

**Village of Woodstock  
Board of Trustees Meeting  
September 13, 2022  
6:30 pm  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

**Present:** Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Bill Corson, Gabe DeLeon, Tom Yennerell, Nikki Nourse, Wade Treadway, Wendy Marrinan, Police Chief Robbie Blish, Matt Stout, Jill Davies

**A. Call to order**

1. Chair McIlroy called the Trustees Meeting of September 13, 2022, to order at 6:30 pm.

**B. Interviews for Village Historic Preservation Commission**

**1. Wade I Treadway**

Motion: by Mr. Kahn to appoint Mr. Treadway to the Village Historic Preservation Commission.

**Seconded:** by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

**C. Citizen comments**

**D. Additions to & deletions from posted agenda**

1. Additions
  - a. Memorial & Naming Policy
  - b. Update on Municipal Manager Search
  - c. Halloween

**E. Manager's report**

**1. General report**

- a. Mr. Yennerell stated that the first edition of the FY24 Budget was submitted to the Finance Committee on 8/29/22. This is the schedule for the remainder of the budget process. Tax bills were mailed out on September 1. An interview panel consisting of the Select Board and Trustees Chairs, the Municipal Manager, and the former Director of Public Works will start interviews for a new DPW on 9/22. During the DPW vacancy other staff members and the Manager's workload will significantly increase. Casella will be emptying Village owned garbage and recycling containers an additional time beyond their contracted amounts at high volume locations, such as Elm Street and the Village Green. Casella agreed to do this free of charge and as needed until the end of the calendar year.

**2. Financial report**

- a. Mr. Yennerell stated that it has been about nine weeks into FY23. The percentage things should be at is about 17.3%. That is just a target.
- b. Mr. Kahn stated that last month office administration was up 21%. Now it is at 66%.
  - i. Mr. Yennerell stated that he does not know what that is at this moment. He can find out.

## **F. Police Chief's report**

1. Chief Blish stated that the officers this month participated in the Governor's Highway Safety Labor Day Campaign. They worked 108 extra hours of patrol over 18 days and issued 84 tickets as part of that campaign. They had the active shooter training. That went very well. All the Woodstock officers were able to participate in that training for at least one of the days in the three day training. There will be an open house for the Emergency Services Building on Saturday, October 22<sup>nd</sup> and 11:45 am. They will advertise in the near future. Sergeant Swanson is anticipated to be back September 20<sup>th</sup>.

## **G. Permits**

### **1. Use of the Green permit – Zack's Place Turkey Trot**

- a. Not needed, not using the Green.

### **2. Parade permits**

#### **a. Zack's Place Turkey Trot**

- i. It is on Thanksgiving Day in the morning. Nothing has changed. The route is exactly the same. They hope they have as many people as they had last year. They worked with Chief Blish on traffic control for the whole morning. They want to keep everybody safe. There will be a band this year.

Motion: by Mr. Kahn to approve the parade permit for Zack's Place Turkey Trot.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

#### **b. Eastern States Cup – Eastern States, WAMBA, Woodstock Inn & Resort**

Motion: by Mr. Kahn to approve the parade permit for Eastern States Cup with the addition of the police officer for traffic control.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

#### **c. Fundraiser for World Heart Day – Coin Drop – Woodstock Terrace**

- i. Tabled

### **3. Food on the Green permit – WUHS/Varsity Hockey**

- a. Chair McIlroy stated that the Trustees allowed for three nonprofits to be on the Green to sell food on Sundays and Mondays. They have Trees & Seeds currently there on Sundays and Mondays. They have two other slots available. This is the boys' varsity hockey team from Woodstock Union High School. They wanted to do a fundraiser. That would give them two vendors. Their money would go specifically to their needs. They are going to do things like hot dogs, beverages, and baked goods.
- b. Mr. Kahn stated that he asked them to communicate with Trees & Seeds so they can offer different foods.
- c. Chair McIlroy stated that they are volunteers. They cannot guarantee every Sunday and Monday.

Motion: by Mr. Kahn to approve the food on the Green permit for WUHS Varsity Hockey.

Seconded: by Mr. DeLeon.

Discussion: All volunteers must fill out and sign volunteer form prior.

Vote: 4-0-1, passed. (Chair McIlroy for, Mr. Kahn for, Mr. Corson for, Mr. DeLeon for, Ms. Blakeman abstained).

## **H. Old business**

### **1. Public Trust Fund disbursements**

- a. Ms. Davies stated that each year they discuss how much they are going to disperse from each fund. They have \$155,000 in total in four different funds. Some of the funds have rules about how they are dispersed. The first one is the Frank S MacKenzie Fund. There is \$3,755 in here. This is to pay for the Town fireworks only.

Motion: by Mr. Corson to approve of a \$300 disbursement to help pay for the Town 2023 fireworks.

Seconded: by Mr. Kahn.

Discussion: none.

Vote: 5-0-0, passed.

- b. Ms. Davies stated the Orley A Whitcomb Fund has a balance of \$70,989. She is recommending a \$5,600 disbursement to pay for East End Park expenses and Village tree work.

Motion: by Mr. Kahn to approve of a \$5,600 disbursement from the Orley A Whitcomb Fund to pay for East End Park expenses and whatever is left to go to Village tree work and there to be an accounting of exactly how much is spent on East End Park expense and for what specifically.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 5-0-0, passed.

- c. Ms. Davies stated that the Old Fire Station Fund has a balance of \$24,076. She is suggesting a \$2,000 disbursement to pay for the Village tree work.

Motion: by Chair McIlroy to accept the recommendation of disbursing \$2,000 from the Old Fire Station Fund to pay for the Village tree work and to be determined by Village voters at the next duly warned regular Village meeting.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 5-0-0, passed.

### **2. Ethel Woods Sidewalk Fund disbursement**

- a. Ms. Davies stated that this fund was established in 1953 with a gift of \$40,000 for the care and upkeep of the sidewalks in the Village. Not very much money has been spent from this fund. She is suggesting it all be taken out.

Motion: by Mr. Kahn to approve of disbursing the full fund balance of \$50,974 to be used to improve the sidewalks.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 5-0-0, passed.

### **3. Village park permits**

- a. Petitioning will not require permits. The Village Trustees will look into permitting for structures being placed on these parks. They will talk more about it next month.

**I. New business**

**1. Sarah Macy's contract**

- a. Chair McIlroy stated that Sarah Macy is a contractor that has helped with financial things. Her contract goes until the end of December. She cost \$14,000. She has been working with Zoie Parent and the Finance Committee. The Trustees only pay part of this.
- b. Mr. Yennerell stated that he thinks they will need her for year-end closeout and potentially some help with capital fund allocations. She has been doing extensive work. In some cases, she is going back years and correcting errors that were made.
- c. Mr. Kahn stated that it would be interesting to see a report on what errors are being made and where and what the results are.
- d. Mr. Yennerell stated that there is a lot of routine treatments that she has made. They can have Ms. Macy present something. This could be done during a joint meeting.

**J. Other business**

**1. Memorial & Naming Subcommittee**

- a. Chair McIlroy stated that this is a group that Philip Neuberg is putting together. The subcommittee will be writing up a recommendation for the Village and the Town, so the policy is consistent. Mr. Neuberg anticipates that he will bring that before both Boards in December.

**2. Halloween on High Street**

- a. Chair McIlroy stated that in the past years High Street gets closed down on Halloween. This also includes Golf Avenue, Maple Street, and Cross Street as well. There is trick or treating. In past years, the Trustees provided some money for the candy because the people that live there bear the burden of it. They spent a lot of money on candy last year. They approved \$750 out of their funds for candy. The Town also approved \$750 for a total of \$1,500.

Motion: by Mr. Kahn to allot \$750 from Trustee funds for candy to distribute to the house on High Street, Maple Street, Cross Street, and Golf Avenue for Halloween.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 5-0-0, passed.

**3. Town Manager Search**

- a. Mr. DeLeon stated that they are looking to publish the postings for the Municipal Manager. Dominic Cloud is targeting to have it on the website by the end of the week. They will also advertise with the Valley News, the Vermont Standard, and LinkedIn. The next meeting, the Search Committee will be reviewing resumes. This will be held on October 13<sup>th</sup>.

**K. Approval of minutes**

**1. 8/9/22 joint minutes**

**2. 8/9/22 minutes**

Motion: by Mr. Kahn to approve the joint minutes of 8/9/22 and the regular minutes of 8/9/22 as submitted.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

**L. Adjournment**

Motion: by Mr. Kahn to adjourn the meeting at 8:50 pm.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,  
Nikki Nourse*