

**TOWN OF WOODSTOCK**  
**BOARD OF VILLAGE TRUSTEES MEETING**  
**September 10, 2019**  
**7:00 pm**  
**Woodstock Town Hall**  
**DRAFT MINUTES**

**Draft** subject to approval.

**Present:** Chair Jeffrey Kahn, Cary Agin, Keri Cole, Serena Nelson, Ana DiNatale, Frank Heald, Beth Fish, Macy Lawrence, Christian Avard, Mary Riley, Beth Finlayson, Carole Pickett, Butch Sutherland, Ray Bourgeois

**I. CALL TO ORDER**

- A. Chair Jeffrey Kahn called the September 10, 2019 meeting of the Village Trustees to order at 7:16pm.

**II. CITIZEN COMMENTS**

- A. Ms. Finlayson commented that the news crew that will be filming the Naked Table Event will need 4 parking spaces on the Green. Chief Blish will have 4 spaces on the end of the Green coned off for the event. At 3:15pm on Sunday, September 15, 2019 there will be a memorial tree ceremony on the Green for Phil Swanson.

**III. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA - None**

**IV. REQUESTS FOR PERMITS**

**A. Use of the Sidewalk**

- i. Woodstock Area Chamber/DA Marketing – Production of 2021 brochures- October 2, 2019 from 7am – 11am.  
1. The Board has asked for advanced notice of where the crew will be shooting specifically.

**Motion:** by Mr. Agin to approve the Use of the Sidewalk permit for Woodstock Area Chamber of Commerce & DA Marketing for the Production of the 2021 Brochures on October 2, 2019 from 7am-11am as submitted as long as Ms. Finlayson informs the Board in advance of where the crew will be shooting.

**Seconded:** by Ms. Cole

**Discussion:** None

**Vote:** 5-0-0, passed.

**V. POLICE CHIEF'S REPORT**

- A. August 2019 meters revenues are up a couple hundred dollars from August 2018.  
B. The parking spot that is now a handicapped spot in front of The Vermont Horse Country Store on Central Street is not an official handicapped space.  
i. There is a meter, but it is not a legal handicapped spot in the ordinance. Ms. DiNatale and the Board have asked for Chief Blish to investigate this

further. Ms. Fish believes that there used to be a handicap spot in the alleyway to the Post Office and that is no longer there.

- ii. Chief Blish would like to bag the meter until he finds out about the need of the parking spot and if it is warranted. Chief Blish will report back to the Trustees during the September 17<sup>th</sup> Joint Meeting.
- C. Chief Blish suggested to the Trustees that a mirror ordinance be established for cellphone use while driving, like the Village has done with other State Statutes. This would be a revision to Title 8 of the Village Ordinances. A mirror ordinance would allow the Town of Woodstock to accrue the fines, where now it is all going to the State of Vermont.
- D. The Police still have an open position for an officer. Chief Blish has not received any certified applications. The next opportunity to send an applicant to the academy would be in February. Chief Blish would have to have the paperwork in by December to get a person into the academy.
- E. **CAUTION: School has started and please be aware of children and school busses.**
- F. School Drop-Off location on Cross Street. Chief Blish has talked to the WES Principal about this location and the approval of the Trustees for this location. The location has not been used yet but may be utilized soon.

## **VI. VILLAGE MANAGER'S REPORT**

### **A. Financial Report**

- i. A report was given to the Village Trustees for review.

## **VII. OLD BUSINESS - None**

## **VIII. NEW BUSINESS**

### **A. Resolution of Signing Authority – Frank Heald, Interim Municipal Manager**

**Motion:** by Ms. Cole to approve the Resolution of Signing Authority for Frank Heald as submitted.

**Seconded:** by Ms. Nelson

**Discussion:** None

**Vote:** 5-0-0, passed.

## **IX. OTHER BUSINESS - None**

### **X. POSSIBLE EXECUTIVE SESSION – Concerning Appointments**

**Motion:** by Mr. Agin to enter executive session to discuss potential Municipal Manager Search Committee members at 7:37pm.

**Seconded:** by Ms. Cole

**Discussion:** None

**Vote:** 5-0-0, passed

**Motion:** by Ms. Cole to exit out of executive session and resume the public meeting at 8:07pm.  
**Seconded:** by Mr. Agin  
**Discussion:** None  
**Vote:** 5-0-0, passed.

- A. Ms. Riley commented on having the members of the Municipal Manager Search Committee sign confidentiality agreements.
- B. Ms. Riley and Ms. DiNatale will follow up with Mr. Heald about contacting VLCT about a confidential dropbox.
- C. Ms. Riley hopes to announce the Select Board appointments for the Municipal Manager Search Committee at the meeting next week.

#### **XI. APPROVAL OF MINUTES**

##### A. August 13, 2019 Minutes

**Motion:** by Ms. Cole to approve the Village Trustees minutes from August 13, 2019 as submitted.

**Seconded:** by Ms. Nelson

**Discussion:** None

**Vote:** 5-0-0, passed.

##### B. August 15, 2019 Joint Minutes

**Motion:** by Ms. Cole to approve the Joint Meeting minutes from August 15, 2019 as submitted.

**Seconded:** by Mr. Agin

**Discussion:** None

**Vote:** 5-0-0, passed.

##### C. August 20, 2019 Joint Minutes

**Motion:** by Ms. Cole to approve the Joint Meeting minutes from August 20, 2019 as submitted.

**Seconded:** by Ms. Nelson

**Discussion:** None

**Vote:** 5-0-0, passed.

#### **XII. ADJOURNMENT PENDING REVIEW OF EXPENSE WARRANTS**

**Motion:** by Ms. Cole to adjourn the meeting pending review of expense warrants at 8:16pm.

**Seconded:** by Mr. Agin

**Discussion:** None

**Vote:** 5-0-0, passed.

Respectfully Submitted,

*Beth Fish*