

Town & Village of Woodstock
Selectboard & Board of Trustees Special Joint Meeting
November 6th, 2025
8:15 AM
Town Hall
Revised Agenda

A. Call to order

1. Selectboard
2. Trustees

B. Additions & Deletions from the Posted Agenda

C. Discussion

FY27 Budgets and Department Overviews
Fire/EMS
Police
Public Works
Dispatch
Community Development and Planning
Finance
Assessors
Town Clerk
Selectboard Updates
Wastewater Plant Project
School Committee Chair Meeting

D. Votes (Selectboard)

Letter of Support: Woodstock School System

E. Citizen Comments – Three Minutes per participant

F. Approval of Minutes

10.23.25

10.30.25

G. 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

Town & Village of Woodstock
Town Selectboard & Village Trustees Special Joint Meeting
October 23rd, 2025
8:00 AM
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.

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

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

Public: Jason Drebitko, Sarit Werner, Keri Bristow, Jason Debiko

Staff: Eric Duffy, Stephanie Appelfeller, Abby Sherman

Call to order

1. Selectboard

- a. Chair Ray Bourgeois called the Selectboard meeting of October 23rd to order at 8:01AM

2. Trustees

- a. Chair Seton Mcilroy called the Trustee meeting of October 23rd to order at 8:01AM

B. Additions or Deletions from the posted Agenda - None

C. Discussion

Goals and Objectives

Eric Duffy explained that this was the third meeting about goals and objectives, aimed at finding priorities for both boards that would guide staff focus and budget allocations for the year. He noted that he had received additional input from board members over the past week and had updated the spreadsheets accordingly.

Eric outlined the process: after this meeting, every goal would be ranked, then Eric, Stephanie Appelfeller, and Abby Sherman would internally work to define what those goals mean, develop steps to achieve them, create timelines, allocate staff time, and determine potential funding. They would then report back to both boards on implementation details before entering the budget cycle in 2-3 weeks.

Ranking is 1 to 10, one not important to 10 being very important

Board Protocols (agendas, meeting process, outside meetings)

- Current rankings: Between 8 to 10 by all board members
- The Trustees noted they were already working on this internally

Communication Plan (internal and external)

- Current rankings: as an 8 by four board members

- Seton Mcilroy explained this would involve a comprehensive audit of information flow, audience identification, formatting, accounts, and establishing consistent channels for both outgoing and incoming communications
- After discussion, revised rankings included some ranking of 7's

Project Management and Analysis Software/Procedure

- Lisa Lawlor explained this was for standardizing paperwork and tracking high-traffic periods, with a goal of implementation by next summer
- Eric Duffy noted this could require both staff time and potential funding for software
- Current rankings: Two board ranked it a 5, and two board members ranked it at 8.

Improved Billing and Tracking for Water and Sewer

- Eric Duffy described this as a carryover goal that would involve internal finance office changes and potentially funding for new meters that would allow drive-by readings instead of manual recording
- Final rankings were all 9 and 10's

Joint Meeting Preview Goals and Progress

- This goal involves scheduling regular meetings to review progress on goals
- This would include having goals listed on each meeting agenda as a reminder
- Rankings were all 9 and 10's

Resizing Culverts, Identifying Priority Culvert Replacement and Ditching Projects

- Falls under climate resiliency initiatives
- Laura Powell noted she had heard from community members that this was "incredibly important" for flood prevention
- Final rankings were primarily 8's

Pursuit of Floodplain Restoration Projects

- Similar to culvert projects, focused on climate resilience
- Stephanie Appelfeller clarified these are primarily funded through grants, not budget allocations
- Current rankings: Three board members ranked it a 6, one board member ranked them at 8, one board member ranked it at 7

Repair and Improve Village Buildings

- Clarified that this referred to private buildings, not municipally owned ones
- Discussion centered on limitations of enforcement and potential grant assistance
- Laura Powell suggested a lower ranking (2) due to enforcement difficulties and potential for unfunded mandates

Shared Service Staffing

- Goal to work with other municipalities to share services and reduce costs
- Seton Mcilroy mentioned attending a rural development conference where resource sharing was a major topic
- Rankings averaged around 7

Short Term Rentals

- Village has a relatively new ordinance; Town ordinance was previously voted down

- Seton Mcilroy emphasized the importance of data collection using existing software
- Laura Powell suggested breaking this into two components: enforcement of existing regulations (ranking 8-9) and creating new regulations (ranking 5)

Updating Zoning Bylaws

- Stephanie Appelfeller reported the Village has been updating bylaws for nearly a year to align with state regulations and reduce barriers to development
- Seton Mcilroy discussed the complexity of the changes and need for clear communication
- The process is expected to continue through winter with multiple dedicated meetings

Main Wastewater Plant Upgrade

- Received rankings of three board members were ranked at 10, and one board member ranked at 7.
- The Selectboard had already agreed to put this project on the March ballot
- Eric Duffy noted this would require significant staff time (40+ hours weekly among multiple staff members) through March

Analyzing Potential Merger and Voter Vote

- Rankings included two board members ranked at 10, with other board members providing feedback
- Discussion noted this would need to be a secondary priority after the wastewater plant project
- Laura Powell emphasized this was consistently mentioned by community members
- Concern was expressed about staff time allocation between Town and Village

Redirecting/Condensing Committees and Commissions

- Stephanie Appelfeller reported that legal counsel confirmed the ability to merge Town and Village zoning boards
- Jeffrey Kahn noted this would accomplish some merger benefits without losing municipal identity
- Ranked as a 10

Capital Plan

- Eric Duffy noted this was already in progress and would be ready for the budget cycle

Accounting/Meeting Tech

- Work has been ongoing for a year, waiting on vendor selection

Traffic/Commons Experience and Tourism Marketing

- Traffic calming received primarily 7-8 rankings
- Laura Powell noted complaints about speeding outside the Village and tied this to patrol staffing
- For tourism and marketing, Eric Duffy noted recent progress including the MOU with the Chamber, website investments, and hiring of marketing staff

Eric Duffy concluded that he and Stephanie Appelfeller would work internally to develop more detailed plans for the prioritized goals, including steps, timelines, and staff allocations, and report back to both boards in approximately two weeks.

D. Citizen Comments

Jason Drebitko from Woodstock expressed support for the wastewater treatment facility project but raised concerns about scheduling both the wastewater bond and school bond votes on the same date, suggesting this could risk failure of both bonds. He encouraged coordination between the Selectboard and school board on a strategy. He also asked whether supporting the middle and high school project was included in the goals.

Sarit Werner emphasized the importance of investing in the school, noting that the state was offering a 20-30% match that made this the "cheapest the school is ever going to get." She suggested delaying the wastewater bond vote would have less impact than delaying the school project.

A Town resident reiterates the importance of building the school as soon as possible, stating that losing the middle and high school would "change the fabric" of the community considerably.

Keri Bristow, Chair of the School Board and 45-year resident, invited the Chair and Vice Chair of the Selectboard to meet with himself and John Williams (Vice Chair of the School Board) to coordinate on supporting each other's bonds, regardless of when the votes would take place.

E. Approval of Minutes

Motion: by Chair Seton Mcilroy approve the minutes 10.14.25 (8:53 AM)

Seconded: by Jeffrey Kahn

Vote: 4-0-0, passed

Motion: by Greg Fullerton approve the minutes 10.14.25 (8:54 AM)

Seconded: by Keri Cole

Vote: 5-0-0, passed

F. Adjournment

Motion: by Vice Chair Jeffrey Kahn to adjourn the meeting at (8:54AM)

Seconded: by Brenda Blakeman

Vote: 4-0-0, passed

Before adjourning, Eric Duffy mentioned that they would have a vacancy on the Selectboard and encouraged interested parties to reach out.

Motion: by Greg Fullerton to adjourn the meeting at (8:55AM)

Seconded: by Keri Cole

Vote: 5-0-0, passed

*Respectfully submitted,
Kitty Mears Koar*

Town & Village of Woodstock
Town Selectboard & Village Trustees Special Joint Meeting
October 30th, 2025
8:00 AM
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.

Present Selectboard: Chair Ray Bourgeois, Vice Chair Susan Ford, Laura Powell, Keri Cole

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

Public: Wendy Spector, Stuart Mathews, Joe DiNatale, Scott Smith, Betty Ann McGuire, Mike Green, Kristen Sullivan, Seth Webb, Chris Booie, Jess Kirby, Travis Contratto, Brittney Soos, Claire Venard, Seth Webb, Candice Contrado, Kristen Hubbell

Staff: Eric Duffy

Call to order

1. Selectboard

- a. Chair Ray Bourgeois called the Selectboard meeting of October 30th to order at 8:00AM

2. Trustees

- a. Chair Seton Mcilroy called the Trustee meeting of October 30th to order at 8:00AM

B. Additions or Deletions from the posted Agenda – None

C. Vote

Vote – Date Change November Trustee Meeting

Seton Mcilroy explained that the November meeting needed to be rescheduled because it was currently set for November 11th, which is Veterans Day.

[Motion: by Chair Seton Mcilroy to move the regularly scheduled November 11th meeting to November 10th at 6:00 PM. \(8:02AM\)](#)

[Seconded: by Jeffrey Kahn](#)

[Vote: 5-0-0, passed](#)

D. Discussion

Village Conservancy

Eric Duffy opened the discussion by stating that the purpose of this agenda item was to have a robust conversation between both boards about the Woodstock Village Conservancy. He noted that the conservancy had been working in the background for about a year developing their ideas.

Wendy Spector, team leader for the Woodstock Village Conservancy, introduced several team members present at the meeting including Stuart Mathews, Scott Smith, Betty Ann, and Mike Green. She explained that they were hoping to come away from the meeting with a letter of agreement that would give them permission to engage with the public more

openly. Until now, their conversations had been restricted to private groups or small events.

The boards and the conservancy discussed various aspects of their potential relationship:

1. Regarding the relationship between the Conservancy and the municipalities, Wendy Spector explained that they envisioned working directly with the Department of Public Works (DPW) and the Municipal Manager. The Conservancy would provide legwork, research, information gathering, and communications with the public, while following guidance from municipal staff regarding priorities. They intended to align with the Town's goals for sustainability and Economic Development.
2. The Conservancy clarified that for public lands, they would not enter into any contracts directly. The municipality would be the signatory on any contracts, with the Conservancy helping with preparation work like finding contractors or drafting RFPs.
3. Board members raised concerns about decision-making authority and process. Wendy Spector confirmed that the Conservancy would rely on the Municipal Manager to determine when decisions needed to be presented to the boards for discussion. The boards emphasized that they often have competing priorities and the Conservancy should understand that some projects might need to be delayed due to other municipal issues.
4. Laura Powell raised a question about the Conservancy's status since they were not appointed by the boards, unlike other municipal committees. Wendy Spector explained that they were following the East End Park model and needed to maintain their independence as a philanthropic organization to raise private funds.
5. Regarding decision-making process, Wendy Spector described their approach as iterative. For their Green project, they first consulted with stakeholders, created concepts with a landscape architect, then refined those concepts. They now want board approval before taking those concepts to the public for feedback.
6. When asked about funding, Wendy Spector confirmed that their projects would be at minimal or no additional cost to the Town budget. The Conservancy would fund their work through grants and donations and would not ask for taxpayer money.
7. For maintenance of projects like tree planting, the Conservancy stated they would include maintenance planning and funding in their project plans and would work with DPW to understand what the Town currently maintains versus what would need additional attention.
8. The Conservancy mentioned that they were currently focused on the Village Green and also on "mini projects" that could be achieved more quickly and with less process. They had identified four locations in the center on Central Street where trees had been removed and could be replaced.

Board members discussed the plans with Wendy Spector, they expressed that they would need a formal written agreement with the Conservancy before any specific projects could move forward. Eric Duffy suggested that the next step would

be to create a letter of support from both municipalities outlining how they would work together.

E. Citizen Comments

Seth Webb commended Wendy Spector for her leadership and referenced his experience working for New York City Parks where conservancy partnerships had been successful. He mentioned similar successful models in cities like Houston, Boston, Greenville (South Carolina), and Bentonville.

Seth Webb commended the board on their consistent work towards infrastructure over the last several years, the creation of a Capital Plan and Economic Development. He advocated for the Selectboard to make supporting the school part of their annual objectives and to coordinate bond votes with the school to avoid competing bond measures.

Kristen Hubbell asked the Selectboard to partner with the School Board to ensure the future of Woodstock Middle & High School remains in Woodstock. She noted that state funding for school construction and renovation may soon become available, and emphasized the school's importance as a major driver in the local economy and one of the largest year-round employers.

Kristen Sullivan, a WUHS graduate with two daughters in the elementary school, expressed the importance of the School Board and Selectboard working together on the future of the middle and high school.

Candice Contrado expressed concern about potentially needing to drive her children 20-30 minutes away to school if the building does not remain in Woodstock.

F. Adjournment

Motion: by Vice Chair Susan Ford to adjourn the meeting at (9:01AM)

Seconded: by Laura Powell

Vote: 4-0-0, passed

Motion: by Chair Seton Mcilroy to adjourn the meeting at (9:01AM)

Seconded: by Lisa Lawlor

Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar