

**Village of Woodstock  
Board of Trustees Meeting  
July 9th, 2024  
6:30 pm  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

**Present:** Jeffrey Kahn, Brenda Blakeman, Frank Horneck, Lisa Lawlor, Eric Duffy, Joseph Gatto, Police Chief Joe Swanson, Seton McIlroy, Suzi Curtis, Beth Finlayson, Kimball Biele, Parminder Kaur

**A. Call to order**

1. Jeffrey Kahn to call the July 9th<sup>th</sup> Village Trustees meeting to order at 6:30 pm.

**B. Additions and Deletions**

- 1. Parking Meter Regulation change**

- a. When the new regulation goes into effect

**C. Citizen's Comments- none**

**D. Manger's Report**

- 1. General Report**

- a. Mr. Duffy discussed the possibility of severe weather. He will be out of the office July 18<sup>th</sup>- July 29<sup>th</sup>. Kitty Mears Koar was added to the staff as an assistant to the boards.

- 2. Financial Report (6:33 pm)**

- a. Mr. Duffy discussed the end of the financial year being June 30<sup>th</sup> 2024. The original budget had the police administration budget was over by approximately \$43,000. It was the payout former police chief; the money was transferred from the Capital account. Employee paid benefits were lower due to an error - Chief Swanson and Michelle's benefits paid from different account. Village ending year surplus of approx. \$7,000-\$8,000.

**E. Police Chief Update-** Postponed until later in the meeting – Chief Swanson not present

**F. Votes (6:36)**

- a. Use of the Green – Joseph Gatto

Motion: by Jeffrey Kahn to approve Permit for use of the green

Second: Brenda Blakeman

Vote: 4-0-0, passed

**G. Police Chief Report (6:40 pm)**

- 1. Police Chief Swanson discussed his** Conference with Vermont emergency management. He then discussed the stats for the town of Woodstock, crime

and driving. The board and him discussed if the town crime and driving was trending up.

Parking Meter revenue Total \$12,996.90 down from June 2023 \$14,134.55

#### **H. Votes (6:51 pm)**

1. Sidewalk Permit Update- Chamber of Commerce Sidewalk Sale  
Speaking: Beth Finlayson Request a variance #1-6  
Motion: by Jeffrey Kahn for Variance #1-6 and maintain a 3ft distance handicap accessibility – allow tents  
Second: Brenda Blakeman  
Vote: 4-0-0, passed
2. Use of the Green- Indian Food Stall on Green (7:08 pm)
  - a. Not present at the meeting

#### **I. Discussions (7:10 pm)**

1. Parking Meters Maintenance  
Chief Swanson discusses the parking meters in town that need maintenance. He talks about switching the meter phone and kiosk from AT&T to Verizon.

#### **J. Votes**

1. Use of the Green- Indian Food Stall on Green - Parminder Kaur
  - a. Discussion of food truck in town. With the potential to start their serves this week. Will the food truck be on the green and what permits would they need. Discussion of having the Indian restaurant getting a permanent location on the main street in town, she would like to contact the EDC. More info with her to come.

#### **K. Discussion (7:31pm)**

1. Public Committee formation for July 4<sup>th</sup> Celebration
  - a. Mr. Duffy is discussing making a public committee to meet regularly during the year for the purpose of making more of a celebration of 4<sup>th</sup> of July. One person from the board to be a part of the committee.
2. Foliage Update
  - a. Discussion of bus companies coming into Woodstock. The board spoke with Chief Swanson about street crossing in Woodstock. The board was opposed to the idea for financial and other reasoning.

#### **L. Other Business**

1. Parking meter Regulation
  - a. The wording is as follows: That the time limit for parking and parking meters excusing parking kiosks is 4 hours at all meters located on route 4 and Elm Street. Meters on Mechanic Street and the library parking lot have no time limit. Including all parking kiosk locations. Exception to 4-hour meters is the 15 minutes meters in front of the US post office. The hours of required pay at all parking meters and

parking kiosks are 10am—5pm Monday-Saturday. All Parking spaces are free on Sundays and major national holidays.

Motion: By Brenda Blakeman to accept to start September 1, 2024 for the parking meters.

Second: Lisa Lawlor

Vote: 4-0-0, passed

**M. Minutes**

5/7 Minutes – Jeffery Kahn marked changes

5/24 Minutes

6/10 joint minutes – Jeffery Kahn marked changes

6/18 joint minutes – No listed adjournment

6/25 joint minutes – Jeffery Kahn marked changes

6/28 joint minutes

Motion: by Jeffery Kahn to approve the minutes for 5/7/24, 5/24/24, 6/10/24 joint, 6/18/24 joint, 6/25 joint, 6/28 joint with the changes noted above.

**A. Adjournment**


Motion: by Jeffery Kahn to adjourn the meeting at 7:54 pm.

Seconded: by Brenda Blakeman.


Vote: 4-0-0, passed.

*Respectfully submitted,  
Kitty Mears Koar*

*E. Seton L. McAlroy*

  
Jeffery Kahn (Aug 17, 2024 09:54 EDT)

  
Lisa lawlor (Aug 16, 2024 11:18 EDT)

  
Brenda Blakeman (Aug 18, 2024 07:21 EDT)