

**VILLAGE OF WOODSTOCK  
BOARD OF VILLAGE TRUSTEES MEETING  
NOVEMBER 10, 2020  
7:00 PM  
CONFERENCE CALL  
AGENDA**

- A. CALL TO ORDER**
- B. CITIZEN COMMENTS**
- C. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA**
- D. MANAGER'S REPORT**
  - 1. General Report
  - 2. Financial Report
- E. POLICE CHIEF'S REPORT**
  - 1. General Report
  - 2. Parking Items
    - a. Time Limit Discussion
    - b. Library Parking Lot Permitting
- F. PERMITS**
  - 1. Use of the Green
    - a. Memory Tree Lighting – Wassail – Woodstock Rotary/Woodstock Area Chamber
    - b. Zack's Place Turkey Trot – Zack's Place Enrichment Center
  - 2. Driveway Permit – Brett Ralph – 2 Maple Street
- G. OLD BUSINESS**
  - 1. Update to East End Park Regulations & Fees
- H. NEW BUSINESS**
  - 1. Tree Care Proposal from Don Wheeler
  - 2. Discussion Regarding VTrans Meeting on 10/23/20
- I. OTHER BUSINESS**
  - 1. Appointment of Village Treasurer
- J. APPROVAL OF MINUTES**
  - 1. Joint Meeting Minutes – October 8, 2020
  - 2. Meeting Minutes – October 13, 2020
- K. ADJOURNMENT**

This Meeting will be held on Zoom

The link to join us is

<https://us02web.zoom.us/j/85879622419?pwd=QlNZU1FKaWRPTmZUREppUGxWRU9UUT09>

or from [zoom.us](https://zoom.us) you can enter these details to join the meeting

Meeting ID: 858-7962-2419

Password: 412048

You can also download the Zoom app on your smartphone

For those without a computer or smartphone you may call in:

Phone number: 646 558 8656

Meeting ID: 858-7962-2419

Password: 412048

For Help on Joining Use this Link:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

- Please join the meeting ten minutes prior to start, so we can give technical help if needed.
- We will ask everyone on the phone and Zoom to identify themselves, so we know who is present.
- Please raise your hand on the Participant tab to comment or ask a question.
- Press \*9 to raise your hand by phone

11/06/20

## WOODSTOCK TOWN General Ledger

Page 1 of 2

10:55 am Current Yr Pd: 5 - Budget Status Report Staff Accountant.TOWNACCTPC2015

## VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
REAL ESTATE TAX REVENUE	558,542.00	0.00	0.00%
HIGHWAY REVENUE	0.00	0.00	0.00%
FEES & PERMITS	150.00	225.00	150.00%
SHORT TERM RENTAL ENFORCE	4,700.00	75.00	1.60%
PLANNING & ZONING	8,050.00	4,495.11	55.84%
POLICE REVENUE	664,598.00	134,172.92	20.19%
INTEREST INCOME	500.00	539.26	107.85%
MISCELLANEOUS	47,000.00	36,172.40	76.96%
EAST END	0.00	200.00	100.00%
IRENE RECOVERY REVENUE	0.00	0.00	0.00%
GRANT REVENUE	14,000.00	4,162.89	29.73%
TRANSFERS IN	1,000.00	0.00	0.00%
COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
<b>Total Revenues</b>	<b>1,298,540.00</b>	<b>180,042.58</b>	<b>13.87%</b>
SPECIAL ARTICLES			
GRANTS/CONTRIB-TRUST FUND	800.00	0.00	0.00%
GRANTS/CONTRIB-GENL FUND	25,000.00	1,000.00	4.00%
<b>Total SPECIAL ARTICLES</b>	<b>25,800.00</b>	<b>1,000.00</b>	<b>3.88%</b>
ADMINISTRATION			
TRUSTEES	94,850.00	40,011.25	42.18%
EXECUTIVE	56,050.00	19,083.05	34.05%
OFFICE ADMINISTRATION	11,150.00	2,418.71	21.69%
AUDITING	14,000.00	2,500.00	17.86%
TREASURER	1,320.00	471.37	35.71%
ACCOUNTING	43,110.00	13,101.12	30.39%
VILLAGE CLERK	400.00	0.00	0.00%
CAPITAL RESERVE	30,500.00	0.00	0.00%
<b>Total ADMINISTRATION</b>	<b>251,380.00</b>	<b>77,585.50</b>	<b>30.86%</b>
HIGHWAY DEPARTMENT			
TRAFFIC CONTROL	0.00	0.00	0.00%
HIGHWAY MAINTENANCE	0.00	0.00	0.00%
SIDEWALK MAINTENANCE	0.00	0.00	0.00%
VILLAGE PARKS	0.00	0.00	0.00%
STREET LIGHTS	0.00	0.00	0.00%
PUBLIC WORKS BUILDING	0.00	0.00	0.00%
HIGHWAY EQUIPMENT MAINT	0.00	0.00	0.00%
CAPITAL RESERVE	0.00	0.00	0.00%
<b>Total HIGHWAY DEPARTMENT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
VILLAGE POLICE DEPT			
POLICE ADMINISTRATION	184,375.00	70,347.51	38.15%
LAW ENFORCEMENT	401,100.00	141,470.95	35.27%





11/06/20

## WOODSTOCK TOWN General Ledger

Page 2 of 2

10:55 am Current Yr Pd: 5 - Budget Status Report Staff Accountant.TOWNACCTPC2015

## VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
POLICE TRAINING	8,050.00	4,243.94	52.72%
POLICE COMMUNICATIONS	76,130.00	66,833.71	87.79%
PARKING METERS	75,680.00	17,156.95	22.67%
POLICE VEHICLE	13,100.00	140.90	1.08%
BUILDING MAINTENANCE	9,875.00	3,560.58	36.06%
TOWN POLICE SERVICES	122,350.00	53,232.63	43.51%
CAPITAL RESERVE	3,500.00	0.00	0.00%
<b>Total VILLAGE POLICE DEPT</b>	<b>894,160.00</b>	<b>356,987.17</b>	<b>39.92%</b>
SHORT TERM RENTAL ENFORCE	4,700.00	0.00	0.00%
BOARDS & AGENCIES			
PLANNING & ZONING	100,300.00	33,324.16	33.22%
CAPITAL RESERVE	2,000.00	7.95	0.40%
<b>Total BOARDS &amp; AGENCIES</b>	<b>102,300.00</b>	<b>33,332.11</b>	<b>32.58%</b>
VILLAGE HWY EXPENSE	45,000.00	0.00	0.00%
TRUSTEES' CONTINGENCY	0.00	0.00	0.00%
CAPITAL RESERVE SPENDING	1,000.00	0.00	0.00%
LOSS REPAIR EXPENSES	0.00	0.00	0.00%
IRENE RECOVERY EXPENSE	0.00	0.00	0.00%
GRANT EXPENSE	0.00	7,580.85	100.00%
TRANSFERS OUT	0.00	0.00	0.00%
<b>Total Appropriations</b>	<b>1,324,340.00</b>	<b>476,485.63</b>	<b>35.98%</b>
<b>Total VILLAGE GENERAL FUND</b>	<b>-25,800.00</b>	<b>-296,443.05</b>	
<b>Total All Funds</b>	<b>-25,800.00</b>	<b>-296,443.05</b>	



**Village of Woodstock  
Permit for Use of the Village Green**

Application date: 5 November 2020  
Event name: Memory Tree lighting - Nassau  
Name of Non-Profit Organization: Woodstock Botany / Woodstock Area Chamber  
Address: PO Box 484  
Woodstock VT 05091

**Event Information:**

Date of event: Dec 5, 2020 Time of event: 4 PM  
Hours event will occupy the Green, including setup and clean up time: 3:45 - 4:45  
Anticipated crowd size: 100

Booths/stalls:

☐ Yes

☒ No

If yes how many: \_\_\_\_\_

Equipment to be used on the Green: \_\_\_\_\_

Event description (clearly state the scope and nature of the event to be held): \_\_\_\_\_

Dedicate the memory Tree and Turn on the lights

Traffic control plan/arrangements: NOT NEEDED

**Please submit a layout for the event on page 4 of this application.**

Please see the attached conditions and restrictions for use of the Village Green.

**An application fee of \$50.00 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as the certificate holder.**

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Elizabeth Finlayson  
Title: Exec. Director  
Phone: 457-3555  
Mailing Address: PO Box 484  
Woodstock VT 05091  
Email: bfinlayson@woodstockvt.com

PO Box 488  
Woodstock VT 05091

nnourse@townofwoodstock.org



**Permission to use the Green is approved with restrictions/conditions:**

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking meters, or light poles surrounding the Village Green.
4. Traffic signs and parking meters surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within fifteen feet of the trunk of any tree in the Village Green.
6. No activity shall be carried out on or before 7:00AM or after 10:00PM without special arrangements.
7. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
  - a. All traffic control arrangements and site layouts shall be reasonably calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made recommendation of the Village Chief of Police.
  - b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Park Street, Union Street, Court Street, South Street, and the Village Square.
  - c. Police officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
  - a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.
  - b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.



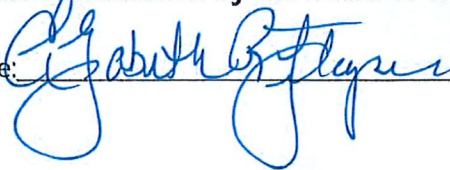
10. Applicant should check for electricity on the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.

At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.

11. Applicant's recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.  
a. Please see the attached recycling protocol for events on the Village Green.
12. The \$50.00 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50.00 fee. Such refund will be made only after the Board of Village Trustees agrees to do so.
13. Additional restrictions and conditions by the Board of Trustees are a condition of your permit: \_\_\_\_\_

**I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.**

Applicant signature: \_\_\_\_\_



Date: 5 Nov. 2020

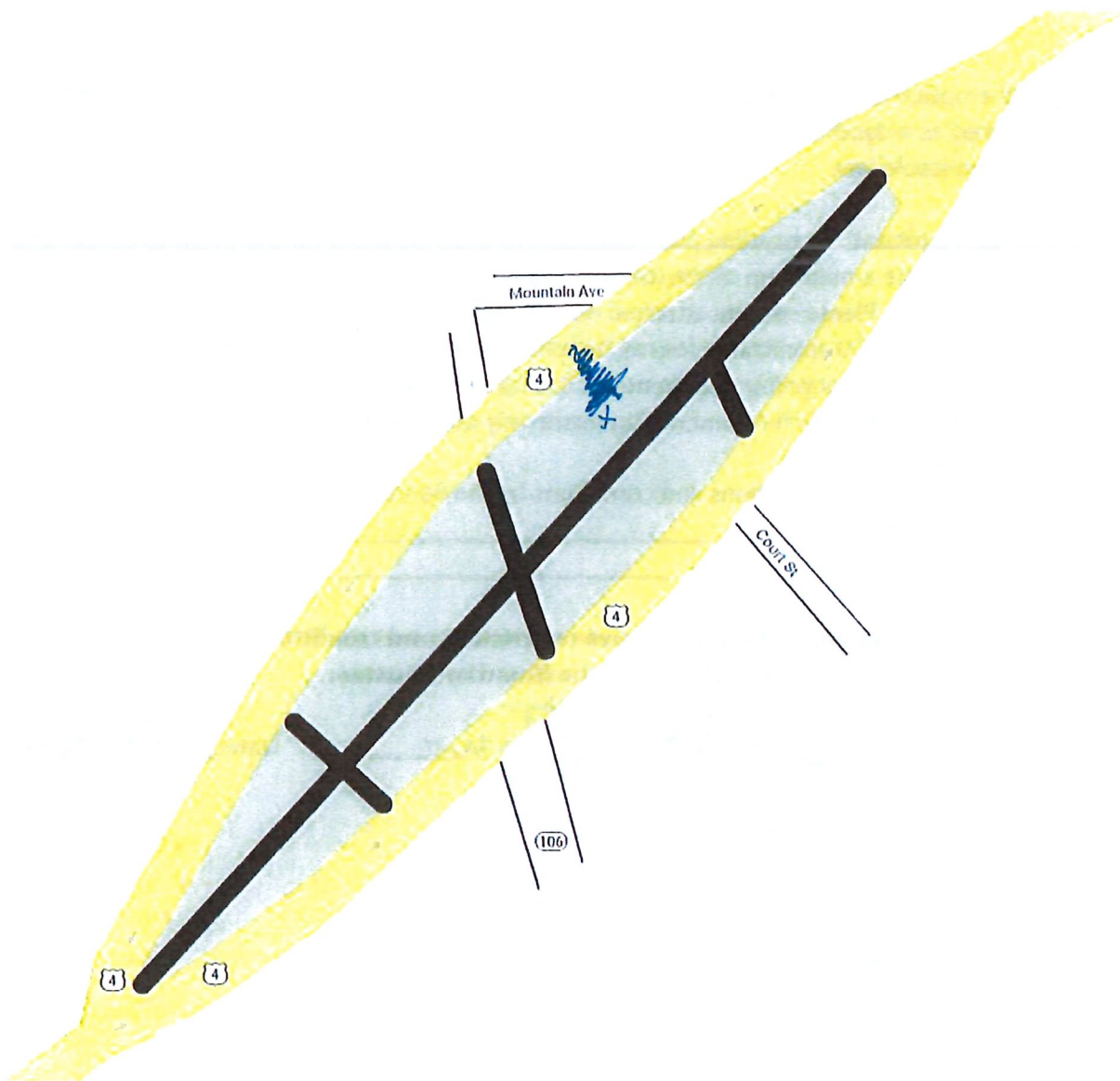
For office use only

- ☐ Approved  
☐ Disapproved

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Please use this to show the layout of the event:



**Village of Woodstock  
Permit for Use of the Village Green**

Application date: October 20, 2020  
Event name: Zack's Place Turkey Trot  
Name of Non-Profit Organization: Zack's Place Enrichment Center  
Address: PO Box 634, 73 Central St. Woodstock, VT 05091

**Event Information:**

Date of event: November 26, 2020 Time of event: 9A-11A  
Hours event will occupy the Green, including setup and clean up time: 8A-12n  
Anticipated crowd size: No crowd anticipated just passer by's  
Booths/stalls: Handing out t-shirts and band

☐ Yes

☒ No

If yes how many: \_\_\_\_\_

Equipment to be used on the Green: Band

Event description (clearly state the scope and nature of the event to be held):  
Due to Covid the Turkey Trot is Virtual this year. We wanted to have a  
presence on the Green for those that are doing their own walk and run just to cheer people  
on. We also wanted to distribute t-shirts. This is weather dependent. We also would like our  
banners hung.

Traffic control plan/arrangements: No need

**Please submit a layout for the event on page 4 of this application.**

Please see the attached conditions and restrictions for use of the Village Green.

**An application fee of \$50.00 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as the certificate holder.**

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Dail Frates

Title: Executive Director

Phone:

802 369 0487

Mailing Address: Po Box 634 Woodstock, VT 05091

Email: execdir@zacksplacevt.org

PO Box 488  
Woodstock VT 05091

nnourse@townofwoodstock.org



**Permission to use the Green is approved with restrictions/conditions:**

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
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5. No structures or tents shall be erected or placed within fifteen feet of the trunk of any tree in the Village Green.
6. No activity shall be carried out on or before 7:00AM or after 10:00PM without special arrangements.
7. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
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  - b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Park Street, Union Street, Court Street, South Street, and the Village Square.
  - c. Police officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
  - a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.
  - b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.



10. Applicant should check for electricity on the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.

At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.

11. Applicant's recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.  
a. Please see the attached recycling protocol for events on the Village Green.
12. The \$50.00 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50.00 fee. Such refund will be made only after the Board of Village Trustees agrees to do so.
13. Additional restrictions and conditions by the Board of Trustees are a condition of your permit: \_\_\_\_\_  
\_\_\_\_\_

**I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.**

Applicant signature: Dail Frates

Date: October  
20,2020

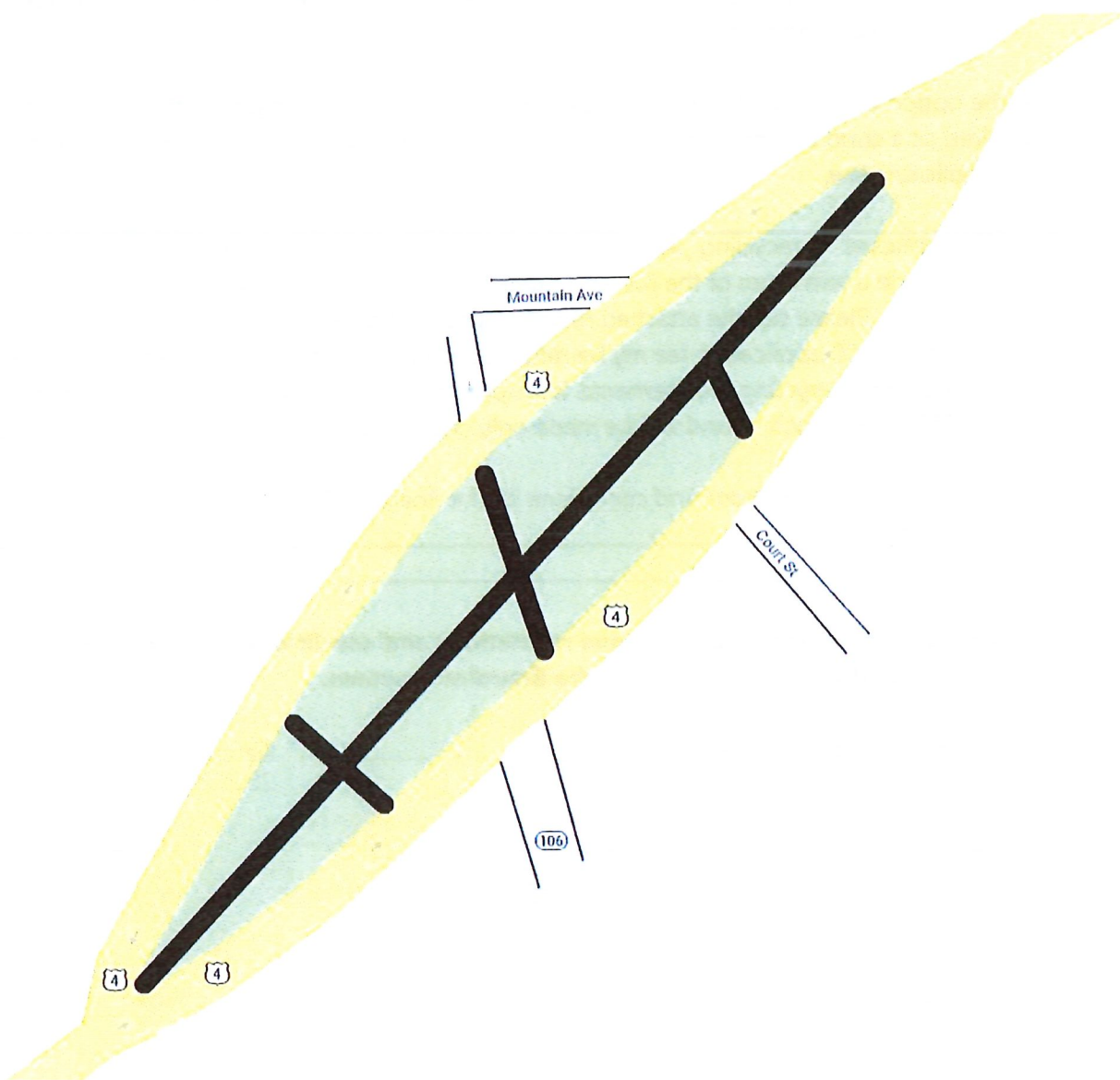
For office use only

- ☐ Approved  
☐ Disapproved

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Please use this to show the layout of the event:



C: 413-244-1211

TOWN OF WOODSTOCK  
P.O. Box 7  
Woodstock, Vermont 05091

Phone (802) 457-3456

1100

APPLICATION FOR PERMIT FOR DRIVE FOR ACCESS TO VILLAGE HIGHWAY OR STREETS  
W.V.O. TITLE 7, CHAPTER 1

NOTICE: This permit covers only rights vested in the Board of Trustees over this highway or street and it does not release the petitioner from the requirements of any other statutes, ordinances, rules or regulations, or the need to obtain an easement from the landowner if any of the drive is located on lands of another person.

This permit is effective upon compliance with such of those other requirements as are applicable.

An application fee of Twenty-Five Dollars (\$25.00) must accompany this application.

paid 10/20/20 check 1285 NLN  
Permission is hereby requested by BRETT RALPH to perform the work described as follows, on the street or highway known as MAPLE ST.

The exact location of this work being: 2 MAPLE ST. (911 address)

Description of the work to be performed: Replace old driveway,  
put new driveway slightly more down MAPLE ST.

This permit is issued with the following directions, restrictions and conditions and covered only the work described hereinafter, and then only when the work is performed as directed and subject to the following special conditions.

1. The petitioner does hereby waive, release and discharge the Village of Woodstock from any liability incurred or any damage or claim of damage of any kind or nature which he or others has or may claim to have now or in the future in connection with this work to be done.
2. No work shall be done under this permit until the petitioner to whom it is granted shall have communicated with and received instruction from the Municipal Manager.
3. All the work herein contemplated shall be done under the supervision and to the satisfaction of the Municipal Manager or his authorized agent which after due notice, is not satisfactorily corrected, the Municipal Manager may, with or without notice, make or cause to be made such corrections and the petitioner shall reimburse the Village for any expense incurred in making said corrections.
4. Drive to be constructed in so far as possible with Vermont Department of Highway Stand Sheet 8-71 Profile and Notes.



5. The driveway shall have a minimum width of twelve feet and a maximum width of twenty feet at any point lying within the Village highway right of way, provided however, a driveway serving only one single family dwelling may have a minimum width of eight feet and a maximum width of twenty feet at any such point.
6. Any property other than a property having only one single- or two-family dwelling may have two driveways, provided said driveways are to be used separately for ingress and egress.
7. All driveway, construction shall be designed and constructed in such manner as will divert water and runoff from the driveway away from the Village street, highway, and sidewalk and also in such manner as will not interfere with or obstruct drainage ditches or other water courses. If culvert is planned by the applicant or required by the Board, the applicant and owner(s) shall bear all cost of installation and maintenance.
8. The driveway shall, as nearly as possible, intersect and pass through the Village street, highway, and sidewalk at a right angle.
9. The driveway shall be designed, constructed, and located in such manner as to provide safe passage over any sidewalk and safe access to the traveled portion of the Village highway or street. The slope of the driveway shall be the minimum slope necessary under the circumstances and, at and near the point of intersection with a sidewalk or traveled portion of a Village highway or street shall be level with the traveled way for the maximum distance practicable under the circumstances using recommended standard of twenty feet. The sitting of the intersection of the driveway with a sidewalk or traveled portion of a Village highway or street shall be such as will maximize the view of on-coming pedestrian and/or vehicular traffic and provide, to the extent possible, at least fifty feet between any point on the driveway and center of any highway intersections. Turnarounds shall be provided where possible where possible to avoid the necessity of backing onto a public traveled way.
10. The driveway shall be sited to minimize the need to alter the location of existing public parking spaces and crosswalks.
11. Curb cuts may be permitted only if strictly necessary. If curb cuts are permitted, the board may impose any and all such terms and conditions as it shall deem necessary to ensure that the work to be performed will be completed in a manner consistent with other curb cuts made throughout the village and result in the least amount of damage possible to remaining curbing. A performance bond may be required.
12. This permit may be modified or revoked at any time by the Board of Trustees of the Village of Woodstock, VT.
13. In issuing this permit the Village Trustees are relying on the accuracy of the information submitted by the applicant for this permit.
14. Applicant does hereby agree to hold the Village of Woodstock harmless from claims of all third parties for damages from whatsoever cause incident to the exercise of this permission to construct a driveway.



VILLAGE OF WOODSTOCK  
31 the Green, Box 7  
Woodstock, Vermont 05091

Phone (802) 457-3456

PLEASE PROVIDE A SKETCH SHOWING THE LOCATION OF THE PROPOSED ACCESS AND STAKE OUT THE PROPOSED ACCESS SO THAT THE HIGHWAY SUPERINTENDENT MAY REVIEW IT BEFORE APPROVAL IS GRANTED.

SEE ATTACHED

Required to Slope driveway  
 $\frac{1}{4}"$  pr/Ft for first 20' from  
edge of road to create a  
negative pitch from edge of road

VILLAGE OF WOODSTOCK  
31 the Green, Box 7  
Woodstock, Vermont 05091

Phone (802) 457-3456

THIS PERMIT IS VALID FOR ONE YEAR FROM THE DATE OF ISSUANCE

ADDITIONAL CONDITIONS:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The undersigned, in consideration of the approval of this permit having duly read all the contents herein, agrees to the directions and to the restrictions and to conditions contained herein.

Signature of applicant: Brett Ralph

Name: BRETT RALPH

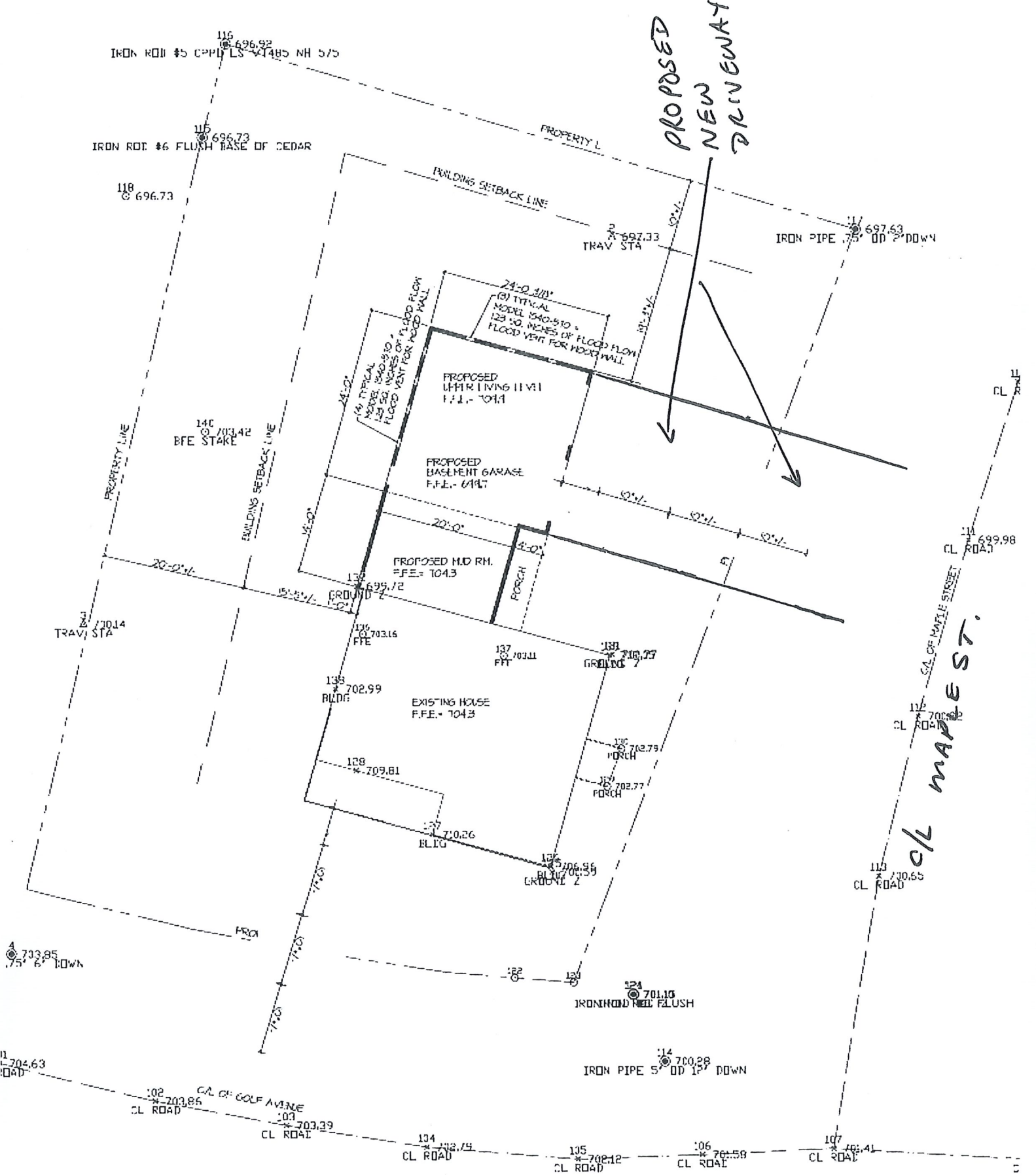
Mailing address: 2 MAPLE ST.  
WOODSTOCK, VT 05091

THIS PERMIT IS:

- ☐ Approved  
☐ Denied

Dated at Woodstock, Vermont this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Village Manager: \_\_\_\_\_







Village of Woodstock  
Tree Work Priorities

Following up on the discussion from the October 13 Trustees meeting I have noted my priorities here for your approval.

I feel the main focus at this point is "Village Green". First priority is the fertilization of the trees on the Green. Second priority would be the pruning those trees. The third priority to be done is the planting of new trees on the Green to be done in the spring. Breakdown follows:

Fertilization:	\$2,250.00
Pruning:	6,900.00
Sub Total:	\$9,150.00
Planting:	\$8,580.00
Total:	\$17,730.00

The timing of the fertilization is as soon as possible before the ground freezes.

The pruning can be done anytime from now through the winter.

The planting to be done in the spring as soon as W ground can be worked.

This would leave approximately \$2,270.00 of our \$20,000.00 budget for miscellaneous pruning or other tree care needs that might crop up during the next few months.

Approval for the fertilization is necessary as soon as possible so the work can be done before the ground freezes.

Thank you,

Don Wheeler

Tree Warden





Tree • Turf • Garden • Land • Forest

## Proposal

Town of Woodstock  
Don Wheeler  
PO Box 488  
Woodstock, VT 05091

October 26, 2020

**Job Number:** Town of Woodstock 202009100

**Work Site:** Route 4  
Woodstock, VT 05091

**Sales Representative:** Jason Eaton

**Email:** jason@chippersinc.com

This proposal reflects the recommended care of your trees and/or shrubs based on my recent complimentary review of your property. We look forward to working with you to improve the health, safety and beauty of your property.

Please email [contactus@chippersinc.com](mailto:contactus@chippersinc.com) with any questions. Thank you for considering Chippers for your green care needs.

If this proposal meets your approval, we ask that new clients please submit a 25% deposit. Also attached are safety instructions should your job require digging, such as stump grinding.

#	Plant	Service Description	Cost
4	Tree(s) <i>Fall Fertilizing</i>	<b>FERT- Fertilization fall</b> Fall 2020 fertilizer treatment of approximately 26 trees in the town of Woodstock "Green" as directed by Don Wheeler-town tree warden. <i>Fall soil applied natural fertilizer blended with soluble humates (nature's way of assisting in the movement of nutrients from soil to plant), seaweed extract (powerful source of biostimulants and trace minerals), and beneficial microorganisms to enhance soil biological activity. This blend is a rich energy source for supporting and increasing the soil food web.</i>	<b>\$2,250.00</b>
The Following Services are recommended by Jason Eaton. Check the box next to any of the services you would like performed.			
#	Plant	Service Description	Cost
<input type="checkbox"/> 1	Ash	<b>PHC- Trunk injection EAB biennial</b> 2021 treatment of 43 ash trees in the town of Woodstock as directed by Don Wheeler-town tree warden <i>Every other summer trunk injection for the suppression (and/or) prevention of emerald ash borer. Treatment lasts two years.</i>	<b>\$6,355.00</b>
<input type="checkbox"/> 2	Elm	<b>PHC- Trunk injection elm 3 year</b> 2021 treatment of 22 elm trees in the town of Woodstock as directed by Don Wheeler-town tree warden <i>GDD 300-450+: A macro-cambial injection for the suppression and/or prevention of Dutch elm disease. Treatment done every three years.</i>	<b>\$6,090.00</b>
<input type="checkbox"/> 3	All trees	<b>FERT- Fertilization fall</b> Fall 2020 fertilizer treatment of approximately 104 street trees in the town of Woodstock as directed by Don Wheeler-town tree warden. <i>Fall soil applied natural fertilizer blended with soluble humates (nature's way of assisting in the movement of nutrients from soil to plant), seaweed extract (powerful source of biostimulants and trace minerals), and beneficial microorganisms to enhance soil biological activity. This blend is a rich energy source for supporting and increasing the soil food web.</i>	<b>\$2,975.00</b>
<b>Additional Services Subtotal:</b>			<b>\$15,420.00</b>

**Subtotal:** \$2,250.00







Tree • Turf • Garden • Land • Forest

## Proposal

Town of Woodstock  
Don Wheeler  
PO Box 488  
Woodstock, VT 05091

October 26, 2020

**Job Number:** Town of Woodstock 20200910

**Work Site:** Route 4  
Woodstock, VT 05091

**Sales Representative:** Jason Eaton

**Email:** jason@chippersinc.com

This proposal reflects the recommended care of your trees and/or shrubs based on my recent complimentary review of your property. We look forward to working with you to improve the health, safety and beauty of your property.

Please email [contactus@chippersinc.com](mailto:contactus@chippersinc.com) with any questions. Thank you for considering Chippers for your green care needs.

If this proposal meets your approval, we ask that new clients please submit a 25% deposit. Also attached are safety instructions should your job require digging, such as stump grinding.

#	Plant	Service Description	Cost
1	Tree(s)	<b>TW- pruning.crown.cleaning.medium</b> The Green <u>\$6900</u> (Includes removing the ailing maple and stumpgrinding). Also prune the 14 trees along North Park street from the covered bridge to the end of the green to remove dead limbs and sprouts and provide 14' of clearance over the sidewalk. Chip and haul away all debris.	<u>\$10,100.00</u>

*Fall/Winter  
Pruning*

:

*Prune to improve or maintain plant health or control pests. Remove branches that are dead or dying, diseased or infested, rubbing, weakened or broken. "Medium" removal of 1" diameter or larger material and includes epicormic shoots (water sprouts).*

The Following Services are recommended by Jason Eaton.  
Check the box next to any of the services you would like performed.

#	Plant	Service Description	Cost
<input type="checkbox"/> 2	Tree(s)	<b>TW- pruning.crown.cleaning.medium</b> Central street to Tribute park: \$3400 Central street from park to Mac's crosswalk: \$3900 Tribute park: \$1980 Pleasant street from crosswalk near church to crosswalk near park: \$6880 Elm street from crosswalk to iron bridge: \$4450	\$20,610.00

*Prune to improve or maintain plant health or control pests. Remove branches that are dead or dying, diseased or infested, rubbing, weakened or broken. "Medium" removal of 1" diameter or larger material and includes epicormic shoots (water sprouts).*

<b>Additional Services Subtotal:</b>	\$20,610.00
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**Subtotal:** \$10,100.00

**Tax:** \$0.00

**Total:** \$10,100.00







## MEETING SUMMARY

**DATE:** October 23, 2020

**CHA FILE:** 35294 & 35296

**PLACE:** Virtual (Teams)

**TIME:** 8:30 AM

### ATTENDEES:

Matthew Bogaczyk  
Nick Pappas  
Dale Gozalkowski  
Jim Shields  
John Olsen  
Bill Kerbin  
Jeffrey Kahn  
Mary Riley  
Robbie Blish  
David Green

Vermont Agency of Transportation (VTrans)  
VTrans  
Clough Harbour and Associates, LLP (CHA)  
CHA  
CHA  
Woodstock  
Woodstock  
Woodstock  
Woodstock  
Woodstock

### PURPOSE:

The purpose of this meeting was to discuss questions pertaining to the Woodstock STP PC21(3) and Woodstock NH PC21(5) Preliminary Plan comments.

### SUMMARY:

The meeting was scheduled to begin at approximately 8:30 AM and the following items were discussed:

1. Dale Gozalkowski gave a brief reminder of the project scope, which is cold planing the pavement surface 2" deep and repaving with 2" of new bituminous concrete pavement. He explained that new pavement markings will be placed, and new roadway signs will be installed as well. Dale also referred all attendees to the November 15, 2018 project kickoff meeting summary for more insight into the project's scope.
2. Matt Bogaczyk reminded everyone that the limits of the Class I paving are at the existing "State Highway Ends/Begins" signs located on U.S. Route 4, VT Route 12, and VT Route 106. David Green stated that everything within the limits of those signs is within the Village of Woodstock. There were pdfs included in the email invitation which were reviewed during the meeting to verify the project limits on each route.
3. Jeffrey Kahn stated that the Village would like the project to start construction as early as possible in 2021. The first three weeks of October are critical to the local economy. Therefore, the Village requested that all work be completed by the third week of September 2021. Dale Gozalkowski explained that the contract documents can be prepared to require a completion date in late September 2021. The estimated construction duration to complete all work within the Village of Woodstock is 110 days.
4. Jeffrey Kahn asked if it would be possible to require work to be completed on U.S. Route 4 first. Bill Kerbin added that traffic volumes along U.S. Route 4 are higher than VT Routes 12 and 106. Matt Bogaczyk informed the Village that VTrans does not typically include such restrictions in the contract as it would likely drive up the cost to construct the projects. Matt further explained that a Contractor will typically mobilize equipment associated with that construction operation (e.g. cold planing, paving) and complete the associated work within the entire project area, then start on the next task in the logical sequence of work. As each stage of work is completed, the Contractor will demobilize the associated equipment and move onto their next project.

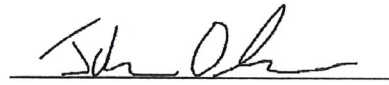


5. Mary Riley asked about the possibility of completing some of the work at night. Dale Gozalkowski reminded the Village that as stated in the November 15, 2018 project kickoff meeting summary, night work can either be required, allowed, or prohibited in the contract documents. It can be requested that specific work, or work within a specific area, be completed or not be completed at night. Dale requested that the Village provide in writing a detailed explanation of what work and where within the project limits should be completed at night. The Village should also state what work and where within the project limits night work is prohibited. Also, unless specified by the Village, "night" shall mean the period from sunset until sunrise of the following day for the location of the project.
6. Dale Gozalkowski stated that there will be a limited amount of cold plane grindings (approximately 500 tons) available to the Village. If the Village would like to obtain the grindings, they must specify in writing the amount of cold plane grindings (up to the maximum amount) that they would like to receive, the location to deliver these and a contact person for accepting these grindings.
7. Dale Gozalkowski informed the Village that they can request additional salvaged materials, such as sign faces, sign posts, drainage frames and/or grates, and guardrail that is removed as part of the project. Matt Bogaczyk explained that some of the items may be removed due to their poor condition so the Village should be aware that not all salvaged material will be reusable. Dale Gozalkowski requested that the Village provide in writing if they would like to receive salvaged materials and if so the location to deliver them and a contact person for accepting them. These locations and contact names are needed for each salvaged material.
8. Dale Gozalkowski requested that the Village provide in writing a list of any holidays or special events, including dates, happening within the Village that the Contractor should be aware of and will need to schedule around. Mary Riley stated that the Village may plan additional events in response to the recovery of COVID-19 but that they will inform CHA and VTrans of any additional events that are planned.
9. Matt Bogaczyk notified the Village that they will be receiving a maintenance and finance agreement in the near future and that it is important that it is completed in a timely manner. Bill Kerbin informed VTrans that he will be the one to sign the maintenance and finance agreement so it should be addressed and sent to him directly.
10. Dale Gozalkowski explained that the pavement markings included under the project have to follow guidance as outlined in the Manual on Uniform Traffic Control Devices (MUTCD). Due to separation requirements from fire hydrants, crosswalks, and intersections, parking stall marking modifications had to be made from the existing conditions. CHA will provide a parking matrix that compares the number of existing and proposed parking stall markings within the project limits. Dale informed the Village that they have the option to request that parking stall markings be removed from the plans and install them themselves after the project is completed. Bill Kerbin stated that the Village will review the parking disposition summaries and provide CHA a written response on whether to provide parking stall markings or not.
11. Jeffrey Kahn expressed concern over the number of proposed traffic signs shown on the Preliminary Plans and requested that optional signs be removed to reduce sign clutter throughout the Village. Bill Kerbin requested that the existing iron street names signs at the northern end of Tribou Park remain in place.
12. The location of the existing crosswalk at the base of College Hill that crosses U.S. Route 4 was questioned during VTrans' review of the Preliminary Plans. Mary Riley stated that this crossing location is important to the Village and is used regularly by residents so it should remain in the plans.

13. Bill Kerbin asked about community engagement before and during construction. Dale Gozalkowski explained that there will be a person hired by VTrans to interact with the community and act as a liaison between the community and the Contractor. Matt Bogaczyk informed the Village that a community engagement consultant would likely be hired in February or March of 2021.
14. Jeffrey Kahn stated that the Village was not satisfied with the work done by a previous paving Contractor and asked if there was a way to restrict who can bid on a project. Matt Bogaczyk explained that because the project is funded with Federal money the State must select the lowest bidder and cannot prevent any qualified Contractor from bidding on a project. Matt further explained that there are committees that look at Contractors previous performances when determining their eligibility in bidding on projects involving Federal and State money.
15. Jeffrey Kahn stated that construction signage should not deter people from visiting the Village during construction and that it is important the message is clear that the Village is open for business. Robbie Blish asked if truck traffic could be advised in advance to provide an opportunity to avoid construction. Nick Pappas explained that Portable Changeable Message Signs (PCMS) could be used on the interstate or points between to inform truck traffic of the construction in the Town and Village of Woodstock.
16. Members of the Village requested that a project checkup meeting be held prior to the start of construction. Matt Bogaczyk stated that VTrans does not typically hold large public information meetings for Class I paving projects, but they are not opposed to hosting a meeting to answer questions about construction. Matt explained that in order to have the Contractor present at the meeting it would have to be written into the contract documents that they are required to do so. Matt further explained that he would prefer not to require the Contractor to attend the meeting because the only thing the Contractor can provide to the public is more specific information about the construction schedule. However, even that information is subject to change. VTrans and CHA are able to answer questions regarding the project without a Contractor selected or present at the meeting. Matt informed the Village that as of right now, due to COVID-19 restrictions, VTrans would be required to hold a virtual meeting.

The meeting concluded at approximately 10:00 AM.

Please report any additions or corrections in writing within ten calendar days to the undersigned at CHA.



John Olsen, P.E.  
Assistant Project Engineer

c: Attendees

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October 13, 2020

Jeffrey Kahn, Village Trustee Chairperson

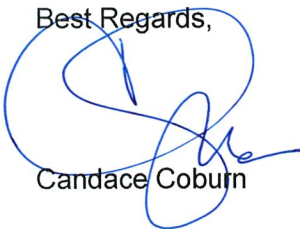
Dear Jeffrey,

It is with regret that I submit my resignation as Woodstock Village Treasurer. Greg and I have made the decision to move to our home in Georgia.

It has been such an honor to serve these past 32 years in Woodstock. It is easy to remember the year I started because I was pregnant with my second child when I first served on the Zoning board with Sally and Jane. I am so grateful to be able to look back with positive and, for me, important memories.

The decision to move was made easier knowing that community members such as you will continue to give Woodstock the future it deserves.

Best Regards,

A handwritten signature in blue ink, appearing to be "Candace Coburn", written over the printed name.

Candace Coburn

Cc: William H. Kerbin Jr., Municipal Manager





**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 but 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 a 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 4<sup>th</sup> 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

**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 Sevcenko, 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, Galdine 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 11 am. 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.



279 C. General Tree Maintenance in the Village – Don Wheeler

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

290 2. Chair Kahn stated it is important to have numbers for the budget.

291 D. Discussion about Halloween

292 1. Chair Kahn stated that it is unfortunate, but they will not be closing High Street  
293 or Maple Street this year.

294 2. Ms. McIlroy stated that the CDC recommends to not allow trick or treating.  
295 There are places around Woodstock doing special activities.

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

297 1. Chair Kahn stated that they received a requested proposal for the Middle  
298 Covered Bridge to be closed off for an hour on November 6. They have never  
299 done anything like this before.

300 2. Mr. Corson is worried that they are setting a precedent for this. It is a great idea,  
301 but he is worried it will become a popular thing to want to close off the bridge.

302 3. Chief Blish stated that they would need assistance from the Highway  
303 Department to drop off barricades and the officers place them. Mr. Green would  
304 be responsible for notifying neighbors.

305 4. Chair Kahn stated that November is a quiet time. Perhaps during certain quiet  
306 times, they can allow the bridge to be closed. They should probably have a fee  
307 involved. Maybe \$100. He would be in favor of it with a fee and shortened to 45  
308 minutes. Everyone in the community knows how to get around without having to  
309 use the bridge.

310 5. Ms. Lowe stated that it would be difficult to prevent others from wanting to  
311 close the bridge.

312 6. Mr. Corson is leaning against it.

313 7. Ms. McIlroy stated that the Middle Bridge is one of their greatest aspects in the  
314 village. It is also functional. She uses it every day. They close it for community  
315 wide events. She is afraid of setting a precedent. She loves the idea but is also  
316 worried about it.

317 8. Mr. Green stated that he is happy to provide any contribution to the town.

318 9. Ms. Blakeman stated that if they are going to rent it out, they should put a high  
319 price on it, like \$500.

320 10. Chair Kahn stated that he has a problem with charging that much because then  
321 the bridge is only available to the wealthy. There are other places the proposal  
322 can be done. East End Park is beautiful.

323 11. Mr. Logan stated it would set a bad precedent. The bridge is a public resource.  
324 Renting a bridge is different than renting a park.

325 VII. OLD BUSINESS

326 A. Draft of East End Park Policies and Fees

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

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

353 Seconded: by Mr. Corson

354 Discussion: none.

355 Vote: 5-0-0, passed.

356 B. Faulkner Park Working Group Presentation

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



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

378 VIII. OTHER BUSINESS

379 A. Manager's Report

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

383 B. Financial Report

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

388 IX. APPROVAL OF MINUTES

389 A. Meeting Minutes – September 8, 2020

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

391 Seconded: by Ms. McIlroy.

392 Discussion: none.

393 Vote: 5-0-0, passed.

394 X. ADJOURNMENT

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

396 Seconded: by Ms. McIlroy.

397 Discussion: none.

398 Vote: 5-0-0, passed.

399  
400 Respectfully submitted,  
401 Nikki Nourse

