

Village of Woodstock
Board of Trustees
March 14, 2023
6:30 pm
Town Hall & Zoom
Agenda

- A. Call to order
- B. Citizen comments
- C. Additions to and deletions from posted agenda
- D. Manager's Report
 - 1. Manager's report
 - 2. Financial report
- E. Police Chief's report
- F. New Business
 - 1. ARPA survey results discussion (p 3)
 - 2. Communication plan (p 4)
 - 3. Agenda planning
 - 4. Municipal Manager's goals & objectives (p 5)
 - 5. Feedback requested for State Hazard Mitigation Plan update (p 6)
 - 6. Village Meeting Day
 - 7. Village Meeting Info Session
 - 8. Planning Commission & Zoning for Housing Presentation
 - 9. Banner request – Woodstock Garden Club Plant Sale (p 7)
 - 10. Discussion of summer & foliage season food options
- G. Other business
- H. Executive session to discuss contracts
- I. Minutes
 - 1. 2/14/23 joint minutes (pp 8-9)
 - 2. 2/14/23 minutes (pp 10-14)
 - 3. 2/16/23 minutes (p 15)
 - 4. 2/23/23 minutes (pp 16-17)
- J. 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=Q1NZUoFKaWRPTmZURFppUGxWRU9UUT09>

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

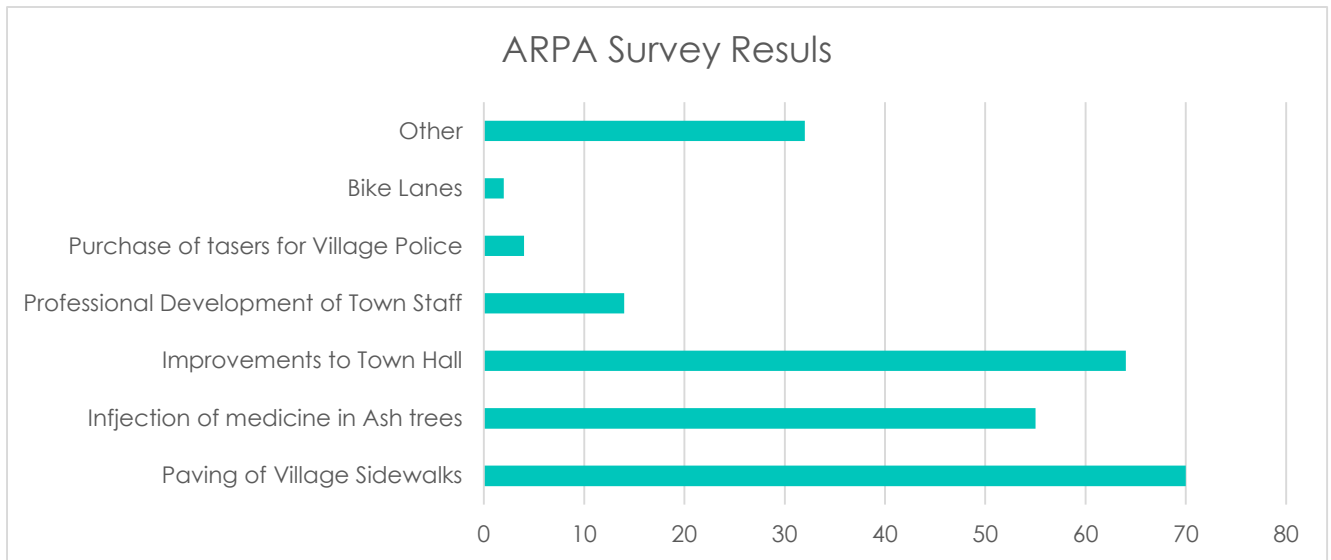
Password: 412048

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

| Project | Total Votes |
|--|-------------|
| Paving of Village Sidewalks | 70 |
| Infjection of medicine in Ash trees | 55 |
| Improvements to Town Hall | 64 |
| Professional Development of Town Staff | 14 |
| Purchase of tasers for Village Police | 4 |
| Bike Lanes | 2 |
| Other | 32 |



Agenda & Packet Schedule

- Agenda items are due by the Wednesday before a meeting.
- All packet materials (including reports & presentations) are due by Thursday before a meeting.
- All packets will be available by 12:00 pm on Friday.
- In order for permits to be included on the agenda, the permit, fee, and certificate of insurance must be submitted by Wednesday. If received after, the permit will go on the next scheduled meeting agenda.
- Any questions concerning agenda items and/or packet materials should be directed to the Municipal Manager by 4:00 pm on the Monday preceding the meeting. This gives time for answers to be researched and properly presented at the meeting.

Woodstock Municipal Manager 2023 Goals & Objectives

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.
- 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.

Human Resources & Personnel

- 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.

Community Relations & External Communications

- Create a **strategic plan to regularly communicate** out events, updates and relevant policies to the public.

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.

Physical Infrastructure & Public Works

- Improve the infrastructure of the Town and the Village.

Emergency Services

- Work with Police and Fire Chiefs to ensure **accessibility of all Woodstock homes** and businesses to receive emergency services. 11

Service & Support of Town Selectboard & Village Trustees

- Develop process for **flow of communication** between elected officials and municipal manager

2023 STATE HAZARD MITIGATION PLAN UPDATE

Vermont Emergency Management (VEM) is updating the State Hazard Mitigation Plan as required by FEMA every 5 years.

Hazard mitigation planning reduces loss of life and property by minimizing the impact of disasters. It begins with governments identifying natural disaster risks and vulnerabilities that are common in their area.

After identifying these risks, they develop long-term strategies for protecting people and property from similar events. Mitigation plans are key to breaking the cycle of disaster damage and reconstruction.

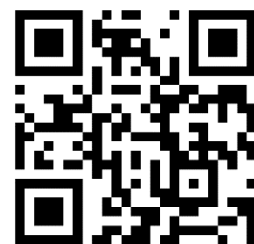


SHARE YOUR EXPERIENCE AND NEEDS

Please discuss the questions below with Town/City Selectboard members, staff, and/or residents (for example, a 10 minute discussion during a Selectboard meeting). Then designate one person to share your responses with VEM using the link or QR code below **by April 28, 2023**

tinyurl.com/mr48nt7j

Click the link above
or scan me with a
smartphone camera
to submit your town
or city's responses



QUESTIONS FOR TOWNS AND CITIES

1. Which individuals or groups within your community would be most harmed by or have the most difficult time recovering from a natural hazard event (such as flooding, ice, wind, heat, wildfire, etc)? We will refer to these as your "frontline community members."
2. How does the Town/City get information about the needs and interests of its frontline community members? Please describe any opportunities for engagement offered specifically for frontline community members that you currently provide, or that you want to provide if resources are available.
3. What have you already done to prepare for significant weather events in your community and protect residents from natural hazard impacts?
4. What else would you like to do to protect your residents from natural hazard impacts?
5. What would you need to make that happen?
6. If funding is a need, what are the two biggest barriers to obtaining funding?

Questions about the State Hazard Mitigation Plan? Contact State Hazard Mitigation Planner Caroline Paske (caroline.paske@vermont.gov)⁶ or visit <https://vem.vermont.gov/plans/SHMP>

Cynthia Stevens <cynthiastevens76@gmail.com>

Nikki Nourse

To the Village Trustees:

Please allow a banner advertising the Woodstock Garden Club's annual plant sale Saturday, May 27 to be hung in the east side of the Village Green by village employees Monday, May 22. This has happened for years and we would like to continue the tradition. I can bring the banner to show you when I'm on the agenda to discuss it.

As you probably know, the Garden Club maintains all the street level planters in the Village which are greatly appreciated by residents and tourists alike. The plant sale is our only fundraiser and we use the proceeds to provide scholarships and donations to non-profits in the community.

I have a call into Chief Bliss to discuss the logistics. I'm new in the role of plant sale manager but I understand that parking is free for everyone on the day of the event. I hope you'll confirm this for me.

I look forward to our discussion.

Cynthia A. Stevens

WGC Plant Sale Manager

**Town & Village of Woodstock
Select Board & Board of Trustees Joint Meeting
February 14, 2023
6:00 pm
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Joe Swanson, Ray Bourgeois, Mary Riley, Keri Cole, Susan Ford, Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Bill Corson, Gabe DeLeon, Eric Duffy, Nikki Nourse, Steven Bauer, Jill Davies, Wendy Marrinan

A. Call to order

1. Select Board

- a. Chair Swanson called the Joint Meeting of February 14, 2023, to order at 6:00 pm.

2. Trustees

- a. Chair McIlroy called the Joint Meeting of February 14, 2023, to order at 6:01 pm.

B. New business

1. Planning & Zoning fee schedule for permits, etc.

- a. Chair McIlroy stated that Planning & Zoning has proposed an update in zoning fees that they would like to present.
- b. Mr. Bauer stated that Woodstock needs to invest in planning. The idea of increasing fees is to do that in a way that does not hit property taxes.

Comparing Woodstock to others in the Two Rivers-Ottawaquechee Region is short sided. Even the most comparable Towns in the region are significantly unlike Woodstock. Norwich only budgeted \$8,000 in zoning revenue for FY23 and has had recent difficulties with keeping Zoning Administrators. While larger than Woodstock in both population and total parcel count, Randolph's equalized Municipal Grand List is less than half of Woodstock. Hartford employs a full-time staff of four, including a Director and Town Planner. Hartford also repeatedly claims the award for processing the highest volume of permits in the State each year. Hartland does not have zoning. It hinders Woodstock's ability to grow. We should be comparing ourselves to where we want to be.

- c. Examples of fee changes:

- i. Detached garage.

- a. Current fee - \$195
 - b. Proposed - \$754
 - c. Hanover - \$310
 - d. Hartford - \$79

- ii. Single family house and 900 sf garage

- a. Current fee - \$900
 - b. Proposed - \$2,010

- iii. Subdivision, creating one new lot and to construct a 2,800-sf two-family building on the existing lot and a 3,200-sf two-family building on the new lot, which require 1,097 cubic yards of excavation.
 - a. Current fee - \$1,945
 - b. Proposed - \$9,186 (after \$6,000 credit)
- d. Mr. Bauer stated that they could also change how they review things. Some things may not need a fee at all. If someone wants to build an ADU and then they want to convert that to commercial use that requires a permit.
- e. Ms. Davies stated that in order for someone to receive a grant from the Economic Development Commission they have to rent to a Woodstock worker for three years. What Mr. Bauer is doing is trying to encourage people to build ADUs.
- f. Chair Swanson stated that if after three years someone wants to rent to someone other than a workforce rental they should have to pay the other fee for that.
- g. Mr. Bourgeois stated that he is not ready to vote on this.
- h. Chair McIlroy stated that she is also not ready. She suggested having everybody individually email questions or concerns to Mr. Bauer. They can choose another date for them all to meet when they have answers to those questions.
- i. Tabled.

C. Adjournment

1. Select Board

Motion: by Mr. Bourgeois to adjourn the meeting at 6:36 pm.

Seconded: by Ms. Riley.

Discussion: none.

Vote: 5-0-0, passed.

2. Trustees

Motion: by Chair McIlroy to adjourn the meeting at 6:36 pm.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

**Village of Woodstock
Board of Trustees Meeting
February 14, 2023
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, Eric Duffy, Nikki Nourse, Jill Davies, Mike Silverman, Wendy Marrinan, Tess Hunter, Police Chief Robbie Blish, Beth Finlayson, Jane Warren, David Brown

A. Call to order

1. Chair McIlroy called the Village Trustees meeting of February 14, 2023, to order at 6:38 pm.

B. Citizen comments – none.

C. Additions to & deletions from posted agenda

1. Additions
 - a. Short term rentals
 - b. Executive session

D. Manager's report

1. Mr. Duffy stated that he spent a lot of time meeting with and getting to know the Village employees. He has met with State Rep Tesha Buss to talk about working together, assisting with grants, and building a constructive relationship. The Zoning Assistant position has been posted and we are starting interviews this week. We are still in negotiations with the Police Union. They are meeting weekly. The sewer bills are going out this week. He is working on a plan to get out into the community and create opportunity for the community to interact with him. He is putting together an ARPA survey that they are going to have posted on the website. This will give them a sense of what the community wants, and he will present it to the Trustees. The primary responsibility of the Listers is to determine the fair marketplace of the property in the Village and Town. They have two very qualified Listers, Tim McCarthy and Kathy Avellino.

E. Police Chief's report

1. The Police Department is fully staffed. They welcomed their newest officer on board on February 6th and that was Kirsten Murphy. Officer Murphy is a Woodstock native. She has over seven years of law enforcement experience and a bachelor's degree in criminal justice. She is also on the Woodstock Ambulance, and she is a firefighter. She will do a great job. The Dispatch radio system has been upgraded. This allows officers to talk to each other if needed instead of only being able to talk through Dispatch. This would be beneficial during critical incidents like what happened last summer. They also have an emergency button on their portable radios. Corporal Holmes attended the FBI Law Enforcement Executive Development Association Supervisory Leadership Institute. It is a weeklong training. The revenue for meters this month was \$9,515.40.

F. Permits

1. Use of the Green permit – Puppies & Pooches on Parade – Friends of the NWPL

- a. Ms. Warren stated that she is the Secretary of the Library and is the Chairperson of Puppies & Pooches. This event will be held on the last Saturday of August this year. There are no major changes.

Motion: by Mr. Kahn to approve the Use of The Green permit for Puppies & Pooches on Parade as submitted by the Friends of the NWPL with the condition that they submit their Certificate of Insurance one month prior to the event.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

2. Parade permit – Covered Bridges Half Marathon – CBHM Inc

- a. Mr. Silverman stated that he has been co-directing this race for 15 years. Nothing has changed. They have already communicated with police departments and the Sheriff's Department on the course. They hope to bring business to the Woodstock community as they have in the past.
- b. Mr. Kahn stated that this is a wonderful event.
- c. Mr. Silverman stated that medical is taken care of by West Hartford. They usually have 16 people for that.

Motion: by Mr. Kahn to approve the parade permit for the Covered Bridges Half Marathon as submitted by CBHM Inc.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 5-0-0, passed.

G. Old business

1. Review of sidewalk study

- a. Mr. Kahn stated that him and Ms. Blakeman did a lot of walking around the Village sidewalks to compare the list that was presented by the Planning Commission. The Planning Commission did not take into account how many people were using certain areas. They only looked at the physical condition of the sidewalks. He and Ms. Blakeman created a list of suggested prioritizations based on how bad things were but also how much they were being used. They have some recommendations that they have come up with. One of the suggestions is a very short stretch from Linden Hill of about 50 feet. That is very bad. It is on the Planning Commission's list as a very high priority as well. It is not highly trafficked, but it is extremely bad. The next one they are suggesting is definitely based on usage. It is from the elementary school to Vail Field on the Western side of Route 106. This is used by the elementary school kids extensively especially in the spring and fall. It is a really bad section. There is also a small section starting at Cross Street and going down Court Street on the right hand side.
- b. Ms. Finlayson stated that there are also a couple of bad spots in front of TD Bank.

H. New business

1. Banner on the Green – March for Meals

a. February 27th – March 3rd

Motion: by Chair McIlroy to approve the banner on the Green for March for Meals for February 27, 2023, to March 3, 2023.

Seconded: by Mr. Kahn.

Discussion: none.

Vote: 5-0-0, passed.

~~2. Article on the Village Meeting ballot to okay voters to authorize the replacement of elected Listers with professionally qualified Assessors to be hired by the Town and approved by the Trustees— deleted.~~

3. Approval of the Village Warning

- a. Remove Article 3 which is about the Listers. It only needs to be on the Town Warning. They will look to see if they can get rid of auditors. The deadline to post the Warning is this Friday. They would like to review the budget numbers first. They will have a 15 minute meeting on Thursday at 8:30 am.

4. Village ARPA funds discussion

- a. There is \$164,033 left to spend. They will send out a survey to the citizens to see what the public would like to do with those funds.

5. Proposal to begin an Adopt-a-Park Program in the Village

- a. Ms. Blakeman stated that she would like to try to get people that are interested in each of the parks and have one head person and other people work that person. They can come together once a month and meet with Mr. Duffy and go over what their ideas might be for their particular park. They want to make sure they are following all the rules and regulations. She will find out all the particulars about the program. With spring approaching it is a great time to get this program going.
- b. Chair McIlroy stated that she thinks it is a great idea.
- c. Ms. Blakeman stated that she will come up with a plan of what this will look like and talk more about it next meeting.

6. Request regarding signs in the Village – Brown

- a. Mr. Brown stated that a number of years ago, he found himself in front of what is now M&T Bank on Saturday. He had a lot of people getting off a bus and ask him questions. He developed an app that gives visitors information about the Village. The app is only useful if people know about it. There was a sign during the pandemic that told people to wear masks. He could repaint these old signs and put a QR code there for the app that shows people where to shop and where to eat.
- b. Chair McIlroy stated that traditionally all of visitor information has been coordinated through the Chamber. They could add the QR code to the sign the Chamber puts outside the bank for the bus people.
- c. Ms. Finlayson reminded everyone this is not a Chamber app.
- d. Chair McIlroy stated that she is concerned because the app is not something that is managed by the Town, EDC, or the Chamber of Commerce.

- e. Ms. Finlayson stated that they have an unbelievably beautiful website that is for the Chamber, EDC, and Town. They have not figured out how to merge and work together with Visit Woodstock.
- f. Mr. DeLeon stated that they have a lot of signs. They probably need to revisit this.
- g. Mr. Kahn agreed. They need to be very careful with how many signs, but one sign may be fine.
- h. Ms. Marrinan stated that she applauds the suggestion for a broader conversation in the context of what is public signage for and who is it owned by.
- i. Ms. Finlayson stated that maybe they could have a QR code that brings people to the Chamber, EDC website.

I. Other business

1. Short term rentals

- a. Mr. Kahn stated that a few years ago the Trustees created an ordinance involving short term rentals in the Village of Woodstock and rules surrounding them. One of the elements of it is a registration fee which is \$75. Registrations are due by the end of April every year. Every year they have to pay the registration. They must also be visited by Fire Chief David Green to make sure they are up to code for fire and safety. So far, they have only one registration completed. He suggested changing the fee to \$150 to register a short term rental for a year. He does not think that is a dramatic increase.
- b. Ms. Blakeman suggested it be \$200.
- c. Chair McIlroy stated that long term rentals have to get permits through Planning & Zoning. They also have to be up to code. The Planning Commission is taking a comprehensive look at the short term rentals in the Village and Town. She thinks they should wait until after this review is completed.
- d. Mr. Kahn stated that he thinks there is no harm in raising the fee tonight. They are looking at various ways to increase income for what they do without effecting the taxpayer. This would raise their income. Down the road there may be other changes to this short term rental ordinance that they want to do based on the Planning Commission's recommendations. This is a modest fee. There is a waiting period before this goes into effect anyway.

Motion: by Mr. Kahn to raise the annual registration fee for short term rentals to \$200.

Seconded: by Ms. Blakeman.

Discussion: none.

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

2. Executive session

Motion: by Chair McIlroy to enter executive session to discuss the Police Union negotiations at 8:19 pm.

Seconded: by Mr. Kahn.

Discussion: none.

Vote: 5-0-0, passed.

The Village Trustees exited executive session at 8:31 pm and resumed the public meeting.

J. Minutes

1. 1/3/23 minutes

a. Mr. – Ms.

2. 1/10/23 minutes

Motion: by Mr. Kahn to approve the minutes for 1/3/23 and 1/10/23 minutes with the one change noted above.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 5-0-0, passed.

K. Adjournment

Motion: by Mr. Kahn to adjourn the meeting at 8:33 pm.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

**Village of Woodstock
Board of Trustees Special Meeting
February 16, 2023
8:30 am
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Bill Corson, Gabe DeLeon, Eric Duffy, Nikki Nourse, Zoie Parent

A. Call to order

1. Chair McIlroy called the Village Trustees Special Meeting of February 16, 2023, to order at 8:30 am.

B. Citizen comments – none.

C. Additions to & deletions from posted agenda – none.

D. Approval of Village Warning

1. Chair McIlroy stated that they discussed removing the auditors from the Warning.
2. Mr. Kahn stated that they are not needed. They have a paid auditor.
3. Mr. Duffy stated that the Village can remove the office of auditors as an article at Village Meeting. The Village and Town use MJK Auditors. They have for many years. They are an independent auditor. Their judgement is completely unbiased.
4. Chair McIlroy stated that the current elected auditor is Steven Stuntz. He does not think his position is needed.

Motion: by Chair McIlroy to approve the Village Warning and to add the article to remove elected auditors.

Seconded: by Mr. Kahn.

Discussion: none.

Vote: 5-0-0, passed.

E. Other business – none.

F. Adjournment

Motion: by Chair McIlroy to adjourn the meeting at 8:48 am.

Seconded: by Mr. Kahn.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

Village of Woodstock
Board of Trustees Special Meeting
February 23, 2023
5:30 pm
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.

Present: Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Bill Corson, Gabe DeLeon, Eric Duffy, Nikki Nourse, Laura Powell, Sarah Penna, Tess Hunter

A. Call to order

1. Vice-Chair Kahn called the Village Trustees Special Meeting of February 23, 2023, to order at 5:33 pm.

B. Citizen comments

1. Ms. Powell stated that she is on the Planning Commission. They are currently examining their short-term rental ordinances for the Town and the Village. They want to see how effective they are and how successful they have been at implementing them.
 - a. Mr. Kahn thanked the Planning Commission for what they are doing with this. The amendment today will not interfere with their work. This can be modified at any time.

C. Additions to & deletions from posted agenda – none.

D. Short-Term Rental Ordinance Amendment

Motion: by Mr. Kahn to amend the Village Short-Term Rental Ordinance and put the annual fee, waiver fees, and civil penalties onto a fee schedule and that they change the annual fee to \$200 to be paid to the Village in connection with the submission of any short-term rental or renewal by April 30th of each year.

Seconded: by Mr. DeLeon.

Discussion: none.

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

E. Other business

1. Mr. Kahn stated that he thinks they should have 50 Village Reports printed.
 - a. Chair McIlroy agreed.

F. Adjournment

Motion: by Chair McIlroy to adjourn the meeting at 5:37 pm.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 5-0-0, passed.

Respectfully submitted,
Nikki Nourse