

**Village of Woodstock  
Board of Trustees Meeting  
August 12<sup>th</sup>, 2025  
6:30 PM  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

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

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

**Public:** Beth Robinson, Norm Frates Jr., Nicholas Seldon, Michelle Sutherland, Roger Logan, Jess Kirby, Jon Spector, Matt Vita, Scott Smith, Hazel Bordeau, Barbara Barry, Heather Knoll, Sarit Werner, Jill Davies, Don Wheeler

**Call to order**

1. Chair Seton Mcilroy called August 12th, 2025, Village Trustees meeting to order at 6:30PM.

**B. Additions and Deletions**

**WES/PTO Bake Sale – Use of Green**

**Foliage Food – Setup and Clean Up**

**Moving Parking Ordinance on Agenda following the Village Public Trust Funds report.**

**C. Citizens' Comment**

Nicholas Seldon made public comments regarding the ongoing Joe Swanson litigation.

**D. Reports**

**Manager's Report**

Eric Duffy reported that an Economic Development Director, Abby Sherman, has been hired and will start on September 8th. Sherman comes from positions with the State and in Bethel, with significant development experience.

Eric Duffy also shared the sad news that Chris Barr, the Public Works Director who had worked for the town for six years and was an eighth-generation Woodstock resident, had passed away two weeks prior. A celebration of life is scheduled for Saturday August 23rd at the South Woodstock Fire Station from 11:00 AM to 2:00 PM.

**Financial Report**

Eric Duffy reported that the Village is projected to end the fiscal year with a surplus, pending the audit. The estimated surplus is around \$50,000. He noted that there have only been a few payrolls in the new fiscal year, no tax revenue has been reconciled.

Chair Mcilroy inquired about some percentage figures in the financial report, specifically noting that police salaries and wages showed 12% used while education showed 174%. Eric Duffy explained the education overage was likely due to a police officer currently in the academy.

**Police Report**

Michelle Sutherland reported that the department is in the process of getting a new cruiser built, which should be ready in about two or three months. A new sergeant has been hired who will start on August 24th. Officer Sanuj Arorais is attending his second week of the Police Academy. The department is updating its website with Kitty Koar's assistance. Meter revenue for July was \$18,318.67. When asked about parking trends, the Administrator noted that revenue is

increasing every month, similar to the same time last year, and violations remain at standard levels.

## **E. Votes**

### **Permit and Banners**

#### **Zack's Place Turkey Trout – Parade Permit**

Norm Frates Jr. and Beth Robinson from Zack's Place presented their application for the annual Turkey Trot event. They noted that the policy of no dogs implemented last year had worked well, and they had doubled their volunteer traffic control staff, which improved management. They have arranged parking at various locations including the Otttauquechee Health Center, Masonic Temple, Billings Farm, Mill Building and the Country Club to reduce congestion around the Green. They will meet with Sergeant O'Keefe before the event to discuss logistics. An updated Certificate of Insurance will be provided before the event date.

**Motion:** by Vice Chair Jeffrey Kahn to approve, pending an updated COI, the Zack's Place Turkey Trout Application as presented (6:45PM)

**Seconded:** Lisa Lawlor

**Vote:** 5-0-0 passed

#### **The Green Bunny – Use of Green**

Jessica Kirby, representing The Green Bunny, a cold-pressed juice business, requested permission to set up on the Green during foliage season for three Saturdays (September 27th, October 4th, and October 11th) from 1:00 PM to 3:00 PM. Their setup would include a table with coolers for juice and possibly a tent if raining. They also plan to sell granola bars and cheese.

After discussion, Trustee Jeffrey Kahn suggested they consider Sundays instead of Saturdays due to how busy Saturdays are, and Kirby agreed to switch to Sundays (**September 28th, October 5th, and October 12th**). Seton Mcilroy noted that fee details would be determined during the later discussion on foliage food vendors.

**Motion:** by Vice Chair Jeffrey Kahn to approve The Green Bunny Use of Green Permit on the dates requested(6:52PM)

**Seconded:** Brenda Blakeman

**Vote:** 5-0-0 passed

#### **Bookstock 2026**

Jon Spector from Bookstock 2026 requested use of the Green and a banner permit. He explained they were considering different approaches for managing what's on The Green this year after last year's weather issues. They are working with the Chamber of Commerce about potentially holding a Market on the Green like event with individual tents as opposed to the large tent that was used in May 2025 Bookstock. Bookstock would have a small tent similar to last year's children's tent, but would not have the large exhibitor tent. The book sale would likely be held indoors at the elementary school.

The Trustees asked for more specific details about what the event on The Green would entail and who would be responsible. Jon agreed to come back with more details at the September meeting. The Board approved the banner request for the week before Bookstock, from Monday, May 11th through Monday, May 18th, 2026.

**Motion:** by Vice Chair Jeffrey Kahn to approve the Banner request for Bookstock 2026 from May 11<sup>th</sup>-May 18<sup>th</sup> 2026 (7:06PM)

**Seconded:** Lisa Lawlor

**Vote:** 5-0-0 passed

### **Comedy Fest – Banner**

Matt Vita requested a banner permit for the Vermont Comedy Festival, which will be in its fourth year. The requested dates are December 1st through December 8th, 2025. Kitty Mears Koar confirmed no one had reserved that timeframe and the application fee had been paid.

Motion: by Vice Chair Jeffrey Kahn to approve the Banner request for Comedy Fest for Dec 1<sup>st</sup> -Dec 8<sup>th</sup> 2025 (7:08PM)

Seconded: Lisa Lawlor

Vote: 5-0-0 passed

### **Scoops – Sidewalk Permit**

Scott Smith owner of Scoops requested approval for the same traffic control system they've used in previous years. They set up stanchions outside their business when the line extends out the door, which happens primarily between September 18th and October 27th. They've implemented a maze inside the building to keep more of the line indoors, and they place a sign indicating customers should not extend the line down the street. The permit would allow for a 3-foot passage from the parking meter

Roger Logan, a resident, commented that the Board should enforce regulations consistently or amend them, but not grant variances as a regular practice. The Board decided to approve a specific variance to allow the 3-foot passage and the use of stanchions, followed by approval of the permit.

Motion: by Chair Seton Mcilroy to approve the variance (width of the sidewalk of three feet instead of five feet and to add a stanchions on the sidewalk ) (7:15PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0 passed

Motion: by Chair Seton Mcilroy to approve the Scoops Sidewalk Permit from September 18<sup>th</sup> October 27<sup>th</sup> from 12Pm-7PM (7:15PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0 passed

### **Walk and Wags**

Hazel Bordeau presented a request to use the East End Park for a fundraising trivia night benefiting Lucy Mackenzie Humane Society. The event would include a popup tent with a table for prizes and a ticket stand charging \$2-3 admission plus additional donations. The application indicated the Certificate of Insurance would be covered by Friends of East End Park, but when Barbara Barry from Friends of East End Park stated she was unaware of this arrangement, the Board decided to table the request until insurance and fee details could be clarified.

Application Tabled

### **Sustainable Woodstock Pollinator Garden Event – East End Park**

Heather Knoll from Sustainable Woodstock requested use of the East End Park for an educational event about the pollinator garden they had installed in partnership with Friends of East End Park and Wild Bee Farm. The event would be held on August 28th from 6:00 PM to 7:00 PM, with a small group of 10-30 people. No infrastructure would be set up; attendees would be invited to bring their own chairs or blankets. The Board agreed to waive the fees since Sustainable Woodstock had installed the garden being showcased.

Motion: by Chair Seton Mcilroy to approve the Sustainable Woodstock Pollinator Garden Event on August 28<sup>th</sup> from 6:00-7:00PM, and waiving the fee(7:26PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0 passed

### **Woodstock Community Day Celebration - Permit Amendment**

Barbara Barry from Friends of East End Park requested an amendment to the Woodstock Community Celebration Day permit to allow alcohol to be set up by Ottawaquechee Yacht Club at the bottom of the hill instead of the originally planned location. She explained the change would keep alcohol away from the children's area and allow people to enjoy the music.

Motion: by Chair Seton McIlroy to approve the updated permit for Friends of East End Park to allow alcohol to be set up by OYC at the bottom of the hill as presented in the permit (7:28PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0 passed

### **WES/PTO Bake Sale – Use of Green**

Sarit Werner, the new President of the PTO, presented a permit for a fundraiser bake sale on the Village Green three Saturdays during foliage. Sep 27, Oct 4, Oct 11 from 1-3 pm. The Dates were moved to Sunday September 28<sup>th</sup>, Sunday October 5<sup>th</sup>, and Sunday October 12<sup>th</sup>.

Motion: by Chair Seton McIlroy to approve the permit of the WES/TPVS PTO to sell baked goods on September 28, October 5<sup>th</sup> and October 12<sup>th</sup> on the Green(7:33PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0 passed

### **Village Public Trust Funds**

Jill Davies, Trustee of Public Funds for the Village, presented the annual discussion of three funds:

1. **The Orley Whitcomb Fund** (balance approximately \$78,058): Jill Davies proposed continuing the \$5,000 annual disbursement toward the cost of the community care coordinator position, which represents 6.4% of the fund value. The coordinator has been hired and works through the Thompson Center with various social services organizations.

Motion: by Vice Chair Jeffrey Kahn to agree to the proposal for \$5,000.00 for the Community Care Coordinator (7:36PM)

Seconded: Lisa Lawlor

Vote: 5-0-0 passed

2. **Old Fire Station Fund Balance: \$26,567**

Last year we agreed to propose to Village voters making a \$1,700 annual disbursement toward the tree fund and that this disbursement will be repeated each year providing \$1,700 is between 5 and 8% of the fund value on June 30 of each year. We did not execute this in FY2025 so the proposal is to make a \$3,400 payment to the tree fund in FY2026 and this disbursement will be repeated each year providing \$1,700 is between 5 and 8% of the fund value on June 30 of each year.

o \$1,700 represented 6.5% of FY2025 funds

o \$1,700 represents 6.4% of FY2026 estimated funds

Motion: by Vice Chair Jeffrey Kahn to approve the a \$3,400 payment to the tree fund in FY2026 and this disbursement will be repeated each year providing \$1,700 is between 5 and 8% of the fund value on June 30 of each year. (7:37PM)

Seconded: Lisa Lawlor

Vote: 5-0-0 passed

### **3. Frank S MacKenzie Fund Balance: \$4,406**

Jill Davies propose we disburse the full amount of \$4,406 to be used for the 2026 July 4th fireworks in accordance with the donor is wishes and then close the fund.

Motion: by Vice Chair Jeffrey Kahn to approve the \$4,406.00 for the July 4<sup>th</sup> Fireworks, then close out the account (7:40PM)

Seconded: Lisa Lawlor

Vote: 5-0-0 passed

### **Rockefeller Fund**

Jill Davies, representing the Investment Committee, reported on the Rockefeller Fund. The fund balance at year-end was \$2,193,243, representing a 7.5% increase even after making an \$87,500 payment to the village. The asset allocation was changed from 60/40 (stocks/bonds) to 75/25 during the year. All investments are in low-cost Vanguard index funds, with performance tracking the market as expected.

### **Parking Ordinance (7:43PM)**

Lisa Lawlor presented the parking ordinance and fee schedule for approval. The Board conducted a detailed review of the draft, identifying numerous issues requiring correction:

1. Definition of metered parking to include kiosks and mobile payments
2. Clarification of permit eligibility for Elm Street parking
3. Changes to Mechanic Street lot regulations
4. Need for better definitions of specific parking areas
5. Adjustments to enforcement language
6. Questions about state law regarding parking near intersections/crosswalks
7. Concerns about appeals procedures

Roger Logan made a comment regarding following the best regulations that are available. He also commented on the regulation regarding the tourist buses.

After extensive discussion, the board agreed to make the necessary revisions before voting. They also determined that the schedule of fees should be implemented in two phases - maintaining current fees when the ordinance first takes effect, then implementing new fees starting January 1, 2026.

The vote on the ordinance was postponed pending these revisions.

### **Parking Around of the Village Green – Market on the Green (8:40PM)**

The Board discussed providing free parking around The Green during Market on the Green for the remainder of 2025.

Motion: by Vice Chair Jeffrey Kahn for a variance for the Chamber of Commerce Permit of no parking fees for parking on the Village Green during Market on The Green from 3PM-5PM for the rest of 2025 (8:41PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

### **Authorization of Signature – Police Vehicle**

The Municipal Manager requested authorization to sign loan documents for the previously approved police vehicle purchase.

Motion: by Chair Seton Mcilroy to authorized the Municipal Manager Eric Duffy to sign for the police vehicle that is currently being purchased (8:44PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0 passed

### **FY 26 Tax Rate**

Eric Duffy presented the fiscal year 2026 tax rate, explaining that the projected 12.8% tax increase is actually 12.6%, representing approximately \$28 more per thousand of appraised property value.

Motion: by Vice Chair Jeffrey Kahn to approve the FY26 Tax rate (8:45PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

### **Zack's Place Parking Spot**

This discussion was tabled until the next meeting.

### **Tree Fund Discussion**

Don Wheeler, the Village Tree Warden, presented planned expenditures and needs for the tree fund:

1. Immediate needs: Removal of a dead Elm tree on the Village Green and a dying maple tree on Pleasant Street, estimated at \$3,000.
2. Priority for the coming season: Planting new trees on the green to fill voids from removed trees.
3. Future planning: Spring 2026 injection of ash trees at approximately \$10,000, tree pruning in the business district, and potentially expanding planting spots along sidewalks to better support healthy trees.

The Board expressed support for these plans and agreed that Don Wheeler would work with the Municipal Manager to confirm available funds following the addition of the \$3,400 approved earlier in the meeting.

### **Foliage Food (8:54PM)**

The Board discussed food vendor arrangements of the fall foliage season. They established the following parameters:

- Maximum of four vendors on the Village Green per day (including White Cottage)
- Operation dates from September 26th through October 20th
- Focus on Friday through Monday each week 11AM-3PM
- \$25 permit fee per vendor
- First-come, first-served application process
- Require either Certificate of Insurance or signed liability waiver

The Municipal Manager will coordinate applications and will manage a calendar of approved vendors, with existing applicants like Trees and Seeds and North Chapel.

### **Fall Foliage Food – Clean Up**

Seton McIlroy and the board discussed the cleanup for the Village trash during Fall Foliage. Eric Duffy discussed the Public Works department coming through the Village on their over time and doing trash pickup. The Board and Eric Duffy continue to discuss trash pick up and trash cans in the Village.

### **Port-a-Potties- Fall Foliage**

The Board discussed the placement of porta-potties during fall foliage season. Previous placement behind the Historical Society parking lot was deemed unsuccessful. The Board considered placing them near the Welcome Center on Mechanic Street, which would allow service access while providing needed facilities. The Municipal Manager will investigate feasible locations and logistics.

### **Halloween Discussion (9:15PM)**

Jeffrey Karn reported that Holly and Sarit Werner from the PTO will be organizing Halloween activities this year, including candy distribution and collection. The event will follow

the traditional format with street closures in the same location as previous years. The Board acknowledged that funding for candy is already in both the Trustees' and Selectboard's budgets, and this will need formal approval.

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

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

Pending or probable civil litigation or a prosecution, to which the public body is or may be a party;

Motion: by Chair Seton Mcilroy After making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage:

Pending or probable civil litigation or a prosecution, to which the public body is or may be a party; (9:18PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0 passed (returned 9:36PM)

Motion: by Vice Chair Jeffrey Kahn exit Executive Session (9:36PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

**G. Other Business – None**

**H. Approval of Minutes**

Jefferey Kahn noted that there was one correction to the minutes. Al Alessi name needs a second "S"

Motion: by Vice Chair Jeffrey Kahn to approve the minutes from 07.08.25 (8:37PM)

Seconded: Brenda Blakeman

Vote: 4-0-0 passed

**J. Adjournment**

Motion: by Vice Chair Jeffrey Kahn to adjourn the meeting at (9:38 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

*Respectfully submitted,  
Kitty Mears Koar*