Town & Village of Woodstock
Special Meeting of the Selectboard and Village Trustees
June 22nd, 2026
8:30 AM
Town Hall
Agenda

A. **Call to order**
    1. Selectboard
    2. Trustees
B. **Additions and Deletions from the Posted Agenda**
C. **Citizen Comment-** 3 minutes maximum per person
D. **Vote**
    1. **FY27 Village-Town Police Contract**
    2. **Creation of Merger Analysis Committee**
    3. **Town Purchase of Street Speed Signs**
E. **Discussion**
    1. **FY25 Town Audit**
    2. **FY25 Village Audit**

F. **Approval of Minutes**
    04.01.26
    05.28.26
G. **Adjournment**

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

Police Protection Inter Local Contract

Pursuant to 24 VSA Ch. 121 sub chapter 4, the Board of Village Trustees and the Selectboard of the Town of Woodstock enter into this inter-local agreement for the purposes set forth herein.

This Agreement, entered into and executed this _22__day of _June 2025, by and between the Town of Woodstock (Town) and Village of Woodstock (Village).

Whereas, the Village has for many years maintained a Police Department, and

Whereas, the Town desires to provide certain police protection to its citizens, and

Whereas, the Village and Town agree that the Village Police Department, if properly manned and funded, can provide certain police protection to the Town.

The parties agree as follows:

1. This agreement shall commence on July 1, 2026, and shall continue on a month-to-month basis with automatic renewal, unless it is formally extended, amended, or terminate in writing.

2. The Town shall continue to maintain a special assessment district for the purpose of providing law enforcement services which shall be all of that area within the Town of Woodstock which lies outside the boundaries of The Village of Woodstock.

3. The Village Police Department shall provide such services within the Special Assessment District as the Town Selectboard and the Village Trustees may from time to time determine, including, but not limited to continuous emergency response and such other services as are directed by appropriate municipal authority.

4. The Town shall pay the Village the fair and reasonable cost of the police services provided as agreed from time to time. The cost of such payments shall be assessed to the taxpayers within the Special Assessment District pro rata based upon the grand list values of the real estate within the District.

5. The Town Selectboard hereby appoints the Village Police Department, its officers and employees, as the Town's police representatives for all such purposes as may be reasonably required and confers upon the Village Police Department jurisdiction to enforce the laws and ordinances as may apply within the Town.

6. Administrative oversight for the operation of the Village Police Department, including finance, equipment, and personnel, shall remain the responsibility of the Village. Structural changes to the department—such as changes to the

organizational hierarchy, creation or elimination of divisions or roles, or significant modifications to the budget or departmental functions—are also subject to approval by the Town Selectboard.

7. This agreement may be modified or terminated by the written concurrence of both parties with a sixty-day notice.

8. The parties agree to abide by the stipulations outlined in Addendum 1 (attached hereto), which shall remain in effect on a month-to-month basis beginning July 1, 2026, unless otherwise amended or terminated in accordance with the terms of this agreement.

Town of Woodstock Select Board

by: ____________________________

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________________ ____________________________

Date

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Village of Woodstock Board of Village Trustees

by: ____________________________

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Date ____________________________

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Addendum 1

1. The Town agrees to pay a monthly fee of ($40,6022.40) to the Village for police coverage commencing July 1, 2026.
2. Police coverage in the Town will be at the determination of the Police Chief with the understanding that coverage will be adequate for protection, visibility, and community relations with the goal of a weekly average of a minimum of 40 hours.
3. To the best possible degree, all police activity in the town will be noted and tracked. This data will be presented by the Police Chief, on a quarterly basis, to the Chair and Vice Chair of both boards (or their designee) and the Municipal Manager. Further, the Police Department will keep track of town patrols on a map that will be located at the Police Department.
4. Ticket revenue from infractions in the Town will go into the Town's general fund.

FY 2025 Audit one pager

Budget to actuals	Audit
FY25 Actual revenue	$ 1,050,096.00
FY25 Actual Expenditures	$ 81,970.00
Actual year end surplus	$ 968,126.00
Capital Reserves Balance	
Water End of FY24	$ -
Water End of FY25	$ -
Net Change	$ -
Year End debt total	
Water Long term debt balance FY24	$ -
Water Long term debt balance FY25	$ 7,500,000.00
Net change	$ 7,500,000.00
Water Debt payments FY24	$ -
Water Debt payments FY25	$ -
Net Change	$ -
Year end Undesignated fund balance	
Water End of FY24	$ -
Water End of FY25	$ -
Net change	$ -

FY 2025 Audit one pager

Budget to actuals

	Audited numbers	
FY25 Actual revenue	$	9,347,906.00
FY25 Actual Expenditures	$	8,287,991.00
Revenue/Expense Difference	$	1,059,915.00
Actual year end surplus	$	1,059,915.00
Capital Reserves Balance		
Town End of FY24	$	1,637,417.00
Town End of FY25	$	2,302,189.00
Net Change	$	664,772.00
Year End debt total		
Town Long term debt balance FY24	$	6,120,367.00
Town Long term debt balance FY25	$	5,490,836.00
Net change	$	(629,531.00)
Town Debt payments FY24	$	626,131.00
Town Debt payments FY25	$	629,531.00
Net Change	$	3,400.00
Year end Undesignated fund balance		
Town End of FY24	$	1,650,053.00
Town End of FY25	$	2,902,306.00
Net change	$	1,252,253.00

FY 2025 Audit one pager

FY25 Actual revenue	$ 1,632,668.00
FY24 Actual Expenditures	$ 1,593,942.00
Actual year end surplus	$ 38,726.00

Capital Reserves Balance	
Village End of FY23	$ 197,142.00
Village End of FY24	$ 210,831.00
Net Change	$ 13,689.00

Year end Undesignated Fund Balance	
Village End of FY24	$ 45,735.00
Village End of FY25	$ 152,626.00
Net change	$ 106,891.00

FY 2025 Audit one pager

Budget to actuals	Audit
FY25 Actual revenue	$ 1,861,423.00
FY25 Actual Expenditures	$ 1,360,583.00
Actual year end surplus	$ 500,840.00
Capital Reserves Balance	
Town End of FY24	$ 752,353.00
Town End of FY25	$ 630,317.00
Net Change	$ (122,036.00)
Year End debt total	
Town Long term debt balance FY24	$ 2,615,248.00
Town Long term debt balance FY25	$ 2,417,309.00
Net change	$ (197,939.00)
Town Debt payments FY24	$ -
Town Debt payments FY25	$ 197,939.00
Net Change	$ 197,939.00

Town & Village of Woodstock
Town Selectboard & Village Trustees Special Joint Meeting
April 1st, 2026
3:30 PM
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.
Present Selectboard: Vice Chair Laura Powell, Chair Susan Ford, Norm Frates Jr., Cliff Johnson
Present Trustees: Brenda Blakeman, Chair Lisa Lawlor, Stephen Stuntz, Jamie Fox
Staff: Eric Duffy, Kitty Mears Koar, Emily Collins, Molly Maxham
Public: Nicholas Seldon, Sally Garmon, Carl Andeer Esq, Gay Travers, Wendy Marrinan,

A. Call to order

1. Selectboard

a. Chair Susan Ford called the Selectboard Meeting of April 1st to order at 3:30 PM

Before beginning the meeting, Chair Susan Ford acknowledged the passing of Bruce Gould this week, noting his tremendous dedication to the Town of Woodstock where he was raised and raised his three children. She detailed his extensive service including 13 years on the Selectboard, 24 years as Justice of the Peace, and 36 years as Moderator, in addition to serving on the school board and countless nonprofit boards. Chair Susan Ford stated that Woodstock is truly better for Bruce having lived there, calling him a phenomenal public servant, and extended sympathies to Pat, Christine, Tim, Leanne, and their families.

2. Trustees

a. Chair Lisa Lawlor called the Trustee Meeting of April 1st to order at 3:30 PM

B. Additions or Deletions from the posted Agenda –

Move Vote section to before discussion

C. Citizen Comments – Three Minutes per participant

Due to very limited time, citizen comments were restricted to 10 minutes total. If there were more comments than could fit in that timeframe, individual comments would be limited to one minute per person.

Nicholas Seldon raised several concerns about open meeting law violations. Mr. Seldon raised additional concerns including regarding the board's code of ethics or rules about giving truthful information to the public.

Sally Garmon complained about notice for the meeting, stating many people would have liked to attend but didn't know ahead of time. She noted the 3:30 PM time conflicted with work schedules and suggested the meeting should be adjourned and rescheduled for a time when citizens could listen and participate.

D. Vote

State Required Annual Financial Plan- Highway

Eric Duffy explained these were two pieces of paper for VTrans to show proof that enough money was raised in the Town and the Village, requiring individual votes by both the Selectboard and Trustees with signatures.

Motion: by Vice Chair Laura Powell to approve the state required annual financial highway plan. (3:36PM)

Seconded: by Cliff Johnson
Vote:4-0-0, passed

Motion: by Stephen Stuntz to approve the state required annual financial highway plan. (3:36PM)

Seconded: by Brenda Blakeman
Vote: 4-0-0, passed

Selectboard Quarterly Police Meeting Member Designation

Chair Susan Ford explained they have been having quarterly police meetings for at least two to three years, routinely with the Chair and Vice Chair attending. This year they have a new Vice Chair, but Cliff Johnson has been more involved with police issues and the police contract with the Village.

Motion: by Vice Chair Laura Powell to nominate Susan Ford, the chair, and Cliff Johnson to represent the selectboard in the quarterly police meetings. (3:38PM)

Seconded: by Norm Frates Jr
Vote:3-0-1, passed

E. Discussion

Vermont League of Cities and Towns Training

Eric Duffy explained that about a month ago, Chair Susan Ford reached out asking to organize this training under the belief that there would be new board members and as a refresher for current board members. They also invited Chairs of all committees and commissions that operate under the Selectboard and Village Trustees in Woodstock.
The purpose was to have staff attorney Carl Anders from the Vermont League of Cities and Towns to present to the boards on Open Meeting Law and Executive Session.

Eric Duffy noted they would not take questions from the audience, only from the Boards, would not take stances that would create liability issues for the Town, and would not answer questions directly about specific examples.

1. Open Meeting Law

Carl Anders, a staff attorney with the Vermont League of Cities and Towns for about 10 years, introduced himself and the Municipal Assistance Center (MAC), which provides help to Towns through publications, training, webinars, and on-site visits. He encouraged Town officials to create free accounts on their website at vlct.org to access resources and send questions.

Mr. Anders explained that Vermont's open meeting law at its most basic level requires meetings to be open and noticed for the public to attend and have limited participation rights. The law exists because of constitutional requirements that all government officials be accountable to the people, providing transparency through the Open Meeting Law and public Records Act.

The law applies to every board, committee, and commission in the Village and Town, including both statutorily listed bodies like Planning Commissions and Selectboards, as well as committees or subcommittees created by those boards. Mr. Anders explained the recent amendment distinguishing between non-advisory (decision-making) and advisory public bodies, with different requirements applying to each.

A meeting occurs when there is a gathering of a quorum discussing the business of the body or ta5king action. For electronic participation, the law requires designated staff physically located at a physical location for decision-making public bodies, with members attending electronically needing to identify themselves and be heard throughout the meeting.

Mr. Anders addressed email communications, warning against "reply all" situations that could create inadvertent violations. He outlined specific exemptions for scheduling meetings, organizing agendas, or distributing information for later discussion, but cautioned against substantive discussions via email among a quorum.

The training covered notice and agenda requirements, including 48-hour posting for regular meetings and 24-hour posting for special meetings. Agendas must contain sufficient details about matters to be discussed and can only be amended as first order of business, though this shouldn't be used to circumvent proper notice requirements.

Meetings must be open to the public with different requirements for decision-making versus advisory bodies. A recent amendment allows individuals to request electronic participation with at least two business days' notice, which must be accommodated unless there would be undue hardship.

The law requires providing reasonable opportunity for public comments on matters considered by the public body, subject to reasonable rules. Mr. Anders recommended reviewing their model rules of procedure available on their website. Mr. Anders discussed the Selectboard rules regarding public comments, stating that rules could be instated keeping public comment to agenda items. But many Towns keep an open public comment period. It was also noted that comments made that are not on the agenda can not be answered or discussion due to the fact that they are not warned agenda items.

Meeting minutes must provide a true indication of the meeting's business, including all members present, topics discussed, participants, motions and results, and vote outcomes. Minutes must be posted within five calendar days and remain on the website for at least a year.

A new requirement mandates that non-advisory public bodies record and post all meetings for at least 30 days, unless doing so would impose undue hardship. This requirement doesn't apply to site inspections or field visits.

2. Executive Session

Mr. Anders distinguished between deliberations and executive sessions. Deliberations are strictly tied to quasi-judicial proceedings like vicious dog hearings or development review board hearings, where after closing a public hearing, the board can deliberate privately about the case without violating open meeting law.

Executive sessions are closed portions of otherwise open noticed meetings that cannot happen spontaneously. Boards must look to specific statutory reasons and ensure their situation matches one of those listed reasons rather than assuming something is private or embarrassing enough to warrant executive session.

The law has different methods for entering executive session- first finding that premature general public knowledge would clearly place the public body or individual at substantial disadvantage, second motion then moving to enter executive session for the specific purpose.

No binding action can be taken in executive session except for one exception regarding real estate negotiations. Minutes are not required but can be taken, and if taken, are not subject to public disclosure. All public body members can enter, and they can invite necessary staff or others related to the issue.

The training concluded with information about responding to open meeting law complaints, which must be addressed within 10 calendar days at a public meeting, either acknowledging inadvertent violation and stating how it will be cured within 14 days, or stating no violation occurred. Failure to respond is treated as a denial, and complainants can appeal to superior court.

Questions from Board members and the public included clarification on citizen working groups, hybrid meeting requirements, Board answering questions during citizen’s comments, and executive session procedures.

F. Adjournment

Motion: by Vice Chair Laura Powell to adjourn the Meeting (5:17PM)
Seconded: by Cliff Johnson
Vote: 4-0-0, passed
Motion: by Stephen Stuntz to adjourn the Meeting (5:17PM)
Seconded: by Brenda Blakeman
Vote: 4-0-0, passed

Respectfully submitted,
Kitty Mears Koar

Town & Village of Woodstock
Town Selectboard & Village Trustees Special Joint Meeting
May 28th, 2026
5:00 PM
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.
Meeting attendance: 19 attended in person and 24 on Zoom
Present Selectboard: Chair Susan Ford, Norm Frates Jr., Cliff Johnson
Present Trustees: Brenda Blakeman, Chair Lisa Lawlor, Stephen Stuntz, Jamie Fox, Vice Chair Jeffrey Kahn
Staff: Eric Duffy, Kitty Mears Koar

Public: Nicholas Seldon, Bonnie Clement, John Steinle, Wendy Marrinan, Al Alessi, Roger Logan, Steve Fulkerson, Lynda Fulkerson, Susie Stulz, Anna Ingraham, Dick Sweeney, Mary Ann Sweeney, Clay Reed, Barbara Kennedy, Marybeth Defalco, Sofia Lanlois, Michelle Sutherland, Byron Kelly, Eric Nesbitt, Peter Shoemaker, Margaret Fraser, Deborah Gravel, Gay Travers, Susan Chiefsky, Wendy Spector, Peggy Fraser

A. **Call to order**
    1. **Selectboard**
        a. Chair Susan Ford called the Selectboard Meeting of May 28th to order at 5:00 PM
    2. **Trustees**
        a. Chair Lisa Lawlor called the Trustee Meeting of May 28th to order at 5:00 PM
B. **Additions or Deletions from the posted Agenda**
    ~~Ethic Liaison~~
C. **Citizen Comments – Three Minutes per participant**

Deborah Gravel expressed distress over a news article in the Vermont Standard regarding what she characterized as the exploitation of a young man's death and his family's grief for personal gain in a legal matter.

Byron Kelly raised concern about the recent closure of the last pharmacy in Woodstock, noting that a significant segment of the elderly population depends on prescription medications that cannot easily be obtained in nearby communities. He urged the Boards to treat this as a community priority even if it falls outside the typical scope of Board business.

Nicholas Seldon called on the Boards to exercise "ethical reflection and morality". Mr. Seldon cited a pattern of alleged misconduct including misleading the public regarding tax dollar spending, along with other topics. Mr. Seldon also alleged that two named Board members had not corrected their homestead status as had previously been represented to the public.

Steve Fulkerson spoke of his appreciation for the Woodstock community and acknowledged the progress made on long-deferred infrastructure maintenance. He expressed sadness at the level of community discord played out publicly in recent years and extended his gratitude to those who serve in local government.

D. Discussion

Quarterly Update

Eric Duffy presented a quarterly progress report on the Joint Boards' strategic goals, with PowerPoint prepared by Chief of Staff Stephanie Appelfeller. He noted that the Boards had established four overarching objectives in 2024: housing development, effective and efficient government, affordability, and climate resiliency.

Regarding FY25 achievements, Mr. Duffy reported that the Town had purchased the Woodstock Aqueduct and approved of approximately $8.3 million in infrastructure and property investments, both with roughly 80% voter approval. Software systems for short-term rental tracking and permitting have been updated. Town Hall technology had been improved, including the return of equipment loaned by a community member during the COVID-19 pandemic. A five-year capital plan was developed collaboratively by the Finance Office and department heads. Economic Development Director, Abbie Sherman, was hired and meets monthly with the Woodstock Chamber of Commerce; a marketing committee was restructured to report directly to her. A downtown restaurant map initiative was launched and deemed successful. Water and sewer billing reconciliation remained ongoing, with the finance staff working to untangle longstanding billing complexities. Over $2.5 million in grants had been secured, supporting water, wastewater, and community infrastructure.

Regarding FY26 goals, Mr. Duffy noted that an RFP for a housing strategy plan was out, a housing working group had been formed by the Selectboard in early May, and the Town plan update would commence once the Planning Commission completes its work on the Bylaws. A review of advisory committee structures had been placed on hold pending the Planning Commission's bylaw recommendations, with the current expectation being that reporting structures would be clarified rather than consolidated. The main Wastewater Plant Bond passed at Town Meeting with approximately 80% approval, and schematic design review was now complete. The merger analysis, which had been a FY26 goal, was deferred pending the seating of new Selectboard members following two open seats.

Village Conservancy Presentation

Wendy Spector representing the Woodstock Village Conservancy, presented two related memoranda to the Joint Boards. She prefaced her remarks by noting that a letter of agreement between the Conservancy and the Municipality had been signed earlier in the year, and that the purpose of this presentation was to move from that general agreement toward a more specific shared process.

Process Framework (Steps A–F)

The first memo outlined a proposed six-step framework for shepherding Conservancy initiatives from idea generation through execution. Step A involves generating ideas from community members, Municipal staff, and Conservancy leadership, with the Conservancy assessing its capacity to pursue them. Step B involves developing an initiative outline — a structured document addressing the goal, scope, cost range, stakeholders, permits, timetable, and next steps — through an internal working group that may include community members and Municipal staff. Step C involves refining that outline through the Conservancy's leadership team. Step D involves sharing the outline with the Municipal Manager and relevant staff for input. Step E involves presenting the initiative to the Joint Boards, who determine how to bring it to the public. Step F involves returning to the boards for final approval and execution.

The Boards engaged in substantive discussion about this framework. Chair Susan Ford encouraged more robust public involvement at the idea generation stage (Step A), before concepts become too developed. Wendy Spector acknowledged this concern and noted that for certain initiatives — such as the rehabilitation of the Green — informal public outreach through surveys and stakeholder focus groups had already occurred prior to engaging the Boards. Norm Frates Jr. asked for a concrete example of a Conservancy initiative, prompting Wendy Spector to describe several in brief: "Branch Out Woodstock" (a multi-year downtown tree planting initiative), the rehabilitation of the Green, the Conservancy Corps (a twice-monthly volunteer maintenance program under DPW guidance), a bicentennial celebration committee for the Green, and a rehabilitation project for Tribou Park. It was asked whether the Conservancy's first point of contact for all initiatives would be the Municipal Manager, and Wendy Spector confirmed this was stipulated in the letter of agreement, with broader staff engagement occurring only after board approval. Stephen Stuntz also suggested that the breadth of public feedback gathered for any given initiative be documented, noting that the scale of a project should correspond to the depth of community input obtained.

Gay Travers asked why a formal agreement was necessary rather than a simple approval process. Mr. Duffy and the Chair Lisa Lawlor clarified that because the initiatives involve municipal land and may implicate state and federal requirements, insurance, drainage, infrastructure, and DPW coordination, a structured process is essential. Mr. Duffy further clarified that the letter of agreement governs the working relationship, not contractual obligations, which would be handled separately if and when construction or physical work is undertaken by the Town.

Green Rehabilitation — Request for Public Feedback Sessions

The second memo addressed a specific request related to the rehabilitation of the Woodstock Green. Wendy Spector summarized that following prior stakeholder outreach, surveys conducted at Market on the Green, and engagement of a landscape designer using philanthropic funds, the Conservancy believed it was ready to hold dedicated public feedback sessions. She requested the Boards' approval to: publish information about the initiative via listserv and other channels; conduct a public survey; and hold at least one public feedback session at Town Hall over the summer. The proposed feedback sessions would focus on educating the public about the current physical condition of the Green, sharing initial design concepts based on stakeholder priorities, and gathering broader community input to refine those concepts.

Peggy Fraser of the public asked who the "stakeholders" were; Wendy Spector identified them as including abutters, the Woodstock Inn, the Friends of the Green, Friends of Faulkner Park, Sustainable Woodstock, the Rotary, the Garden Club, the school superintendent and principals, the Thompson Senior Center, and the former DPW Director, among others.

Susie Stulz urged the boards not to rely exclusively on the listserv for public notice, noting that many community members no longer read it. Wendy Marrinan suggested the Town of Woodstock website as a preferred and more reliable public information platform. Because the Boards had not been formally warned to vote on these requests, no action was taken at this meeting. Mr. Duffy recommended that the Selectboard consider the matter at its Tuesday, June 2nd meeting, and that the Village Trustees take it up at their June 9th meeting. Wendy Spector was asked to submit a written summary of what she was requesting the Boards to consider at those respective meetings.

E. Approval of Minutes

Prior to the vote, board members noted several corrections. Chair Susan Ford identified that the name of Bruce Gould was misspelled in the April 1st minutes, that the meeting time was listed incorrectly as 4:00 PM rather than 3:30 PM, and that a Trustee's first name was spelled incorrectly ("Stephen" not "Stephan"). Chair Susan Ford also noted that the name "Carl Anders" was misspelled throughout the April 1st minutes and requested additional time to review that set of minutes more thoroughly.

Motion: by Chair Susan Ford to approve the minutes of February 17, February 23, and March 25 with the corrections noted, and to table the April 1st minutes pending further review (5:54 PM)

Seconded: by Cliff Johnson

Vote: 3-0-0, passed

Motion: by Stephen Stuntz to approve the minutes of February 17, February 23, and March 25 with the corrections noted, and to table the April 1st minutes pending further review (5:54 PM)

Seconded: by Brenda Blakeman

Vote: 5-0-0, passed

F. Adjournment

Motion: by Chair Susan Ford to adjourn the Meeting (5:55PM)

Seconded: by Cliff Johnson

Vote: 3-0-0, passed

Motion: by Chair Lisa Lawlor to adjourn the Meeting (5:55PM)
Seconded: by Brenda Blakeman
Vote: 5-0-0, passed

Respectfully submitted,
Kitty Mears Koar