

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

Draft Minutes subject to approval

Present: Chair Jeffrey Kahn, Seton McIlroy, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Dail Frates, Don Wheeler, Allan Stein, Ray Bourgeois, Beth Finlayson, Mary Riley, Police Chief Robbie Blish, Jill Davies, Devon Kurtz, Wendy Marrinan

A. CALL TO ORDER

1. Chair Kahn called to order the Trustees meeting of November 10, 2020 at 7:04pm.

B. CITIZEN COMMENTS

1. Ms. Finlayson stated that a small group of individuals including herself took down the picnic tables today. She hopes at some point the road crew may do that.
 - a. Chair Kahn stated that the picnic tables were well used this year. Hopefully, El Kam Realty will let them put picnic tables out there next year as well.

C. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

1. **Executive discussion for personnel roles & responsibilities & personnel review**
2. Rockefeller Investment Fund Recommendation
 - a. Chair Kahn stated that there is a recommended change to the wording. The new sentence would read: annual distributions are to be made from the fund between January 1 and January 31. This is in the Statement of Investment Objectives and Policies.

Motion: by Ms. McIlroy to approve the change to the Statement of Investment Objectives and Policies.

Seconded: by Ms. Lowe.

Discussion: none.

Vote: 5-0-0, passed.

D. MANAGER'S REPORT

1. General Report

- a. Mr. Kerbin stated that he has had meetings with the department heads to discuss budgets. He registered the town and village for a water arrearage assistance program. The kiosk and parking meter installation will be done soon.

2. Financial Report

- a. Mr. Kerbin stated that they went back to the original financial report. They are reworking financial reports. The budget is on track.
- b. Chair Kahn asked why audit expenses of \$800 are under special articles. It is a yearly expense.
- c. Mr. Kerbin will investigate this.
- d. Chair Kahn asked about the miscellaneous income. He would like to know what this income actually is.
- e. Mr. Kerbin will research that as well.

E. POLICE CHIEF'S REPORT

1. General Report

- a. Chief Blish stated that this coming month they will be participating in the Governor Highways Safety Program. 73 tickets were issued as a result of the speeding action plan. Officers generally give out tickets for vehicles going over 35 mph. Some tickets were from River Street, South Road, and other side streets. November 18th is the annual holiday food drive. There will be a donation box in

the lobby to donate food. The need for food is very great. This will be between 7am and 9am in front of the Police Department. The annual stuff a cruiser toy drive will be held during the Wassail events. They said goodbye to Officer Ryan-Leblanc. They have hired a new officer. He is very qualified. His name is Shaun Smith. He has six years of experience from the Springfield Police Department.

2. Parking Items

a. Time Limit Discussion

- I. Chief Blish stated that currently in the Ordinance there is no maximum number of hours you can purchase on meters. He is wondering if the Trustees want to continue with the unlimited amount of time or set a limit on parking spots. People always have the opportunity to extend their time. People can extend their time with the app as well.
- II. Chair Kahn stated that they are entering the slower time of the year. He thinks it makes more sense to leave it as is.
- III. Chief Blish stated that the kiosks and meters can be reprogrammed at any time. They can also limit the time on certain meters.
- IV. Ms. Lowe agrees with leaving it as it is and reevaluate later.
- V. Ms. McIlroy state that the point of the meters and kiosks is turnover. They want to encourage those right in front of the stores to turnover spots. In the meantime, they can get input from Hanover.
- VI. Time limits will not be changed.

b. Library Parking Lot Permitting

- I. Chief Blish stated that they are not going to put new meters or kiosks in the library parking lot. They lease this lot. There are eight spaces they meter. They break even on that lot. They will leave the old meters in that lot. They will still be able to use the Park Mobile App. He is wondering if they should use some of these spots for permit parking.
- II. Chair Kahn stated that this is a terrific idea. There are waiting lists for the Mechanic Street lot. The spots are leased Monday through Friday. They are available to businesses for owners and employees.
- III. Chief Blish stated that the parking permits would equal the revenue from the meters. The fee is \$564 for the year for the parking permit.
- IV. Chair Kahn stated that they can do four spots for permits.
- V. Ms. Lowe stated that this is a great idea. She has a spot on Mechanic Street. It is nice to have and there is a need for it.
- VI. Ms. McIlroy stated that it would be helpful for employers and employees. It is frustrating to search for a spot when trying to get to work. They should take care of the folks in town.
- VII. Chief Blish stated that there are 18 designated permit spots in the Mechanic Street parking lot. They can park in any one of those spots if they have a permit.
- VIII. Four parking spots within the library parking lot will be used for permits, and four will stay metered.

F. PERMITS

1. Use of the Green

a. Memory Tree Lighting – Wassail – Woodstock Rotary/Woodstock Area Chamber

- I. Ms. Finlayson stated that this event is generally held on the Saturday of Wassail Weekend. However, this year it may be nice to have it as a more local event. They will have it on December 5th instead. They can have up to 150 people socially spread out on the Green. It will last 30 minutes at most

Motion: by Ms. Lowe to approve the Use of the Green Permit for the Memory Tree Lighting as submitted by the Woodstock Rotary and the Woodstock Area Chamber of Commerce.

Seconded: by Ms. McIlroy.
Discussion: none.
Vote: 5-0-0, passed.

b. Zack's Place Turkey Trot – Zack's Place Enrichment Center

I. Ms. Frates stated that this year they are not socially gathering. They would like to have a band on the Green. They are not encouraging anyone to stand with them. There are 200-300 people participating from this area. It is a good virtual event. It is supporting Zack's place. They lowered the fee due to it being virtual, but they are selling t-shirts, so they are evening out with profits. The Turkey Trot is a huge community event. T-shirts will be shipping out by early next week. Over 1/3 of the people are not in Woodstock. People can pick up their t-shirt at Zack's Place as well. They will be rolled up with their name on them. They will be giving out maybe 100 shirts at the event.

Motion: by Mr. Corson to approve the Use of the Green Permit for Zack's Place Turkey Trot as submitted by Zack's Place Enrichment Center.

Seconded: by Ms. Blakeman.
Discussion: none.
Vote: 5-0-0, passed.

2. Driveway Permit – Brett Ralph – 2 Maple Street

a. Mr. Kerbin stated that Ken Vandenburg has looked at this permit. He is comfortable with it. It is a minor move. The driveway is moving over a couple of feet.

Motion: by Ms. McIlroy to approve the Driveway Permit for 2 Maple Street as submitted by Brett Ralph.

Seconded: by Ms. Blakeman.
Discussion: none.

Vote: 4-0-1, passed. Chair Kahn for, Ms. McIlroy for, Ms. Lowe for, Ms. Blakeman for, Mr. Corson abstained.

B. OLD BUSINESS

1. Update to East End Park Regulations & Fees

a. Ms. Lowe stated that Mr. Corson had some great suggestions. They tried to make the language clearer. On the application the person will need to map out what part of the park they will be using.

Motion: by Mr. Corson to approve the updates to the East End Park Regulations & Fees.

Seconded: by Ms. McIlroy.
Discussion: none.
Vote: 5-0-0, passed.

C. NEW BUSINESS

1. Tree Care Proposal from Don Wheeler

a. Mr. Wheeler stated that his presentation is a follow up to the request for a priority list. He provided a plan to fertilize the trees on the Green and prune them. The planting of new trees is scheduled for the spring. The price break down was provided. They will be pruning more in the spring as well.

b. Chair Kahn stated that the options are limited by funds.

c. Mr. Wheeler stated that the fertilization has already started.

d. Mr. Bourgeois stated that there are a lot of trees on Elm and Central Street that need pruning. He thinks they should be a priority before planting new trees.

e. Mr. Wheeler stated that Chippers was ready to go. Pruning is flexible on which trees they do. They can look at the village streets, but the Green has many trees with dead wood.

2. Discussion Regarding VTrans Meeting on 10/23/20

a. Chair Kahn stated that they need to consider if they would like to do a public informational meeting with VTrans. This project is going to take a long time. It

will start in the spring and go into September. It will be disruptive. If we have the state stripe the parking spots, we will lose some spots. There are two right outside of the Mechanic Street exit that we will lose. They may not realize that it is a one-way street and people do not come out that direction. One space they would lose is in front of the Court House. They would lose two spaces in front of Dr. Coburn's Tonic. There are also two on Elm Street they would lose. They are removing spaces due to federal guidelines. There is a lot of federal money involved in the project. The state needs an answer as soon as possible. The town stripes or the state does. It is all or nothing.

- b. Ms. McIlroy stated that if it is a federal rule then they should follow it.
- c. Ms. Davies suggested going with what the state is saying. They can change things if necessary, later.
- d. Chief Blish stated that there are also five spaces near Mac's Market that they would lose. They could keep those if they are included in the ordinance.
- e. Chair Kahn stated that they can let them stripe but talk to them about certain spots.
- f. The State will stripe the parking spaces when they pave the roads next year. The Trustees will try to see if they can save certain spots with clarification.

D. OTHER BUSINESS

1. Appointment of Village Treasurer

- a. Chair Kahn stated that Candace Coburn is moving. She has sold her home here. She had already given up a lot of her duties to Charles Degener. They have checked and Mr. Degener is eligible to act as Village Treasurer even though he does not live in the village.
- b. Ms. Blakeman agrees to have Mr. Degener be the Village Treasurer.
- c. Chair Kahn stated that they are not obligated to take other applicants. There are not a lot of people clamoring to do this work.

Motion: by Ms. Blakeman to appoint Charles Degener as Village Treasurer.

Seconded: by Ms. Lowe.

Discussion: none.

Vote: 4-0-1, passed. Chair Kahn for, Ms. McIlroy abstained, Ms. Lowe for, Ms. Blakeman for, Mr. Corson for.

E. EXECUTIVE DISCUSSION FOR PERSONNEL ROLES & RESPONSIBILITIES & PERSONNEL REVIEW

- 1. The Trustees entered executive session at 9:00pm.
- 2. They exited at 9:37pm.

F. APPROVAL OF MINUTES

1. Joint Meeting Minutes – October 8, 2020

- a. Page 5 – change what Mr. Sutherland said
- b. Exit time for executive session

2. Meeting Minutes – October 13, 2020

- a. Chicoine

Motion: by Ms. Lowe to approve the joint meeting minutes of October 8, 2020 and the meeting minutes of October 13, 2020 which the requested changes.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

G. ADJOURNMENT

Motion: by Mr. Corson to adjourn the meeting at 9:42pm.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

**Respectfully submitted,
Nikki Nourse**