

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

Draft minutes are subject to approval.

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

Staff: Eric Duffy, Kitty Mears Koar

Public: Wendy Marrinan, Joe Dinatale, Gary Horsman, Beth Finlayson, Harry Falconer

Call to order

1. Chair Seton McIlroy to call the March 11th Village Trustees meeting to order at 6:31 PM.

B. Additions and Deletions

Appointment of Short-term rental officer

C. Citizens' Comment

Wendy Marrinan asked about the flag at half-mast at Tribou Park.

Kitty Mears Koar offered to help with any permit-related questions.

D. Reports

a. Manager's Report

Eric Duffy reported on the completion of the Vail Field Bridge and the upcoming bridge behind the Welcome Center.

The Town Meeting had a good turnout, with 115 people attending and 600 voting on the Selectboard and petition articles.

Meg Horrocks is a temp worker who has been working for the Town since the summer. She is currently working on researching \$100,000 from one of the funds that has never been asked for reimbursement.

b. Financial Report

Eric Duffy provided a financial update, noting that payroll is 67% through the year and expenditures are on track.

E. Votes

Appointment of Emily Collins as STR Coordinator

Seton McIlroy moved to appoint Emily Collins as the short-term rental officer.

Emily Collins will oversee the program, work with software, and ensure compliance with rules.

Motion: by Seton McIlroy to make Emily Collins STR coordinator for the village (6:39PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

Pride of Woodstock (6:41PM)

Seton McIlroy introduced the Pride of Woodstock parade application for June 6-8. She would like to amend the Parade permit for the High Heel race. The amendment is regarding road closures of Elm Street.

Detour signs and police officers will be placed at key intersections to ensure safety.

Motion: by Jeffrey Kahn amend the Pride of Woodstock Parade Permit to include the road closures (6:45PM)

Seconded: Lisa Lawlor

Vote: 4-0-0, passed.

Bookstock- Mon Vert Mini on the Green (6:46PM)

Jon Spector introduced the Bookstock on the Green event from May 16-18.

The event will feature local merchants and the Mon Vert Mini food truck, which requires electricity and water.

The Trustee's and Joe DiNatale discussed the Mon Vert Mini being placed on the Green.

Motion: by Seton McIlroy to allow the Mon Vert Mini to be on the Village Green May 16-18 (6:57PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

Puppies and Pooches Permit (6:58PM)

Gary Horsman is introduced and discusses the Puppies and Pooches event on August 23.

Gary Horseman requested free parking for the Puppies and Pooches.

The board discussed the implications of free parking and the potential financial impact on the village.

The board decided to defer a decision on free parking until more data is available.

Motion: by Seton McIlroy accept the Puppies and Pooches Permit (7:13PM)

Seconded: Jeffrey Kah

Vote: 5-0-0, passed.

Chamber of Commerce

Sidewalk Sale – May 16-17

Seton McIlroy discussed the sidewalk sale permit mentioning a date change request.

Seton McIlroy confirmed the change and discussed the addition of the sidewalk sale to the same weekend as Bookstock.

Beth Finlayson also requested a sidewalk Permit on August 15 and 16, the weekend after the Taste of Woodstock.

Beth Finlayson and the Trustees discussed the Sidewalk permits.

Lisa Lawlor questioned the exception for the sidewalk permit, particularly regarding pedestrian safety.

Motion: by Seton McIlroy to accept the Woodstock Sidewalk Sale Permit May 16th-17th (7:25PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

Sidewalk Sale – August 15-16

Motion: by Seton McIlroy to accept the Woodstock Sidewalk Sale Permit August 15th-16th (7:28PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

Motion: by Seton McIlroy to accept for the exception for the sidewalk permit - Title Seven, chapter four, section 7407, a corridor has to be at least three feet instead of five, and that objects do not have to be just up against the building. They can be anywhere on the sidewalk, as long as there is a three-foot-wide continuous corridor (7:29PM)

Seconded: Jeffrey Kahn

Vote: 4-1-0, passed (Lisa Lawlor opposed)

Taste of Woodstock

Beth Finlayson requested to close the street from the Congregational Church to Central Street for Taste of Woodstock on August 9.

Seton McIlroy questioned the setup and safety measures, suggesting a conversation with the police.

Beth Finlayson confirmed the event will keep one path on Elm Street free and discusses the possibility of using personal cars as barricades.

Motion: by Seton McIlroy to accept the Taste of Woodstock Permit August 9th (7:34PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

Wassail Permits Parade

Beth Finlayson discussed the Wassail Parade on December 13, requesting barricades and ropes to manage crowd control.

Seton McIlroy questioned the parking of cars during the parade and suggested a conversation with the police.

Lisa Lawlor emphasized the need for police presence at the parade and the cost associated with it.

Motion: by Seton McIlroy to approve the Wassail Parade Permit for December 13th (7:39PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

Wassail Use of Green Permit

Beth Finlayson requested the use of the Green for the Wassail event, including a fire truck and other activities.

Beth Finlayson asked about the Green being closed off alcohol to be consumed all around the Green.

Seton McIlroy asked about the fire truck on Village Green or the Gore.

Motion: by Seton McIlroy to approve the Wassail Use of Green Permit for December 12th and 13th (7:44PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

Wassail Banner permit

Motion: by Seton McIlroy to approve the Wassail Banner December 8th-15th (7:45PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

Wassail Use of the Gore

Beth Finlayson mentioned that the Fire Department might use this space during Wassail for sale of food.

Motion: by Seton McIlroy to approve the Use of the Gore Permit for Wassail on December 13th (7:49PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

Market on the Green

Beth Finlayson requested the use of the Green for the Market on the Green from June 4 to October 15, every Wednesday from 1 to 7 PM.

Beth Finlayson asked for 10 parking spots coned off for vendor loading and unloading.

Seton McIlroy confirmed the event's details and the need for a contingency plan for court sessions.

Motion: by Seton McIlroy to approve the Market on the Green Permit for the Chamber of Commerce June 4th – Oct 15th from 1-7(7:54PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

Art Festival – Banner

Art Fest Banner will be up Sept 2nd- Sept 7th

Motion: by Seton McIlroy to approve The Art Fest Banner Sept 2nd thru Sept 7th (7:55PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed

Art Festival – Use of Green

Beth Finlayson discussed the details of Art Fest with 30-40 vendors and live music.

Motion: by Seton McIlroy to approve The Art Fest Use of Green(7:57PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed

F. Discussion

Municipal Planning Grant- Harry Falconer

Harry Falconer discussed the resolution for the Municipal Planning Grant to fund a consultant for rewriting the town and village plan.

The grant aims to align the future land use map and chapter with state law and address other town issues like the water system.

The total project cost is \$20,000, with a 10% match requirement of just under \$2,000.

Keystone Block - Todd Erceg

Todd Erceg from Keystone Block discussed the process and steps they are going through to receive a planning grant from the state to investigate renovations of 5-6 Elm and 6 Central Street ie. Dr Coburn's Tonic Building formally Bentley's.

Todd Erceg had met with various investors and banks, including a bank that refused to provide funding.

The project involves applying for a Vermont Community Development Program PCP grant, which requires a planning grant.

The Trustees discussed writing a letter of support.

The project aims to revitalize the corner, focusing on a restaurant and affordable housing for working families.

33 Central Easement Potential Change

Eric Duffy discussed an easement agreement between 33 Central and the Town, involving a the propane tank and a parking space.

The new easement will not result in the loss of any parking spaces, but the size of the parking spaces may change.

The Trustees agree to update the easement agreement to reflect the new location.

White Cottage Food Truck

Eric Duffy presented a proposal from White Cottage to operate a food truck from May to Labor Day, providing food six days a week.

The food truck would be located in the Village, they may need water and electricity.

The Trustees expressed interest in the proposal but want to consider the logistics and community input.

Parking Permit Fee (8:40PM)

Seton McIlroy suggested reviewing the parking permit fees, noting that some fees seem too high or too low.

The banner permit fee is questioned, and the sidewalk permit fee is compared to the parade permit fee.

The Trustees discussed the need for a cost analysis to determine the appropriate fees for different permits.

The conversation included the possibility of changing the ordinance to make the fee structure more equitable.

Parking Ordinance Amendment Proposal

Lisa Lawlor noted that she has gone through all the ordinances and gotten a history of the parking in the Village

Jeffrey Kahn proposed raising parking meter fees during the busiest times of the year to generate more income for the village.

The proposal included keeping the current fee structure during off-peak times to benefit locals.

The Trustees discussed the need to change the ordinance to implement the fee increase, with a target effective date of July 1.

The conversation includes the need for a new fee schedule and the process for changing the ordinance.

Flag and Parking Meter Rules (9:02PM)

Eric Duffy brings up the issue of flags on parking meters, which have been traditionally placed by Pride and the American Legion.

The Trustees discussed the need for rules regarding the placement of flags on parking meters.

The conversation includes the possibility of allowing other organizations to place flags on meters for special events.

G. Executive Session 1 V.S.A 313

Motion: By Chair Seton McIlroy enter Executive Session 1 V.S.A 313 to discuss Confidential attorney client communications for legal services (9:04PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0 passed (Returned 9:22PM)

H. Approval of Minutes

Motion: By Chair Seton McIlroy to approve the Minutes for 02.11.25 with the corrections noted by Jeffrey Kahn and 02.25.25 (9:25PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0 passed

J. Adjournment

Motion: by Seton McIlroy to adjourn the meeting at (9:25PM)

Seconded: Lisa Lawlor

Vote: 5-0-0, passed.

*Respectfully submitted,
Kitty Mears Koar*

Signature: E. Seton L. McIlroy
E. Seton L. McIlroy (Apr 15, 2025 12:58 EDT)

Email: smcilroy@townofwoodstock.org

Signature: Jeffrey Kahn
Jeffrey Kahn (Apr 13, 2025 18:05 EDT)

Email: jkahn@townofwoodstock.org

Signature: Brenda Blakeman
Brenda Blakeman (Apr 13, 2025 07:42 EDT)

Email: bblakeman@townofwoodstock.org

Signature: Frank Horneck
Frank Horneck (Apr 17, 2025 21:06 EDT)

Email: fhorneck@townofwoodstock.org

Signature: Lisa Lawlor
Lisa Lawlor (Apr 12, 2025 14:59 EDT)

Email: llawlor@townofwoodstock.org