

**Village of Woodstock
Board of Trustees Meeting
April 8th, 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: Sari White, Deb Greene, Jennifer Dembinski, Julie Zee, Eliza, Doug Sonsalla, Will Laid

Call to order

1. Chair Seton McIlroy called the April 8th Village Trustees meeting to order at 6:31 PM.

B. Additions and Deletions –

Music on the River Permit – Vote

33 Central Easement -Vote

~~Permit Fees~~

~~White Cottage Food Truck~~

C. Citizens' Comment – None

D. Reports

Manager's Report

Eric Duffy mentioned a successful summit that he hosted at the Woodstock Resort with 22 town managers and nonprofits discussing housing, economic development, employee retention, and mental health.

Eric Duffy acknowledged Lauren Dorsey's departure as a journalist at the Vermont Standard, wishing her well in her new endeavors.

Financial Report

Eric Duffy presented the financial report, noting that revenue is at 92-93% for the year, with a positive budget position.

Seton McIlroy asked about the new HR firm, HR Happens, and their role in providing professional services.

Eric Duffy explained that the HR firm has been used twice already for internal issues and will have a meeting with department heads to outline communication protocols.

E. Votes

St James Church 97th Annual Fair

Sari White from Saint James requested a permit for the 97th Saint James Fair on August 16th, asking to close St. James Place from 7 AM to 5 PM.

Sari White asked about having a Ice Cream Truck. The board discussed that since there are no specific rules about food trucks in the village, the ice cream truck would be allowed as long as it's within their permitted space.

Motion: by Seton McIlroy to approve the St James 97th Annual Fair
Permit for the August 16th (6:42PM)

Seconded: Lisa Lawlor

Vote: 5-0-0, passed.

Pentangle Banners

Deb Greene from Pentangle requested banners for various events, including the concert series and the new Mudstock celebration.

- Mudstock May 5th – May 11th
- Mudstock May 26th - May 30th
- VSO June 27th - July 3rd
- Music on the River July -7th-July 13th
- Music on the River August 4th - August 10th
- Labor Day August 25th - August 31
- Janice Ian September 22nd September 28th

Motion: by Seton McIlroy to approve the banner permits (as seen above) (6:51PM)

Seconded: Lisa Lawlor

Vote: 5-0-0, passed.

Music on the River East End Park Pentangle

Deb Greene from Pentangle requested a permit for East End Park for Music on the River July thru August on Friday evenings, detailing the setup and teardown times for their events.

Seton McIlroy recommended coordinating with the police for traffic management. The fees for the events are discussed.

Motion: by Seton McIlroy to approve permit for East End Park for Music on the River, with a \$100 Application fee and same fees as previous years. (7:00 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0, passed.

Garden Club Sidewalk Sale Permits – Banner and Use of Gore

Jennifer Dembinski from the Woodstock Garden Club requested a permit for their plant sale on May 24, including a country kitchen selling items for breakfast and lunch.

Seton McIlroy asked for a trash bin to be provided to avoid overflowing trash cans.

Motion: by Seton McIlroy to approve the Use of the Gore permit for The Woodstock Garden Club (7:03 PM)

Seconded: Lisa Lawlor

Vote: 5-0-0, passed.

Motion: by Seton McIlroy to approve the banner permit for May 19th-May 25th Woodstock Garden Club (7:06 PM)

Seconded: Frank Horneck

Vote: 5-0-0, passed.

New England 1000 - Use of Green Permit

Julie Zee from the Woodstock Inn represented the New England 1000 vintage car rally, requesting a permit for May 20 with a rain date of May 21 with 35-40 vintage cars registered. Working with police on traffic management.

Seton McIlroy suggested starting the event at 2:15 PM to avoid conflicts with school dismissal.

Motion: by Seton McIlroy to approve the Use of the Green permit for the New England 1000 (7:11 PM)

Seconded: Lisa Lawlor

Vote: 5-0-0, passed.

Vermont 100 Endurance Race- Parade Permit

This item was postponed as the applicant was not present. They will be advised to return for the May meeting.

Glad Rags – Banner

The applicant was not present. The board reviewed their request for an April banner.

A banner request from Glad Rags for April 21-27 is approved by the Trustees.

Motion: by Seton McIlroy to approve Glad Rag Banners in April (7:16 PM)

Seconded: Lisa Lawlor

Vote: 5-0-0, passed.

Kitty Mears Koar will follow up with Glad Rags to schedule their September banner request for the next meeting.

Zoning Administrative Officer- Stephanie Appelfeller

Eric Duffy explained that Stephanie Appelfeller has taken on the role of Zoning Administrative Officer, which allows her to sign off on zoning permits. The Select Board had already approved her for this position.

33 Central Easement

Doug Sonsalla representative from 33 Central presented an updated plan for their propane tank easement:

- New location is the second parking spot from the crosswalk, due to water line locations
- No loss of parking spaces, just shifting locations
- Construction would temporarily impact 3-4 parking spaces for about a week
- Full project expected to take about 3 months, with ongoing impacts to 1-2 spaces

The board discussed:

- Notifying neighbors about construction impacts
- Prioritizing tank installation before the busy summer season if possible
- Coordinating with planning/zoning on any permits needed for above-ground structures
- Balancing construction needs with parking availability for local businesses

Motion: by Seton McIlroy to approve the 33 Center easement that was previously approved to the new Design(7:41 PM)

Seconded: Lisa Lawlor

Vote: 5-0-0, passed.

F. Discussion

Village Beautification

Trustee Jeffrey Kahn raised the topic of funding for village flowers and holiday lights:

- Suggested using 1% tax funds, which would use about 3% of last year's revenue
 - Argued this is an appropriate use for Economic Development
 - Noted the Chamber of Commerce does not have ongoing funds to support this
- Seton McIlroy and other Trustees express support for the idea, with Seton noting that the Select Board is considering it.

Parking Ordinance Updates

Lisa Lawlor provided an update on her work reviewing and revising the parking ordinances:

- Working to condense the ordinance from 30 pages to about 4
- Meeting with police and other staff on fees and structure
- Aiming to have a draft for the manager to review next week
- Will eventually need attorney review

Foliage Prep

The board discussed preparations for the fall foliage season:

- Last year's food vendors on the Green was a pilot project that required significant trustee and staff time
- Suggested handing responsibility to a non-profit organization to run the event
- Proposed creating an application process for vendors, with clear guidelines and deadlines
- Agreed to continue monthly discussions on other aspects like traffic management and bus parking

Halloween Discussion

The board had an extensive discussion about potential changes to the town's Halloween celebrations:

- Some Trustees expressed concerns about overcrowding and safety with the current closed-street setup, Others felt the current system works well and is enjoyed by most participants
- Ideas discussed included:
- Expanding the trick-or-treating area to more streets
- Having a special event on the Green organized by community volunteers
- Adding food trucks or other activities for adults
- Improving lighting and traffic safety measures

The board agreed to:

- Seek more community input before making decisions
- Consider forming a volunteer Halloween committee to assist with planning
- Continue the discussion at next month's meeting
- Try to make decisions by early summer to allow time for planning

E . Executive Session 1 V.S.A 313

Motion: By Chair Seton McIlroy enter Executive Session 1 V.S.A 313(8:20PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed (Returned 8:34PM)

Jeffrey Kahn mentioned previous discussions about changing parking meter rates. While he still believes it could be a good source of income, he noted there didn't seem to be much support from other trustees and it may be too late to implement for July 1st. Lisa Lawlor assured him they

are still working on parking fee revisions with input from the police department, noting that Woodstock's rates are currently on the low end compared to other nearby towns.

G. Approval of Minutes

Motion: By Chair Seton McIlroy approves the minutes 03.18.25, 03.19.25, 03.31.25 with the changes mentioned (8:38PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

J. Adjournment

Motion: by Seton McIlroy to adjourn the meeting at (8:39PM)

Seconded: Brenda Blakeman

Vote: 4-0-0, passed.

*Respectfully submitted,
Kitty Mears Koar*

X

J Kahn

Brenda Blakeman

Lisa lawlor

Signature: 
E. Seton L. McIlroy (May 16, 2025 11:04 EDT)

Email: smcilroy@townofwoodstock.org

Signature: 
Jeffrey Kahn (May 16, 2025 16:21 EDT)

Email: jkahn@townofwoodstock.org

Signature: 
Brenda Blakeman (May 17, 2025 06:25 EDT)

Email: bblakeman@townofwoodstock.org

Signature:

Email:

Signature: 
Lisa lawlor (May 16, 2025 18:15 EDT)

Email: llawlor@townofwoodstock.org