

Town & Village of Woodstock  
Selectboard & Board of Trustees Joint Meeting  
July 8th, 2025  
5:30PM  
Town Hall  
Agenda

- A. Call to order
  - 1. Selectboard
  - 2. Trustees
- B. Additions & Deletions from Agenda
- C. Citizen comments
- D. Potential Executive Session 1 V.S.A 313
  - To Discuss evaluation of a public officer or employee
- E. Discussion
  - Municipal Manager Annual Review
- F. Votes:
  - Contract for Windsor Sheriff Dispatching Services
- G. Discussion
  - Allocation of funds for decorations
  - Review of Objectives and Goals
- H. Other business
- I. Approval of Minutes
  - 06.26.25
- J. Adjournment
  - 1. Selectboard
  - 2. Trustees

This Meeting will be held in person and on Zoom.

The link to join us by Zoom is

<https://us02web.zoom.us/j/89303241344?pwd=bVpkZmF6dEJtcnpxSFBhOE1uWVlkUT09>

or from zoom.us you can enter these details to join the meeting

Meeting ID: 893 0324 1344

Password: 935173

You can also download the Zoom app on your smartphone



## **The Town of Woodstock Emergency Services Communications Contract for The Windsor County Sheriff's Department for Dispatch Services**

1.1 Woodstock will provide dispatch services serving the **Windsor County Sheriff's Department** for police services and emergency calls as applicable. The Town of Woodstock represents that it has sufficient personnel and equipment to enable Woodstock to capably and adequately render this service to the **Windsor County Sheriff's Department**. The dispatch services for the Sheriff's Department will be provided twenty-four (24) hours a day; seven (7) days a week; three hundred sixty-five (365) days a year. The dispatch services for police will be provided as enumerated in 1.2 and 1.3 below.

1.2 The Town of Woodstock proposes to provide Dispatch Services for the Windsor County Sheriff's Department for a period of two years. The fee will be \$85,000.00 for fiscal year 2026 and \$90,000.00 for fiscal year 2027. There would be a 3% increase for fiscal year 2027 if call volume increases at any rate higher than 2026 call totals. The Woodstock Police Department will submit an invoice to the Windsor County Sheriff's Department at the beginning of each quarter, July, October, January, and April.

1.3 Calls on the police office line will be screened. Emergency calls will be handled by Woodstock Dispatch. Non-emergency calls including civil process and admin calls will be handled by the Windsor County Sheriff's Department.

1.4 The services to be provided by Woodstock Dispatch pursuant to the terms of this Agreement are for emergency dispatch services only. All of the obligations of Woodstock under this Agreement apply and refer only to the obligation to provide emergency dispatch services.

1.5 The Town of Woodstock is fully insured and is not responsible for any claim (s) that may arise from failures outside of the Woodstock Emergency Communication's Division.

1.6 If either party to this contract should feel that standards are not being met, the standard dispute resolution process will include a quarterly meeting to discuss grievances until said grievances are resolved. Also, dialogue between the Woodstock Chief of Police and the Windsor County Sheriff will remain open.

1.7 The Windsor County Sheriff's Department agrees to utilize their MDC's (mobile data computers) when opening and closing non-emergency CAD Valcour cases, which should reduce call volume and pressure on Woodstock Dispatch.

Respectfully,

Eric Duffy,  
Municipal Manager

Christopher O'Keeffe,  
Interim Chief of Police

Ryan Palmer,  
Windsor County Sheriff

**Town & Village of Woodstock**  
**Town Selectboard & Board of Trustees Joint Meeting**  
**June 26<sup>th</sup>, 2025**  
**5:00PM**  
**Town Hall & Zoom**  
**Minutes**

**Draft minutes are subject to approval.**

**Present Selectboard:** Chair Ray Bourgeois, Greg Fullerton, Keri Cole, Laura Powell, Susan Ford

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

**Public:** Nico Seldon, Byron Kelly, Roger Logan

**Staff:** Eric Duffy, Chris O'Keeffe,

**Call to order**

**1. Trustees**

- a. Vice Chair Seton McIlroy called the Trustee meeting of June 26th to order at 5:00PM

**2. Selectboard**

- a. Chair Ray Bourgeois called the Selectboard meeting of June 26th to order at 5:00PM

**B. Additions or Deletions from the Agenda**

**IT Contract**

**C. Citizen's Comments**

Nicholas Seldon addressed the Boards regarding Municipal Manager Eric Duffy's annual performance review.

**D. Vote**

**Village Only- Purchase of one Police Vehicle**

The Boards discussed the purchase of a replacement police vehicle. It was stated that this was not an additional car, but a replacement for two previously purchased cars that were not working. The full amount paid for the old car would be refunded, making this purchase essentially a wash in terms of budget impact.

Motion: By Vice Chair Jeffrey Kahn for the Contract as presented (5:08PM)

Seconded: by Brenda Blakeman

Vote: 5-0-0 passed

**Town and Village Police Coverage Contract**

The board discussed the Town and Village Police coverage contract. It was noted that the contract was available online for public review.

Byron Kelly expressed concern over the previous joint meeting minutes and his opinion of the police contract. Roger Logan expressed appreciation for the month-to-month basis of the contract, stating it would allow time to review police department operations and ensure efficient use of resources.

Motion: By Vice Chair Jeffrey Kahn to approve the Police Coverage Contract as presented on a month-to-month basis (5:12PM)

Seconded: by Frank Horneck

Vote: 5-0-0 passed

#### **IT Contract**

Eric Duffy presented information on a new IT contract with Datamann. He explained that the current contract with Hanover was ending, and after evaluating multiple vendors, Datamann was recommended. The contract would be for one year starting July 1st at \$34,800, with the option to extend or reevaluate at the end of the year. It was noted that Datamann also provides services to other local organizations.

Motion: by Susan Ford to approve the Datamann IT Contract (5:16PM)

Seconded: by Keri Cole

Vote: 5-0-0, passed

Motion: By Vice Chair Jeffrey Kahn to approve the Datamann Contract as presented (5:16PM)

Seconded: by Frank Horneck

Vote: 5-0-0 passed

#### **Procurement Policy**

A procurement policy was presented for approval. It was noted that some changes had been made that morning based on board member feedback. The policy would provide guidelines for procuring services and would be part of a larger financial policy in the future.

Motion: by Laura Powell to approve the procurement policy (5:17PM)

Seconded: by Keri Cole

Vote: 5-0-0, passed

Motion: By Vice Chair Jeffrey Kahn to approve the procurement policy (5:17PM)

Seconded: by Brenda Blakeman

Vote: 5-0-0 passed

#### **Audit Vendor Contract**

Eric Duffy presented information on the audit vendor contract. Only one firm responded to the RFP, which was the current firm being used. The firm agreed to complete the audit by December and included a waiver to allow termination after one year if their services were unsatisfactory. The price quoted was within the budgeted amount.

Motion: by Susan Ford to approve the audit services contract as presented by budget (5:20PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

Motion: By Vice Chair Jeffrey Kahn to approve the audit services contract as presented by budget (5:20PM)

Seconded: by Frank Horneck

Vote: 5-0-0 passed

### **Municipal Manager Annual Review Date**

Eric Duffy requested that the board set a date for his annual review, as the June 30th deadline in his contract would not be met. After discussion, the board agreed to conduct the review on July 8th at 5:30 PM.

Motion: by Susan Ford for July 8th at 5:30 PM for the Municipal Manager's annual review date (5:24PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

Motion: By Vice Chair Jeffrey Kahn for July 8th at 5:30 PM for the Municipal Manager's annual review date (5:24PM)

Seconded: by Seton Mcilroy

Vote: 5-0-0 passed

### **E. Discussion**

#### **Review of Goals and Objectives**

#### **Possible funding for Village and Town Decorations**

These discussion items were tabled due to time constraints.

### **F. Potential Executive Session 1 V.S.A 313**

Motion: By Vice Chair Jeffrey Kahn to enter Executive Session 1 V.S.A 313 (5:26PM)

After making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage

Seconded: By Seton Mcilroy

Vote: 5-0-0 passed

Motion: By Vice Chair Jeffrey Kahn to enter Executive Session 1 V.S.A 313 to Discuss the Town's pending litigation case number 2 5 CV 1 0 8 2 4. (5:26PM)

Seconded: By Frank Horneck

Vote: 5-0-0 passed

Motion: by Susan Ford to enter Executive Session 1 V.S.A 313 (5:27PM)

After making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage

Seconded: by Laura Powell

Vote: 5-0-0, passed

Motion: By Susan Ford to enter Executive Session 1 V.S.A 313 to Discuss the Town's pending litigation case number 2 5 CV 1 0 8 2 4.  
(5:26PM)

Seconded: By Laura Powell

Vote: 5-0-0 passed

Returned at 5:53PM

**G. Other Business - None**

**H. Adjournment**

**1. Selectboard**

Motion: by Greg Fullerton to adjourn the meeting at 5:54 PM

Seconded: by Laura Powell

Vote: 5-0-0, passed

**2. Trustees**

Motion: by Jeffrey Kahn to adjourn the meeting at 5:54PM

Seconded: by Seton Mcilroy

Vote: 5-0-0, passed

*Respectfully submitted,  
Kitty Mears Koar*