

Town & Village of Woodstock
Town Selectboard & Village Trustees Special Joint Meeting
October 14th, 2025
5:30PM
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.

Present Selectboard: Chair Ray Bourgeois, Vice Chair Susan Ford, Greg Fullerton, Laura Powell

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

Public: Nicholas Seldon, David Brown, Tom Debevoise III, Jeane Peters, Linda Wilkenson?

Staff: Eric Duffy

Call to order

1. Selectboard

- a. Chair Ray Bourgeois called the Selectboard meeting of October 14th to order at 5:30PM

2. Trustees

- a. Chair Seton Mcilroy called the Trustee meeting of October 14th to order at 5:30PM

B. Additions or Deletions from the Agenda

~~**Covered Bridge Repair**~~

C. Discussion

Goals and Objectives

Eric Duffy presented the goals and objectives from the previous year along with new additions for consideration. The boards discussed how to approach the evaluation of these objectives, deciding to first consolidate similar items before ranking them.

The following goals were presented for consideration:

Previous Year's Goals:

- Main wastewater plant upgrade
- Merger of the Town and Village
- Redirect and condense committees and commissions
- Creating a capital plan
- Traffic calming, pedestrian safety in the Village
- Improve the foliage experience for tourists and residents
- Improve off-season tourism
- Improve Town Hall meeting tech
- Update the zoning bylaws

- Regulate short term rentals
- Shared services and staffing
- Repair and improve Village buildings
- Improve communication with the public
- Pursue floodplain restoration projects
- Resize culverts

New Goals:

- Quarterly joint board meetings to review goals and progress
- Improved billing tracking for water and sewer
- Merger study
- Schedule maintenance for Village equipment, parks, etc.
- Strategic communication plan
- Board protocols
- Support of the Economic Development Director
- Merging duplicate boards
- Care and upkeep of Village parks
- Increased Village reserves
- Develop next year to 5-year housing development plan
- Build and lead a robust marketing program
- Revised town plan

The boards identified several goals that could be merged:

- "Redirect and condense committees and commissions" could be merged with "Merging duplicate boards"
- "Schedule maintenance for Village equipment, parks, etc." could be merged with "Care and upkeep of Village parks"
- "Improve off-season tourism" could be merged with "Build and lead a robust marketing program"

The boards began ranking some of the new goals:

- "Revised Town plan" was given an 8/10 importance rating. Laura Powell explained that the Town received a Municipal Planning Grant to update the Town Plan and future land use map, which is statutorily required and would help with housing and development efforts.
- "Develop next year to 5-year housing development plan" was given a 10/10 importance rating, with discussion about how the Economic Development Director would work with state agencies, regional planning commission, and local property owners to secure grants and identify parcels for development.
- "Increased Village reserves" was given a 7/10 importance rating. It was noted that the Village's undesignated fund balance was approximately \$39,000, compared to

the Town's \$1.8 million, but board members wanted to find solutions beyond just increasing tax rates.

- "Care and upkeep of Village Parks" and "Schedule maintenance" were given a 9/10 Trustee and a 7/10 from the Selectboard in importance rating, with members noting the importance of maintaining clean parks, sidewalks, and trash cans for residents and visitors.
- Support of Economic Development Director 10/10

Due to time constraints, the Boards decided to continue the ranking at their next joint meeting scheduled for Thursday, October 23rd at 8 AM.

The board opens public comments regarding the goals and objectives.

Tom Debevoise III, a former Trustee of Public Funds member, mentioned money from that fund that was used in the past and should be looked at for availability.

Jeane Peters a resident, stated support for the merger between the Town and the Village.

Linda Wilkenson thanked the boards for looking into the merger, stating that there is a very hard-working staff at the Town Hall and also the two boards, and there is a lot to be gained for making this a priority.

Wendy Spector thanked the boards for setting goals and objectives, it helps the public understand what you are trying to accomplish. Wendy mentioned that she is the project leader of the Woodstock Village Conservancy, with a goal to support the municipality with the care of our public spaces. She believes that the Conservancies goals are well aligned with the goals the boards are setting.

Vote - Zoning Administrators' Appointment

Eric Duffy explained that as Stephanie Appelfeller transitions away from her current role, they proposed splitting the zoning administrator duties between two employees: Emily Collins would handle Village-specific zoning, and Molly Maxham would handle Town zoning. At the next Planning Commission meeting, they would also request that both be designated as backups for each other.

Motion: by Vice Chair Susan Ford to appoint Emily Collins as Village Zoning Administrator and Molly Maxham as Town Zoning Administrator. (6:11PM)

Seconded: by Laura Powell

Vote: 4-0-0, passed

Motion: by Chair Seton Mcilroy to appoint Emily Collins as Village Zoning Administrator and Molly Maxham as Town Zoning Administrator. (6:11PM)

Seconded: by Jeffrey Kahn

Vote: 5-0-0, passed

Vote - Bond Vote date for Main Waste Water Plant Renovation

Eric Duffy explained that Hoyle Tanner is ready to work toward a Town Meeting in March for the wastewater plant renovation. They need to know whether to proceed with that timeline or delay to summer or next November, as it would affect their planning.

The boards discussed the pros and cons of setting the bond vote for March 2026. Susan Ford noted that construction costs would continue to rise, making an earlier vote beneficial despite the workload it would create. Eric Duffy indicated that unlike the water vote, Hoyle Tanner would carry much of the load, but it would still require significant time from staff and board advocacy.

Motion: by Susan Ford to set the bond vote for the main wastewater plant renovation for March 2026. (6:14PM)

Seconded: by Laura Powell

Vote: 4-0-0, passed

D. Citizen Comments

Nicholas Seldon raised concerns about the potential merger of the Town and Village.

The boards discussed the next Selectboard meeting as October 21st at 6PM, and the next joint meeting on October 23rd at 8AM.

E. Approval of Minutes

The updated minutes from September 29, 2025, were reviewed.

Motion: by Susan Ford approve the updated minutes of 09/29/25 (6:19PM)

Seconded: by Laura Powell

Vote: 4-0-0, passed

Motion: by Chair Seton Mcilroy approve the updated minutes of 09/29/25 (6:19PM)

Seconded: by Jeffrey Kahn

Vote: 5-0-0, passed

F. Adjournment

Motion: by Vice Chair Susan Ford to adjourn the meeting at (6:20 PM)

Seconded: by Laura Powell

Vote: 4-0-0, passed

Motion: by Chair Seton Mcilroy to adjourn the meeting at (6:20 PM)

Seconded: by Brenda Blakeman

Vote: 5-0-0, passed

*Respectfully submitted,
Kitty Mears Koar*