

Village of Woodstock  
Board of Trustees  
January 3, 2023  
5:30pm  
Town Hall & Zoom  
Agenda

- A. Call to order
- B. Citizen comments
- C. Additions to and deletions from posted agenda
- D. Manager's Report
- E. Old Business
  - 1. FY24 Budget discussion (pp 2-9)
  - 2. Town Manager Goals and Objectives (pp 10-12)
  - 3. Memorial Naming Policy (pp 13-21)
  - 4. Dog Club Bench – Soler
- F. New Business
- G. Other business
- H. Approval of minutes
  - 1. 12/13/22 minutes
- I. Adjournment

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

The link to join us by Zoom is:

<https://us02web.zoom.us/j/85879622419?pwd=Q1NZU1FKaWRPTmZURFppUGxWRU9UUT09>

or from Zoom.com 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

Account	Description	Budget FY 22	Actual FY 22	BudgetFY 23	BudgetFY 24	% of FY 24B vs FY 23B	\$ FY 24B vs. FY 23B	Notes
2-400 REAL ESTATE TAX REVENUE								
2-4001-000	Real Estate Taxes	\$ 578,654.00	\$ 577,140	\$ 603,288	\$ 635,141.65	5.3%	\$ 31,854	FY 22 budget \$562654+16000, FY '23 includes Sp articles
2-4004-000	In Lieu of Taxes	\$ 1,000.00	\$ -	\$ 700	\$ 700	0%	\$ -	
2-4005-000	Land Use/Hold Harmless	\$ -	\$ 643	\$ -	\$ 700	0%	\$ 700	
2-4009-000	National Park Land Trust	\$ 9,500.00	\$ 10,500	\$ 10,500	\$ 11,500	10%	\$ 1,000	
Total REAL ESTATE TAX REVENUE		\$ 589,154.00	\$ 588,283	\$ 614,488	\$ 648,042	5%	\$ 33,554	
2-402 FEES & PERMITS								
2-4025-000	Use of Green	\$ -	\$ 650	\$ 400	\$ 500	25%	\$ 100	
2-4026-000	Curb Cuts Permits	\$ 200.00	\$ 325	\$ 225	\$ 225	0%	\$ -	
Total FEES & PERMITS		\$ 200.00	\$ 975	\$ 625	\$ 725	16%	\$ 100	
2-404 SHORT TERM RENTAL ENFORCE								
2-4041-000	Registrations	\$ 1,500.00	\$ 750	\$ 750	\$ 750	0%	\$ -	
2-4042-000	Fines	\$ 500.00	\$ -	\$ 100	\$ 100	0%	\$ -	
Total SHORT TERM RENTAL ENFORCE		\$ 2,000.00	\$ 750	\$ 850	\$ 850	0%	\$ -	
2-405 PLANNING & ZONING								
2-4051-000	Zoning Permits	\$ 10,000.00	\$ 8,541	\$ 10,000	\$ 26,000	160%	\$ 16,000	
2-4053-000	Yard Sale Permits	\$ -	\$ 80	\$ 100	\$ 100	0%	\$ -	
Total PLANNING & ZONING		\$ 10,000.00	\$ 8,621	\$ 10,100	\$ 26,100	158%	\$ 16,000	
2-406 POLICE REVENUE								
2-4061-000	Parking Fines	\$ 23,000.00	\$ 41,326	\$ 30,000	\$ 35,000	17%	\$ 5,000	
2-4062-000	Parking Meter Revenue	\$ 105,000.00	\$ 72,033	\$ 70,000	\$ 72,000	3%	\$ 2,000	
2-4063-000	Police Contracts	\$ 10,000.00	\$ 18,842	\$ 10,000	\$ 15,000	50%	\$ 5,000	
2-4064-000	Misc Police Revenue	\$ -	\$ 3,034	\$ -	\$ -	0%	\$ -	
2-4065-000	Moving Violations - VTTC	\$ 62,000.00	\$ 58,817	\$ 40,000	\$ 60,000	50%	\$ 20,000	
2-4066-000	False Alarms	\$ 2,000.00	\$ 5,950	\$ 2,000	\$ 4,000	100%	\$ 2,000	
2-4067-000	Town Services	\$ 418,475.00	\$ 406,827	\$ 433,410	\$ 446,103	3%	\$ 12,693	
2-4068-000	Courthouse parking	\$ -	\$ 9,270	\$ -	\$ 9,270	0%	\$ 9,270	
2-4069-000	CreditCardsPermitsParking	\$ 55,000.00	\$ 63,513	\$ 105,000	\$ 65,000	-38%	\$ (40,000)	
Total POLICE REVENUE		\$ 675,475.00	\$ 679,611	\$ 690,410	\$ 706,373	2%	\$ 15,963	
2-407 INTEREST INCOME								
2-4071-000	General Interest Income	\$ 2,000.00	\$ 2,147	\$ 1,500	\$ 13,446	796%	\$ 11,946	
Total INTEREST INCOME		\$ 2,000.00	\$ 2,147	\$ 1,500	\$ 13,446	796%	\$ 11,946	

2-409 MISCELLANEOUS												
2-4091-000	Miscellaneous Revenue	\$	2,000.00	\$	15,607	\$	200	\$	4,000	1900% \$	3,800	Increased
2-4092-000	Misc - State of Vermont	\$	-	\$	15	\$	-	\$	-	0% \$	-	
2-4093-000	Highway State Aid	\$	45,000.00	\$	-	\$	49,000	\$	49,000	0% \$	-	State Aid went directly to Town
Total MISCELLANEOUS		\$	47,000.00	\$	15,622	\$	49,200	\$	53,000	8% \$	3,800	
2-41 EAST END												
2-4101-000	East End Revenue	\$	2,000.00	\$	150	\$	3,400	\$	4,000	0% \$	600	
Total EAST END		\$	2,000.00	\$	150	\$	3,400	\$	4,000	0% \$	600	
2-44 GRANT REVENUE												
2-4414-000	DUI Enforcement Grant Rev	\$	14,000.00	\$	11,744	\$	14,000	\$	15,000	7% \$	1,000	
2-4416-000	Police PACIF Grant Rev	\$	4,000.00	\$	18,113	\$	4,000	\$	-	-100% \$	(4,000)	
2-4417-000	PoliceHWYSafetyGrantReven	\$	-	\$	1,426	\$	-	\$	-	0% \$	-	
Total GRANT REVENUE		\$	18,000.00	\$	31,283	\$	18,000	\$	15,000	-17% \$	(3,000)	
2-470 TRANSFERS IN												
2-4701-000	Transfer from Cap Reserve		\$	34,400						0% \$	-	
2-4702-000	Transfer from Trustee	\$	800.00	\$	-	\$	-	\$	-	0% \$	-	
Total TRANSFERS IN		\$	800.00	\$	34,400	\$	-	\$	-	0% \$	-	
Total Revenues		\$	1,346,629.00	\$	1,361,841	\$	1,388,573	\$	1,467,535	6% \$	78,963	FY23 includes \$3800
2-500 SPECIAL ARTICLES												
2-5001 GRANTS/CONTRIB-TRUST FUND												
2-5001-901	Audit Expense	\$	400.00	\$	400	\$	400	\$	400	0% \$	-	
2-5001-902	Trustee Public Funds Wage	\$	400.00	\$	-	\$	400	\$	400	0% \$	-	
Total GRANTS/CONTRIB-TRUST FUND		\$	800.00	\$	400	\$	800	\$	800	0% \$	-	
2-5002 GRANTS/CONTRIB-GENL FUND												
2-5002-928	Tree Fund	\$	15,000.00	\$	19,064	\$	20,000	\$	-	-100% \$	(20,000)	
2-5002-931	Seasonal Decorations	\$	1,000.00	\$	753	\$	3,000	\$	3,000	0% \$	-	
Total GRANTS/CONTRIB-GENL FUND		\$	16,000.00	\$	19,817	\$	23,000	\$	3,000	-87% \$	(20,000)	
Total SPECIAL ARTICLES		\$	16,800.00	\$	20,217	\$	23,800	\$	3,800	-84% \$	(20,000)	
2-501 ADMINISTRATION												
2-5011 TRUSTEES												
2-5011-100	Salaries & Wages	\$	-	\$	-	\$	3,750	\$	3,750	0% \$	-	
2-5011-199	Employer Paid Benefits	\$	-	\$	-	\$	230	\$	230	0% \$	-	
2-5011-302	Legal Fees	\$	8,000.00	\$	8,624	\$	4,000	\$	7,500	88% \$	3,500	Increased
2-5011-313	Community Television	\$	500.00	\$	-	\$	-	\$	-	0% \$	-	
2-5011-603	Dues Subs & Meetings	\$	800.00	\$	17	\$	500	\$	100	-80% \$	(400)	

2-5011-612	Printing Village Report	\$	750.00	\$	1,006	\$	500	0%	\$	-
2-5011-613	Tree Fund	\$		\$		\$	15,000		\$	15,000
2-5011-615	Advertising	\$	800.00	\$	158	\$	1,000	0%	\$	-
2-5011-801	Unclassified	\$	1,500.00	\$	-	\$	-	0%	\$	-
2-5011-810	Lobbyist	\$	5,000.00	\$	-	\$	-	#DIV/0!	\$	-
2-5011-815	Insurance	\$	72,000.00	\$	58,671	\$	75,000	0%	\$	-
Total TRUSTEES		\$	89,350.00	\$	68,477	\$	84,980	21%	\$	18,100
2-5012 EXECUTIVE										
2-5012-100	Salaries & Wages	\$	40,250.00	\$	41,466	\$	41,664	21%	\$	8,568
2-5012-199	Employer Paid Benefits	\$	18,025.00	\$	13,899	\$	18,926	-29%	\$	(5,526)
2-5012-200	Wellness	\$	750.00	\$	90	\$	300	0%	\$	-
2-5012-301	Professional Services	\$	-	\$	-	\$	50	0%	\$	-
2-5012-603	Dues Subs & Meetings	\$	300.00	\$	707	\$	700	0%	\$	-
2-5012-615	Advertising	\$	-	\$	174	\$	200	0%	\$	-
Total EXECUTIVE		\$	59,325.00	\$	56,336	\$	61,840	5%	\$	3,041
2-5013 OFFICE ADMINISTRATION										
2-5013-201	Operating Supplies	\$	1,200.00	\$	1,385	\$	900	33%	\$	300
2-5013-202	Office Supplies	\$	1,500.00	\$	886	\$	1,500	-20%	\$	(300)
2-5013-204	Postage	\$	2,000.00	\$	1,814	\$	2,000	0%	\$	-
2-5013-401	Equip Repairs & Mainte	\$	2,000.00	\$	861	\$	1,000	0%	\$	-
2-5013-502	Communications	\$	9,250.00	\$	5,560	\$	1,100	64%	\$	700
2-5013-503	NEMRC Support/License	\$	1,250.00	\$	1,250	\$	1,250	0%	\$	-
2-5013-701	Manger's Search	\$	-	\$	2,400	\$	-	0%	\$	-
Total OFFICE ADMINISTRATION		\$	17,200.00	\$	14,156	\$	7,750	9%	\$	700
2-5014 AUDITING										
2-5014-301	Professional Services	\$	14,000.00	\$	14,325	\$	13,000	18%	\$	2,400
Total AUDITING		\$	14,000.00	\$	14,325	\$	13,000	18%	\$	2,400
2-5015 TREASURER										
2-5015-100	Salaries & Wages	\$	1,200.00	\$	1,205	\$	1,200	0%	\$	-
2-5015-199	Employer Paid Benefits	\$	120.00	\$	90	\$	100	0%	\$	-
Total TREASURER		\$	1,320.00	\$	1,295	\$	1,300	0%	\$	-
2-5016 ACCOUNTING										
2-5016-100	Salaries & Wages	\$	30,750.00	\$	28,440	\$	31,827	10%	\$	3,322
2-5016-199	Employer Paid Benefits	\$	13,150.00	\$	12,704	\$	13,808	-10%	\$	(1,408)
2-5016-301	Professional Services	\$	1,300.00	\$	3,078	\$	1,300	208%	\$	2,700
2-5016-603	Dues Subs & Meetings	\$	25.00	\$	-	\$	25	0%	\$	-
Total ACCOUNTING		\$	45,225.00	\$	44,222	\$	46,960	10%	\$	4,614

increase 12/20

2-5018 VILLAGE CLERK										
2-5018-316	Village Clerk Wages	\$	400.00	\$	400	\$	400	\$	400	0% <u>\$</u>
Total VILLAGE CLERK		\$	400.00	\$	400	\$	400	\$	400	0% <u>\$</u>
2-5019 CAPITAL RESERVE										
2-5019-932	Office Equipment	\$	300.00	\$	300	\$	-	\$	-	0% <u>\$</u>
2-5019-937	Compensation Unused Sick/	\$	30,000.00	\$	30,000	\$	30,000	\$	30,000	0% <u>\$</u>
2-5019-938	Tree Fund	\$		\$		\$	5,000	\$	5,000	<u>\$</u> <span>New line item</span>
Total CAPITAL RESERVE		\$	30,300.00	\$	30,300	\$	30,000	\$	35,000	17% <u>\$</u>
Total ADMINISTRATION		\$	257,120.00	\$	229,511	\$	246,229	\$	280,085	14% <u>\$</u>
2-5025 VILLAGE PARKS										
2-5025-301	East End Park - Parking	\$	-	\$	1,000	\$	-	\$	1,000	0% <u>\$</u>
2-5025-302	Fertilization/tree work	\$	-	\$	-	\$	-	\$	1,700	0% <u>\$</u> <span>New line item</span>
Total VILLAGE PARKS		\$	-	\$	1,000	\$	-	\$	2,700	0% <u>\$</u>
Total HIGHWAY DEPARTMENT		\$	-	\$	1,000	\$	-	\$	2,700	0% <u>\$</u>
2-503 VILLAGE POLICE DEPT										
2-5030 POLICE ADMINISTRATION										
2-5030-100	Salaries & Wages	\$	135,864.00	\$	135,967	\$	140,647	\$	144,866	3% <u>\$</u>
2-5030-107	Educ EMT Training&Stipend	\$	1,750.00	\$	1,850	\$	3,500	\$	3,500	0% <u>\$</u>
2-5030-199	Employer Paid Benefits	\$	52,000.00	\$	66,047	\$	54,600	\$	71,511	31% <u>\$</u>
2-5030-201	Operating Supplies	\$	1,600.00	\$	1,642	\$	1,600	\$	1,600	0% <u>\$</u>
2-5030-202	Office Supplies	\$	300.00	\$	299	\$	300	\$	300	0% <u>\$</u>
2-5030-601	Travel & Transportation	\$	150.00	\$	103	\$	275	\$	200	-27% <u>\$</u> (75)
2-5030-603	Dues Subs & Meetings	\$	1,500.00	\$	1,277	\$	2,000	\$	1,500	-25% <u>\$</u> (500)
2-5030-610	Printing & Binding	\$	100.00	\$	100	\$	100	\$	100	0% <u>\$</u>
2-5030-615	Advertising	\$	300.00	\$	249	\$	300	\$	300	0% <u>\$</u>
Total POLICE ADMINISTRATION		\$	193,564.00	\$	207,533	\$	203,322	\$	223,877	10% <u>\$</u>
2-5031 LAW ENFORCEMENT										
2-5031-100	Salaries & Wages	\$	297,250.00	\$	282,681	\$	307,661	\$	316,891	3% <u>\$</u>
2-5031-104	Contract Services	\$	-	\$	25,212	\$	-	\$	-	0% <u>\$</u>
2-5031-107	Local EMT & Educ Stipend	\$	12,000.00	\$	10,286	\$	16,000	\$	12,000	-25% <u>\$</u> (4,000)
2-5031-199	Employer Paid Benefits	\$	94,000.00	\$	103,122	\$	100,000	\$	106,000	6% <u>\$</u>
2-5031-201	Operating Supplies	\$	850.00	\$	916	\$	850	\$	850	0% <u>\$</u>
2-5031-206	Weapon Mainte & Supplies	\$	1,500.00	\$	292	\$	1,500	\$	1,500	0% <u>\$</u>
2-5031-301	Professional Services	\$	1,000.00	\$	872	\$	750	\$	800	7% <u>\$</u>
2-5031-306	Uniform Service	\$	3,500.00	\$	3,998	\$	3,000	\$	3,000	0% <u>\$</u>
2-5031-312	Bike Patrol	\$	100.00	\$	-	\$	100	\$	100	0% <u>\$</u>
2-5031-409	Small Tools & Equipment	\$	3,200.00	\$	2,795	\$	3,200	\$	3,000	-6% <u>\$</u> (200)

2-5031-413	Officer Video Recording	\$	100.00	\$	-	\$	100	\$	0%	\$	-
2-5031-603	Dues Subs & Meetings	\$	350.00	\$	421	\$	350	\$	0%	\$	-
Total LAW ENFORCEMENT		\$	413,850.00	\$	430,594	\$	433,511	\$	3%	\$	11,080
2-5032 POLICE TRAINING			\$	-							
2-5032-100	Salaries & Wages	\$	5,500.00	\$	5,608	\$	5,665	\$	1%	\$	35
2-5032-199	Employer Paid Benefits	\$	390.00	\$	434	\$	410	\$	34%	\$	138
2-5032-601	Travel & Transportation	\$	150.00	\$	231	\$	300	\$	0%	\$	-
2-5032-605	Tuition	\$	1,900.00	\$	1,893	\$	1,900	\$	0%	\$	-
Total POLICE TRAINING		\$	7,940.00	\$	8,167	\$	8,275	\$	2%	\$	173
2-5033 POLICE COMMUNICATIONS			\$	-							
2-5033-304	Dispatch Services	\$	64,730.00	\$	64,730	\$	64,730	\$	0%	\$	-
2-5033-402	Radio Maintenance	\$	400.00	\$	562	\$	500	\$	0%	\$	-
2-5033-502	Communications	\$	12,000.00	\$	15,402	\$	11,000	\$	9%	\$	1,000
Total POLICE COMMUNICATIONS		\$	77,130.00	\$	80,694	\$	76,230	\$	1%	\$	1,000
2-5034 PARKING METERS			\$	-							
2-5034-100	Salaries & Wages	\$	23,325.00	\$	23,388	\$	25,000	\$	3%	\$	750
2-5034-199	Employer Paid Benefits	\$	2,000.00	\$	1,777	\$	2,100	\$	11%	\$	223
2-5034-202	Office Supplies	\$	2,000.00	\$	3,000	\$	3,000	\$	0%	\$	-
2-5034-204	Postage	\$	2,750.00	\$	2,761	\$	3,000	\$	0%	\$	-
2-5034-210	Computer Software	\$	1,000.00	\$	875	\$	1,000	\$	0%	\$	-
2-5034-212	CreditCard/Meter Charges	\$	23,000.00	\$	13,521	\$	12,500	\$	8%	\$	1,000
2-5034-301	Professional Services	\$	200.00	\$	184	\$	200	\$	0%	\$	-
2-5034-401	Equip Repair & Mainte	\$	500.00	\$	5	\$	500	\$	0%	\$	-
2-5034-402	CrdtCrd/MterRepair/Replac	\$	500.00	\$	937	\$	500	\$	0%	\$	-
2-5034-407	Equipment Purchase	\$	1,000.00	\$	2,816	\$	1,000	\$	100%	\$	1,000
2-5034-409	Small Tools & Equipment	\$	500.00	\$	553	\$	700	\$	0%	\$	-
2-5034-425	NW Library Lot Rent	\$	11,000.00	\$	11,000	\$	11,000	\$	0%	\$	-
Total PARKING METERS		\$	67,775.00	\$	60,816	\$	60,500	\$	5%	\$	2,973
2-5035 POLICE VEHICLE											
2-5035-401	Equip Repair & Mainte	\$	3,500.00	\$	3,516	\$	3,500	\$	0%	\$	-
2-5035-409	Small Tools & Equipment	\$	500.00	\$	184	\$	600	\$	-17%	\$	(100)
2-5035-503	Fuel	\$	7,500.00	\$	10,059	\$	7,000	\$	49%	\$	3,400
Total POLICE VEHICLE		\$	11,500.00	\$	13,758	\$	11,100	\$	30%	\$	3,300
2-5036 BUILDING MAINTENANCE											
2-5036-100	Salaries & Wages	\$	1,500.00	\$	2,194	\$	2,000	\$	10%	\$	200
2-5036-199	Employer Paid Benefits	\$	175.00	\$	167	\$	150	\$	13%	\$	20
2-5036-504	Propane	\$	2,000.00	\$	2,000	\$	2,250	\$	0%	\$	-
2-5036-506	Electricity	\$	1,800.00	\$	1,800	\$	1,800	\$	11%	\$	200

2-5036-507	Rubbish Removal	\$	2,200.00	\$	2,779	\$	2,300	\$	2,500	9%	\$	200
2-5036-508	Water/Sewer	\$	400.00	\$	349	\$	500	\$	500	0%	\$	-
2-5036-703	Building Maintenance	\$	1,500.00	\$	213	\$	250	\$	250	0%	\$	-
Total BUILDING MAINTENANCE		\$	9,575.00	\$	9,501	\$	9,250	\$	9,870	7%	\$	620
2-5037 TOWN POLICE SERVICES												
2-5037-100	T Salaries & Wages	\$	79,950.00	\$	79,942	\$	82,761	\$	85,243	3%	\$	2,483
2-5037-102	T Training Wages	\$	1,400.00	\$	699	\$	1,400	\$	1,442	3%	\$	42
2-5037-107	T Stipend	\$	2,200.00	\$	280	\$	2,200	\$	2,200	0%	\$	-
2-5037-198	T Training Paid Benefits	\$	200.00	\$	-	\$	-	\$	-	0%	\$	-
2-5037-199	T Employer Paid Benefits	\$	25,000.00	\$	24,461	\$	25,750	\$	29,490	15%	\$	3,740
2-5037-306	T Uniform Service	\$	1,300.00	\$	1,300	\$	1,200	\$	1,200	0%	\$	-
2-5037-401	T Vehicle Repairs & Maint	\$	2,500.00	\$	3,998	\$	1,500	\$	2,000	33%	\$	500
2-5037-409	T Small Tools & Equip	\$	500.00	\$	249	\$	500	\$	500	0%	\$	-
2-5037-410	T 4X4 Vehicle Lease	\$	7,800.00	\$	-	\$	6,850	\$	6,850	0%	\$	-
2-5037-411	T 4X4 Radio Lights Radar	\$	800.00	\$	772	\$	800	\$	800	0%	\$	-
2-5037-502	Communications	\$	300.00	\$	250	\$	300	\$	300	0%	\$	-
2-5037-503	T Fuel	\$	2,750.00	\$	3,708	\$	3,500	\$	4,196	20%	\$	696
2-5037-603	Dues Subs & Meetings	\$	150.00	\$	-	\$	100	\$	150	50%	\$	50
2-5037-605	T Tuition	\$	750.00	\$	813	\$	750	\$	750	0%	\$	-
Total TOWN POLICE SERVICES		\$	125,600.00	\$	116,470	\$	127,611	\$	135,121	6%	\$	7,511
2-5039 CAPITAL RESERVE												
2-5039-933	Police Computer	\$	1,500.00	\$	1,500	\$	1,500	\$	1,500	0%	\$	-
2-5039-934	Radio System	\$	2,000.00	\$	2,000	\$	2,000	\$	2,000	0%	\$	-
2-5039-965	Police Cruiser	\$	17,500.00	\$	17,500	\$	20,000	\$	20,000	0%	\$	-
Total CAPITAL RESERVE		\$	21,000.00	\$	21,000	\$	23,500	\$	23,500	0%	\$	-
Total VILLAGE POLICE DEPT		\$	927,934.00	\$	948,534	\$	953,298	\$	1,000,510	5%	\$	47,213
2-504 SHORT TERM RENTAL ENFORCE												
2-5040-100	Wages	\$	1,300.00	\$	-	\$	-	\$	-	0%	\$	-
2-5040-199	Benefits	\$	200.00	\$	-	\$	-	\$	-	0%	\$	-
2-5040-201	Operating Supplies	\$	100.00	\$	-	\$	-	\$	-	0%	\$	-
2-5040-202	Office Supplies	\$	100.00	\$	53	\$	-	\$	-	0%	\$	-
2-5040-204	Postage	\$	100.00	\$	-	\$	-	\$	-	0%	\$	-
2-5040-302	Legal Fees	\$	100.00	\$	-	\$	-	\$	-	0%	\$	-
Total SHORT TERM RENTAL ENFORCE		\$	1,900.00	\$	53	\$	-	\$	-	0%	\$	-
2-507 BOARDS & AGENCIES												
2-5070 PLANNING & ZONING												
2-5070-100	Salaries & Wages	\$	68,675.00	\$	51,761	\$	71,013	\$	60,000	-16%	\$	(11,013)
2-5070-199	Employer Paid Benefits	\$	22,000.00	\$	8,992	\$	36,383	\$	33,600	-8%	\$	(2,783)



2-5070-301	Professional Services	\$	500.00	\$	7,320	\$	500	\$	2,800	460%	\$	2,300
2-5070-302	Legal Fees	\$	-	\$	-	\$	1,500	\$	1,600	7%	\$	100
2-5070-406	Equipment Purchase	\$	-	\$	17	\$	100	\$	800	700%	\$	700
2-5070-601	Travel & Transportation	\$	150.00	\$	-	\$	150	\$	800	433%	\$	650
2-5070-603	Dues Subs & Meetings	\$	800.00	\$	867	\$	1,100	\$	4,960	351%	\$	3,860
2-5070-615	Advertising	\$	3,750.00	\$	1,991	\$	3,000	\$	3,200	7%	\$	200
	GIS	\$	-	\$	-	\$	-	\$	480	0%	\$	480
Total PLANNING & ZONING		\$	95,875.00	\$	70,948	\$	113,746	\$	108,240	-5%	\$	(5,506)
2-5079	CAPITAL RESERVE		\$		-							
2-5079-933	Computer Equip Replace	\$	1,000.00	\$	1,000	\$	500	\$	-	-100%	\$	(500)
2-5079-934	Update Village- Town Plan	\$	1,000.00	\$	1,000	\$	1,000	\$	1,200	20%	\$	200
Total CAPITAL RESERVE		\$	2,000.00	\$	2,000	\$	1,500	\$	1,200	-20%	\$	(300)
Total BOARDS & AGENCIES		\$	97,875.00	\$	72,948	\$	115,246	\$	109,440	-5%	\$	(5,806)
2-5091	VILLAGE HWY EXPENSE											
2-5091-804	HWY State Aid to Town	\$	45,000.00	\$	-	\$	50,000	\$	49,000	-2%	\$	(1,000)
Total VILLAGE HWY EXPENSE		\$	45,000.00	\$	-	\$	50,000	\$	49,000	-2%	\$	(1,000)
2-5092	TRUSTEES' CONTINGENCY											
2-5092-801	Unclassified	\$	-	\$	170	\$	-	\$	22,000	0%	\$	22,000
Total TRUSTEES' CONTINGENCY		\$	-	\$	170	\$	-	\$	22,000	0%	\$	22,000
2-5099	CAPITAL RESERVE SPENDING											
2-5099-926	Manger's Pick-up	\$	-	\$	-	\$	-	\$	-	0%	\$	-
2-5099-933	Computer Equip Replacement	\$	-	\$	-	\$	-	\$	-	0%	\$	-
2-5099-971	Police Cruiser	\$	-	\$	32,500	\$	-	\$	-	0%	\$	-
2-5099-972	Polic Vehicle Maint/Equip	\$	-	\$	1,900	\$	-	\$	-	0%	\$	-
Total CAPITAL RESERVE SPENDING		\$	-	\$	34,400	\$	-	\$	-	0%	\$	-
2-5401	GRANT EXPENSE											
2-5401-815	PoliceHWYSafetyGrantExpen	\$	-	\$	4,629	\$	-	\$	-	0%	\$	-
2-5401-816	Police PACIF Grant Expenditure	\$	-	\$	-	\$	-	\$	-	0%	\$	-
2-5401-818	Police Equip Grant Expense	\$	-	\$	-	\$	-	\$	-	0%	\$	-
2-5401-829	DUI OP Grant Exp	\$	-	\$	11,385	\$	-	\$	-	0%	\$	-
Total GRANT EXPENSE		\$	-	\$	16,014	\$	-	\$	-	0%	\$	-
Total Appropriations		\$	1,346,629.00	\$	1,322,846	\$	1,388,573	\$	1,467,535	6%	\$	78,963
				\$	(23,783)	\$	-					
Total VILLAGE GENERAL FUND		\$	-	\$	27,548	\$	(610,788)	\$	1,467,535	-340%	\$	2,078,323

Using capital funds

look into cutting this

1% contingency

Woodstock Municipal Manager  
2023 Goals & Objectives

**1. Financial**

- Identify areas for operating a capital cost avoidance without negatively impacting the overall quality of municipal infrastructure and services.
- Identify and secure grants or other external funding opportunities that further the needs and interests of the town and village.
- Develop a comprehensive annual budget in coordination with department heads, elected boards, Capital budget and Finance Committee August 2023 and January 2024 for approval by voters at Town and Village Meetings in March 2024.
- Compile and regularly update a list of capital item requests as presented by the various departments with the capital budget and finance committee.
- Complete at least one formal training or information session in municipal finance, capital planning or a related discipline provided by VLCT, VTCMA, ICMA or other appropriate authority.
- In coordination with the Municipality's external auditor and appropriate municipal staff, pursue changes to existing policies and financial management practices that will enhance internal controls and/or otherwise lead to clean annual audits.
- Simplify the process between the Town and Village transactions and transfers, consider one annual transfer between the accounts.

**2. Human Resources & Personnel**

- Organize and facilitate regular (1-4 times per month) of Department Heads and Town Hall staff.
- Ensure the implementation of all of the policies and benefits as laid out in all municipal union contracts and the Woodstock Personnel Policy are enforced.
- Develop a sufficiently detailed performance evaluation protocol and complete annual performance reviews with employees directly supervised by the Municipal Manager.
- With Department Heads, plan for staff retirements that will likely take place over the next three to five years.
- Ensure that all prospective employees, whether full or part-time, are properly vetted prior to their hiring.
- Provide all municipal staff with relevant professional development opportunities at least once a year.

- Set a positive example with respect to professionalism and personal conduct, and help all staff conduct their business with integrity and dedication.
- Make a concerted effort to foster a congenial and supportive work atmosphere for all municipal employees.

### **3. Community Relations & External Communications**

- Attend off hours community events as time allows.
- Develop positive and productive relationships with civic, business, and other groups important to the municipality.
- Conduct the municipality's business in an open and transparent manner; maintain credibility with the general public.
- Provide timely responses to questions and concerns of residents.
- Create a strategic plan to regularly communicate out events, updates and relevant policies to the public.

### **4. Planning & Zoning**

- Provide support to and guidance to the Zoning Director regarding the implementation and revision of the Town Plan.

### **5. Economic Development**

- In coordination with relevant department heads, committees and elected officials, work to provide infrastructure needed to increase and improve the economic development in the Town and Village.
- Collaborate with Green Mountain Economic Development Corporation.

### **6. Physical Infrastructure & Public Works**

- Assist the Director of Public Works in planning and implementing construction and other transportation enhancement in priority locations.
- In coordination with the Director of Public Works, play an active role in writing and securing grants to improve public infrastructure.
- In coordination with the Director of Public Works, manage the process of planning, funding and building an updated Main wastewater treatment plant.
- Work with Regional Energy Coordinator to identify grant opportunities for energy efficiency within the Town and Village.
- Eliminate trip hazards on sidewalks, with emphasis on the village business district.

### **7. Emergency Services**

- Work with Police and Fire Chiefs to ensure accessibility of all Woodstock homes and businesses to receive emergency services.

## **8. Municipal Government Effectiveness & Efficiencies**

- Ensure the elected and appointed municipal boards and committees are provided with adequate staff guidance and support.
- Document and cross-train on regularly occurring procedures and activities to ensure continuity of service.
- Ensure the Town of Woodstock website is regularly updated and reorganized to ensure residents can find relevant information.

## **9. Service & Support of Town Selectboard & Village Trustees**

- Work diligently to ensure the policy directives established by the Town Selectboard and Village Trustees are effectively implemented and easily available to reference.
- Keep Town Selectboard and Village Trustees well informed on matters under its control.
- Help ensure that the Town Selectboard and Village Trustees continues to conduct its official business in a manner that appropriately adheres to the Open Meeting Law and other pertinent state laws and regulations.
- All Board Packet information and requests should come to the Municipal Manager.
- The Municipal Manager should provide explanations and suggested motions on complex agenda items.
- Develop process for flow of communication between elected officials and municipal manager

## **10. Relationships with Other Governments & Partner Organizations**

- Review, analyze, represent and present the position of the municipality and elected boards relative to implemented and proposed legislation and governmental policies and regulations.
- Stay abreast of and perform research involving pertinent governmental legislation, policies and regulations.
- Participate, as time allows, with regular meetings and develop productive working relationships with Woodstock's State Representative, Senators, State agencies, school district, neighboring communities and relevant organizations such as VLCT and Two Rivers.

## **11. Personal & Professional Growth**

- Attend pertinent professional meetings, seminars, courses and conferences by VCTMA, ICMA, regional Town Manager meetings including VLCT Town Fair.

# **Village of Woodstock, Vermont**

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

*DRAFT \*\*\* DRAFT \*\*\* DRAFT \*\*\* DRAFT \*\*\* DRAFT*

**November 30, 2022**

**PURPOSE:** The purpose of this policy is to provide the Village of Woodstock, Municipal Staff, the Village Design Review Board (VDRB), and the 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 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 considering 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 within the Village, 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 five 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 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. Existing bronze plaques measure approx.. 9"x12" and are set atop 13"x 16" polished granite blocks. Any such acknowledgement shall utilize wording like: "sponsored by...", "in honor of...", "in memory of...", or "a gift from...", and shall not contain any corporate logos. Plaques must be placed on or immediately adjacent to the improvement being recognized. (As depicted below).
  - 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 9" x 12".
  - 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.



**Example of Memorial Plaque**  
mounted on polished granite base  
in the Village Green



**Example of appropriate Memorial Bench**  
type found on the Village Green



**Example of appropriate Planter** found at the Green

10. **East End Park:** Projects proposed within the East End Park (plan attached), shall be initially submitted to the VDRB, and generally follow the standards (9.a. – c.) noted above for the Village Green. It shall be understood that the more informal and contemporary character of the East End Park shall be considered when evaluating the overall character and sensibility of the proposed memorial(s) in this Village location.

#### CRITERIA FOR REVIEW OF DESIGN & PLACEMENT:

The basic types of memorials vary greatly in the impact they have upon the Village and open spaces. The review process for allowing them to occur on Village 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 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 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 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 latest version of the [Woodstock Town and Village 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 to file an application for review by the VDRB.

1. **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.
2. **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.
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. **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 satisfactory to the Trustees, 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 Trustees.

**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 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 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**

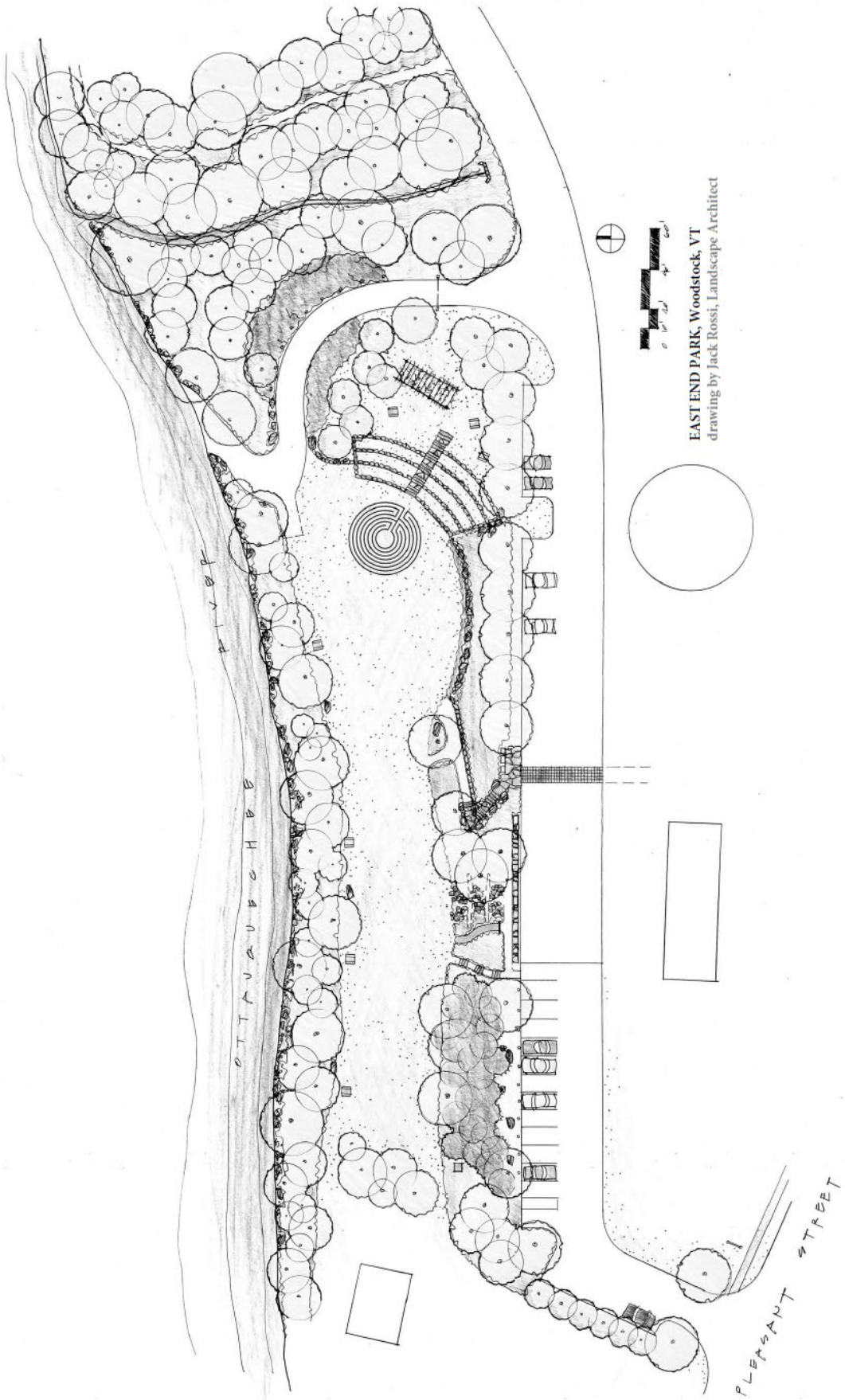
1. Simple Plaques are those mounted flush with the ground, flush with a wall, or flush with some other existing durable support object (such as an existing exterior wall, post, boulder, or rock outcropping). The size of the plaque should be appropriately designed to suit the limitations and consideration 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.

### **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 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.



VT

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

**Draft minutes are subject to approval.**

**Present:** Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Gabe DeLeon, Bill Corson, Tom Yennerell, Brittney Poljacik, Tess Hunter, Linda Treash, Mary Ann Zetes, Zoie Parents, Jill Davies, John Spector, Steve Bauer, Robbie Blish, Thomas McCaughey, Ellen LeFever

- A. Call to order
  - 1. Chair McIlroy called the regularly scheduled Board of Trustees meeting on December 13, 2022, to order at 6:30 pm.
- B. Citizen comments – none.
- C. Additions to and deletions from posted agenda
  - 1. Addition to – Memorial Naming Policy under Old Business
  - 2. Addition to – Tree removal update at 26 Pleasant Street under Old Business
  - 3. Addition to – Police Report as agenda item “D”
- D. Police Report
  - 1. Chief Blish announced that many of the Police Department employees have recently received awards. Sgt Swanson received the Medal of Honor, Officer Donka received the Medal of Valor, Officers Lucot, Goodrich, Linton, Frates, and Holmes received Chief’s Citation Awards, Dispatch Supervisor Therrien received a Chief’s Citation Award along with Dispatchers Clarke and Linton. Finally Professional Service Awards were given to Administrative Supervisor Sutherland, and Parking Enforcement Officers Eaton and Poljacik. Additionally, Sgt Swanson received the Medal of Honor award from the New England Police Benevolent Association.
  - 2. Additional information: The Governor’s Highway Safety DUI campaign is coming up for the holidays, December 16 through January 1. The Turkey Trot went well, there was about 1,500 runners. Wassail was estimated around 5,000 people. Reminder that the overnight parking ban is in place and sidewalks must be cleared after winter weather, snow, ice, etc. Meter revenues over November were \$10,961.65, a couple thousand dollar increase in meter revenues from last year.
- E. Public Hearing
  - 1. Town Plan Proposed Revisions
    - a. Mr. Bauer spoke to the Select Board about some proposed changes for the Town Plan.
      - 1. Planning Commission Revisions
        - a. Land Acknowledgement
        - b. Chapter Three: Community Facilities
          - i. Render physical improvements to public garage in the Village.
          - ii. Increase fire safety within Woodstock.
          - iii. Update Town Hall and Theatre.
        - c. Chapter Four: Economic Development
        - d. Chapter Five: Education

- i. Enhance alternative educational program offering with Town Partners.
    - ii. Develop safety routes to school that encourage walking and biking to school as a safe option.
  - e. Chapter Seven: Health & Human Services
  - f. Chapter Nine: Housing
    - i. Provide additional affordable owner-occupied and/or rental housing units.
  - g. Chapter Ten: Natural Elements
  - h. Chapter Thirteen: Land Use
    - i. To encourage the clustered development of Woodstock's Village Center in keeping with the rural character of the community.
    - ii. To increase the availability of affordable housing.
- 2. Two Rivers-Ottawaquechee Regional Commission (TRORC) revisions that needs to be made
  - a. Energy
  - b. Land Use
  - c. Forest Blocks
  - d. Health and Human Services
  - e. Agriculture
- 3. Department Revisions
  - a. Change any reference of "Selectman" to "Selectboard"
  - b. Update the fire and ambulance section to reflect the full time force
  - c. Change "affordable housing" to "attainable housing"
  - d. Update formatting
  - e. Check page numbering

#### F. Permits

##### 1. East End Park – Zetes

- a. Ms. Zetes stated that they were looking for a place to have cider and donuts the morning after the wedding. The date would be September 4, 2023, at 10:30 am. No set up required, very casual gathering up to 100 people.

**Motion:** by Mr. Kahn to accept the permit as described with changes made pending the receipt of the \$400 payment.

**Seconded:** by Mr. DeLeon.

**Discussion:** none.

**Vote:** 5-0-0, passed.

##### 2. Use of the Green – Barn Arts

- a. Ms. Treash stated that they had this event last year and nothing has changed. People singing in a circle to the community.

**Motion:** by Mr. Kahn to accept the permit upon completion of the application as described.

**Seconded:** by Mr. Corson.

**Discussion:** none.

**Vote:** 5-0-0, passed.

#### G. Old Business

##### 1. Tree removal update at 26 Pleasant Street – McCaughey



- a. Mr. McCaughey stated that there is no sewage leaking from the pipe. There is no internal solution for the cast iron pipe. The report from Wind River states that the removal of the tree is the solution, so the roots stop growing into the pipe.
- b. Chair McIlroy asked if the pipe needs to be replaced.
- c. Mr. McCaughey is uncertain if the pipe needs to be replaced and is hoping that removing the tree will stop the problem. If the pipe needs to be replaced the tree will have to be removed anyway because it is directly over the pipe.
- d. Chair McIlroy stated that according to the email Mr. McCaughey forwarded to the Trustees, "there is no way to repair the inside of the pipes, they need to be replaced."
- e. Mr. McCaughey stated eventually yes.
- f. Mr. Spector mentioned that there are multiple options Mr. McCaughey could consider: continue to use the roto-rooter, line the pipes with plastic, cut the tree or replace the pipes.
- g. Ms. Blakeman suggests a phone call to Wind River to get a clearer indication on what exactly the problem is, how they plan to fix it, and ask them about the tree situation. If taking down the tree is going to fix it.
- h. Chair McIlroy recommends any alternative over cutting down the tree.

**Motion:** by Chair McIlroy to not remove the tree in front of 26 Pleasant Street.

**Seconded:** by Mr. Kahn.

**Discussion:** none.

**Vote:** 3-1-1, passed. (Chair McIlroy for, Mr. Kahn for, Ms. Blakeman for, Mr. Corson against, Mr. DeLeon abstained)

## 2. FY24 Budget discussion

- a. Mr. Spector and Ms. Davies continued the FY24 budget discussion with revisions from previous meetings as well as more in depth conversation. They discussed ways to improve the budget (key ideas for consideration), improving the budget, growth in taxes, use of one time funds like ARPA and FY22 budget surplus, and finally review the meeting schedule moving forward.
- a. Mr. Bauer discussed the idea of increasing planning and zoning services. Currently, the department carries out minimal of the planning and heavily relies on Two Rivers Ottawaquechee Regional Commission (TRORC) for any other work. Currently 90% of the department's activities are zoning related. A true Planning and Zoning department would help create and effect the plan to deliver the desired Woodstock. Today, the Planning and Zoning Department is at capacity which results in inefficiencies and missed revenue opportunities. Sizing the Planning and Zoning Department to enable land use planning allows leadership to prepare for change, make proactive decisions, and reduce risk. Such as, re-establishing the full time Planning and Zoning assistant positions, establish a new position for a full-time zoning administrator, establish a continuing education program, and reduce litigation costs by being up to date, efficient and skilled in property and land use law. Additionally, Mr. Bauer proposes to share the costs between the Town and Village to reflect actual staff time and revenues.
- b. Mr. Spector spoke to improving cash management. Up until now, we were earning .1% interest on checking balance, .5% interest on savings balance. In



response to our inquiry, Mascoma increased our interest rate to 2%, this took effect immediately. TD Bank is interested in further discussion, suggesting single account (no sweep required) and 2% to 2.25% interest rate. Need to investigate further to ensure operational needs are met. Budgeting 2% earning on average balance for the Village (roughly \$11,000 in revenue). As for growth in taxes, general inflation would be 7%-8%, taxes would grow by 5.4%, growth in taxes for a residence whose property value did not increase would be approximately 3.4%.

- c. Line Item discussion for Revenues
  - 1. Mr. Kahn suggested increasing the East End Park revenue from \$0 to \$4000 (line item 2-4101).
  - 2. Mr. Kahn suggested increasing the Parking Meter revenue from \$70,000 to \$72,000 (line item 2-4062).
  - 3. Mr. Kahn suggested increasing the Miscellaneous Revenue from \$200 to \$4,000 (line item 2-4091).
- d. Line item discussion for Expenses
  - 1. Mr. Spector and Ms. Davies suggested the Trustees consider increasing their contingency (line item 2-5092-801).
  - 2. Ms. Davies suggested cutting the expense to print town reports from \$1,000 to \$500 (line item 2-5011-612).
  - 3. Mr. Kahn suggested cutting the expense for seasonal decorations from \$5,000 to \$3,000 (line item 2-5002-931).
  - 4. Equipment purchase for the Planning and Zoning department has been reduced from \$1,000 to \$0 (line item 2-5070-406).
  - 5. Chair McIlroy suggested increasing the Legal Fees expense from \$5,000 to \$7,500 (line item 2-5011-302).
  - 6. Mr. Kahn suggested reducing the Tree Fund expense from \$20,000 to \$15,000 (new line item number 2-5011-613). The removed \$5,000 will be moved to Capital Reserve (new line item number 2-5019-938).
- 3. Town Manager Goals and Objectives – tabled until January 3, 2023
- 4. Memorial Naming Policy – tabled until January 3, 2023

#### H. New Business

- 1. Inter Local Police Contract
  - a. Chief Blish stated this is just a renewal of the current police contract between the Town and Village, nothing has changed.

**Motion:** by Mr. Kahn to accept the Inter Local Police Contract as presented.

**Seconded:** by Mr. DeLeon.

**Discussion:** none.

**Vote:** 4-0-0, passed.

- I. Other business
- J. Approval of minutes
  - 1. 11/22/22 minutes
  - 2. 11/28/22 joint minutes

**Motion:** by Mr. Kahn to accept the minutes from 11/22/22 and the joint minutes from 11/28/22.

**Seconded:** by Mr. DeLeon.

**Discussion:** none.

**Vote:** 4-0-0, passed.

**K. Adjournment**

**Motion:** by Mr. Kahn to adjourn the regularly scheduled Trustees meeting on December 13, 2022, at 9:35 pm.

**Seconded:** by Mr. DeLeon.

**Discussion:** none.

**Vote:** 4-0-0, passed.

Respectfully submitted,  
Brittney Poljacik