

**WOODSTOCK
BOARD OF VILLAGE TRUSTEES
MEETING
September 13, 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, Phil Swanson and Lynn Beach

Others present: Michelle Fields, Macy Lawrence, Joan Sterner, Phil Tomlet, Sue Tomlet, Wendy Spector, Elizabeth Finlayson, Chief Blish

I. CALL TO ORDER

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

II. CITIZEN COMMENTS

Ms. Joan Sterner, 2 Highland Avenue Extension, spoke to the Board about the status of a change of name to her road.

Mr. Kahn stated that no changes have been presented since the last month's meeting.

Mr. Swanson stated he will get a letter to the residents asking for input regarding the street name.

Ms. Beth Finlayson, Woodstock Chamber of Commerce Executive Director, spoke to the Board regarding two car accidents which occurred near the crosswalk closest to the Middle Bridge during the most recent Market on the Green event. She asked the Board for permission to place crosswalk delineators near the Green for the next few weeks.

Ms. Coburn suggested the placement of traffic cones at those places.

Ms. Finlayson appreciated the suggestion and the Chamber will handle the placement and removal of the cones before and after the weekly event.

Ms. Finlayson also informed the Board that the Women's World Cup is coming to Killington this Thanksgiving Holiday weekend. This is the first World Cup event in New England in 25 years. She feels that it's a great opportunity for Woodstock to welcome participants and spectators to the area and would therefore like approval to hang a banner across Central Street for the week before the event.

Mr. Kahn stated great way to welcome the event as it is an international one.

MOTION by Mr. Kahn to allow for a banner to be placed over Central Street to welcome participants and spectators to the Women's World Cup event at Killington beginning November 19, 2016.

SECONDED by Mr. Chynoweth

DISCUSSION None

VOTE 5-0-0, Passed unanimously.

III. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

None

IV. REQUESTS FOR PERMITS

a) **Pentangle Arts-Change to Light Garden Permit**

Ms. Wendy Spector, Co-Chair of Pentangle Arts Board, asked the Board for two additions to the approved Light Garden permit. One was the addition of fire spinner performers on Saturday, September 24th and the second was the Woodstock Union High School Youth Group selling hot cider and cookies during the event.

MOTION by Mr. Kahn to approve the additional changes to the approved Light Garden Event scheduled for September 23 – 25, 2016.

SECONDED by Mr. Chynoweth

DISCUSSION No Discussion

VOTE 5-0-0, Passed unanimously.

b) **Use of the Green**

1. **Woodstock Wassail Weekend**

Ms. Beth Finlayson, Woodstock Chamber of Commerce Executive Director, represented the application for the Annual Wassail Event to be held December 10th. She stated there will be an article in USA Travel section highlighting this event. There are no changes from previous years which include tree lighting, caroling, luminaries and food.

MOTION by Mr. Chynoweth to approved the Use of the Green permit for the 2016 Wassail Weekend for Saturday, December 10th from 8AM to 6PM for Wassail festivities, as presented.

SECONDED by Mr. Kahn

DISCUSSION No Discussion

VOTE 5-0-0, Passed unanimously.

c) **Permit to Hold a Parade**

1. **Annual Wassail Parade**

Ms. Finlayson represented the application for the Annual Wassail Parade. There are no changes to the event from years' past. She will work with Chief Blish.

MOTION by Mr. Chynoweth to approved the Annual Wassail Parade on Saturday, December 10th at 2PM, as presented.

SECONDED by Mr. Kahn

DISCUSSION No Discussion

VOTE 5-0-0, Passed unanimously.

2. **Veteran's Day Parade**

Mrs. Sue Tomlet is requesting the approval of a parade permit for the 2016 Veteran's Day Parade. There are no changes to the parade from previous past.

3. Memorial Day Parade 2017

Mrs. Sue Tomlet presented the request to hold the 2017 Memorial Day Parade. There are no changes requested for the usual route taken previous years.

MOTION by Mr. Kahn to approve the 2016 Veteran's Day Parade on November 11, 2016 at 10:45AM and the 2017 Memorial Day Parade on May 27, 2017, as presented.

SECONDED by Mr. Agin

DISCUSSION No Discussion

VOTE 5-0-0, Passed unanimously.

V. POLICE CHIEF'S REPORT

Chief Blish presented his report to the Board:

- New England Chiefs of Police are in town for their annual meeting.
- The parking meters are scheduled to arrive in about 6-8 weeks.
- The Department has been awarded three grants from Governor's Highway Safety Program.
\$5,000 Award for participating in the seatbelt campaign.
\$7,500 Award for participating in the DUI program.
\$6,000 Equipment grant

Chief stated he would like to look purchasing a speed cart to be towed behind a vehicle with the grant money.

- He reminded all that school is open and to be aware.
- Officers Donka and Holmes are to attend a nationally recognized crisis intervention course in October.
- His Department is working with the Town Clerk on a database for licensed dogs
- Chief stated his trip to Washington DC was very informative
- Zach's Place hosted a BBQ for the Police Department as a thanks.
- The next Coffee with the Chief will be September 30th at Maplefield's from 7:30AM-9AM

VI. VILLAGE MANAGER'S REPORT

a) Village Financial Report

The Board reviewed the Financial Report

b) Parking-

Mr. Swanson updated the Board on the marking of additional parking spaces. He stated that Elm Street's all-day parking would not be marked. West bound around the Village Green will have marked parking spaces.

c) Park & Ride

Mr. Swanson updated the Board that the electrical contractor, LDT, Ltd. is almost done with their work on lighting at the Park & Ride.

d) Snow Dump – Review Bids, Award Contract

Mr. Swanson stated that bids were advertised. Two contractors attended the pre-bid. One contractor bid was received from Willey Earthmoving, Corp. who has done fine work for the Village before. The bid submitted was \$129,500.00.

MOTION by Mr. Kahn to accept the bid of \$126,500.00 from Willey Earthmoving, Corp. for the construction of the Snow Dump.

SECONDED by Mr. Chynoweth

DISCUSSION No Discussion

VOTE 5-0-0, Passed unanimously.

e) VT Community Development Program

1. Form MP-1 (Municipal Policies and Codes)

These forms submitted need to be updated annually for HUD program grants regarding Fair Housing.

MOTION by Mr. Chynoweth to approve the Municipal Manager to sign the MP-1 form.

SECONDED by Mr. Kahn

DISCUSSION No Discussion

VOTE 5-0-0, Passed unanimously.

2. Sample Residential Anti-displacement Plan

This for is required to be approved annually for the agency of Commerce and Community Development.

MOTION by Mr. Chynoweth to approve the Residential Anti-displacement Plan.

SECONDED by Mr. Kahn

DISCUSSION No Discussion

VOTE 5-0-0, Passed unanimously.

f) Paving Grant

Mr. Swanson informed the Board that earlier in the year he applied for and has been awarded a paving grant for Prospect Street from the State of Vermont. The grant allows for paving of Class II roads and is an 80% grant (state portion) and 20% Village portion. He explained that although he'd love to use for Rt. 4 but the money is not available for that class of road. He would like to request the Board to accept the grant but would like to delay the project until next year.

MOTION by Mr. Goodenough to accept the grant to pave Prospect Street, as presented.

SECONDED by Mr. Chynoweth

DISCUSSION Mr. Kahn wondered if other streets in worse shape could use the grant money. Mr. Swanson clarified that the state will only allow Class II roads to utilize the money, not roads considered Local Roads, Class III or Route 4, Class I.

Ms. Coburn suggested not utilizing the grant this year but to delay the project to use with budgeted road costs next year.

VOTE 5-0-0, Passed unanimously.

VII. OLD BUSINESS

a) Terrace Street

Mr. Swanson has not heard from any residents of Terrace Street in regards to the 911 street name change. There has been no correspondence received either. Letters to the property owners will go out informing them of their new 911 addresses being Terrace Street.

b) Parking-Committee Report

Earlier in the meeting, Chief Blish reviewed the Meter Fee Charges as explained in his memo. The memo stated there are four types of fees: Interchange, Assessment, margin (also known as mark up), IPS's Fees which are associated with the use of the new meters, which is the same as Hanover.

Ms. Finlayson inquired about listing the Holiday's (when meters are bagged), on a new sticker placed on the meters.

Mr. Swanson spoke of the Village Employee Parking Lot and suggested the Trustees consider a permit which is transferable.

No action required.

VIII. NEW BUSINESS

a) Village Ordinances-

1. Title 8- Chapters 1, 2, 3 & All Appendices

Mr. Swanson reviewed the proposed changes to Title 8, Chapters 1, 2, 3 & all Appendices. The changes affected these chapters of Title 8 Traffic, Vehicles and Parking:

Chapter 1	General provisions and definitions of words as used in the Ordinance.
Chapter 2	Traffic Ordinances
Chapter 3	Parking Ordinances
Appendix A	No Parking Zones
Appendix B	Two Hour Non-Metered Parking Zones
Appendix C	Metered Parking Zones
Appendix D	Twelve minute metered parking zone
Appendix E	Tow Away Zone
Appendix F	Loading Zones
Appendix G	Reserved parking spaces for handicapped
Appendix H	Reserved Parking Spaces -(Repealed)
Appendix I	Reserved Parking Spaces
Appendix J	Crosswalks

- Appendix K Schedule of fines for violations of the parking ordinance
- Appendix L Meter fine validation program

This ordinance creates an employee parking area designated for parking by displaying a valid long term parking permit. Creates a fine of \$50.00 for parking in a parking space designated for permit parking. Authorized the Board of Village Trustees to regulate parking fees and meter locations by adopting a Resolution. Authorizes paying for time at a parking meter by credit card.

MOTION by Mr. Goodenough to adopt the new changes to Title 8, Chapters 1, 2 and 3 and all Appendices of the Village Ordinances and to rescind the earlier version, as presented.

SECONDED by Mr. Chynoweth

DISCUSSION No Discussion

VOTE 5-0-0, Passed unanimously.

b) Parking RESOLUTION-Review and Adopt

Mr. Swanson presented a Resolution regarding Time Limits and Rates within Metered Parking Zones as well as the description of the Zones and Holidays.

MOTION by Mr. Kahn to accept the Resolution as presented.

SECONDED by Mr. Agin

DISCUSSION No Discussion

VOTE 5-0-0, Passed unanimously.

c) Amend FY 2016-2017 Annual Operating Budget - Police Cruiser

Mr. Swanson is requesting the setting of a Special Village Meeting to amend the FY 2016-2017 Annual Operating Budget for the purchase of a new police cruiser from the Capital Reserve Account.

MOTION by Mr. Kahn to schedule a Special Village Meeting to amend the FY 2016-2017 Annual Operating Budget to be held on Tuesday, the 18th October, 2016 at 8AM.

SECONDED by Mr. Chynoweth

DISCUSSION No Discussion

VOTE 5-0-0, Passed unanimously.

d) Mountain Avenue Fence by Covered Bridge

During the budget preparation process Mr. Swanson had suggested that the Village use the temporary wood and pipe fence from around the Village Green to the area adjacent to the easterly sidewalk of Mountain Avenue off the northern end of the Middle Covered Bridge. However, the length of fence that would be needed is more than twice the length of fence that we have to purpose.

There is enough tree growth on the bank that will act to protect pedestrians from falling and tumbling down the riverbank.

MOTION by Mr. Kahn to approve replacing one section of fence and remove the rest of the wood fence and allow the trees to serve as protection against a serious fall.

SECONDED by Mr. Chynoweth

DISCUSSION No Discussion

VOTE 5-0-0, Passed unanimously.

IX. EXECUTIVE SESSION

a) Manager's Evaluation

Ms. Coburn stated that there may not be reason to go into Executive Session at this meeting as only the evaluation forms will be distributed. The next meeting they will hold an Executive Session to review the forms.

No action taken.

X. APPROVAL OF MINUTES-August 9, 2016

MOTION by Mr. Chynoweth to approve the minutes of August 9, 2016, as presented.

SECONDED by Mr. Kahn

DISCUSSION No Discussion

VOTE 5-0-0, passed unanimously.

XI. OTHER BUSINESS

None

XII. REVIEW EXPENSE WARRANTS

The Board reviewed expense warrants.

XIII. ADJOURNMENT

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

SECONDED by Mr. Goodenough

DISCUSSION No Discussion

VOTE 5-0-0, passed unanimously.

Respectfully submitted,

Lynn Ellen Beach

Candace Coburn, Chair

Emo Chynoweth

Jeffrey Kahn

Ward Goodenough

Cary Agin