

VILLAGE OF WOODSTOCK
BOARD OF VILLAGE TRUSTEES MEETING
May 11, 2021
7:00 PM
Zoom
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
- F. NEW BUSINESS
 - 1. Cannabis Committee report regarding survey results
 - 2. Parking Committee Report
 - 3. Mask Ordinance discussion
 - 4. Tribou Park Permit discussion
 - 5. Woodstock Records Management & Retention Policy
- G. OTHER BUSINESS
- H. APPROVAL OF MINUTES
 - 1. 4/13/21 Meeting Minutes
- I. ADJOURNMENT

This Meeting will be held on Zoom

The link to join us is

<https://us02web.zoom.us/j/85879622419?pwd=Q1NZUIFKaWRPTmZURFppUGxWRU9UUT09>

or from 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

VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
REAL ESTATE TAX REVENUE	558,542.00	582,189.28	104.23%
HIGHWAY REVENUE	0.00	0.00	0.00%
FEES & PERMITS	150.00	425.00	283.33%
SHORT TERM RENTAL ENFORCE	4,700.00	375.00	7.98%
PLANNING & ZONING	8,050.00	12,652.91	157.18%
POLICE REVENUE	664,598.00	439,856.02	66.18%
INTEREST INCOME	500.00	4,612.59	922.52%
MISCELLANEOUS	47,000.00	61,327.52	130.48%
EAST END	0.00	3,100.00	100.00%
IRENE RECOVERY REVENUE	0.00	0.00	0.00%
GRANT REVENUE	14,000.00	16,092.61	114.95%
TRANSFERS IN	1,000.00	0.00	0.00%
COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
Total Revenues	1,298,540.00	1,120,630.93	86.30%
SPECIAL ARTICLES			
GRANTS/CONTRIB-TRUST FUND	800.00	0.00	0.00%
GRANTS/CONTRIB-GENL FUND	25,000.00	10,150.00	40.60%
Total SPECIAL ARTICLES	25,800.00	10,150.00	39.34%
ADMINISTRATION			
TRUSTEES	94,850.00	79,855.27	84.19%
EXECUTIVE	56,050.00	45,647.99	81.44%
OFFICE ADMINISTRATION	11,150.00	8,024.00	71.96%
AUDITING	14,000.00	12,000.00	85.71%
TREASURER	1,320.00	1,091.61	82.70%
ACCOUNTING	43,110.00	30,437.74	70.60%
VILLAGE CLERK	400.00	0.00	0.00%
CAPITAL RESERVE	30,500.00	0.00	0.00%
Total ADMINISTRATION	251,380.00	177,056.61	70.43%
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%
Total HIGHWAY DEPARTMENT	0.00	0.00	0.00%
VILLAGE POLICE DEPT			
POLICE ADMINISTRATION	184,375.00	167,783.73	91.00%
LAW ENFORCEMENT	401,100.00	332,855.45	82.99%

Account	Budget	Actual	% of Budget
POLICE TRAINING	8,050.00	7,508.90	93.28%
POLICE COMMUNICATIONS	76,130.00	70,121.24	92.11%
PARKING METERS	75,680.00	135,328.12	178.82%
POLICE VEHICLE	13,100.00	6,512.77	49.72%
BUILDING MAINTENANCE	9,875.00	7,608.73	77.05%
TOWN POLICE SERVICES	122,350.00	91,693.38	74.94%
CAPITAL RESERVE	3,500.00	0.00	0.00%
Total VILLAGE POLICE DEPT	894,160.00	819,412.32	91.64%
SHORT TERM RENTAL ENFORCE	4,700.00	0.00	0.00%
BOARDS & AGENCIES			
PLANNING & ZONING	100,300.00	66,278.31	66.08%
CAPITAL RESERVE	2,000.00	7.95	0.40%
Total BOARDS & AGENCIES	102,300.00	66,286.26	64.80%
VILLAGE HWY EXPENSE	45,000.00	0.00	0.00%
TRUSTEES' CONTINGENCY	0.00	0.00	0.00%
CAPITAL RESERVE SPENDING	1,000.00	3,000.00	300.00%
LOSS REPAIR EXPENSES	0.00	0.00	0.00%
IRENE RECOVERY EXPENSE	0.00	0.00	0.00%
GRANT EXPENSE	0.00	18,284.50	100.00%
TRANSFERS OUT	0.00	0.00	0.00%
Total Appropriations	1,324,340.00	1,094,189.69	82.62%
Total VILLAGE GENERAL FUND	-25,800.00	26,441.24	
Total All Funds	-25,800.00	26,441.24	

WOODSTOCK TOWN/VILLAGE MUNICIPAL RECORDS MANAGEMENT & RETENTION POLICY

I. PURPOSE

All Vermont public agencies are responsible for creating, managing and disposing of records in accordance with State and Federal laws and regulations. This policy is to ensure that all Woodstock Town/Village employees, elected and appointed officials (hereafter referred to as “Municipal Personnel”), conform with and are aware of those mandates.

II. SCOPE

All Woodstock Town/Village records are public records defined by 1 V.S.A. § 317 as: “any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business.”

III. POLICY STATEMENT

It is the policy of Woodstock Town/Village to comply with 1 V.S.A. Chapter 5, Subchapter 3 (referred to as “Vermont’s Public Records Laws”.) All written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the normal course of Town/Village business, shall be managed in accordance with the **Woodstock Town/Village Record Retention Schedule** (see Appendix 1). All paper documents shall be disposed of according to this retention schedule and all digital documents shall continue to be maintained and stored until the need arises to electronically archive these documents.

IV. UNIFORM LAWS, STANDARDS, AND PROCEDURES

The following statutes and Vermont organizations govern this Records Management & Retention Policy.

- a. [1 V.S.A. §315-320](https://legislature.vermont.gov/statutes/chapter/01/005): 1 V.S.A. Chapter 5, Subchapter 3: Access to Public Records
- b. [1 V.S.A. § 317A](https://legislature.vermont.gov/statutes/section/01/005/00317a): Disposition of Public Records
- c. VSARA [Records Management \(vermont.gov\)](https://sos.vermont.gov/vsara/manage) - (<https://sos.vermont.gov/vsara/manage>)
- d. VSARA [Public Records Act](https://sos.vermont.gov/vsara/learn/public-records-act) - (<https://sos.vermont.gov/vsara/learn/public-records-act>)
- e. 3 V.S.A. § 117: Vermont State Archives and Records Administration ([3 V.S.A. § 117](https://sos.vermont.gov/vsara/learn/public-records-act))
- f. 3 V.S.A. § 218: Agency/Department Records Management Program ([3 V.S.A. § 218 Statute](https://sos.vermont.gov/vsara/learn/public-records-act))

V. GENERAL RECORD SCHEDULES AND AGENCY SPECIFIC RECORD SCHEDULE

Vermont State Archives & Records Administration’s (VSARA) General Record Schedules (GRS) shall govern the management of records, specifically access, retention, and disposition. If an Agency Specific Record Schedule (SRS) exists, that should be used instead of the GRS.

VI. RECORDS MANAGEMENT AND RETENTION OVERVIEW

Woodstock Town/Village policy is to move to digital document storage as soon as possible and be **fully implemented for newly received or created paper documents by the end of 2021**. On an annual basis beginning in **May 2021 and every May** thereafter, Woodstock Municipal Personnel will review and dispose of any paper records that have been completed, closed, expired, or superseded as specified in the **Woodstock Municipal Record Retention Schedule** (see Appendix 1). In addition, Municipal Personnel will review digital storage of their documents as described below.

1. The Municipal Manager initiates the annual request to all depts on May 1st.
2. Each Department assigns one person responsible for completing the project.
3. This person coordinates with the Document Retention Manager for any questions or concerns.

4. This person will become familiar with their department retention schedule and ensure the following:
 - a. The minimum retention requirement for the record, as stated in the applicable GRS or SRS, has been fully met.
 - i. The paper record has been authorized for destruction through a GRS or SRS (See Appendix 1).
 - ii. Scan paper documents that continue to have a Permanent or Conditional Archival appraisal value per the Woodstock Municipal Record Retention Schedule and store them digitally.
 - b. The department's digital storage file architecture continues to be clear, organized and consistent.
 - c. Any additional retention requirement adopted by the Town/Village and included in this policy has been fully met.
5. Records not yet covered by a GRS or SRS will not be destroyed and will be retained electronically.
6. **See Appendix 2 DOCUMENT RETENTION OVERVIEW, PROCESS AND PROCEDURES**

VII. RECORDS RETENTION SCHEDULE

The Woodstock Municipal Records Retention Schedule reflects the types of records maintained by the Town/Village of Woodstock, their location, GRS or SRS retention references, and Vermont State's retention required by the reference. It is accepted that the Town/Village of Woodstock will follow the retention rules as defined by the State of Vermont. This policy authorizes Town/Village of Woodstock to properly dispose of paper records that have reached the end of their retention period.

See Appendix I – To be managed and updated by the Document Retention Manager as the State of Vermont regulations change.

VIII. REFERENCES

The following sites are used for determining the record retention schedule. Woodstock Town/Village will be utilizing Vermont's minimum retention requirements as defined by these schedules:

General Record Schedules (GRS):

Accounting Records (GRS-1000.1002). Approved January 2011.

Administrative Policy Records (GRS-1000.1102). Approved March 2009.

Appointment Records (GRS-1493.1004). Approved April 2012.

Audit Records (GRS-1000.1007). Approved January 2012.

Budget Records (GRS-1000.1012). Approved April 2012.

Contracting Files (GRS-1000.1126). Approved March 2009.

Enforcement Records (GRS-1000.1033). Approved November 2013.

Granting & Awards Records (see GRS for Public Funds)

Infrastructure Construction Records (see GRS for Infrastructure)

Infrastructure Development Records (see GRS for Infrastructure)

Infrastructure Planning Records (see GRS for Infrastructure)

Investigation Records (GRS-1000.1100). Approved October 2012.

Land Use and Related Permits (GRS-1482.1104). December 2011.

Lending & Loan Records (see GRS for Public Funds)

Marketing Records (GRS-1000.1062). Approved December 2011.

Monitoring Records (GRS-1000.1063). Approved April 2012.

Operational / Managerial Records (GRS-1000.1103). Approved March 2009.

Payroll Management Records (GRS-1009.1103). Approved May 2010.

Personnel Files (GRS-1304.1103). Approved June 2012.
Professional Services Licensing Files (GRS-1181.1059). Approved December 2009.
Tax Appeals (GRS-1570.1108). Approved July 2014.
Tax Assessments and Related Records (GRS-1570.1170). Approved July 2014.
Transitory Records (GRS-1000.1000). Approved December 2010.
GRS for Infrastructure (October 2016—does not yet include all activities related to infrastructure)
GRS for Public Funds (June 2016—does not yet include all activities related public funds)
GRS for Public Utilities (March 2011—does not yet include all activities related to utilities.)
GRS for State Lands (January 2013)

Municipalities Agency-specific record schedules (SRS):

Municipal Clerks, Office of
Municipal Police Departments
Supervisory Union Boards

General Record Schedules (GRS):

<https://sos.vermont.gov/vsara/manage/retention-disposition/general-record-schedules>

Agency-Specific Record Schedules (SRS):

<https://sos.vermont.gov/vsara/manage/retention-disposition/agency-record-schedules/>

Standards and Best Practices for all Public Agencies:

<https://sos.vermont.gov/vsara/manage/information-governance/standards/>

Procedure for Storing Security Copies of Land Records in the State Records Center:

<https://sos.vermont.gov/media/gb3p2tlv/vsara0010.pdf>

Though the State Records Center and the State Archives Vaults are primarily for state agency records (all branches), this procedure describes the process regarding the security copies of microfilm. Currently the Woodstock Town Clerk performs these procedures for all permanently archived land records.

IX. DEFINITIONS

- **Audit** – Woodstock Town/Village audits are performed annually and generally completed before March.
- **Born Digital** – Materials that originate in a digital form. Best practices dictate these documents should be “worked” from the digital form and not printed. Save digital version to the appropriate department’s One Drive document storage.
- **Conditional Archival Documents** – These are records that meet the conditions of a "Vermont Archival Record" under special circumstances. VSARA has defined "Vermont Archival Record" as meaning until the State of Vermont no longer exists.
- **Digitization** - Defined as the conversion of hard paper documents to a soft digital version of documents that are stored in a well-defined, organized, and consistently defined Microsoft One Drive digital file architecture of documents.
- **GRS (General Record Schedule)** – A retention schedule issued by VSARA and approved by the State Archivist for all (state and local) public agencies. It is used for common business functions and activities like accounting or administrative/policy records that are carried out by different public agencies. These schedules are used when an Agency-Specific Record Schedule (SRS) doesn’t exist.
- **Obsolete Documents** – These are temporary records that have limited administrative value and may be purged when they are no longer relevant. For example, drafts, notes, routine correspondence, information from other depts.

- **One Drive** – Microsoft Office 365 program used to store photos and documents online. Anything stored on One Drive can be accessed from any computer. Sign on ID and Password required.
- **Permanent Archival Documents** – These are records that meet the conditions of a "Vermont Archival Record" and are therefore permanent archival records. VSARA has defined the term as meaning until the State of Vermont no longer exists.
- **SRS (Agency-Specific Record Schedule)** is issued by VSARA and approved by the State Archivist for a specific public agency. Covers recordkeeping requirements for records unique to certain agencies and their functions and activities. For example, Municipal Town Clerk dog licenses, elections or Municipal Police.
- **Superseded Documents** – These are records that must be retained until the record is superseded, updated, or revised. It is assigned to records that will be superseded, updated, or revised on a routine basis.
- **VSARA** - Vermont State Archives & Records Administration
- **VMCTA** - Vermont Municipal Clerks' and Treasurers' Association

X. ADOPTION OF RECORDS MANAGEMENT & RETENTION POLICY

To bring the Woodstock into compliance with this policy, an internal review and subsequent destruction of paper records as authorized by this policy will take place beginning in **May 2021**. This Policy supersedes and replaces any Record Retention Policy or practices in existence prior to its effective date. All earlier revisions of this document are superseded by this revision.

The Woodstock Town Selectboard and Village Trustees will designate a **Document Retention Manager** for the purpose of maintaining this policy and adjusting the retention plan as the State of Vermont changes its' policy.

The Woodstock Town Selectboard and Village Trustees reviewed and approved this policy on the following dates: _____ (**Date, Selectboard**) and _____ (**Date, Village Trustees**).

Municipal Manager Name:

Signature:

Selectboard Printed Name:

Signature:

Village Trustee Printed Name:

Signature:

ADOPTION/REVISION HISTORY

1. Records Management & Retention Policy agenda item at Selectboard meeting held May 18, 2021 and Village Trustees meeting held May 11, 2021.

APPENDIX 1
WOODSTOCK MUNICIPAL RECORD RETENTION SCHEDULE

Schedule is to be managed and updated by the Document Retention Manager as the State of Vermont regulations change.

Last Revision: April 23, 2021

Record Type	Location of Record (Department Owner)	Schedule	GRS/SRS Citation	Vermont State Minimum Retention Adopted by Woodstock	Paper Document Disposal Method
Absentee Envelopes, General and Primary Elections	Town Clerk	Primary Elections SRS-1689.1103, General Elections SRS-1690.1103	SRS-1689.1103.129 SRS-1690.1103.129	22 months	Recycle
Absentee Envelopes, Local Elections	Town Clerk	Local Elections SRS-1348-1103	SRS-1348.1103.129	90 days	Recycle
Absentee Voter List, Local Elections	Town Clerk	Local Elections SRS-1348-1103	SRS-1348.1103.55	90 days	Shred
Absentee Voter List, Primary and General Election	Town Clerk	Primary Elections SRS-1689.1103, General Elections SRS-1690.1103	SRS-1689.1103.55 SRS-1690.1103.55	22 months	Shred
Address Change Requests	All	Municipal Clerk's Transitory Records SRS-1714.1000	SRS-1714.1000.139	Until obsolete	Recycle
Agendas	All	Administrative Policy Records GRS-1000.1102	GRS-1000.1102.4	If minutes reflect the agenda, end of calendar year plus one year	Recycle

Ambulance Run Billing	Taxes, Finance & Administration	Req additional research/info	<p>Megan Wheaton-Book: Technically there was a D.O. for this issued to Fire and Rescue squads. D.O. 009903.001 - As with all D.O. while 3 V.S.A. § 218(e) states disposition orders that have not yet been superseded by an agency or general record schedule may continue to be used by the state agencies and departments to which they were originally issued (or their successors), the Vermont State Archives and Records Administration does not advise continuing to use disposition orders for any public records in the custody of an agency or department; the laws and administrative context in which the disposition orders were initially issued have changed.</p> <p>Determining the continuing legal applicability of disposition orders to a public agency's current records, both paper and digital, is the responsibility of the public agency.</p>	Confidential Storage	Shred
Applications for a board or committee	Taxes, Finance & Administration	Appointment Records GRS-1493.1004	GRS-1493.1004.8	Until obsolete	Recycle
Applications for absentee ballot, local elections only (if applying for more than one election, use the longest retention)	Town Clerk	Local Elections SRS-1348-1103	SRS-1348.1103.8	90 days	Shred
Applications for absentee ballot, primary and general elections	Town Clerk	Primary Elections SRS-1689.1103, General Elections SRS-1690.1103	SRS-1689.1103.8, SRS-1690.1103.8	22 months	Shred

Appointment decisions	Town Clerk	Appointment Records GRS-1493.1004	GRS-1493.1004.133	Permanent	Record all appointments in the Selectboard minutes
Audit Files	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.10	Superseded plus 3 years (after most recent Audit plus 3 yrs)	Recycle
Ballots, unused (not handed to a voter), all elections	Town Clerk	Municipal Clerk's Transitory Records SRS-1714.1000	SRS-1714.1000.187	Until obsolete	Recycle
Ballots, unvoted (handed to voters but not used), primary elections	Town Clerk	Municipal Clerk's Transitory Records SRS-1714.1000	SRS-1714.1000.187	Until obsolete	Recycle
Ballots, voted, spoiled, and sample, General and Primary elections	Town Clerk	Primary Elections SRS-1689.1103 General Elections SRS-1690.1103	SRS-1689.1103.129 SRS-1690.1103.129	22 months	Recycle
Ballots, voted, spoiled, and sample, Local Elections	Town Clerk	Local Elections SRS-1348-1103	SRS-1348.1103.129	90 days	Recycle
Bank Statements	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.53	Until audit complete	Shred
BCA decisions related to registration	Town Clerk	Voter Registration SRS-1319.1109	SRS-1319.1109.133	2 years following the next election	Recycle
Bid Award Letters	Taxes, Finance & Administration	Contracting GRS-1000.1126	GRS-1000.1126.133	Expired plus 3 years	Recycle
Bids	Taxes, Finance & Administration	Contracting GRS-1000.1126	GRS-1000.1126.149	Expired plus 3 years	Recycle

Birth Certificates/Records	Town Clerk	Req additional research/info	Megan Wheaton-Book: VSARA is working with VDH to hopefully resolve a few outstanding concerns. We will definitely update TC when we have more news.		
Budget reports	Taxes, Finance & Administration	Budget Records GRS-1000.1012	GRS-1000.1012.144	End of fiscal year plus 3 years	Recycle
Calendar of meetings	Taxes, Finance & Administration	Administrative Policy Records GRS-1000.1102	GRS-1000.1102.19	End of calendar year plus 1 year	Recycle
Cancelled checks	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.101	until audit complete	Recycle
Cash Received Report	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.104	until audit complete	Recycle
Certificate of Compliance (Cert of Occupancy)	Planning and Zoning	Req additional research/info	Megan Wheaton-Book: There is no previously issued guidance here.		
Challenge notices	Town Clerk	Voter Registration SRS-1319.1109	SRS-1319.1109.5	4 years following the next election	Recycle
Challenge responses	Town Clerk	Voter Registration SRS-1319.1109	SRS-1319.1109.139	2 years following the next election	Recycle
Check Registers	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.144	until audit complete	Recycle
Check stubs	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.101	until audit complete	Recycle

Checklists, Entrance and Exit, all elections	Town Clerk	Primary Elections SRS-1689.1103 General Elections SRS-1690.1103 Local Elections SRS-1348-1103	SRS-1689.1103.22 SRS-1690.1103.22 SRS-1348.1103.22	5 years	Recycle
Checklists, Posted	Town Clerk	Municipal Clerk's Transitory Records SRS-1714.1000	SRS-1714.1000.80	Until obsolete	Recycle
Civil Union Licenses	Town Clerk	Req additional research/info	Megan Wheaton-Book: VSARA is working with VDH to hopefully resolve a few outstanding concerns. We will definitely update TC when we have more news.		
Contract Award Letters	Taxes, Finance & Administration	Contracting GRS-1000.1126	GRS-1000.1126.133	Expired plus 3 years	Recycle
Contracts	Taxes, Finance & Administration	Contracting GRS-1000.1126	GRS-1000.1126.26	Expired plus 3 years	Recycle
Correspondence about Contracts, substantive	Taxes, Finance & Administration	Contracting GRS-1000.1126	GRS-1000.1126.53	Expired plus 3 years	Recycle
Correspondence regarding appointments or resignations	Taxes, Finance & Administration	Appointment Records GRS-1493.1004	GRS-1493.1004.53	3 years	Recycle or shred if personal info
Correspondence, Routine	All	Municipal Clerk's Transitory Records SRS-1714.1000 Transitory Records GRS-1000.1000	SRS-1714.1000.28 GRS-1000.1000.28	Until obsolete	Recycle

Current Use Form CU-301 Use Value Appraisal Application (online & paper submissions)	Already with Town Clerk so dupe storage in all areas	Req additional research/info	Megan Wheaton-Book: GRS-1570.1170.9 - per conversation with PVR		
Current Use Maps	Town Listers	Req additional research/info	Megan Wheaton-Book: GRS-1570.1170.9 - per conversation with PVR		
Death Certificates	Town Clerk	Req additional research/info	Megan Wheaton-Book: VSARA is working with VDH to hopefully resolve a few outstanding concerns. We will definitely update TC when we have more news.		
Delinquent Tax Agreements/payment plans	Taxes, Finance & Administration	Tax Assessments GRS-1570.1170	GRS-1570.1170.5	Expired plus 3 years	Recycle
Deposit Receipts	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.77	until audit complete	Recycle
Deposit Slips	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.77	until audit complete	Recycle
Direct Deposit authorization	Taxes, Finance & Administration	Payroll Records GRS-1009.1103	GRS-1009.1103.141	Keep current authorization. Keep superseded authorization until audit complete plus 1 year	Shred
Dog License Returns	Town Clerk	Accounting Records GRS-1000.1002	GRS-1000.1002.144	until audit complete	Recycle
Dog Licenses	Town Clerk	Dog Licenses SRS-1350.1059	SRS-1350.1059.81	Until superseded plus 3 years	Shred

Dog Lists	Town Clerk	Dog Licenses SRS-1350.1059	SRS-1350.1059.81	Until superseded plus 3 years	Shred
Dog Rabies Certificates, for dogs still in Woodstock	Town Clerk	Dog Licenses SRS-1350.1059	SRS-1350.1059.21	If not superseded, until expired	Shred
Dog Rabies Certificates, for dogs that have died	Town Clerk	Dog Licenses SRS-1350.1059	SRS-1350.1059.21	Until expired	Shred
Dog Rabies Certificates, for dogs that have moved out of Woodstock	Town Clerk	Dog Licenses SRS-1350.1059	SRS-1350.1059.21	Until expired	Shred
Dog reminder letters	Town Clerk	Dog Licenses SRS-1350.1059	SRS-1350-1059-50	Until closed plus 1 year	Recycle
Drafts of internal documents not requiring public review	All	Operational/Managerial Records GRS 1000.1103	GRS-1000.1103.37	Until obsolete	Recycle
Drafts of ordinances/plans submitted to public review	All	Administrative Policy Records GRS-1000.1102	GRS-1000.1102.69	Permanent	Archival files in vault
Employee Application	Taxes, Finance & Administration	Req additional research/info	Megan Wheaton-Book: VSARA wants to work with DHR to develop a recruitment or hiring schedule for employees.		
Employee's Withholding Certificate Form 941	Taxes, Finance & Administration	Payroll Records GRS-1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	Shred
Financial Reports	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.144	Until audit complete	Recycle
Grand List Book	Town Clerk	Req additional research/info	Megan Wheaton-Book: Permanent. 32 V.S.A. § 4111 and § 4151 require in books.	Permanent	Record in town record book and put a copy in the archival files

Grant applications, not awarded	Taxes, Finance & Administration	Administrative Policy Records GRS-1000.1102	GRS-1000.1102.173	Until closed plus 3 years, or as specified in grant agreement, whichever is longer	Recycle
Grant documentation	Taxes, Finance & Administration	Administrative Policy Records GRS-1000.1102	GRS-1000.1102.173	Until closed plus 3 years, or as specified in grant agreement, whichever is longer	Recycle
I-9	Taxes, Finance & Administration	Payroll Records GRS-1009.1103	GRS-1304.1103.32	Until end of employment, plus 6 years	Shred
Insurance Coverage Docs - VLCT	Taxes, Finance & Administration	Contracting GRS-1000.1126	GRS-1000.1126.26	Expired plus 3 years	Recycle
Interest allocation	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.104	Until audit complete	Recycle
Invoices	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS 1000.1002.48	Until audit complete	Recycle
Invoices from the Town to others	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.84	Until audit complete	Recycle
Invoices paid by the Town	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.101	until audit complete	Recycle

Land Records Recorded and Archived): PTTR Surveys? Deeds	Town Clerk	Req additional research/info	Megan Wheaton-Book: If these are held by the Lister, the Lister can use GRS-1000.1000.80 and treat them as copies. If entire PTTR is recorded in land records then the Clerk's copy (after recording) is also transitory.	Permanent	Record in town record book and put a copy in the archival files
LV314 Current Use withdrawal	Town Listers	Req additional research/info	Megan Wheaton-Book: GRS-1570.1170.50 - per conversations with PVR		Recycle
Marriage License	Town Clerk	Req additional research/info	Megan Wheaton-Book: VSARA is working with VDH to hopefully resolve a few outstanding concerns. We will definitely update TC when we have more news.		
Marriage License Returns	Town Clerk	Accounting Records GRS-1000.1002	GRS-1000.1002.144	Until audit complete	Recycle
Minutes of Annual Town Meeting	Town Clerk	Local Elections SRS-1348-1103	SRS-1348.1103.151	Permanent	Recycle after confirming recording
Minutes of any board or committee	All	Administrative Policy Records GRS-1000.1102	GRS-1000.1102.59	Permanent	Record in archival minute books

Municipal TOWN Permit Applications	Taxes, Finance & Administration	Req additional research/info	Megan Wheaton-Book: Are these zoning related or permits for events?		
Municipal VILLAGE Permit Applications	Taxes, Finance & Administration	Req additional research/info	Megan Wheaton-Book: Are these zoning related or permits for events?		
Notes	All	Municipal Clerk's Transitory Records SRS-1714.1000 Transitory Records GRS-1000.1000	SRS-1714.1000.60 GRS-1000.1000.60	Until obsolete	Recycle
Notice of Vacancy	Taxes, Finance & Administration	Appointment Records GRS-1493.1004	GRS-1493.1004.50	Until filled plus 1 year	Recycle
Notices, routine (for regular or special meetings)	Taxes, Finance & Administration	Administrative Policy Records GRS-1000.1102	GRS-1000.1102.50	Completed plus one year	Recycle
Notices, substantive (for public hearings, adoption of ordinances, etc.)	Taxes, Finance & Administration	Administrative Policy Records GRS-1000.1102	GRS-1000.1102.50	Completed plus one year	Record with minutes
Oaths	Town Clerk	Appointment Records GRS-1493.1004	GRS-1493.1004.108	Permanent	Record in town record book; recycle paper copy
Official Return of Votes, General and Primary Elections	Town Clerk	Primary Elections SRS-1689.1103 General Elections SRS-1690.1103	SRS-1689.1103.151 SRS-1690.1103.151	Permanent	Recycle after confirming recording
Official Return of Votes, Local Elections	Town Clerk	Local Elections SRS-1348-1103	SRS-1348.1103.151	Permanent	Recycle after confirming recording

OSHA 300 log Privacy case list Annual summary OSHA 301 Incident Report	Taxes, Finance & Administration	Federal Statutes	29 CFR § 1904.33	End of calendar year plus 5 years	Recycle or shred if personal info
Overweight Permits	Taxes, Finance & Administration	Disposition Orders Req additional research/info	DO 9821 (#107) - check SRS, GRS Andrew Rias VSARA: Currently, the only guidance available specifically for overweight permits is found in the D.O. you have cited. As Megan noted previously, however, it is up to the town to determine their continued applicability.	2 years	Recycle
Paycheck stubs	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.101	Until audit complete	Recycle or shred if personal info
Payroll Books	Taxes, Finance & Administration	Payroll Records GRS-1009.1103	GRS-1304.1103.81	Permanent	Boxes in vault
Payroll Deduction authorizations	Taxes, Finance & Administration	Payroll Records GRS-1009.1103	GRS-1009.1103.141	Keep current authorization. Keep superseded authorization until audit complete plus 1 year	Shred
Performance Evaluations	Taxes, Finance & Administration	Payroll Records GRS-1009.1103	GRS-1304.1103.144	Keep 6 most recent; 6 years, if superseded	Shred

Petitions, General and Primary Elections	Town Clerk	Primary Elections SRS-1689.1103 General Elections SRS-1690.1103	SRS-1689.1103.67 SRS-1690.1103.67	30 days	Recycle
Petitions, Local Elections	Town Clerk	Local Elections SRS-1348-1103	SRS-1348-1103.67	30 days	Recycle
Physical Permit to be posted at the site	Planning and Zoning	Req additional research/info	Megan Wheaton-Book: No previously issued guidance for this.		
Policies	Taxes, Finance & Administration	Administrative Policy Records GRS-1000.1102	GRS-1000.1102.7	Superseded plus 3 years	Recycle
Procedures, enacted by Selectboard	Taxes, Finance & Administration	Administrative Policy Records GRS-1000.1102	GRS-1000.1102.73	Superseded plus 3 years	Recycle
Procedures, Town Clerk	Town Clerk	Operational/Managerial Records GRS-1000.1103	GRS-1000.1103.73	Superseded plus 3 years	Recycle
Public Records Requests	All	Municipal Clerk's Transitory Records SRS-1714.1000 Transitory Records GRS-1000.1000	SRS-1714.1000.139 GRS-1000.1000.139	Until obsolete	Recycle
Publications	All	Municipal Clerk's Transitory Records SRS-1714.1000 Transitory Records GRS-1000.1000	SRS-1714.1000.74 GRS-1000.1000.74	Until obsolete	Recycle
Reappraisal mailing	Town Listers	Tax Assessments GRS-1570.1170	GRS-1570.1170.9	Superseded plus 3 years	Recycle
Receipt Books	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.77	Until audit complete	Recycle

Reference Sources	All	Municipal Clerk's Transitory Records SRS-1714.1000 Transitory Records GRS-1000.1000	SRS-1714.1000.80 GRS-1000.1000.80	Until obsolete	Recycle
Register to Vote	Town Clerk	Voter Registration SRS 1319.1109	SRS-1319.1109.8	Completed plus four years	Shred
Remittance Advice from the State	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.77	Until audit complete	Recycle
Requests for Proposals	Taxes, Finance & Administration	Contracting GRS-1000.1126	GRS-1000.1126.83	Expired plus 3 years	Recycle
Resignation from a board or committee	Taxes, Finance & Administration	Appointment Records GRS-1493.1004	GRS-1493.1004.53	3 years	Recycle or shred if personal info
Selectboard orders	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.102	Until audit complete	Recycle
Short Term Rental Application Packet – Town of Woodstock	Planning and Zoning		Megan Wheaton-Book: Not sure if this is a use of municipal buildings?		

Short Term Rental Application Packet – Village of Woodstock	Planning and Zoning		Megan Wheaton-Book: Not sure if this is a use of municipal buildings?		
Spreadsheets-financial/accounting	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.104	Until audit complete	Recycle
Spreadsheets-bid comparisons	Taxes, Finance & Administration	Contracting GRS-1000.1126	GRS-1000.1126.104	Expired plus 3 years	Recycle
Studies	All	Administrative Policy Records GRS-1000.1102	GRS-1000.1102.116	Permanent	Archival files in vault
Summary Sheets, General and Primary Elections	Town Clerk	Primary Elections SRS-1689.1103 General Elections SRS-1690.1103	SRS-1689.1103.104 SRS-1690.1103.104	22 months	Recycle
Summary Sheets, Local Elections	Town Clerk	Local Elections SRS-1348-1103	SRS-1348.1103.104	90 days	Recycle
Tally Sheets, General and Primary Elections	Town Clerk	Primary Elections SRS-1689.1103 General Elections SRS-1690.1103	SRS-1689.1103.104 SRS-1690.1103.104	22 months	Recycle
Tally Sheets, Local Elections	Town Clerk	Local Elections SRS-1348-1103	SRS-1348.1103.104	90 days	Recycle
Tax Appeal Decisions	Town Listers	Tax Appeals GRS-1570.1108	GRS-1570.1173.133	Closed plus 3 years	Recycle, but put a copy in the grand list book
Tax Appeal files	Town Listers	Tax Appeals GRS-1570.1108	GRS-1570.1108.36	Closed plus 3 years	Recycle

Tax Appeal Notice of Hearing	Town Listers	Tax Appeals GRS-1570.1108	GRS-1570.1108.50	Closed plus one year	Shred
Tax Appeal Requests	Town Listers	Tax Appeals GRS-1570.1108	GRS-1570.1108.67	Closed plus 3 years	Recycle
Tax bills	Taxes, Finance & Administration	Tax Assessments GRS-1570.1170	GRS-1570.1170.182	Closed plus 3 years	Shred
Tax Books	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.144 Megan Wheaton-Book: 32 V.S.A. § 5137 requires tax receipts made by the tax collector to be recorded in triplicate in bound volumes or other permanent record. Depending on who is creating this record though, you may have a duplicate of the bound volume and you could potentially treat it as an accounting record. Happy to talk about this one more!	Until audit complete	Recycle
Tax Receipts	Taxes, Finance & Administration	Accounting Records GRS-1000.1002	GRS-1000.1002.77	Until audit complete	Recycle
Timesheets	Taxes, Finance & Administration	Payroll Records GRS-1009.1103	GRS-1009.1103.144	Audit plus 1 year	Recycle

Town Plan	Town Clerk	Administrative Policy Records GRS-1000.1102	GRS-1000.1102.69	Permanent	Record in town record book and put a copy in the archival files
Town Plan, drafts and record of adoption	Town Clerk	Administrative Policy Records GRS-1000.1102	GRS-1000.1102.69	Permanent	Archival files in vault
Town Report	Town Clerk	Administrative Policy Records GRS-1000.1102	GRS-1000.1102.144	Permanent	Bind 2 copies, Recycle the rest
Unemployment report	Taxes, Finance & Administration	Payroll Records GRS-1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	Shred
Voter Applications	Town Clerk	Voter Registration SRS-1319.1109	SRS-1319.1109.8	4 years following the next election	Shred
Voter's Oath forms	Town Clerk	Voter Registration SRS-1319.1109	SRS-1319.1109.8	4 years following the next election	Shred
W-2	Taxes, Finance & Administration	Payroll Records GRS-1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	Shred
W-4	Taxes, Finance & Administration	Payroll Records GRS-1009.1103	GRS-1009.1103.170	Keep until superseded, plus 4 years	Shred
Wage garnishments	Taxes, Finance & Administration	Payroll Records GRS-1009.1103	GRS-1009.1103.141	Keep current authorization. Keep superseded authorization until audit complete plus 1 year	Shred
Warnings, Local Elections other than Town Meetings (Twinfield meetings)	Town Clerk	Local Elections SRS-1348-1103	SRS-1348-1103.50	1 year	Recycle

Warnings, Primary and General Elections	Town Clerk	Primary Elections SRS-1689.1103 General Elections SRS-1690.1103	SRS-1689.1103.50 SRS-1690.1103.50	1 year	Recycle
Warnings, Town Meetings	Town Clerk	Local Elections SRS-1348-1103	SRS-1348-1103.50	Permanent	Recycle after confirming recording
WHT-434	Taxes, Finance & Administration	Payroll Records GRS-1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	Shred
WHT-436	Taxes, Finance & Administration	Payroll Records GRS-1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	Shred
Zoning Permit Application (online & paper submissions)	Already with Town Clerk so dupe storage in all areas (Note: clerk only scans 1st page)	Tax Assessments and Related Records GRS-1570.1170	Megan Wheaton-Book: Depending on who is holding this record you could point it at GRS-1570.1170.9 (if this is a Lister copy and not the Zoning Board's copy. Zoning Board does not yet have a schedule we can point to)	Superseded plus 3 years	Shred

APPENDIX 2
WOODSTOCK TOWN/VILLAGE
DOCUMENT MANAGEMENT AND RETENTION OVERVIEW, PROCESS AND PROCEDURES
Last Revision: April 29, 2021

Process and procedures are to be managed and updated by the Document Retention Manager as we roll out the project and fine tune the process.

DOCUMENT RETENTION OVERVIEW

What is a public record?

Vermont has specific rules regarding public records. Vermont Public Records Act, 1 VSA ss 315-320 identifies public records. <https://legislature.vermont.gov/statutes/section/01/005/00316>

Public records are defined as any written or recorded information which is produced or acquired during public agency business.

Do I have to keep every scrap of paper or email?

No, you should have a records retention policy in your office. It should be based on what is legally necessary to maintain the records and regularly reviewed. Please see the **Woodstock Document Retention Schedule (Appendix 1 of the Woodstock policy)** based on guidance from The Vermont State Archives & Records Administration office of Records & Information. [Vermont Secretary of State - Vermont State Archives & Records Administration](#).

Records Retention ([Records Retention - Municipal Records Committee - VMCTA](#)):

You must keep all records until disposal has been authorized by either a General Record Schedule (GRS), available to everyone in state or local government, or a Specific Record Schedule (SRS), specific to municipalities and/or town officials. The GRS and SRS are authorized by the State Archivist. New schedules are always being developed. VMCTA will post a notice on the VMCTA listserv when new schedules are adopted. These notices go to the Town Clerk. The Document Retention Manager will also review the site annually for new GRS and SRS schedules.

When you are ready to start a records management program, here is how to go about it:

Step 1 - Attend a training. Training is offered at VSARA. The Public Records Act Training by VLCT is recommended. The VSARA website is a good resource for records management.

Step 2 – Get to know the minimum retention for the types of records that you know you have. Review the **Woodstock Record Retention Schedule**. It is based on VSARA's [General Record Schedules](#) that apply to everyone, and the [Specific Record Schedules](#) that apply to municipalities. It will be up to each municipality to interpret the GRS, SRS, and timetables as they apply to your office and your workflow. [VSARA SRS and GRS](#)

Step 3 – Adopt a Town/Village policy. Please see the **Woodstock Records Management & Retention Policy**.

Step 4 – Time to start going through your records. Your goal during this process should be to remove paper records that are no longer needed per the retention schedule and to move documents to digital storage that have not yet met their disposal timeframe.

IMPLEMENT DOCUMENT RETENTION POLICY

1. **First project phase** is to review and remove the 3rd floor storage documents. Several boxes will be moved to the back conference room. These will be identified by stickers identifying the GRS or SRS retention schedule that applies to the contents will be placed on the storage box by the Document Retention Manager.
2. The document department owner will review the contents for recycle, shred or scanning if applicable.

3. **Second project phase** is to review and remove the 2nd floor storage closet documents
4. If it is on our retention plan and it has reached its retention, move it to an area for disposal or shredding. You may want to keep a disposal log (although it is not required), noting what type of record it is, what the minimum retention is, what time frame the record covers, and the disposal method (shred or recycle).
5. If the record is not on your plan, submit a request to the Document Retention Manager for research. They will review the GRS and SRS to see if it falls under any of those schedules. If it does, they will add that record type to your local retention plan.
6. **If it is on your plan but has not met its retention yet add it to** your inventory list. Come up with a system to periodically review these not-permanent but not-yet-disposable records. Per the Woodstock Policy, this will be done annually in May. You could use different colored folders, or store records together that have a similar disposition time. If you are boxing up records for later disposal, consider doing a disposal log sheet now to expedite disposal later.
7. **Records that are not on a GRS or SRS will have to be kept indefinitely.** If it is likely that the records will be retained permanently (not just until a new GRS is developed), consider archival storage materials. Woodstock intends to digitize all future documents. This ensures access via One Drive and lessens risk of loss due to a disaster.

DOCUMENT FILE FORMATS AND BEST PRACTICE

State of Vermont Information Management Standard: File Formats:

https://sos.vermont.gov/media/4abfomvx/fileformatsbestpractice_eff20071201.pdf

File format should be non-proprietary and widely applied by the public and private sector. It can be accessed with different software systems (i.e., widely adopted file types such as PDF, Word, Excel, etc.). File format should be self-documenting (not dependent on external documentation to determine the content, context, and/or structure of the record), extensible (can be expanded and modified by users and developers), should be opened, read, and accessed using readily available tools (accessed with standard office tools and applications), easily migrated to other platforms or storage media (original structure and content of the record should remain unchanged when the record is migrated from one platform or storage medium to another), format shall be easily converted to other file formats.

This will be achieved by scanning incoming paper documents for ease of access and storing them online in the document owner's digital folder (see One Drive Folder Architecture below). Departments may then store their documents in dept specific systems (i.e., Town Clerk will then store in NEMRC Land Records). Documents previously shared via paper copy will be shared using a One Drive storage link. This conversion to digital format will be accomplished by the two depts. receiving incoming paper documents (Town Clerk and/or Manager Town Office). It is understood that the Woodstock Town and Village will transfer files to future file formats as technology progresses. MOVE TO PROCEDURE

One Drive Digital Storage File Architecture of Documents:

Each Department will create a document template folder in One Drive that will appear at the top of the department folders. For example: Lister's office will use "Year Grand List and Relevant Docs" as our template folder and subfolders as noted below. Each year we will create a new document storage folder by copying and renaming our template. Any changes we identify throughout the year can be added to our template for future use.

File Folder Architecture Examples:

Template Folder:

Name	Status	Date modified	Type
0 Template - xxxx Grand List and Relevant Docs	🟢	3/30/2021 12:12 PM	File folder
2002 Grand List and Relevant Docs	🟢	12/9/2020 9:43 AM	File folder
2003 Grand List and Relevant Docs	🟢	12/9/2020 9:43 AM	File folder
2004 Grand List and Relevant Docs	🟢	12/9/2020 9:43 AM	File folder
2005 Grand List and Relevant Docs	🟢	12/9/2020 9:43 AM	File folder
2008 Grand List and Relevant Docs	🟢	12/9/2020 9:43 AM	File folder
2009 Grand List and Relevant Docs	🟢	12/9/2020 9:43 AM	File folder
2010 Grand List and Relevant Docs	🟢	12/9/2020 9:43 AM	File folder
2011 Grand List and Relevant Docs	🟢	12/9/2020 9:43 AM	File folder
2012 Grand List and Relevant Docs	🟢	12/9/2020 9:43 AM	File folder
2013 Grand List and Relevant Docs	🟢	12/9/2020 9:43 AM	File folder
2014 Grand List and Relevant Docs	🟢	12/9/2020 9:43 AM	File folder
2015 Grand List and Relevant Docs	🟢	12/9/2020 9:43 AM	File folder
2016 Grand List and Relevant Docs	🟢	2/22/2021 11:35 AM	File folder
2016 Town Wide Reappraisal	🟢	12/9/2020 9:43 AM	File folder
2017 Grand list and Relevant Docs	🟢	2/22/2021 11:21 AM	File folder
2018 Grand List and Relevant Docs	🟢	12/9/2020 9:43 AM	File folder
2019 Grand List and Relevant Docs	🟢	12/9/2020 9:43 AM	File folder
2020 Grand List and Relevant Docs	🟢	3/16/2021 10:27 AM	File folder
2021 Grand List and Relevant Docs	🟢	3/16/2021 7:56 AM	File folder

Template Folder Subfolders:

Name	Status	Date modified	Type
411 Reports	🟢	3/16/2021 8:55 AM	File folder
Abstract Grand List	🟢	3/16/2021 9:10 AM	File folder
Current Use	🟢	3/16/2021 10:25 AM	File folder
Final Lodged Grand List	🟢	3/16/2021 9:10 AM	File folder
Grievance	🟢	3/16/2021 10:25 AM	File folder
Homesteads	🟢	3/16/2021 8:55 AM	File folder
Minutes of Board of Listers	🟢	3/16/2021 9:11 AM	File folder
Parcels	🟢	3/30/2021 12:12 PM	File folder

Systems

- **One Drive** – Microsoft Office 365 program used to store photos and documents online. Anything stored on One Drive can be accessed from any computer. Sign on ID and Password required. Departments can create and work together on Word, Excel or PowerPoint documents. All changes are tracked in version history and merged.
- **NEMRC Land Records** – The Town Clerk will continue to use this system for all land records and
- **Identify other department systems used to store documents.**
 - ESRI GIS Mapping
 - NEMRC lister cards, cost sheets, photos
 - APEX Sketches

PROJECT PHASES:

1. Create Woodstock Document Retention Policy based on State Retention Rules
2. Digitization and storage of paper documents
3. Online public access to documents (i.e., land records, property record cards, etc.).
4. Review State Fee Schedule & Adopt a Woodstock Fee Schedule

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 25th. They will start with night work on the 25th. 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 1st.
- 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 27th. 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 4th 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 4th 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 4th 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