

**Village of Woodstock  
Board of Trustees Meeting  
June 3rds, 2025  
6:30 PM  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

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

**Staff:** Eric Duffy, Kitty Mears Koar

**Public:** Beth Finlayson Molly Hutchins, Lana Reuss, Matthew Roberts, Alex Berams, Heather Knoll

**Call to order**

1. Vice Chair Jeffrey Kahn called June 3rd, 2025, Village Trustees meeting to order at 6:33PM.

**B. Additions and Deletions**

**Parking spot on Mechanic Street for 121 Home**

**Eric Duffy also suggested editing the executive session to say "potential executive session" for contract talks, as per the state's new recommendation.**

**C. Citizens' Comment - None**

**D. Reports**

**Manager's Report**

Eric Duffy reported that starting Friday, Town Hall would begin summer hours, closing at 12 PM every Friday. He noted that Public Works would still be available for emergencies or normal work, and he and Stephanie would remain accessible if residents needed to contact them. Eric also mentioned the upcoming second annual Pride Event in Woodstock.

Seton McIlroy provided additional details about the pride event, including a soft launch on Thursday at Pentangle with a showing of "Priscilla, Queen of the Desert." She outlined various activities planned for Friday and Saturday, including a reception, late-night dance, high heel race, brunch, crafts, and tea dance. Seton McIlroy emphasized that all events would proceed rain or shine, with contingency plans in place for inclement weather. She thanked sponsors and donors, and highlighted pride-themed displays around town.

Lisa Lawlor added that Danforth's Pewter would be reopening on Friday, in time for pride week.

**Financial Report**

Eric Duffy presented the financial report, noting that parking meter revenue and credit card revenue figures were current through January, with February, March, and April still being reconciled. He estimated an additional \$20,000 to \$30,000 in parking revenue to be added to the current figures. Eric reported that expenses were at 90% with 91% of the year complete, indicating they were on track to end with a small surplus before any adjustments.

**Police Report**

Interim Chief O'Keeffe reported on recent and upcoming events, including the successful coverage of the Covered Bridges Half Marathon. He mentioned the upcoming Pride Event and alumni parade. Chief O'Keeffe stated that shifts were filled, and they were operating with one position currently unfilled.

Jeffrey Kahn inquired about the decrease in motor vehicle stops. Chief O'Keeffe acknowledged room for improvement and explained that once they return to full strength, they would be able to do more.

Chief O’Keeffe provided an update on a police cruiser that was successfully returned to Ford Motor Company for a full refund. He mentioned they would be shopping for a new cruiser soon, likely a 2025 Ford Explorer.

## **E. Votes**

### **Chambers of Commerce – Sidewalk Sale August**

Beth Finlayson from the Chamber of Commerce requested to change the date of the previously approved sidewalk sale from August 15th and 16th to August 22nd and 23rd. The board discussed potential conflicts with other events, particularly the "Puppies and Pooches" event scheduled for the same weekend. After clarification that the date change was requested to accommodate merchant availability, the Board agreed to approve the change.

Motion: by Lisa Lawlor to approve the Chamber of Commerce Sidewalk Sale to August 15<sup>th</sup>-16<sup>th</sup>(6:45PM)

Seconded: Frank Horneck

Vote: 5-0-0 passed

### **Glad Rag Banner**

Molly Hutchins presented the request for the Glad Rag sale banner. She explained that the sale would take place on September 26th, 27th, and 28th, with the banner being displayed the week prior, from September 15th through 21st. Molly provided background on the Glad Rag sales, noting their success and the distribution of proceeds to various nonprofits.

Motion: by Frank Horneck to approve the Glad Rag Banner Sept 15<sup>th</sup>-21<sup>st</sup> (6:48PM)

Seconded: Lisa Lawlor

Vote: 5-0-0 passed

### **Woodstock Rec Center Apples and Crafts Fair – Banner**

This item was skipped as Gail Devine was unable to attend. It was noted that this item would be added to next month's agenda.

### **Ottawaquechee Health Foundation – Banner**

Lana Reuss, representing the Ottawaquechee Health Foundation (OHF), requested approval for a banner to be displayed from September 8th through 15th. The banner would promote their annual appeal, which begins in October. The board suggested keeping the banner text concise for better visibility and recommended considering a double-sided design.

### **Artistee – Banner September 29th – Oct 4th**

Matthew Roberts from Artistee Community Arts Center presented their request for a banner to promote their upcoming show "Urinetown the Musical." The show would run from September 29th to October 4th and marks the beginning of their ninth season at the Grange. The representative explained that the Tony award-winning show aligns with their season's theme of building momentum in communities.

Motion: Frank Horneck to approve the Artistee Banner September 29<sup>th</sup>-Oct 4<sup>th</sup> (6:52PM)

Seconded: Lisa Lawlor

Vote: 5-0-0 passed

### **Sustainable Woodstock Electric Lawn Care Demo – Use of Green**

Heather Knoll from Sustainable Woodstock requested approval for an Electric Lawn Care Demo Event on August 5th. The event would showcase various electric lawn care equipment for public trial. After discussion about fees and insurance requirements, the board decided to approve the event for the Gore instead of Village Green, with a lower associated fee.

Motion: Frank Horneck approve of the Sustainable Woodstock Event on Village Gore and an updated COI (7:00PM)

Seconded: Lisa Lawlor

Vote: 5-0-0 passed

#### **Village Butcher – Sidewalk Permit**

Alex Berams from the Village Butcher presented his request for "Thursdays on the Block," an outdoor grilling event. He explained that this would be the third year of the event, which involves setting up a grill on the edge of the sidewalk and purchasing a parking spot for 3-4 hours. The board discussed the details and agreed to approve the permit.

Motion: by Frank Horneck to approve the Village Butcher Sidewalk Permit up to two day week (7:05PM)

Seconded: Lisa Lawlor

Vote: 5-0-0 passed

#### **121 Home**

The board discussed raising the fee for the coming year for 121 Home to maintain their designated parking space to \$2000.

Motion: by Jeffrey Kahn to raise the fee for 121 Home to maintain the space has previously agreed (7:10PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

#### **D. Discussion**

##### **Zach's Place 2nd accessible parking Spot**

The board discussed the request from Zack's Place for a second accessible parking spot. They noted that the facility has a parking lot above that could potentially hold more cars if parked differently. The board also observed that Zack's Place currently has two unloading zones, one with a curb cut and one without. They decided to request more information from Zack's Place before making a decision, including details on how many adults stay with their clients for the entire duration of their visit.

##### **Halloween Discussion**

Jeffrey Kahn reported that he had contacted the PTOs for both Prosper School and WES, as well as Maggie Mills, regarding assistance with Halloween events. He explained that they were seeking help with candy distribution and considering whether to continue closing off High Street or add more events elsewhere in the village to disperse the crowd. Jeffrey Kahn stated that he was waiting for responses and would follow up on the matter.

##### **Foliage Discussion**

The board discussed plans for the upcoming foliage season. Seton Mcilroy expressed hope that new restaurants would be open by then, potentially reducing the need for additional food options. The board agreed to focus on allowing nonprofits to set up on the Green, waiving fees for them. They discussed creating a structure for nonprofits to sign up for specific slots and making the process less labor-intensive for organizers. The board also emphasized the importance of having clear, easily accessible information about open businesses and food options during the foliage season.

##### **Parking Ordinance**

Lisa Lawlor presented a draft of the new parking ordinance. The board discussed various aspects of the ordinance, including:

1. Parking fees and fines: The board agreed to increase most parking fees and fines, including raising the construction permit fee to \$12 per day.
2. Waiving of parking tickets: After much discussion, the board decided to reduce the number of waivable parking tickets from two to one per year per license plate.

3. Mechanic Street parking lot: The board agreed to increase the number of available spots from 16 to 18, with two spots designated for residents without other parking options.
4. Booting vs. towing: The board decided against including the ability to boot cars in the ordinance, opting instead to rely on towing when necessary.
5. Elm Street permits: The board agreed to limit the number of full-day parking permits on Elm Street to six, available to village business owners and employees.

The board also discussed various other details of the ordinance, including loading zones, crosswalk parking, and the lottery system for Mechanic Street parking spots.

#### **Title 8 Chapter 3 Parking Ordinances**

Motion: by Lisa Lawlor to accept Title 8 Chapter 3 Parking Ordinances, Schedule of Fees with the change made today (8:28 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

#### **E . Executive Session 1 V.S.A 313**

Motion: by Vice Chair, Jeffrey Kahn made a motion to enter Executive Session 1 V.S.A 313 A to discuss potential contracts (8:29PM)

Seconded: Lisa Lawlor

Vote: 5-0-0 passed (returned 9:10PM)

#### **F. Approval of Minutes**

Motion: by Vice Chair Jeffrey Kahn to approve the minutes 05.13.25 (9:13PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

#### **J. Adjournment**

Motion: by Vice Chair Jeffrey Kahn to adjourn the meeting at (9:14PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

*Respectfully submitted,  
Kitty Mears Koar*