

Town & Village of Woodstock
Selectboard & Board of Trustees Special Joint Meeting
December 2nd, 2025
5:30 PM
Town Hall
Revised Agenda

A. Call to order

1. Selectboard
2. Trustees

B. Additions & Deletions from the Posted Agenda

C. Votes

1. FY26-27 Goals and Objectives

D. Discussion

1. Budget prep/Revenue Projection

E. Citizen Comments – Three Minutes per participant

H. Proposed executive session1 V.S.A 313

Discuss potential agreement with Village Conservancy

F. Approval of Minutes

10.23.25

10.30.25

11.06.25

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

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*

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 Horneck

Public: Wendy Spector, Stuart Mathews, Joe DiNatale, Scott Smith, Betty Ann McGuire, Mike Green, Kristen Sullivan, Seth Webb, Chris Williamson, 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 McGuire, 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*

Town & Village of Woodstock
Town Selectboard & Village Trustees Special Joint Meeting
November 6th, 2025
8:15 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 Horneck

Public: Keri Bristow, Roger Logan, Sarit Werner, Jessica Kirby

Staff: Eric Duffy, David Green, Chris O’Keeffe, Greg Fullerton, Kathy Avellino, Stephanie Appelfeller, Robert Densmore, Charlie Degener

Call to order

1. Selectboard

- a. Chair Ray Bourgeois called the Selectboard Meeting of November 6th to order at 8:15AM

2. Trustees

- a. Chair Seton Mcilroy called the Trustee Meeting of November 6th to order at 8:15AM

B. Additions or Deletions from the posted Agenda – None

C. Discussion

FY27 Budgets and Department Overviews

Fire/EMS

Fire Chief David Green reported on the Fire/EMS department's current status and needs. He noted that while their staffing continues to decrease, they had several positive developments: a staff member graduating as a paramedic who is now fully trained and certified, with another student currently in training expected to be done by spring. The department recently switched to a private ambulance billing company, which is working well despite a learning curve. They anticipate increased revenue due to the company's more effective collection methods.

Chief Green reported they had signed a contract with Efficiency Vermont for a load management system for their heating system, which would reduce electricity costs at the fire station, with all costs covered by a grant from Efficiency Vermont.

The ambulance ordered three years ago, originally expected two years ago, should arrive in January or February 2026. The truck being replaced has over 110,000 miles on it.

For the upcoming budget cycle, Chief Green proposed investigating collections for unpaid ambulance services, noting they have been running about \$100,000 in unpaid funds annually. A collection company would keep about 6-8% of what they collect.

Chief Green emphasized the staffing challenges, with no local volunteers joining in three years, despite recruitment efforts. He indicated he would need to increase full-time staffing as they are at a "tipping point" with decreasing volunteer numbers and aging volunteers.

The department plans to replace Engine 3 and will present budget figures for that in the future. The timeline between ordering and delivering an engine is typically 4-5 years, though no payment is made until delivery.

Police

Interim Chief Chris O'Keeffe reported on the Police Department's accomplishments and needs. Positive developments included replacing a problematic cruiser (expected to be picked up the following week), replacing old and outdated equipment, achieving full certifications for all full-time officers with the final officer graduating just before Thanksgiving.

Areas needing attention included increased training for mental health awareness, website modernization, and increased cooperation with other departments for consolidated training.

Budget increases would be required for the immediate replacement of their camera system, including body cameras and in-car cameras that are literally falling apart. The new Axon system would cost \$21,000 per year for five years, providing wraparound care and cloud-based evidence management. The Interim Chief also increased the communications budget by a couple thousand dollars due to costs associated with providing officers with iPhones for evidence collection and communication, now connected to Starlink for better coverage in remote areas.

Public Works

The new Director of Public Works, Greg Fullerton provided a brief overview of his initial observations. He identified significant needs for updated tools and equipment. He mentioned broken chainsaws that are 20 years old and several trucks needing snow tires.

Greg Fullerton reported the department is waiting for a truck that was supposed to have already arrived, and they're waiting on a quote for a grader. He also mentioned the need to replace the sludge truck, which won't pass inspection due to a rusting double frame and cab.

He noted staffing challenges, with a need for another person in the Village and potentially another person shared between Village and Town highway Departments.

Community Development and Planning

Stephanie Appelfeller reported that the department name had been changed from "zoning" to "Community Development and Planning" to move away from negative connotations. Major changes included putting Molly Maxham in charge of Town Zoning administration and Emily Collins in charge of Village Zoning Administration. The Department switched to a cheaper short-term rental software, saving about \$20,000, which should be operational by year's end.

The department has been working on Village Bylaw analysis with Two Rivers-Ottawaquechee Regional Commission. Over the next year, they will work on Town Plan rewriting, with a focus on housing development. Stephanie Appelfeller requested maintaining the department at three people to allow adequate time for planning. She also mentioned the need for more robust permitting software.

Finance

Robert Densmore, the Finance Director, discussed efficiency improvements, including adding modules for fixed assets and accounts receivable to their accounting software. These improvements allow better tracking of invoices and revenue in real time.

All four funds ended the year with a surplus. The Department is working on a capital plan to better manage future replacement of vehicles and large equipment. Robert noted a large-scale water meter replacement throughout the system to improve efficiency in meter reading and billing, with potential for radio-read meters that would dramatically reduce reading and billing processing time. He mentioned exploring staffing additions, potentially a Town Hall-wide administrative position to handle ordering, envelope stuffing, and serving as a forward-facing person during tax time and sewer/water payment periods.

Assessors

Kathy Avellino reported that the Assessors' office budget has decreased due to reducing from three staff to two. A reappraisal is upcoming with mailings starting in the next couple of weeks. The Assessors have grown the grand list by \$15 million in 2024 and \$14 million this year through new homes, garages, updates, and property assessments. The office is working with Community Development to streamline their systems for better tracking of completed projects.

Town Clerk

Charlie Degener reported that his office continues to scan and index land records, with documents digitized back to 1935. They are working with the history center to image older bound volumes. He noted that the state implemented a new voter registration system which has transitioned smoothly. This year has been quiet for elections, but next year will include Town Meeting, the Statewide Primary in August, and the November general election.

He mentioned physical constraints of the office space as an ongoing challenge, noting that after 17 years in a small space, the vault is getting increasingly crowded. Eric Duffy mentioned that Stephanie Appelfeller has been working with contractors to see if they can build out more offices in the existing space.

Selectboard Updates

Wastewater Plant Project

The Town has decided to move forward with a bond vote at March Town Meeting for the Wastewater Plant. Tours of the Wastewater Plant Facility will be held on November 15th from 10 AM to 2 PM to show residents the condition of the facility and the need for a new

one. Public forums will be scheduled to discuss why this infrastructure is necessary for the Town and its benefits for Woodstock as a whole.

School Committee Chair Meeting

Ray Bourgeois and Susan Ford met with three members of the School Board to discuss common issues. They reported a spirit of collaboration and a shared goal of keeping Woodstock strong and building the economic base while supporting local families. Keri Bristow from the School Board expressed appreciation for the conversation and desire for continued involvement between boards.

Keri Bristow reported that the Senate Education Committee will visit the school on November 18th to tour the facility, observe classes, and hold an open session at 3 PM for public comments and questions. She encouraged board members to attend to demonstrate support.

Votes (Selectboard)

Letter of Support: Woodstock School System

Laura Powell presented a draft letter of support for the Woodstock School System, emphasizing the importance of maintaining a Middle School and High School in Woodstock. Following suggestions from board members and public comments, the letter was amended to acknowledge that the school serves 28 communities beyond Woodstock. The letter expresses support for keeping the school in Woodstock but does not specifically support the bond.

Several citizens commented in support of the school letter, with appreciation for the board's action on this important community issue.

Motion: by Vice Chair Susan Ford to approve the letter of support for the Woodstock School System as amended. (9:58AM)

Seconded: by Keri Cole

Vote: 4-0-0, passed

D. Citizen Comments – Three Minutes per participant

Jessica Kirby mentioned her support for keeping the school in Woodstock, and the Selectboard action in writing the letter of support.

Roger Logan thanked Eric Duffy and the Town staff for their thoughtful presentations balancing needs, efficiency, and costs. He also expressed support for the consideration of ambulance service collections, suggesting clear communication and payment plan options to mitigate negative perceptions.

Approval of Minutes

Minutes were tabled

E. Adjournment

Motion: by Vice Chair Susan Ford to adjourn the meeting at (10:02AM)

Seconded: by Laura Powell

Vote: 4-0-0, passed

Motion: by Chair Seton Mcilroy to adjourn the meeting at (10:02AM)

Seconded: by Frank Horneck

Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar

