

VILLAGE OF WOODSTOCK
BOARD OF VILLAGE TRUSTEES MEETING
September 14, 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
- F.** Permits
 - 1. Parade permits
 - a. Zack's Place Turkey Trot
 - b. American Legion Veteran's Day Parade
 - c. American Legion Memorial Day Parade
 - 2. Use of the Green Permit
 - a. Banner Rotary Club
 - b. Zack's Place Turkey Trot
- G.** NEW BUSINESS
 - 1. Windsor County Court House parking spaces
 - 2. Double Yellow Line Ordinance
 - 3. Mask discussion
 - 4. Discussion regarding Pacaso timesharing real estate issue
 - 5. Sign discussion concerning North Street
 - 6. Investment Advisory Committee report
 - 7. Discussion of proposed temporary signage for Welcome Center restrooms
 - 8. Discussion of capital budget items
 - 9. Discussion regarding Halloween
- H.** OTHER BUSINESS
- I.** APPROVAL OF MINUTES
 - 1. 7/19/21 Special meeting minutes
 - 2. 7/23/21 Special meeting minutes
 - 3. 8/10/21 Meeting minutes

J. 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=Q1NZUIFKaWRPTmZUREppUGxWRU9UUT09>

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

09/10/21

WOODSTOCK TOWN General Ledger

Page 1 of 2

09:07 am Current Yr Pd: 3 - Budget Status Report Staff Accountant.TOWNACCTPC2015

VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
REAL ESTATE TAX REVENUE	582,189.28	0.00	0.00%
HIGHWAY REVENUE	0.00	0.00	0.00%
FEES & PERMITS	200.00	200.00	100.00%
SHORT TERM RENTAL ENFORCE	2,000.00	75.00	3.75%
PLANNING & ZONING	10,000.00	1,718.71	17.19%
POLICE REVENUE	675,475.00	27,317.75	4.04%
INTEREST INCOME	2,000.00	0.00	0.00%
MISCELLANEOUS	47,000.00	0.00	0.00%
EAST END	2,000.00	-150.00	-7.50%
IRENE RECOVERY REVENUE	0.00	0.00	0.00%
GRANT REVENUE	18,000.00	19,685.24	109.36%
TRANSFERS IN	800.00	0.00	0.00%
COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
Total Revenues	1,339,664.28	48,846.70	3.65%
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	9,894.62	16.47%
OFFICE ADMINISTRATION	11,150.00	872.84	7.83%
AUDITING	0.00	1,500.00	100.00%
TREASURER	1,320.00	248.11	18.80%
ACCOUNTING	45,375.00	6,720.63	14.81%
VILLAGE CLERK	400.00	0.00	0.00%
CAPITAL RESERVE	30,500.00	0.00	0.00%
Total ADMINISTRATION	251,120.00	19,236.20	7.66%
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	40,985.19	21.11%
LAW ENFORCEMENT	419,800.00	83,696.28	19.94%

09/10/21

WOODSTOCK TOWN General Ledger

Page 2 of 2

09:07 am Current Yr Pd: 3 - 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	2,782.97	3.60%
PARKING METERS	67,733.00	11,271.42	16.64%
POLICE VEHICLE	12,100.00	2,684.75	22.19%
BUILDING MAINTENANCE	10,075.00	472.51	4.69%
TOWN POLICE SERVICES	126,000.00	20,164.89	16.00%
CAPITAL RESERVE	21,000.00	0.00	0.00%
Total VILLAGE POLICE DEPT	936,153.00	162,245.16	17.33%
SHORT TERM RENTAL ENFORCE	0.00	0.00	0.00%
BOARDS & AGENCIES			
PLANNING & ZONING	109,595.00	15,786.27	14.40%
CAPITAL RESERVE	2,000.00	0.00	0.00%
Total BOARDS & AGENCIES	111,595.00	15,786.27	14.15%
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	6,327.22	100.00%
TRANSFERS OUT	0.00	0.00	0.00%
Total Appropriations	1,354,668.00	203,594.85	15.03%
Total VILLAGE GENERAL FUND	-15,003.72	-154,748.15	
Total All Funds	-15,003.72	-154,748.15	

Town/Village of Woodstock
Application for a permit to hold a parade or event on public streets or highways


Pursuant to Title 24 V.S.A. Section 2291 (5) the Legislative Board of the Village/Town of Woodstock
herewith regulates the use of public highways for parades and/or events.

Event: Zack's Place Turkey Trot
Parade/Event date: November 25 Start time: 700A End time: 12:30{
Applicant/Organization: Zack's Place Enrichment Center
Telephone: [REDACTED]
Email: [REDACTED]
Mailing address: [REDACTED]
Contact person: Dail Frates
Best contact number: [REDACTED]
Location of assembly & beginning of event: Woodstock Elementary School

Route of public highways: River rd, Route4, Elm Street, Route 106

*Attach map showing route
Traffic control (if any): Woodstock Police Department

Estimated number of participants: 1500

Authorized representative: Dail Frates
Print: Dail Frates 

Conditions: Include Certificate of Insurance naming the Town of Woodstock as additional insured in the amount of \$500,000.

OFFICE USE ONLY

This permit is:

- ☐ Approved
☐ Denied

Additional conditions: _____

Municipal Manager: _____ Date: _____

RECEIVED
SEP 02 2021

BY:

TOWN/VILLAGE OF WOODSTOCK
P.O. BOX 488
WOODSTOCK, VT 05091

APPLICATION FOR A PERMIT TO HOLD A PARADE OR EVENT
ON PUBLIC STREET OR HIGHWAY

Pursuant to Title 24 V. S. A. Section 2291 (5) the Legislative Body of the Village/Town of Woodstock herewith regulates the use of public highways for parades and/or events.

EVENT American Legion Veterans' Day Parade
(Parade, Walk, Road Race, etc.)

PARADE/EVENT DATE 11/11/21 START TIME 10:50 AM END 11:45 AM

APPLICANT/ORGANIZATION American Legion Post 24, Woodstock, VT

TELEPHONE

MAILING ADDRESS

CONTACT PERSON Susan Tomlet

BEST CONTACT PHONE NUMBER

LOCATION OF ASSEMBLY & BEGINNING OF EVENT Post Bldg. on Central St.

ROUTE ON PUBLIC HIGHWAYS Along Central St. to Courthouse Area
& then return to post building.
(Attach map showing route)

TRAFFIC CONTROL (if any) Village Police

ESTIMATED NO. OF PARTICIPANTS 30

Susan E. Tomlet
Authorized Representative

CONDITIONS-Include Certificate of Insurance naming the Town of Woodstock as additional insured in the amount of \$500,000. ADDITIONAL CONDITIONS:

APPROVED

DENIED

Municipal Manager

Date

PHONE (802) 457-3456

FAX (802) 457-2329

RECEIVED
SEP 02 2021

BY:

TOWN/VILLAGE OF WOODSTOCK
P.O. BOX 488
WOODSTOCK, VT 05091

APPLICATION FOR A PERMIT TO HOLD A PARADE OR EVENT
ON PUBLIC STREET OR HIGHWAY

Pursuant to Title 24 V. S. A. Section 2291 (5) the Legislative Body of the Village/Town of Woodstock herewith regulates the use of public highways for parades and/or events.

EVENT American Legion Memorial Day Parade
(Parade, Walk, Road Race, etc.)

PARADE/EVENT DATE 5/28/22 START TIME 10:30 AM END NOON

APPLICANT/ORGANIZATION American Legion Post 71 Woodstock VT

TELEPHONE

MAILING ADDRESS

CONTACT PERSON Susan Tomlet

BEST CONTACT PHONE NUMBER

LOCATION OF ASSEMBLY & BEGINNING OF EVENT Start @ School + Cross Streets; go (R) onto Central from South St.; stop @ Legion Bldg. Monument; Continue on Central to Tribune Park +
ROUTE ON PUBLIC HIGHWAYS stop there; (L) onto Pleasant St.; (R) onto Elm St.; stop @ Elm St. Bridge; (L) onto River St.; stop @ River St. Cemetery; (L) onto Mountain Ave.;
(Attach map showing route) (L) onto Rt. 4 to Courthouse stop; Return to South St.

TRAFFIC CONTROL (if any) Village Police

ESTIMATED NO. OF PARTICIPANTS 150-200

Susan E. Tomlet
Authorized Representative

CONDITIONS-Include Certificate of Insurance naming the Town of Woodstock as additional insured in the amount of \$500,000. ADDITIONAL CONDITIONS:

APPROVED

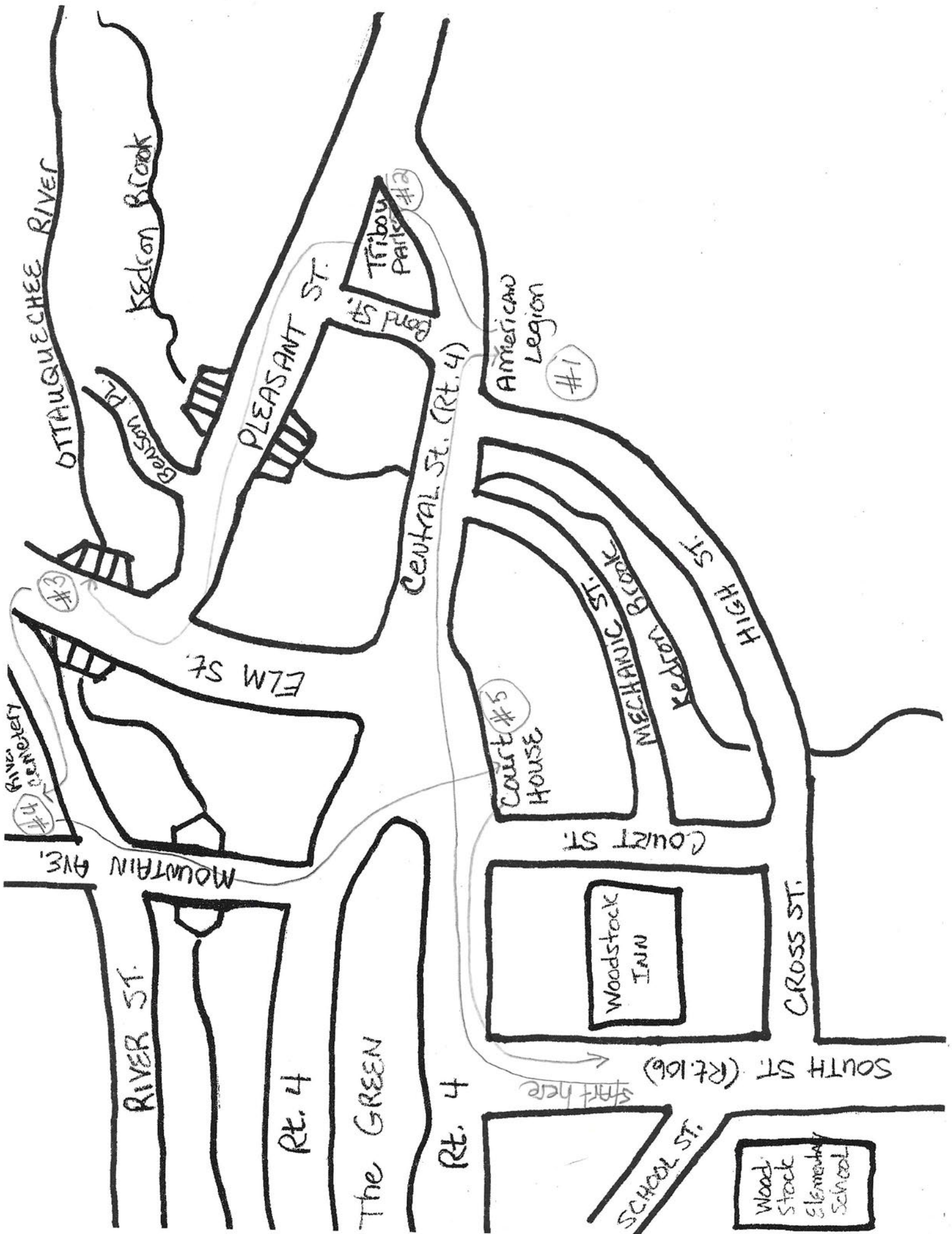
DENIED

Municipal Manager

Date

PHONE (802) 457-3456

FAX (802) 457-2329



RECEIVED
SEP 03 2021

Village of Woodstock
Permit for Use of the Village Green

BY:
Application date: 9/3/2021
Event name: Banner
Name of Non-Profit organization: Rotary Club of Woodstock
Address: [REDACTED]

Event information:

Date of event: Oct 4-9 Time of event: _____
Hours event will occupy the Green, including setup and clean up time: _____
Anticipated crowd size: _____
Will you have booths or stalls? _____
If yes, how many: _____
Equipment to be used on the Green: _____
Event description. Clearly state the scope and nature of the event to be held:
Display Banner promoting the Rotary Club of
Woodstock Charitable Penny Sale event on
Saturday Oct 9th

Traffic control plan/arrangements: _____

Please submit a layout for the event.

Please see the attached conditions and restrictions for use of the Village Green.

An application fee of \$50.00 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as the certificate holder.

Fee paid: _____
Cash/Check/Online: _____
Received by: _____
Certificate of Insurance received: _____
Received by: _____

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Ray Bourgeois
Title: _____
Phone: [REDACTED]

Mailing

Email:

Restrictions/Conditions:

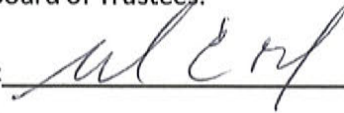
1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonably possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking kiosks, or light poles surrounding the Village Green.
4. Traffic signs and parking kiosks surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within fifteen feet of the trunk of any tree in the Village Green.
6. No activity shall be carried out on or before 7:00 am or after 10:00 pm without special arrangements.
7. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
 - a. All traffic control arrangements and site layouts shall be reasonable calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made recommendation of the Village Chief of Police.
 - b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Street, Union Street, Court Street, South Street, and the Village Square.
 - c. Police officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
 - a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.
 - b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.

10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.

At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.

11. Applicant's recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
- a. Please see the attached recycling protocol for events on the Village Green.
12. The \$50.00 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50.00 fee. Such refund will be made only after the Board of Village Trustees agrees to do so.

I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.

Applicant signature: 

Date: 9/3/21

FOR OFFICE USE ONLY

This permit was:

- ☐ Approved
- ☐ Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

The Village Green Banner Requirements

Banner requirements:

- Two banners per event (one to place at each end of the Green)

All banners must be:

- Less than 9' long x 30"-36" wide
- Have grommets and wind slots

Village of Woodstock
Permit for Use of the Village Green

Application date: August 23, 2021
Event name: Zack's Place Turkey Trot
Name of Non-Profit organization: Zack's Place Enrichment Center
Address: [REDACTED]

Event information:

Date of event: November 25, 2021 Time of event: 10A
Hours event will occupy the Green, including setup and clean up time: 7A-12P
Anticipated crowd size: 1500
Will you have booths or stalls? No
If yes, how many: _____
Equipment to be used on the Green: Right now none but if COVID gets worse that could change
Event description. Clearly state the scope and nature of the event to be held: People will be on the green
watching the Zack's Place Turkey Trot. If we are unable to use the inside of the Elementary
School because COVID worsens it is possible we will have some more use of
the Green. We are also requesting to have our two banners hung on the
green.

Traffic control plan/arrangements: _____

Please submit a layout for the event.

Please see the attached conditions and restrictions for use of the Village Green.

An application fee of \$50.00 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as the certificate holder.

Fee paid: 9/8/21
Cash/Check/Online: 2254
Received by: NLN
Certificate of Insurance received: 8/31/21
Received by: NLN

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Dail Frates
Title: Executive Director
Phone: [REDACTED]

Mailing address _____

Email: _____

Restrictions/Conditions:

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonably possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking kiosks, or light poles surrounding the Village Green.
4. Traffic signs and parking kiosks surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within fifteen feet of the trunk of any tree in the Village Green.
6. No activity shall be carried out on or before 7:00 am or after 10:00 pm without special arrangements.
7. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
 - a. All traffic control arrangements and site layouts shall be reasonable calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made recommendation of the Village Chief of Police.
 - b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Street, Union Street, Court Street, South Street, and the Village Square.
 - c. Police officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
 - a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.
 - b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.

10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.

At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.

11. Applicant's recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
- a. Please see the attached recycling protocol for events on the Village Green.
12. The \$50.00 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50.00 fee. Such refund will be made only after the Board of Village Trustees agrees to do so.

I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.

Applicant signature: _____

Date: Aug 24, 2021 _____

FOR OFFICE USE ONLY

This permit was:

- ☐ Approved
- ☐ Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

The Village Green Banner Requirements

Banner requirements:

- Two banners per event (one to place at each end of the Green)

All banners must be:

- Less than 9' long x 30"-36" wide
- Have grommets and wind slots

October 1, 2020

Windsor County Clerk
62 Pleasant Street
Woodstock, VT 05091-1212

Attn: Mr. Jack Anderson, Assistant Judge

Dear Mr. Anderson,

At their meeting of June 14, 2016, the Village of Woodstock Board of Trustees approved the leasing of 12 parking spaces, located behind the Windsor County Courthouse for 12 months at the cost of \$750.00 per month. These spaces would be leased from 8:00AM-4:30PM Monday through Friday. The lease term is July 1, 2016 through June 30, 2021.

The total annual amount due for leasing of 12 parking spaces is \$9,000.00. Please make the check payable to the Town of Woodstock.

Please return the check to:

Zoie L. Parent
Town of Woodstock
P.O. Box 488
Woodstock, VT 05091

Sincerely,

Zoie L. Parent
Accountant

cc: Municipal Manager

Proposed Ordinance for the Control of Vehicles Driving to the Right

**Note: This ordinance, should it be enacted, should go under Title 8, subchapter 3, Turning, Passing and Direction of Traffic, of the Woodstock Village Ordinances. There are two possible numbers available for this ordinance under subchapter 3. 8230 or 8240 are the two available numbers. 8230 has not been assigned but would be the first ordinance in the subchapter and 8240 was previously repealed so it would be a “retread”. My recommendation is to use 8230.*

(a) Upon all roadways of sufficient width a vehicle shall be driven upon the right half of the roadway, except as follows:

(1) when an obstruction exists making it necessary to drive to the left of the center of the highway; provided, any person so doing shall yield the right of way to all vehicles traveling in the proper direction upon the unobstructed portion of the highway within such distance as to constitute an immediate hazard;

(2) upon a roadway restricted to one-way traffic.

(3) when traveling West on that portion of the road North of The Green, known as VT Route 4, also known as North Park St., in the left turn lane and with the intent to turn left.

(4) When traveling East on that portion of the road South of The Green, known as VT Route 4, also known as North Park St., in the left turn lane and with the intent to turn left.

(5) When using the left turn lane to turn left onto River St. from the East bound lane of VT Route 4, also known as River St..

(b) Upon all roadways any vehicle proceeding at less than the normal speed of traffic at the time and place and under the conditions then existing shall be driven in the right-hand lane then available for traffic, or as close as practicable to the right-hand curb or edge of the roadway, except when preparing for a left turn at an intersection or into a private road or driveway.

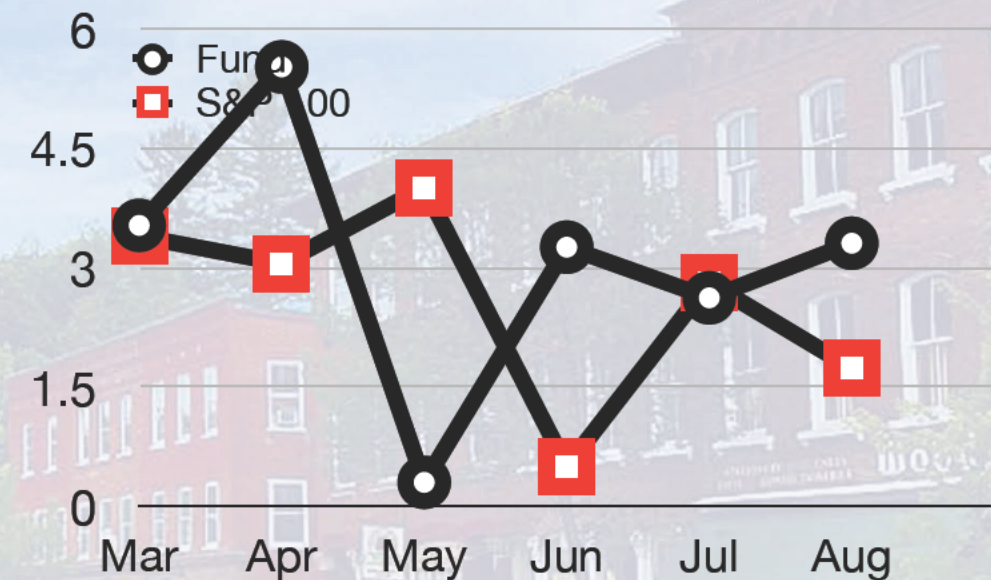
(c) Upon any roadway providing for two-way movement of traffic, no vehicle shall be driven to the left of the center line of the roadway, except when authorized by official traffic-control devices designating certain lanes to the left side of the center of the roadway for use by traffic not otherwise permitted to use such lanes, or except as permitted under subdivision (a)(1) of this section. However, this subsection shall not be construed as prohibiting the crossing of the center line in making a left turn into or from an intersecting highway, an alley, private road, or driveway when authorized.

Woodstock Rockefeller Endowment Fund

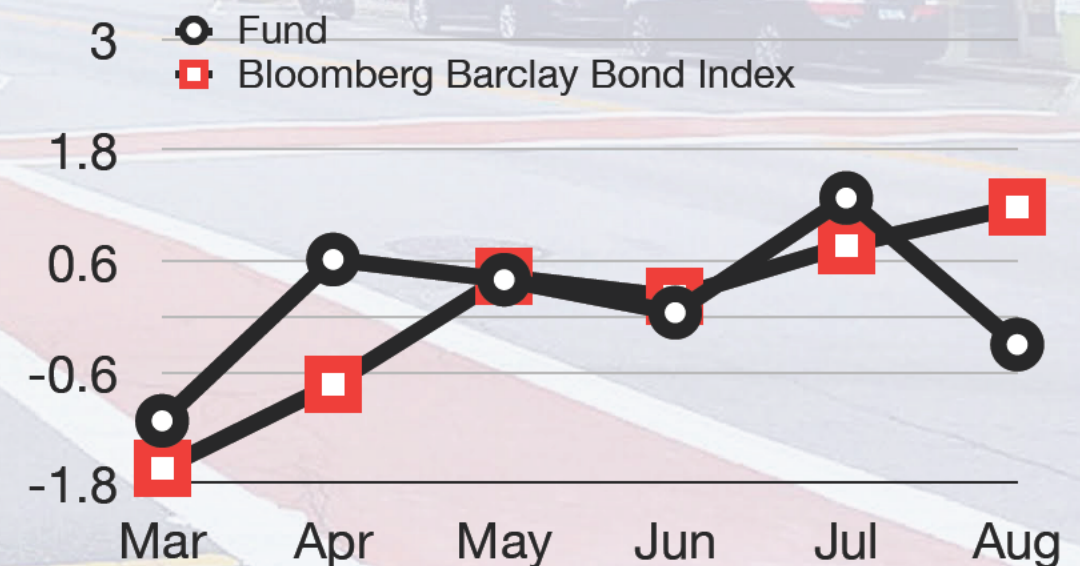
Status Report Ending August 30th, 2021

- Fund total includes \$110,941 allocated to the VCLF
- Asset portion of the fund is allocated at 60% equities, and 40% bonds
- Asset allocations were rebalanced in July 2021
- Equities have outperformed S&P 500 for 4 of the past 6 months
- Bonds have outperformed Bloomberg Index for 4 of the past 6 months
- Fund total value as of August 31, 2021: \$2,125,629 (change of +11.6% since February 28, 2021)
- Fund continues to demonstrate stable growth in line with market trends

Equities % Change
07/2020-02/2021



Bond % Change 07/2020-02/2021



**Village of Woodstock
Board of Trustees
Special Meeting
July 19, 2021
8:45 am
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Jeffrey Kahn, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Police Chief Robbie Blish

A. Call to order

1. Chair Kahn called the Special Trustees meeting to order at 8:45 am.

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

C. New business

1. Discussion regarding the History Center Parking Lot

- a. Chair Kahn stated that they are proposing an offer to lease the parking lot owned by the History Center. This is pending the sourcing of correct funds to lease the History Center Parking Lot.

Motion: by Chair Kahn to approve the proposal to lease the History Center Parking Lot pending the sourcing of correct funds.

Seconded: by Ms. Blakeman.

Discussion: Chair Kahn stated that there is a hiccup in using funds that they were shown were available to them. The Investment Committee does not think they should use the funds from the Rockefeller Endowment Fund. One member of the committee will resign if they use the funds. The funds are approximately \$270,000. There are other funds available to them. They have money in the parking fund. This is approximately \$46,000. It would be appropriate to use these funds.

Ms. Blakeman thinks it is a great idea.

Ms. Lowe approves using the parking funds.

Chair Kahn stated that they have the authority to use the Rockefeller funds and use them as they wish. The \$270,000 is the approximate Village's percentage of the fund. However, they can use the Parking Fund. They are proposing to lease the lot for \$20,000 a year. They anticipate the parking lot will produce more than \$20,000.

Ms. Blakeman stated that they are hoping the parking lot pays for itself. They have to wait for the History Center's approval. The idea is to have mixed use with a kiosk and permitted parking.

Chair Kahn stated they will make quarterly payments. This could be turned down by the History Center. Their meeting will be tomorrow. He is hoping that down the road they will entertain the option for the Village to purchase the parking lot.

Vote: 4-0-0, passed.

D. Other business – none

E. Adjournment

Motion: by Ms. Blakeman to adjourn the meeting at 8:56 am.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 4-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

**Village of Woodstock
Board of Trustees
Special Meeting
July 23, 2021
8:45 am
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Jeffrey Kahn, Seton McIlroy, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Police Chief Robbie Blish, Gail Stickney, Zachary Zupan, Jon Spector

A. Call to order

1. Chair Kahn called the special Trustees meeting to order at 8:45 am.

B. Additions to and deletions from the posted agenda

1. Use of the Green permit – 10 Years Later, Emergency Planning: Post Irene

C. New business

1. Use of the Green Permit – Liberty Players

- a. Chair Kahn stated that they will perform Tuesday, July 27th. The policy is to have a \$50 application fee that is refundable. They also require insurance. The event will be from 5:30 pm to 7:30 pm. The event will start at 6:00 pm.
- b. Mr. Zupan stated that it will be a 45-minute play. They have performed at schools around Vermont. It is very low intensity. It is just two actors. They will have music stands. The audience will be about 10-30 people. He is glad to pay the \$50 fee. He does not think they need insurance.
- c. Mr. Kerbin stated that it is a standard liability policy.
- d. Chair Kahn stated that they generally require it.
- e. Ms. Lowe stated that she agrees that Mr. Zupan needs to provide the application fee and insurance.
- f. Mr. Corson stated that he is on the fence. He is leaning towards waving the insurance.
- g. Ms. McIlroy asked about having some sort of waiver for the event signed.
- h. Mr. Corson stated that a waiver of insurance is not going to hold much weight.
- i. Ms. Lowe stated that she does not want to set a bad precedent.

Motion: by Chair Kahn to approve the Use of the Green permit as submitted for Liberty Players, pending the \$50 fee is paid, and a waiver is signed before the event.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

D. Other business

1. Use of the Green permit – 10 Years Later, Emergency Planning: Post Irene
 - a. Chief Blish stated that this application is from the Town of Woodstock. It will be on September 18th from 12:00 pm to 3:00 pm. Odd Menees will do a resiliency presentation. Kevin Geiger will also be presenting. They will have a tent set up by the Fire Department. They will be handing out magnets. They have cases of

them. They will provide emergency preparedness information. They expect approximately 200 people. The group that met was Alison Clarkson, Mary Riley, Fire Chief David Green, Todd Menees, and himself. The tent will be for the presentations. The actual presentation will be at about 1:00 pm. It will be about 30-45 minutes. They will reach out to the History Center for a photo montage of the damage that occurred by Hurricane Irene. There are so many new people. This will give people an idea on how to prepare for emergencies. They will need electricity for the presentation. They will have no food or beverage. They did not want to complicate things. He will talk to Chief Green about bring a fire truck for the kids.

- b. Ms. Lowe stated that this may be a good opportunity for a school group or some other group to do a bake sale.

Motion: by Ms. Lowe to approve the Use of the Green Permit for 10 Years Later, Emergency Planning: Post Irene as submitted by the Town of Woodstock.

Seconded: by Ms. Blakeman.

Discussion: Chair Kahn stated that he agrees with Ms. Lowe about having something like a bake sale at the event. Maybe Change the World Kids or another local group could do it.

Vote: 5-0-0, passed.

- 2. Mr. Corson stated his concerns regarding the lines at the end of the Green being very narrow and potentially dangerous.

- a. Chief Blish stated that he wants the State to move the lanes further East. The lines have always been there. The stripe is just much thicker. This gives the perception of it being narrower.
- b. Chair Kahn stated that the road has not changed.
- c. Chief Blish stated that narrower lanes tend to also slow people down.

E. Adjournment

Motion: by Ms. McIlroy to adjourn the meeting at 9:10 am.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

**Village of Woodstock
Board of Trustees
August 10, 2021
6:30 pm
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Seton McIlroy, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Gail Stickney, Karim Houry, Jill Davies, Patrick Fultz, Tess Hunter, Police Chief Robbie Blish, Beth Finlayson

A. Call to order

1. Vice-Chair McIlroy called the Trustees meeting to order at 6:30 pm.

B. Citizen comments – none

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

D. Manager's report

1. General report

- a. Mr. Kerbin stated that he has been introducing himself to businesses in Woodstock. Pike Paving is wrapping up their project. They are doing storm drainage work. There will be a Respect in the Workplace training. He is requesting that board members try to attend. All staff will be required to do the training on a different day. There will be a Zoom recording as well. ARPA money should be coming any day now. They will receive \$44,000 this year and \$44,000 next year. Guidance as to what this money can be used for is still coming out.

2. Financial report

- a. There were no questions.

E. Police Chief's report

1. General report

- a. Chief Blish stated that they had some issues with the single space meters. The company had to come out and fix them. Some of them would go offline or not accept cards. They replaced all parts that needed to be fixed. They have also put stickers on the meters with the times to feed the meters. The meter revenue for July 2020 was \$784. This year it was \$16,894.18.

2. Record Retention Policy for Law Enforcement

- a. Chief Blish stated that last month Treena Toliver came to the Boards about a records retention policy for the Town and Village. The Police Department is under different statutory laws. He also wanted to increase the fees for reports. Currently people pay 5¢ per page. The first 30 minutes of staff time is free. Computer discs are \$2.31. He wants to change it so copies of reports are \$20, photographs are \$10, and discs would be \$45. These new prices make it so they do not have to time and charge staff time. It is a flat price. They get requests for reports from insurance companies all the time. This is in line with other police departments around. They will not email public records. There is no guarantee who is receiving it. It is good to have a policy in place.

Motion: by Ms. Blakeman to approve the Record Retention Policy for Law Enforcement and changes to the pricing structure.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 4-0-0, passed.

F. New business

1. FY2022 tax rate

- a. Mr. Kerbin stated that there is a reduction from last year to this year. FY21 was .2010 and FY22 is .1990. This is the final tax rate.

Motion: by Mr. Corson to approve the Village tax rate of .1990 for FY2022.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

2. Appointment of Interim Trustee of Public Funds

- a. Mr. Kerbin stated that Chris Lloyd has resigned from the Board. There is an opening. The term is until March 2022 where it will be voted on.
- b. Ms. Davies stated that she is currently a Trustee of Public Funds for the Town. They use the advice from the Investment Advisory Committee. She suggests using a more aggressive approach than just putting the funds in bank CDs.
- c. Ms. Lowe stated that she thinks it would be great for Ms. Davies to take the position on.
- d. Mr. Kerbin stated that he does not believe they have to advertise the position. It has not been advertised.
- e. Ms. Blakeman stated that she does not want to get in trouble for not advertising. She thinks Ms. Davies would do a great job.

Motion: by Vice-Chair McIlroy to appoint Ms. Davies to Village Trustee of Public Funds for the term ending in March 2022.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

3. Discussion regarding additional food permits on the Green

- a. Vice-Chair McIlroy stated that on Sundays and Mondays it is hard to find lunch in the Village. Jeffrey Kahn's idea was to bring in some vendors on the Green. Currently they have three businesses there serving food. They have been thinking of allowing more. Maybe allowing nonprofits to do bake sales or sell other types of food.
- b. Ms. Blakeman stated that vendors are setting up late. Maybe they should have a timeframe in place. That way there is some kind of consistency with hours of operation. She does not believe the ice cream truck is taking away business from Woodstock Scoops, the new business in Town. There are plenty of people who need service right now.
- c. Mr. Fultz stated that it is not just lunch where there is a shortage. Dinner is a problem as well. They may think of doing a lunch slot and a dinner slot.
- d. Ms. Blakeman stated that food is a big problem in our area. Mr. Fultz stated that the restaurants we have are closed Sundays and Mondays.

Motion: by Mr. Corson to allow an additional permit for a nonprofit organization to use a table, and to allow a second additional permit to be used as needed by any group for Sundays and Mondays between the hours of 11:00 and 3:00 pm.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

G. Other business – none

H. Approval of minutes

1. 7/13/21 minutes

Motion: by Mr. Corson to approve the minutes for 7/13/21 with the amended changes emailed to Ms. Nourse.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

2. 7/15/21 joint minutes

Motion: by Mr. Corson to approve the minutes for 7/15/21 as submitted.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

I. Adjournment

Motion: by Mr. Corson to adjourn the meeting at 8:00 pm.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

*Respectfully submitted,
Nikki Nourse*