

Town of Woodstock
Selectboard Meeting
January 20th, 2026
6:00PM
Town Hall & Zoom
Agenda

A. Call to order

B. Additions to & deletions from posted agenda

C. Citizen Comments – three-minute Limit

D. Manager’s Report

E. Vote

1. Homestead late filing penalty
2. Municipal Policies and Codes
 - a. CDBG-DR Planning grant
3. Potential Amendment to NBRC Grant
4. Town Report Dedication
5. Date for Selectboard meeting to sign Town Meeting Warning
6. Liquor License
 - a. Acadian Enterprises, LLC -1st
 - b. Shade Maple LLC – 1st & 3rd

F. Discussion

- ¹. Town Report Availability- February 21st
2. Wassail Recap
3. Main Wastewater Plant Funding Allocation
4. Town Meeting- Special Articles Tax Impact
5. Vondell Cobb Easement
- ⁶. FY27 Budget Discussion

G. Approval of Minutes

- | | |
|----------|----------|
| 11.18.25 | 01.05.26 |
| 12.16.25 | 01.13.26 |

H. Adjournment

Zoom

The link to join us is

<https://us02web.zoom.us/j/84782406503?pwd=UXAzWnJxaEE0MzJaMlBKeHJPUjB6QT09>

or from zoom.us you can enter these details to join the meeting

Meeting ID: 847-8240-6503

Password: 247624

You can also download the Zoom app on your smartphone

AI 91214 : Late Filed Homestead Penalty

2

Legal Question (Legal Inquiry) Out-Standing Follow Up PRIVATE

Member Info

Member: ██████████
Date Submitted: 11/13/2025
Relationship(s):
Requested Due Date: 11/13/2025
Topic: TAX
Assigned To: MAC_LEGAL
Last Updated: 11/13/2025

Organization Info

Organization: Woodstock, Town of- 500848 - FULL
VERB Member: No
PACIF Member: Yes
Town Manager Form of Government: Yes
Phone: ██████████
Primary Contact: ██████████
Contact Email: ██████████

Messages

+ ADD A MESSAGE

Search messages...

Garrett Baxter - Senior Staff Attorney

🕒 12 minutes ago

Hi Ashley. I am. I hope you are too!

In response to your question, the steps are quite simple, as it's something that your Selectboard can just assess when it issues a corrected tax bill.

Pursuant to 32 V.S.A. § 5410(g), see below, a municipality may impose a penalty for failure to file a homestead declaration or for filing a late homestead declaration. The penalty may be set at amount up to three percent of the education tax on the property. However, a penalty of up to eight percent of the education tax on the property may be included if:

- (1) the property incorrectly declared as a homestead is located in a municipality that has a lower homestead tax rate than the nonresidential tax rate; or
- (2) if an undeclared homestead is located in a municipality that has a lower nonresidential tax rate than the homestead tax rate.

The amount of the penalty is set by the Selectboard and assessed with the issuance of a corrected tax bill. Here's the relevant provision of law in its entirety:

If the property identified in a declaration under subsection (b) of this section is not the taxpayer's homestead or if the owner of a homestead fails to declare a homestead as required under this section, the Commissioner shall notify the municipality, and the municipality shall issue a corrected tax bill that may, as determined by the governing body of the municipality, include a penalty of up to three percent of the education tax on the property. However, if the property incorrectly declared as a homestead is located in a municipality that has a lower homestead tax rate than the nonhomestead tax rate or if an undeclared homestead is located in a municipality that has a lower nonhomestead tax rate than the homestead tax rate, then the governing body of the municipality may include a penalty of up to eight percent of the education tax liability on the property. If the Commissioner determines that the declaration or failure to declare was with fraudulent intent, then the municipality shall assess the taxpayer a penalty in an amount equal to 100

MUNICIPAL POLICIES AND CODES (FORM MP-1)

Consistent with the provisions of the Vermont Community Development Program, and federal law, the (check one) [] Town [] City [] Village of _____ has adopted the following policies and codes:

Equal Employment Opportunity Policy (required by 24 CFR 570.904 and modeled on the State of Vermont's State Government EEO Plan for FY 2022):

A. It is the policy and practice of this municipality to assure that no person will be discriminated against, or be denied the benefit of any activity, program, or employment process, in any area of employment, including but not limited to recruitment, advertising, hiring, promotion, transfer, demotion, lay off, termination, rehiring, rates of pay, benefits, development opportunities, and/or other compensation. This municipality is strongly committed to non-discrimination and equal opportunity in all employment actions for qualified persons without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identification, or disabling condition. It is the policy of this municipality to provide a workplace that is free of harassment for being a member of a protected class, and this municipality prohibits retaliatory action for any protected activity. With this in mind, the following policy is set in place.

1. This municipality shall consider all qualified applicants for available positions without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability, provided the individual is qualified to perform the work available. Attempts will be made to contact known sources of minority and women potential applicants to maximize the participation of such applicants.
2. All recruitment advertisements will include the municipality's commitment to Equal Employment Opportunity, and job specifications/descriptions should be reviewed periodically and properly identify job-related requirements.
3. EEO posters shall be placed and maintained in conspicuous locations.
4. Advancement to positions of greater responsibility is based on an individual's demonstrated performance.
5. Compensation, benefits, job assignments, layoffs, employee development opportunities, and discipline shall be administered consistent with federal and state laws, and without bias to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability.
6. Executive, management and supervisory level employees have the responsibility to further the implementation of this policy and ensure conformance by subordinates.
7. Any municipal employee who engages in discrimination of a member of a protected class or unlawful harassment may be subject to appropriate discipline.
8. Any supervisory or managerial employee who knows of unlawful discrimination or harassment in the workplace, and fails to take immediate and appropriate corrective action, may be subject to disciplinary action.

B. The municipality is committed to its Equal Employment Opportunity Policy, and as part of the Equal Employment Opportunity Plan will:

1. Recruit, hire, upgrade, train, and promote in all job classifications without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability;
2. Base employment decisions on the principles of Equal Employment Opportunity and with the intent to further the municipality's commitment to workplace diversity;
3. Ensure that all other personnel actions such as compensation, benefits, municipal-sponsored training, educational tuition assistance, social and recreational programs shall be administered without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability;
4. Provide reasonable accommodations for applicants and/or employees with disabilities, which will enable them to successfully perform the essential job functions;
5. Ensure that employees and applicants are not subjected to intimidation and/or harassment, threats, coercion, or discrimination because they have filed a complaint, assisted or participated in an investigation or any other activity, or opposed any act or practice made unlawful;
6. Investigate claims of discrimination and unlawful harassment in the workplace; and
7. Promote inclusion and diversity in all levels of the workforce.

Fair Housing Policy (required by 24 CFR 570.904 and modeled on 24 CFR Part 6):

The policy set forth herein applies to all housing programs, both present and future, funded through the Vermont Community Development Program.

- A. This municipality will not, directly or through contractual, licensing, or other arrangements, take any of the following actions on the grounds of race, color, national origin, religion, or sex:
1. Deny any individual any facilities, services, financial aid, or other benefits provided under any CDBG-DR funded program or activity;
 2. Provide any facilities, services, financial aid, or other benefits that are different, or are provided in a different form, from that provided to others under any CDBG-DR funded program or activity;
 3. Subject an individual to segregated or separate treatment in any facility, or in any matter of process related to the receipt of any service or benefit under any CDBG-DR funded program or activity;
 4. Restrict an individual's access to, or enjoyment of, any advantage or privilege enjoyed by others in connection with facilities, services, financial aid or other benefits under any CDBG-DR funded program or activity;
 5. Treat an individual differently from others in determining whether the individual satisfies any admission, enrollment, eligibility, membership, or other requirements or conditions that the individual must meet in order to be provided any facilities, services, or other benefit provided under any CDBG-DR funded program or activity;
 6. Deny an individual an opportunity to participate in any CDBG-DR funded program or activity as an employee;

7. Aid or otherwise perpetuate discrimination against an individual by providing CDBG-DR funded financial assistance to an agency, organization, or person that discriminates in providing any housing, aid, benefit, or service;
8. Otherwise limit an individual in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other individuals receiving the housing, aid, benefit, or service;
9. Use criteria or methods of administration that have the effect of subjecting persons to discrimination or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity with respect to persons of a particular race, color, national origin, religion, or sex; or
10. Deny a person the opportunity to participate as a member of planning or advisory boards.

B. In determining the site or location of housing, accommodations, or facilities, this municipality will not make selections that have the effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination on the ground of race, color, national origin, religion, or sex. This municipality will not make selections that have the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of this policy.

C. This municipality will not, directly or through contractual, licensing, or other arrangements, solely on the basis of handicap:

1. Deny a qualified individual with handicaps the opportunity to participate in, or benefit from, any CDBG-DR funded housing, aid, benefit, or service;
2. Afford a qualified individual with handicaps an opportunity to participate in, or benefit from, any CDBG-DR funded housing, aid, benefit, or service that is not equal to that afforded to others;
3. Provide a qualified individual with handicaps with any CDBG-DR funded housing, aid, benefit, or service that is not as effective in affording the individual an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as that provided to others;
4. Provide different or separate CDBG-DR funded housing, aid, benefits, or services to individuals with handicaps or to any class of individuals with handicaps from that provided to others unless such action is necessary to provide qualified individuals with handicaps with housing, aid, benefits, or services that are as effective as those provided to others;
5. Aid or perpetuate discrimination against a qualified individual with handicaps by providing significant assistance to an agency, organization, or person that discriminates on the basis of handicap in providing any housing, aid, benefit, or service to beneficiaries in the recipient's federally assisted program or activity;
6. Deny a qualified individual with handicaps the opportunity to participate as a member of planning or advisory boards;

7. Deny a dwelling to an otherwise qualified buyer or renter because of a handicap of that buyer or renter or a person residing in or intending and eligible to reside in that dwelling after it is sold, rented or made available; or
 8. Otherwise limit a qualified individual with handicaps in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other qualified individuals receiving the housing, aid, benefit, or service.
- D. This municipality will not, directly or through contracting, licensing, or other arrangements, use age distinctions or take any other actions that have the effect, on the basis of age, of:
1. Excluding individuals from, denying them the benefits of, or subjecting them to discrimination under, a CDBG-DR funded program or activity; or
 2. Denying or limiting individuals in their opportunity to participate in any CDBG-DR funded program or activity.

Use of Excessive Force Policy (42 USC sec. 5304(I)):

This municipality (1) prohibits the use of excessive force by its law enforcement agencies against any individuals engaged in nonviolent civil rights demonstrations; and (2) prohibits its law enforcement agencies from physically barring entrance to or exit from a facility or location that is the subject of a nonviolent civil rights demonstration.

Policy on the Use of CDBG-DR Funds for Federal Lobbying (Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352 and 43 CFR part 18, New Restrictions on Lobbying. Submission of an application also represents the applicant's certification of the statements in 43 CFR part 18, appendix A, Certification Regarding Lobbying):

This municipality will not allow the use of CDBG-DR funds to pay any person for the influencing or attempting to influence an officer of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

Code of Ethics for Administration of Community Development Block Grant Disaster Recovery Program (24 CFR 570.489(h)):

The following code of ethical conduct for public officials, employees and/or affected contractors covers all aspects of the CDBG-DR program, whether or not specifically cited.

1. Goods and services shall be procured in a manner which maximizes free and open competition.
2. Officers and employees shall not participate in any decision concerning matters in which they

have a financial interest.

3. Conflicts, and the appearance of conflicts, of interest shall be avoided in order to assure public confidence in the operations of governments.
4. Every effort will be made to actively recruit woman-owned or minority-owned businesses and to provide opportunities for local residents and businesses, consistent with Section 3 of the Housing and Urban Development Act of 1968.
5. All procurement actions shall be conducted in public and all records related thereto will be open to public review.

The Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.):

Requires Grantees to certify and assure the Department that they will establish a formal written policy that informs employees that the manufacture, distribution, possession and use of illegal drugs in the workplace are prohibited, and an ongoing drug-free awareness program.

If this municipality does not already have a drug-free workplace policy that is at least as robust as the following, it hereby establishes that:

As an employer, the {Municipality} is responsible for maintaining safe, efficient working conditions for its employees by providing a drug-free workplace. Therefore, municipal employees shall not engage in the unlawful manufacture, distribution, possession or use of controlled substances (drugs) on the job or on any municipal work site.

1. The illegal use, possession, sale, distribution, or manufacture of controlled substances in or on property belonging to the municipality will not be tolerated and is considered to be grounds for review and termination of employment at the discretion of the employee's supervisor.
2. Any employee of the municipality who has a controlled substance dependency, or any other controlled substance-related problem, shall immediately seek professional assistance or counseling.
3. Any employee of the municipality who is convicted of violating any criminal drug statute must inform his or her supervisor within 5 days after the conviction. The criminal conviction of any employee of this municipality for the use, possession, sale or distribution of a controlled substance may be considered grounds for review and termination of employment at the discretion of the employee's supervisor.
4. If an employee who is convicted of violating any criminal drug statute works in a federally funded program, the municipality shall notify the agency that provides the federal funding within ten (10) days of the municipality's receiving the notice of the conviction. In the case of the Vermont Community Development Program, notify the Department of Housing and Community Development.
5. Any employee on municipal premises who appears to be under the influence of, or who

possesses illegal or non-medically authorized drugs, or who has used such drugs on municipal premises, may be temporarily relieved from duty pending further investigation.

6. If the use of legal drugs endangers safety, management may (but is not required to) reassign work on a temporary or permanent basis.
7. All current and future employees shall be informed of this policy and shall acknowledge in writing their understanding and acceptance of this policy.

Subrecipient Oversight Monitoring Policy (required by Uniform Guidance, 2 CFR Part 200):

The policy set forth herein must be adopted by all municipalities using CDBG-DR funds. Adoption of this policy certifies the Grantee shall be responsible for oversight monitoring of grant funds that are dispersed to a sub-recipient, to ensure the funds are properly managed.

To ensure such funds are managed according to the agreements and requirements of the granting agency, the Municipality will designate a municipal individual responsible for subrecipient monitoring. At a minimum, this will include:

1. Closely monitoring and reviewing the requisition of funds to the funding agency on a regular basis;
2. Reviewing the Subrecipient's financial management systems, internal control procedures, separation of duties, ensuring that different individuals review the invoices for payment and accuracy, from someone who writes the check, to someone who authorizes or signs the check, to someone who reconciles the Bank statements;
3. Reviewing the Subrecipient's procurement policies to ensure that they meet the requirements of 2 CFR Part 200, Uniform Federal Guidance;
4. Reviewing Labor Standards, if applicable, and the appropriate wage rates; securing payrolls and reviewing them for accuracy, and in the event there are any errors securing proof of restitution;
5. Ensuring that contractors are being paid appropriately, and lien waivers and other releases are secured from the contractors;
6. Closely monitoring the progress of the funded project through the review of required progress reports; and
7. Obtaining and reviewing the independent audit if required for the sub-recipient (expenditure of \$750,000 or greater in one fiscal year); or the municipality may determine that its own single audit may be expanded to include the scope of federal funds expended at the subrecipient level; or the subrecipient may be eligible to have a program specific audit.
8. Authorized representatives of the Secretary of the Agency, the Secretary of HUD, the Inspector General of the United States, or the U.S. General Accounting Office shall have access to all books, accounts, records, reports, files, papers, things, or property belong to, or in use

by, any Subgrantee or Subrecipients pertaining to the receipts of CDBG-DR funds as may be necessary to make audits, examinations, excerpts, and transcripts.

Whistleblower Protections:

A. The Municipality shall not discriminate or retaliate against a municipal employee or agent for engaging in the following:

1. Providing to a public body a good faith report or good faith testimony that alleges an entity of municipal or state government, a municipal employee or official, or a person providing services to the municipality under contract has engaged in a violation of law or in waste, fraud, or abuse of authority, or an act threatening health or safety.
2. Assisting or participating in a proceeding to enforce the provisions of this policy.

B. Neither the Municipality nor any municipal officer or employee shall attempt to restrict or interfere with, in any manner, a municipal employee's ability to engage in any of the protected activity described in subsection (a) of this policy. Employees are not required to report misconduct to the municipality or its agents prior to reporting to any governmental entity and/or the public.

C. Neither the Municipality nor any municipal officer or employee shall require employees or agents to forego monetary awards as a result of such reports.

Texting While Driving Policy (Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving):

This municipality certifies and assures the Department that it will establish a formal written policy that informs employees that text messaging while operating a municipal vehicle is prohibited, and to conduct initiatives that encourage voluntary compliance with the municipal policy while off duty. If this municipality does not already have a such a policy that is at least as robust as the following, it hereby establishes that:

This municipality (1) prohibits the practice of texting while driving by its employees in municipal vehicles; and (2) requires its employees to adhere to Vermont statute, 23 V.S.A. § 1095b. "Handheld use of portable electronic device prohibited."

Violence Against Women Act (reauthorization March 2022: VAWA 2022):

This municipality certifies and assures the Department that it will establish formal written policies that support an individual's, including survivor's, right to seek law enforcement or emergency assistance, including, but not limited to, making certain forms available to occupants of publicly assisted housing. Further, this municipality shall develop additional requirements to review and report non-compliant local laws and ordinances. If this municipality does not already have a such a policy that is at least as robust as the following, it hereby establishes that:

This municipality shall (1) report on the existence of laws or policies they or their subgrantees (or state grant recipients) adopted that impose penalties based on requests for law enforcement or emergency assistance or based on criminal activity that occurred at a covered property; and (2) make

all [required forms](#) available to individuals living in CDBG assisted housing on the municipality's website and as requested.

Accessibility & 508 Compliance requirements (Section 504 Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990):

This municipality certifies and assures the Department that it shall consider and implement required accessibility requirements in its CDBG assisted facilities. Further, the municipality shall consider the accessibility of any materials produced via or related to federal funds and implement accessibility measures.

Adoption

Adopted by the Legislative Body on the _____ day of _____, _____.

LEGISLATIVE BODY

(Typed Name)

(Signature)

NBRC Grant - Water System Projects

Award Amount: \$966,656.52
 Town Share: \$886,235.70
 Total: \$1,755,094.22
 Reimbursement Rate: 50%
 Period of Performance: 7/1/2025 to 09/30/2028

Abbreviations:

SCRIP = Small System Capacity & Resiliency Program Loan (\$800,000)
 EA = Environmental Assessment
 SHPO = State Historic Preservation Office
 1B = Storage tank transmission main and Route 4 upgrades

Project Costs Breakdown:

Elim Street Bridge Line \$637,717.50
 Supply Well Replacement \$879,999.55
 Alternative 1B \$4,398,960.00 (from Engineering Report)
 NBRC Grant Costs \$37,377.17 (for EA and THORC)

NBRC AMENDMENT OPTIONS

Option 1: No Amendments		Option 2: Remove Design & Permitting of Well		Option 3: Remove Elm St. Bridge, and Design & Permitting of Well		Option 4: Remove Elm St. Bridge, Design & Permitting of Well, and ADD Construction of 1B		Option 5: Cancel Grant	
Pros	Cons	Pros	Cons	Pros	Cons	Pros	Cons	Pros	Cons
Retain All Grant Funds	EA Process will delay construction of Elm Street line until at least Fall 2026	Allows potential construction of well in Fall of 2026	Some loss of grant funds, unless updated cost estimate shows otherwise	Allows construction of Elm Street line in Spring/Summer 2026	Loss of about 1/2 of grant funds	Allows construction of Elm Street line in Spring/Summer 2026	Must submit amendment & wait for approval before proceeding with EA	Allows construction of Elm Street line in Spring/Summer 2026	Are there enough funds to cover all projects (Elm St, Well, & 1B) Without NBRC?
No amendment needed	EA Process will delay design & permitting of well until at least Fall 2026, construction in Spring/Summer 2027	By excluding 1B, no federal reviews are needed for 1B and construction of 1B could potentially begin Fall 2026	EA Process will delay construction of Elm Street line until at least Fall 2026	Allows retaining all NBRC funds, assuming amendment is approved	Must submit amendment (include update of well construction costs)	Allows retaining all NBRC funds, assuming amendment is approved	Risk that NBRC could reject amendment and complete loss of funding	Allows for quick construction of new well	
By excluding 1B, no federal reviews are needed for 1B and construction of 1B could potentially begin Fall 2026	Loss of SCRIP bond funds if Elm Street not completed by end of 2026*	Retain most or all of NBRC grant	Construction on Elm Street during busy foliage season. Night work is possible, but adds concern of noise impacting neighborhood.	Retain SCRIP funds	Risk that NBRC could reject amendment and complete loss of funding	Retain SCRIP funds	Will require federal reviews of 1B, and review by SHPO, and delay the projects	Construction of 1B potentially begin in Fall 2026	
Begin EA process now	Construction on Elm Street during busy foliage season. Night work is possible, but adds concern of noise impacting neighborhood.	Go out to bid now for RFPs for EA in hopes of completion in time for Fall 2026 bid	Loss of SCRIP bond funds if Elm Street not completed by end of 2026.*	By excluding 1B, no federal reviews are needed for 1B and construction of 1B could potentially begin Fall 2026	Must wait for NBRC amendment approval before proceeding with EA and likely means later than Fall 2026 construction	By excluding 1B, no federal reviews are needed for 1B and construction of 1B could potentially begin Fall 2026	Likely construction of well & 1B begin in 2027. Construction of well is more urgently needed.	Should allow for approval of new connections to water system later in 2026	
Night work for project is not expected to increase project costs.	Delay to bidding out means increased cost to construct	Night work for project is not expected to increase project costs.	Delay to bidding out means increased cost to construct	Approval of new connections to water system potentially delayed until 2027	Approval of new connections to water system potentially delayed until 2027	Delay to bidding out means increased cost to construct	Delay to bidding out means increased cost to construct	Retain SCRIP funds	
Approval of new connections to water system potentially delayed until 2027		Approval of new connections to water system potentially delayed until 2027	Approval of new connections to water system potentially delayed until 2027	Must submit amendment (include update of well construction costs)		Approval of new connections to water system potentially delayed until 2027	Approval of new connections to water system potentially delayed until 2027	No staff time needed for grant management	
*Need to have a drop dead date for Notices to Proceed from NBRC so that we don't lose SCRIP funds. If NTP not received, we cancel grant and proceed to bid out projects.		*Need to have a drop dead date for Notices to Proceed from NBRC so that we don't lose SCRIP funds. If NTP not received, we cancel grant and proceed to bid out projects.	*Need to have a drop dead date for Notices to Proceed from NBRC so that we don't lose SCRIP funds. If NTP not received, we cancel grant and proceed to bid out projects.					Could adjust scope of 1B to fit funds available.	
									Pooled Loan Proceeds (matching funds) must be spent by 03/2028. There is potential for an extension, but at an additional cost for arbitrage calculations and IRS penalties (amount unknown).

To: Woodstock Selectboard

From: Abbie Sherman, Economic Development Director

Date: January 6, 2026

RE: NBRC Catalyst Grant – Elm Street Bridge Waterline and Construction of Replacement Well

As you were previously updated, we received in December notification from NBRC that the Elm Street Bridge waterline and new well project do not qualify for categorical exclusion with the Catalyst Grant and we must complete the federal environmental assessment process. That process must be completed for the town to receive a “Full Notice to Proceed” which allows us to commit funds for the project.

There is no opportunity to appeal this determination by NBRC, and we have spent the last few weeks working with MSK Engineers to gather information and consider the options for moving forward.

- Environmental Assessments can take between 6 to 12 months to complete. We are hopeful it will take 9 months at most, but that puts us at least in September before construction can begin.
- The SCRIP loan (\$800,000 at 0% interest) from the bond bank must be spent by the end of 2026 or we lose it.
- The Elm Street Bridge waterline is essentially ready to go out to bid. Ideally, we would go out to bid no later than the end of June 2026 to ensure it is completed by the end of 2026.
- The new well still needs design and permitting services and we need to receive the Notice to Proceed from NBRC before committing funds for those services. The well that is being replaced continues to drop in yield and urgently needs to be replaced. If the yield continues to decline, there will be a point that the water system cannot make enough water in a day to keep up with demand.
- Proceeding on the current path with no amendment means the earliest construction could occur for Elm Street Bridge is Fall 2026, and spring/summer 2027 for the well.

The Selectboard will need to determine which is the best path forward, and what consequences are acceptable. The attached file outlines five options and the pros and cons of each.

- Option 1 involves no amendments to the grant and accepting all the consequences of the delay in the timeline. With this option, there is risk of losing the SCRIP loan.



Application ID: DLL - Application - 66746
Application for: First Class Commercial Caterer
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name:
Acadian Enterprises, LLC

Business ID:
0464054

Business Address:
43076 La Riva Dr,
Ashburn, Virginia 20148

Entity Type:
Limited Liability Corporation

Phone:
5717232990

Management Type if LLC:
Manager-managed

Email:
jarbourg@gmail.com

People Information

- **Person:**
Jared Bourgeois

Business Role:
Business Principal

Email:
jarbourg@gmail.com

Business Address:
43076 La Riva Dr,
Ashburn, Virginia, 20148

US Citizen?

Political Position

Phone:

Name: Jared Bourgeois

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Do you lease this Premises:

Robinson Farm

Location Address:

5250 West Woodstock Road,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:

Woodstock

Health License:

Food:17268

Lodging:

Vermont Tax Department:

Education Details

Student Name:

Jared Bourgeois

Training Completion Date:

Tue Nov 04 00:00:00 GMT 2025

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

License Number:

Licensee Name:

License Status:

Licensee Address:

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-27169	Articles of Organization	Acadian Enterprises, LLC
D-27168	Federal Employee Identification #	Acadian Enterprises, LLC
D-34181	Trade Name Registration	Acadian Enterprises, LLC
D-34350	Health License	LN-034033
D-34350	Health License	LN-034033

Payment and Acknowledgement

Signed by:

Jared Bourgeois

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2025-11-07 13:18:52

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



Application ID: DLL - Application - 67628
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Shade Maple LLC
Business ID: 0371673
Business Address: 61 Central Street, Woodstock, Vermont 05091
Entity Type: Limited Liability Partnership
Phone: 8022913691
Management Type if LLC: Manager-managed
Email: matt@mangalitsavt.com

People Information

- **Person:** Matt Lombard

Business Role:
Business Principal

Business Address:
61 Central Street,
61 Central Street, Vermont, 05091

Phone:

Email:
mangalitsaoffice@gmail.com

US Citizen?

Political Position

Name: Matt Lombard

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:** Mathew Lombard

Business Role:

Email:

Member/Manager

matt@mangalitsavt.com

Business Address:

PO Box 27,
South Woodstock, Vermont, 05071

US Citizen?

Yes

Phone:

8022913691

Political Position

Name: Mathew Lombard

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Peace Field Farm

Do you lease this Premises:

Location Address:

651 Pomfret Road,
Woodstock, Vermont 05091

Health License:

Food:17486

Lodging:

Local Jurisdiction/ Town Clerk:

Woodstock

Vermont Tax Department:

11410719-001

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

License Number:

Licensee Name:

License Status:

Licensee Address:

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-34966	Articles of Organization	Shade Maple LLC
D-34967	Federal Employee Identification #	Shade Maple LLC
D-34968	Operating Agreement	Shade Maple LLC

D-35201	Sales and Use tax documents	Shade Maple LLC
D-35394	Health License	Shade Maple LLC
D-34969	Lease or proof of ownership	LN-036558

Payment and Acknowledgement

Signed by:

Mathew Lombard

Date of Submission:

2025-12-03 18:30:00

Local Application Fee:

115

State of Vermont / DLL Application Fee:

115.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false



Application ID: DLL - Application - 68520
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Shade Maple LLC
Business ID: 0371673
Business Address: 61 Central Street, Woodstock, Vermont 05091
Entity Type: Limited Liability Partnership
Phone: 8022913691
Management Type if LLC: Manager-managed
Email: matt@mangalitsavt.com

People Information

- **Person:** Matt Lombard

Business Role: Business Principal
Business Address: 61 Central Street, 61 Central Street, Vermont, 05091
Phone:
Email: mangalitsaoffice@gmail.com
US Citizen?
Political Position
Name: Matt Lombard
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:** Mathew Lombard

Business Role: **Email:**

Member/Manager

matt@mangalitsavt.com

Business Address:

PO Box 27,
South Woodstock, Vermont, 05071

US Citizen?

Yes

Political Position

Phone:

8022913691

Name: Mathew Lombard

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Peace Field Farm

Do you lease this Premises:

Location Address:

651 Pomfret Road,
Woodstock, Vermont 05091

Health License:

Food:17486

Lodging:

Local Jurisdiction/ Town Clerk:

Woodstock

Vermont Tax Department:

11410719-001

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

License Number:

Licensee Name:

License Status:

Licensee Address:

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-34966	Articles of Organization	Shade Maple LLC
D-34967	Federal Employee Identification #	Shade Maple LLC
D-34968	Operating Agreement	Shade Maple LLC

D-35201	Sales and Use tax documents	Shade Maple LLC
D-35394	Health License	Shade Maple LLC
D-34969	Lease or proof of ownership	LN-036558

Payment and Acknowledgement

Signed by:

Mathew Lombard

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2026-01-13 16:31:17

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false

**Town of Woodstock
Special Selectboard Meeting
November 18th, 2025
6:00 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

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

Staff: Eric Duffy, Abbie Sherman

Public: Wendy Marrinan, Beverly Humpstone, Byron Kelly, Roger Logan, Norm Frates,
Donna Foster, Karim Houry

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of November 18th to order at 6:00 PM

A. Additions to & deletions from posted agenda

Wassail Parade to Use the Town Snow Dump

~~Vermont Land Trust Grant-Vondell-Cobb Conservation Easement~~

Vondell-Cobb Conservation Easement Fundraising – Move under Discussion

B. Citizens Comments

Byron Kelly from Woodstock expressed appreciation for the boards and Town Manager. He congratulated Cliff Johnson on his focus on affordable housing and noted the challenges of reconciling community interests with changing demographics. He mentioned that only 9% of current residents lived in Woodstock before 1990, with 75% of the population having been there less than 15 years. He also expressed concern about the frequency of executive sessions and requested more transparency.

Beverly Humpstone from South Woodstock, a Design Review Board member for approximately 20 years, explained that she and fellow board members had resigned as a group. She emphasized the importance of having design expertise on boards overseeing Woodstock's aesthetic character, noting that none of the current Development Review Board members have a design background, while the Design Review Board included professionals with relevant expertise.

Wendy Marrinan supported Beverly Humpstone's comments and requested that the Selectboard ask the Planning Commission to make current planning documents more accessible on the Town website. She noted that draft documents are difficult to find, which hinders public engagement.

C. Manager's Report

Eric Duffy reported attending a meeting with the education committee at the high school, where residents provided feedback to the delegation. He updated the board on

grant applications, noting that Abby Sherman, Stephanie Appelfeller, Two Rivers Ottauquechee Regional Commission, and the National Park Service are collaborating on a FLAP grant application for up to \$2.2 million to improve access to national parks. The grant would fund sidewalk improvements, Central Bridge repairs, and a trail from National Park to the Rainbow Playschool School. The submission deadline is December 2nd.

Eric Duffy reported that the Town hosted tours of the Wastewater Plant the previous Saturday, with Selectboard representatives, legislators, and members of the public attending. A website with information about the wastewater plant renovation is now live.

Eric Duffy mentioned that he has been posting more frequent updates on his Substack and the Listserv. He noted that Town Hall will be closed for Thanksgiving on Thursday and Friday, while emergency services will remain operational.

The board welcomed Cliff Johnson as a new Selectboard member, who expressed his enthusiasm to serve.

D. Discussion

Plaque Policy/ Rotary Plaque on Town Property

Eric Duffy explained that the Rotary is seeking permission to place a plaque recognizing donors to the star on Mount Tom. The Village Trustees previously asked if the plaque could be placed on the triangle near the Green in front of the Covered Bridge, which would require Selectboard approval. Eric Duffy had consulted with various department heads, who suggested placing it where the current bench is located and possibly relocating the bench. The proposed plaque exceeds the size allowed under Village ordinances.

Susan Ford expressed concern about proceeding without first establishing a policy for plaques on Town property. She suggested developing basic rules regarding size, location, materials, ownership, maintenance responsibilities, and potential relocation. She noted there are over 70 nonprofits in Town and expressed concern about public lands becoming overcrowded with memorials.

There was discussion about who has authority over the Town Green, with Eric Duffy clarifying that while the Town owns the Green, the Trustees manage it according to the Town Plan.

After further discussion, including comments from Roger Logan, who agreed that policies should be established before approving plaques, the board decided not to vote on the Rotary plaque request until a policy is developed. Eric Duffy was directed to draft a policy for consideration at a future meeting.

Wastewater Plant Renovation Updates

Eric Duffy reported that the website for the Wastewater Treatment Plant renovation is now live. He noted that tours were conducted the previous Saturday, and the project is proceeding on schedule for a Town Meeting vote in March.

Wastewater Public Forums

Eric Duffy proposed conducting public forums to provide information about the project, suggesting at least one session per week between now and the March vote. The board expressed support for this approach, and Eric Duffy will coordinate scheduling based on board members' availability.

Vermont Land Trust Grant- Vondell-Cobb Conservation Easement

The board discussed the status of the Vermont Land Trust grant application for the Vondell-Cobb property. Susan Ford explained that they have applied for a grant, and the Vermont Housing Conservation Board has indicated the Town's portion would likely be \$600,000 for conserving the entire property except for the reservoir, water tank area, offices, parking lot, and a 10-acre parcel. The grant would be voted on by January by the Vermont Housing Conservation Board.

Wassail Parade Snow Dump

The board discussed a request from the Wassail Parade Committee to use the Town Snow Dump Road as a staging area for the parade. Norm Frates, representing the committee, explained that after 33 years of staging at the Mill Building Property, the Mill association is no longer allowing use of that space. The committee has developed a plan to use the Snow Dump Road for carriage lineup, with a contingency plan to use the Country Club parking area in case of significant snowfall.

The board discussed the logistics, with Norm Frates confirming they have coordinated with the police department and obtained approval from other property owners along the road. He explained they would stage the carriages at different times and keep the traffic flowing, with additional staff to help manage the process.

Motion: by Susan Ford for the Wassail Parade to use the snow dump (6:46 PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

Sewer Abatement- 61 River Street, Woodstock

Eric Duffy explained that staff had investigated whether there was precedent for approving multi-year abatements but were unable to confirm or deny if the board had previously approved such requests. The board agreed to approve the current abatement while considering adding a statute of limitations to the water and sewer abatement policies in the future.

Motion: by Susan Ford to approve the sewer abatement for 61 River Street (6:49 PM)
Seconded: by Laura Powell
Vote: 5-0-0, passed

Future of EDC Grants and Plan for ongoing awarded grants

Eric Duffy presented Abby Sherman's recommendation to end the Economic Development Commission (EDC) grant programs while allowing existing grants to continue through their completion. The board discussed the specifics of how to handle outstanding grants and agreed that no new grants would be approved.

Motion: by Laura Powell to end the EDC grant programs as outlined by Abbie Sherman (7:01 PM)

Seconded: by Susan Ford
Vote: 5-0-0, passed

Budget Allocation- Water Department

Eric Duffy explained that with the Town now owning the water system, the board needed to decide how to allocate staff salaries across Town, Village, and utility departments. He presented options for splitting costs, noting that currently, office staff time is allocated as 55% Town, 25% Village, and 20% Sewer, while public works is split 50/50 between Town and Sewer.

The board discussed how these allocations would impact water and sewer rates, with Eric Duffy explaining that a 10/10 split between water and sewer would move approximately \$75,000 from sewer to water expenses. Board members recognized that allocations could be adjusted in the future if actual time commitments varied.

Motion: by Laura Powell to set the budget allocation for Town staff time at 55% Town, 25% Village, 10% Water, 10% Sewer, and Public Works Department at 50% Town, 25% Water, 25% Sewer (7:06 PM)

Seconded: by Susan Ford
Vote: 5-0-0, passed

Vondell-Cobb Conservation Easement Fundraising

Susan Ford explained that to assist with fundraising efforts, the board needed to establish a fundraising target beyond the expected \$600,000 grant from VHCB including everything but the Reservoir, parking lot, the water tank, office area and the 10 acre parcel. Susan Ford noted that Tom Debevoise was willing to lead private fundraising efforts but

needed a specific goal. Board members discussed setting a target of \$1 million, which would allow for potential property improvements beyond the conservation easement.

Motion: by Susan Ford to set the fundraising goal at \$1 million for the Vondell-Cobb Conservation Easement and authorize Tom Debevoise to fundraise on behalf of the Town (7:06 PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

FY26 Selectboard Goals and Objectives

Eric Duffy presented a draft of goals and objectives for FY26, explaining the format which included urgency, timeline, and staff time requirements for each goal. He highlighted the Wastewater Treatment Plant upgrade as the highest priority, with plans to develop detailed implementation steps for each goal.

Board members discussed the need to be realistic about the number of goals that could be accomplished given staff limitations, with Cliff Johnson asking about the total staff capacity available. Eric Duffy explained that unpredictable daily demands make this difficult to quantify precisely but emphasized that realistically only 3-5 major goals could be accomplished in a year.

Laura Powell suggested further consolidating some goals that seemed redundant or overly detailed. Eric Duffy requested that board members come to the joint meeting with trustees prepared to prioritize 3-5 goals for approval by both boards.

E. Proposed Executive Session 1 V.S.A 313

Motion: by Susan Ford to enter executive session under 1 VSA section 313 to discuss potential contract with the Village Conservancy (7:31 PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

Motion: by Laura Powell to exit executive Session (7:46 PM)

Seconded: by Susan Ford

Vote: 5-0-0, passed

F. Approval of Minutes

Susan Ford noted she had submitted non-substantive changes to the minutes. The only substantive change was to the October 21st minutes regarding the covered bridge repair, where she wanted to note that the board had attempted to get other bids but hadn't received any, and that the work needed to be done at a specific time.

Motion: by Susan Ford to approve the minutes from 10.21.25, 10.31.25, 11.10.25
with the change (7:47 PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

G. Adjournment

Motion: by Laura Powell to adjourn the meeting(7:48 PM)

Seconded: by Cliff Johnson

Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar

**Town of Woodstock
Special Selectboard Meeting
December 16th , 2025
6:00 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

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

Staff: Eric Duffy, Fire Chief David Green, Rodney Kenyon, Abbie Sherman

Public: Ben Pauley, Roger Logan, Al Alessi, Nora Pepe, Aimee Bartlett, Loren Fisher,

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of December 16th to order at 6:00PM.

**A. Additions to & deletions from posted agenda
Proposed Executive Session 1 V.S.A 313
B. Citizen's Comments**

Ben Pauley from the Planning Commission expressed appreciation for Laura Powell's role on the Commission as an ex-officio member, noting how valuable it was to have someone conveying the Board's desires and wishes to the Planning Commission. He expressed enthusiasm about working on housing initiatives and the rewrite of bylaws.

Roger Logan thanked the board for their work, particularly appreciating Eric Duffy for keeping the community updated via the listserv. He noted that Susie Stulz wanted to express gratitude to Eric Duffy for helping her prepare taxation information for the Standard and for assistance with FAQs about reassessment.

Al Alessi thanked the Selectboard, Village Trustees, and staff for their communication and maturity, noting it was a refreshing contrast to what is often seen elsewhere. He expressed hope for continued growth in stability and mature communications.

C. Manager's Report

Eric Duffy reported on several items:

- The Wassail events were successful, with thanks extended to the Chamber of Commerce, and participating businesses. The Police Department maintained presence in the Village, and Public Works cleared snow.
- A new Public Works hire started, bringing the department to full staffing. The employee will be working out of the Village for now.
- Budget season is underway, with both the Selectboard and Village Trustees reviewing their respective budgets for FY 2027.

- Work is beginning on the Town and Village reports, with Meg Horrock's providing assistance again this year. The goal is to have both reports voted on by early January to be ready for the March Town Meeting Warning.
- Town Hall will close early on Friday at 2:45 PM for the staff holiday party and will also be closed on December 26th.

D. Interviews

Marketing Committee

Four candidates were scheduled for interviews, though only three appeared:

Nora Pepe introduced herself as the marketing manager at Billings Farm Museum for the past five years and a Woodstock resident for eight years with two children at the local school. She described her experience with external communications, content creation, and photography. Ms. Pepe emphasized her interest in collaboration and community partnerships, noting her participation in the Woodstock organizing committee for the past two years.

Aimee Bartlett explained she grew up in the area and graduated from Woodstock Union High School. She currently lives in Springfield and works remotely for a global software company leading corporate transformation and strategy initiatives. Bartlett owns Vermont Wayfinders, offering guided tours around the Woodstock area, which gives her insight into visitors' perceptions and interests regarding the town.

Loren Fisher identified himself as a Village resident and co-owner of Focus Gallery on Central Street. He also runs a photography workshop business that brings people from around the world to Woodstock. Mr. Fisher noted that he serves as President of the Chamber of Commerce Board of Directors and previously owned a marketing company in New Jersey. He emphasized the importance of good communication between the Chamber, Selectboard, Village Trustees, and Economic Development Personnel. Mr. Fisher also announced that the Chamber of Commerce has hired Jim Kelly as the new Executive Director.

E. Discussion

Homestead Filing Penalty

Eric Duffy explained that the Board has the ability to set a penalty (between 3-8%) for property owners who do not file their homestead declarations by the April 15th deadline. The discussion was preliminary, with a vote anticipated at the next meeting. The Board considered seeking input from the Assessors at the next meeting for more information. It was noted that nearby towns like Barnard and Warren already have this policy in place, with Warren charging the full 8% penalty. Roger Logan Commented on the

importance of clear communication if such a penalty is implemented, suggesting the Town send reminders before the filing deadline.

Way Finding Signs

Abbie Sherman presented a proposal to design comprehensive wayfinding signs and a Village map highlighting various amenities in Woodstock. She explained that many parks and attractions remain unknown even to locals, and wayfinding would help people discover more of what Woodstock offers. The design would be consistent across various locations, potentially including hiking trails in Marsh Billings-Rockerfeller National Park.

Abbie Sherman noted the project had been proposed in the Woodstock initiative of 2019-2020. She received an estimate from Wood and Woodsigns of Waitsfield for \$4,000-6,000 for the full design and map, with additional costs for actual sign construction. Ms. Sherman suggested the total might be closer to \$10,000 depending on the amount of back-and-forth required.

The board was supportive of the concept but raised concerns about funding. Eric Duffy suggested exploring sponsorship opportunities to help offset costs while maintaining a tasteful appearance.

Waste Water Plant Renovation Updates

Eric Duffy reported that a 30% design review had been forwarded to the Board that morning, including final design drawings and cost estimates. The current estimate is \$33-34 million, up slightly from \$30 million estimated the previous year. An in-depth meeting with plant operators is scheduled for January, and public forums are being planned for after the holidays.

Plaques and Monuments Policy

Eric Duffy reported that this item had been put on the back burner since winter has arrived and no new monuments would likely be installed soon. A meeting was scheduled for the following morning to discuss this further.

F. Vote

Update to Sewer/Water Guidelines

Eric Duffy explained that the Village Trustees had voted and passed guidelines for water and sewer bill abatements. Following a recent abatement request, the board asked for updates to ensure no abatement beyond three years could be granted.

Motion: by Chair Susan Ford to approve the guidelines for water and sewer abatements (6:30 PM)

Seconded: by Cliff Johnson

Vote: 5-0-0, passed

Marketing Contract

Eric Duffy recommended continuing services with Jess Kirby for the next year, noting she was doing a great job. The new contract includes her leadership of the marketing committee as part of her responsibilities. The contract structure changed from a monthly stipend to an hourly wage based on 20 hours per week (equivalent to her current stipend), with the possibility of approved overtime when necessary.

Motion: by Laura Powell to approve the marketing contract for Jess Kirby
(6:31 PM)

Seconded: by Cliff Johnson

Vote: 5-0-0, passed

EMS Per Capita fees to Subscribing Member Towns

The EMS per capita fees remained unchanged from the previous year. It was noted that the last fee increase occurred in 2020, and Woodstock's fees are significantly higher than neighboring Towns (approaching \$70 compared to around \$40 elsewhere).

Motion: by Laura Powell to approve the Woodstock EMS per capita fee at last year's rates (6:32 PM)

Seconded: by Cliff Johnson

Vote: 5-0-0, passed

G. FY27 Budget

Eric Duffy presented a preliminary budget with a 13% tax increase over the previous year. The most significant change was a request from the Fire/EMS department for five new employees .

Rodney Kenyon explained the staffing challenges, including difficulty finding qualified part-time personnel, which leads to overtime costs and staff burnout. The department currently operates with four two-person shifts working 24 hours on/72 hours off, with all full-time staff certified as both firefighters and EMTs or paramedics. The additional staff would allow for three-person shifts and include a dedicated training officer. Other budget items discussed included:

- A potential administrative position for the finance office (not included in the current draft)
- Combining the Fire and EMS budgets for efficiency
- Allocation of funds for capital reserves for fire equipment
- Potential movement of certain salaries from the Economic Development Fund to the operating budget

Eric Duffy noted the water budget would require a 60% increase in rates, largely due to necessary improvements and building reserves for future capital projects. The sewer budget showed a 9% increase, with \$100,000 allocated toward wastewater plant renovations.

The budget will be posted on the website, and another meeting will be scheduled in January for further discussion before the Town Warning deadline around January 15th.

H. Proposed executive session 1 V.S.A 313

Motion: by Susan Ford to enter executive session 1V.S.A 313 the appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting; to Appointment of Marketing Committee (7:07 PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

Motion: by Susan Ford to exit executive Session (7:13PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

Motion: by Cliff Johnson to appoint Nora Pepe and Aimee Bartlett to the Marketing Committee based on their extensive marketing experience and commitment to the community (6:13PM)

Seconded: by Vice Chair Susan Ford

Vote: 5-0-0, passed

I. Proposed Executive Session 1 V.S.A 313

Motion: by Susan Ford to enter executive session to discuss a contract matter under 1 V.S.A. 313(a)(1)(A) to discuss a potential contract that, after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial (7:14PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

Motion: by Vice Chair Susan Ford to exit executive Session (7:26 PM)

Seconded: by Laura Powell

I. Proposed Executive Session 1 V.S.A 313

Motion: by Susan Ford to enter executive the appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting; (7:27PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

Motion: by Vice Chair Susan Ford to exit executive Session (8:04 PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

No Decision was made

I. Approval of Minutes

Motion: by Vice Chair Susan Ford approve the minutes 11.18.25 (8:05 PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

J. Other Business -None

K. Adjournment

Motion: by Vice Chair Susan Ford to adjourn the meeting(8:06PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar

**Town of Woodstock
Special Selectboard Meeting
January 5th 2026
9:00 AM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

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

Staff: Eric Duffy, Robert Densmore

Public: Nicolas Seldon, Roger Logan, Seton Mcilroy

Call to order

1. Vice Chair Susan Ford called the Selectboard meeting of January 5th to order at 9:00 AM.

A. Additions to & deletions from posted agenda -None

B. Citizen's Comments

Nicholas Seldon addressed the Board regarding Town Manager Duffy's contract.

Mr. Seldon expressed strong opposition to Mr. Duffy's contract as well as other concerns he stated publicly.

C. FY27 Budget

Eric Duffy presented the FY27 budget proposal, highlighting major changes from previous discussions:

- Fire/EMS staffing requests 5 new employees (two positions funded from July 1, and a training position funded from January 1)
- Capital reserves had been adjusted after meeting with Greg Fullerton
- The allocation formula for Community Development and Planning had been changed from a 60/40 Town/Village split to 55% Town, 25% Village, 10% Water, and 10% Sewer funds

With these changes, the current budget projections show:

- 8.4% tax increase for the Town
- 13% increase for sewer rates
- 36% increase for water rates

The significant increase in water and sewer rates was attributed to capital reserves for a new wastewater plant.

The board conducted a page-by-page review of the budget, discussing several items:

1. **Fireworks funding:** The board discussed whether to continue funding fireworks in the FY27 budget. It was noted that a fireworks committee is actively meeting and fundraising, with the goal of transitioning to private funding. The board was divided on keeping the budget item.

2. **Community TV:** The board discussed a \$10,000 request from Community TV, which had been funded two years ago but not in the last two years. Ray Bourgeois suggested having them submit a petition rather than adding them to the budget.
3. **School parking lot:** Questions were raised about the parking arrangement with the elementary school and whether continued funding was necessary. Eric Duffy noted there was no formal agreement but expressed concern that without funding, the school might close the lot on weekends and during summer.
4. **Bond repayment timelines:** The board inquired about the remaining terms of several bonds. Robert Densmore provided the following information:
 - Highway Garage: ending 6/1/2027
 - Irene grant: ending 7/1/2030
 - Little Theater: ending in 2032
5. **IT Infrastructure:** The board discussed the addition of an IT infrastructure capital reserve to begin building funds for future technology needs.
6. **Planning and Zoning:** Laura Powell raised the potential need for an enforcement officer for code and permit violations, suggesting it could be discussed at a joint meeting with the Village Trustees since the position would be shared.
7. **Welcome Center:** Discussion about the \$35,000 allocated for the Welcome Center, Laura Powell suggesting that the Town directly hire staff rather than go through the Chamber of Commerce. The board agreed that a written agreement should be created to clarify expectations.

Roger Logan suggested identifying budget items that could potentially be funded through private donations or sponsorships rather than tax dollars, using fireworks as an example.

Roger Logan urged the board to begin planning for a merger of the Town and Village, noting it would make budgeting more efficient and transparent. Eric Duffy confirmed that staff had already been directed to analyze a potential merger as part of the boards' goals, with that work to begin after the wastewater plant project in March.

D. Waste Water Plant Project

Scheduling Meeting for Allocation Conversation

The board scheduled a meeting for Tuesday, January 13th at 5:00 PM to discuss wastewater plant allocations.

Scheduling Public Forums

The board agreed to schedule public forums on Wednesdays, with some evening sessions to be added. They discussed holding sessions at various locations.

E. Proposed executive session 1 V.S.A 313

Motion: by Laura Powell to enter executive session 1V.S.A 313 after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage: Contract (9:53 AM)

Seconded: by Cliff Johnson
Vote: 5-0-0, passed

Motion: by Cliff Johnson to exit executive Session (10:21AM)
Seconded: by Keri Cole
Vote: 5-0-0, passed

I. Other Business -None

F. Adjournment

Motion: by Cliff Johnson to adjourn the meeting (10:21AM))
Seconded: by Keri Cole
Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar

**Town of Woodstock
Special Selectboard Meeting
January 13th 2026
5:00 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

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

Staff: Eric Duffy, Abbie Sherman

Public: Nicolas Seldon, Byron Kelly, Michelle Sutherland, Lisa Lawlor, Emma Stanton

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of January 13th to order at 5:00 PM.

A. Additions to & deletions from posted agenda -None

B. Citizen's Comments

Nicholas Seldon made a comment regarding his concern that one of the board members, Ray Bourgeois was no longer a resident of Woodstock but was still serving on the Selectboard and voting on commitments. The board informed Mr. Seldon that Mr. Bourgeois still resides in the Town of Woodstock and his house has not sold.

C. Discussion

Main Wastewater Plant Allocation

The board discussed the upcoming Main Wastewater Bond vote scheduled for Town Meeting in March, with the Saturday Town Meeting occurring on February 28th and the first Tuesday of March 3rd being the official Town Meeting Day.

Eric Duffy presented key questions the board needed to decide on regarding the \$33-35 million Wastewater Renovation Project:

1. Whether non-sewer users would be charged any allocation toward the bond
2. Whether to use a new local option tax to help fund the bond (as was done with the water purchase)
3. Whether to suppress the loan for the first few years (paying only interest for up to 5 years before beginning to pay principal)

Eric Duffy noted there was approximately \$700,000 in a sewer account from sewer turnoffs collected over the history of the system that could be used toward construction. Additionally, the Town had applied for \$1 million in congressional directed spending and might apply for additional grants after the bond vote.

Eric Duffy presented a spreadsheet showing various allocation scenarios:

- If sewer users paid 100% of the cost: approximately \$1,700 per sewer parcel
- If all parcels in Town shared the cost: approximately \$841 per parcel

- At a 20/80 split (all parcels pay 20%, sewer users pay 80%): approximately \$168 for all parcels and \$1,400 for sewer users

Board members expressed concerns about:

- The impact on residents who maintain septic systems (\$40,000-\$50,000 replacement cost)
- The financial burden on Village residents and the potential for homes to be sold to non-residents
- The need to reserve some infrastructure funds for future projects

Village Trustee Lisa Lawlor spoke about the financial impact on Village residents, stating there was a threshold beyond which people would not be able to pay and will be forced to sell their homes, potentially to non-resident buyers. She recommended using infrastructure tax for water meters and getting community feedback on the costs.

The board agreed to seek more community input through upcoming public forums before making a decision, with the warning needing to be signed by approximately January 30th.

Potential Amendment to NBRC Grant

Economic Development Director Abbie Sherman presented information about the Northern Borders Regional Commission (NBRC) grant of about \$869,000 awarded in June 2025 for the Elm Street Bridge waterline and replacement of a supply well. She explained that it is federal funds and needs a review of environmental impacts, we hoped to get a categorical exclusion to exclude us from an entire environmental study but were unable for these reasons:

1. The new Well is located in a floodplain
2. The bridge is considered a contributing structure to Woodstock's historic district
This means an entire environmental study needs to be completed, a consultant needs to be hired and delays are as follows:
 - The Elm Street Bridge project couldn't begin until fall 2026 at the earliest
 - The Well replacement would be delayed until spring/summer 2027
 - The Town might lose the \$800,000 zero-interest SCRP loan if not used by the end of 2026
 - The current Well's yield continues to decline and urgently needs replacement

Abbie Sherman presented five options:

1. No amendments: Continue with the grant as is
2. Remove design and permitting of the well from the grant to start work on that now
3. Remove Elm Street Bridge from the grant to allow construction this spring/summer
4. Remove Elm Street Bridge and add the alternate 1B project (transmission line from storage tank)
5. Cancel the grant entirely

The board decided to include this item on next week's agenda for a vote, giving members time to consider the options and speak with constituents.

D. Other Business -None

E. Adjournment

Motion: by Vice Chair Susan Ford to adjourn the meeting (5:51 PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar

