

Town & Village of Woodstock
Select Board & Board of Trustees Joint Meeting
June 10, 2024
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, Frank Horneck, Lisa Lawlor, Eric Duffy, Nikki Levakis, Jill Davies, Lauren Dorsey, Alex Torpey, Tyler Kimberly, Steven Bauer, Adriana Curutchet, Hayley Bauer

A. Call to order

1. Select Board

a. Chair Bourgeois called the joint meeting of June 10th to order at 5:00 pm.

2. Trustees

a. Chair McIlroy called the joint meeting of June 10th to order at 5:00 pm.

B. Additions & deletions from agenda – none.

C. Citizen comments – none.

D. Discussion

1. IT update – Hanover

a. The Municipality contracted with the Town of Hanover, New Hampshire, for IT services starting last year.

b. The contract will enter its 2nd year on July 1st.

c. Alex Torpey, the Town Manager of Hanover, provided an update on the IT services, emphasizing the importance of up-to-date hardware and software, managing liability, and cybersecurity.

d. The benefits of a fixed budget for IT services were highlighted, along with the reliable service provided and the potential for long-term improvements.

E. Vote

1. Vail Field agreement

a. Discussion on liability waivers for sports programs, specifically whether they cover both the Recreation Center and the Town.

b. Further review of the waiver language was suggested.

F. Audit review Town & Village

1. No new changes to accounting standards for the Village.

2. Several proposed audit adjustments were reviewed, but nothing was out of the ordinary.

3. Discussion on Permanent Fund activity and how it needs to be recorded.

4. The Town had federal expenditures exceeding \$750,000, requiring a single audit.

G. Executive session

Motion: by Jeffrey Kahn to enter executive session under 1 VSA 313 to discuss personnel at 5:51 pm.

Seconded: by Brenda Blakeman.

Vote: 5-0-0, passed.

Motion: by Laura Powell to enter executive session under 1 VSA 313 to discuss personnel at 5:51 pm.

Seconded: by Susan Ford.

Vote: 5-0-0, passed.

H. Presentations

1. Municipal Manager presentation

- a. Internal changes to increase efficiency, such as moving offices and consolidating the finance team.
- b. The need for better software to handle financial tasks efficiently was discussed.
- c. Goals for the future include specific, actionable, and achievable targets for improvement in various departments.
- d. Discussions on whether economic development and new housing are priorities for the boards.
- e. The importance of setting clear priorities and taking steps to achieve them was highlighted.
- f. The next meeting was tentatively scheduled for June 18, 2024, at 5:00 pm.
- g. It was suggested Department Heads give short presentations on their departments and future goals.

2. Personnel policy presentation

- a. Presented by Eric Duffy.
- b. The importance of updating the Personnel Policy to recruit and retain skilled employees was emphasized.
- c. Discussion on improving employee satisfaction, which leads to better services for residents.
- d. Suggested updates included increased vacation and sick time, and more bereavement leave.
- e. Eric thanked Nikki Levaksi for her significant contributions in creating the policy.
- f. Eric proposed that the policy should be approved by July 1st and emphasized the importance of regular policy reviews and updates.
- g. He clarified that while the policy was not perfect, it was a good initial step and that adjustments could be made in future years.

I. Other business – none.

J. Adjournment

1. Select Board

Motion: by Susan Ford to adjourn the meeting at 7:53 pm.

Seconded: by Laura Powell.

Vote: 5-0-0, passed.

2. Trustees

Motion: by Chair McIlroy to adjourn the meeting at 7:53 pm.

Seconded: by Jeffrey Kahn.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Levakis*