

Village of Woodstock
Board of Trustees
June 11, 2024
6:30 pm
Town Hall & Zoom
Agenda

- A. Call to order (6:30)
- B. Conservation Commission interview – Jenny Ahlen (6:35) (pp 3-4)
- C. Citizen comments (6:45)
- D. Additions to & deletions from posted agenda
- E. Manager’s report (6:55)
 - 1. General report
 - 2. Financial report
- F. Police Chief’s report (7:05)
- G. Permits
 - 1. Woodstock Builders Inc – 35 Mt Ave – Driveway Permit (7:15) (pp 5-8)
- H. Votes
 - 1. Implementation date for parking meter hours (7:25)
- I. Discussions
 - 1. RIVER project (7:45)
 - 2. Foliage – food, buses, parking, etc. (8:05)
 - 3. Community Outreach (8:25)
 - 4. Update on Pride weekend (8:45)
- J. Other business
- K. Minutes
 - 1. 5/7/24 minutes (pp 9-12)
 - 2. 5/24/24 minutes (pp 13-14)
 - 3. 5/1/24 joint minutes (pp 15-16)
 - 4. 5/2/24 joint minutes (pp 17-18)
- L. Adjournment

Times are estimated

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: Jenny Ahlen
Physical address: 9946 South Road Mailing address: (same)
South Woodstock, VT 05071
Telephone: 607-645-3363 Email: jennyahlen@gmail.com
Board/Commission/Committee you are applying for: Conservation Commission

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: I care a lot about sustainability and would like to get more involved in the community.

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 studied sustainability in college and have worked on environmental issues for twenty years. I'm currently working for a non-profit focused on mobilizing businesses to take climate action and advocate for climate policy. (We Mean Business Coalition, Managing Director for Net Zero)

Previous Volunteer Experience

Summarize your previous volunteer experience: I previously served on the Boards of Field to Market and the U.S. Roundtable for Sustainable Poultry and Eggs. I'm currently on the Standard Technical Advisory Committee for the Change Climate Project.

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: Jenny Allen Date: 5-27-24

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.

Village of Woodstock

Driveway Permit

Notice: This permit covers only rights vested in the Board of Trustees over this highway or street and it does not release the petitioner from the requirements of any other statutes, ordinances, rules or regulations, or the need to obtain an easement from the landowner if any of the drive is located on lands of another person.

This permit is effective upon compliance with such of those other requirements as are applicable.

An application fee of Twenty-Five Dollars (\$25.00) must accompany this application.

Fee paid: _____ Cash/check: _____
Received by: _____

Permission is hereby requested by Woodstock Builders Inc to perform the work described as follows on the street or highway known as Mountain Avenue

This exact location of this work being: 35 Mt. Ave. (911 address).

Description of the work to be performed: New driveway to enter Mt. Ave. apx 3' SW of SW corner of 35 Mt. Ave property (map attached) extending apx 300' NW within 20' ROW indicated

This permit is issued with the following directions, restrictions and conditions and covered only the work described hereinafter, and then only when the work is performed as directed and subject to the following special conditions.

1. The petitioner does hereby waive, release, and discharge the Village of Woodstock from any liability incurred or any damage or claim of damage of any kind or nature which he or others has or may claim to have now or in the future in connection with the work to be done.
2. No work shall be done under this permit until the petitioner to whom it is granted shall have communicated with and received instruction from the Municipal Manager.
3. All the work herein contemplated shall be done under the supervision and to the satisfaction of the Municipal Manager or his authorized agent which after due notice, is not satisfactorily corrected, the Municipal Manager may, with or without notice, make or cause to be made such corrections and petitioner shall reimburse the Village for any expense incurred in making said corrections.
4. Drive to be constructed in so far as possible with Vermont Department of Highway Stand Sheet 8-71 Profile and Notes.
5. The driveway shall have a minimum width of twelve feet and a maximum width of twenty feet at any point lying within the Village highway right of way, provided however, a driveway serving only one single family dwelling may have a minimum width of eight feet and a maximum width of twenty feet at any such point.

- ✓ 6. Any property other than a property having only one single or two family dwelling may have two driveways, provided said driveways are to be used separately for ingress and egress.
- ✓ 7. All driveway construction shall be designed and constructed in such manner as will divert water and runoff from the driveway away from the Village Street, highway, and sidewalk and also in such manner as will not interfere with or obstruct drainage ditches or other water courses. If culvert is planned by the applicant or required by the Board, the applicant and owner(s) shall bear all cost of installation and maintenance.
- ✓ 8. The driveway shall, as nearly as possible, intersect and pass through the Village Street, highway, and sidewalk at a right angle.
- ✓ 9. The driveway shall be designed, constructed, and located in such manner as to provide safe passage over any sidewalk and safe access to the traveled portion of the Village highway or street. The slope of the driveway shall be the minimum slope necessary under the circumstances and, at and near the point of intersection with a sidewalk or traveled portion of a Village highway or street shall be level with the traveled way for the maximum distance practicable under the circumstances using recommended standard of twenty feet. The sitting of the intersection of the driveway with a sidewalk or traveled portion of a Village highway or street shall be such as will maximize the view of on-coming pedestrian and/or vehicular traffic and provide, to the extent possible, at intersections. Turnarounds shall be provided where possible to avoid the necessity of backing onto a public traveled way.
- ✓ 10. The driveway shall be sited to minimize the need to alter the location of existing public parking spaces and crosswalks.
- 2/A ✓ 11. Curb cuts may be permitted only if strictly necessary. If curb cuts are permitted, the board may impose any and all such terms and conditions as it shall deem necessary to ensure that the work to be performed will be completed in a manner consistent with other curb cuts made throughout the village and result in the least amount of damage possible to remaining curbing. A performance bond may be required.
- ✓ 12. This permit may be modified or revoked at any time by the Board of Trustees of the Village of Woodstock, VT.
- ✓ 13. In issuing the permit the Village Trustees are relying on the accuracy of the information submitted by the applicant for this permit.
- ✓ 14. Applicant does hereby agree to hold the Village of Woodstock harmless from claims of all third parties for damages from whatsoever cause incident to the exercise of this permission to construct a driveway.

This permit is valid for one year from the date of issuance.

The undersigned, in consideration of the approval of this permit having duly read all the contents herein, agrees to the directions and to the restrictions and to conditions contained herein.

Signature of applicant: Woodstock Builders Inc by George Helmer

Name: George Helmer

Mailing address: Woodstock Builders Inc.
43 Lincoln Corners Way Woodstock, VT

Telephone number: 802 291-1816 or 802 457-1728

Email: wbig44@gmail.com

Please provide a sketch showing the location of the proposed access and stake out the proposed access so that the Director of Public Works may review it before approval is granted.

Please mail or email completed permit to:

Nikki Nourse
PO Box 488
Woodstock, VT 05091

nnourse@townofwoodstock.org

FOR OFFICE USE ONLY

Director of Public Works:

- Concur
- Nonconcur

Signature: _____

Date: _____

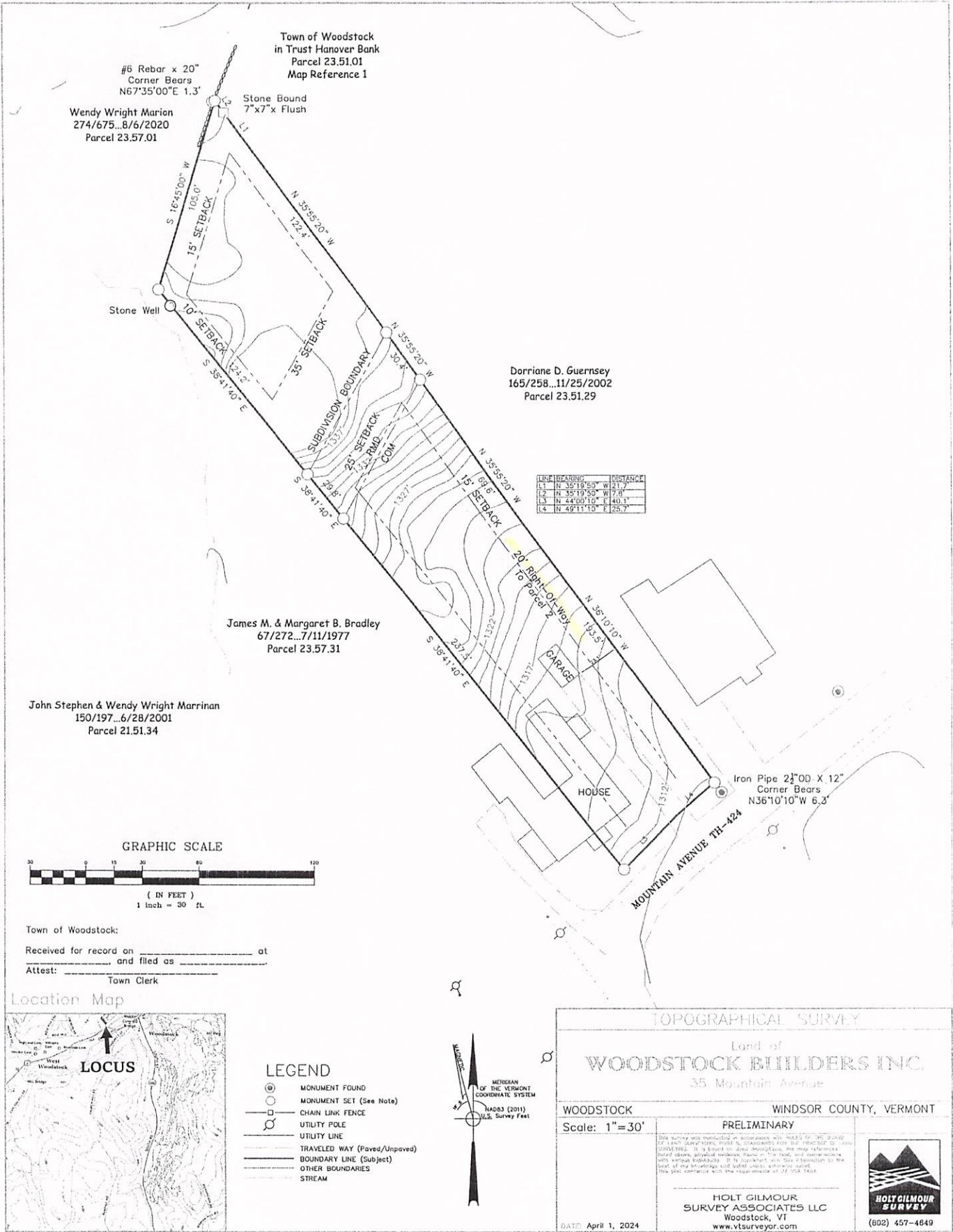
Additional conditions:

This permit is:

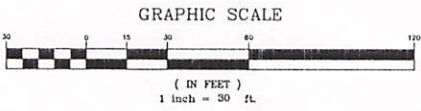
- Approved
- Denied

Dated at Woodstock, Vermont this _____ day of _____, 20____.

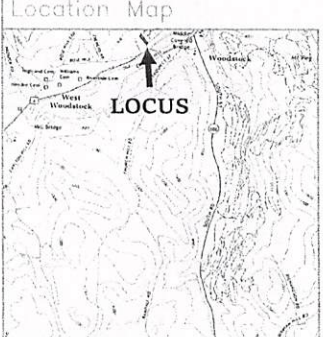
Village Manager: _____



LINE	BEARING	DISTANCE
1.1	N 35°19'50" W	211.7'
1.2	N 35°19'50" W	27.8'
1.3	N 44°00'10" E	40.1'
1.4	N 49°11'10" E	25.7'



Town of Woodstock:
Received for record on _____ at _____
and filed as _____
Attest: _____
Town Clerk



- LEGEND**
- ⊙ MONUMENT FOUND
 - MONUMENT SET (See Note)
 - CHAIN LINK FENCE
 - ⊗ UTILITY POLE
 - UTILITY LINE
 - TRAVELED WAY (Paved/Unpaved)
 - BOUNDARY LINE (Subject)
 - OTHER BOUNDARIES
 - STREAM



**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 to order 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 Mcllroy 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 Mcllroy 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

**Village of Woodstock
Board of Trustees Special Meeting
May 24, 2024
8:30 am
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Frank Horneck, Lisa Lawlor, Eric Duffy, Nikki Levakis, Bob Crowe

A. Call to order

1. Chair McIlroy called the Trustees Meeting of May 24th to order at 8:30 am.

B. Citizen comments – none.

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

D. Dr. Coburns Sidewalk permit

1. Bob Crowe, owner of Dr. Coburn’s Tonic, presented a request for a permit for outside dining on the sidewalk, including serving alcoholic beverages.
2. Bob expressed appreciation for the Board’s time and effort, especially for the unscheduled 8:30 am meeting.
3. He provided detailed measurements and plans for the outside dining setup, including barriers and tables.
4. The barrier design includes ropes with wooden stanchions.
5. Bob mentioned that temporary cones were currently in place but would be replaced with more permanent and aesthetically pleasing barriers.
6. A total of 10 tables on Elm Street and 5 on Central Street were proposed, with accurate measurements provided.
7. There was a discussion about the potential risk of people tripping over the barriers and ensuring enough space for pedestrian traffic.
8. Concerns were raised about setting precedents and maintaining fairness among businesses.
9. Bob agreed to ensure staff are briefed on the rules and stay within the roped section.
10. He also agreed to adjust operations based on staff availability and not exceed the approved seating capacity.

Motion: by Brenda Blakeman to approve the sidewalk permit for Dr. Coburn’s Tonic with the condition that staff stays within roped off area.

Seconded: by Jeffrey Kahn.

Vote: 4-1-0, passed. (Seton for, Jeffrey for, Brenda for, Lisa for, Frank against).

E. Other business – none.

F. Adjournment

Motion: by Jeffrey Kahn to adjourn the meeting at 9:00 am.

Seconded: by Brenda Blakeman.

Vote: 5-0-0, passed.

Respectfully submitted,

Nikki Levakis

Town & Village of Woodstock
Select Board & Board of Trustees Joint Meeting
May 1, 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 Bakeman, Frank Horneck, Lisa Lawlor, Eric Duffy, Mary McQuaig, Sam DiNatale, Michael Peters, Jill Davies, Andy Caffrey, Wendy Murrinan, Roger Logan, Steven Bauer

A Call to order

1. Select Board

a. Chair Bourgeois called the joint meeting of May 1st to order at 5:00 pm

2. Trustees

a. Chair McIlroy called the joint meeting of May 1st to order at 5:00 pm

B Additions & deletions from agenda – none.

C Citizen comments

1. Mary McQuaig, a South Woodstock resident, and short term rental owner, expressed concerns regarding the proposed ordinance, describing it as contrary to the Vermont way and potentially detrimental to short term rental owners.

a. Mary highlighted the financial burden imposed by the proposed annual fee and emphasized the role of short term rentals in contributing to the local economy.

2. Sam DiNatale, a local business owner, supported the ordinance, emphasizing the need for regulation to address housing shortages and maintain community character.

a. Sam argued that the proposed fees are reasonable and necessary for enforcement, advocating for measures to ensure compliance and responsible operation for short term rentals.

3. Wendy Murrinan, a concerned citizen, advocated for a cautious approach, suggesting the utilization of available software to gather data before implementing strict regulations.

a. Wendy recommends a temporary pause to assess the effectiveness of existing measures and evaluation potential impacts on the community.

4. Andy Caffrey, a Woodstock resident, expressed skepticism regarding the ordinance's efficacy and raised concerns about its enforcement.

a. Andy proposed a collaborative approach involving further community engagement and consultation with relevant stakeholders before finalizing the ordinance.

D Executive session to discuss potential lawsuit under 1 VSA 313

Motion: by Chair Bourgeois to enter executive session to discuss potential lawsuit under 1 VSA 313 at 5:32 pm

Seconded: by Laura Powell.

Vote: 5-0-0, passed.

Motion: by Chair McIlroy to enter executive session to discuss potential lawsuit under 1 VSA 313 at 5:32 pm

Seconded: by Jeffrey Kahn.

Vote: 5-0-0, passed.

The Boards exited executive session and resumed the public meeting at 5:56 pm

E Short term rental ordinance

1. The Boards discussed the proposed changes to the ordinance.
2. One proposed change, as articulated by Steven Bauer, involves an alteration to the definition of owner occupied.
3. The amendment suggests replacing “any property owner whose home meets the definition of a Vermont Homestead” with “and parcel that meets the definition of a Vermont Homestead as determined by the Vermont Department of Taxes in accordance with 32 VSA 5410.
4. Several Board members expressed support for the amendments, acknowledging the need for flexibility on rental duration limits and fee structures.
5. A subsequent meeting was scheduled for May 2nd at 8:30 am to vote on the ordinance.

F. Other business -none.

G. Adjournment

1. Select Board

Motion: by Laura Powell to adjourn the meeting at 6:05 pm

Seconded: by Greg Fullerton.

Vote: 5-0-0, passed.

2. Trustees

Motion: by Jeffrey Kahn to adjourn the meeting at 6:05 pm

Seconded: by Frank Horneck.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Levakis*

Town & Village of Woodstock
Select Board & Board of Trustees Joint Meeting
May 2, 2024
8:30 am
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.

Present: Chair Ray Bourgeois, Keri Cole, Greg Fullerton, Laura Powell, Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Frank Horneck, Lisa Lawlor, Eric Duffy, Nikki Levakis, Hayley Bauer, Liz Sauchelli, Derek DeMas, Christina Martin, Steven Bauer, Lauren Dorsey, Mark Hunter

A. Call to order

1. Select Board

a. Chair Bourgeois called the joint meeting of May 2nd to order at 8:31 am.

2. Trustees

a. Chair McIlroy called the joint meeting of May 2nd to order at 8:31 am.

B. Additions & deletions from agenda – none.

C. Citizen comments

1. Christina Martin expressed her appreciation for the dropping of fees and urged for a balance between regulatory measures and preserving the Town's inherent beauty and hospitality.

D. Vote on short term rental ordinance

1. Steven Bauer, the Planning & Zoning Director, presented the changes made to the ordinance, highlighting modifications to the definition of "owner-occupied" and adjustments to references regarding fees.

Motion: by Chair McIlroy to adopt the ordinance to regulate the operation of short term rentals.

Seconded: by Jeffrey Kahn.

Vote: 4-0-1, passed. (Seton for, Jeffrey for, Frank for, Lisa for, Brenda abstained)

Motion: by Keri Cole to adopt the ordinance to regulate the operation of short term rentals.

Seconded: by Laura Powell.

Vote: 4-0-0, passed.

Motion: by Chair McIlroy to adopt the short term rental fee schedule.

Seconded: by Jeffrey Kahn.

Vote: 4-0-1, passed. (Seton for, Jeffrey for, Frank for, Lisa for, Brenda abstained)

Motion: by Keri Cole to adopt the short term rental fee schedule.

Seconded: by Laura Powell.

Vote: 4-0-0, passed.

E. Other business

1. The Boards expressed their gratitude towards the Planning Commission and the Planning & Zoning Department for their dedication and hard work in preparing the ordinance.

a. They acknowledge the additional workload this would bring but emphasized the importance of the project for the best interests of the community.

b. They also thanked Eric Duffy for his guidance and the public for their feedback.

F. Adjournment

1. Select Board

Motion: by Laura Powell to adjourn the meeting at 8:54 am.

Seconded: by Greg Fullerton.

Vote: 4-0-0, passed.

2. Trustees

Motion: by Chair McIlroy to adjourn the meeting at 8:55 am.

Seconded: by Jeffrey Kahn.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Levakis*