

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 Ottauquechee 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