

VILLAGE OF WOODSTOCK
BOARD OF VILLAGE TRUSTEES MEETING
August 10, 2021
6:30 PM
Town Hall
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
 - 1. General report
 - 2. Record Retention Policy for Law Enforcement
- F.** NEW BUSINESS
 - 1. FY2022 tax rate
 - 2. Appointment of Interim Trustee of Public Funds
 - 3. Discussion regarding additional food permits on The Green
- G.** OTHER BUSINESS
- H.** APPROVAL OF MINUTES
 - 1. 7/13/21 minutes
 - 2. 7/15/21 joint minutes
- I.** ADJOURNMENT

This Meeting will be held in person at the Town Hall and on Zoom.

The link to join us by Zoom is:

<https://us02web.zoom.us/j/85879622419?pwd=Q1NZU1FKaWRPTmZURFppUGxWRU9UUT09>

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

08/06/21

WOODSTOCK TOWN General Ledger

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01:30 pm Current Yr Pd: 2 - Budget Status Report Staff Accountant.TOWNACCTPC2015

VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
REAL ESTATE TAX REVENUE	0.00	0.00	0.00%
HIGHWAY REVENUE	0.00	0.00	0.00%
FEES & PERMITS	0.00	75.00	100.00%
SHORT TERM RENTAL ENFORCE	0.00	75.00	100.00%
PLANNING & ZONING	0.00	1,135.00	100.00%
POLICE REVENUE	0.00	16,330.18	100.00%
INTEREST INCOME	0.00	0.00	0.00%
MISCELLANEOUS	0.00	0.00	0.00%
EAST END	0.00	-150.00	100.00%
IRENE RECOVERY REVENUE	0.00	0.00	0.00%
GRANT REVENUE	0.00	18,112.50	100.00%
TRANSFERS IN	0.00	0.00	0.00%
COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
Total Revenues	0.00	35,577.68	100.00%
SPECIAL ARTICLES			
GRANTS/CONTRIB-TRUST FUND	800.00	0.00	0.00%
GRANTS/CONTRIB-GENL FUND	10,000.00	0.00	0.00%
Total SPECIAL ARTICLES	10,800.00	0.00	0.00%
ADMINISTRATION			
TRUSTEES	102,300.00	0.00	0.00%
EXECUTIVE	60,075.00	5,548.75	9.24%
OFFICE ADMINISTRATION	11,150.00	466.30	4.18%
AUDITING	0.00	1,500.00	100.00%
TREASURER	1,320.00	148.87	11.28%
ACCOUNTING	45,375.00	3,764.79	8.30%
VILLAGE CLERK	400.00	0.00	0.00%
CAPITAL RESERVE	30,500.00	0.00	0.00%
Total ADMINISTRATION	251,120.00	11,428.71	4.55%
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	194,125.00	22,954.60	11.82%
LAW ENFORCEMENT	419,800.00	56,529.22	13.47%

08/06/21

WOODSTOCK TOWN General Ledger

Page 2 of 2

01:30 pm Current Yr Pd: 2 - Budget Status Report Staff Accountant.TOWNACCTPC2015

VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
POLICE TRAINING	8,090.00	187.15	2.31%
POLICE COMMUNICATIONS	77,230.00	1,291.39	1.67%
PARKING METERS	67,733.00	6,565.18	9.69%
POLICE VEHICLE	12,100.00	0.00	0.00%
BUILDING MAINTENANCE	10,075.00	194.83	1.93%
TOWN POLICE SERVICES	126,000.00	9,723.50	7.72%
CAPITAL RESERVE	21,000.00	0.00	0.00%
Total VILLAGE POLICE DEPT	936,153.00	97,445.87	10.41%
SHORT TERM RENTAL ENFORCE	0.00	0.00	0.00%
BOARDS & AGENCIES			
PLANNING & ZONING	109,595.00	9,072.26	8.28%
CAPITAL RESERVE	2,000.00	0.00	0.00%
Total BOARDS & AGENCIES	111,595.00	9,072.26	8.13%
VILLAGE HWY EXPENSE	45,000.00	0.00	0.00%
TRUSTEES' CONTINGENCY	0.00	0.00	0.00%
CAPITAL RESERVE SPENDING	0.00	0.00	0.00%
LOSS REPAIR EXPENSES	0.00	0.00	0.00%
IRENE RECOVERY EXPENSE	0.00	0.00	0.00%
GRANT EXPENSE	0.00	1,491.62	100.00%
TRANSFERS OUT	0.00	0.00	0.00%
Total Appropriations	1,354,668.00	119,438.46	8.82%
Total VILLAGE GENERAL FUND	-1,354,668.00	-83,860.78	
Total All Funds	-1,354,668.00	-83,860.78	

WOODSTOCK POLICE DEPARTMENT POLICIES AND PROCEDURES

WPD 312 Public Records	Related Policies:
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Vermont Statutes: 1VSA 315-320	
Date Implemented:: 05/2021	Review Date: 05/2023

Village of Woodstock, Vermont Public Record Inspection, Copying and Transmission Policy

I. PURPOSE. The Vermont Public Records Act, 1 V.S.A. §§ 315-320, provides access to a municipality's public records for inspection and copying unless the records are exempt by law from public access. The Municipality is authorized under section 316(j) of the Public Records Act to adopt and enforce reasonable rules to prevent disruption of operations in responding to records requests, to preserve the security of public records, and to protect public records from damage. This policy is intended to provide for timely action on requests for public records without unreasonable interruption of operations and to protect the integrity of the Town's public records.

II. APPLICABILITY. A public record is defined as any written or recorded information, regardless of physical form or characteristic, which is produced or acquired in the course of Municipal business. Public records, regardless of format, are available for inspection and copying unless there is a specific statute exempting the record from public disclosure. Those records exempt from public inspection and copying are set out at 1 V.S.A. § 317(c).

This policy applies only to requests for public records in the custody of the Custodian of the office of the Woodstock Police Department and the Chief of Police. Other public records may be in the custody of other officers or employees of the Town.

III. DEFINITIONS. For purposes of this policy, the following words and/or phrases shall apply:

1. "Agency" means an agency, board, committee, department, branch, instrumentality, commission, or authority of any city.
2. "Custodian" means the person that has charge or custody of a public record.

IV. PUBLIC RECORD REQUEST METHODS. Not every public record request will necessitate the use of a written request. However, when a request is made for a public record that is not readily accessible, may be exempt from public access, or may not exist, the requestor will be asked to complete, but is not required to do so except as stated below, a written Public Records Request specifying the requested documents. If the requestor declines to complete the written Public Records Request, the Custodian may complete such written request. Where a request is likely to result in charges for copying or staff time, the requestor is required to submit a completed written Request. The Custodian shall retain the original copy of all requests and written responses (if applicable).

V. INSPECTION OF PUBLIC RECORDS. In responding to a request to inspect or copy a record, the Custodian will consult with the requestor if necessary in order to clarify the request or to obtain additional information that will assist the Custodian in responding to the request and in facilitating production of the requested record for inspection or copying. When a requestor seeks a voluminous amount of separate and distinct records, the Custodian may ask the requestor to narrow the scope of the public records request.

Upon receipt of a request to inspect a public record, the Custodian will promptly produce the record for inspection except that:

1. The Custodian will inform the requestor in writing if the record does not exist under the name given by the requestor or by any other name known to the Custodian.
2. If the Custodian withholds the record as exempt from public access, the Custodian will inform the requestor of this fact in writing within three **(3)** business days from receipt of the request. The Custodian will identify the record or portion of record withheld, the statutory basis for withholding the record, and a brief statement of the reasons and supporting facts for denial. The Custodian will also inform the requestor of the right to appeal this determination to the Woodstock Town Manager. It is the policy of the Town that all exempt records will be withheld from disclosure.
3. If the record is in active use or in storage and therefore not readily available at the time of the request, the Custodian will inform the requestor of this fact in writing and set a date and hour within one calendar week of the request when the record will be available for inspection.

For the purpose of this policy, a “business day” means a day that the Custodian’s office is open to provide services.

The time limits described above may be extended in writing up to ten **(10)** business days from receipt of the records request based on:

- a. The need to search for and collect requested records from field facilities or other establishments that are separate from the Municipal Office; or
- b. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request; or

- c. The need for consultation with the Municipal attorney or other Municipal officers or departments having a substantial interest in the determination of the request.

If the time limits described above are extended, the Custodian will inform the requestor of such fact in writing, setting forth the reasons for the extension and specifying the date upon which the Custodian will respond to the request.

The Custodian will not withhold any record in its entirety on the basis that it contains some exempt content if the record is otherwise subject to disclosure; instead, the Custodian will redact the information he or she considers to be exempt and produce the record accompanied by an explanation of the basis for denial of the redacted information.

VI. PROTECTION OF PUBLIC RECORDS REQUESTED FOR INSPECTION. In order that all public records in the custody of the Custodian may be protected from damage or loss, such records may only be inspected in locations in the Woodstock Police Department designated by the Custodian. No public record may be removed from a designated location, marked, altered, defaced, torn, damaged, destroyed, disassembled, or removed from its proper location or order. The Custodian or other staff person may be present during the inspection of a public record. No person shall be allowed to copy a public record using copying equipment other than that owned by the Municipality unless approved by the Custodian.

When inspection of an electronic record is requested and the inspection of the original electronic record would create a disruption in operations of the Municipality or would jeopardize the security or condition of the original record, the Custodian will provide an electronic copy of the original record in the format in which the record is maintained, less any exempt information redacted from the record, at no cost to the requestor.

VII. COPIES OF PUBLIC RECORDS. Upon receipt of a request to make a copy of a public record, the Custodian will make and produce a copy subject to the following:

1. **Charges.** Except where otherwise provided by law, the Custodian will charge and collect the following costs for making a copy of a public record:
 - a. The actual cost charge for a copy of a public record as determined by the Village Board of Trustees under 1 V.S.A. § 316(e) or the uniform schedule of charges established by the Secretary of State if the Village Board of Trustees fails to establish a uniform schedule of charges; and
 - b. The Village Board of Trustees of the Village of Woodstock hereby adopts the following fee structure with regards to Police reports pursuant to 1 V.S.A. § 316(e);

1. Crash Reports	\$20.00
2. Report Copies (10 page max)	\$20.00
3. Additional copy/page	\$00.50 per page
4. Photographs 5X7	\$10.00 each
5. Video/DVD copy	\$45.00 each

All charges for copies and staff time must be paid in full prior to delivery of the requested copies.

Upon request, the Custodian will provide an estimate of the cost of making a copy of a public record prior to complying with the request.

2. **Standard formats.** The Custodian will make a copy of a public record in the following standard format:
 - a. For any public record maintained by the Custodian in paper form, the Custodian will make a paper copy of the record;
 - b. For any public record maintained by Custodian in electronic form, the Custodian will make either a paper printout of the record or an electronic copy of the record in the format in which the record is maintained, as directed by the requestor.

A request for a copy in a format other than those mentioned above is “non-standard.” The Custodian ***will not*** provide a copy of a public record in a non-standard format (e.g., conversion of a paper public record to electronic format).

VIII. CREATION OF PUBLIC RECORDS. The Custodian ***will not*** create a public record that does not exist.

IX. TRANSMISSION OF PUBLIC RECORDS. The Custodian ***will not*** transmit a public record.

X. DENIAL OF A PUBLIC RECORD REQUEST. If the Custodian denies a public record request in whole or in part, the denial may be appealed to the Woodstock Town Manager. In accordance with 1 V.S.A. § 318(c)(1), the Woodstock Town Manager will make a written determination on the appeal within five business days after receipt of the appeal. A decision of the Woodstock Town Manager may be reviewable by the Vermont Superior Court pursuant to 1 V.S.A. § 319.

The foregoing Policy is hereby adopted by the Woodstock Police Department of the Village of Woodstock, Vermont, this xx day of xxxx, 2021, as the Head of that Agency and in delegation of all appeal authority to the Woodstock Municipal Manager.

This Policy is effective as of this date until amended or repealed.

Office of Woodstock Police Department
Town of Woodstock, Vermont

Ratified by Village Board of Trustees on xxxxx xx, 2021

Village of Woodstock

Tax Rate

FY2022

ACTIVITY	APPROPRIATIONS	REVENUE	TAXES	TAX RATE
VILLAGE GENERAL	1,300,829	722,175	578,654	0.1990
HIGHWAY	45,000	45,000	-	-
TOTAL VILLAGE	1,345,829	767,175	578,654	0.1990
SPECIAL ARTICLES	400	400	-	-
GRAND TOTAL	1,346,229	767,575	578,654	0.1990
2021 GRAND LIST VILLAGE	2,907,541			
Cost per \$100,000	\$	199.00		

**Village of Woodstock
Board of Trustees
July 13, 2021
6:30 pm
Town Hall
Minutes**

Draft minutes are subject to approval.

Present: Chair Jeffrey Kahn, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Ray Bourgeois, Beth Finlayson, Karim Houry, Joe Swanson, Kimberly French, Tess Hunter, Jennifer Raymond, Mary Riley, Roger Logan, Wendy Spector

A. Call to order

1. Chair Kahn called the Trustees meeting of July 13, 2021, to order at 6:30 pm.

B. Citizens comments

1. Ms. Finlayson stated that she did not get an application in for sidewalk sales for August 20-21.

Motion: by Ms. Lowe to approve the sidewalk sales days for August 20-21 which the condition that a permit is completed and submitted.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

C. Additions to and deletions from the posted agenda – none.

D. Manager's report

1. General report

- a. Mr. Kerbin stated that Pike Paving is finishing up the project on Route 4, 106, and 16. He will soon be reaching out to business owners and introducing himself. Beth Fish has left Town Hall. They are in the process of interviewing for her position. The Mitigation Hazard Committee is meeting three times. They will have a draft later this summer.

2. Financial report

- a. Chair Kahn stated that he finds the numbers of Short Term Rentals in the Village interesting. They created the regulations because it was becoming popular in the Village. Since then, they have not had very many people register. They should have David Green check on this.

E. Police Chief's report

1. Officer Swanson reported that the meter for June was \$9,600. Kiosks were \$2,310. Meters were \$6,484. Park Mobile was \$804. Park Mobile signs will go back up soon. The Emergency Services Building is under work. The Speed Action Plan was conducted between July 5-13. They conducted 36 directed patrols. There were four tickets issued overall. 0 (tickets)/10 (directed patrols)

- on Central Street, 0/1 on Church Street, 2/5 on Elm Street, 0/2 on Pleasant Street, 2/8 on South Street, 0/8 on River Street, and 0/2 on the Green.
2. Ms. Lowe stated that she is surprised that River Street had none.
 3. Officer Swanson stated that the patrols happened during all hours of the day, but mostly day hours. He is not surprised by the numbers. They have to sit where they can use a radar effectively. They can use driveways if the owner does not mind.

F. Permits

1. Request from St. James Episcopal Church to hold its 9th annual church fair

Motion: by Mr. Corson to approve the request from St. James Episcopal Church to hold its 95th annual church fair as submitted.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

2. Use of the Green permit – Bookstock 2022

Motion: by Ms. Lowe to approve the use of the Green permit for Bookstock 2022 as submitted with the condition that the fee and certificate of insurance be submitted.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

G. New business

1. Cannabis opt-in timing discussion

- a. Chair Kahn stated that the Cannabis recently gave a very thorough presentation regarding this.
- b. Mr. Houry stated that the committee will regroup sometime in September. They are hoping to get additional information from the State. There is a chance that this may be delayed longer than October 2022.
- c. The Cannabis Committee will present more information to the public sometime during the first few weeks of November to the Village and the Town.

2. Discussion of Woodstock History Center parking lot

- a. Ms. Blakeman stated that they are making progress. Her and Ms. Raymond have written up a formal lease that they will have the Parking Committee take a look at. They are on the right track.
- b. Chair Kahn stated that they are looking into leasing the entire lot. It has 29 spaces.
- c. Ms. French asked that the Board respect the process of the Parking Committee. She received a call about the property being purchased.

- d. Chair Kahn stated that they do respect the process. They are very early in the process. This is why it was not brought up. They are just exploring many options.

3. Use of Rockefeller Endowment funds which were withdrawn for capital expenditure use

- a. Chair Kahn stated that the Select Board and Trustees agreed to withdraw \$200,000 with the advisement of the Investment Advisory Committee for a capital expense. The Select Board proposed using \$100,000 towards the purchase of a new ambulance. The Village has a portion of the funds.

Motion: by Ms. Lowe to approve using the Village's portion of the \$100,000 of the Rockefeller funds towards the purchase of a new ambulance.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

4. Discussion regarding ARPA funds

- a. Mr. Kerbin stated that this year the Village is getting \$44,000. Next year they will get the same amount. The funds can be used in four different areas. They can be used to support public health expenditures, address the negative economic impacts caused by the public health emergency, replace lost public sector revenue, provide premium pay for essential workers, and invest in water, sewer, and broadband infrastructure. This is an opportunity to help support small businesses, particularly those hit by covid.
- b. Chair Kahn stated that one idea is to help the building that houses Dr. Coburn's Tonic. He has spoken to the owner. They had started to paint the building but had to stop due to the lead paint on the building. They were not scraping it off correctly. Then covid hit and they have not had the funds to continue the project. They may be able to use some of these funds to help this building.
- c. Mr. Kerbin will reach out to VLCT to find more specific information on how to use these funds.
- d. Chair Kahn stated that they will be discussing this more at the joint meeting with the Select Board.

5. Traffic speed on Route 4 discussion

- a. Mr. Logan stated that he is concerned about speeding in the entire Village. They need to make a comprehensive approach. The majority of the cars going through the Village appear to be speeding. They need to do speed studies. They need to think seriously about traffic enforcement. Often crosswalks are not very visible. They need to develop data. He would like to see monthly reports of traffic stops to

see trends. This is a dangerous situation they have on their streets. Engineering firms can do speed studies.

- b. Ms. Lowe stated that the issue is that drivers cannot see people crossing the streets until they are already in the streets due to the parked cars.
- c. Chair Kahn stated that they can take a look at the data from the speed signs. They need to see what reality versus perception is. TRORC is capable of doing speed studies for the Village.

H. Other business – none

I. Approval of minutes

1. 6/8/21 meeting minutes

- a. Executive session – 8:55 pm

2. 6/24/21 special meeting minutes

Motion: by Ms. Lowe to approve the minutes for 6/8/21 and 6/24/21 as submitted with the one change as noted above.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 4-0-0, passed.

J. Adjournment

Motion: by Ms. Lowe to adjourn the meeting at 7:48 pm.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

**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 2nd 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 3rd 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