

**WOODSTOCK SELECT BOARD &
BOARD OF VILLAGE TRUSTEES**

September 10, 2019

6:30PM

Woodstock Town Hall

JOINT MEETING

DRAFT MINUTES

Draft subject to approval

Present: Select Board Chair L.D. Sutherland, Mary Riley, Ray Bourgeois, Jill Davies, John Doten, Village Trustees Chair Jeffrey Kahn, Cary Agin, Keri Cole, Serena Nelson, Ana DiNatale, Frank Heald, Beth Fish, Macy Lawrence, Sally Miller, Michael Brands, Alita Wilson, Beth Finlayson, Police Chief Blish, Carole Pickett, Mary MacVey, and Christian Avard

I. CALL TO ORDER

- a. Select Board Chair L.D. Sutherland called the September 10, 2019 Joint Meeting with the Village Trustees to order at 6:32pm.
- b. Village Trustees Chair Jeffrey Kahn called the September 10, 2019 Joint Meeting with the Select Board to order at 6:32pm.

II. PUBLIC HEARING OF TOWN PLAN AMENDMENTS

- a. Ms. Miller spoke about the Town Plan proposed amendments. When the Town Plan is revised in any way, the entire Town Plan must be approved again. The amendments to the Town Plan this time around are the Forest Blocks/Wildlife Corridors, Capital Improvements, Energy Chapter, and Economic Development
- b. The Forest Blocks/Wildlife Corridors, Capital Improvements, and Economic Development have some addition and edits, while the Enhanced Energy Plan is the major re-write for this update.
- c. The Enhanced Energy Plan has been in progress for the past couple of years.
- d. Once this version of the plan is adopted, the Town Plan will be in effect.
- e. Ms. Davies asked how this plan would interact with the proposed Regional Energy Coordinator. Ms. Miller hopes that the position would be supported and that this re-write was completed before the idea of the Regional Energy Coordinator was brought up, so there is no specific language in the plan about the position.
- f. Ms. Wilson is concerned about bringing the Town Hall building structurally up to par before worrying about the energy efficiency.
- g. The Town Plan is available online or a link on the list serve could be set up. Copies of the amendments are available in the library and the Planning & Zoning office.
 - i. The reason for 2 Public Hearings is to draw attention to the Town Plan and enable those who didn't know or were unable to attend to go to the second hearing.
 - ii. Ms. Wilson brought it to the attention of the Boards that the hearing tonight and the meetings that are happening are not transparent enough and that the Town needs more transparency.

1. The Boards will work on being more transparent by adding detail to the agendas and posting on the List Serve in addition to the website and 3 public locations.
- h. The next Public Hearing of the Town Plan Amendments will be held on September 17, 2019 at 5:30pm. All are encouraged to attend.

III. NEW BUSINESS

a. Municipal Manager Job Search

- i. Approve the final Municipal Manager Job Description after review by VLCT Executive Recruitment Services. The Job Description has been reviewed by VLCT Executive Recruitment Services and the changes have been made to the job description and distributed to both Boards.

Motion: by Ms. Cole to approve the job description for the Municipal Manager as submitted.

Seconded: by Mr. Agin

Discussion: None

Vote: 5-0-0, passed.

Motion: by Mr. Bourgeois to approve the job description for the Municipal Manager as submitted.

Seconded: by Ms. Riley

Discussion: None

Vote: 5-0-0, passed.

ii. Review & comment on proposed timeline

1. VLCT is placing ads right now for the job position. The description and ad are posted on the Town Website as well.
2. A question was asked about whether the Select Board and Trustees have the ability to review the applications before they are whittled down. Members of the Boards can come into the Town Hall and view the applications. A discussion ensued about whether the applications can be viewed via a dropbox. Abigail Friedman will be contacted regarding the dropbox option.
 - a. Ms. Davies has asked that we find a way for the applications to be viewed electronically, as she will not be in Town during the weeks that the applications will be available to view.
 - b. Ms. Wilson commented that she has managed employees online and there is a way to securely send applications so that Board members can view the applications online.
3. Ms. Wilson made a comment regarding the duties and responsibilities of the Municipal Manager where it states that the Manager is to “ensure the maintenance of all municipal properties...” She believes that this portion of the job is too much for the Municipal Manager to handle and that the Boards should consider a separate Building Facilities Manager. Ms. Wilson appealed to the Boards to be thoughtful in consideration of this and

Mr. Kahn replied that they will consider this when they hire a manager.

4. Ms. Finlayson asked if the hiring committee members have been named yet. They have not, but the Trustees will be discussing this tonight.
5. Ward Goodenough is no longer a member of the Village Trustees and Cary Agin is Vice Chair, therefore it needs to be corrected on the timeline.
6. The VLCT Presentation of “Role of the Municipal Manager” will be held on October 15, 2019 at 5:00pm at the Woodstock Town Hall.

IV. OTHER BUSINESS

- a. Beth Finlayson commented that the woman that the Town has hired to work around the Village has been doing an amazing job. Mr. Agin agreed and stated that “she should be given a full-time job.”
- b. Mr. Kahn commented that he had a phone conversation with Attorney Joseph McLean, and he will have a draft ready for the next Trustees meeting for the STR ordinance.
 - i. The Town of Woodstock doesn’t have a charter, and it has been suggested that the Town regulate STRs under the Zoning Regulations. Ms. Miller has asked that the Town look into a charter or writing something to allow for an ordinance to be enforceable for STRs. VLCT advised the Town of Woodstock on the Dangerous and Vacant Building and Property Ordinance and it was suggested that VLCT be contacted about this matter as well.
 1. The Boards have asked Mr. Heald to contact VLCT regarding the STR Ordinance for the Town.

V. ADJOURNMENT

- a. Select Board

Motion: by Ms. Riley to adjourn the Select Board portion of the Joint Meeting at 7:12pm.

Seconded: by Mr. Bourgeois

Discussion: None

Vote: 5-0-0, passed.

- b. Village Trustees

Motion: by Ms. Nelson to adjourn the Village Trustees portion of the Joint Meeting at 7:12pm.

Seconded: by Ms. Cole

Discussion: None

Vote: 5-0-0, passed.

Respectfully Submitted,

Beth Fish