

**Village of Woodstock
Board of Trustees Meeting
May 7, 2024
6:30 pm
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Frank Horneck, Lisa Lawlor, Eric Duffy, April Pauly, Roger Logan, Police Chief Joe Swanson, Deborah Greene, Amy Spagna, George Helmer, Lisa Carvin, Wendy Marrinan, Beth Finlayson, Tracey Phillips, Jennifer Devinsky, Mary Bourgeois, Nick Ferro, Paris Hughes, John Curtis, Cara Kettenbach, Lauren Dorsey

A. Call to order

1. Chair McIlroy called the Trustees meeting of May 7th at 6:35 pm.

B. Citizen comments

1. April Pauly, representing Farmer and the Bell, expressed interest in expanding their business to include breakfast and lunch.
 - a. They have found a location, but they are getting pushback from Maplefields and seeking support from the Board.

C. Additions to & deletions from posted agenda

1. Additions
 - a. Wassail permit
 - b. 67 Pleasant Street – East End Park discussion
 - c. Village designation
 - d. Executive session

D. Manager's report

1. It was noted that Town Hall will be closed at 12:00 pm on Fridays until Labor Day, in alignment with the Clerk's office.
2. The process of reconciling parking meter deposits was explained.
 - a. It was noted that there may be a delay of up to two months in reconciliation.

E. Police Chief's report

1. Chief Swanson stated that in April they had 273 calls for service.
 - a. Most were directed patrols and traffic stops.
2. Total for meter revenue for April was \$8,566.30.
 - a. Total last year was \$8,514.
3. They are gearing up for Memorial Day parade, Covered Bridges Half Marathon, and Pride Weekend.

F. Permits

1. Event permit – 96th St James Fair – St James Episcopal Church

Motion: by Chair McIlroy to approve the event permit for the 96th St James Fair for August 17, 2024.

Seconded: by Jeffrey Kahn.

Vote: 5-0-0, passed.

2. Driveway permit – Woodstock Builders Inc – 35 Mt Ave

- a. The proposed driveway is intended to provide access to the back of the property.
- b. There were requests for clarification on the intended use of the driveway and its alignment with property boundaries.
- c. Clear direction was sought regarding the permitting process and any necessary approvals from relevant authorities.
- d. Questions were raised about potential future development plans for the property.
- e. Tabled.

3. Banner permit – 2024 TEDxHartlandHill

Motion: by Jeffrey Kahn to approve the banner permit for 2024 TEDxHartlandHill for September 9-16.

Seconded: by Brenda Blakeman.

Vote: 5-0-0, passed.

4. Wassail permit

Motion: by Chair McIlroy to approve the event permit for an artisan’s market on the Middle Covered Bridge on 12/13/24 and 12/14/24.

Seconded: by Jeffrey Kahn.

Vote: 5-0-0, passed.

G. Discussions

1. Garden Club Plant Sale

Motion: by Chair McIlroy to have the Municipal Manager suggest to the Police Chief to grant a peddlers permit to the Garden Club with a certificate of insurance.

Seconded: by Lisa Lawlor.

Vote: 5-0-0, passed.

2. Foliage

- a. The Court House, Monday through Friday, have all spots except for the few for the library in the lot behind the Court House. On Saturday, the public can park there. They have to find another spot for porta potties.
- b. Eric Duffy stated that the porta potties were successful last year.
- c. Chief Swanson stated that if court is not in session on Friday, they could use the spots for the porta potties again. They need to wait until the court calendar is out.
- d. Jeffrey Kahn stated that they need signage for the Welcome Center.
- e. Beth Finlayson stated that the sign needs to be fixed.
- f. Lisa Lawlor stated that they need more signage for bathrooms. Employees are having to direct people.
- g. Beth stated that the EDC is also working on this.
- h. Lisa stated that she would volunteer for that group.
- i. Eric stated that in June they will have meetings to figure out how boards and groups can work better together to be more efficient and effective.
- j. Roger Logan stated that they should have tour buses unload at East End Park instead of M&T Bank. They cause traffic problems in Woodstock.
- k. Beth stated that the tour bus people can come back or tell others to visit so they can be beneficial.

3. Parking

- a. Proposed changes to parking meter hours and time limits were discussed, with considerations for public feedback and legal implications.
- b. Concerns were raised about the need for improved communication and coordination among different boards and groups.
- c. Further discussions and actions regarding parking regulations will continue without a set timetable.
- d. Paris Hughes expressed concerns about parking decisions being made without adequate information and highlighted the need for fair allocation of parking spaces.

Motion: by Jeffrey Kahn to change the parking meter hours to 10:00 am to 5:00 pm, to change the time limits to all parking meters on Elm Street and Route 4 to a maximum time of four hours, and to change resolution 2 to consistently say 15 minutes for the meters in front of the Post Office.

Seconded: by Brenda Blakeman.

Vote: 3-1-1, passed. (Jeffrey for, Brenda for, Lisa for, Frank against, Seton abstained).

4. Choose date for Special Village Meeting

- a. June 11th at 5:00 pm.
- b. They will sign the Warning on May 13th at 8:30 am.

H. Other business

1. Village center designation

Motion: by Chair McIlroy that the board of Village Trustees for the Village of Woodstock authorize the Municipal Manager and Department of Planning and Zoning to apply to renew Woodstock's Village Center designation.

Seconded: by Brenda Blakeman.

Vote: 5-0-0, passed.

2. Famer and the Bell – letter of support

- a. The Trustees will write a letter stating that they support the public use of the East End Park for places like Famer and the Bell.

3. Executive session

The Village Trustees entered executive session at 9:11 pm.

They left executive session and resumed the public meeting at 9:18 pm.

I. Minutes

1. 4/9/24 minutes

2. 4/17/24 joint minutes

3. 4/24/24 joint minutes

Motion: by Jeffrey Kahn to approve the minutes for 4/9/24, 4/17/24, and 4/24/24 as submitted.

Seconded: by Brenda Blakeman.

Vote: 5-0-0, passed.

J. Adjournment

Motion: by Chair McIlroy to adjourn the meeting at 9:20 pm.

Seconded: by Brenda Blakeman.

Vote: 5-0-0, passed.

Respectfully submitted,

Nikki Levakis