

**Village of Woodstock
Board of Trustees Meeting
February 11th, 2025
6:30PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Vice Chair Jeffrey Kahn, Lisa Lawlor, Brenda Blakeman, Frank Horneck

Staff: Eric Duffy, Kitty Mears Koar

Public: Amy Jenne, Jim Ford, Nancy Nutile-McMenemy, Joe DiNatale, Wendy Spector

Call to order

1. Vice Chair Jeffrey Kahn to call the February 11th Village Trustees meeting to order at 6:30 PM.

B. Additions and Deletions

Addition- Woodstock Snowboard Team Use of Green Permit

Deletion- Permit/rules for parking meter flag holders

C. Citizen's Comments

Kitty Mears Koar noted that she was available on Zoom if any questions came up about permits.

D. Reports

Manager's Report

Eric Duffy provided updates on various maintenance activities, including painting the Town Hall and construction in the building. He also thanked the Public Works crew's efforts during this winter's continued storms during holiday and weekends.

Eric Duffy reported on the Selectboard's progress with Water System ownership, which is expected to close by the end of March.

The Zoning Office is fully staffed with Emily Collins and Molly Maxham being new staff members.

Jeffrey Kahn asked about the speed sign at the elementary school, and Eric Duffy confirmed it will be addressed.

Financial Report

Eric Duffy noted that salaries are not included in the financial report under expenses that we transition to the payroll software.

Eric Duffy noted \$50,000 of revenue is not included in this finance report because some months have not been reconciled.

Jeffrey Kahn asked about Building Maintenance at the Police building on page 9 on the financial report.

E. Votes

Girl Scout Troop 60419 Sidewalk Permit

Jeffrey Kahn introduced the first permit application from the Girl Scout Troop 06419 for Sidewalk Permits for a cookie booths in front of the Village Butcher.

Amy Jenne from the Girl Scouts confirmed the details of the permit, including insurance coverage and parent chaperones.

Motion: By Lisa Lawlor to approve the permit for the Girl Scout Troop 60419 Sidewalk Permit as presented (6:38PM)

Seconded: Jeffrey Kahn

Vote: 4-0-0 passed

Veteran's Day Parade Permit and Memorial Day Parade Permit

Jim Ford was the representative for the Memorial Day Parade and Veterans Day Parade, noting no changes from previous years.

Lisa Lawlor asked if they would need police attendance for the parades, and how many hours would be needed.

Lawlor asked if they had ever paid for Police Officers in the past.

Motion: By Brenda Blakeman to approve the Veteran's Day Parade Permit and Memorial Day Parade Permit. (6:41PM)

Seconded: Lisa Lawlor

Vote: 4-0-0 passed

Prouty Ultimate Permit

No representatives from the Prouty attended the meeting, Kitty Mears Koar confirmed that the permit was all set. Lisa Lawlor asked to have Kitty Mears Koar email Christopher McCown regarding Police officers for the parade.

Motion: By Lisa Lawlor to approve the Prouty Ultimate Permit under the condition that police coverage is provided as in the past (6:44PM)

Seconded: Brenda Blakeman

Vote: 4-0-0 passed

Covered Bridge Half Marathon Permit

The board discussed the Covered Bridge Half Marathon permit, Nancy Nutile-McMenemy confirming they always pay for parking in Woodstock Police and the Windsor County Sheriff.

Motion: By Frank Horneck to approve the application of the Covered Bridge Half Marathon. (6:46PM)

Seconded: Brenda Blakeman

Vote: 4-0-0 passed

WUHS Banner Permit

The Woodstock Union High School banner permit is discussed, with confirmation from Kitty Mears Koar that it aligns with Pride Weekend and the Garden Club's Green Banner permits with no conflict.

Motion: By Lisa Lawlor to approve the WUHS Banner Permit(6:48PM)

Seconded: Brenda Blakeman

Vote: 4-0-0 passed

Woodstock Snowboard Team

Sierra Bystrak from the Woodstock Snowboard Team requested a permit for a raffle on the Village Green to raise funds for their program.

The board discussed using the Gore instead of Village Green, considering better traffic and visibility.

Motion: By Lisa Lawlor to approve the use of the Gore permit for the Woodstock Snowboard Team Permit (6:52PM)

Seconded: Frank Horneck

Vote: 4-0-0 passed

F. Signature

Village Meeting Day Warning

Motion: By Jeffrey Kahn to approve the Village Warning 2025 (6:53PM)

Seconded: Lisa Lawlor

Vote: 4-0-0 passed

G. Discussion

Woodstock Village Conservancy (6:54PM)

Wendy Spector discussed the Woodstock Village Conservancy's mission to gain support for their work and plans to restore the Village Green and improve village safety.

The group believed public spaces are economic drivers and reflect the community's values. They aim to create sustainable, well-kept public spaces connected by safe and accessible pathways.

The group recognized the municipality's limited resources and plans to focus on intentional design, environmental sustainability, and maintenance.

Wendy Spector introduced the Green Streets Framework developed by the Vermont Urban and Community Forestry Program.

The framework has three pillars: place making, mobility, and storm water infrastructure. Place making emphasizes health, economic vitality, and quality of life, encouraging community engagement and investment. Mobility focuses on safe access for pedestrians, bicyclists, and motorists, with amenities like benches and shade trees. Green storm water infrastructure involves increasing permeable surfaces to intercept, hold, and treat water.

The group has been doing community outreach, establishing partnerships, and securing seed funding.

Wendy Spector acknowledged potential resistance and obstacles but is committed to overcoming them.

Wendy Spector outlined the challenges of the Village Green: lack of intentionality, insufficient maintenance, and unsafe conditions.

Lisa Lawlor expressed concerns about public support and the need for a public forum.

Wendy Spector clarified that this meeting is their first public forum and aims to gain official recognition and support.

Jeffrey Kahn supported the group's endeavor and suggested moving forward with the concept.

Eric Duffy asks for clarification on the level of support needed from the Town.

Jeffrey Kahn suggested the board support the group's endeavor and work out details as they proceed.

Lisa Lawlor emphasized the need for a process that involves town management and avoids steamrolling.

Wendy Spector outlined the next steps: conducting audits, seeking funding, and working with the Selectboard.

Updating Village Permits (7:32PM)

The board spoke briefly about the municipal permits, noting that Seton McIlroy and Kitty Mears Koar are working on the fee structure, it will be discussed more at next month's meeting.

Parking Ordinance (7:34PM)

Lisa Lawlor raised concerns about the town's parking ordinance and the need for a comprehensive review.

Jeffrey Kahn suggested discussing the possibility of raising parking meter rates to reduce the tax rate.

The board agrees to consider the proposal and place it on the agenda for the next meeting.

Paid Police Details

Lisa Lawlor noted that she asked all the permit applications in the meeting who has paid for police details in the past.

The board agreed that a change in police detail for permits such as parade permits is needed, and a decision needs to be made.

Eric Duffy and other board members discussed the details for police detail for events.

H. Executive Session 1 V.S.A 313

Motion: By Jeffrey Kahn to enter Executive Session 1 V.S.A 313 (7:51PM)

To discuss pending probable civil litigation or prosecution to which the public body is or maybe a party

Seconded: Brenda Blakeman

Vote: 4-0-0 passed (Returned 8:09PM)

I. Other Business -None

J. Approval of Minutes

Motion: By Lisa Lawlor to approve the Minutes 01.13.25

01.14.25 – With Change of Adding (s) to Trustee(s) on page 2 (8:11PM)

Seconded: Brenda Blakeman

Vote: 4-0-0 passed

J. Adjournment

Motion: by Jeffrey Kahn to adjourn the meeting at (8:54PM)

Seconded: Brenda Blakeman

Vote: 4-0-0, passed.


*Respectfully submitted,
Kitty Mears Koar*

J Kahn

x

Brenda Blakeman

Lisa lawlor

Signature: 
Jeffrey Kahn (Mar 17, 2025 12:09 EDT)
Email: unicornvt@gmail.com

Signature: 
E. Seton L. McIlroy (Mar 16, 2025 15:57 EDT)
Email: smcilroy@townofwoodstock.org

Signature: 
Brenda Blakeman (Mar 15, 2025 10:28 EDT)
Email: blakemanblb@aol.com

Signature:
Email:

Signature: 
Lisa lawlor (Mar 14, 2025 14:56 EDT)
Email: lwlawlor321@gmail.com