

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

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 invited the Chair and Vice Chair of the Selectboard to meet with herself 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

J Kahn

Raymond Bourgeois

Keri Cole

Frank Horneck

Susan B. Ford

Lisa lawlor

Greg Fullerton

X

Brenda Blakeman

Signature: Raymond Bourgeois
Raymond Bourgeois (Dec 6, 2025 14:58:22 EST)
Email: rbourgeois@townofwoodstock.org

Signature: 
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Signature: 
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