

VILLAGE OF WOODSTOCK  
BOARD OF VILLAGE TRUSTEES MEETING  
DECEMBER 8, 2020  
7:00 PM  
CONFERENCE CALL  
MINUTES

Draft minutes subject to approval.

Present: Chair Jeffrey Kahn, Seton Mcllroy, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Zoie Parent, Neil Allen, Police Chief Robbie Blish, Devon Kurtz, Karim Houry, Frank Leibly, Mary Riley, Patrick Fultz, Beth Finlayson, Wendy Marrinan

- A. CALL TO ORDER
  - 1. Chair Kahn called the Trustees meeting of December 8, 2020 to order at 7:00 pm.
- B. CITIZEN COMMENTS - none
- C. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA
  - 1. Additions
    - a. Executive Session to Discuss Labor Agreement
    - b. Investment Advisory Report
- D. MANAGER'S REPORT
  - 1. General Report
    - a. Mr. Kerbin stated that he has attended the first Faulkner Park Committee meeting. The main thing discussed is whether the Trust will transfer ownership to the Town or a nonprofit. He attended the Emergency Management Director Round Table. It focused on COVID-19. They will be losing Lynn Beach. She is retiring on January 1<sup>st</sup>. He congratulated her.
      - I. Chair Kahn stated that this is a loss. Ms. Beach is a very good employee of the Town and Village.
  - 2. Financial Report
    - a. Mr. Kerbin stated that the miscellaneous line item is the highway state aid. The Irene recovery revenue is a sub account. They cannot remove it from the budget. The audit states that it is 17% complete. This is because they have not been billed for the full audit yet.
- E. POLICE CHIEF'S REPORT
  - 1. Chief Blish stated that the speed sign on River Street has been put up today. It is solar powered. Residents were concerned about cut through traffic. Therefore, they put extra sign posts up. They will be putting up additional Route 4 signs pointing towards the bridge near the Rec Center. They are waiting on the delivery of the new parking meters. They should be delivered within the next two weeks. Park Mobile will be available after the new meters and kiosks are installed. They will be putting signs on existing posts as much as possible. The meter revenue was lower than it was last year due to COVID-19. Last year it was \$8,847. This year it was \$5,472. They will be participating in the Governors Highway Safety Program. It is a holiday DUI campaign running from December

18<sup>th</sup> to January 3<sup>rd</sup>. During Thanksgiving, they had 28 hours of extra patrol. Thirty-seven tickets were issued. During the holiday food drive 80 lbs. of food was donated. The winter parking ban is in effect.

F. PERMITS

1. Use of the Green – Citizen of the Year – Banner – Woodstock Rotary Club

a. Chair Kahn stated that there will be banners at both end of the Green.

Motion: by Mr. Corson to approve the use of the Green permit as submitted by the Woodstock Rotary Club for the Citizen of the Year banner.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

G. OLD BUSINESS - none

H. NEW BUSINESS

1. Resolution for the Library Lot

a. Chief Blish stated that the Trustees agreed to make some of the spaces in the Library parking lot permitted spots. They need a resolution. This resolution presented mirrors the Mechanic Street resolution.

b. Mr. Corson had some suggestions which he presented (included in the minutes).

2. Discussion on Meter Moratorium for December

a. Ms. Finlayson stated that the business of Woodstock is very different than last year due to COVID-19. A meter moratorium would be beneficial to the merchants. Kiosks are coming in these coming weeks so it would be a good time.

b. Chair Kahn stated that he has talked with Chief Blish about this. The Chamber needs to let people know about this. They can start it for this coming weekend. It would be December 11-27.

c. Ms. Finlayson stated that she thinks that is a reasonable time frame. She appreciates it.

d. Chair Kahn stated that they will be giving up some meter revenue. However, they are taking down the old meters anyway so it will not be much.

Motion: by Chair Kahn to set the meter moratorium for December 11-27. Meters will not need to be paid during this time.

Seconded: by Ms. Lowe.

Discussion: none.

Vote: 5-0-0, passed.

I. OTHER BUSINESS

1. Investment Advisory Committee Report

a. Chair Kahn stated the Rockefeller Endowment Fund is at a high point right now. It is at \$2.1 million. They are asking the investment group for the best way to direct them in managing the funds to a specific purchase.

b. Ms. Davies stated that there is some disagreement in the group on whether this is a good idea or not. However, it is ultimately the decision of the Trustees and the Select Board.

Motion: by Ms. McIlroy to have the Investment Advisory Committee come up with a report of the possible ramifications of withdrawing from the Rockefeller Endowment Fund for a specific expense.  
Seconded: by Mr. Corson.

Discussion: none.

Vote: 5-0-0, passed.

J. EXECUTIVE SESSION TO DISCUSS LABOR AGREEMENT

1. The Trustees entered executive session at 7:07 pm.

2. The Trustees exited executive session at 7:56 pm.

Motion: by Ms. Lowe to approve the Police Union Contract.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

K. APPROVAL OF MINUTES

1. Meeting Minutes – November 10, 2020

a. Page 3, section D change is to in

b. E.2.b change to \$560

2. Meeting Minutes – November 18, 2020

a. Page 2 – Act 66 to Act 55

Motion: by Mr. Corson to approve the minutes for November 10<sup>th</sup> and November 18<sup>th</sup> with the noted changes.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

L. ADJOURNMENT

Motion: by Ms. Lowe to adjourn the meeting at 8:03 pm.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,  
Nikki Nourse*

## APPENDIX I (To Title 8 W.V.O.)

### Reserved Parking Spaces

#### Elm Street

The first parking space on the west side northerly of the intersection with Central Street is reserved for vehicles owned by the Municipality of Woodstock.

#### Southerly section of the Mechanic Street Parking Lot

The sixteen parking spaces in the Mechanic Street Parking Lot, located southerly of the Welcome Center Building, ~~that is~~ **are** dedicated for Employee Parking, by those ~~people~~ who are employees of a business located in the downtown area of the Village, and who have purchased a permit to park in this area.

#### Specifically designated parking spaces in the Library Parking Lot

Spaces not already designated at Court House Staff Parking may be specifically designated as Employee Permit Parking Spaces by those people who are employees of a business located in the downtown area of the Village, and who have purchased a permit to park in a designated space.

#### History:

Revision # 16, 2016 added the employee long term parking by permit to this section.

Revision #17, 2020 added the employee long term parking by permit in the library lot to this section.

# Village of Woodstock

## Parking Permit Regulations-Employee Parking Spaces

### Library Lot

#### Parking Resolution # 6

Permits to park in the spaces of the Library Lot Parking Lot designated as Employee Permit Parking Spaces, are sold annually to the applicants selected at a random lottery conducted by the Board of Village Trustees.

Permit Holders must fill out a new application form for the renewal time period if there have been any revisions to the RESOLUTION regulating parking in the Library Lot Employee Parking Spaces adopted by the Board of Village Trustees.

Permit holders in compliance with the most recently adopted resolution governing parking in the Library Lot Employee Parking Spaces, at the time of application, may renew subsequent year permits without participating in future lotteries.

Applications may only be submitted by employees of village businesses.

Applications must contain information regarding the primary permit holder and secondary permit holder; if a shared permit.

Name of Primary Parking Permit Holder: \_\_\_\_\_

Address: \_\_\_\_\_

License plate number and State that issued the license plate: \_\_\_\_\_

Employer or Business Name \_\_\_\_\_

Name of Secondary Parking Permit Holder: \_\_\_\_\_

Address: \_\_\_\_\_

License plate number and State that issued the license plate: \_\_\_\_\_

Employer or Business Name \_\_\_\_\_

Primary and Secondary Permit Holder must not have any outstanding, unpaid parking tickets.

An application for a Parking Permit, or parking permit renewal received from an applicant that does not contain information regarding the name of the Primary Permit holder, or the license plate number or has any unpaid parking tickets, will not be approved and the application will be returned to the applicant.

The lottery will be held annually at the December meeting of the Board of Village Trustees **for the upcoming calendar year.**

To be included in the lottery, applications must be received in the Municipal Offices or Postmarked prior to December 1st of every year.

All available spots in this parking lot that are not filled by the lottery will be sold on a first come basis. Spaces not sold will continue to be metered.

Winners of the lottery are eligible to purchase a parking permit ~~that will allow parking in a designated parking space~~ in a non-metered, ~~permit parking only~~, parking space of the Library Lot.

Cost of a parking permit is \$140.00 per quarter; or portion of a quarter. Cost of a permit will not be discounted if a permit is purchased during a quarter due to a permit holder renewing after the beginning of the quarter.

Payment may be made annually or quarterly. If quarterly, payment must be received prior to the last day prior to the beginning of the quarter. January 1 to March 31 being the first quarter, April 1 to June 30 being the second quarter, July 1 to September 30 being the third quarter and October 1 to December 31 being the fourth quarter.

A grace period of seven calendar days at the beginning of each quarter is granted.

Following expiration of the grace period, the parking permit will be cancelled. ~~And~~ Any **such** vehicle parking in the Employee Permit Parking Lot, with a cancelled parking permit, will be subject to the standard \$50.00 parking ticket. ~~for this violation of parking in an Employee Permit Parking Space, without a permit, which is \$50.00.~~

Violations of the Village Parking Ordinances, other than parking without a permit, that occur in the Library Parking lot will be subject to the same fines as for violating the parking ordinance elsewhere

in the Village.

Overnight parking in the Library Parking Lot is not allowed.

Hours of operation of the permit parking system are 8:00 am to 6:00 pm Monday - Friday.

~~Saturday is open anywhere in the Library Parking Lot with a parking permit properly displayed. Permit holders may park anywhere in this lot on Saturdays.~~

The fine for parking in a Library Lot Employee Permit Parking Space, during the posted hours of operation, without properly displaying the parking permit is \$50.00 per offense.

~~This means that if a permit holder has paid for a permit to park in a designated parking space in the Library Lot and has parked his/her vehicle in the designated space, but does not properly display the parking permit, the vehicle is parking in violation of the rules and the vehicle will receive a \$50.00 ticket.~~

The Parking Permit is transferrable. This means that you may use the permit in a different vehicle or you may loan the parking permit to another motorist. The permit must be properly displayed or a ticket in the amount of \$50.00 will be issued to the person who was issued a parking permit. ~~shall be liable to pay all fines issued to any vehicle displaying the permit.~~

The permit is a window sticker and should be mounted on the windshield in the lower corner in front of the passenger seat. OR, permit holder may choose to laminate the sticker and place it on the dashboard of the vehicle when parking.

If the permit is not displayed, a parking ticket will be issued.

No exceptions will be made.

All parking permit lottery winners that wish to purchase the parking permit must sign the agreement for permit parking and agree to comply with these regulations.

All permits must be individually purchased. No "bulk sales" of parking permits will be allowed.

I have read the Regulations for Parking in the Employee Permit Parking Lot and will comply with the Regulations.

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Permit Holder Signature Date

Signed this xx day of xxx, 202x, by the Woodstock Village Board of Trustees:

WOODSTOCK BOARD OF VILLAGE TRUSTEES: