

VILLAGE OF WOODSTOCK  
BOARD OF VILLAGE TRUSTEES MEETING

June 8, 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.** PERMITS
  - 1. Driveway permit – Berdan – 11 Slayton Terrace
  - 2. East End Park permit – Who is Sylvia?
- G.** NEW BUSINESS
  - 1. Cannabis Committee presentation
  - 2. Return to live meetings
  - 3. Mask Ordinance update
- H.** OTHER BUSINESS
- I.** EXECUTIVE SESSION FOR PERSONNEL
- J.** APPROVAL OF MINUTES
  - 1. 5/11/21 Trustee minutes
  - 2. 5/14/21 Special Trustee minutes
  - 3. 5/17/21 Special Trustee minutes
- K.** 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](https://zoom.us) you can enter these details to join the meeting

Meeting ID: 858-7962-2419

Password: 412048

You can also download the Zoom app on your smartphone

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

Phone number: 646 558 8656

Meeting ID: 858-7962-2419

Password: 412048

For Help on Joining Use this Link:

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

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

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

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

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

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

Fee Paid: ✓ Cash/Check: \_\_\_\_\_ Received by: \_\_\_\_\_

Permission is hereby requested by Katherine Berdan to perform the work described as follows, on the street or highway known as Slayton Terrace

The exact location of this work being: 11 Slayton Terrace (911 address)

Description of the work to be performed: stone and driveway pack driveway to be added to east side of house - with small stone retaining walls on either side of driveway.

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

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



VILLAGE OF WOODSTOCK  
31 the Green  
Woodstock, Vermont 05091

Phone (802) 457-3456

14. Applicant does hereby agree to hold the Village of Woodstock harmless from claims of all third parties for damages from whatsoever cause incident to the exercise of this permission to construct a driveway.

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

Highway Superintendent:

- ☐ Concur  
☐ Nonconcur

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

ADDITIONAL CONDITIONS:

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

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

Signature of applicant: Katherine Berdan  
Name: Katherine Berdan  
Mailing address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

THIS PERMIT IS:

- ☐ Approved  
☐ Denied

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

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

Village Driveway Permit

[nnourse@townofwoodstock.org](mailto:nnourse@townofwoodstock.org)

VILLAGE OF WOODSTOCK  
EAST END PARK APPLICATION

The East End Park is a vibrant and active public space in the Village of Woodstock. Because the Park is nestled by the Ottauquechee River in an area that is both commercial and residential, renters and their guests should be mindful of their surroundings and respect both the neighborhood as well as other users.

The Park may not be completely closed to the public during any event.

Name: Jessica Abston

Organization: Who is Sylvia?

Mailing Address: [REDACTED]

Physical Address: 26 Central St.

Woodstock, VT 05091

Phone number: [REDACTED]

email: [REDACTED]

On-site liaison: Jessica Abston

Phone: [REDACTED]

Start time of event: 3pm-7pm Hours of event including set up: 2pm-8pm

Certificate of Insurance received by town:

Date received: 06-01-21 By: Kielly Insurance

Setup/Cleanup Plans: I'll arrive @ 1:30 to start setting up; Food/drink vendor, musicians, volunteers, photographer will arrive @ 2pm. I will coordinate w/ volunteers to make sure all trash, equipment, etc. is cleaned up after event.

Will there be any temporary structures for the event? No

If yes please describe: Just 3 tables for food, drink, and welcome stations.

Will Lighting or generators be used? No

If yes, please describe and see guidelines below: \_\_\_\_\_

Will portable toilets be used? Yes

If yes, please state amount and location: 2 portable toilets located in the parking lot by the far end park access area (see site map)

Will there be sales or handouts of food, beverages, and/or merchandise? Yes



① If yes, please complete following for each vendor:

Vendor name: Worthy Kitchen

Products: Cook-out food fare + vintage summer cocktails

Location: (see site map)

② ~~Bates bar, vintage summer cocktails, (see site map)~~

Will there be alcohol at the event? Yes ~~No~~

Liquor permit received: \_\_\_\_\_ Approved: \_\_\_\_\_

③ Worthy Kitchen will submit independently

Please attach site plan including parking plan to this application

#### WHO NEEDS TO GET A RENTAL PERMIT?

A Park rental permit is required if one or more of the following applies:

1. A group of individuals of fifteen (15) or more who use the Park area for a one-time event.
2. Reservation and use of the Park for a specific time and date on a continued scheduled basis, such as fitness classes, arts and crafts classes, clubs, and other recurring activities.
3. Use of Park area for an event open to the public.
4. Business functions--examples include, but are not limited to:
  - Sales meeting
  - Personal sports coach
  - Commercial film or photography shoot (A single professional photographer with a portable camera does not require a permit.)
  - Business reception
  - Product demonstration
  - Food booth
5. A sports tournament or event where individuals or teams are charged a fee to participate or spectate.
6. Any other commercial or fund-raising purposes, including, but not limited to, the sale of goods and services, solicitation of monies, sale of tickets or games of chance, and the use of the Park to conduct an activity where the exchange of money for a product or service does not occur directly in the Park, such as mass media advertising.

#### WHO IS ELIGIBLE TO RENT?

- Woodstock and non-Woodstock residents, nonprofit groups and charitable organizations, clubs and classes, business organizations.
- An individual applicant must be at least 18 years of age.

An on-site liaison person must be identified and must be present and available via cell phone at all times during set up, tear down, and during the event. This person must have the authority to make decisions on behalf of the event organizer and must be accessible to Town staff, Police, and any other identified authorizer.

#### PROCESS

##### Timing

- Applications for permits may be submitted up to 6 months in advance of the event, but no less than 30 calendar days in advance of event.

## DOGS

To ensure clean, safe spaces for a wide variety of users, on-leash and clean-up policies will be enforced within the Park.

- Leashed dogs are welcome.
- "Clean up after your pet" practices are required. Dog owners are required to pick up after their dogs and use the trash receptacles provided.

## FIRES & FIREWORKS

- BBQs, portable gas grills, heat-generating equipment or materials may not be used in the Park.
- Fireworks are not allowed.

Applicant agrees to all conditions and policies set forth in this application:

Signature: Jessica Abston  
Name: Jessica Abston

Date: 06-01-21

## CHECKLIST

- ☒ Application fee and security deposit paid?
- ☒ Site Plan template completed and submitted?
- ☒ Certificate of Insurance submitted?
- ☐ Parking plan required? No
- ☒ Portable toilets required? Yes
- ☐ Applicable state health and safety permits obtained? Worthy Kitchen
- ☐ Liquor license obtained, if needed? is handling
- ☒ Name of On-site Liaison with contact information listed?

## RENTAL FEES for EAST END PARK

To keep the East End Park and its amenities in tip-top shape for all users, there are fees associated for all rental reservations. All fees—application fees, function fees, and security deposits—required for permits accrue specifically to a line item in the Woodstock Village budget dedicated solely to East End Park maintenance. These funds help to maintain and restore the park so that it will continue to be enjoyed by all for generations to come.

The following fees are applicable for any rental usage of the East End Park:  
an Application Fee, a Function Fee, and a Security Deposit.

Application fee received: 100 6/1/21 cash/check 1099

Function fee: 100  
Amount: \$100 Received: 6/1/21 cash/check: 1099

Security Deposit: 100  
Amount: \$100 Received: 6/1/21 cash/check: 1099



This permit is:

- ☐ Approved  
☐ Denied

Additional conditions: \_\_\_\_\_

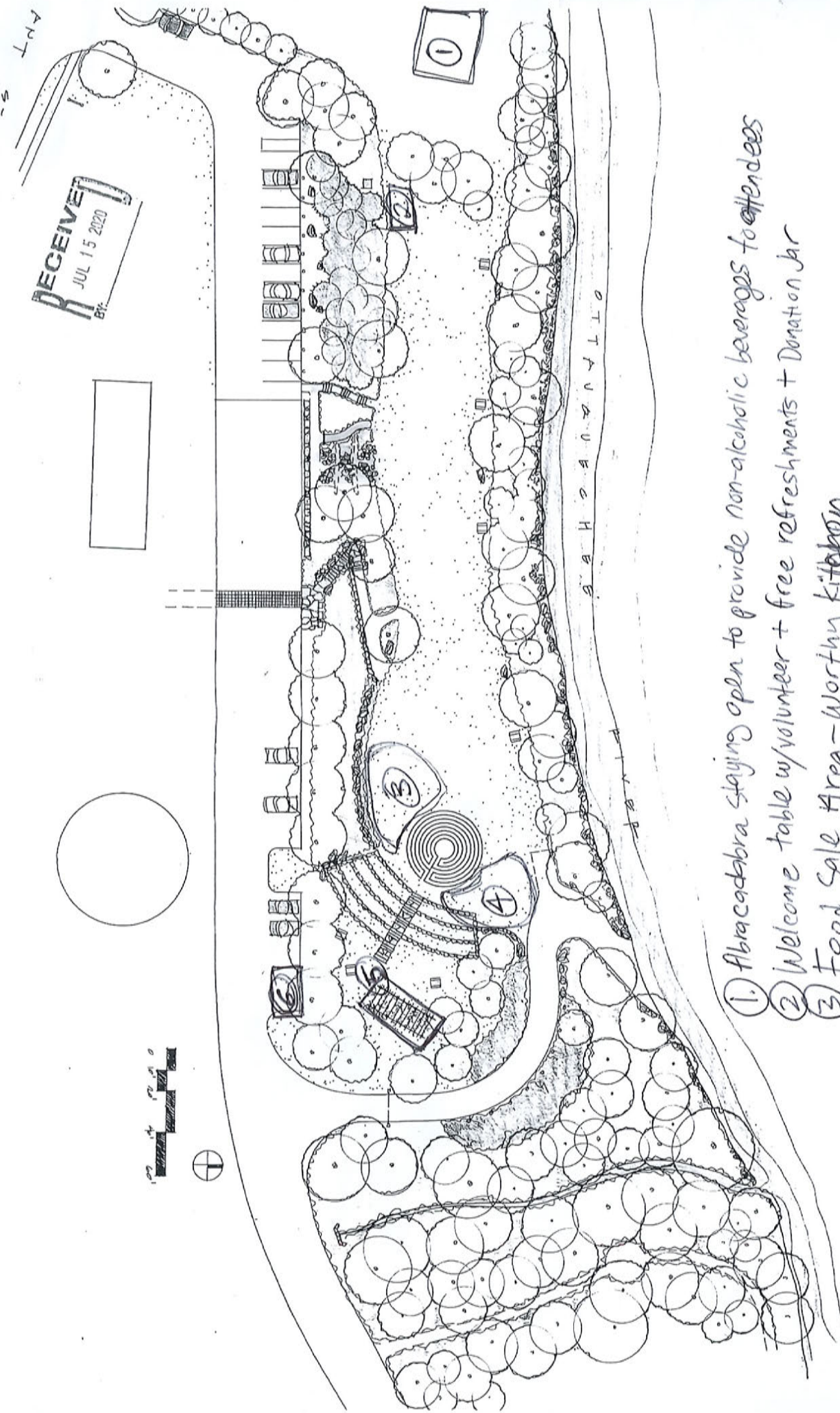
\_\_\_\_\_

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

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

### Notes:

- This event will not work if it is raining, so if the forecast looks bad 48 hours out, I would like to ~~reschedule~~ the event for Sunday, July 11<sup>th</sup> and transfer all applicable fees/deposits for that date.
- I ask that the town ~~insure~~ make sure the sprinkler system @ the park is non-operational for the duration of the event, including set up + breakdown, 1:30pm-8pm/8:30pm.



- 1) Abracadabra staying open to provide non-alcoholic beverages to attendees
- 2) Welcome table w/volunteer + free refreshments + Donation Jar
- 3) Food Sale Area - Worthy Kitchen
- 4) Rope-off Alcohol Sale + Consumption Area w/ designated
- 5) Live Music - Sunny Saul 3-5, Chico Estridge
- 6) 2 Portable Toilets rented from Dimmick Septic

V-3561-20  
Approved 9/8/202  
Volunteer making sure no one is leaving w/ drinks.

V-3561-20

**Village of Woodstock**

**Board of Trustees**

**Meeting**

**May 11, 2021**

**7:00 pm**

**Zoom**

**Minutes**

**Draft minutes are subject to approval**

**Present:** Chair Jeffrey Kahn, Seton McIlroy, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Police Chief Robbie Blish, PJ Eames, Karim Houry, Patrick Fultz, Joe DiNatale

**A. Call to order**

1. Chair Kahn called the Trustees meeting of May 11, 2021 to order at 7:00 pm.

**B. Citizen comments – none**

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

1. Deletion – Woodstock Records Management & Retention Policy
2. Additions
  - a. Dr. Coburn's Tonic sidewalk permit
  - b. Welcoming newcomers to Town

**D. Manager's report**

**1. General report**

- a. Mr. Kerbin stated that the paving project is moving along. They have not gotten to Route 12 yet. They will be posting updates on the List Serve and the Town's website.
- b. Chair Kahn stated that he noticed a striping company's truck parked on the side of the street. Their engine was running for four hours straight. They said it was their company's policy. Something should be said to Pike Industries who have hired them.

**2. Financial report**

- a. Mr. Corson asked about the plan to pave secondary roads.
  1. Mr. Kerbin stated that they will not be starting these roads for about another month. Blaktop will be doing them.

- b. Chair Kahn stated that he had some questions regarding the financial report but most of them were answered by Zoie Parent. He suggests that the Trustees ask Ms. Parent any questions they have tomorrow.

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

1. Chief Blish stated that Tim McGuire, who did meter patrols on Saturdays has left. There is a vacancy for his position. In the month of April there was meter revenue of \$5,390. Kiosks were \$930.65, meters were \$3,076.46, and Park Mobile was \$1,383.75. The posts that had been sheared off during the winter have been repaired or replaced. The meter posts around the Green have been removed. Traffic has been slow but that is to be expected with the paving work being done. They have participated in distracted driving patrols. Officer Smith wrote 5 cell phone tickets within 2 hours. The front lobby phone at the Emergency Services Building has been moved to the West side of the building. They have given their testimony to the House Transportation Committee regarding the overlength truck permit. The House is not interested in repealing the permit. The reason is for safety. Over 50% of large trucks cross the double yellow lines on the corner near Maplefields.
2. Chair Kahn stated that there is an estimated additional 15,000 trucks a year that will travel through Woodstock if this permit is repealed.

#### **F. Old business**

1. Dr. Coburns Tonic Sidewalk Permit – Tabled

#### **G. New business**

##### **1. Cannabis Committee report regarding survey results**

- a. Ms. Eames stated that they put out a survey recently. The objective of the Committee is to raise awareness for Woodstock voters. They are remaining objective and factual. They have several wonderful advisors; Charlie Kimbell, Robbie Blish, Melanie Sheehan, Dr. Clare Drebitko, and Kimberly Gilbert. The recreational selling of cannabis begins 2022 in Vermont. It is a good time to do research and gain more information to see if Woodstock wants to opt-in.
- b. Ms. Eames shared a presentation (included in minutes).
- c. Mr. Houry stated that there are several variables on when they can have an informational meeting. It depends on how fast the Cannabis Control Board is

set up and up to speed. He thinks in the next 2–3 months, they should be able to have an informational meeting.

## **2. Parking Committee report**

- a. Ms. Blakeman stated that she has been on the Board for about a month. They are working out all the little pieces on how the Village is going to obtain the parking at the Historical Society. They are working hard on this. They are trying to get it done as fast as they can. They want people to be able to have their personal parking spots but may have some mixed use. It is still being worked on.

## **3. Mask Ordinance discussion**

- a. Chair Kahn stated that the State Mask Ordinance has been amended on April 30<sup>th</sup>. The Village must decide whether to drop the outdoor mask requirements. The State no longer requires people to wear face masks when outdoors.

**Motion:** by Chair Kahn to suspend the outdoor part of the Village Mask Ordinance except for on Central and Elm Street until such time as they suspend the ordinance altogether.

**Seconded:** by Ms. McIlroy.

**Discussion:** Ms. McIlroy stated that she likes the concept. It is a compromise.

Chair Kahn stated that it would only be for a short period of time. The police officers would explain to individuals that there is an ordinance in place and let people know on those streets.

Mr. Fultz stated that the Governor stated that the State may speed up the plan and open everything up by June 1<sup>st</sup>. He thinks having the ordinance only apply to 2 streets will be too confusing.

Chair Kahn stated that the Village's ordinance will end when the State's ordinance ends.

Mr. Corson stated that whatever they decide needs to be put on List Serve.

Chair Kahn stated that he thinks the two streets are very congested and he thinks there is a danger there.

**Vote:** 1–3–0, motion did not pass. (Chair Kahn for, Ms. McIlroy against, Ms. Blakeman against, Mr. Corson against.

**Motion:** by Ms. McIlroy to follow the State guidelines regarding masks, and no longer require masks to be worn outside in the Village except during events.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.



**Vote:** 3-1-0, passed. (Ms. McIlroy for, Ms. Blakeman for, Mr. Corson for, Chair Kahn against.)

#### **4. Tribou Park permit discussion**

- a. Chair Kahn stated that the Trustees require permits for the other parks within the Village, and it was brought up that there is no permit for Tribou Park.
- b. Mr. Corson stated that he is concerned about liability. He thinks there should be consistency.
- c. Chair Riley stated that historically Tribou Park has been used for public demonstrations and has never required a permit.
- d. The Village Trustees will not require permits for Tribou Park usage at this time.

#### **5. Woodstock Records Management & Retention Policy – TABLED**

#### **6. Other business**

- a. Chair Kahn stated that there are railings around the Green that need to be fixed or replaced.
  - 1. Mr. Kerbin stated that he talked to Ken Vandenburg today. Mr. Vandenburg had talked to a fence company, but they will not be able to get to it for a couple of months.
  - 2. Mr. DiNatale asked if they would also get painted.
  - 3. Mr. Kerbin stated that the new summer help can do this. He can also do jobs like weeding, trash, and painting of the recycling bins, etc.
  - 4. Chair Kahn stated that his job is primarily outdoors.
- b. Welcoming newcomers to the Village
  - 1. Mr. Corson stated that he has received copies of land records of all new transfers that have occurred this year to get names and addresses of newcomers. He is hoping to do something to welcome new people to town.
  - 2. Ms. Finlayson stated that they did an event on October 30<sup>th</sup> last year to welcome newcomers. They offered coffee and muffins on a Saturday morning. She would love to set up another event.
  - 3. Mr. Corson and Ms. Finlayson will discuss the idea of setting up another event to welcome newcomers.

#### **H. Approval of minutes**

##### **1. 4/13/21 Meeting Minutes**

- a. Change fee to free.
- b. Mr. Corson to Ms.
- c. Co-Chair of the Beautification Committee of the Garden Club

**Motion:** by Mr. Corson to approve the meeting minutes of April 13, 2021 with the amendments as listed.

**Seconded:** by Ms. McIlroy.

**Discussion:** none.

**Vote:** 4-0-0, passed.

**I. Adjournment**

**Motion:** by Mr. Corson to adjourn the meeting at 8:31 pm.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

**Vote:** 4-0-0, passed.

*Respectfully submitted,*  
*Nikki Nourse*

**Village of Woodstock  
Board of Trustees  
Special Meeting  
May 14, 2021  
9:00 am  
Zoom  
Minutes**

**Draft minutes are subject to approval.**

**Present:** Chair Jeffrey Kahn, Seton McIlroy, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Robert Crowe, Mark Scully

**A. Call to order**

1. Chair Kahn called the special meeting of the Trustees to order at 9:00 am.

**B. Sidewalk permit – Dr. Coburn’s Tonic**

1. Mr. Crowe stated that tables will be placed on 150 feet of sidewalk. He has bought 15 new tables. They are wooden. There will be 2 chairs at each. They are 28x28 inches. This leaves 7 feet for pedestrian traffic.

**Motion:** by Ms. Lowe to approve the Sidewalk Permit for Dr. Coburn’s Tonic for the use of outdoor tables through the month of October as submitted.

**Seconded:** by Mr. Corson.

**Discussion:** none.

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

**C. Other business – none.**

**D. Adjournment**

**Motion:** by Ms. McIlroy to adjourn the meeting at 9:20 am.

**Seconded:** by Mr. Corson.

**Discussion:** none.

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

*Respectfully submitted,  
Nikki Nourse*

**Village of Woodstock  
Board of Trustees  
Special Meeting  
May 17, 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, Mary Riley, Isabelle Chicoine, Gareth Henderson, Scott Smith, Beth Finlayson, Ray Bourgeois, Police Chief Robbie Blish, Jennifer Falvey, Zoie Parent, Patricia Campbell, Allen Stein

**A. Call to order**

1. Chair Kahn called the Special Trustees Meeting of May 17, 2021 to order at 7:01 pm.

**B. Village Mask Ordinance discussion**

1. Chair Kahn stated that last week they made one change to the ordinance regarding outdoor requirements. Recently the State made another amendment that allows those who are fully vaccinated to be indoors without a mask.

**Motion:** by Chair Kahn to follow the State mask guidelines and allow those who are fully vaccinated to be inside without a mask if 14 days have passed since their second shot.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

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

**C. Other business**

1. Garden Club – Banner on the Green

- a. Ms. Falvey stated that she is requesting this on behalf of the Garden Club. They are having their annual plant sale at the Norman Williams Library. They are requesting a banner across the East end of the Green. The event is on May 29<sup>th</sup>, the Saturday of Memorial Day weekend. The banner is 6'x3'.
- b. Mr. Kerbin stated that he can have the Highway Department put it up.
- c. Ms. Riley stated that the rule is they can have the banner up for one week. They could put it up this Friday and it can go down after the event.

**Motion:** by Ms. Blakeman to approve the Garden Club's request to put their banner on the Green starting May 21<sup>st</sup> and to be taken down after the event.

**Seconded:** by Mr. Corson.

**Discussion:** none.

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

2. Closing Town Hall at 2:00 pm on Fridays in Summer

- a. Mr. Kerbin stated that since 1993 staff at the Town Hall have been leaving early on Fridays at 2:00 pm from July 4<sup>th</sup> to Labor Day. They are requesting to start it on Memorial Day weekend instead.
- b. Chair Kahn stated that he would like Mr. Kerbin to stay behind until 4:30 pm.
- c. Ms. Parent stated that the entire Town Hall was closed at 2:00 pm. Phil Swanson would leave. They would put a note up.

- d. Ms. Riley stated that for the first couple of years, Mr. Swanson would stick around. After that they closed at 2:00 pm. They would stay if a project needed to get done. For the first couple of years, they put it in the newspaper. No one ever said a word about it. They never received any complaints. The agreement was that employees put 2:00 pm on their timecard if that is when they left. They could go without being paid or use vacation time.
- e. Chair Kahn suggested putting a phone number to call on the notice that will be placed on the front door.
- f. Mr. Kerbin stated that this is a nice little perk for the employees.
- g. Ms. Parent stated that it is past tax and sewer bills, which is when it is busier. This is the slowest time of the year. People can now pay bills online.
- h. Ms. Riley stated that employees would not get overtime unless they worked more than 40 hours.
- i. Ms. Parent stated that it only applies to Town Hall, not Highway and Sewer.
- j. Mr. Kerbin stated that those departments are more essential.
- k. Ms. Parent stated that she did not leave at 2:00 pm on Friday's last year. She only leaves when her work is done.
- l. Mr. Kerbin stated that all employees would need to get their work done for the week before leaving.
- m. Ms. Riley explained that you must apply for a marriage license. Then you come back on a later date to pick it up. She encourages people to come for their marriage license by 11:30 am on Friday. They accommodate those who get in touch with them. Most Town Clerks in other towns are closed Fridays. Many places you have to make an appointment to get a marriage license.
- n. Chair Kahn recommended supporting the change as long as employees finish their weekly work and as long as the Select Board approves it.
- o. Ms. McIlroy stated that she would like reminders to be on the List Serve, Facebook, and website.

#### **D. Adjournment**

**Motion:** by Ms. McIlroy to adjourn the meeting at 7:27 pm.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

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

*Respectfully submitted,  
Nikki Nourse*