

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

- A. Call to order
- B. Finance Committee Interview – Renee Hebert (pp 3-4)
- C. Planning Commission Interview – Anthea Lavalley (pp 5-6)
- D. Citizen comments
- E. Additions to & deletions from posted agenda
- F. Manager’s report
 - 1. General report
 - 2. Financial report
- G. Police Chief’s report
- H. Permits
 - 1. Use of the Green permits
 - a. Wassail Woodstock Firefighters Relief Assc (pp 7-9)
 - b. BVFD Thanksgiving Pie Sale (pp 10-13)
 - c. Bake Sale for WUHS Women’s Basketball (pp 14-16)
- I. Votes
 - 1. Agenda process (p 17)
 - 2. Bond Street (p 18)
- J. Discussions
 - 1. New WUHS/MS building presentation
 - 2. Foliage (trash, bathrooms, food, tour buses)
 - 3. Wassail prep (bathrooms, other discussion)
 - 4. Pride weekend
 - 5. Gorge (land in front of library)
 - 6. ARPA
 - 7. Faulkner Park (pp 19-21)
 - 8. Village parking report
- K. Other business

L. Minutes

1. 10/10/23 joint minutes (pp 22-23)
2. 10/10/23 minutes (pp 24-26)

LI. 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=Q1NZUIFKaWRPTmZURFppUGxWRU9UUT09>

Or from zoom.us 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.

Request for Appointment to Town & Village of Woodstock Public Boards, Commissions, and Committees

Name: Renee Hebert

Physical address: 698 W Woodstock Rd, #2
Woodstock, VT 05091

Mailing address: 698 W Woodstock Rd, #2
Woodstock, VT 05091

Telephone: 802-885-2175 x 3, cell 802-369-6090

Email: rhebert@mtb.com

Board/Commission/Committee you are applying for: Finance Committee

Thank you for being willing to serve the Town and/or the Village of Woodstock. Applicants who are interested in serving on one of these boards are asked to:

- Attend at least 1 meeting of the relevant board/commission/committee before their interview
- Complete this application and return it to Nikki Nourse at nnourse@townofwoodstock.org

All members appointed will be asked to:

- Attend 80% of regularly scheduled meetings (unless there are extenuating circumstances)
- Follow the Open Meeting Law requirements
- Prepare for meetings by reviewing all appropriate material before each meeting
- Follow the Woodstock Conflict of Interest Policy which can be found at http://townofwoodstock.org/wp-content/uploads/2019/02/Conflict-of-Interest-Policy_2017.pdf
- Contribute to work requested outside of the regular meetings if necessary
- Abide by the rules and responsibilities of each board
- Advise the board chair, the Town Manager, Select Board and/or Trustees immediately of their resignation

Reasons for request appointment

Summarize the reasons that you are requesting appointment: _____

It was brought to my attention there was a need. As a resident of Woodstock
and active part of the community with Rotary and Chamber, I'd like to see how I can help.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: _____

I have been in banking for 9 years and a current Branch Manager. I was a Business Manager
working with budgets, billing, accounting, payroll, fundraising etc for a non for profit business.

Previous Volunteer Experience

Summarize your previous volunteer experience: _____

As mentioned above, I'm active with the Woodstock Chamber and Rotary so active in the community events.

My current employer sponsors many events that we are requested to volunteer at.

I have volunteered at Quechee Hot Air Balloon Craft and Music Festival, Green Up Day Vermont, Vermont Brewers Festival, M&T Bank Vermont City Marathon

just to name a few. I was at one time a volunteer for the Red Cross Disaster Action Team in southern VT

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Signature: Renew Hebert

Date: 9/7/2023

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

Request for Appointment to Town & Village of Woodstock Public Boards, Commissions, and Committees

Name: _____
Physical address: _____ Mailing address: _____
Telephone: _____ Email: _____

Board/Commission/Committee you are applying for: _____

Thank you for being willing to serve the Town and/or the Village of Woodstock. Applicants who are interested in serving on one of these boards are asked to:

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Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: _____

Previous Volunteer Experience

Summarize your previous volunteer experience: _____

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Signature: _____ Date: _____

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

RECEIVED
SEP 13 2023

Village of Woodstock
Permit for Use of the Village Green

BY:
Application date: 9/12/23

Event name: WASSAIL

Name of non-profit organization: Woodstock Firefighters Relief Assoc.

Address: 454 Woodstock R.O.

Event information

Date of event: 12/9/23

Time of event: 1-4

Hours event will occupy the Green, including setup and cleanup time: 1-4

Anticipated crowd size: _____

Will you have booths or stalls? Yes

If yes, how many? 1

Equipment to be used on the Green: Tent, Tables and Cookware

Event description. Clearly state the scope and nature of the event to be held:

WASSAIL Parade - Ch. 1, Sales Fund Raiser

Traffic control plan/arrangements: N/A

Please submit a layout for the event.

An application fee of \$50 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as a certificate holder. Both are required before permit will be approved.

Fee paid: _____ Cash/Check/Online: _____

Received by: _____

Certificate of Insurance received: _____

Received by: _____

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Mark Harris

Title: President of WFRA

Phone: 1-617-610-0284

Mailing address: 454 Woodstock Rd Woodstock

Email: Mark.Wells.harris@gmail.com

Restrictions/Conditions:

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking kiosks, or light poles surrounding the Village Green.
4. Traffic signs and parking kiosks surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within 15 feet of the trunk of any tree in the Village Green.
6. No activity shall be conducted on or before 7:00 am or after 10:00 pm without special arrangements.
7. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
 - a. All traffic control arrangements and site layouts shall be reasonable calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made recommendation of the Village Chief of Police.
 - b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Street, Union Street, Court Street, and the Village Square.
 - c. Police Officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
 - a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.

- b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.
10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.
11. At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.
12. Applicant recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
13. The \$50 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50 fee. Please send written request within 30 days after the event. Such refund will be made only after the Board of Village Trustees agrees to do so.

I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.

Applicant signatures:  _____

Date: 9/12/23 _____

Please call or email completed permit to:

Town of Woodstock

nnourse@townofwoodstock.org

Nikki Nourse

PO Box 488

Woodstock, VT 05091

FOR OFFICE USE ONLY

This permit was:

Approved

Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

Permit #: _____

Village of Woodstock
Permit for Use of the Village Green

Application date: 10/23/2023

Event name: BVFD Thanksgiving Pie Sale

Name of non-profit organization: Bridgewater Volunteer Fire Dept.

Address: 28 Southgate Loop, Bridgewater, VT 05034

Event information

Date of event: 11/22/2023

Time of event: 9:00 - 3:00

Hours event will occupy the Green, including setup and cleanup time: 9:00 - 3:00 *Could be earlier than 3:00*

Anticipated crowd size: _____

Will you have booths or stalls? a table

If yes, how many? 1

Equipment to be used on the Green: NONE

Event description. Clearly state the scope and nature of the event to be held: a pie sale

Traffic control plan/arrangements: N/A

Please submit a layout for the event.

An application fee of \$50 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as a certificate holder. Both are required before permit will be approved.

Fee paid: 10/27/23

Cash/Check/Online: \$50

Received by: NLN

Certificate of Insurance received: _____

Received by: _____

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: _____

Title: _____

Phone: _____

Mailing address: _____

Email: _____

Restrictions/Conditions:

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
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 - b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Street, Union Street, Court Street, and the Village Square.
 - c. Police Officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
 - a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.

- b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.
10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.
11. At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.
12. Applicant recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
13. The \$50 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50 fee. Please send written request within 30 days after the event. Such refund will be made only after the Board of Village Trustees agrees to do so.

I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.

Applicant signatures: _____

Date: _____

Please call or email completed permit to:

Town of Woodstock

nnourse@townofwoodstock.org

Nikki Nourse

PO Box 488

Woodstock, VT 05091

FOR OFFICE USE ONLY

This permit was:

Approved

Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

Permit #: _____



Issue Date: 10/25/2023

Policy Number: P0742023

Certificate #: 18

CERTIFICATE OF COVERAGE

Company Affording Coverage

Named Member

Town of Bridgewater, incl. Bridgewater Volunteer Fire
Dept., Bridgewater Fast Squad
Attn: Victoria Young
45 Southgate Loop
Bridgewater, VT 05034

VLCT Property & Casualty Intermunicipal Fund, Inc.
89 Main Street Suite 4
Montpelier, VT 05602

This is to certify that the policies of coverage listed below have been issued to the named member listed above for the policy period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded by the policies described herein is subject to all the terms, definitions, exclusions, and conditions of such policies. Note that limits shown may have been reduced by paid claims.

Type of Coverage

Term

Limits of Liability

Commercial General Liability

01/01/2023 - 01/01/2024

\$10,000,000 Per Occurrence

Coverage Includes:

Premises/Operations
Products/Completed Operations
Personal Injury
Contractual
Independent Contractors
Broad Form Property Damage

Other: Evidence of coverage for Bridgewater Volunteer Fire Department Ladies Auxiliary's Pie Sale on the Woodstock Library Lawn on November 22, 2023 from 7am to 6pm.

Certificate Holder:

Town of Woodstock
31 The Green
Woodstock, VT 05091

This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies above.

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the Certificate Holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents, or representatives.

Authorized Representative:

RECEIVED
NOV 09 2023

BY:

Village of Woodstock
Permit for Use of the Village Green

Application date: November 8-2023
Event name: Bake Sale for WUHS Womens Basketball
Name of non-profit organization: Woodstock Union Highschool Womens Basketball Team
Address: 100 Amzen Way Woodstock VT 05091

Event information

Date of event: 12-9 & 12-10 2023 Time of event: 10-4 pm
Hours event will occupy the Green, including setup and cleanup time: 900-5pm
Anticipated crowd size: hopefully many people 100?
Will you have booths or stalls? a few tables
If yes, how many? 3 tables
Equipment to be used on the Green: tables and possibly an easy up propane grill (flattop) or could use electric if electricity is available
Event description. Clearly state the scope and nature of the event to be held: Bake sale to benefit the womens basketball Team
Traffic control plan/arrangements: NA

Please submit a layout for the event.

An application fee of \$50 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as a certificate holder. Both are required before permit will be approved.

Fee paid: 11/8/2023 Cash/Check/Online: 1210
Received by: NLD
Certificate of Insurance received: _____
Received by: _____

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Sarah Tarleton

Title: _____

Phone: 802 369-0951

Mailing address: 1592 West Woodstock Rd Woodstock
VT 05091

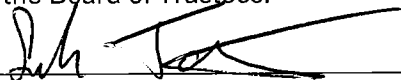
Email: sbtarleton

Restrictions/Conditions:

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10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.
11. At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.
12. Applicant recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
13. The \$50 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50 fee. Please send written request within 30 days after the event. Such refund will be made only after the Board of Village Trustees agrees to do so.

I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.

Applicant signatures: 

Date: 11-8-2023

Please call or email completed permit to:

Town of Woodstock

nnourse@townofwoodstock.org

Nikki Nourse

PO Box 488

Woodstock, VT 05091

FOR OFFICE USE ONLY

This permit was:

Approved

Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

Permit #: _____

Timeline for Woodstock Select Board and Village Trustees

15 Days Before Meeting

- Email Board Members for agenda items

14 Days Before Meeting

- Chair meets with Municipal Manager to create first draft of agenda

11 Days Before Meeting

- Last day to add item to agenda, including permits and applications

10 Days Before Meeting

- Meeting agenda locked

7 Days Before Meeting

- All meeting materials, including completed permit applications, sent to Nikki Nourse
 - Complete permit includes all items listed on applications including fees, COI, map of event structures, traffic, safety and/or clean up plan.
 - Permit requesters reminded that they or another representative must attend the meeting in person or online.

4 Days Before Meeting

- Complete meeting packets emailed to all board members

36 Hours Before Meeting

- All questions from board members about agenda items sent to Municipal Manager

***Day of Meeting**

- Additions to agenda limited to emergencies and brief updates

***3 Days After Meeting**

- Zoom recording posted to Town website

***5 Days After Meeting**

- Draft minutes of meeting posted to Town website

From: brooke@btrottierlaw.com <brooke@btrottierlaw.com>
Sent: Saturday, October 14, 2023 2:09 PM
To: Eric Duffy <eduffy@townofwoodstock.org>
Subject: Bond Street

Hello Eric,

My clients own 3 & 4 Bond Street. They are planning to restore both properties to their original glory days. They have hired a surveyor, Brad Ruderman, to survey the property. Neither Mr. Ruderman, nor Charlie Degener, were able to find the town records for the layout of Bond Street. As you know, Bond street has always been a very narrow street, likely 1 rod, 1.5 at most. But without some declaration from the town, Mr. Ruderman believes we must assume the width is 3 rods per state statute . If that is the case, the road would overtake the porches on the properties! I wonder how we can determine if the town has declared the width in another manner. For example, is the town required to give the state the measure of the width of the road pursuant to 19VSA305(b) which states: b) Annually, on or before February 10, the selectboard shall file with the town clerk a sworn statement of the description and measurements of all class 1, 2, 3, and 4 town highways and trails then in existence, including any special designation such as a throughway or scenic highway. When class 1, 2, 3, or 4 town highways, trails, or unidentified corridors are accepted, discontinued, or reclassified, a copy of the proceedings shall be filed in the town clerk's office and a copy shall be forwarded to the Agency.? I found the 2022 map the state has on file (attached) and it only seems to show the length of Bond Street at 0.6 miles and that it is a Class 3 Road. How can we determine the width of Bond Street and if the town has nothing of record, would the Town be willing to declare it at 1 rod as it has historically been used?

Many thanks in advance for your guidance.

Thank you,

Brooke Hague Trottier (she/her) [why?](#)

Attorney At Law, LLC

Friends of Faulkner Park -- Overview

- Friends of Faulkner Park, Vermont, Inc. (FOFP-VT) is a local Vermont charitable non-profit [501(c)(3)] formed on December 8, 2020:
 - [FOFP-VT's] *purpose is to conserve and preserve undeveloped historic, forestry and/or open space land and trails and associated resources [of Faulkner Park], in order to provide admission-free, quiet, passive recreation opportunities for the general public ...* (quote from Incorporation Document).
 - Follows the model defined in Marianne G. Faulkner's Will
- Current FOFP-VT Board of Directors:
 - **Wendy Wright Marrinan** of Woodstock, Chair
 - **Graham W. Hankey** of Woodstock, Vice Chair
 - **John A. (Jack) Carter, Jr.** of Woodstock and Tempe, AZ. Treasurer and Secretary
 - **Cyrus Benoit** of Pomfret, Director
 - **John (Jack) McGuire** of Woodstock, Director
 - **Randall (Randy) Mayhew** of Woodstock, Director
 - **3 vacant Board seats (vacancy is intentional)**
- FOFP-VT is focused on establishing a liaison role as “local eyes and ears” for the well-being of Faulkner Park and seeking to build an ongoing productive relationship with the JP Morgan Chase Faulkner Trust
 - This effort includes engagement with the Faulkner Trust, local maintenance contractors hired by Faulkner Trust, Woodstock Village Trustees, the Woodstock Town Select Board, Town Manager(s), Public Works Director(s), Billings Park Commission, Woodstock Tree Warden, Woodstock residents, park users and visitors.
 - FOFP-VT has met 19 times (formally, with minutes and records preserved) since its incorporation in late 2020.

Friends of Faulkner Park -- Major Activities Since 2021

- Completed Incorporation and IRS Engagement to Secure 501(c)(3) Status (2021)
- Developed *Faulkner Park Assessment, Maintenance and Improvement Plan* (2021 to 2023)
 - Focuses on actions to maintain and improve the Faulkner Park property
 - Includes “Year One” actions to address immediate concerns and ongoing “Long-Term” actions needed to maintain the Park and improve it over time
 - Supports “rough order of magnitude” (ROM) cost development and allows prioritization of work to support annual and long-term planning and budgeting
 - Provided to Woodstock Town Select Board, Upper Valley Land Trust, Faulkner Trust
- Began work on Right-of-Way (ROW) Assessment / Development of Options for ROW Improvement (Ongoing)
 - Funded by FOFV-VT (2022 to 2023)
 - On-site reviews with Woodstock Town Manager(s) and Public Works Director(s) (2022 to 2023)
 - Contracted Holt Gilmore Survey Associates to conduct survey and mark ROW (completed in 2022)
 - Contracted Harrington Civil Engineers, Inc., to assess slope and drainage along ROW (2023)
 - Contracted Jack Rossi Landscape Architecture for two ROW parking and landscape studies (2023)
 - Shared results with Woodstock Town Manager periodically (2023)
- Engaged with Local Vendors Retained by Faulkner Trust (2021 to 2023)
 - Jim Worth (Faulkner Park Caretaker); Matt Stuart (Rooted Gardens); Justin Romero (TimberTender)
- Outreach to Faulkner Trust to Build Sustained Partnership – Yields Positive Results

Friends of Faulkner Park – Next Steps

- FOFP-VT identifies local concerns and priorities for Faulkner Park, including park maintenance requirements and ROW solutions (engaging Town and sharing findings with all interested parties)
- FOFP-VT identifies future (non-taxpayer) funding resources for approved projects (Trust, Grants, Fundraising) to create financial resources beyond established budgets
- FOFP-VT emerging as “eyes and ears” for the Faulkner Trust (new Trustee)
 - Continue recent positive engagement with Faulkner Trust: New Trustee embraces FOFP-VT as the Trust’s “eyes and ears” to monitor the park’s health and better manage long-term planning and allocation of limited resources
 - Establish ongoing communication and management process to allow systematic investment in the Park’s well-being over the long-term (annual planning and budgeting process)
- Trustee Plans In-person Visit in Spring 2024
- **FOFP-VT Request:** Letter of Support from the Town Manager to the Trustee, Faulkner Trust that underscores three critical elements:
 - Expanded engagement between the Trust and FOFP-VT (in liaison role) is a very positive development
 - Faulkner Park needs ongoing local input for effective fact-finding, decision-making and resource allocation
 - The Trust’s future investment in Faulkner Park needs to be strategic and sustained, focused on multi-year requirements while addressing maintenance backlogs

**Town & Village of Woodstock
Select Board & Board of Trustees Joint Meeting
October 10, 2023
5:00 pm
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Ray Bourgeois, Susan Ford, Keri Cole, Greg Fullerton, Laura Powell, Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Bill Corson, Gabe DeLeon, Eric Duffy, Nikki Nourse, Thomas McCaughey, Charlie Degener, Fire Chief David Green, Roger Logan, Police Chief Joe Swanson, Jon Spector, Kathy Avellino, Karim Houry, Mark Hunter, Steven Bauer

A. Call to order

1. Select Board

- a. Chair Bourgeois called the Joint Meeting of October 10, 2023, to order at 5:00 pm.

2. Trustees

- a. Chair McIlroy called the Joint Meeting of October 10, 2023, to order at 5:00 pm.

B. Budget kick off discussion

1. Listers

- a. Ms. Avellino reported that the Listers successfully secured an appraisal firm for the upcoming reassessment in 2025.
- b. A mapping project, in collaboration with Zoning, was completed, and the updated mas will soon be available on the website.
- c. The outlook for 2024 includes increasing valuations due to rising prices.
- d. Goals for the future include a successful reassessment starting in 2025.
- e. The Town Listers Office has three staff members, operates Monday through Friday from 8:00 am to none, and conducts site visits and sales verification.

2. Town Clerk

- a. Mr. Degener discussed his involvement with the Vermont Municipal Clerks and Treasures Association.
- b. Department consists of one full time employee and two part timers.

3. Fire/EMS

- a. Chief Green discussed their efforts to earn points to improve their rating, which currently stands at six.
- b. He outlined challenges elated to hydrant spacing, training, equipment, and response times.
- c. He discussed the use of both call staff and full time personnel.

4. Police

- a. Future training needs were mentioned including moving offers form level two to three.
- b. Had issues with staffing but should be fully staffed soon.

5. DPW

- a. A new excavator was acquired, and preparations for future needs were noted.

- b. Mr. Hunter discussed the recent flooding and the need for stability.
- c. Mr. Hunter highlighted the loss of two staff members and ongoing efforts to improve efficiency.
- d. Plans for road repairs and equipment needs were mentioned.
- e. The Department will analyze resources and staffing to ensure efficiency moving forward.

6. P&Z

- a. Plans for software to improve efficiency were mentioned.
- b. Mr. Bauer expressed a desire to achieve financial and operational stability. This likely involves creating more predictable budgets and planning for long-term sustainability.
- c. Emphasized their vital role in managing infrastructure, economical development, and long-term planning within the community.

7. Finance

- a. Mr. Duffy highlighted the need to consider inflation and rising costs.
- b. There is a need for additional staff.
- c. Concerns were raised about how budgets are typically allocated.
- d. The importance of examining all departments to allocate resources effectively was discussed.
- e. Mr. Duffy emphasized the importance of having the freedom to adjust budgets according to departmental needs.

C. Other business – none.

D. Executive session

Motion: by Ms. Ford to enter executive session at 6:16 pm.

Seconded: by Mr. Fullerton.

Vote: 5-0-0, passed.

Motion: by Chair McIlroy to enter executive session under 1VSA313 to discuss personnel at 6:17 pm.

Seconded: by Mr. Kahn.

Vote: 5-0-0, passed.

The Select Board and Trustees exited executive session and resumed the public meeting at 6:21 pm.

E. Adjournment

1. Select Board

Motion: by Ms. Ford to adjourn the meeting at 6:21 pm.

Seconded: by Ms. Cole.

Vote: 5-0-0, passed.

2. Trustees

Motion: by Chair McIlroy to adjourn the meeting at 6:21 pm.

Seconded: by Mr. Kahn.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

**Village of Woodstock
Board of Trustees Meeting
October 10, 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, Tess Hunter, Linda Smiddy, Karim Houry, Benjamin Pauly, Paul Hansen, David Steele, Steven Bauer, Beth Finlayson, Kevin Geiger, Laura Powell, Frank Horneck, Geoff Martin, Jon Spector, Roger Logan, Wendy Marrinan, Roger Amata, Bill McDonald, Police Chief Joe Swanson, Dave Whitney

A. Call to order

1. Chair McIlroy called the Village Trustees meeting of October 10, 2023, to order at 6:30 pm.

B. Finance Committee interview – Renee Herbert – not present.

C. Public hearing to review transmittal draft of proposed amendments to the Village Zoning regulations

1. An overview of Act 47 was presented to the attendees, with a discussion about its implications for housing regulations and the Village's approach to it.
2. A discussion was started regarding the Village's approach to zoning regulations was explained.
3. The presentation discussed the specific changes in dimensional requirements, including square footage per unit and lot frontage.
4. The Village's definition of affordable housing was revised based on State standards, and the importance of finding a middle ground between affordable and market-rate housing was discussed.
5. Mr. Spector emphasized the Finance Committee's efforts to develop a long-term financial model for the Village and mitigate any increases in taxes. He discussed the need to diversify the economy and population of the Village.
6. Mr. McDonald expressed concern about the possibility of more building in the Village. He questioned the room for further construction and potential impact on infrastructure.

Motion: by Mr. Kahn to accept the amendments to the Village zoning regulations as presented.

Seconded: by Mr. Corson.

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

D. Citizen comments

1. Mr. McDonald requested his \$400 fee be abated to fill in his pool.
 - a. The Trustees denied the request.

E. Additions to & deletions from posted agenda

1. Addition – Dancing Witches permit
2. Deletion – executive session

F. Manager's report

1. General report

- a. Mr. Duffy discussed financial matters and updates.

2. Financial report

G. Police Chiefs report

1. Chief Swanson highlighted that the Village experienced a significant increase in traffic congestion, particularly during a recent event. Chief Swanson mentioned that traffic had reached a level not seen since the 1990s, and the specific event details were discussed.
2. Chief Swanson provided information on the revenue generated from parking meters. It was noted that parking meter revenue had increased substantially during the congested traffic period. Chief Swanson shared insights into the challenges and opportunities related to managing parking in the Village.
3. Chief Swanson emphasized the importance of public safety during events and congested traffic. Chief Swanson also discussed potential solutions to manage traffic and parking effectively during such events.

H. Permits

1. Use of the Green permits

a. Bookstock Literary Festival – Bookstock Inc

Motion: by Chair McIlroy to approve the use of the Green permit for Bookstock Literary Festival for June 21-23, 2024, pending COI.

Seconded: by Mr. Kahn.

Vote: 5-0-0, passed.

b. Wassail Woodstock Firefighters Relief Assoc

- i. The event aims to raise funds to support the firefighters and the Department's needs.
 - ii. Need to discuss location and details with Chamber of Commerce.
- c. Dancing Witches

Motion: by Mr. Kahn to approve the parade permit for Dancing Witches to follow the WES Halloween Parade.

Seconded: by Ms. Blakeman.

Vote: 5-0-0, passed.

I. Old business

1. Discussion on use of remaining ARPA funds

- a. It was explained that approximately \$159,000 in funds needs to be allocated by December 2024.

J. New business

1. Rotary Mount Tom

- a. A fundraising event was announced for the star on Mount Tom, with a goal to raise funds by March for a project set to begin in late April or early May.

2. Halloween candy distribution

- a. Plans were discussed for the upcoming Halloween collection, including distributing letters and collecting candy.

3. Town police coverage contract

- a. The contract will need to be reviewed and renewed.

K. Other business – none.

L. ~~Executive session to discuss personnel – deleted.~~

M. Minutes

1. 8/31/23 minutes

2. 9/6/23 minutes

a. Kahn

3. 9/12/23 minutes

4. 9/29/23 special minutes

Motion: by Chair McIlroy to approve the minutes for 8/31/23, 9/6/23, 9/12/23, and 9/29/23 with the one change noted above.

Seconded: by Ms. Blakeman.

Vote: 5-0-0, passed.

N. Adjournment

Motion: by Mr. Kahn to adjourn the meeting at 9:11 pm.

Seconded: by Ms. Blakeman.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*