

**Village of Woodstock**

**Board of Trustees**

**Meeting**

**April 13, 2021**

**7:00 pm**

**Zoom**

**Minutes**

**Draft minutes are subject to approval.**

**Present:** Chair Jeffrey Kahn, Seton McIlroy, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Zoie Parent, Alita Wilson, Beth Finlayson, Police Chief Robbie Blish, Hannah Leland, Luran Corson, Jill Davies, Antonia Richie, Isabelle Chicoine, Patrick Fultz, Tyler Kimberly, Karim Houry, Joe DiNatale, Courtney Lowe, Chris McIlroy, Laurie Chester, Courtney Lowe

**A. Call to order**

1. Chair Kahn called the Trustees meeting of April 13, 2021 to order at 7:00 pm.

**B. Citizen comments**

1. Ms. Corson stated that she is the co-chair of the Garden Club. The dummy needs some significant work. The Garden Club is scheduled to start planting this weekend. It is an opportune time to spruce up this area.
  - a. Chair Kahn stated that it is important. The lantern at the top needs some paint and cleaning.
  - b. Mr. Kerbin stated that Ken Vandenburg will work on that hopefully within the next week. He can ask Mr. Vandenburg to also sand and paint the bottom where there is rust.
2. Ms. Davies stated that this time of year, Woodstock looks really sad. You can see a lot of deterioration in the Village. The recycling bins need to be painted. There are a lot of people who walk. They need to take much better care of the Village.
  - a. Chair Kahn stated that they are working on this. The Street Sweeper should be ready tomorrow morning. There are infrastructure problems. They are currently advertising for a General Laborer for 20 hours per week for the summer. They hope they can find someone for this. There are things that need extra attention.
  - b. Ms. Davies stated that the Green also looks sad. The railings are breaking. There is nothing to take pride in.
3. Ms. Chicoine asked if the Trustees could consider having more lights in the Village. It would be appealing to tourists. Other towns keep their trees lit all year long.
4. Ms. Richie stated that there are private properties that have become an eyesore.
  - a. Chair Kahn stated that they are working on this.
5. Chief Blish stated that he happened to see someone from Pike Industries. They will be starting the Route 4 paving work on April 25<sup>th</sup>. They will start with night work on the 25<sup>th</sup>. They will be grinding pavement throughout the Village.

**C. Restructuring of Board**

**Motion:** by Ms. Blakeman to nominate Jeffrey Kahn to be the Chair of the Trustees until March 2022.

**Seconded:** by Mr. Corson.

**Discussion:** none.

**Vote:** 5-0-0, passed.

**Motion:** by Chair Kahn to nominate Seton McIlroy to be the Vice-Chair of the Trustees until March 2022.

**Seconded:** by Mr. Corson.

**Discussion:** none.

**Vote:** 5-0-0, passed.

**D. Newspaper of record**

**Motion:** by Ms. McIlroy to make the Vermont Standard and the Valley News the Newspapers of Record.

**Seconded:** by Ms. Lowe.

**Discussion:** none.

**Vote:** 5-0-0, passed.

**E. Municipal appointments**

**1. Development Review Board – Wendy Spector**

**Motion:** by Mr. Corson to reappoint Wendy Spector to the Development Review Board.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

**Vote:** 5-0-0, passed.

**2. Planning Commission**

**a. Sara Stadler**

**Motion:** by Ms. McIlroy to reappoint Sara Stadler to the Planning Commission.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

**Vote:** 5-0-0, passed.

**b. Sam Segal**

**Motion:** by Mr. Corson to reappoint Sam Segal to the Planning Commission.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

**Vote:** 5-0-0, passed.

**3. Design Review Board**

**a. Beverly Humpstone**

**Motion:** by Mr. Corson to reappoint Beverly Humpstone to the Design Review Board.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

**Vote:** 5-0-0, passed.

**b. Larry Zeitlin**

**Motion:** by Mr. Corson to reappoint Larry Zeitlin to the Design Review Board.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

**Vote:** 5-0-0, passed.

**F. Additions to and deletions from the posted agenda**

**1. Addition – Executive Session**

## **G. Manager's Report**

### **1. General report**

- a. Mr. Kerbin stated that with the American Recovery Funding Act they will be receiving funds from that late May or early June. The amount is subject to change. They are looking for a part-time summer laborer. He reminded everyone that the deadline for agenda items is the Wednesday before the meeting before noon. Mr. Kerbin asked the Trustees to please sign all documents from the meetings by Friday. He reminded everyone that the Tax Credit Program deadline is July 1<sup>st</sup>.
- b. Chair Kahn stated that last year they were able to put four picnic tables at the former Pi location. This year the owner of that property would like something in return. They are requesting that we do the mowing for the property. Mr. Kerbin arranged it with Ken Vandenburg today.
  - i. Ms. Davies stated that she is surprised that the Village can take on another cost.
  - ii. Ms. McIlroy stated that initially the owner wanted money in exchange for them placing picnic tables on the property.
  - iii. Chair Kahn stated that they wanted a significant amount of money. Mowing is the less expensive alternative.
  - iv. Ms. Davies stated that she is not saying the negotiations are bad, but the costs need to be figured out.
  - v. Mr. DiNatale stated that if the Village cannot afford whatever the cost is, let him know. He may be able to help. He believes it is good for the Village to have these picnic tables.

### **2. Financial report**

- a. Chair Kahn stated that he had one concern while looking at the report. At this time of year, they are hoping everything to be around the 75% mark. The police revenue is only at 64%, but their expenditures are at 85%.
- b. Chief Blish stated that ticket and meter revenues are down. However, the wage and salary line are way below where they normally would be. The last two months have been slower. They also have to rely on payment from the State in terms of ticket revenues.

## **H. Police Chief's report**

### **1. General report**

- a. Chief Blish stated that they participated in the Governor's Highway Safety Program for Distracted Drivers Awareness between April 8-11. They wrote 10 tickets in five hours for cell phone use. He asked that people please not leave their dogs in cars unattended. Chief Blish stated that in regard to parking permits, they are full on Mechanic Street, but they still have permits available for the Library lot. Tim McGuire works meters on Saturdays. He is moving. This Saturday will be his last day. For meters, March 2021 beat March 2020's revenue by \$1,000. The total revenue for March was \$4,713.65. The kiosks brought in \$908, the meters were \$3,377, and park mobile was \$427. In regard to trucks, they had a meeting with the legislative delegation and had some lengthy discussions. They have to meet with the Senate Transportation Committee. They are hoping to keep the overlength truck permits. It is still unknown what will happen. They should hopefully know more on Thursday. One safety concern is the Maplefield's corner. 53% of trucks cross over the yellow line there. The Village roads are very narrow. Sometimes you have to stop to allow a truck to pass. They still weigh trucks. They still stop and ticket a fair number of trucks. The

Woodstock Police Department is number four in the State for number of tickets issued. The truck permits are fee and very easy to get.

i. Ms. Richie asked what the fine is for failing to keep to the right of the yellow line.

a. Chief Blish stated that the fine is \$220.

## **2. Discussion regarding parking meters & kiosks**

a. Chief Blish stated that kiosks are functioning like are supposed to. He is going to be meeting with a vendor tomorrow regarding the broken meter poles. This is the fourth vendor he has tried to get into contact with. Three others did not show. Regarding the posts around the Green, he will need the Highway Department's help to pull those posts. The new Park Mobile signs are much smaller. He wants to make sure people still know what zone they are in. There are many different options for people.

b. Chair Kahn stated that one idea that has been going around is to offer Town residents who register their plates to get half parking around the Green.

c. Ms. Blakeman suggested parking stickers for residents. Residents could pay quarterly or every six months. It is an option they could consider.

d. Chief Blish stated that another option is that on Elm Street in the two-hour parking zone they offer half price of regular parking permit. The only thing with this is you are not guaranteed a spot. There are currently five or six posts that do not have a meter. Employees of businesses are parking in these spots all day.

## **I. Permits**

### **1. Sidewalk permit – Dr. Coburn's Tonic**

a. Chair Kahn stated that Dr. Coburn's is requesting the same permit as last year for outdoor seating. They think it is essential to their survival. Chair Kahn suggests allowing this until mid-October. The biggest concerns last year were crowding.

b. Ms. Parent stated that she does know that last year the restaurant was just using what they had. They are looking to buy more appropriate outdoor tables.

c. Ms. Lowe stated that when walking by it felt you were encroaching on their dining experience. She thinks that they should have smaller tables spread apart a little more.

d. Ms. McIlroy stated that she wishes they were here to talk to. She loves the idea. However, it is difficult to walk by.

e. Chair Kahn stated that he does not see how much smaller the tables could get.

f. Ms. McIlroy stated that she would be concerned about anyone with accessibility issues getting by.

g. Ms. Lowe stated that in Hanover some restaurants had taken over parking spots for seating.

h. Chair Kahn stated that that may be a safety hazard.

i. Mr. Fultz stated that he would be worried that they would expect to use the tables again next year.

j. Ms. McIlroy stated that she would like to table this permit.

k. Chair Kahn stated that they could have a special meeting. They will table this for tonight.

### **2. Use of the Green permit – Senior Banners – Woodstock Union HS/MS**

a. Ms. Leland stated that this was a big hit last year. The seniors have asked to do this again this year. This year they will put first names on the banners. They will not have last names for privacy reasons.

### **3. Parade permit – Class of 2021 – Woodstock Union High School/Middle School**

- a. Ms. Leland stated that they had to cancel the Alumni Parade again this year. This parade would follow graduation. It would just be the seniors and their parents to recognize them. It will be just like last year. The Fire Department is willing to be escorts. She will talk to Chief Blish if the permit is approved.

**Motion:** by Ms. Lowe to approve the use of the Green permit for the Senior Banners and the parade permit for the Class of 2021 as submitted by the Woodstock Union High School and Middle School.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

**Vote:** 5-0-0, passed.

#### **4. East End Park permits – Pentangle**

- a. Ms. Wilson stated that the Music by the River permit will take place between July 2 to August 20. Worthy Kitchen will get their liquor license today. The Community Celebrating Heroes Concert will be on August 27<sup>th</sup>. There is also the permit for Movies for September. If the theater is open in full in September, they probably will not do the movies outside. By July 4<sup>th</sup> they can have 200 people gathered. She thinks one porta potty for the events will be fine. She stated that the Trustees may want to think about having a porta potty there full time. Pentangle would leave their porta potty there between events. The Welcome Center closes at 5:00 pm. They are going to stick with masks and social distancing even if they do not necessarily have to.
- b. Chair Kahn stated that the guidelines for the East End Park are set at 175 people. 200 for weddings only.
- c. Ms. Wilson asked if they could have an exception to have 200 people. She also stated that people come in and out during the events. It is a public park. They are not going to turn people away. Worthy Kitchen will be up above. People tend to spread out. In regard to parking, they are encouraging people to carpool or park at the Ottawaquechee Health Center which will be closed at the time of the events. She will talk to Chief Blish about possibly having an officer there for the egress. They will be keeping covid safety precautions in place. They do not want to ask people if they are vaccinated.
- d. Chair Kahn stated there is a \$100 application fee for each permit. They will reduce the price to \$150 per event. He believes half price is fair because these events are beneficial to the town and there are many events.

**Motion:** by Chair Kahn to approve the permits for the East End Park as submitted by Pentangle with the exception of allowing 200 people per event and reducing the event fee to \$150 per event.

**Seconded:** Ms. Blakeman.

**Discussion:** none.

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

#### **J. Old business – none**

#### **K. New business**

##### **1. Auditor's report**

- a. Mr. Kimberly stated that he is a senior accountant who worked a lot of the audit. It was completed on February 27, 2021. They started the audit in September. There was a lot of year end reconciliation that needed to happen. Covid was a contributing factor to how long it took as well.

Permanent funds were a big one they needed to work on. They also had to help with accrued payroll schedules we had to help out with. It took a significant amount of time. Their finding is on page 41. It states that there were incomplete year end reporting and schedules. Audit suggestions were proposed. He suggested to try and get outside help to get schedules up to date. He suggests hiring another staff member. That way they can help make sure things are being put in the right places. There were a lot of numbers that were not right.

- b. Mr. Kerbin stated that he and Ms. Parent have been talking about this. Ms. Parent now has an accounting assistant to help out.
- c. Ms. Parent stated that they started having bi-weekly payroll which has helped out. They are up to date on their asset schedule. Before now they had been a few years behind. They put a purchasing policy in place. Nothing can be purchased over \$2,000 without a purchase order. Patricia Martel, the Accounting Assistant, has been a big help. They have made some adjustments with how they do things.
- d. Chair Kahn stated that the Village is in good shape financially.

## **2. Discussion regarding the care of Teagles Landing after the renovation**

- a. Mr. DiNatale stated that they have a contract with ArborScape on regards to the plants. They have a one-year guarantee with proper care. To satisfy the contract with ArborScape, the EDC will take care of watering the plants the first year.
- b. Chair Kahn stated that he wonders if the Garden Club could do the watering when the contract ends.
- c. Mr. DiNatale stated that after the first year the plants should not have to be watered as often as flowers.
- d. Ms. Corson stated that she can bring it up to the president of the Garden Club.
- e. Mr. DiNatale stated that there will be other maintenance issues involved besides watering.
- f. Mr. Bourgeois stated that once the plants are established, they will need minimal care next year.
- g. Mr. DiNatale stated that other maintenance may be sweeping, trimming, and weeding. Weeds can make the place look bad. Teagle's Landing will require attention.
- h. Chair Kahn stated that they are hiring a General Laborer. They may be able to take care of Teagle's Landing.
- i. Mr. DiNatale stated that ArborScape is starting the work Thursday and it will take ten days tops to complete. The Village should not have to rely on the Garden Club to maintain this.
- j. Chair Kahn stated that they do not have personnel to do this work. The Highway Department crew are not gardeners.
- k. Ms. Blakeman stated that she has weeded Teagle's Landing herself twice this last year. She can help oversee this.
- l. Mr. Corson stated that the Garden Club has a full plate, but she will bring it up.

## **3. Local Emergency Management Plan**

- a. Mr. Kerbin stated that there are no changes to this plan.

**Motion:** by Ms. Lowe to approve the Local Emergency Management Plan.

**Seconded:** by Ms. McIlroy.

**Discussion:** Mr. Corson asked to add Woodstock and address to the top of the plan.

**Vote:** 5-0-0, passed.

#### **4. Discussion of a Declaration of Inclusion by Robert Harnish**

- a. Chair Kahn stated that Robert Harnish has started a program regarding diversity and inclusion around the State of Vermont. (This is included in the minutes). This has been asked of municipalities around the State of Vermont to adopt. It reflects the values we all hold.
- b. Ms. McIlroy stated that it is a great first step for the Village and our community.
- c. Ms. Chester stated that she is the Town Representative for the Board of Trustees of the Library. The mission of the library is to be a resource to the community. They do have a problem with diversity and inclusion in our community. We need to have a greater awareness.
- d. Mr. McIlroy stated that he was tasked on looking into this last year. They wanted to see how the library can help with inclusion. They started by data gathering. We have a problem with systematic racism and racial equality. Libraries help create a space where people can engage on these issues. There are a lot of groups in Vermont tackling this issue. There are issues in this town just like every other town in Vermont. There is a super active 4<sup>th</sup> grader at Woodstock Elementary School who has organized protests and worked on grants to create a library at WES that focuses on these issues. He is heartened that we have kids that have this kind of passion.

**Motion:** by Chair Kahn to adopt the Declaration of Inclusion for the Village of Woodstock.

**Seconded:** by Ms. Lowe.

**Discussion:** none.

**Vote:** 5-0-0, passed.

#### **5. Review and discussion of Mask Ordinance**

- a. Chair Kahn stated that by July 4<sup>th</sup> the State Mask Ordinance will be dropped. He wants the Village Mask Ordinance to go in step with the State Ordinance. It would be enforced until then. He thinks at that point the ordinance should be suspended but they can bring it back if needed.

**Motion:** by Ms. Lowe to follow the State guidance and when the State end the mask ordinance the Village will suspend their ordinance as well.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

**Vote:** 5-0-0, passed.

#### **L. Other business**

**Motion:** by Ms. Lowe to enter executive session to discussion personnel and an unfair labor practice complaint at 9:30 pm.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

**Vote:** 5-0-0, passed.

**Motion:** by Ms. Lowe to exit executive session at 9:36 pm.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

**Vote:** 5-0-0, passed.

#### **M. Approval of minutes**

**1. 1/25/21 Joint Meeting Minutes**

**2. 2/26/21 Special Meeting Minutes**

**3. 3/9/21 Informational Meeting Minutes**

**4. 3/9/21 Meeting Minutes**

**5. 3/30/21 Special Meeting Minutes**

**Motion:** by Ms. McIlroy to approve the joint meeting minutes of 1/25/21, the special meeting minutes of 2/26/21, the informational meeting minutes of 3/9/21, the meeting minutes of 3/9/21, and the special meeting minutes of 3/30/21 as submitted with the changes emailed to Ms. Nourse.

**Seconded:** by Ms. Lowe.

**Discussion:** none.

**Vote:** 5-0-0, passed.

N. Adjournment

**Motion:** by Mr. Corson to adjourn the meeting at 9:39 pm.

**Seconded:** by Ms. McIlroy.

**Discussion:** none.

**Vote:** 5-0-0, passed.

*Respectfully submitted,*

*Nikki Nourse*