

Village of Woodstock
Board of Trustees Meeting
November 9, 2022
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.

Present: Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Bill Corson, Tom Yennerell, David Green, Jon Spector, Brittney Poljacik, Police Chief Robbie Blish, Jill Davies, Pete Fellows, Tyler Hermanson

- A. Call to order
 - a. Chair McIlroy called the Trustees Meeting of Wednesday, November 9, 2022, to order at 6:30 pm.
- B. Citizens Comments – none.
- C. Additions to & Deletions from posted agenda – none.
- D. Manager’s Report
 - a. General Report
 - 1. This meeting was originally supposed to focus on the Fiscal Year 24 Budget. The Finance Committee did not feel they were ready to present that and instead will be presented at the next meeting. Additionally, Jon Spector, chair of the Finance Committee will be making a present at this meeting tonight. Over the last few weeks, approximately 70 boards have been replaced on the Elm Street bridge sidewalks. One of the listers resigned, Trena Toliver. Her last day was Friday, November 4, 2022. A verbal offer was made to a public works candidate this morning, which he has accepted. Waiting for a signed and returned offer letter. Hopeful he will start before the end of the month.
 - 2. Mr. Kahn stated that the exterior, especially the tops of the trash receptacles around town need to be cleaned.
 - 3. Village in fiscal year 2022 had a surplus of \$33,104. This amount applied to the FY21 Unassigned FB Deficit, \$130,549, brought the Projected FY22 Unassigned Fund Balance to \$97,445. This is the information that Sarah Macey helped generate.
 - 1. Mr. Kahn questioned that the surplus was applied to the deficit coming into the fiscal year.
 - 2. Mr. Yennerell stated yes that amount (\$33,104) reduced the deficit.
 - 3. Mr. Kahn stated that he thought the Trustees had spent the first half of the ARPA funds to reduce that deficit.
 - 4. Chair McIlroy stated that the first half of the ARPA funds was supposed to cover some of the deficit and part of the ARPA funds received in August were to be used to pay off the deficit. There should be ARPA money left over.
 - 5. Mr. Yennerell asked when the Trustees decided to use the ARPA funds in this way.
 - 6. Chair McIlroy stated in March when they found out about the deficit.
 - 7. Mr. Kahn stated that there is either ARPA funds left to the tune of \$33,103 or the budget surplus still exists.

8. Chair McIlroy asked if the ARPA funds have been allocated to the deficit.
9. Mr. Yennerell suggested that the ARPA funds be applied to the amount of \$97,445 after the surplus is used.
10. Ms. Davies stated that the Finance Committee has not discussed this and suggested the Trustees make a motion to refer this to the committee, allow them time to look at it and they bring it to the next meeting with a recommendation.
11. Mr. Kahn stated that he is not opposed to another group looking at this information but would like clarification first on what exactly has happened with the ARPA funds since the initial discussion and decision and go from there.

E. Police Chief's Report

- a. Chief Blish stated that Halloween went well, no problems. The Thanksgiving Food Drive is coming up on November 16th 7:30-9:30, stuff the cruiser event just like last year. Veteran's Day Parade is coming up on Friday. It starts at 10:50, briefly shutting down the road while the legion marches from the legion hall to the memorial by the courthouse. The Turkey Trot will be on Thanksgiving Day, expect traffic delays there, usually done by 11:30, roads will be opened intermittently. The open house at the emergency services building went well. Assisted the courthouse staff with acting shooting training in October. Winter Parking Ban is coming up starting November 15. October was a good month for parking, \$22,815.83 in revenues compared to \$21,852 in October last year.

F. Permits

- a. Veteran's Day Parade 2023 Permit – American Legion Post 24

Motion: by Mr. Kahn to accept the parade permit as received.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed

- b. Memorial Day Parade 2023 Permit – American Legion Post 24

Motion: by Mr. Khan to accept the parade permit for the Legion Memorial Day Parade May 27, 2023, as presented.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 4-0-0, passed

- c. East End Park Application – Zete, tabled.

G. Old Business

- a. Ordinance adoption for temporary structures in parks

Motion: by Mr. Kahn to approve the updated ordinance as read at the meeting.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 4-0-0, passed.

- b. Update on tree removal at 26 Pleasant Street, tabled.

- c. E911 presentation

1. Fire Chief Green stated that the Village has run out of numbers. Every new building that requires a new number is being illegally numbered per state standards. These standards, adopted by the Enhanced 911 Board in accordance with 30 V.S.A §7075, are designed to provide a uniform, intuitive addressing

system which helps emergency responders quickly locate an address in an emergency.

2. Mr. Hermanson stated that as far as the process goes there are a couple of options. Everything can be planned and done all at once, or a couple streets here and there, this will then get completed over a period of time. The majority of the town has already been done with the new numbering system. Letters would be mailed to homeowners to encourage discussions on the process. Once everything is set in stone there is normally a six to eight week date to allow information to flow in to eliminate issues.
3. Fire Chief Green stated that there could potentially be street name changes that need to occur alongside the house number changes.
4. Chair McIlroy asked how many municipalities have switched over the E911 in Vermont.
5. Mr. Hermanson stated the towns of Alburgh, Milton, Stowe, Wells, and Springfield have been renumbered with the E911 standards. On average, one town a year or every other year adopts the new system. At the moment there is around 200-210 out of 250 that are on the 1000 base system. Of that 40 or so towns, roughly 20 are grandfathered in, another 20 have a different system but are likely to fail at some point based on the system of their numbering. 5.28' foot system is suggested.
6. Chief Green stated that there is a liability concern. If you are aware of the problems and they have been laid out, and you chose to stay with the system, you could potentially be liable should somebody get injured or die because there weren't able to be found.
7. Mr. Hermanson stated there are three or four main aspects that every town should abide by. There needs to be an odd on the left, even on the right. A sequential order to the numbering. Each individualized building structure that requires an address would get its own whole integer number. When there are three or more homes on a shared locatable driveway a new street would need to be created.
8. Mr. Fellows states that a standardized system results in a system that all databases can consume and process in a reasonable manner.
9. Updates to come as they are received.

H. New Business

a. Finance Committee Presentation

1. Went over the role of the Finance Committee as assigned by the Select Board and the Trustees, listed the members of the Finance Committee, covered the process for developing the FY24 budget, went over what will be present in the report.

1. Meeting added for Tuesday November 22, 2022, 6:30pm.

b. Investment Advisory Committee report

1. The stocks and bonds have both been going down just how the market is. Still over one million dollars in the fund. This fund is roughly back in the same place as it started.

c. Town Manager Goals & Objectives

1. A binder is being put together of everything that the new town manger will need to know on day one. The goal is to provide as much information as

possible to encourage success. A list of goals and expectations has been drafted to be included in the binder as well. This will allow the boards and the public to know, in a very transparent way, what the priorities are.

I. Other Business

a. Executive session

Motion: by Chair McIlroy to enter executive session at 8:24 pm to discuss under 1V.S.A. §313.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

The Board of Trustees exited executive session and resumed the normal meeting at 8:36pm.

J. Approval of minutes

a. 10/11/22 minutes

b. 11/1/22 joint minutes

Motion: Mr. Kahn to approve both sets of minutes with the one correction.

Seconded: Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

K. Adjournment

Motion: Mr. Kahn to adjournment the meeting of November 9, 2022 at 8:38 pm.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.