

**Town & Village of Woodstock  
Select Board & Board of Trustees  
Joint Meeting  
July 15, 2021  
6:00 pm  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

**Present:** Chair Mary Riley, Ray Bourgeois, Keri Cole, Joe Swanson, Chair Jeffrey Kahn, Seton McIlroy, Daphne Lowe, Bill Corson, William Kerbin, Nikki Nourse, Trena Tolliver, Police Chief Robbie Blish, Jill Davies, Neal Leitner

**A. Call to order**

**1. Select Board**

- a. Chair Riley called the joint meeting of July 15, 2021, to order at 6:00 pm.

**2. Trustees**

- a. Chair Kahn called the joint meeting of July 15, 2021, to order at 6:00 pm.

**B. Additions to and deletions from the posted agenda – none**

**C. New business**

**1. Discussion regarding use of ARPA funds**

- a. Mr. Kerbin stated that this year the Village will be getting \$44,000 and they will be receiving \$44,000 next summer. The Town will be receiving \$215,000 total. Half they will receive this year, and the other half next summer as well. There are four categories that the money can be spent. The money can be used for things covid related such as hazard pay, aiding households and businesses, loss revenue, and infrastructure such as sewer and water. The money cannot be used to offset taxes or pay debt.
- b. Chair Kahn stated that he had an idea for the Village portion. His idea is to help paint Dr. Coburn's Tonic building. This is a prime visual building in the Village. There are many layers of lead paint on this building. The building has to be tented in order to scrape off the lead paint. The owner of the building did not have the funds to paint the building due to covid.
- c. Ms. McIlroy shared a handout (included in the minutes).
- d. They need to allocate the funds by December 2024, and the funds need to be spent by December 2025.
- e. Chief Blish suggested using some of the funds towards lost meter revenue. This was due to covid.
- f. Chair Riley stated that they will bring this topic back up when they receive the money.

**2. Ordinance of Establishment of Certified Local Government Committee**

- a. Mr. Leitner stated that this Committee would be established through the National Park Service and National Historic Preservation Act. The majority of committee members have to have professional qualifications. This opens the door to funding for historic preservation. There are currently 23 towns in

Vermont that do this. This is not for brick and motor at all. They do not need to staff the committee. They would need volunteers. The State would choose who would be on the committee. There are people in Woodstock who have expressed interest.

b. Chair Riley stated that there is a lot to consider.

c. Mr. Leitner stated that the committee needs to have a minimum of 3 members and a maximum of 9 members. It would be made up of Village and Town residents. At first, he was hesitant to take on another board, but he was reassured that he will not have to staff the committee. The committee would have to follow the open meeting law.

d. This will be discussed at another meeting. Ordinances will need to be adopted.

### **3. Discussion regarding use of \$100k Rockefeller investment funds**

a. Chair Kahn stated that the Select Board and Trustees agreed to use \$100,000 of their \$200,000 withdrawal for the purchase of an ambulance.

b. Ms. Davies stated that it would be nice to put the remainder of the money towards something that is going to last a long time.

c. Chair Kahn stated that supporting the Town Hall renovation would be a good long term investment.

d. Ms. Cole stated that it seems like a good use of the money.

e. Chair Kahn stated that they can designate it towards the 2<sup>nd</sup> floor renovation.

f. Ms. Lowe agreed with using the money towards Town Hall.

g. Ms. Davies stated that so far, they have raised \$3 million. The project is going up in price. Originally, they were thinking \$7-8 million but they keep adding to it. They may need to scale back the project if necessary.

h. Chair Riley stated that the leadership team meets frequently. They have to wait until they have a cost estimate. Next Tuesday night the leadership team will make a presentation to the Select Board. They will have posters up regarding the plans.

i. Chair Kahn stated the project may begin as soon as next year.

### **4. Records Management & Retention Policy**

a. Ms. Tolliver stated that the project was initiated due to the paper storage on the 3<sup>rd</sup> floor. They need to address all this paperwork due to the Town Hall rejuvenation project. This policy will also be a plan for Woodstock moving forward. She looked at State and Federal laws. She put the policy together. It states how long they need to keep certain documents. The hope is to minimize paper usage.

**Motion:** by Ms. Cole to approve the Records Management & Retention Policy.

**Seconded:** by Mr. Swanson.

**Discussion:** none.

**Vote:** 3-0-0, passed.

**Motion:** by Ms. McIlroy to approve the Records Management & Retention Policy.

**Seconded:** by Mr. Corson.

**Discussion:** none.

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

**5. Discussion regarding park management**

- a. Chair Riley stated that there are several parks in town. Each Park has a different focus. The responsibility of every park is a little different. There is East End Park, Teagle's Landing, Tribou Park, and the Green. Vail Field is cared and managed through the Rec Center.
- b. Mr. Corson stated that East End Park is taken care of by the East End Action Group. Faulkner Park is managed by a trust and not the Town's responsibility. Mount Peg is taken care of by the Billings Park Commission. Teagle's Landing was just redone. Arborscape is taking care of it for a year. They need to figure out who is managing it after.
- c. The Boards discussed hiring someone to manage all the parks. This could be part time or full time. They need someone to work with the current groups. They can put it into their budget for next year. Mr. Corson will talk to the groups to see how they feel about this.

**6. Friday afternoon closing office at 2:00 pm**

- a. Chair Riley stated that she has heard nothing negative about this. They started earlier than previous summers, on Memorial Day weekend.

**7. Contact free parking**

- a. Chair Riley stated that they have received some concerns regarding people paying the meters during off hours. The meters state on the second screen the hours for the meters which are 10:00 am to 4:00 pm.
- b. Chair Kahn stated that they will be ordering stickers for the meters.

**D. Other business - none**

**E. Adjournment**

**1. Select Board**

**Motion:** by Mr. Swanson to adjourn the meeting at 7:21 pm.

**Seconded:** by Ms. Cole.

**Discussion:** none.

**Vote:** 3-0-0, passed.

**Motion:** by Mr. Corson to adjourn the meeting at 7:21 pm.

**Seconded:** by Ms. McIlroy.

**Discussion:** none.

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

*Respectfully submitted*

*Nikki Nourse*

Mary Y Riley

Mary Y Riley (Aug 4, 2021 10:14 EDT)

Raymond Bourgeois

Raymond Bourgeois (Aug 4, 2021 18:20 EDT)

Keri P. Cole

Keri P. Cole (Aug 11, 2021 13:35 EDT)

Joe Swanson

Joe Swanson (Aug 11, 2021 13:38 EDT)

Seton McIlroy

Seton McIlroy (Aug 12, 2021 10:34 EDT)

Daphne Lowe

Daphne Lowe (Aug 12, 2021 12:20 EDT)

Brenda Blakeman

Brenda Blakeman (Aug 13, 2021 18:20 EDT)

William C. Corson

William C. Corson (Aug 14, 2021 22:22 EDT)