

**Town of Woodstock
Selectboard Meeting
February 17th 2026
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

Staff: Eric Duffy, Kitty Mears Koar

Public: John Powell, Jenevra Wetmore

A. Call to order

Chair Ray Bourgeois called the Selectboard meeting of February 17th to order at 6:00 PM.

B. Additions to & deletions from posted agenda

A construction contract for the FEMA elevation project

Form PVR 4155, which confirms there are no outstanding appeals from the 2025 grand list

C. Citizen's Comments -None

D. Manager's Report

Eric Duffy provided updates on several matters:

- The Wastewater project has three upcoming public events: February 18 at 5 PM at the Woodstock Inn, February 19 at 9 AM at Farmer and the Bell, and February 19 at 5 PM at Town Hall featuring Hoyle Tanner presenting on the overall project.
- He recently returned from California where he served on the education committee for ICMA, selecting speakers for the annual conference in October.
- The Town is managing its salt supply during the current shortage by working with the state, which is allowing towns to use state salt that will be replenished in summer.
- Meeting technology improvements are underway, which should be completed soon and will free up staff time.
- Local option tax allocations for the first two quarters showed significant increases: rooms and meals tax brought in \$195,929 (about \$40,000 more than last year) and sales tax revenue was \$227,000 (also about \$40,000 more than last year).
- Absentee ballots are available at the Clerk's Office.

E. Financial Report

Eric Duffy presented the financial report, noting:

- Current expenses are at about 75% through the fiscal year, though only 62% of the year has passed. This is due to capital reserve transfers, ambulance payment, and grants that will be reimbursed later.

- After adjusting to these factors, the Town is at about 66% of expenses at 62% of the year.
- The Town is tracking toward a potential surplus of around \$500,000.
- Two areas being closely monitored are:
 1. Dispatch salaries, which were elevated due to staff shortages requiring overtime, but should decrease as new staff is now trained.
 2. Fire and EMT salaries, which remain high due to difficulty finding part-time workers, resulting in more overtime costs for full-time employees.
- The Selectboard has approved hiring 2.5 new fire EMT workers for the next fiscal year to address staffing issues.

F. Vote

Vote to move March Meeting

The March 17 meeting needed to be moved as it conflicts with the Village Meeting Day.

Motion: by Vice Chair Susan Ford To move the March meeting from
March 17 to March 19 at 6 o'clock. (6:11 PM)

Seconded: by Cliff Johnson

Vote: 4-0-0, passed

Grants and Accounts Payable Policy

Eric Duffy explained that these policies are required for federal funds being passed through the state, documenting how funds move through the Woodstock financial office. Eric Dufy noted that while these policies formalize existing practices, they also provide clearer guidelines for staff.

Motion: by Cliff Johnson to accept the Grants policy and the
Accounts Payable Procedure (6:13 PM)

Seconded: Vice Chair Susan Ford

Vote: 4-0-0, passed

Mileage Sheet

Chair Ray Bourgeois noted that while they weren't changing speed limits at this time, they would like to put reviewing speed limits on back roads on a future agenda.

Motion: by Cliff Johnson to accept the mileage sheet
(6:14 PM)

Seconded: Vice Chair Susan Ford

Vote: 4-0-0, passed

Town and Road Standards

Motion: by Cliff Johnson To Accept the Town Road and bridge standards.

(6:15 PM)

Seconded: by Vice Chair Susan Ford

Vote: 4-0-0, passed

EC Fiber Letter

John Powell presented information about improving underground telecommunications in the Village area, specifically related to public Wi-Fi options. The proposal was for EC Fiber to research options and grant funding possibilities, with no financial commitment from the Town. The goal is to work with existing underground providers to upgrade infrastructure in a holistic way.

Motion: by Cliff Johnson To approve the letter for research and proposal to improve underground telecommunications in the village area and authorize Eric Duffy to submit the letter. (6:18 PM)

Seconded: by Vice Chair Susan Ford

Vote: 3-0-0, passed

FEMA Contract

Eric Duffy presented a contract for a home elevation project that has been in process for over two years. After three bid attempts, they received a bid from GE Construction for \$168,078. This is a pass-through contract with FEMA reimbursing the town, and the property owners covering any costs over budget.

Motion: by Cliff Johnson To approve the contract with GE Construction. (6:20 PM)

Seconded: Vice Chair Susan Ford

Vote: 4-0-0, passed

PVR 4155 Form

The Board was asked to approve Form PVR 4155, confirming there are no pending appeals or suits from the 2025 Grand List. The assessors have already signed off on this.

Motion: by Cliff Johnson To approve PVR 4155. (5:22 PM)

Seconded: by Vice Chair Susan Ford

Vote: 4-0-0, passed

D. Discussion

Re-Org Meeting

The board discussed scheduling the reorganization meeting after Town Meeting Day. They agreed on March 4 at 9:00 AM, noting they needed to ensure that board members would have time to be sworn in before the meeting.

Town Meeting planning

Board members reported on preparations for Town Meeting:

- Slides are being prepared with article language to be projected during the meeting
- A rehearsal is planned for the following week at Pentangle
- They are awaiting confirmation for childcare services from Change the World Kids
- With only 8 articles this year, the meeting should be briefer than in past years
- Time will be allocated for candidates for office to speak
- Discussion about bond votes for the wastewater project will also be included
- The board will invite the legislative delegation or representative delegation to attend

Main Wastewater project update

Eric Duffy noted there would be a public forum on Thursday, February 19 at 5 PM providing detailed information about the wastewater project.

The board also discussed implementing a communication plan regarding the penalty for failure to file homestead forms, as the April 15 deadline approaches.

G. Approval of Minutes

Motion: by Vice Chair Susan Ford approve the minutes of January 20, 2026 and January 26, 2026. (6:30 PM)

Seconded: by Cliff Johnson

Vote: 4-0-0, passed

H. Adjournment

Motion: by Cliff Johnson to adjourn the meeting (6:31 PM)

Seconded: by Vice Chair Susan Ford

Vote: 4-0-0, passed

Respectfully submitted,

Kitty Mears Koar

Susan B. Ford

Raymond Bourgeois

Cliff Johnson

Signature: Susan B. Ford
Susan B. Ford (Mar 25, 2026 07:49:14 EDT)

Email: sford@townofwoodstock.org

Signature: Raymond Bourgeois
Raymond Bourgeois (Mar 25, 2026 20:08:07 EDT)

Email: rbourgeois@townofwoodstock.org

Signature: Cliff Johnson
Cliff Johnson (Mar 25, 2026 05:44:33 EDT)

Email: cjohnson@townofwoodstock.org

Signature: J Powell

Email: jpowell@townofwoodstock.org

