

**/Town of Woodstock  
Selectboard Meeting  
June 26th, 2025  
6:00 PM  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

**Present:** Chair Ray Bourgeois, Laura Powell, Greg Fullerton, Keri Cole, Susan Ford

**Staff:** Eric Duffy

**Public:** David McKay, Tom Weschler, Byron Kelly, Lisa Linton, Seth Webb, Mike Green, John Powell, David Brown, Matt Stout, Danielle Nickerson, Kate Heaton, Jessica Kirby, Rogar Logan

**Call to order**

1. Chair Ray Bourgeois called the Selectboard meeting of June 26th to order at 6:00 PM

**A. Additions to & deletions from posted agenda**

**Solar Panel Contract**

**Setting of the Water rate FY25**

**Discussion Local Grants**

**B. Citizen's Comments**

David McKay addressed the board regarding the 1% lodging and meals tax.

Tom Weschler expressed opposition to using the 1% options tax to support and hire an Economic Development Director.

Roger Logan spoke in favor of hiring an Economic Development Director for the Town.

Laura Powell clarified that the EDC has not been formally disbanded by the board. Laura Powell explained that when developing the new Economic Development Director role. The Board discussed an option to leverage the existing EDC board if desired and also allow current EDC members to advise the new person. Laura Powell emphasized that the new role is intended to build on EDC's successes.

David McKay the owners of the Jackson House and the Shire Inn, and a board member of the Chamber of Commerce, provided information about the new restaurant at Jackson House called Oaks and Evelyn, describing the chef's background and the unique menu offerings.

**C. Manager's Report**

The fiscal year is ending on June 30th, with the finance office busy cleaning up accounts. Despite using some of the fund balance to purchase the water company, the Town is projected to end the year with a small surplus.

The Town received a grant of over \$800,000 through Northern Waters for water system upgrades. Eric Duffy thanked Harry Falconer and Craig Jewett from Two Rivers-Ottawaquechee Regional Commission for all their help. This loan is in addition to a previous \$700,000 zero-interest loan. Eric Duffy noted that by October next year, the Town could receive over \$2 million in grants for the water system.

Water bills are being prepared to go out to all water residents. Unlike the previous system where bills were sent quarterly, everyone will receive a bill for the remainder of the fiscal year to align all customers for future billing cycles.

Eric Duffy mentioned that the solar panel warranty renewal was up for consideration, with an annual cost of \$1,544.

#### **D. School Board Interview**

##### **a. School Committee**

Lisa Linton introduced herself as a Woodstock Union High School graduate with two children who also graduated from WUHS and a grandson currently in the middle school. She expressed her desire to represent the community, taxpayers, and parents, and to be a voice for their concerns regarding education and school matters.

Seth Webb highlighted his experience in public policy, including work in public-private partnerships, economic development, and regulatory communications. He expressed personal interest as a parent of two children, one currently attending WES and another who will soon. Webb emphasized the importance of navigating upcoming school reforms and property tax changes, offering to help shape policies that support the goals of the school district and surrounding towns.

Motion: by Susan Ford to pass both names onto the School Board for their consideration (6:29 PM)

Seconded: by Greg Fullerton

Vote: 3-2-0, passed

##### **b. Trustee of Public Funds**

Mike Green introduced himself as a former EDC member who serves on the Billings Park Commission. He explained his professional background in climate finance, focusing on designing international financial structures for ecological restoration and renewable energy projects. Green expressed his interest in applying his financial modeling and investment package review skills to support the town.

Motion: by Susan Ford to appoint Mike Green to the Trustee of Public Funds  
(6:32 PM)

Seconded: by Keri Cole

Vote: 5-0-0, passed

### **c. EC Fiber Board**

John Powell introduced himself as a long-time resident with a background in technology and networking. He shared his personal experience with EC Fiber's impact on his family and expressed enthusiasm for the organization's expansion and future plans. David Brown, the outgoing EC Fiber representative, spoke in support of Powell's appointment.

Motion: by Susan Ford to appoint John Powell to the EC Fiber Board (6:37 PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed (Laura Powell sustained from a Vote)

### **E. Votes**

#### **Liquor Licenses:**

- i. My Village Inn LLC – OCP
- ii. Sante' Woodstock LLC – 1st, 3<sup>rd</sup>, OCP

Motion: by Susan Ford to approve an OCP for My Village Inn LLC OCP and for Sante Woodstock LLC 1st, 3<sup>rd</sup>, OCP . This motion was based on the assumption that the state is reviewing the application since the board no longer receives detailed information (6:38 PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

#### **Woodstock Triple Crown Throwdown - WAMBA Parade Permit**

Matt Stout, president of the Woodstock Area Mountain Bike Association, presented the application for a parade permit for a community bicycle event. He explained that the event, previously known as the Maxis Eastern State Cups, is now being run independently by WAMBA. Stout clarified that it is not a race on public roads, with riders only being timed on Trail networks. He outlined safety measures, including staggered starts, consultation with police for traffic control, and a cap on participants. The event is scheduled for Sunday, August 17th.

Board members raised concerns about safety, referencing a past incident on Long Hill Road. Stout assured the board that measures are in place to prevent such issues, including instructing riders to ride single file on public roads. Matt Stout also mentioned coordination with Woodstock EMS and the fire chief for safety planning.

Motion: by Susan Ford to approve the Woodstock Triple Crown Throwdown on receipt of the insurance certificate (6:43 PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

### **Cannabis License**

Eric Duffy explained that the state allows cannabis license applications to remain confidential. He noted that this was a renewal license for an ongoing full retail license.

Motion: by Laura Powell to approve the Cannabis License (6:45 PM)

Seconded: by Susan Ford

Vote: 5-0-0, passed

### **Sewer Abatement- Woodstock Terrance**

Kate Heaton the owner of Terrace Communities, presented the case for a sewer abatement for Woodstock Terrace. She explained that their water usage had unexpectedly increased from 33,000 to 82,000 cubic feet, resulting in a significant increase in their sewer bill. After extensive investigation, they determined that a valve in their walk-in cooler had been blocked open, likely due to debris from a water main repair following flooding last year.

Motion: by Susan Ford to deny the abatement request as it does not meet the established guidelines, but to allow Woodstock Terrace to work out a payment plan with the Town (7:07 PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

### **Sewer Abatement- 4980 South Road, South Woodstock**

Susan Kearns requested an abatement for 4980 South Road, explaining that the property was incorrectly listed as multifamily when there are only two occupants. The board confirmed that this situation falls under the guidelines for abatement due to a change in the number of people living in the home.

Ms Kearns was advised that this abatement guideline requires that she come back in three years and reaffirm the occupancy

Motion: by Susan Ford to approve the Sewer Abatement of 4980 South Road (7:10PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

### **Waste Water Plant Renovation: Dewatering Addition**

The Board discussed adding a dewatering section to the wastewater plant renovation design. It was noted that including this in the current design phase would be more cost-effective than adding it later. Susan Ford shared information from her research on similar systems in other towns, noting that Saco Maine is installing a similar system and uses a centrifuge dewatering system for approximately 2,500 wet tons per year.

Motion: by Laura Powell to approve adding the dewatering addition to the wastewater plant renovation design (7:12PM)

Seconded: by Greg Fullerton

Vote: 5-0-0, passed

### **Chamber of Commerce Ex Officio Appointment**

Eric Duffy suggested appointing a Selectboard member as an ex-officio to the Chamber of Commerce to improve communication between the town and the Chamber of Commerce. After discussion, it was decided to appoint two members with a meeting scheduled for July 17<sup>th</sup>.

Motion: by Laura Powell to appoint Keri Cole and Susan Ford as the Chamber of Commerce's ex officio appointment (7:15PM)

Seconded: by Greg Fullerton

Vote: 5-0-0, passed

### **Solar Panels**

Eric Duffy presented the renewal for the solar panel service contract, explaining that the set fee would likely be more cost-effective than paying for individual service calls.

Motion: by Susan Ford to approve the All Earth Solar Panel (7:16PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

### **Water Rates**

Eric proposed maintaining the current water rate structure for the upcoming billing cycle to ensure consistency as they transition to town ownership of the water system. He presented the specific rates for board approval.

Motion: by Laura Powell to continue the water rates as follows: 0.02961 cents per cubic foot, which mimics the billing structure of the aqueduct, and pipe size fees as follows: 1 inch - \$2.42, 1.5 inch - \$4.00, 2 inches - \$6.65, 3 inches - \$14.60, 4 inches - \$19.47, 6 inches - \$30.00. (7:17PM)

Seconded: by Greg Fullerton

Vote: 5-0-0, passed

## **F. Discussion**

### **Town Marketing Plan**

Jessica Kirby presented an update on the Town's marketing efforts and goals for 2025. Key points included:

1. Goals for 2025: Reinvigorate Woodstock's brand presence and identity, develop a unifying brand message, attract visitors year-round, foster community engagement, support resident retention and new relocation, and encourage business growth.

2. Current strategy: Focus on the town's own channels (website, blog, email list, social media), with content geared towards events and things to do in Woodstock.
3. Website redesign: Working with Bytes for a fall launch, focusing on brand identity and messaging.
4. Formation of a marketing and events committee: Jessica Kirby proposed roles including a chair, digital marketing lead, business and tourism liaison, community engagement lead, events liaison, and economic development adviser.
5. Website redesign update: Initial design meeting held, with three options presented for feedback.

Eric Duffy mentioned that he and Jessica Kirby are working on developing job descriptions and guidelines for the marketing role and committee. The board discussed potentially appointing people to the marketing committee at the July meeting.

Roger Logan offered to serve on the committee and suggested conducting an SEO audit that includes answer optimization for AI-driven search results.

#### **VTrans Bike and Pedestrian Program Grant**

Mike Green discussed the VTrans Bike and Pedestrian grants available for a scoping study for Town and region to look at their Cycling and walkability infrastructure. Which includes bike lanes, signage and crosswalks to help with creating safer designs. Mike Green wrote the scoping study with feedback from community members and the Selectboard.

Motion: by Susan Ford for the Selectboard to write a letter of support for the Grant request. (7:39PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

#### **EDC Incentives Discussion**

Laura Powell presented an update on the Economic Development Commission (EDC) incentives:

1. Storefront grant program: Only one recipient since 2018, with a recommendation to pause the program until the new economic development director is hired.
2. Housing incentives: Four current programs (ADU new workforce rental, multi-unit housing rental, rental locals, and home share), with limited applications and success.
3. The board discussed the effectiveness of these programs and whether to continue, modify, or pause them until the new economic development director is in place.

Roger Logan suggested putting all incentives on hold unless there are applications in the pipeline, allowing the new economic development director to evaluate and potentially redesign the programs.

#### **SB Protocol**

Eric Duffy discussed reinforcing the agenda policy created about two years ago, which outlines the process for creating and distributing meeting agendas and materials. He suggested compiling all guidelines into a single package for the board to vote on at the next regular meeting. Also for the packet to be put onto the website.

#### **G. Approval of Minutes**

Byron Kelly raised concerns about the accuracy of the minutes from the May 29, 2025 meeting.

Rogar Logan stated that the minutes in terms of understanding what was discussed in the meeting have improved greatly.

Minutes were tabled.

#### **H. Potential Executive Session 1 V.S.A 313**

Motion: by Susan Ford to go into an Executive Session 1 V.S.A After making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage:

Contracts Discussion (8:09PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed (Returned 9:05PM)

Motion: by Laura Powell to exit executive Session (9:05PM)

Seconded: by Greg Fullerton

Vote: 5-0-0, passed

#### **I. Adjournment**

Motion: by Laura Powell to adjourn the meeting at (9:05PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

*Respectfully submitted,*

Kitty Mears Koar

Susan B. Ford

Greg Fullerton

Laura Powell

Keri Cole

Raymond Bourgeois

Signature: Susan B. Ford  
Susan B. Ford (Jul 23, 2025 18:00:53 EDT)

Email: sford@townofwoodstock.org

Signature: LPowell  
Laura Powell (Aug 8, 2025 20:21:42 EDT)

Email: lpowell@townofwoodstock.org

Signature: Raymond Bourgeois  
Raymond Bourgeois (Jul 23, 2025 18:10:19 EDT)

Email: rbourgeois@townofwoodstock.org

Signature: gfullerton  
Greg Fullerton (Jul 24, 2025 08:03:39 EDT)

Email: gfullerton@townofwoodstock.org

Signature: KPCole  
Keri Cole (Jul 26, 2025 16:22:24 EDT)

Email: kpcole@gmail.com