

**Village of Woodstock
Board of Trustees Meeting
May 13th, 2025
6:30 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

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

Staff: Eric Duffy, Chris O’Keeffe, Michelle Sutherland

Public: Kelly Linton, Lisa Kaija, Bob Crowe, John Hurley, Wendy Spector, Gail Stickney, Kim Smith,

Call to order

1. Chair Seton McIlroy called the May 13th 2025 Special Village Trustees meeting to order at 6:30PM.

B. Additions and Deletions

Move the Halloween discussion to first item in Discussion Section

Passive coverage letter for Village Trustees to Vote and potentially sign

~~Vermont 100 Endurance Race Permit~~

Dr. Coburns Tonic – Sidewalk Permit

C. Citizens’ Comment - None

D. Reports

Manager’s Report

Eric Duffy provided a Manager's Report, mentioning recent line painting around the Village Green, and the hydrant flushing in the Village.

Eric Duffy discussed the Selectboard's decision to hold off on new water connections until a policy is in place.

Eric Duffy thanked the Finance Office staff for their hard work in processing tax bills and announced two new hires starting in two weeks.

Brenda Blakeman asked about the Justin Morrill Sign.

Financial Report

Eric Duffy presented a new financial report, noting a surplus of \$11,000 against a \$1.5 million budget.

Jeffrey Kahn asked about the police revenue from the courthouse parking lot.

Jeffrey Kahn inquired about the timing of receiving highway state aid and the transfer of funds to the town.

E. Votes

Alumni Parade – Parade Permit

Seton McIlroy introduced the Alumni Parade Permit and the Use of the Green Permit for the Woodstock Alumni Association on June 14th.

Kelly Linton explained the parade route and cleanup plan for the Alumni Parade Permit.

Motion: Chair Seton McIlroy approve the Alumni Parade Permit from 2-4PM (6:47PM)

Seconded: Jeffrey Kahn

Vote: 4-0-0 passed

Motion: Chair Seton McIlroy to approve the Woodstock Alumni Association Use of Green Permit from 9AM-4PM (6:50PM)

Seconded: Jeffrey Kahn

Vote: 4-0-0 passed

Plein Air Painting/Artistee – Use of Green Permit

Seton McIlroy introduces the Artistee Plein Air Painting Permit on May 30th

Lisa Kaija explained the permit (requires for individuals) to paint on the Green.

Motion: Chair Seton McIlroy to approve the Use of Green permit from 9-12PM for Artistee (6:53M)

Seconded: Jeffrey Kahn

Vote: 4-0-0 passed

Dr Coburn's Tonic – Sidewalk Permit

Bob Crowe requested a sidewalk permit for Dr. Corburn's Tonic, similar to last year, with 10 tables on Elm Street and five on Central Street.

Lisa Lawlor expressed concerns about the safety hazard posed by the barrier, which could be a tripping hazard for pedestrians.

Seton McIlroy suggested providing a variance for the five-foot rule if the trustees approve the permit.

Jeffrey Kahn and Lisa Lawlor discussed the need for regular compliance checks and the potential for revoking the permit if conditions are not met.

Motion: Jeffrey Kahn made a motion that the permit is approved with these conditions:

Allowing for variance and the five-foot rule

No table opposite the tree on Elm Street

Roping be a minimum of 52 inches, or four and a half feet

Permit be maintained in an orderly manner on a daily basis

(7:18PM)

Seconded: Brenda Blakeman

Vote: 3-1-0 passed

F. Discussion

Zach's Place 2nd Accessible Parking Spot

Chris O'Keeffe discussed the need for designated handicapped parking space in front of Zach's Place due to increased parking demand and the number of people with special needs.

Seton McIlroy and Jeffrey Kahn agreed to visit the site and hear from Zach's Place before making a decision.

The Trustees discussed the possibility of expanding handicapped parking beyond Zach's Place and the need for a site visit to assess the area.

The discussion concluded with plans to revisit the issue at the next meeting and gather more information from Zach's Place.

Nomination for Vermont Council on Rural Development

6th Vermont Community Leadership Summit

Eric Duffy introduced the nomination for the Vermont Council on Rural Development Vermont Community Leadership Summit in Randolph VT.

Motion: Jeffrey Kahn to nominate Seton McIlroy as the representative (7:34PM)

Seconded: Brenda Blakeman

Vote: 4-0-0 passed

Passive Coverage Letter

Seton McIlroy introduced the need to vote on the passive coverage letter for insurance.

Eric Duffy explained the letter's purpose, agreeing to cover future legal defenses.

Jeffrey Kahn questioned if the coverage already exists, and Seton McIlroy clarified the

need for agreement.

Motion: Chair Seton McIlroy for the Trustees to sign off on the Passive Coverage Letter (7:35PM)

Seconded: Jeffrey Kahn

Vote: 4-0-0 passed

Halloween Discussion

Seton McIlroy discussed concerns about Halloween, including street closures and candy distribution.

The community has invested \$750 in candy, and the trustees have been handling distribution.

Emails received from community members express mixed opinions on the current approach.

Update on the White Cottage food Truck

Seton McIlroy clarified that the Trustees cannot vote on food trucks but can provide suggestions.

John Hurley from White Cottage proposes a food truck on the South side of the green, facing the courthouse.

Jeffrey Kahn and Lisa Lawlor discussed logistics, including parking and electricity needs.

Concerns are raised about the food truck's impact on parking and traffic flow, particularly on the Green.

Wendy Spector questioned the food truck's location and its impact on parking and traffic.

Gail Stickney suggested alternative locations in the village to avoid congestion on the Green.

Kim Smith, a local business owner, expressed concerns about the food truck's frequency and impact on local businesses.

The discussion highlights the need for further input and consideration of community feedback.

Review of draft parking ordinance update (8:01PM)

Lisa Lawlor presented the draft Parking Ordinance update, detailing changes and improvements.

The Ordinance aims to simplify language, ensure accuracy, and align with state traffic laws.

New parking fees and fines are proposed, with a focus on making them more reasonable and appropriate.

The discussion included specific changes to parking zones, meters and fines, with input from trustees and parking experts.

Lisa Lawlor highlighted the loss of revenue during January due to the use of free parking cards.

Eric Duffy and Lisa Lawlor discuss the maintenance and challenges of the current parking system.

The need for modernization and better management of parking systems is emphasized, with a focus on balancing revenue and community needs.

Seton McIlroy outlined the next steps, including reviewing the parking ordinance and providing comments to Eric Duffy by June 1.

E . Executive Session 1 V.S.A 313

Motion: Chair Seton McIlroy made a motion to enter Executive Session 1 V.S.A 313 A, 1E to discuss pending or probable civil litigation or prosecution to

which the public body is or may be a party. (8:05PM)

Seconded: Jeffrey Kahn

Vote: 4-0-0 passed (returned 9:13PM)

G. Approval of Minutes

Motion: Vice Chair Jeffrey Kahn to approve the minutes 04.08.25,
05.01.25, 05.05.25 (9:15PM)

Seconded: Lisa Lawlor

Vote: 4-0-0 passed

J. Adjournment

Motion: by Seton McIlroy to adjourn the meeting at (9:15PM)

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 (Jun 13, 2025 17:36 EDT)

Email: smcilroy@townofwoodstock.org

Signature: 
Jeffrey Kahn (Jun 6, 2025 09:50 EDT)

Email: unicornvt@gmail.com

Signature: Brenda Blakeman
Brenda Blakeman (Jun 8, 2025 08:13 EDT)

Email: bblakeman@townofwoodstock.org

Signature: Lisa lawlor
Lisa lawlor (Jun 6, 2025 17:10 EDT)

Email: llawlor@townofwoodstock.org