

TOWN OF WOODSTOCK
BOARD OF VILLAGE TRUSTEES MEETING
January 14, 2020
7:00pm
Woodstock Town Hall
DRAFT MINUTES

Draft subject to approval.

Present: Chair Jeffrey Kahn, Cary Agin, Serena Nelson, Ana DiNatale, Keri Cole, Frank Heald, Nikki Nourse, Beth Fish, Police Chief Robbie Blish, Mary Riley, Macy Lawrence, Patrick Proctor, Beth Finlayson, Marie Cross, Jill Davies

I. CALL TO ORDER

Chair Jeffrey Kahn called the January 14, 2020 meeting of the Village Trustees to order at 7:01pm.

II. CITIZEN COMMENTS - none

III. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

A. Addition to The Vermont Flurry, Use of the Village Green Permit

IV. REQUESTS FOR PERMITS

A. Use of the Village Green

a. The Vermont Flurry – Artistree Community Arts Center

1. Ms. Cross stated that this event has been going on for the past seven years. The amendment added a paragraph in hopes to add a snow-built ice bar. They are hoping to get the Woodstock Inn to help with this effort. The ice bar would be for Saturday only and within a fenced off area.
2. Chair Kahn asked about trash and clean up. Ms. Cross stated that she has been in contact with Michael Caduto of Sustainable Woodstock and received suggestions to use Cassella and get containers for recycling and trash. She will also ask about compost bins.
3. Ms. DiNatale recommended Able Waste Management

Motion: by Ms. Nelson to approve the Use of the Green Permit as submitted by Artistree for The Vermont Flurry event

Seconded: by Ms. DiNatale

Discussion: Mr. Heald pointed out that on the permit Artistree is asking to go to 11:00pm instead of the stated 10:00pm that is listed on the permit restrictions. Chair Kahn does not see a problem if there is no music after 10:00pm and no lights pointed towards residence houses.

Vote: 5-0-0, passed.

b. Wassail on the Green – Woodstock Chamber of Commerce

1. Ms. Finlayson stated that the event would take place on December 11, 12, and 13. The Chamber is working with merchants who are hoping to make Wassail a week-long event but this is unsure at this time. Currently, Ms. Finlayson is hoping

to keep the event the same as previous years with the same events and activities.

Motion: by Ms. Cole to approve the Use of the Green Permit as submitted by the Chamber of Commerce for Wassail

Seconded: by Ms. Nelson

Discussion: Ms. DiNatale reminded Ms. Finlayson that compost will be required as it is state law.

Vote: 5-0-0, passed.

c. Woodstock Chamber Art Festival – Woodstock Chamber of Commerce

1. Ms. Finlayson stated that this is the 12th year of the Art Festival. They are hoping for 40 pop up tents which is more than previous years. They have returning artists for the event and wine and spirit tasting. The event will be set up Friday late afternoon and the artists will move their art in the booths Saturday morning at 8:00am. These are the same times as previous years.
2. Mr. Kahn asked how many tents were used the prior year. Ms. Finlayson informed that it was about 35 last year.

Motion: by Ms. Cole to approve the Use of the Green Permit as submitted by the Chamber of Commerce for the Woodstock Chamber Art Festival

Seconded: by Ms. Nelson

Discussion: None

Vote: 5-0-0, passed.

d. Market on the Green – Woodstock Chamber of Commerce

1. Ms. Finlayson stated that the market has been on the green since 2007. The Chamber is requesting no changes to the event. It will be 35 booths with one booth being set up for EBT and Debit/Credit card use. It will take place every Wednesday between June 3 to October 14, weather permitting.

Motion: by Mr. Agin to approve the Use of the Green Permit as submitted by the Chamber of Commerce for the Market on the Green

Seconded: by Ms. Nelson

Discussion: None

Vote: 5-0-0, passed.

e. Maple Madness – Woodstock Chamber of Commerce

1. Ms. Finlayson stated the Maple Madness was cancelled last year but the Chamber is hoping to be able to do the event again this year. They will provide free samples of sugar on snow and promote local maple sugar production.

Motion: by Mr. Agin to approve the Use of the Green Permit as submitted by the Chamber of Commerce for Maple Madness

Seconded: by Ms. Nelson

Discussion: None

Vote: 5-0-0, passed.

f. Woodstock's Spooky Halloween – Woodstock Chamber of Commerce

1. Ms. Finlayson stated that this is a new event for the Chamber of Commerce. They would like the event to have pumpkin carving, dog costume contests, and a children's costume parade within the Green. The Chamber will decorate the green. They are currently looking for

donations for the pumpkins. This will be Saturday on Halloween and be done before trick or treating at 5:00pm.

Motion: by Ms. Cole to approve the Use of the Green Permit as submitted by the Chamber of Commerce for Woodstock's Spooky Halloween

Seconded: by Ms. DiNatale

Discussion: Chair Kahn inquired about clean up for the event. Ms. Finlayson stated they have talked to Billings Farm and they are willing to take the pumpkins after the event.

Vote: 5-0-0, passed.

B. Parade/Event on Public Street or Highway

a. Wassail Parade – Woodstock Chamber of Commerce

1. Ms. Finlayson stated that nothing is changing with the parade. The only thing the Chamber is trying to do is work on the parking on the East End and will work with the Village Police on this. Last December two shuttles were hired and used by a lot of people and this will likely continue for this year's parade.

Motion: by Ms. Nelson to approve the Parade Permit as submitted by the Chamber of Commerce for the Wassail Parade.

Seconded: by Mr. Agin

Discussion: None

Vote: 5-0-0, passed.

b. The Taste of Woodstock – Woodstock Chamber of Commerce

1. Ms. Finlayson stated that this event has been going on for 12 years. It will be held on August 8. Previous years the event has gone until 6:00pm but the Chamber is requesting to go to 9:00pm. Everything else with the event will remain the same as previous years.
2. Mr. Agin stated that before last summer the event used to go until 9:00pm.
3. Ms. Finlayson stated they are still deciding on a final time that they would like the event to end at.

Motion: by Ms. Cole to approve the Permit as submitted by the Chamber of Commerce for the Taste of Woodstock

Seconded: by Ms. Nelson

Discussion: None

Vote: 5-0-0, passed.

c. Hoof Around the Green – Woodstock Chamber of Commerce

1. Ms. Finlayson stated that due to bad weather last year they did not have this event. It is usually tied in with the Maple Madness event on the Green. They will have baby animals walking around the green.

Motion: by Mr. Agin to approve the Parade Permit as submitted by the Chamber of Commerce for Hoof Around the Green

Seconded: by Ms. Nelson

Discussion: None

Vote: 5-0-0, passed.

C. POLICE CHIEF'S REPORT

1. Chief Blish reports that there were no issues during Wassail.
2. During holiday DUI campaign there was 1 DUI and 1 criminally suspended arrest. This accounted for an extra 12.5 hours of patrol.

3. On Friday January 17, 2020 there will be a highway safety initiative. This will mean extra patrols on Route 4. This is done for traffic safety and is the busiest travel ski weekend.
4. There will be a domestic violence training held with Hartford PD and sponsored for WISE. This training includes post trauma interview training to gather information from victims.
5. There were no issues on New Years Eve.
6. Tomorrow, January 15, 2020 at 10:30am the Parking Committee will be meeting.
 - a. Ms. Davies inquired about the percent of meters that do not work
 - b. Chief Blish advised that they are aware of the issue. The batteries are not keeping up with the lack of sunlight, so they are using more battery power and go through power sooner. They are also older meters
 - c. Chief Blish reports that meter revenue in December went down. In December 2018 it was \$11,935.70. December 2019 only produced \$9,239.85 in revenue. Blish believes this is due to the battery issues
7. Chief Blish advises that the weather will be bad again this weekend. He advised ten warnings were given after the last storm. He did allow residence to use dirt over the ice.
8. Chair Kahn inquired about the use of leaf blowers. There have been many complaints about how loud they are and that they are being used before 7:00am.
 - a. Chief Blish advised that there are no rules against the use of leaf blowers for snow removal, but they can not be used before 7:00am.
 - b. Chair Kahn stated that there have been reports of leaf blowers being used in front of the Norman Williams Library before 7:00am and are disturbing nearby residences.
 - c. Chief Blish will contact the library and have them talk to their contractors.

D. VILLAGE MANAGER'S REPORT

a. Financial Report

1. Chair Kahn inquired about the miscellaneous line and why it is labeled that way. Mr. Heald will give a detailed answer tomorrow January 15, 2020 at the budget meeting.
2. Chair Kahn asked questions regarding police communications line. Chief Blish believes it has not been transferred from the town to the village yet.
3. Mr. Heald stated that with removing snow, a Bobcat has been used instead of the front loader and believes that it should continue to be used. Chair Kahn agreed and noted improvement.

E. OLD BUSINESS

a. Our Woodstock Our Future -Woodstock Community Vision

1. Ms. DiNatale presented a resolution to the Trustees for review. The vision was a year long process that was paid for by the EDC. It was a community effort. During the spring and summer, they gained feedback about what the community members would like to see more of and what they love about Woodstock. The document provides insight on the bigger picture for the community and what the people want. Ms. DiNatale believes it is important that the document be utilized. She hopes that the Select Board will also support it and will also present it to the new town

manager when hired. Ms. DiNatale asked the Trustees to choose one of the resolutions to be used.

2. Ms. Cole suggested to use both.

Motion: by Ms. Cole to use both Section 1 and 2 for the Woodstock Community Vision Resolution to be presented to the Select Board

Seconded: by Mr. Agin

Discussion: Mr. Proctor asked if the Community Vision document is available to view online. Ms. DiNatale stated that yes, it is at ourwoodstockvt.org. There is also a Facebook page where it can be viewed.

Vote: 5-0-0, passed.

b. Ethel Woods Sidewalk Fund

1. Rehabilitation of sidewalks is in hopes for 2020 before state road repairs in 2021.
2. Ms. Davies stated that there are about five miles of sidewalk that need to be redone with an estimate of \$600,000. This does not include the curbs that need to be redone or the concrete sidewalks in the village. There is no formal bid yet and this is just an estimate.
3. Mr. Agin asked what percentage of road area, village roads are going to be resurfaced. Ms. Davies replied that it is all the village roads on route 4, route 106, and route 12.
4. Ms. Davies stated that they are looking for any help towards this goal.
5. Ms. DiNatale asked about state funding or grants that could help. Mr. Heald replied that the state grants are very limited, and it takes a lot of time to get a grant for sidewalk help from the state.

Motion: by Ms. Nelson to use the appreciation and income from the Ethel Woods Sidewalk fund of \$17,897.41 to help with the sidewalk renovation project

Seconded: by Mr. Agin

Discussion: None

Vote: 5-0-0, passed.

F. NEW BUSINESS

a. 2020 Certificate of Highway Mileage

1. Mr. Heald stated that there are no changes.

Motion: by Ms. Cole approve the 2020 Certificate of Highway Mileage

Seconded: by Ms. Nelson

Discussion: None

Vote: 5-0-0, passed.

b. Quarterly Report for the Rockefeller Endowment Fund

1. Patrick Proctor presented a Quarterly Report to the Trustees.
2. Mr. Proctor is part of the Investment Committee which oversees the Rockefeller Endowment Fund
3. 105,294.25 of the fund is allocated to the VCLF. There has been a 2.4% gain to the fund.

Motion: by Ms. Cole to approve the Quarterly Report

Seconded: by Mr. Agin

Discussion: Ms. Davies suggested to make two amendments to the report. First is to fix the report to say December 30 and to include the \$69,500 withdrawal for the 2020 tax year.

Vote: 5-0-0, passed as amended.

c. Discussion Concerning the Use of The Income from The Rockefeller Endowment Fund

1. Chair Kahn gave some background before the presentation. He stated that the Investment Committee which includes himself, Jeffrey Kahn, Patrick Proctor, Jill Davies, Ann Quasman, and Mark Hall, held a meeting and Mr. Proctor and Mr. Hall were not present. During the meeting they discussed to recommend to the Village Trustees to use \$200,000 of the Rockefeller Endowment Fund for the sidewalk project. Mr. Proctor disagrees with this withdrawal and made a presentation to the Trustees supporting this.
2. The Rockefeller Endowment Fund was established in 1993 to offset the loss of real estate property taxes from the Marsh Billings Park. It currently provides income to offset taxes. Each year \$69,500 is used to supplement tax rolls. For this to continue the fund needs to keep a balance of \$1,390,000 to break even. The current balance of the fund is \$1,785,000. There is a surplus of \$395,000. Mr. Proctor believes the surplus should not be used because there could be bad years and the average return will be reduced. Having the surplus protects against market corrections and downturn. Regular, planned withdrawals provide consistent yearly revenue. Large unplanned withdrawals could hurt long term yearly planned withdrawals.
3. Ms. Nelson asked if the withdrawal of 200,000 was done how long would it take to make that money back. Mr. Proctor stated that it is hard to say but if good years continued then about three years.
4. Ms. DiNatale asked for Mr. Proctor's suggestion. Mr. Proctor believes the fund should be left alone because the market could change. He suggests possibly selling shares or increasing the annual planned withdrawal instead of taking out one large sum.
5. Ms. Davies states the idea for the sidewalks is to continue to improve them yearly. She stated that an extra \$20,000 withdrawal every year could go towards sidewalks to help contribute to the goal for sidewalk and curb improvement. But that the extra money should stay project specific.
6. Ms. Cole would like the fund to stay for the original intent. She is concerned about the long-term plan and does not want to hastily make a decision that may only be a temporary fix.
7. Chair Kahn does not believe Rockefeller would be against taking a large amount of money out in order to help the town. He believes the risk is low in taking out the \$200,000. He believes the sidewalk problem should be resolved quickly to improve the town and fix the sidewalks before the road repairs next year.
8. Mr. Agin agrees that Rockefeller would be appalled to see the sidewalks in their current state.
9. Ms. Cole is concerned that \$200,000 will not be enough and be wasted and could potentially hurt the fund. She believes the discussion is premature before a plan is in place for the sidewalks.
10. Mr. Agin believes it should be tabled until a later time.
11. Chair Kahn would like more information from the Highway Department.
12. Mr. Heald suggested a loan or bond from the endowment. Mr. Proctor responded that the committee has looked into this but cannot remember the reason that it was not doable. However, it can be looked at again.
13. Chair Kahn stated this will be tabled until next month's meeting.

G. OTHER BUSINESS - none

H. APPROVAL OF MINUTES

a. December 10, 2019 Minutes

Motion: by Ms. DiNatale to approve the December 10, 2019 minutes as written

Seconded: by Mr. Agin

Discussion: None

Vote: 5-0-0, passed.

b. December 17, 2019 Joint Minutes

Motion: by Ms. Cole to approve the December 17, 2019 joint minutes as written

Seconded: by Ms. DiNatale

Discussion: None

Vote: 3-0-0, passed. Ms. Nelson and Mr. Agin abstained as both were not present for this meeting.

I. ADJOURNMENT PENDING REVIEW OF EXPENSE WARRANTS

Motion: by Ms. Cole to adjourn the meeting at 8:37pm pending review of expense warrants

Seconded: by Mr. Agin

Discussion: None

Vote: 5-0-0, passed.

Respectfully submitted,

Nikki Nourse