

**Town of Woodstock
Selectboard Meeting
March 10th 2026
5:00 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Vice Chair Laura Powell, Cliff Johnson, Chair Susan Ford, Norm Frates Jr., Ray Bourgeois

Staff: Eric Duffy

Public:

A. Call to order

Chair Susan Ford called the Selectboard meeting of March 10th to order at 5:00 PM.

B. Additions to & deletions from posted agenda

A scheduling conversation around training from VLCT

C. Citizen's Comments - None

D. Votes

Bid Award: Environmental Assessment Elm Street Pipe Project

Eric Duffy presented the bid award recommendation for the Environmental Assessment of the Elm Street pipe project. The Town received eight proposals from different vendors, with bids due on February 26th. The original budget for the project was approximately \$20,000. Eric Duffy, along with Abby Sherman Economic Development Director, and Stephanie Appelfeller Chief of Staff, reviewed the proposals based on experience with NBRC environmental assessments, clarity and feasibility of work plans, cost effectiveness, and references and quality of previous work.

The recommendation was to select VHB Vanessa Hegan Preston with a cost estimate cost of \$19,993.44. This cost could be reduced to \$16,521.50 if a historic resource documentation package (HRDP) is not required. Eric Duffy explained that the HRDP would be needed if they have to document the historic nature of the bridge, a requirement that would likely come from the state.

Chair Susan Ford asked for clarification about who would require the historic documentation, and Eric Duffy confirmed it would probably be the state.

Motion: by Ray Bourgeois to award the bid to VHB for the Elm
Street Pipe Project (5:03 PM)

Seconded: by Norm Frates Jr.

Vote: 5-0-0, passed

Bid Selection of 3 Applicants: Water System Improvements

Eric Duffy explained that this RFP was structured differently, requesting proposals without quotes so the Town could choose the three strongest vendors and then negotiate process and price with them. The Town received four proposals and was recommending moving forward with MSK, Weston Sampson, and Eldridge and Elliott for the next phase of negotiations. The selection was based on the same criteria as the previous proposal.

Chair Susan Ford clarified for the public that this project involves the new well project and what they're calling "1b," which is the pipe replacement down Route 4 from Cox District Road down to the bridge by the Rec Center.

Motion: by Ray Bourgeois to proceed with MSK, Weston Sampson,
and Eldridge and Elliott for negotiations (5:05 PM)
Seconded: by Vice Chair Laura Powell
Vote: 5-0-0, passed

Scheduling with the VLCT

Eric Duffy reported that he had reached out to VLCT to arrange training on executive session and open meeting law for the boards. VLCT can offer approximately a two-hour training session that would include the entire Select board, the Village Trustees, and chairs of other committees and commissions such as Planning Commission and Design Review Board.

Three potential dates were discussed: Tuesday, March 31st, Wednesday, April 1st, and Thursday, April 2nd. Eric Duffy reviewed the Town calendar and noted that March 31st was wide open, April 1st had Planning Commission from 6 PM onward, and April 2nd had nothing scheduled.

They scheduled the meeting for April 1st at 3:30PM

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

Motion: by Ray Bourgeois to go into a Proposed Executive Session 1 V.S.A after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage: that pursuant to 1 VSA313 Section 1A2: the negotiating or securing of real estate purchase or lease options (5:10 PM)

Seconded: by Vice Chair Laura Powell
Vote: 5-0-0, passed

Motion: by Ray Bourgeois to exit executive Session (5:15 PM)
Seconded: by Vice Chair Laura Powell

Vote: 5-0-0, passed

H. Adjournment

Motion: by Ray Bourgeois to adjourn the meeting (5:16 PM)
Seconded: by Vice Chair Laura Powell

Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar

Raymond Bourgeois

Cliff Johnson

Susan B. Ford

Norm frates

Signature: Raymond Bourgeois
Raymond Bourgeois (Mar 25, 2026 12:23 EDT)
Email: rbourgeois@townofwoodstock.org

Signature: Cliff Johnson
Cliff Johnson (Mar 25, 2026 05:48:40 EDT)
Email: cjohnson@townofwoodstock.org

Signature: 
Laura Powell (Mar 25, 2026 07:51:42 EDT)
Email: lpowell@townofwoodstock.org

Signature: Susan B. Ford
Susan B. Ford (Mar 25, 2026 07:51:42 EDT)
Email: sford@townofwoodstock.org

Signature: 
Norm Frates (Mar 25, 2026 15:54:26 EDT)
Email: nfrates@townofwoodstock.org

