

Village of Woodstock
Board of Trustees Meeting
August 9, 2022
7:15 PM
Town Hall & Zoom
Agenda

- A.** Call to order
- B.** Interviews – Village Historic Preservation Commission
 - 1. Wendy Wright Marrinan
 - 2. Ellyn Isabelle Bradley
- C.** Citizen comments
- D.** Additions to & deletions from posted agenda
- E.** Manager's report
 - 1. General Report
 - 2. Financial Report
- F.** Police Chief's report
- G.** Old business
 - 1. Memorial Policy
- H.** New business
 - 1. Woodstock Masonic Lodge – Haunted House
 - 2. Approve FY23 tax rate
 - 3. Short term rental report
 - 4. Village of Woodstock Public Trustee of Funds - Annual Procedures
 - 5. Reschedule November meeting
 - 6. Discussion of permits for Tribou Park
- I.** Other business
- J.** Approval of minutes
 - 1. 7/12 minutes
 - 2. 7/29/22 joint minutes
- K.** Adjournment

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

The link to join us by Zoom is:

<https://us02web.zoom.us/j/85879622419?pwd=Q1NZUIFKaWRPTmZURFppUGxWRU9UUT09>

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

Request for Appointment to Town & Village of Woodstock Public Boards, Commissions, and Committees

Name: Wendy Wright Marrinan

Physical address: 39 Mountain Ave
Woodstock, VT 05091

Mailing address: same

Telephone: 802 457 9935

Email: wendywrightmarrinan@gmail.com

Board/Commission/Committee you are applying for: Village Historic Preservation Commission

Thank you for being willing to serve the Town and/or the Village of Woodstock. Applicants who are interested in serving on one of these boards are asked to:

- Attend at least 1 meeting of the relevant board/commission/committee before their interview
- Complete this application and return it to Nikki Nourse at nnourse@townofwoodstock.org

All members appointed will be asked to:

- Attend 80% of regularly scheduled meetings (unless there are extenuating circumstances)
- Follow the Open Meeting Law requirements
- Prepare for meetings by reviewing all appropriate material before each meeting
- Follow the Woodstock Conflict of Interest Policy which can be found at http://townofwoodstock.org/wp-content/uploads/2019/02/Conflict-of-Interest-Policy_2017.pdf
- Contribute to work requested outside of the regular meetings if necessary
- Abide by the rules and responsibilities of each board
- Advise the board chair, the Town Manager, Select Board and/or Trustees immediately of their resignation

Reasons for request appointment

Summarize the reasons that you are requesting appointment: I have followed the process creating this new commission and expressed my support for it. (Initially the formation of the Certified Local Government) I am excited about the prospects of collaborating on grants for the village and town's benefit.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: I have business (retail) management experience and administrative (school) experience. I am currently serving as Chair of Friends of Faulkner Park Vermont, Inc. (nonprofit) and President of the Board of The Alden-Wright Foundation (a charitable foundation) that supports community nonprofits. Communication and organization, design sense and degree in Fine Art. Enjoy research and local history. Am committed to the Historical District in village as a property owner.

Previous Volunteer Experience

Summarize your previous volunteer experience:

Children's Art Center SF, CA 1982
Ripton One Room School House VT 1975-1979
Pentangle Arts Woodstock 2017 - present
Friends of Faulker Park Vermont Inc 2019 - present
Moses V Beach PTO Wallingford CT (Chair) 1995-2005
2 yrs

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Signature: Wendy Wright Marrier

Date: July 25, 2022

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

Request for Appointment to Town & Village of Woodstock Public Boards, Commissions, and Committees

Name: Dr. Ellyn Isabelle Bradley

Physical address: 5 Border Lane
Woodstock, VT 05091

Mailing address: P.O. Box 565
Quechee, VT 05059

Telephone: (802) 296-5858

Email: eibradley1@comcast.net

Board/Commission/Committee you are applying for: Historic Preservation Commission for the Village

Thank you for being willing to serve the Town and/or the Village of Woodstock. Applicants who are interested in serving on one of these boards are asked to:

- Attend at least 1 meeting of the relevant board/commission/committee before their interview
- Complete this application and return it to Nikki Nourse at nnourse@townofwoodstock.org

All members appointed will be asked to:

- Attend 80% of regularly scheduled meetings (unless there are extenuating circumstances)
- Follow the Open Meeting Law requirements
- Prepare for meetings by reviewing all appropriate material before each meeting
- Follow the Woodstock Conflict of Interest Policy which can be found at http://townofwoodstock.org/wp-content/uploads/2019/02/Conflict-of-Interest-Policy_2017.pdf
- Contribute to work requested outside of the regular meetings if necessary
- Abide by the rules and responsibilities of each board
- Advise the board chair, the Town Manager, Select Board and/or Trustees immediately of their resignation

Reasons for request appointment

Summarize the reasons that you are requesting appointment: 1) Passion for preserving the unique historical & architectural heritage of the Village of Woodstock. 2) Interest in research, interpretation & education, with an awareness of the need to engage a wide range of people in appreciating Vermont's past & historical assets, so that we may keep our history vital & alive. 3) Appreciation of the necessity to balance preservation & sustainability in planning for new growth & adaptive change in creating a vibrant community.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: 1) Owner of Antiques Collaborative, Inc., a large antiques & fine art shop, in Quechee, VT, for 30 years. 2) Worked as a guide for the National Trust Mansion at Waddesdon Manor in Buckinghamshire, U.K. 3) Trained & worked as a teacher of National Trust Acorn Camps in U.K., overseeing volunteers involved with conservation projects at National Trust properties. 4) Served two 6-year terms as a member of the Woodstock History Center Board of Trustees, including 12+ yrs. as a member of the Collections' Committee & the Scholarship Committee. 5) Guide & interpreter at WHC Cemetery Tours & Lead on Pentangle House Tours.

Previous Volunteer Experience

Summarize your previous volunteer experience: 1) Vice-President of the Board of Trustees at Mertens House.
2) Administrator of the Faulkner Fund, Woodstock. 3) Four 6-year terms on the Vestry of St. James Church, Woodstock,
including a term as Senior Warden. 4) Member of the Board of Woodstock Garden Club, including Head of Community
Donations. 5) Taught ELF (Environmental Learning For The Future), Odyssey of the Mind & Valley Quest at the
Woodstock Elementary School.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Signature: 

Digitally signed by Dr. E.I. Bradley
Date: 2022.07.30 12:03:34 -04'00'

Date: July 30, 2022

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

Municipal Manager's Report August 9, 2022

1. New Hire

A part-time Planning and Zoning Assistant has been hired. This person will average about 25 hours weekly and will assist in the Manager's Office when people are absent. There will also be some cross training between the offices.

2. Village Green Historic Sign

This sign is owned by the VT. Division for Historic Preservation. The Division is having the sign refurbished and its estimated return is 45 days.

3. Municipal Manager Replacement

The hiring process has begun, a recruiter has been hired to organize and do the employment search.

4. Key personnel resignation

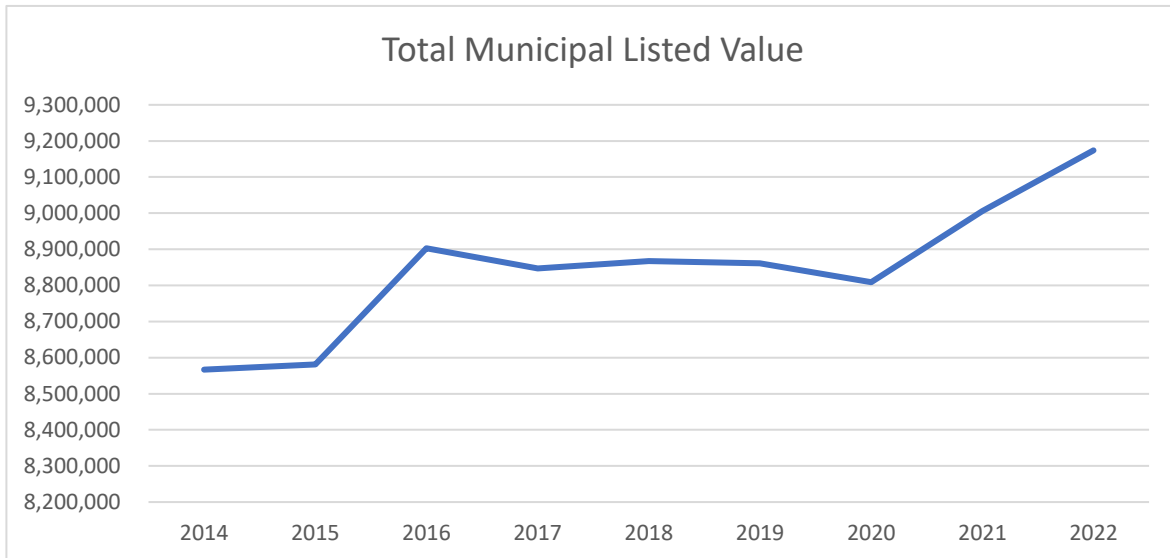
The Public Works Director has resigned, effective September 2, to take another position that is very desirable to him. The vacancy has been posted internally and advertised regionally, mainly it has been advertised with municipal support organization such as VLCT.

5. First Amendment Training

This training occurred on Monday August 8. The Town Officers were closed during the one-hour training.

6. Information from the listers on Grand List growth

Calendar Year	Total Municipal Listed	%	Notes
	Value	Growth	
2014	8,566,726		
2015	8,580,779	0.16%	
2016	8,902,988	3.76%	Town Wide Reappraisal Year
2017	8,847,178	-0.63%	
2018	8,867,193	0.23%	
2019	8,860,885	-0.07%	
2020	8,808,961	-0.59%	
			Implemented process changes for GL
2021	9,005,261	2.23%	Mtc
2022	9,173,843	1.87%	



Grand List (GL) growth is important to the long term financial health of our community.

GL and budget are the primary elements that determine our municipal tax rate.

Expansion of the GL helps to spread local property taxes further.

In short, the town budget will be spread over a greater total property value.

08/04/22

WOODSTOCK TOWN General Ledger

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10:57 am Current Yr Pd: 2 - Budget Status Report Staff Accountant.TOWNACCTPC2015

VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
REAL ESTATE TAX REVENUE	610,687.60	0.00	0.00%
HIGHWAY REVENUE	0.00	0.00	0.00%
FEES & PERMITS	625.00	75.00	12.00%
SHORT TERM RENTAL ENFORCE	850.00	75.00	8.82%
PLANNING & ZONING	10,100.00	1,695.50	16.79%
POLICE REVENUE	690,410.00	12,909.21	1.87%
INTEREST INCOME	1,500.00	0.00	0.00%
MISCELLANEOUS	49,200.00	12,236.26	24.87%
EAST END	3,400.00	2,550.00	75.00%
IRENE RECOVERY REVENUE	0.00	0.00	0.00%
GRANT REVENUE	18,000.00	1,918.42	10.66%
TRANSFERS IN	0.00	0.00	0.00%
COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
Total Revenues	1,384,772.60	31,459.39	2.27%
SPECIAL ARTICLES			
GRANTS/CONTRIB-TRUST FUND	800.00	0.00	0.00%
GRANTS/CONTRIB-GENL FUND	23,000.00	900.00	3.91%
Total SPECIAL ARTICLES	23,800.00	900.00	3.78%
ADMINISTRATION			
TRUSTEES	84,980.00	1,447.13	1.70%
EXECUTIVE	61,839.75	5,395.88	8.73%
OFFICE ADMINISTRATION	7,750.00	1,637.97	21.14%
AUDITING	13,000.00	0.00	0.00%
TREASURER	1,300.00	135.82	10.45%
ACCOUNTING	46,959.50	5,365.63	11.43%
VILLAGE CLERK	400.00	0.00	0.00%
CAPITAL RESERVE	25,000.00	0.00	0.00%
Total ADMINISTRATION	241,229.25	13,982.43	5.80%
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	450.00	100.00%
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	450.00	100.00%
VILLAGE POLICE DEPT			
POLICE ADMINISTRATION	203,321.50	21,197.17	10.43%
LAW ENFORCEMENT	433,511.00	73,592.56	16.98%

08/04/22

WOODSTOCK TOWN General Ledger

Page 2 of 2

10:57 am Current Yr Pd: 2 - Budget Status Report Staff Accountant.TOWNACCTPC2015

VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
POLICE TRAINING	8,274.50	631.16	7.63%
POLICE COMMUNICATIONS	76,230.00	1,034.36	1.36%
PARKING METERS	60,500.00	4,734.20	7.83%
POLICE VEHICLE	11,100.00	0.00	0.00%
BUILDING MAINTENANCE	9,250.00	164.95	1.78%
TOWN POLICE SERVICES	127,610.50	9,571.53	7.50%
CAPITAL RESERVE	23,500.00	0.00	0.00%
Total VILLAGE POLICE DEPT	953,297.50	110,925.93	11.64%
SHORT TERM RENTAL ENFORCE	0.00	0.00	0.00%
BOARDS & AGENCIES			
PLANNING & ZONING	113,745.85	3,108.63	2.73%
CAPITAL RESERVE	1,500.00	0.00	0.00%
Total BOARDS & AGENCIES	115,245.85	3,108.63	2.70%
VILLAGE HWY EXPENSE	50,000.00	0.00	0.00%
TRUSTEES' CONTINGENCY	5,000.00	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	2,185.17	100.00%
TRANSFERS OUT	0.00	0.00	0.00%
Total Appropriations	1,388,572.60	131,552.16	9.47%
Total VILLAGE GENERAL FUND	-3,800.00	-100,092.77	
Total All Funds	-3,800.00	-100,092.77	

MEETING MINUTES

Town Hall Building Committee July 20, 2022, 4:00 pm

Town Hall Conference Room and via Zoom

Members In Attendance: Be Humpstone, Phillip Neuberg, Ellen Soroka, Larry Zeitlin
Excused: Jack Rossi
Staff: Town Panner Steven Bauer, not present
Public Participants: Mr. John Curtis
Ms. Cara Kettenbach

A. CALL TO ORDER

Mr. Bauer called the meeting to order and welcomed virtual guests on-line and then excused himself for another engagement

B. ADMINISTRATIVE

A. Appoint a Chair

Motion was made by Bev Humpstone, seconded by Larry Zeitlin to name Phil Neuberg as the VDRB Chair –

ACTION – Motion carried unanimously
--

B. Appoint a Vice Chair

Motion was made by Ellen Soroka, seconded by Larry Zeitlin to name Bev Humpstone as the VDRB Vice-Chair.

ACTION – Motion carried unanimously
--

C. Temporary Change to Regular Meeting Times

It was noted that Mr. Bauer, the Town staff representative to the VDRB has today and ongoing through the fall, a prior commitment at this same time on Wednesday afternoons that could prevent him from being with us and at the Public Hearings that are part of the meetings

A recommendation was made unanimously to seek an alternate meeting time and day of the week to permit Mr. Bauer to regularly convene, moderate, and document the meetings.

ACTION – the Chair and Vice Chair were directed to ask Mr. Bauer and the Interim Town Manager to propose an Alternate Meeting time and/or day of the week until the schedule can be resumed with staff present.
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C. PUBLIC HEARINGS III. PUBLIC HEARINGS:

A. V-3722-22; 45 Pleasant Street; Parcel: 21.53.02

Applicant: John Curtis

Zone: LC Overlay Zone: DR

Proposal:

1. Change of use from residential to 4-unit bed and breakfast, with an apartment for the owner's full-time use. Maximum of 8 guests.
2. Mr. Curtis further explained that for code compliance, the previously proposed and approved 3 unit casement window on the west side would need to be replaced with a pair of ganged, double hung sash. Each of these would afford the same amount of daylight, but in being wider units would meet code for emergency egress in the case of a fire.
3. Mr. Curtis has been advised that in order to assure the integrity of the previously proposed and approved carport to be located at the rear of the property, a retaining wall of varying height would be necessary, necessitating excavation back about 6'-0" to the south. The proposed treatment of a ashlar patterned faux stone was not favored by any of the VDRB members who advised Mr. Curtis to explore other options that might include natural stone or even wood ties.
4. The final item under this application is a sign for the Yoga studio and rooms, a pale green text on a brown/gray background proposed at a size of 4' x 5' which Mr. Curtis explained is permissible in this portion of the Village, pointing to Abracadabra and the Village Inn as nearby examples of similarly sized signs. On a whole VDRB members found the size to be too large, asked questions about how the sign would be mounted and the type and method for lighting. Finally, Ms. Soroka asked if the field of sign panel be framed or bordered. She felt the preponderance of background made the text and image appear to be "swimming."

ACTION: The VDRB, by voice vote, unanimously approved items 1. and 2. above. The VDRB tabled action on the above items 3. and 4., asking the applicant to return with 1) a more definitive proposal for the type of materials, colors and components of the proposed retaining wall, and 2) a revised sign design, perhaps smaller, with details in so far as placement, lighting and the like superimposed with street view photos so that the visual effect could be more readily ascertained. Mr. Curtis will need to submit materials by Wednesday July 27th to make the August 3rd Meeting Agenda

B. V-3723-22; 21 Central Street; Parcel: 23.56.05

Applicant: 21 Central Street, LLC

Agent: Cara Kettenbach

Zone: CC Overlay Zone: DR

Ms. Kettenbach joined the meeting via Zoom. She explained that she maintains historic homes outside of Boston and South Pomfret and is the owner of 21 Central Street, the former Woodstock Pharmacy Building. As the new owner she will be rehabilitating the building to function as a retail home furniture showroom and store. Coming to Woodstock over the past decades, she believes this is a needed resource for the community. To that end she is planning to rehabilitate this iconic three-story commercial block located in the heart of the Village in part, by leverage federal Tax Act benefits administered through Vermont's State Office of Historic Preservation. As such, all work will conform with the Secretary of the Interior's Standards for the Treatment of Historic Structures (SOI Stds), the same standards that the VDRB asks all applicants to address in their projects

Current plans are focused upon the first floor renovation with the two upper floors to be renovated thereafter. Below are a list of items that appeared in the Hearing Posting followed by discussion comments, if any from the VDRB members

1. Proposal: Repair and replace store front's rotten or damaged wood;

Ms. Kettenbach explained that the proposed designed for segmental arched headers are modelled on the recent work done at for "Woody's"

2. Repair existing store front door;

The front door, as proposed consists of a fixed side panel and a 7'-0" wide pedestrian door with a significant fixed transom light above given the height of the Victorian store front. VDRB members asked for design development and a new iteration that might better suit the building

3. Remove the existing picture windows;

The existing divided light windows are not original, int their small size and numerous quantity give more of a Georgian than Victorian storefront appearance. Removal and replacement with broader pieces of sash seems appropriate. The VDRB members expressed satisfaction with the proposed scheme of large, fixed glass store windows with segmental a divided top sash unit over one large, broad bottom sash. The VDRB asked that the upper sash be divided in three equal parts rather than two

4. Remove Transom window behind fascia;

This was not discussed in detail. It was however noted that the transom over the proposed new entrance door and the transom over the original two leaf door (that leads to the second and third floor units) at the far west end of the façade are of different sizes, as proposed. The applicant indicated that research by the Woodstock History Center professionals seems to indicate that the larger unit proposed over the new shop entry can be photo documented. Again the VDRB members asked Ms. Kettenbach to restudy the proposed new entry door(s) and transom

5. Remove the existing awnings;

This was not discussed.

6. Remove and replace damaged brick or mortar joints;

This was not discussed but it is understood that such work may be necessary. The VDRB recommends that the applicant get the mortar tested and use a new mortar mix that approximates the original to provide structural integrity and so as not to do any further damage to the bricks. The NPS authored [Preservation Brief 2](#) should be consulted for added recommendations

7. Repair existing metal Corinthian capitals and columns;

The applicant explained that she is in the process of locating a skilled artisan who can repair, preserve and where necessary restore and or reconstruct the highly fragile and damaged Corinthian cast iron capitals atop the storefront pilasters framing the glazed opening

8. Remove existing rear door and windows and replace with 6' X 7' solid glazed wood doors;

VDRB expressed support for the need to have a double door that would facilitate delivery of case and upholstered goods too large to go through the existing (not original) 3'-0" wide rear door. The actual design, as shown, was felt to be wanting – and so they asked the applicant to come back with revisions based upon a variety of comments that centered around making it reference the building's Victorian character.

9. Add composite or aluminum windows to the rear.

The applicant explained that the current windows (recent insertions that have a sill at the 4 or 5' level, do not admit enough light. There was no objection to removal of these non-original units and replacement with units that have a lower sill level.

ACTION: VDRB Members were very encouraged by the applicant's awareness and sensitivity to the Building's historic integrity and character. The VDRB approved the repair of the 2nd and 3rd story double hung sash Windows facing Central Street as the retention of the historic door leaves at the far west end of the Central Street façade. Similarly repair and repointing with in kind materials is approved.

The new windows proposed for the rear (alley) façade were also approved.

The applicant was asked to revise the design for the front entry door and transom and to be updated on the developments with locating a metal artisan to preserve, repair, reconstruct the cast iron Corinthian capitals.

The applicant will need to submit all revised designs no later than next Wednesday, July 27, 2022 to make the Agenda for the first meeting next month – August 3

D. MEMORIAL POLICY

A. Background

1. At the behest of the Village Board of Trustees, Mr. Neuberg was asked at the May Meeting, as a member of the VDRB to draft a municipal policy that would govern the placement, the process and the criteria for erection of memorials in outdoor public places.
2. Following online research that included the National Capital Planning Commission as well as many other municipalities, he settled upon the guidelines developed for the city of which seemed in its application, level of detail and subject matter to be most applicable to develop a DRAFT policy for Woodstock.

B. Status Update

1. Mr. Neuberg circulated the draft document (attached) for discussion among the VDRB members at the end of last month. The topic was also discussed at the last meeting of the Board.
2. Comments very insightful and much valued. Below is a brief and highly abbreviated summary of those comments
 - a. Bev said --We should obtain a copy of the plan of the Village Green in order to study in plan and confirm various impressions we hold of active and passive areas, open and already developed portions of the green space.
 - b. Bev, who lives in South Woodstock, suggested that the South Woodstock Design Review Board also have an opportunity to provide comment and

input to any policy that is developed

- c. Jack, who has worked assiduously over the years with Friends of East End Park, expressed some of the views of that group which felt the guidelines developed for the Green should be adjusted for East End Park which has a completely different feel and remains outside the Village proper.
- d. Ellen asked if Taftsville might be included in the guidelines as a cautionary planning tool
- e. Steven said that he thought that Own and Village Plan, currently under development, might well make the recommendation that the Town just such a policy without the Plan actually having to be included in the Plan.

A. Next Steps

- a. Following general agreement that such a policy is vital to guide and frankly – to limit – future “memorial parks,” or outdoor “statuary halls,” the VDRB encouraged the formation of an inclusive study group of stake holders to parse over the language and provisions.
- b. They noted, as did Jack Rossi, that there are numerous parks or green open spaces in town other than the Green – Triboro Park, Teagle’s Landing, Vail Field, etc. How, or should the guidelines be drafted to address these public spaces

- | |
|---|
| <ul style="list-style-type: none">c. ACTION: The VDRB directed Mr. Neuberg to share the current Draft with the Trustees and to request of the Trustees at their next meeting to appoint a study group consisting, minimally of the VDRB, the South Woodstock DRB, the Friends of East End Park, and the Billings Park Commission (managing maintenance of Faulkner Park). |
|---|

Village of Woodstock, Vermont

Policies and Procedures for Review and Acceptance of Monuments, Memorials, Markers and Plaques

DRAFT * DRAFT *** DRAFT *** DRAFT *** DRAFT**

PURPOSE: The purpose of this policy is to provide the Village of Woodstock, Municipal Staff, the Village Design Review Board (VDRB), and the general public with guidance for determinations of appropriateness, acceptance, placement, and maintenance of monuments, memorials, markers, and plaques proposed by outside entities or persons. From time to time requests are received from individuals and organizations for permission to place on Village property monuments, memorials, markers or plaques to recognize or honor an individual, organization or event. When properly designed, planned, fabricated and displayed, memorials can furnish the general public with essential information, as well as an enhanced sense of place and understanding of the community.

As the steward of public lands within the Village, the Village Trustees are committed to protecting the parks, open spaces, public buildings, and other public areas of the city while providing opportunities for appropriately designed monuments, memorials, markers, and plaques that honor an individual, organization or commemorate an event beneficial to the greater good of the immediate and greater community.

NOTE: These policies and procedures are not intended to address proposals of commemorative public artwork. Similarly, these policies and procedures are not intended to address naming requests, which are reviewed and considered under separate Village policies and guidance.

INITIAL CRITERIA FOR SUBMITTED PROJECTS:

Before proceeding with the subsequent steps of this process, applicants desiring to place a monument, memorial, marker or plaque should submit to the VDRB care of the Municipal Manager and Town Planner a letter that outlines in sufficient detail the main purpose and concept of their proposal. Municipal staff will then schedule a feasibility consultation with the applicant to inform and advise of the content of this policy, the appropriateness of the proposed memorial or monument in light of this policy, and the necessary courses of action required to complete the application. Prior to embarking upon costly planning and study, the applicant via Municipal staff, shall forward all proposals for memorials or monuments, to the VDRB for preliminary review and comment



To be considered for acceptance, the applicant must first demonstrate that the proposed project meets the following criteria.

1. **Use of Public Space:** Donors of monuments, memorials, markers, and plaques shall consider the primary uses of public spaces and facilities in their request for a location or suitable site. While appropriate memorials may enrich an area, public parklands, civic spaces and open spaces are precious commodities. Therefore, monuments, memorials, markers, and plaques should be carefully reviewed to appropriately balance these two public benefits to protect the greater good.
2. **Timelessness:** The quality of timelessness shall be considered in the significance of the individual, organization, or event being memorialized. Memorial proposals should represent long-standing values and principles of the greater community, and will therefore offer meaning and relevance not only to the present day citizenry, but also to future generations.
3. **Community Significance:** Proposed projects must serve to commemorate or to identify a particularly significant historic event, organization or person, and should appeal to the broader interests of the community. To assure that the significance of an event or person has withstood the test of time, a project may commemorate only an event one year or older, and only a person one year or more posthumously. The Village Trustees may waive this requirement for those individuals with exceptional community significance in cases of unusual and compelling circumstances.
4. **Past Honors:** The Village/Town? inventories all publicly owned fine artworks, public art, and design enhancements, in addition to all commemorative monuments, memorials, markers, and plaques. In consideration of any proposed new memorial, it is recognized that some individuals, organizations or events may have been sufficiently honored in the past, and that additional recognition may be unwarranted or redundant.
5. **Maintenance Planning:** Maintenance concerns should be an essential consideration, with adequate financial provision made for continued future maintenance. In all cases, permanent memorials should be made from durable materials that will stand up over time. Memorials that include moveable parts or technological elements may not be as enduring and will require additional consideration and review.
6. **Financial Responsibility:** The donor of a proposed memorial is required to pay for the complete design, fabrication, installation, and maintenance (via an endowment) to ensure adequate quality of care for the memorial. Funding contributions toward the endowment or maintenance fund may be combined with other donations to benefit not only the donated memorial, but also other memorials. Donations made towards larger scale projects will be pooled and the larger project(s) will appropriately recognize both individual and group donations.

7. **Ownership:** Improvements made on Town lands, including any donated monument, memorial, marker, or plaque, become the property of the Town of Woodstock.
8. **Structures Over Six Feet in Height:** The Vermont Fire & Building Safety Code, the current building code adopted by the Village, requires that any structure over six feet in height be designed according to professional engineering practices and will require an engineer's letter as well as a building permit.
9. **The Woodstock Village Green:** The Village Green, which includes all of the land bounded by North and South Route 4, is a cohesively designed historic greensward, which serves as the centerpiece of the Village. Outdoor spaces and amenities throughout the Green are as integral to the overall appearance and feel of this space as are the individual historic buildings facing this public land. This valuable resource deserves special protection. The following standards shall apply to any proposed new memorial within the Village Green.
- a. Plaques recognizing donors for significant improvements or acknowledging the naming of a significant improvement such as, but not limited to, pocket parks, fountains, gardens, gazebos, overlooks and other significant features may be placed within the Village Green. The plaques may be no larger than three (3) square feet and must be made of either cast bronze, cast aluminum (or other suitable metal), carved stone, or tile. Any such acknowledgement shall utilize wording similar to: "sponsored by...", "underwritten by...", or "a gift from...", and shall not contain any corporate logos. Plaques must be placed on or immediately adjacent to the improvement being recognized.
 - b. Plaques acknowledging the gift of a public bench, drinking fountain, or other similarly small scale memorial shall be bronze and no larger than ten inches by four inches (10" x 4"). dimensions for Memorial plaques for trees must also be no larger than 10" by 4."
 - c. Approval of monuments, memorials, markers and plaques within the Village Green shall be the sole responsibility of the Villages Trustees based upon the advice, recommendations and approvals made by the VDRB.
10. **East End Park:** For projects associated with the East End Park, shall be initially submitted to the VDRB and follow the procedures noted above for the Village Green.
-

CRITERIA FOR REVIEW OF DESIGN & PLACEMENT:

The basic types of memorials vary greatly in the impact they have upon the city and open spaces. The review process for allowing them to occur on Village owned land should reflect those differences. Accordingly, all proposed memorials will be judged for appropriateness based upon the following criteria.

Design Criteria:

- The quality, scale, and character of the memorial should be at a level commensurate with the particular location or setting.
- The memorial contributes to the location from a functional and design standpoint.
- The memorial should be designed by a qualified professional in the field appropriate to the size, scale, and complexity of the proposal.
- Logos (symbols or trademarks designed for easy and definite recognition) may not be used in the overall design concept of the memorial. Logos may not appear on a plaque acknowledging the memorial's donors. An acknowledgment plaque should be incidental to the memorial and not the main focus of the memorial.

Placement Criteria:

- The location under consideration shall be an appropriate setting for the memorial. There must be some specific geographic justification for the memorial being located in the proposed location.
- It should be considered that a particular location may reach a saturation point and it would be appropriate to limit future memorial installations at a particular location or area.
- The location of the memorial should complement and enhance existing and proposed circulation and use patterns.
- The location of the memorial should be supported by, and not conflict with, the Town's Master Plan policies, as well as any future public art master plan, applicable neighborhood and the VDRB design guidelines which include the Guidelines for the Treatment of Cultural Landscapes associated with [Secretary of the Interior's Standards for the Treatment of Historic Properties](#).

BASIC APPLICATION REQUIREMENTS: The following items must be provided in order to file an application for review by the VDRB.

1. **All Inclusive Costs:** The cost of design, fabrication, plaques, transportation, installation, site preparation work, foundation, lighting, electrical, permits etc. must be financed by the sponsoring or requesting party. The memorial proposal shall list all-inclusive costs, and any cost exclusion shall be stated clearly in the proposal. Additionally, any party hired or employed by the requesting party must provide proof of insurance approved by the Town that may include and not be limited

to: general liability, automobile insurance, professional liability insurance, performance insurance bonds, workman's compensation coverage, and others as may be required by the Town.

2. **Site:** All proposed monuments or memorials must relate to and support their proposed site and/or community. Any party proposing to install a monument, plaque or memorial must propose a specific location, along with written justification that explains the significance and relationship to the proposed memorial or monument. The Village reserves the right to consider alternative locations.
3. **Maintenance:** All monuments, memorials, markers, and plaques require insurance, bond, and/or an endowment fund (as appropriate). Furthermore, a maintenance schedule shall be prepared by the memorial donor adequate to ensure long-term care at conditions satisfactory to both the donor and the Town. The posted insurance or bond should also cover costs of replacement and/or removal. If an adequate level of maintenance is not continued, the Town reserves the right to remove or modify the memorial or any portion of the memorial.
4. **Wording on memorial plaques:** Individuals and groups may be recognized for their contributions towards a memorial project. All text and design must be approved by the VDRB and the Trustees prior to the fabrication of the plaque.

APPROVAL PROCESS FOR SIMPLE PLAQUES, ADORNED PLAQUES, MARKERS, AND SITE ACCESSORIES AND AMENITIES

1. **Written Proposal:** After an initial feasibility of the applicant's proposed memorial has been established, the applicant will be requested to submit a written proposal with as much information as possible as to the design, size, materials, appropriateness of preferred site, map identifying the proposed site, plaque wording, sketches, renderings, a rendering of the plaque or site accessory at the proposed site, and estimated costs. A maintenance plan must also be submitted prior to final approval.
2. **Proposal Review:** The requesting party is required to complete the following steps before presentation to the VDRB for recommendation:
 - a. Prepare any additional submission requests as required by Municipal staff.
 - b. Provide evidence of financing or fund raising activities.
 - c. Submit proof of insurance requirements, and a written statement of knowledge and intent to post the necessary surety for long-term maintenance.
 - d. Provide site plans, detailed designs, and schematic drawings. (Any engineering, structural, or site impact questions raised by Staff must be addressed before the proposal can be placed on the VDRB Meeting Agenda for review.)
 - e. Submit information about the materials, coatings and patinas to be used.

Once all of the requirements listed above have been completed, the proposal will be placed on the next available VDRB Agenda. The VDRB will consider all information, including the staff recommendation, the written proposal and concepts, and any public testimony in its decision-making process. The VDRB may approve the placement of the proposed plaque, marker or site accessory, or the VDRB may request additional information on the proposal, or deny the proposal.

Following an approval by the VDRB, the Woodstock Town Planner shall present the proposal to the Village Development Review Board in order to ensure that the design comports with the Town and Village Plan. Following approval by the Development Board, the Town Planner shall present the proposal to the Trustees for their consideration, review, comment and ultimate approval or denial.

Upon approval by the Trustees, the applicant shall enter into a contractual agreement with the Town of Woodstock prior to the commencement of any work. Such contractual agreement shall minimally include the above noted provisions for the endowment, upkeep and maintenance of the memorial in exchange for use of the Town real property. No work may begin unless the applicant can provide evidence of funding sufficient to cover 100% of all costs associated with the design, construction, and placement of the memorial. The applicant must also provide evidence of funding of a maintenance surety or endowment equal to 10% of the total cost of the memorial. All construction documents applicable to the project must be submitted and reviewed by the appropriate Town departments before construction may begin.

DEFINITIONS

Distinctions are made between simple plaques and markers, versus more elaborate memorials. The various types of memorials are categorized as follows:

Simple Memorials and Plaques

1. Simple Plaques are those mounted flush with the ground, flush with a wall, or flush with some other existing durable support object (such as an existing exterior wall, post, boulder, or rock outcropping). The size of the plaque should be appropriately designed to suit the limitations and consideration of the setting.
2. Adorned Plaques are those installed within, and as part of, a larger, more intricate setting. These include plaque installations within, and inclusive of, a decorative surround or frame; and plaque installations which include a new durable support object or base (for example, plaques mounted on a raised pedestal, boulder, wall, or other vertical element, where the support object is proposed new, as a component of the overall monument proposal.
3. Markers are small scale, conspicuous, stand-alone objects used to distinguish or mark something.
4. Basic Site Accessories and Amenities include landscaping, benches, seating, picnic tables, drinking fountains, sundials, shade structures, mosaics, unique pathways, etc.

DRAFT for COMMENT

Complex and Large-Scale Memorials

5. Memorials are medium scale and serve as a remembrance of a person or an event.
6. Monuments are large scale and venerated for their enduring significance or association with an especially notable past person or event.
7. Fountains can range from being fairly simple to large and complex features combining other site accessories, sculptural elements, and landscaping. And all fountains require supportive plumbing and electrical systems. Fountains therefore require additional consideration and review because of the infrastructure required, additional maintenance implied, and possible environmental issues. Some monuments or memorials will incorporate a fountain element as part of the overall design.
8. Memorial gardens and plazas may include one or more of the objects listed above, but will also include an overall spatial experience that usually includes elaborate landscaping.
9. Other Memorials is a category to cover proposals that may not fit into any of the categories previously described.

Bradford Prescott <bradprescottaia@gmail.com>

Hi Nicole and Tom,

My name is Brad Prescott and am a member of the Woodstock Masonic Lodge. We are planning a charity, family oriented Haunted House for two nights this October. We would like an opportunity to have an informal discussion with the Board about our plans and hear any questions or concerns they have.

Could we be added to the August Meeting Agenda for this? If you have any questions, please feel free to contact me. My cell number is 339-499-8853.

Thanks,

Brad

Village of Woodstock

Tax Rate

FY2023

ACTIVITY	APPROPRIATIONS	REVENUE	TAXES	TAX RATE
VILLAGE GENERAL	1,334,773	736,085	598,688	0.2025
HIGHWAY	50,000	49,200	800	0.0003
TOTAL VILLAGE	1,384,773	785,285	599,488	0.2028
SPECIAL ARTICLES	3,800	-	3,800	0.0013
GRAND TOTAL	1,388,573	785,285	603,288	0.2040

2022 GRAND LIST VILLAGE 2,956,710

Cost per \$100,000 \$204.00

.	FY2022	FY2023	Difference
Tax Rate	0.199	0.204	0.005
Cost per \$100,000	\$199.02	\$204.00	\$4.98

Village of Woodstock Public Trustee of Funds - Annual Procedures

Overall

To invest and disburse funds according to the donor wishes of the and following the [Woodstock Trustee of Public Funds Investment Policy drafted in July 2022 following VLCT model policy](#)

Funds

The funds are invested in two Vanguard Index Funds following the investment advice of the Investment Advisory Committee who advise the Selectboard and Trustees on the Rockefeller Endowment Fund

VFTAX Vanguard Intermediate-Term Treasury Index Fund Admiral Shares

VSIGX Vanguard FTSE Social Index Fund Admiral Shares

There is a small balance in the Mascoma checking account. Monies can be moved electronically from Vanguard to Mascoma allowing us to maintain a small balance in the checking account.

Process and Procedures

Our intention is to reduce the flurry of activity before audit time by keeping good records throughout the year with the Town accountant and minimize the time the auditors have to spend with these accounts.

Every Month: Save monthly Vanguard report electronically
Save monthly Mascoma Statement electronically
Ensure the checking account balance is maintained with a positive balance else withdraw monies (electronically) from Vanguard to cover immediate expenses
Open mail received by Village Public Trustee and file in office binder. Handle anything that needs attention.

July: Share Apr/May/June activity with Municipal Finance... withdrawals, deposits, transfers
Value each fund as of July 1 using annual allocated percentages
Determine funds to be disbursed
Transfer amount from Vanguard to Mascoma to cover estimated disbursement needs
Write disbursement checks to Village for Public Trustee fees, auditors fees
Prepare accounts for Auditors
Draft report for Village Annual Report
Rebalance Vanguard funds to determined ratio

September: Audit process begins
- submit monthly Vanguard and Mascoma statements to auditors
- submit any accounts prepared

October: ShareJul/Aug/Sept activity with Municipal Finance... check withdrawals, deposits, transfers
Review draft audit and reconcile accounts with audited statement if necessary

Oct- Nov: Submit Annual Report using auditors numbers for Village Annual Report

January: Share Oct/Nov/Dec activity with Municipal Finance... check withdrawals, deposits, transfers

March: If a new Trustee is appointed change the signatory for Mascoma Bank and Vanguard. See details below

April: Share Jan/Feb/Mar activity with Municipal Finance... check withdrawals, deposits, transfers

Keeping Signatories up to date

Checking Account

Mascoma Bank checking account
Woodstock Town Public Trust Funds
a/c #: 931205604
Jan 2022 Signatory: Jill M Davies
Electronic Access: Jill

Signatures are kept up to date with a visit to the Woodstock Mascoma branch

Investment Account

Vanguard:Brokerage Account
Town & Village of Woodstock, VT
a/c #: 57809443
Jan 2022 Signatory: Jill M Davies
Electronic Access: Jill

Each time a signatory changes on any of the accounts held by the Village and Town we need to submit two Vanguard forms - the Organization Resolution form and the Certification of Beneficial Owners form. Include a current copy of a document confirming the individuals listed are authorized to act. A notarized note from the Town Clerk on headed notepaper is sufficient. And a letter that specifies what we want to happen in the three accounts owned by the Town and Village. The other two Vanguard accounts are

The Rockefeller Endowment, a/c #: 61811046
Jan 2020 Signatories: Jill M Davies, Jeff Kahn

The Town Public Trust Funds, a/c #: 12853409
Jan 2022 Signatories: Jill M Davies, Jack McGuire

From: Jill Davies

To: Village of Woodstock Trustees

Date: August 3, 2022

It is time to make decisions about the annual disbursements for the Village Public Trust Funds. This is a joint decision between myself as Trustee of Public Funds and the Village Trustees,

The second page of this document is the draft report for FY2022 Woodstock Village Public Trust Funds describing each fund and showing the current value of the funds after FY2022 disbursements and market performance.

Based on this information my suggestions are below.

The suggested disbursement amounts below reflect 8% of the current estimated fund values.

Frank S MacKenzie Fund Balance: **\$3,755**

FY2023 suggestion: **\$300** disbursement to help pay for the Town 2023 Fireworks.

Orley A Whitcomb Fund Balance: **\$70,476**

FY2023 suggestion: **\$5,600** disbursement to pay for East End Park expenses & Village tree work

Old Fire Station Fund Balance: **\$23,954**

FY2023 suggestion: **\$2,000** disbursement to pay for the Village tree work

Ethel Woods Sidewalk Fund Balance: **\$51,429**

FY2023 suggestion: **\$51,429**, full fund balance, is used to improve the sidewalks

I am authorized to write disbursement checks once your decisions are minuted for the Frank MacKenzie, Orley Whitcomb and Ethel Woods fund. The Old Fire Station Fund requires more procedure as detailed on the next page

A handwritten signature in black ink that reads "Jill Davies". The signature is written in a cursive, flowing style.

Jill Davies, Village of Woodstock Trustee of Public Funds

FY2022 Woodstock Village Public Trust Funds Summary - DRAFT

The Village of Woodstock is the beneficiary of four Public Trust Funds. These Funds are managed by the Trustee of Public Funds and audited each year by the auditors appointed by the municipality.

The Funds were managed by Chris Lloyd until his resignation on August 10, 2021 and then by me as the appointed Trustee of Public Funds. Investment and disbursement decisions are made jointly with the Village Trustees.

Until September, 2022 the Funds were invested in one CD with an annual return of 0.3%. In October 2021 the CD was closed and the monies invested in low-cost Vanguard Index Funds. The Index Funds are the same ones chosen by the Investment Advisory Committee for the Town and Village Endowment Fund. This investment is in accordance with the May 2018, Vermont State Legislature authorization to trustees of public funds to invest public funds in securities and bonds. The invested funds have decreased in value this financial year reflecting the stock market performance.

The Public Trust Funds are described below with an estimated year end value. [These values are unaudited until the audit for FY2022 audit is available.](#)

The **Frank S MacKenzie Fund** was established in December 1921 and January 1922 with an original gift of \$3,000 “for the purpose of continuing the exhibition of fireworks on the Fourth day of July each year...” In April 2022, \$400 was disbursed to help pay for the Town 2022 Fireworks. Balance: [\\$3,755](#)

The **Orley A Whitcomb Fund** was established in April 1936 with an original gift of \$26,585 “to be used for the civic betterment of said Village of Woodstock... I would recommend that the sum of Five Hundred Dollars per year, or more in the discretion of said Trustee, be devoted to the employment of a district nurse, unless provision is otherwise made whereby the community has the services of a district nurse without contribution from this fund.” In April 2022, \$7,000 was disbursed to help pay for the Village tree work caused by the emerald ash borer. Balance: [\\$70,476](#)

The **Old Fire Station Fund** was established in 1982 with an original gift of \$49,947 from the Village Trustees. The use of this fund is to be determined by the Village voters at a duly warned regular or special Village meeting. In May 2022, after the duly warned meeting and vote, \$2,500 was disbursed to help pay for the Village tree work caused by the emerald ash borer. Balance: [\\$23,954](#)

The **Ethel Woods Sidewalk Fund** was established in 1935 with an original gift of \$40,155 “for the care and upkeep of the sidewalks in said Village.” No funds were disbursed in FY2022. Balance: [\\$51,429](#)

Respectfully submitted,
Jill Davies, Village of Woodstock Trustee of Public Funds

**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 that 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 ways 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*

**Town & Village of Woodstock
Select Board & Board of Trustees Joint Meeting
July 29, 2022
10:00 am
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Joe Swanson, Ray Bourgeois, Susan Ford, Chair Seton McIlroy, Jeffrey Kahn, Bill Corson, Gabe DeLeon, Tom Yennerell, Nikki Nourse, Tom Ayres, Dominic Cloud, Zoie Parent

- A. Call to order
 - 1. Select Board
 - a. Chair Swanson called the Joint Meeting of July 29, 2022, to order at 10:01 am.
 - 2. Trustees
 - a. Chair McIlroy called the Joint Meeting of July 29, 2022, to order at 10:01 am.
- B. Citizen comments - none.
- C. Additions to & deletions from posted agenda - none.
- D. Discussion on hiring a recruiting firm to hire a Municipal Manager
 - 1. Mr. Yennerell stated that VLCT is unable to help.
 - 2. Chair McIlroy stated that VLCT did give them some advice on how to get a hiring firm. It has been a process.
 - 3. Mr. Yennerell stated that they were unable to find a firm. Mr. Cloud was recommended to him.
 - 4. Mr. Cloud stated that he has been the City Manager of Saint Albans for about 15 years. He previously served as the Director of the VLCT Municipal Assistance Center. Since leaving VLCT, he has been involved in half a dozen searches in various roles. He recently participated in the manager searches in Essex and in Shelburne with MRI. He thinks it is important to meet with the Boards and get a sense of what the challenges are that are facing the community, what the opportunities are, and what their vision is for the next manager. They want to make sure they are getting somebody good for the community. The pool of candidates is going to include managers of smaller towns looking to move up, department heads in larger towns that are looking to move up in position. They will have some non-profit department heads and executives and some for-profit folks. The mission-driven folks are generally a better fit than your private sector executive. Sometimes an internal candidate can be great, but they have to have the right skill set. Woodstock is known and presents well on the internet. They can tweak the Town website somewhat. Woodstock is a great community. Somebody's spouse could find rewarding employment as well. It is an easier sell as they look to diversify the applicant pool. They have to have somebody who feels comfortable in the community. They need someone who is good with people. The manager has

to be present in the community. They have to be visible. They do not have to be in the office every single day, but they need to be there most days. They are probably going to want to have some openness to a hybrid model. They want to have a flexible workplace where someone can work remote from time to time. They may find a candidate that is not in a position to move but willing to commute. They want to have this be a confidential process until extremely late in the process. They need to have a meeting to come up with a game plan.

E. Executive session to discuss personnel

Motion: by Ms. Ford to enter executive session at 10:50 am.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 3-0-0, passed.

Motion: by Chair McIlroy to enter executive session at 10:51 am.

Seconded: by Mr. Kahn.

Discussion: none.

Vote: 4-0-0, passed.

The Select Board and Village Trustees exited executive session at 11:14 am and resumed the public meeting.

Motion: by Mr. Kahn to hire Dominic Cloud to search for the new Municipal Manager.

Seconded: by Chair McIlroy.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Mr. Bourgeois to hire Dominic Cloud to search for the new Municipal Manager.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 3-0-0, passed.

F. Other business - none.

G. Adjournment

1. Select Board

Motion: by Ms. Ford to adjourn the meeting at 11:15 am.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 3-0-0, passed.

2. Trustees

Motion: by Mr. Kahn to adjourn the meeting at 11:15 am.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 4-0-0, passed.

Respectfully submitted,

Nikki Nourse