

**Village of Woodstock
Board of Trustees Meeting
July 12, 2022
6:30 pm
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Jeffrey Kahn, Brenda Blakeman, Bill Corson, Gabe DeLeon, Tom Yennerell, Nikki Nourse, Tess Hunter, Beth Finlayson, Zoie Parent, Alita Wilson, Butch Sutherland, Michelle Sutherland, Mary MacVey, Police Chief Robbie Blish

A. Call to order

1. Mr. Kahn called the Trustees Meeting of July 12, 2022, to order at 6:30 pm.

B. Citizen comments

1. Ms. Finlayson stated that she was not able to turn in a sidewalk permit last week. It would be for August 19th and 20th. It would be 9:00 am to 6:00 pm. It would be the same as previous years.

Motion: by Mr. Kahn to approve the sidewalk permit for sidewalk sales with the condition permit is completed and fee is paid.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

C. Additions to & deletions from posted agenda

1. Additions
 - a. Parks Manager update
 - b. Lotcy Circle

D. Manager's Report

1. General report

- a. Mr. Yennerell stated that the process for developing the FY24 Annual Budget has been completed and shared. There is a staff meeting scheduled for July 14th to start the budget process. River Street paving is complete. Sidewalks on Pleasant and Prospect Street have had the preparation work completed and are awaiting the final coat of asphalt. The paving company has rescheduled this work a few times. The storm drain relining is complete at 10 Pleasant Street. A rented roadside mower has arrived, and mowing has begun. Interviews for the Zoning Administrator's Assistant have begun. The design for building improvements to create fossil fuel reductions has begun.

2. Financial report

- a. Mr. Kahn stated that there are still some expenses are not reflected yet.
 1. Mr. Yennerell stated that any work that was done in FY22, those invoices will be applied to FY22 when received.

E. Police Chief's report

1. General report

- a. Chief Blish stated that Sergeant Swanson continues to recover. Officer Donka officially retired on June 25th.

2. Sale of used equipment – invitation to bid – parking meter equipment

- a. Chief Blish stated that somebody approached him who was interested in purchasing the old crank meters that they have. They cannot sell to him directly. They have to go out to bid. They have 205 meters.

F. Permits

1. Food truck & alcohol vendor at Town Hall – Pentangle

- a. Ms. Wilson stated that this is a collaboration between Beer Mountain, which is out of Ludlow, and Abracadabra, which is in Woodstock. They screened a movie last week for Astral Projections. They did a beer and wine thing. It was very calm. Everybody was behaved. This will be on August 13th and will be secured and roped off accordingly.

Motion: by Ms. Blakeman to approve the food truck and alcohol vendor at Town Hall as submitted by Pentangle.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 3-0-1, passed. (Mr. Kahn for, Ms. Blakeman for, Mr. DeLeon for, Mr. Corson abstained).

G. Old business

1. MOU of East End Park

- a. Mr. Kahn stated that this is something they would be agreeing to for a year. The volunteers who created that park want to turn this over to the municipalities and in the interim, they are going to agree on different roles and responsibilities of the different parties. Woodstock Community Trust, which is led by the project team of the Friends of East End Park will jointly develop with the Village and Town a strategic plan towards full municipal management under a professional park superintendent.

Motion: by Mr. Kahn to approve the MOU of East End Park with the additional sentence to be added stating that any future improvements or enhancements to the park during the time period covered by this memorandum of understanding must be approved by the Trustees and Select Board.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 4-0-0, passed.

H. New business

1. Clarification for the need for public space usage in the Village

- a. Mr. Kahn suggested looking at the Village ordinance to make it more inclusive for all those areas where they are currently permitting. Currently they are mostly permitting under the provision of variances. This allows them to permit anything, but he thinks they should include the other parks and sidewalks in the ordinance.

2. Emergency communication discussion

- a. Chief Blish stated that State Police were very happy with their response, the Fire Department's response, and were particularly happy with Dispatch. From their perspective, there was not anything better they

could have done. Information was put out by the PD and the State Police. There was a perimeter set. People were not allowed to go in and out of the area of Slayton Terrace and Lincoln Street. Those homes in that particular area were evacuated by officers. There was confusion and panic in the Village because unauthorized people went around and told people to lock down. They were passing out bad information that did not need to be passed out. Officers would have gone around if it was deemed necessary.

- b. They can get the word out as best as they can through VT Alert which anyone can sign up to receive alerts.

3. Smoke free Woodstock

- a. Mr. Kahn stated that he talked about this topic with Mr. Yennerell, and they feel this is not really enforceable. Fewer people are smoking than they were in the past.

4. Discussion on sidewalk repairs in the Village

- a. Mr. Kahn stated that some sidewalk repairs have gone on Elm Street, Pleasant Street, and Prospect Street. There are other sidewalks that are in dire need of repair. In the winter there are ice skating rinks at different points along the sidewalks. They need to continue repairing their sidewalks. TRORC is preparing a report that they can expect sometime in August that will give them a report on the status of the sidewalks and priority areas.

5. Discuss FY2023 Public Trust Fund disbursements

- a. Mr. Kahn stated that with the Old Fire Station Fund the suggestion is a \$2,000 disbursement. It is a \$23,954 fund and \$2,500 of it was dispersed to help pay for Village tree work. The Whitcomb Fund is being suggested at a \$5,600 disbursement. \$7,000 was dispersed to pay for the Emerald Ash Borer treatment. Some of the \$5,600 could go towards any trees that need replacement. The Frank McKenzie Fund is the smallest fund. It is \$3,755. There was a \$400 disbursement to help pay for the Town fireworks. The suggestion is a \$300 disbursement. They need to decide whether to take out disbursement money from the market now or wait until specific projects are identified. That is a gamble.

6. Year end report from the Investment Advisory Group

- a. Mr. Kahn stated that the market has done very poorly in 2022. The fund total is currently \$1,745,310. That is a 20% decrease since December 31st. Equities have been within a 1% difference of the S & P 500 for five of the past 6 months and have outperformed one of the past six months. Bonds have outperformed the Bloomberg Index for five of the past six months. That is good. They remain at their fund allocated at 60% equities and 40% bonds.

I. Other business

- 1. Lotcy Circle

- a. Mr. Kahn stated that it is a private road. He does not see any problem with it. He is doing this in order to comply with new regulations that have to do with the 911 system of numbering houses. They have been warned today that the Village of Woodstock, which opted out of that system, may be required to go to that system soon. That is something the State Representatives will be deciding in Montpelier. The Town uses this system. This makes your house number be based on how many miles you are from the end of your street.
- b. Mr. Yennerell stated that the owner will pay for the sign.

2. Park Manager update

- a. Mr. Corson stated that a committee was formed consisting of Randy Richardson who is the marketing director for Upper Valley Trails Alliance based in Norwich, Gail Devine who is the executive director of the Rec Center here in Woodstock, Ray Bourgeois who is a Select Board member, Elijah Lemieux who is the Director of Public Works, and himself representing the Trustees. They have met twice about way to try to fund a park manager. There are a lot of different grants that Ms. Devine and Mr. Richardson know about. They discovered an organization that is in the State called Vermont Outdoor Recreation Economic Collaborative or VOREC. This collaborative provides grants for all kinds of things for nonprofits and municipalities.
- b. Mr. Kahn stated that they could also use the EDC Grants Manager.

Motion: by Mr. Kahn to accept the name Lotcy Circle Private Road for this new private road that is going in off of Pleasant Street.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

J. Approval of minutes

1. 6/16/22 minutes

2. 6/28/22 joint minutes

- a. Char

Motion: by Ms. Blakeman to approve the minutes of 6/16/22 and 6/28/22 with the one correction noted above.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 4-0-0, passed.

K. Adjournment

Motion: by Ms. Blakeman to adjourn the meeting at 8:00 pm.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 4-0-0, passed.

*Respectfully submitted,
Nikki Nourse*