

**VILLAGE OF WOODSTOCK  
BOARD OF VILLAGE TRUSTEES MEETING  
OCTOBER 13, 2020  
7:00 PM  
CONFERENCE CALL  
DRAFT MINUTES**

Draft minutes subject to approval.

Present: Chair Jeffrey Kahn, Seton McIlroy, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Jill Davies, Jennifer Raymond, Don Wheeler, Jim Sadwith, Bob Holt, Police Chief Robbie Blish, Sherry Whitney, Sayon Camara, Lev Camara, Phyllis Gerrish, Pam Ahlen, Susan Boston, Heather Steliga, Allan Stein, Ray Bourgeois, Mary Margaret Sloan, Patrick Fultz, Philip Brown, Laird Bradley, Michelle Sutherland, Isabelle Chiccoione, Karim Houry, Beth Finlayson, Paul Ramsey, Kathleen Eiselen, Doug Laufer, Howard Krum, Roger Logan, Wendy Marrinan, Fire Chief David Green, Paul Watson, Nancy Sevchenko, Pamela Young, Graham Hankey, Jim Bryant, Gina Auriema, Amy Murphy, Bronson Green, Amy McElroy, Max Comin, Laren Franlin, Jon Spector, Susan Boston, Dave Nixa, Jill Nixa, Antonia Richie, Graldine Fowler, Mary Riley, Scott Smith

I. CALL TO ORDER

A. Chair Jeffrey Kahn called to order the Trustees meeting of October 13, 2020 at 7:00pm.

II. CITIZEN COMMENTS – none.

III. INTERVIEW FOR PLANNING COMMISSION

A. Mary Margaret Sloan

1. Ms. Sloan stated that her husband and her moved to Woodstock four years ago from Windsor. She was on the Planning Commission there. Ms. Davies reached out and suggested she be a part of the Planning Commission in Woodstock. She has been a part of WARF since April. She is interested in being able to give back.
2. Mr. Corson stated that she is well qualified.
3. Ms. Sloan stated that she is interested because she has a background in it. She and her husband own a farm and can add perspective to the Planning Commission. She wants to be a part of the visioning process.

Motion: by Mr. Corson to appoint Ms. Sloan to the Planning Commission for a term ending March 2022.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

IV. ADDITIONS TO AND DELTIONS FROM THE POSTED AGENDA

A. Paul Ramsey Statement

1. Mr. Ramsey is the General Manager of the Woodstock Inn. He stated that he understands that the wedding that was held on October 3<sup>rd</sup> at the Inn caused several issues in the community. Going forward, all participants will be required to wear masks at events. They have also created new guidelines. They will make sure that the Woodstock Inn is following all ordinances in the Village.
2. Chair Kahn stated that the Woodstock Inn's website states the requirements for masks as well as their other requirements. It is a great model that all inns should follow.

V. PERMITS

A. Parades

1. American Legion Memorial Day Parade

- a. Chair Kahn stated that the permit looks very similar to the permits presented in the past.
  - b. Ms. Riley stated that the parade will be held the Saturday prior to Memorial Day. It will follow the same route as usual. They had to cancel this year. Some people will be riding, and some will be marching.
2. American Legion Veteran's Day Parade
- a. Ms. Riley stated that this parade will be held on November 11<sup>th</sup> at 11am. It will be from Central Street to Court Street. There will be some short speeches at the memorial located at the Court House. They will have less than 15 participants. They will cancel if necessary due to COVID-19.
  - b. Chief Blish stated that traffic is only stopped while participants are marching. Traffic will be stopped for ten minutes total. They do not put out signs due to the short amount of time it takes.

Motion: by Chair Kahn to approve the parade permits present by the American Legion for the Memorial Day Parade and the Veteran's Day Parade contingent upon COVID-19 restrictions at the time of event.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

B. Use of the Village Green – Bookstock Booksale – Sustainable Woodstock

- 1. Ms. Whitney stated that they had to cancel author talks this year due to COVID-19. Next year they will continue to hold the Booksale the last weekend of July. The authors will do their talk the second weekend of September in conjunction with the Woodstock Area Chamber of Commerce's Art Festival. They do not know if they will have vendors on the Green because they do not know what will be feasible at that time. They will have three smaller tents and one larger tent. They will be requesting power from the Chamber.

Motion: by Ms. McIlroy to approve the Use of the Village Green Permit as submitted by Sustainable Woodstock for Bookstock Booksale.

Seconded: by Ms. Lowe.

Discussion: none.

Vote: 5-0-0, passed.

VI. NEW BUSINESS

A. Parking Committee Report

- 1. Chief Blish stated that the Parking Committee explored many different options. The first option was kiosks. They met with various companies and the best company would be ITS. The cost would be \$6,064.64 per unit. They would have 16 units. There are other hardware and software costs involved. The total including installation would be \$112,860. They would not be putting one in the Library parking lot. Chief Blish then shared a report which is included in the minutes. Chief Blish stated they will need some signage. However, they could use the current posts. The meters proposed are solar smart meters. They have a larger solar screen on the back of the unit. They have not had many issues reported. They would come with a one-year warranty. If there is a problem with any units it usually occurs within the first few weeks of installation. The displays on these meters is larger. It is easier to see and read. The screen is like that of a Kindle ereader so you can read it in the sunlight. As for the kiosks, you could go to any kiosk in the town and put in your license plate number.

2. Ms. Lowe stated that if you have an app on your phone you do not need to walk to the kiosk.
3. Mr. Spector stated that in Hanover, New Hampshire they use Park Mobile. Is it possible to not have any kiosks or meters and just use that?
4. Chief Blish stated that it is possible. However, there would be problems with people who do not have cell phones.
5. Mr. Houry asked about the revenues for each one of the options.
6. Chief Blish stated that for 2019 the meters generated \$115,000. Parking is about turnover. They generated 133,979.90 between coins and credit cards. They were told by the company that they would receive 30% more revenue for kiosks. The reason is you receive more money from piggy backing spots. With meters people can use other people's time left on the meter. The current meters also have a lot of problems. They bought them as refurbished meters. New meters would be more reliable. With the hybrid option it is hard to determine what the revenue would be. The Green is not as busy except during certain events. The meters and/or kiosks would be paid for by the Parking Fund which can only be used for parking improvements.
7. Mr. Bourgeois stated that the new proposed meters are 5 inches higher, 6 inches wider, and about 2 inches bigger in depth. They are a much larger meter than what we have now.
8. Ms. Finlayson stated that she is concerned about the snowbanks that build up due to the meters. It is hard for people to get to the meters
9. Chief Blish stated that the parking budget also includes money for wages and salaries for the enforcement, maintenance and repair, and fees for the existing meter company.
10. Mr. Ferro stated that there is a third option. They could have 2-3-hour parking. That way they would not need meters or kiosks. After the time limit, they could get a hefty ticket. There are 22 businesses that do not support kiosks. He has had a store in Stowe for ten years. All spots in Stowe are 3-hour parking. This is very visitor friendly. If he had to pick between kiosks and meters he would have to go with meters. However, he thinks this needs more study. There is no expense with going to 2-3-hour parking.
11. Mr. Sutherland stated that she has spoken with the Hanover Police Department. They love the kiosks. They are phasing out all their meters. They have had no problems with the kiosks. They also love Park Mobile. They have received great feedback from Hanover.
12. Chief Blish stated that both kiosks and meters will accept coins, credit cards, or you can use the app.
13. Mr. Sadwith stated that he has lived in Woodstock for 22 years. This is the fourth set of meters he has seen. Waterbury, Stowe, and other towns do not use meters. The sidewalks could be plowed so easily and look better.
14. Mr. Fultz stated that he is in favor of the kiosks if they cannot do the Stowe approach. They cause a lot less damage to the sidewalks and curbs. They can also do discounted rates for residents or up prices during certain times of the year. Mr. Fultz showed comparison of the sidewalks with and without meters.

15. Ms. Nixa stated that her and Mr. Nixa moved to Woodstock two years ago. They moved from a town that had kiosks. The kiosks were wonderful and very easy to use.
16. Mr. Smith stated that there are a lot of people who come to town that do not have cell service. He likes the kiosks.
17. Mr. Comin stated that he agrees with the idea of having no meters.
18. Chair Kahn stated that Stowe has employee parking and some parking lots. It is an important issue and something to work towards. He does not see it as something they can do right now, until they can figure out something with employee parking.
19. Chief Blish stated that they will not be changing out the meters in front of the post office. They would have signage for the smart phone app. People would have to put in their zone number. There would only be about six zones.
20. Mr. Bradley stated that they need to consider the cost benefit analysis. The aesthetics of kiosks concerns him. They are suburbanizing a rural town.

Motion: by Chair Kahn to approve the hybrid model of using kiosks and new meters within the Village.

Seconded: by Ms. Lowe.

Discussion: Chair Kahn stated that purchasing all kiosks would be very expensive. COVID-19 affected meter revenue this year. He hopes that revenue will go back up. He thinks it makes sense to do the hybrid model to test out the kiosks. There would be far fewer meters within the village. They can work on creating employee parking in the village. He would love to go to the Stowe model of not having to have meters or kiosks.

Ms. Blakeman stated that the hybrid model is a great way to try out different options and see what works best for the community.

Ms. McIlroy stated she is in favor of kiosks everywhere but due to finances she supports the hybrid model. She appreciates the plan to create a goal for the future. She would love to move to 2-3-hour parking eventually.

Mr. Corson stated that the hybrid model would make the most financial sense.

Ms. Lowe stated that she agrees that eventually they should go to 2-3-hour parking. But they need to try the hybrid model for now.

Chair Kahn stated that they can lease versus purchase. Since we have parking fund money it makes sense to purchase. He would like to modify the motion that they purchase the kiosks and meters.

Chief Blish stated that it is a municipal lease. This means you are still buying them. It is just a way for the municipality to spread the money out if needed.

Vote: 5-0-0, passed with the modification that the meters and kiosks will be purchased from the parking fund.

## B. Discussion of Car Speed on South Street

### 1. Police Chief's Report

- a. Chief Blish stated that the Police Department has had a bunch of reports of phishing scams. He stated that people should not give out any personal information out and do not call them back. Remember to change passwords frequently. He urges people to use caution. Chief Blish stated that Officer McIntire is still in academy. His expected graduation is December 22. Officer Ryan-Leblanc conducted a mental health training called Team II. Saturday October 24<sup>th</sup> is drug take back day. They always have the drop box in the lobby as well. Meter revenues were \$10,141.65. In 2019, the revenue was \$13,039.15. Meters are on the increase.

- b. Chief Blish stated that the Police Department has received many speeding complaints. He has created a speed action plan called Operation Slow Down. Each officer on each shift will spend 30 minutes on each of the streets complained about. They have had 163 directed patrols on these streets. There were more that were not documented. However, now the officers are required to document.
- c. Mr. Houry thanked Chief Blish for the program. He stated that people are speeding a lot near the Woodstock Bed and Breakfast. Once people cross the bridge they speed up.
- d. Chief Blish stated that will be a part of the River Street patrols. On South Street they have done 50 directed patrols. They have given out 18 speeding tickets and one ticket for cell phone usage. They put a speed cart out on South Street in June. There are more cars up here for foliage. More people are up here due to COVID-19 as well. When running radar, they are not seeing the speeds that are complained about. He is hoping that presence and enforcement will bring speeds down. This October there is grant funding that will be coming available. They must apply for a specific item. They can start to apply for that money for the requested sign. They do not have a budget for maintenance and repairs for these signs. There is a sign on Hartland Hill Road that was damaged. He has reached out to the company and is waiting to hear back on the costs for repair. At one point there was a Safe Routes to School Grant where he had proposed a flashing lights sign. People did not want the sign at the time. He can put out suggested 15mph signs. This is an option to slow people down in that zone. The sign would be permanent and solar. It would be on a post in the ground.
- e. Chair Kahn stated that perhaps they can add a budget for the signs for next fiscal year if the other one is not repaired, or the grant does not cover it. He thinks it is important.
- f. Chief Blish stated that he thinks the signs should be heading South before the school. The speed sign near the golf course is hard wired to the power company's pole. The speed sign on River Street would be connected to the same power line as the Rotary's star. It would be located before the cemetery as you are heading towards Mountain Avenue. The sign has flashing strobe lights, but they can be turned off if there are complaints.
- g. Mr. Raymond stated that Officer Ryan-Leblanc is moving at the end of the month. He is asking the Chair to recognize her prior to her leaving at the end of the month.
- h. Chair Kahn stated that Officer Ryan-Leblanc has been terrific. She has gone out of her way to volunteer and help the community.
- i. Chief Blish stated that there will be a luncheon for Officer Ryan-Leblanc. However, they did not invite the community due to COVID-19. Her last day will be October 31 She has really enjoyed Woodstock. It will always have a special place in her heart.

- j. Mr. Logan suggested that they need to do a comprehensive plan in the village for speeding. They need to look at what resources are available. They need to do this for the town as well.
- k. Chief Blish stated that his officers have been running radar. They are not seeing consistent speeding. TRORC can be a resource for a speed study.
- l. Ms. McIlroy stated that maybe Chief Blish can share speeding studies in his monthly report at the Trustees meetings.
- m. Chief Blish stated that they write tickets to anyone who is going at least 7mph over the speed limit.
- n. Mr. Bradley stated that it is common practice to reduce speed in school zones. They should talk to legislature about this. Traffic volumes have increased.
- o. Ms. Murphy stated that there has been increased volumes and speeds. Driver aggression has also increased. Traffic calming initiative should be pursued.
- p. Mr. Nixa stated that he sent a letter to the Town Manager and the Board. He believes they have a significant speeding issue. There are no speed signs on Cross Street, Maple Street, Golf Street or High Street. When an officer is visible people slow down. He believes they need to form a committee to evaluate alternatives. Speed limit signs are not a solution.
- q. Ms. Davies stated that in Burlington neighbors are involved in finding solutions. They need to start looking at long term solutions. They can apply to legislature to maybe reduce speeds to 15mph.
- r. Ms. McIlroy recommended to Chair Kahn and Ms. Riley to form a committee. She stated it is terrifying to go down River Street. Cars try to get around cars that are parked and people in the road. She is nervous bringing her child to school. It is not just a speed issue. There is an issue of people driving aggressively. Traffic calming is something to investigate. She does not want to see 20 speed signs all over town. she would like visible parking and visible lines within the village.
- s. Chair Kahn stated that they should start with the speed study. It is an important topic and will remain so.
- t. Mr. Raymond stated that there is high speed of traffic of people going to school. They could incorporate the schools. This way they can provide educational awareness to the schools for parents.
- u. Chief Blish stated they can put the 15mph sign up. The sign is more of a suggestion. The road must be in a designated development district to have legislature reduce the speed. There is a process for it. The officers cannot enforce the 15mph. The value is that he hopes that people will pay attention to the sign and go slower.

Motion: by Ms. McIlroy to approve the Boards to form a committee to investigate the issue of speeding within the village.

Seconded: by Chair Kahn.

Discussion: Ms. McIlroy stated that she would like to be a part of the committee.

Ms. Lowe stated that she would also like to be a part of the committee.

Chair Kahn stated that he will talk to Ms. Riley about having someone from the Select Board be involved as well as members of the community.

C. General Tree Maintenance in the Village – Don Wheeler

1. Mr. Wheeler stated that he has been working over the summer to get some reports together to present. The first part of the report is regarding planting. The planting would occur mainly around the Green. He presented a map for the proposed spots. A lot of tree maintenance needs to occur because it has been neglected for so long. They also need to look at fertilizing and pest control. There is a treatment program for Emerald Ash Borer. He is waiting for a proposal from Timber Tenders for planting and maintenance. Pruning can be done in the winter. They can also do some now and some later to spread it out. All this work goes beyond the budgeted \$20,000. They would have to make some priorities. He can create a priority list for the Trustees to look at.
2. Chair Kahn stated it is important to have numbers for the budget.

D. Discussion about Halloween

1. Chair Kahn stated that it is unfortunate, but they will not be closing High Street or Maple Street this year.
2. Ms. McIlroy stated that the CDC recommends to not allow trick or treating. There are places around Woodstock doing special activities.

E. Request for Temporary Closure of the Middle-Covered Bridge – Bronson Green

1. Chair Kahn stated that they received a requested proposal for the Middle Covered Bridge to be closed off for an hour on November 6. They have never done anything like this before.
2. Mr. Corson is worried that they are setting a precedent for this. It is a great idea, but he is worried it will become a popular thing to want to close off the bridge.
3. Chief Blish stated that they would need assistance from the Highway Department to drop off barricades and the officers place them. Mr. Green would be responsible for notifying neighbors.
4. Chair Kahn stated that November is a quiet time. Perhaps during certain quiet times, they can allow the bridge to be closed. They should probably have a fee involved. Maybe \$100. He would be in favor of it with a fee and shortened to 45 minutes. Everyone in the community knows how to get around without having to use the bridge.
5. Ms. Lowe stated that it would be difficult to prevent others from wanting to close the bridge.
6. Mr. Corson is leaning against it.
7. Ms. McIlroy stated that the Middle Bridge is one of their greatest aspects in the village. It is also functional. She uses it every day. They close it for community wide events. She is afraid of setting a precedent. She loves the idea but is also worried about it.
8. Mr. Green stated that he is happy to provide any contribution to the town.
9. Ms. Blakeman stated that if they are going to rent it out, they should put a high price on it, like \$500.
10. Chair Kahn stated that he has a problem with charging that much because then the bridge is only available to the wealthy. There are other places the proposal can be done. East End Park is beautiful.
11. Mr. Logan stated it would set a bad precedent. The bridge is a public resource. Renting a bridge is different than renting a park.

VII. OLD BUSINESS

A. Draft of East End Park Policies and Fees

1. Chair Kahn stated that the polices and fees for the East End Park have been worked on by Sustainable Woodstock, himself, Ms. Lowe, and Mr. Kerbin. It is such a beautiful park. To preserve the park and contribute to maintenance they need to have fees. This will be a living document. They can change things as needed. They will see what works and what does not.
2. Mr. Corson stated that there is not a lot of accountability specified on who is going to enforce these things.
3. Chair Kahn stated that the police will have noise meters and they can go to the park and monitor the noise at their request. Some of this they will figure out as they go. Before next spring they will talk about who does what.
4. Ms. McIlroy stated that the Certificate of Insurance does not say how much it needs to be. She agrees applicants need to provide one.
5. Chair Kahn stated that they require a Certificate of Insurance for the use of the Green.
6. Ms. Riley stated that the Certificate must name the village as an additional insured on policy. Depending on the event, the insurance company usually determines the amounts of liability. It is dependent on the type of event, number of people, and safety measures involved.
7. Chair Kahn stated that perhaps they do need to look at that further in the future. There is a current MOI between the village and Sustainable Woodstock. This includes mowing and maintaining the road that goes down to the park level as well as tree maintenance there. He is hoping fees they receive will support maintenance. Funds will be segregated on the ledger. They will be keeping track of that. They have had two events so far.

Motion: by Ms. McIlroy to approve the East End Polices and Fees with the understanding that it is a living document.

Seconded: by Mr. Corson

Discussion: none.

Vote: 5-0-0, passed.

B. Faulkner Park Working Group Presentation

1. Ms. Smiddy stated that she led the charge on the issues regarding the financial aspects. Ms. Marrinan looked at the will and Ms. Faulkner's intentions. Mr. Hankey looked at an alternate proposal.
2. Ms. Marrinan stated that the flat part of Faulkner Park is in the village. She wants to keep the Trustees involved.
3. Ms. Smiddy stated that the trust is adamant of getting rid of the day to day management of Faulkner Park.
4. Ms. Marrinan stated that the reason the Faulkner Park Working Group formed was because the proposal did not make sense to them. They wanted to understand the reasons behind it. They cannot speak for the trust. For 62 years the park has been functioned under the trust. Woodstock is the village it is today because of Ms. Faulkner. She owned the Woodward Mill. In 1943, she gave it to the Woodstock Associates so the Recreation Center could be opened. She wanted to read Ms. Faulkner's will and understand it. There is nothing in the will that suggests that she ever wanted the park to be transferred to the town.



5. Mr. Hankey stated that the trust was the driving force for this idea to give the Faulkner Park to the town. He does not know if the trust would let the park remain the way it is if the town said no. He is worried about the transfer of funds to the town. Where will the money go and how will it be managed by the town.
6. There will be a Public Informational Meeting on Thursday regarding the Faulkner Park.

VIII. OTHER BUSINESS

A. Manager's Report

1. Mr. Kerbin stated that next week he has set up a meeting with the state about the Route 4 paving that will be occurring next spring. He wants to keep the communication up.

B. Financial Report

1. Mr. Kerbin stated that there are no issues with the financial report.
2. Chair Kahn asked about the police communication line. It is 86% used.
3. Chief Blish stated that the number is not going to change much for the rest of the fiscal year.

IX. APPROVAL OF MINUTES

A. Meeting Minutes – September 8, 2020

Motion: by Ms. Lowe to approve the meeting minutes for September 8, 2020 as submitted.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

X. ADJOURNMENT

Motion: by Ms. Lowe to adjourn the meeting at 10:12pm.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

Respectfully submitted,  
Nikki Nourse