

**WOODSTOCK  
BOARD OF VILLAGE TRUSTEES  
MEETING  
June 14, 2016  
7:00 P. M.  
Woodstock Town Hall  
APPROVED MINUTES**

**PRESENT:** Emo Chynoweth, Jeffrey Kahn, Ward Goodenough, Cary Agin, Phil Swanson, and Lynn Beach  
**OTHERS PRESENT:** Chief Robbie Blish, Don Wheeler, Beth Finlayson, Chris Miller, Jack Anderson, Amy Jenne, Sabrina Brown, Michelle Fields, Gary Thulander, and Macy Lawrence

**I. CALL TO ORDER**

Mr. Chynoweth called the meeting to order at 7:00PM.

**II. CITIZEN COMMENTS**

Mr. Chris Miller, proposed that the Village and the Town merge into one. He was asking for the Trustee's approval to bring this action to either form a committee or to merge, in 2017. He suggested that a legal 'plan of merger' be created.

Mr. Kahn would like to get a feel for what the Village residents think of this idea before a vote to merge. The Trustees are in support of this action and would like to see this item move ahead at the next Annual Village Meeting.

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

Don Wheeler, Village Tree Warden submitted his report. Mr. Gary Thulander, General Manager of the Woodstock Inn, has generously donated his time and services to prune street trees in the business district and on the Green. Some higher trees will need to be pruned by a service with a bucket.

Mr. Wheeler would like to plant a couple of trees on the Green this year including one maple and one Princeton Elm, which is resistant to Dutch elm disease.

The Trustee's thanked the Woodstock Inn for their generosity and acknowledged Mr. Wheeler for his efforts.

**IV. REQUESTS FOR PERMITS**

**a) Use of the Green**

**1. Request for Banner**

Ms. Sabrina Brown, Interplay Jazz & Arts Administrator, made a request to the Trustees to place a banner at each end of the Village Green to promote the Interplay Jazz & Arts event which will occur June 18<sup>th</sup> through June 25<sup>th</sup>.

Interplay Jazz & Arts is a non-profit which bring in 80+ people (musicians, teachers, and students) for the week long music event in Woodstock and the local area. Along with a weeklong camp program, live music will be performed on the Green during the Brown Bag music series.

Ms. Brown stated they would like to advertise this program with two banners, one at each end of the Green beginning on Friday, June 10<sup>th</sup>.

Mr. Kahn stated that Interplay Jazz is part of the fabric of the community.

**MOTION** by Mr. Goodenough to approve the request from Interplay Jazz & Arts to place banners at either end of the Green to be placed one week before their scheduled event week of June 18-25, 2016.

**SECONDED** by Mr. Kahn

**DISCUSSION** No Discussion

**VOTE** Passes unanimously, 4-0-0.

**b) Use of Highway Right of Way-**

**1. 10 Pleasant Street, Manger Property**

Contractor Bruce Frizzell represented the Application for Use of Highway Right of Way to replace and build a new picket fence at 10 Pleasant Street, the Manger’s property, because the present fence is deteriorating. Owner would like to extend the fence to the bridge for safety due to the steep bank. Mr. Swanson stated that Village Design Review Board approved the fence.

**MOTION** by Mr. Kahn to approve the Application for Use of Highway Right of Way for Lynn Manger, property owner at 10 Pleasant Street to replace and extend the fence to the bridge and to place the fence along the sidewalk which is in line with the older existing fences in the Village.

**SECONDED** by Mr. Agin

**DISCUSSION** No Discussion

**VOTE** Passes unanimously, 4-0-0.

**c) Use of Vail Field**

Amy Jenne, Conference and Events Manager for the Woodstock Inn & Resort presented a request to use Vail Field for an event which would include Field Day activities, the catering of a dinner and the serving of beer and wine. The event date is Monday, August 29<sup>th</sup>, 2016.

Ms. Jenne stated that the Inn would be supplying the activities and some catered food but that food trucks would also be serving food.

Ms. Jenne shared a map showing the areas for use.

Mr. Kahn inquired about food trucks depicted on the field.

Ms. Jenne stated that the event is private but recognize that field is open to the public.

Mr. Swanson requested that due to the request to serve beer and wine be limited to the pavilion or some other defined area which is roped off for safety.

**MOTION** by Mr. Kahn to approve so long as the open bar area is roped off and there shall be no consuming of alcohol outside the roped off area.

**SECONDED** Mr. Goodenough

**DISCUSSION** No Discussion

**VOTE** Passes unanimously, 4-0-0.

**V. POLICE CHIEF’S REPORT**

Chief Robbie Blish informed the Board of the latest happenings in the Department:

- Body cameras are up and running, these were purchased with a grant.
- Chief applied for a Federal grant for replacement of 11 bullet resistant vests. The grant will pay half (\$4,000) the cost.
- Memorial Day Parade/CBHM/Alumni Parade all good/no incidences
- No problems with paving on Rt. 106
- Officer Joe Lucot is now on his own, but the department is still down one officer
- Chief stated that a bicycle will be purchased after July 1<sup>st</sup>
- Traffic Study for the East End revealed that it is a good spot to place a speed sign.

**VI. VILLAGE MANAGER’S REPORT**

**a) Village Financial Report**

The Board reviewed the report.

**b) Snow Dump Update-**

**1. RFP-Snow Dump Project Management-Bid Tab**

Mr. Swanson reviewed the Bid Tab for the project. Mr. Swanson advised the Board on the process to review the bids received. The review committee of Phil Swanson, Ken Vandenburg and Rita Seto of Two Rivers Ottauquechee Regional Commission (TRORC) conducted a thorough review process of the two vendors which submitted bids. A report has been created showing the review analysis and includes a recommendation to contract with Otter Creek Engineering for these services.

**MOTION** by Mr. Kahn to accept the bid submitted by Otter Creek Engineering for their bid of \$16,750 to provide oversight services for the construction of a new snow dump site and to authorize the Municipal Manager to sign the contract.

**SECONDED** Mr. Agin

**DISCUSSION** No Discussion

**VOTE** Passes unanimously, 4-0-0.

## **2. Request to Release Funds to the Village**

### **c) Park & Ride**

#### **1. GMP Easement & Agreement for the new pole**

Mr. Swanson reviewed the Agreement from Green Mountain Power (GMP) for a new utility pole. He then reviewed an Easement from GMP to place another pole on Village land at the Park & Ride.

**MOTION** by Mr. Kahn to approve the Municipal Manager to sign the Agreement from Green Mountain Power Corporation for a new pole for the amount of \$2,891.00.

**SECONDED** Mr. Agin

**DISCUSSION** No Discussion

**VOTE** Passes unanimously, 4-0-0.

**MOTION** by Mr. Kahn to approve the easement for Green Mountain Power Corporation for an overhead line commencing at Pole 13 to Pole 13AA on lands owned by the Village of Woodstock on Pleasant Street (Park & Ride ).

**SECONDED** by Mr. Agin

**DISCUSSION** No Discussion

**VOTE** Passes unanimously, 4-0-0.

#### **2. Park & Ride Phase II**

Mr. Swanson updated the Board that he will bid out the paving for the Park & Ride. He agreed with the Board for placing a picnic table in the corner of the Park & Ride site instead of plantings.

#### **3. Outdoor Lighting at Park & Ride-Bid Tab**

Mr. Swanson stated he received one bid for the lighting at the Park & Ride project.

**MOTION** by Mr. Agin to approve the LDT, Ltd bid for the RAB layout at a price of \$19, 885.00, as presented.

**SECONDED** by Mr. Kahn

**DISCUSSION** No Discussion

**VOTE** Passes unanimously, 4-0-0.

**d) Safe Routes to School**

Mr. Swanson reviewed the information from the Committee.

**MOTION** by Mr. Kahn to accept the No Build Alternative due to impacts to the existing accessible parking spaces and bus drop-off areas on School Street.

**SECONDED** by Mr. Agin

**DISCUSSION** No Discussion

**VOTE** Passes unanimously, 4-0-0.

**e) 911 Addresses**

Mr. Swanson reviewed the house numbering system in the Village.

The Village has a grandfathered house number system that pre-dates the Vermont law mandating that municipalities adopt the uniform numbering system. That system requires house numbers be based in increments of 5.28' from the nearest intersection. He offered a suggestion for house numbering of newly constructed houses in the Village.

No action was taken.

**f) Speed Survey Results**

Mr. Swanson reviewed the results of the Speed Study. The data will support the electronic speed sign to be placed at the East End of the Village.

**g) Village Fence**

Mr. Swanson updated the Trustees that the Village of Woodstock has received the final payment for the damages to the fence around the Green. The new permanent cast iron fence to be installed in July.

Mr. Swanson discussed the replacement of the light fixture on the Green by using the carriage light fixture on the pole in front of the Middle Covered Bridge.

**h) Street Tree Grates**

Mr. Gary Thulander, President of the Woodstock Chamber of Commerce and GM of Woodstock Inn joined the discussion. He thanked the Board and Mr. Swanson for the expansion of the Welcome Center to accommodate the Chamber of Commerce. He also thanked the Trustees for their support of the flowers in the Village. He would like the Trustees to consider fully funding the flower baskets next Fiscal Year. He informed the Trustees that the Chamber of Commerce is working on a 3-5 year strategic plan. He shared some of the recent concerns and recommendations from the subcommittee. Mr. Thulander stated the tree grates have been a problem as a tripping hazard and no longer fitting the trees. He advocated removing the tree grates and mulching the areas. He shared the feedback from business owners that they wanted a clean look so the recommendation would be to remove all grates and mulch the areas.

Mr. Thulander asked the Trustee's for advice as to how to address commercial property facades which are not maintained.

**MOTION** by Mr. Kahn to swap out the tree grates and place mulch around the trees in a process that completes the full swap before moving on to another tree grate.

**SECONDED** by Mr. Agin

**DISCUSSION** No Discussion

**VOTE** Passes unanimously, 4-0-0.

The Trustees thanked Mr. Thulander for the resorts assistance in trimming the street trees and providing the mulch for the tree bases.

## VII. OLD BUSINESS

### a) Request from Windsor County Court for Parking Lease

Mr. Jack Anderson, Assistant Judge, represented the request. The Court would like to request the leasing of a total of 12 parking spaces behind the court house year-round. The request is for the safety of the employees of the Court to access their vehicles. The budgeted amount would be \$750/month x 12 months which equals \$9,000.00 from FY2016-2017.

Mr. Anderson would like to also extend the rental on the four additional spaces whose lease is to expire on June 15<sup>th</sup>. He proposes to also include those spaces to rent until June 30<sup>th</sup> and then be included in the annual billing of 12 total spaces.

The 12 spaces would be leased from 8:00 to 4:30PM Monday through Friday. Those spaces would be metered spaces for the public after Court hours, weekends and Holidays.

**MOTION** by Mr. Kahn to accept the leasing of the 12 parking spaces, the ones closest to the Court House, for 12 months for the cost of \$750/month with the agreement that the spaces would be metered spaces for the public after Court hours, weekends and Holidays.

**SECONDED** by Mr. Goodenough

**DISCUSSION** No Discussion

**VOTE** Passes unanimously, 4-0-0.

### b) Parking-Report from Parking Study Committee

Mr. Kahn updated the Board on the status of the Parking Study Committee. The Study Committee has met two times. The Committee recognizes that the spaces on Elm and Central should be available to visitors and shoppers. The Committee discussed a tiered meter system with metered parking being more expensive closer to the Village and less expensive farther away from the Center.

Mr. Kahn stated that the Committees' goal is not to burden the current tax structure to residents while trying to address parking concerns.

## VIII. NEW BUSINESS

### a) Policy for Disposition of Public Records

Mr. Swanson stated that in accordance with the State's requirements, the Village/Town must have a policy in place for disposal of public records before any shredding may occur. He then presented the proposed policy for review and approval.

**MOTION** by Mr. Kahn to adopt the Policy for Disposition of Public Records as submitted.

**SECONDED** by Mr. Agin

**DISCUSSION** No Discussion

**VOTE** Passes unanimously, 4-0-0.

### b) 2016 Village Center Designation

Mr. Swanson stated that it is time to renew the Village Center Designation with the State.

The renewal occurs every five years and must be approved by both the Village and the Town per Two Rivers Ottawaquechee Regional Commission.

**MOTION** by Mr. Kahn to adopt the Village Center Designation as

submitted from Michael Brands, Town Planner.  
**SECONDED** by Mr. Agin  
**DISCUSSION** No Discussion  
**VOTE** Passes unanimously, 4-0-0.

**IX. APPROVAL OF MINUTES-March 8, 2016, April 12, 2016, May 5, 2016 and May 10, 2016**

**MOTION** by Mr. Kahn to accept the minutes for March 8, 2016, April 12, 2016, May 5, 2016 and May 10, 2016 as presented.  
**SECONDED** by Mr. Agin  
**VOTE** Passes unanimously, 4-0-0.

**X. OTHER BUSINESS**

None

**XI. REVIEW EXPENSE WARRANTS**

The Board reviewed the warrants.

**XII. ADJOURNMENT**

**MOTION** by Mr. Kahn to adjourn at 8:37 PM.  
**SECONDED** by Mr. Agin  
**VOTE** Passes unanimously, 4-0-0.

Respectfully submitted,

Lynn Ellen Beach

Candace Coburn, Chair

Emo Chynoweth

Jeffrey Kahn

Cary Agin

Ward Goodenough