTION by Mr. Goodenough to approve the application for the Brown Bag Concerts 2016 to be held on June 23, June 30, July 7, July 14, July 21 and August 4th. Concerts to begin at 5:30PM with beer, wine and cider to be served by Bentley's in a cordoned off area.

SECONDED by Mr. Agin

DISCUSSION-The members liked the upcoming event as presented.

VOTE Passes unanimously, 3-0-0.

Furniture on Sidewalk Permit-

1. Chamber of Commerce-Sidewalk Sale May 27 & 28th

Elizabeth Finlayson, Director of the Woodstock Chamber of Commerce presented the application for a Sidewalk Sale in the Village on Friday and Saturday, May 27th and 28th, of Memorial Day Weekend. Ms. Finlayson stated many merchants expressed an interest in holding an event. With the Chamber permit, all businesses in the Village would be able to participate.

MOTION by Mr. Agin to approve the Use of the Sidewalk Permit requested by the Chamber of Commerce to hold a Sidewalk Sale on Friday, May 27 and Saturday, May 28th, 2016.

SECONDED by Mr. Goodenough

DISCUSSION-No Discussion

VOTE Passes unanimously, 3-0-0.

b) Use of Middle Covered Bridge for 'Naked Table Event'

Sally Miller, Executive Director of Sustainable Woodstock, presented the application for the Eighth Annual Naked Table Event held on the Middle Covered Bridge on Sunday, August 21, 2016 from 11:00AM to 3:00PM. There will be no alcohol or candles at this event.

MOTION by Mr. Goodenough to approve the request by Sustainable Woodstock to hold the Naked Table Event on Sunday, August 21, 2016, from 11:00AM to 3:00PM, as presented.

SECONDED by Mr. Agin

DISCUSSION-No Discussion

VOTE Passes unanimously, 3-0-0.

V. POLICE CHIEF'S REPORT

Chief Robbie Blish presented his report to the Board.

- This past month the Department had sign language training which can assist officers to communicate with hearing impaired individuals.
- The new electronic speed sign has arrived. The Trustees had stated they would like to place this sign on the East side of the Village.

The Chief would like placed near speed zone, which is in front of the liquor store. This placement may need approval by the State as it would be in their ROW.

The Trustees support the Chief's decision to place this sign where he feels it would do the most good.

Mr. Goodenough raised his concern that there be adequate space between signs already posted in that area of Route 4.

- The lost dog has been located and reunited with its' family.
- Chief would like to remind all dog owners to license their dogs at the Town Clerk's Office.

Coffee with the Chief went well at the South Woodstock Store.

Chief stated that April 10-16th is National Telecommunication Appreciation Week. He would like to take this moment to say that he is very appreciative of the work the dispatchers do for the Town and Village of Woodstock.

VI. VILLAGE MANAGER'S REPORT

a) Village Financial Report

The Board reviewed the Financial Report.

Mr. Swanson stated that he has a company contracted to paint crosswalks.

Contractors have been selected to reconstruct and paint the fence beginning in June 2016.

VII. OLD BUSINESS

a) Parking-

1. Committee Regarding Strategic Planning

Nick Ferro spoke that he would like to be considered for the Parking Committee. He stated that at the last EDC meeting a decision was made to no longer conduct parking studies and meter research.

Mr. Kahn asks Board members their thoughts about establishing a Parking Committee.

Mr. Goodenough is in favor of establishing a Parking Committee.

MOTION by Mr. Agin to form a Parking Committee to study parking issues in the Village.

SECONDED by Mr. Goodenough

DISCUSSION- Mr. Kahn discussed how many members should be on the Committee. It was decided to wait until responses are received.

Mr. Swanson will place an ad in the paper and schedule interviews for candidates at next month's meeting.

VOTE- Passes unanimously, 3-0-0.

2. Meter Moratorium

Mr. Swanson stated he thought it was going well.

Mr. Kahn stated he thought it was going well too although he is hearing that folks complain that they didn't know there was a moratorium.

Ms. Finlayson stated that she has gotten word that folks are not happy because the meters aren't bagged.

Mr. Agin thought that the meters should be bagged.

Mr. Goodenough stated that there is an aesthetics with bagged meters for a month.

The Board appreciated the feedback from the Chamber of Commerce.

b) Snow Dump Update

1. Buffer Wetlands Permit

Mr. Swanson informed the Board that the State of Vermont has issued a Wetland Individual Permit for the Snow Dump, however the Wetland approval will require a change to the plans.

2. Engineering

i. Amendment to Engineering Services

The change of plans made has created a \$1,900.00 additional fee and an amendment to the Engineering Services Agreement because the project must be redesigned due to Wetlands Permit.

MOTION by Mr. Goodenough to amend the Engineering Services Agreement with the amount of \$1,900.00 due to a change of plans.

SECONDED by Mr. Agin

DISCUSSION-Mr. Agin requested clarity on the history of the permitting for the Snow Dump.

Mr. John Audsley spoke about the historic flow of water on the site.

Mr. Swanson stated since the wetlands permit approval, the next step is obtaining a zoning permit which will be sought in May.

VOTE Passes unanimously, 3-0-0.

ii. Need plans that conform to wetlands permit

See discussion above.

c) Safe Routes to School

Mr. Swanson is seeking approval to apply for the Safe Routes to School Grant for Federal funds in the amount of \$252,000.

MOTION by Mr. Goodenough to allow Philip Swanson, Municipal Manager to accept the Safe Routes to School Grant and sign paperwork.

SECONDED by Mr. Agin

DISCUSSION-Mr. Kahn clarified for the record that this grant is fully funded, non-reimbursable Federal grant.

VOTE Passes unanimously, 3-0-0.

d) Park & Ride Update

Mr. Swanson stated that the Village was approved for a \$40,000 grant for 2016-2017 to be used for paving and lighting. Mr. Swanson is seeking approval to accept the grant monies.

MOTION by Mr. Goodenough to allow Philip Swanson, Municipal Manager to accept grant monies to be used for the Park & Ride.

SECONDED by Mr. Agin

DISCUSSION- No Discussion

VOTE Passes unanimously, 3-0-0.

e) Route 4 –

Mr. Swanson reviewed the project bids.

1. County Building to Masonic Temple

This Invitation to Bid was created to address repairs to Route 4 between the Windsor County Building and the Masonic Temple due to potholes and rotted concrete.

i. Infrared Repair of Surface

Use infrared repair process to surface problem areas.

Proposal-North American Infrared, Inc. - \$17,775.00

ii. Grind & Pave

Grind an 8' wide swath within the lane a depth of 1 ½" and repave.

Proposal-

Twin State Paving- \$19,700.00

Blaktop, Inc. - \$19,186.16

iii. Repair Concrete at Bottom of Each Pothole

Two years ago the highway department undertook the project of addressing the surface potholes by:

- Digging the asphalt in the pothole out, down to the rotted concrete
- Scraping away all loose concrete
- Cleaning away all dust and fine particles

- Filling the hole back in with asphalt and compacting the patch

These patches have been pounded by traffic and are now concave. Many of these patches have seen their area of bad surface pavement increase because the underlying concrete has deteriorated outside of the area that was repaired in 2014.

Proposal- Willey Earthmoving, Corp. - \$269,000

Mr. Audsley commented that he recalled an Ordinance addressing how to repair concrete roads.

Mr. Kahn stated his belief that the only option to repair this section of Route 4 would be the Grind & Pave option due to costs.

MOTION by Mr. Agin to approve Blaktop, Inc. to repair the roads using a grind and pave process for the bid of \$19, 186.16.

SECONDED by Mr. Goodenough

DISCUSSION-Mr. Kahn thanks Mr. Audsley for his comments.

VOTE Passes unanimously, 3-0-0.

2. Village Wide Delamination Repairs

Mr. Swanson spoke about the delamination of the top inches of the pavement that didn't get a good bond at time of pavement. This bid is for the repair of 'divots' in the top layer of pavement on Route 4 within the Village but with the exception of the above section of Route 4.

Proposal- North American Infrared, Inc. - \$11,000.00

MOTION by Mr. Goodenough to approve using North American Infrared, Inc. with their proposal of \$11,000 to conduct the delamination repairs to Route 4 throughout the Village.

SECONDED by Mr. Agin

DISCUSSION-

Mr. Agin inquired about the proposed schedule.

Mr. Swanson is planning on scheduling this work before the end of the fiscal year.

VOTE Passes unanimously, 3-0-0.

f) Sidewalk Repairs

Mr. Swanson stated that he has three proposals to repair the sidewalks

Method # 1 Infrared

The process is to:

Repair the full width and length of sidewalk segment

Heat up the existing pavement until the pavement is soft

Scratch the top inch of heated asphalt

Add a quantity of new asphalt to the area

Smooth the area

Roll and compact the area

Proposal- North American Infrared, Inc. - \$3,900

Method # 2: Overlay

Add a 1" layer of asphalt over the existing sidewalk

Proposal- Twin State Paving- \$ 5,260

Method # 3 Remove existing pavement

Remove full depth of asphalt pavement

Shape and compact gravel base

Pave 2" thick layer of asphalt

This bidder does not believe that the sidewalk is appropriate for an overlay because there isn't any room over the existing pavement to place an overlay because of fences and curbs.

\$15,190. Blaktop, Inc.

Mr. Swanson would like to try infrared treatment for this fix.

MOTION by Mr. Goodenough to use current funds in the budget to repair the sidewalks in the vicinity of Town Hall to 13 Church Street using Method #1-by North American Infrared, Inc. for their proposal of \$3,900.00.

SECONDED by Mr. Agin

DISCUSSION- No Discussion

VOTE Passes unanimously, 3-0-0.

VIII. NEW BUSINESS

a) LEOP

The annual adoption of the updated Local Emergency Operations Plan (LEOP) is required. The Board reviewed the document.

MOTION by Mr. Agin to approve the LEOP for 2016.

SECONDED by Mr. Kahn

DISCUSSION-Mr. Kahn noted that the Village Trustee Chairman and the new school principal should be listed on the Emergency Contact List.

VOTE Passes unanimously, 3-0-0.

b) Gateway Welcome Signs

This item came up at Village Meeting by a resident. There was no one in audience to discuss.

The Trustees will **TABLE** this discussion to their next meeting on May 10, 2016.

c) Drug & Alcohol Policy

The Board reviewed the Drug & Alcohol Policy which only applies to employees who are Commercial Motor Vehicle Drivers with a CDL license.

MOTION by Mr. Agin to approve the Drug & Alcohol Policy as presented.

SECONDED by Mr. Kahn

DISCUSSION- No Discussion.

VOTE Passes unanimously, 3-0-0.

IX. APPROVAL OF MINUTES-March 8, 2016 and March 15, 2016

March 8, 2016-Minutes

Lacking a quorum to approve minutes from the March 8th meeting, this item will be **TABLED** until their next meeting of May 10, 2016.

March 15, 2016-Minutes

MOTION by Mr. Goodenough to approve the Trustee minutes from the March15, 2016 meeting.

SECONDED by Mr. Agin

DISCUSSION-No Discussion

VOTE Passes unanimously, 3-0-0.

X. OTHER BUSINESS

None

XI. REVIEW EXPENSE WARRANTS

The Trustees reviewed the warrants

XII. ADJOURNMENT

MOTION by Mr. Agin to adjourn the meeting at 8:10PM.

SECONDED by Mr. Goodenough

VOTE Passes unanimously, 3-0-0.

Respectfully submitted,
Lynn Ellen Beach

Candace Coburn, Chair

Emo Chynoweth

Jeffrey Kahn

Cary Agin

Ward Goodenough