

**TOWN & VILLAGE OF WOODSTOCK
SELECT BOARD & VILLAGE TRUSTEES JOINT MEETING
OCTOBER 8, 2020
7:00 PM
CONFERENCE CALL
MINUTES**

Draft minutes subject to approval.

Present: Chair Mary Riley, Jill Davies, L.D. Sutherland, Keri Cole, Chair Jeffrey Kahn, Seton McIlroy, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Ken Vandenburg, Joby Thompson, Steve Shama, Police Chief Robbie Blish, Patrick Fultz, Deborah Greene, Barbara Barry, Betsy Patterson

- I. CALL TO ORDER
 - A. Select Board
 - 1. Chair Riley called to order the Joint Meeting of October 8, 2020 at 7:02pm.
 - B. Trustees
 - 1. Chair Kahn called to order the Joint Meeting of October 8, 2020 at 7:01pm.
- II. NEW BUSINESS
 - A. Discussion Regarding Park Maintenance
 - 1. Chair Riley stated that the parks in the village require considerable amounts of work to keep them looking good and safe. The Highway crew is maintaining them. The Highway Supervisor, Mr. Vandenburg had told her that he has about \$6,000 in his budget to maintain the parks in the village. This includes the East End Park, Teagle's Landing, the work around Town Hall, and Tribou Park where the canon is located. The Highway Department does not do a lot of work at Faulkner Park, but they do maintain the dog bag stations. They are also responsible for the trash there. They also maintain the dog bags at the grass strip across from the Woodstock Inn on Court Street. The Highway picks up miscellaneous trash there and they are responsible for the trash can there. The trash comes out of their budget. They also maintain the Village Green. This is the time for a discussion about these parks.
 - 2. Chair Kahn stated that regarding the East End Park there was a Memorandum of Understanding that was started when Phil Swanson was manager, but it was not signed until recently. There is a statement in there that reads: The Town will conduct regular mowing except for weed whacking, once annual tree work, lawn fertilization, regular trash removal, and when necessary repair. That is the primary part of the document he would like to discuss. The Trustees are working with Sustainable Woodstock with fees and regulations there. Those fees will be placed in an account separate from everything. They will transfer to the Town ledger to support this work. They hope with the fees the park

- will be self-sustaining. The tree work should be under the Village budget and be the responsibility of the Village Tree Warden.
3. Ms. Davies stated that she finds it interesting that the Village signed a Memorandum of Understanding by the Town is committed to do the work.
 4. Chair Kahn stated that when it was set up, the Town and Village would share responsibility. The East End Park is enjoyed by Town and Village residents equally.
 5. Ms. Davies stated that it would be helpful to have conversations before budget time. This way they can manage the Highway budget.
 6. Chair Kahn stated that it has been a difficult year. He apologizes that there was no follow through. Mr. Kerbin is aware of the MOU. He is proposing the Village take part of the responsibility.
 7. Chair Riley stated that she has had a conversation with Mr. Vandenburg. There is someone who mows at East End Park.
 8. Chair Kahn stated they do not know how many events to expect. East End Park is beautiful and is relatively new. They do not know what to expect. The Trustees will be reviewing fees and regulations Tuesday night. They are hoping the fees will help maintain the park and they may have extra to enhance the park further.
 9. Ms. Davies stated that they do not have a park budget. They do not have people who know parks. They may need to sort out money to hire or train people they already have to properly maintain the parks.
 10. Chair Riley stated that perhaps they need a Parks and Trails Coordinator or crew. She does not think they need to be separate department. They could be managed by the Highway Department.
 11. Mr. Sutherland stated that he would support some kind of division to look after the parks and trails.
 12. Ms. Davies stated that Alison Clarkson wrote an email to her and Chair Riley. Ms. Clarkson stated that they have a Parks Commission which is the Billings Park Commission. This group is already working very hard on the trails.
 13. Mr. Sutherland spoke to a member of the Billings Park Committee. He believes the work is beyond what volunteers can do.
 14. Chair Kahn stated that the Economic Development Committee has earmarked a tremendous amount of money for Teagle's Landing. After the work is done, they want it to be taken care of properly.
 15. Mr. Sutherland agreed that they need to take care of the parks.
 16. Ms. McIlroy asked if we know how much money it would take to maintain these parks. It seems we are scraping by with \$6,000. She assumes we need more.
 17. Mr. Sutherland stated that we can find this out.
 18. Ms. Davies stated that the Faulkner Park costs \$47,000 a year to maintain.

19. Ms. Lowe stated that the East End Park should receive enough fees to take care of itself.
20. Mr. Sutherland stated that they normally have 10 to 12 buses a day down at East End Park. Can we charge a parking fee? These buses are taking up space for people who want to use the trails and the park.
21. Chair Kahn stated that the buses park there and drop off and pick up people in the village. They are taking up space. They should look into fees for next year.
22. Mr. Sutherland stated this could also help provide income for the park.
23. Ms. Davies stated that maybe they should charge buses to park anywhere in town.
24. Chair Kahn stated that they do not want to chase the tour buses away. He agrees it makes sense to charge buses at East End Park. Most of the buses go there. Others park next to the Woodstock Inn.
25. Chair Riley stated that the buses have to turn off their engines. There are signs on Court Street that they can park there.
26. Ms. McIlroy stated that it makes sense to put the buses somewhere else. They want to be able to maximize the amount of people who could go to the park.
27. Chair Kahn suggested that on weekends the buses could use the Woodstock Union High School parking lot.
28. Chair Riley stated that on a typical year there are football games and soccer games on the weekends at the high school. However, they can go over this when they prepare the budgets. The dog bags cost more than \$3,000 a year. Dog licenses have gone down. Some people are still coming in. She estimates that there are about 250-300 dogs in the town. They have licensed 160 of them this year. It is an unusually low year. This is probably due to COVID-19. However, people are still calling to see if they can come in. They are usually required by the end of March. By mid-May they give a list to the Constable to make phone calls and visits to remind people to license their dogs. This year is different. It has been very slow.
29. Mr. Sutherland stated that the Chairs of both boards should study the maintenance issue and the costs and discuss it more at a budget meeting.
30. Chair Riley thinks that is a great idea.
31. Chair Kahn stated that he will work with Mr. Kerbin, Chair Riley, and Mr. Vandenburg and come up with some numbers.
32. Ms. Davies stated that maybe they should separate parks out from the highway budget to see what is actually spent.
33. Mr. Vandenburg stated that the current budget line is \$6,450. \$3,000 is spent on maintenance. The dog bags eat half the budget. When Alex and Chris do things in the parks it is not taken out of the parks budget.
34. Chair Riley stated they need to keep the parks looking good. People are using them more and more.

35. Ms. Davies stated that Tom Weschler did all the work for the trail with volunteer labor and EDC monies. Mr. Weschler is envisioning volunteers maintain the trail.

36. Mr. Corson stated that they need someone in the town to manage volunteers. This way they can make sure everything is done correctly. Most bigger towns have a Parks and Rec Department.

37. Mr. Sutherland stated he was at the Fire Department for over 35 years. Volunteers are good for a while, but it does not last. He agrees with Mr. Corson that they need someone to manage the volunteers. This could be a full or part time position. He thinks this is the direction they need to go.

B. Emergency Preparedness Plan

1. Mr. Kerbin stated that he has submitted an outline for Town Hall for the Emergency Preparedness Plan. This is just a draft. He is looking for suggestions or comments. Some items will need funding. In the meantime, this is a list of things we can do if there is another outbreak of COVID-19 or another disaster that prevents people to work at Town Hall.

2. Chair Riley stated that there are audio issues in the town hall when it comes to having hybrid meetings. They need to resolve this, but it will be expensive.

3. Mr. Kerbin stated that employees will continue to work from home if the Governor tells them they need to shut down Town Hall or if there is another emergency. He will make sure to put that in the plan.

4. Ms. Davies would like to see a plan on how they are going to make it safe for employees to get Town Hall information from their homes.

5. Mr. Kerbin stated he is investigating laptops for employees. This will make sure information is more secure. He wanted this document to be a shell that they expand on. Most employees have good internet at home, but he will need to clarify this with everyone.

6. Ms. Davies commented that there was a meeting last night, and she noticed that Police Chief Robbie Blish's internet was not very good. She would like Mr. Kerbin to see what employees have for internet and what they are currently paying. The Zoom room needs to be managed. She would like to see Zoom guidelines on the plan.

7. Mr. Kerbin stated that everyone can access emails at home. They cannot access Town Hall files. He will talk to Mike Skuro about this.

8. Ms. Davies stated he needs to look at the costs involved in this as well as the costs of the laptops.

C. Proposal for Repair Work on the West Side of Town Hall

1. Ms. Davies stated that Mike Eramo divided the work in two parts. The first part was for \$9,800 which includes the work he could physically see before the ramp was taken out. After the ramp was taken out there was additional work needed due to a lot of additional damage. The labor for this extra work would cost \$13,370 and the materials would cost \$3,000. The total for the additional work would be \$16,416, plus the \$9,800. Mr.

Eramo is ready to do the work next week. They put aside \$50,000 last year and \$50,000 this year. They have only spent \$24,000 with Wright Construction. They just did the demolition work. They have also spent money on the heat exchanges with ARC which came out of last years budget.

2. Mr. Sutherland does not think it is necessary to replace the granite windowsills. This is a considerable amount of money. They should put this out to bid. Mr. Eramo stated that there are 600 bricks that need to be replaced.
3. Ms. Davies does not disagree with going out to bid but she is concerned about the timing.
4. Mr. Sutherland stated that he does not think the winter will affect it. He does not think they should do this work in these temperatures. There are a lot of qualified brick workers out there. He thinks Mr. Eramo should have known that there was going to be extra work involved in the project. He also thinks it is too late in the season to do this work.
5. There was unanimous agreement to put the project out to bid.
6. Mr. Sutherland stated that he can work with Mr. Kerbin on who to reach out to for bids. They need to get multiple quotes.
7. Ms. Davies stated that she wants it to stay at the highest standard so that the work lasts.

III. EXECUTIVE DISCUSSION TO DISCUSS PERSONNEL

Motion: by Ms. Cole to enter executive session to discuss personnel at 8:15pm.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Ms. McIlroy to enter executive session to discuss personnel at 8:16pm.

Seconded: by Ms. Lowe.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Ms. Cole to exit executive session to discuss personnel at 8:15pm.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Ms. McIlroy to enter executive session to discuss personnel at 8:16pm.

Seconded: by Ms. Lowe.

Discussion: none.

Vote: 5-0-0, passed.

- A. Chair Riley stated that the crosswalk strips near the Woodstock Elementary School are made of thermal plastic. Paint does not stick well to those. When

route 4, 12, and 106 are repaved these will be gone. They will have to make some decisions in January on what they want for crosswalk material. Mr. Vandenburg is hoping to keep on a cycle so they can do crosswalks every spring.

1. Ms. Lowe stated that all the arrows around the Green have faded.
2. Chair Kahn stated that those arrows were put in by the State. They can ask the State to put them back when they redo the road next spring.
3. Mr. Sutherland stated that they do not have the stencils for those arrows.
4. Ms. Cole stated that our crosswalks are unidentifiable. They look terrible and are unsafe.
5. Ms. Davies stated that they need to do a whole review of traffic in the Village.
6. Mr. Sutherland agreed that the crosswalks are long overdue, but to stop traffic this time of year would cause issues with people. Traffic would be backed up more than it already is.
7. Chair Kahn stated that they can see if it can be done the first week of November.
8. Ms. Cole stated that she thinks people would use the crosswalks more if they were more visible.

IV. OTHER BUSINESS

- A. Schedule Next Joint Meeting
 1. November 4th at 6pm.

V. ADJOURNMENT

- A. Select Board

Motion: by Ms. Cole to adjourn the meeting at 8:49pm.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 4-0-0, passed.

- B. Trustees

Motion: by Mr. Corson to adjourn the meeting at 8:49pm.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

Respectfully submitted,
Nikki Nourse