Town of Woodstock
Selectboard Meeting
July 27th, 2026
6:00 PM
Town Hall & Zoom
Agenda

A. Call to order

B. Additions and Deletions to the Agenda

C. Citizen Comments – Three-minute maximum limit per resident

D. Municipal Manager

1. Manager's Report
2. Financial Report

E. Votes

1. Stipulation Regarding Appeal to the Board of Civil Authority- Signature
2. Update on MSK change order for water lines along Route 4- Vote
3. Liquor licenses
   4 Mechanic Street- 1st, 3rd, OCP
4. Utility Abatement – 4205 Hartland Hill Rd
5. Utility Abatement – 4 River Street
6. Utility Abatement – 22 Golf Ave
7. Closure of Cloudland Road- 9/26-10/13
8. Agenda Request Document
9. Purchase of Speed Sign- Route 106

F. Discussion

1. Potential Revenue from Vondell-Cobb Conservation Easement
2. FY27 Village/Town Police Contract
3. Rooster Ordinance
4. Unpaved Roads Speed Limits

G. Approval of Minutes

05.28.26
06.16.26
07.07.26

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

Account	Budget	Actual	Actual % of Budget
H-4001-000 Water Billed Revenue	735,226.17	703,758.80	95.72%
H-4002-000 Water interest revenue	0.00	4,083.28	100.00%
H-4003-000 Water Penalty Revenue	0.00	3,349.72	100.00%
H-4004-000 Non-Usage Water Revenue	0.00	1,840.97	100.00%
Total Revenues	**735,226.17**	**713,032.77**	**96.98%**
H-5021-100 Salaries & Wages	166,000.00	145,755.10	87.80%
H-5021-197 Employer Healthcare Cost	20,830.00	42,863.65	205.78%
H-5021-198 CCC - Water company	750.00	553.30	73.77%
H-5021-199 Employer Paid Benefits	33,200.00	29,530.58	88.95%
H-5021-201 Operating Supplies	44,860.00	51,872.38	115.63%
H-5021-202 Office Supplies	1,000.00	78.40	7.84%
H-5021-203 Insurance	7,000.00	0.00	0.00%
H-5021-204 Postage	13,114.00	14.25	0.11%
H-5021-205 Utlilities	41,496.00	31,279.09	75.38%
H-5021-207 Audit Expense	7,000.00	0.00	0.00%
H-5021-305 Other Purchased Services	20,000.00	16,947.50	84.74%
H-5021-306 Uniforms Maintenance	0.00	2,379.63	100.00%
H-5021-310 Laboratory Testing	2,000.00	2,840.04	142.00%
H-5021-502 Communications	0.00	1,925.99	100.00%
H-5021-503 Fuel	4,000.00	2,866.24	71.66%
H-5021-602 Well Redevelopment	0.00	28,330.00	100.00%
H-5021-703 Repairs and Maintanence	80,000.00	31,100.91	38.88%
H-5021-802 Bond Interest Payment	238,976.17	238,976.17	100.00%
H-5029-001 Capital - Tank Replacemen	25,000.00	25,000.00	100.00%
H-5029-002 Capital - Pipe Replacemen	15,000.00	15,000.00	100.00%
H-5029-003 Capital - Infrastructure	15,000.00	15,000.00	100.00%
H-5099 H - Capital Spending			
Total H - Capital Spending	**0.00**	**0.00**	**0.00%**
H-540 Water Department Grants			
H-5401-000 NBRC - Grant funds	0.00	2,581.10	100.00%
H-5401-401 Elm St. H20 System Imp	0.00	11,327.65	100.00%
H-5402-000 NBRC - Matching Funds	0.00	1,416.00	100.00%
Total Water Department Grants	**0.00**	**15,324.75**	**100.00%**
Total Appropriations	**735,226.17**	**697,637.98**	**94.89%**
Total WATER GENERAL FUND	**0.00**	**15,394.79**	
Total All Funds	**0.00**	**15,394.79**	

SEWER GENERAL FUND

Account	Budget	Actual	Actual % of Budget
3-400 CONSUMPION FEE REVENUE			
3-4006-000 Sewer Consumption Fees	1,400,576.47	1,373,595.32	98.07%
3-4007-000 Delinq Consump - Interest	10,000.00	15,865.81	158.66%
3-4008-000 Delinq Consump - Penalty	12,500.00	-2,774.35	-22.19%
Total CONSUMPION FEE REVENUE	**1,423,076.47**	**1,386,686.78**	**97.44%**
3-407 INTEREST INCOME			
3-4071-000 General Interest Income	20,000.00	29,610.25	148.05%
Total INTEREST INCOME	**20,000.00**	**29,610.25**	**148.05%**
3-409 MISCELLANEOUS REVENUE			
Total MISCELLANEOUS REVENUE	**0.00**	**0.00**	**0.00%**
3-450 ABATEMENTS			
3-4501-000 Abatements	0.00	-11,806.45	100.00%
Total ABATEMENTS	**0.00**	**-11,806.45**	**100.00%**
3-470 TRANSFERS IN			
3-4701-000 Transfer from Cap Reserve	0.00	22,240.11	100.00%
Total TRANSFERS IN	**0.00**	**22,240.11**	**100.00%**
Total Revenues	**1,443,076.47**	**1,426,730.69**	**98.87%**
3-500 PENSION EXPENSE			
Total PENSION EXPENSE	**0.00**	**0.00**	**0.00%**
3-501 ADMINSTRATION			
3-5012 EXECUTIVE			
3-5012-100 Salaries & Wages	65,400.00	62,422.71	95.45%
3-5012-197 Employer Healthcare cost	57,000.00	98,642.03	173.06%
3-5012-198 CCC Tax Sewer	1,100.00	1,600.97	145.54%
3-5012-199 Employer Paid Benefits	13,080.00	5,129.17	39.21%
3-5012-200 Wellness	260.00	0.00	0.00%
3-5012-314 IT Infastructure	6,800.00	4,247.62	62.47%
3-5012-602 Meeting/Prof. Development	1,480.00	114.84	7.76%
3-5012-603 Dues, Subs, Meetings	10.00	1,217.72	12,177.20%
3-5012-615 Advertising	108.00	0.00	0.00%
Total EXECUTIVE	**145,238.00**	**173,375.06**	**119.37%**
3-5013 OFFICE ADMINISTRATION			
3-5013-201 Operating Supplies	1,036.00	407.99	39.38%
3-5013-202 Office Supplies	1,132.00	661.77	58.46%

Account	Budget	Actual	Actual % of Budget
3-5013-204 Postage	1,600.00	2,715.48	169.72%
3-5013-302 Legal Services	0.00	1,438.89	100.00%
3-5013-401 Equipment Maintenance	320.00	0.00	0.00%
3-5013-402 Machinery & Equipment	658.00	0.00	0.00%
3-5013-502 Communications	4,440.00	6,175.54	139.09%
3-5013-503 NEMRC Support/License	670.00	1,162.25	173.47%
3-5013-505 IT - Sewer	6,200.00	6,947.81	112.06%
3-5013-615 Advertising	560.00	0.00	0.00%
Total OFFICE ADMINISTRATION	**16,616.00**	**19,509.73**	**117.42%**
3-5014 AUDITING			
3-5014-301 Professional Services	10,080.00	0.00	0.00%
Total AUDITING	**10,080.00**	**0.00**	**0.00%**
3-5016 ACCOUNTING			
3-5016-100 Salary & Wages	33,222.97	43,331.25	130.43%
3-5016-199 Employer Paid Benefits	8,200.00	3,941.63	48.07%
3-5016-301 Professional Services	2,100.00	181.19	8.63%
3-5016-302 NEMRC Services	1,140.00	0.00	0.00%
3-5016-305 Other Purchased Services	365.00	0.00	0.00%
3-5016-603 Dues, Subs, & Meetings	100.00	137.30	137.30%
Total ACCOUNTING	**45,127.97**	**47,591.37**	**105.46%**
Total ADMINSTRATION	**217,061.97**	**240,476.16**	**110.79%**
3-5021 MAINTAINING SEWER SYSTEMS			
3-5021-100 Salaries & Wages	308,653.75	312,466.46	101.24%
3-5021-199 Employer Paid Benefits	61,730.75	48,684.83	78.87%
3-5021-201 Operating Supplies	4,000.00	0.00	0.00%
3-5021-202 Education and training	1,000.00	1,367.00	136.70%
3-5021-301 Professional Services	1,200.00	545.62	45.47%
3-5021-307 Engineering Services	25,000.00	0.00	0.00%
3-5021-321 Sewer Line Cleaning	12,000.00	10,695.00	89.13%
3-5021-401 Repairs & Maintenance	10,000.00	5,355.13	53.55%
3-5021-402 Manhole Repair & Mainte	15,000.00	0.00	0.00%
3-5021-404 Influent Pump	29,500.00	28,028.56	95.01%
3-5021-405 Machinery & Equipment	500.00	0.00	0.00%
3-5021-412 Sewer Line Mainte Equip	600.00	0.00	0.00%
3-5021-425 Rentals	400.00	0.00	0.00%
3-5021-426 Auto Sampler	8,000.00	6,364.75	79.56%
3-5021-826 I I Improvements	4,000.00	0.00	0.00%
Total MAINTAINING SEWER SYSTEMS	**481,584.50**	**413,507.35**	**85.86%**
3-5022 CONSTR & MAINT OF PLANTS			
3-5022-199 Employer Paid Benefits	0.00	3,835.02	100.00%
3-5022-201 Operating Supplies	60,000.00	62,197.75	103.66%

Account	Budget	Actual	Actual % of Budget
3-5022-202 Office Supplies	500.00	0.00	0.00%
3-5022-203 Repair & Mainte Supplies	7,000.00	9,851.63	140.74%
3-5022-301 Professional Services	4,000.00	3,666.25	91.66%
3-5022-305 Other Purchased Services	30,000.00	36,823.44	122.74%
3-5022-306 Uniforms, Protective Gear	6,000.00	6,992.72	116.55%
3-5022-307 Engineering Services	20,000.00	5,000.00	25.00%
3-5022-308 Engineering Study Main Pl	0.00	86,199.87	100.00%
3-5022-310 Laboratory Testing	20,000.00	13,269.43	66.35%
3-5022-401 Repair & Maintenance	15,000.00	10,429.60	69.53%
3-5022-409 Small Tools & Equipment	900.00	0.00	0.00%
3-5022-426 Dewatering	120,000.00	132,867.67	110.72%
3-5022-501 Utilities	110,000.00	122,583.12	111.44%
3-5022-502 Communications	8,500.00	6,779.00	79.75%
3-5022-601 Travel & Transportation	200.00	0.00	0.00%
3-5022-603 Dues, Subs & Meetings	1,000.00	1,980.43	198.04%
3-5022-801 Contingency Account	7,500.00	0.00	0.00%
3-5022-809 Taxes, Licensing & Regs	3,000.00	200.00	6.67%
3-5022-815 Insurance & Fidelity Bond	78,000.00	29,639.84	38.00%
3-5022-820 S. Wdstk Bond Repayment	58,439.00	0.00	0.00%
3-5022-821 S Wdstk Bond Interest	28,414.00	19,000.96	66.87%
3-5022-822 EEI Bond	4,920.00	0.00	0.00%
Total CONSTR & MAINT OF PLANTS	**583,373.00**	**551,316.73**	**94.51%**
3-5023 SEWER VEHICLE			
3-5023-203 Repair & Mainte Supplies	9,000.00	1,524.99	16.94%
3-5023-601 Fuel	9,000.00	4,506.43	50.07%
Total SEWER VEHICLE	**18,000.00**	**6,031.42**	**33.51%**
3-5024 CONSTRUCTION			
Total CONSTRUCTION	**0.00**	**0.00**	**0.00%**
3-5025 DEPRECIATION			
Total DEPRECIATION	**0.00**	**0.00**	**0.00%**
3-5029 CAPITAL RESERVE			
3-5029-199 Comp. Unused Sick/Vac	14,000.00	14,000.00	100.00%
3-5029-937 F-350 Ton Truck	3,000.00	3,000.00	100.00%
3-5029-945 F-150 Pick-up	3,000.00	3,000.00	100.00%
3-5029-975 Repairs & Maintenance	45,000.00	45,000.00	100.00%
3-5029-977 Sludge Spreading Truck	5,000.00	5,000.00	100.00%
3-5029-979 TV Camera	1,000.00	1,000.00	100.00%
3-5029-980 Influent Pump	2,000.00	2,000.00	100.00%
3-5029-981 Project NG SCRP16	35,000.00	35,000.00	100.00%
3-5029-982 Sewer Reserve	35,057.00	35,057.00	100.00%
Total CAPITAL RESERVE	**143,057.00**	**143,057.00**	**100.00%**

Account	Budget	Actual	Actual % of Budget
3-5097 CAPITAL EXPENSES			
Total CAPITAL EXPENSES	**0.00**	**0.00**	**0.00%**
3-5099 CAPITAL RESERVE SPENDING			
3-5099-957 Repairs & Maintenance	0.00	22,240.11	100.00%
Total CAPITAL RESERVE SPENDING	**0.00**	**22,240.11**	**100.00%**
3-5301 LOSS REPAIR EXPENSE			
Total LOSS REPAIR EXPENSE	**0.00**	**0.00**	**0.00%**
3-5303 IRENE RECOVERY EXPENSE			
Total IRENE RECOVERY EXPENSE	**0.00**	**0.00**	**0.00%**
3-570 TRANSFERS OUT			
Total TRANSFERS OUT	**0.00**	**0.00**	**0.00%**
Total Appropriations	**1,443,076.47**	**1,376,628.77**	**95.40%**
Total SEWER GENERAL FUND	**0.00**	**50,101.92**	
Total All Funds	**0.00**	**50,101.92**	

Account	Budget	Actual	Actual % of Budget
1-400 TAX REVENUE- ALL			
1-4001-000 Real Estate Taxes	6,682,959.54	6,682,960.23	100.00%
1-4002-000 Delinquent Interest	65,000.00	100,713.39	154.94%
1-4003-000 Delinquent Penalty	80,000.00	128,145.32	160.18%
1-4004-000 In Lieu of Taxes	10,000.00	14,366.56	143.67%
1-4005-000 Land Use/Hold Harmless	340,000.00	374,710.00	110.21%
1-4006-000 Rockefeller Endowment	89,700.00	88,500.00	98.66%
Total TAX REVENUE- ALL	**7,267,659.54**	**7,389,395.50**	**101.68%**
1-401 RENTAL INCOME			
1-4015-000 Pentangle Rental	12,210.00	13,227.50	108.33%
1-4016-000 Chamber of Commerce Rent	6,600.00	2,500.00	37.88%
Total RENTAL INCOME	**18,810.00**	**15,727.50**	**83.61%**
1-402 FEES & PERMITS			
1-4022-000 Overweight Permits	600.00	610.00	101.67%
1-4024-000 Alarm System Registration	7,100.00	5,100.00	71.83%
Total FEES & PERMITS	**7,700.00**	**5,710.00**	**74.16%**
1-403 TOWN CLERK FEES			
1-4031-000 Dog Licenses	1,250.00	315.00	25.20%
1-4032-000 Liquor Licenses	2,700.00	3,205.00	118.70%
1-4033-000 Marriage Licenses	350.00	1,150.00	328.57%
1-4034-000 Recording Fees	33,500.00	38,159.00	113.91%
1-4035-000 Use of Records	1,200.00	1,074.00	89.50%
1-4036-000 Town Clerk Copies	11,500.00	10,726.00	93.27%
1-4037-000 Restoration of Records	0.00	13,740.00	100.00%
1-4039-000 Town Clerk Miscellaneous	200.00	268.00	134.00%
Total TOWN CLERK FEES	**50,700.00**	**68,637.00**	**135.38%**
1-404 FRONT OFFICE FEES			
1-4046-000 Front Office Copies	0.00	9.00	100.00%
Total FRONT OFFICE FEES	**0.00**	**9.00**	**100.00%**
1-405 PLANNING & ZONING			
1-4051-000 Zoning Permits	65,000.00	108,289.67	166.60%
1-4052-000 Zoning Maps & Regulations	100.00	0.00	0.00%
Total PLANNING & ZONING	**65,100.00**	**108,289.67**	**166.34%**
1-406 PARKS			
Total PARKS	**0.00**	**0.00**	**0.00%**
1-407 INTEREST INCOME			

Account	Budget	Actual	Actual % of Budget
1-4071-000 General Interest Income	50,000.00	81,490.24	162.98%
Total INTEREST INCOME	**50,000.00**	**81,490.24**	**162.98%**
1-408 AMBULANCE & FIRE DEPT			
1-4081-000 Ambulance Services	905,000.00	958,348.41	105.89%
1-4082-000 Ambulance Contract Fees	0.00	-6,775.00	100.00%
1-4083-000 Ambulance Per Capita Fees	170,000.00	147,839.40	86.96%
1-4085-000 Misc. Fire	0.00	10,917.65	100.00%
Total AMBULANCE & FIRE DEPT	**1,075,000.00**	**1,110,330.46**	**103.29%**
1-409 MISCELLANEOUS			
1-4091-000 Miscellaneous Revenue	0.00	20,892.50	100.00%
1-4091-002 Bank Recon Items	0.00	26,680.83	100.00%
1-4091-004 Short Term Rental Town	0.00	9,975.00	100.00%
1-4092-000 Misc - State of Vermont	0.00	16,762.00	100.00%
1-4093-000 Town Highway State Aid	135,000.00	156,834.05	116.17%
1-4093-001 Village Highway State Aid	46,000.00	52,243.17	113.57%
1-4095-000 Dispatching/Vill Police	64,730.00	64,730.00	100.00%
1-4095-001 Dispatching/Other Towns	56,360.00	5,000.00	8.87%
1-4095-002 Dispatching/ County	0.00	121,150.00	100.00%
Total MISCELLANEOUS	**302,090.00**	**474,267.55**	**157.00%**
1-44 GRANT REVENUE			
1-4429-000 Cooperative Mng Agree	0.00	198,094.00	100.00%
1-4438-000 FEMA '24	0.00	16,206.58	100.00%
1-4439-000 DPS - ERAF grant	0.00	25,282.26	100.00%
Total GRANT REVENUE	**0.00**	**239,582.84**	**100.00%**
1-450 MANDATORY DRAWBACK			
1-4501-000 Abatements	-4,000.00	-9.04	0.23%
1-4502-000 Ambulance Drawback	-490,000.00	-135,391.78	27.63%
Total MANDATORY DRAWBACK	**-494,000.00**	**-135,400.82**	**27.41%**
1-460 COMMUNITY CONTRIBUTIONS			
Total COMMUNITY CONTRIBUTIONS	**0.00**	**0.00**	**0.00%**
1-470 TRANSFERS IN			
1-4701-000 Transfer from Cap Reserve	0.00	402,310.71	100.00%
1-4702-000 Transfer from Trustee	1,500.00	7,500.00	500.00%
Total TRANSFERS IN	**1,500.00**	**409,810.71**	**27,320.71%**
1-485 BILLINGS PARK			
Total BILLINGS PARK	**0.00**	**0.00**	**0.00%**

Account	Budget	Actual	Actual % of Budget
1-489 TOWN FOREST			
1-4897-000 Town Forest Lease	7,800.00	7,500.00	96.15%
Total TOWN FOREST	**7,800.00**	**7,500.00**	**96.15%**
Total Revenues	**8,352,359.54**	**9,775,349.65**	**117.04%**
1-5001 GRANTS/CONTRIB-TRUST FUND			
Total GRANTS/CONTRIB-TRUST FUND	**0.00**	**0.00**	**0.00%**
1-5002 GRANTS/CONTRIB-GENL FUND			
1-5002-907 Pentangle	0.00	42,000.00	100.00%
1-5002-908 NormanWilliamsPubLibrary	0.00	51,250.00	100.00%
1-5002-916 Woodstock Council Aging	0.00	43,200.00	100.00%
1-5002-917 Windsor County Mentors	0.00	2,500.00	100.00%
1-5002-918 HealthCare/RehabilService	0.00	3,247.00	100.00%
1-5002-919 WISE	0.00	3,000.00	100.00%
1-5002-927 Woodstock History Center	0.00	10,000.00	100.00%
1-5002-966 Community Television	0.00	7,500.00	100.00%
1-5002-967 Senior Solutions	0.00	6,000.00	100.00%
1-5002-970 Ottauq Health Foundation	0.00	30,000.00	100.00%
1-5002-972 Public Health Council UV	0.00	3,000.00	100.00%
1-5002-974 Woodstock Adult Day Servi	0.00	20,000.00	100.00%
Total GRANTS/CONTRIB-GENL FUND	**0.00**	**221,697.00**	**100.00%**
1-5003 CULTURE & RECREATION			
1-5003-807 LittleTheaterBondPayment	11,000.00	11,000.00	100.00%
1-5003-808 LittleTheaterBondInterest	4,000.00	2,638.19	65.95%
1-5003-916 Woodstock Council Aging	11,000.00	11,000.00	100.00%
1-5003-921 Parades	3,000.00	1,903.00	63.43%
1-5003-922 Town Library Contribution	154,000.00	154,000.00	100.00%
1-5003-923 Woodstock Rec Center	237,000.00	232,350.00	98.04%
1-5003-924 Fireworks	14,000.00	14,694.00	104.96%
1-5003-927 Pentangle	36,000.00	36,000.00	100.00%
Total CULTURE & RECREATION	**470,000.00**	**463,585.19**	**98.64%**
1-5004 HEALTH OFFICER			
1-5004-100 Salaries & Wages	2,000.00	2,085.48	104.27%
1-5004-199 Employer Paid Benefits	250.00	156.45	62.58%
1-5004-208 Water Testing Supplies	100.00	0.00	0.00%
1-5004-601 Travel & Transportation	50.00	0.00	0.00%
1-5004-603 Dues, Subs & Meetings	50.00	0.00	0.00%
Total HEALTH OFFICER	**2,450.00**	**2,241.93**	**91.51%**

Account	Budget	Actual	Actual % of Budget
1-5010 GOVERNMENT BUILDINGS			
1-5010-201 Operating Supplies	3,000.00	1,267.31	42.24%
1-5010-305 Other Purchased Services	10,000.00	15,390.62	153.91%
1-5010-309 Custodial Services	14,000.00	10,860.00	77.57%
1-5010-501 Utilities	36,000.00	47,253.93	131.26%
1-5010-703 Bldg Repairs & Mainte	25,000.00	20,774.95	83.10%
1-5010-706 EEI	83,738.56	171,664.05	205.00%
Total GOVERNMENT BUILDINGS	**171,738.56**	**267,210.86**	**155.59%**
1-5011 SELECT BOARD			
1-5011-100 Salaries & Wages	5,000.00	5,038.46	100.77%
1-5011-197 Employer Healthcare cost	590,000.00	506,403.28	85.83%
1-5011-198 CCC tax Town	15,332.77	10,912.27	71.17%
1-5011-199 Employer Paid Benefits	600.00	385.44	64.24%
1-5011-200 Addt'l Wages Dispatch Con	50,000.00	0.00	0.00%
1-5011-302 Legal Services	57,500.00	35,698.18	62.08%
1-5011-603 Dues, Subs & Meetings	6,000.00	4,997.27	83.29%
1-5011-612 Printing Town Report	4,000.00	3,915.80	97.90%
1-5011-613 Regional Energy Coordinat	40,016.00	40,015.00	100.00%
1-5011-615 Advertising	1,000.00	0.00	0.00%
1-5011-616 WES Parking lot	1,000.00	0.00	0.00%
1-5011-706 Aqueduct Acquisition	0.00	39,176.42	100.00%
1-5011-707 Water Capital projects	120,000.00	120,000.00	100.00%
Total SELECT BOARD	**890,448.77**	**766,542.12**	**86.08%**
1-5012 EXECUTIVE			
1-5012-100 Salaries & Wages	179,850.00	188,061.03	104.57%
1-5012-199 Employer Paid Benefits	35,970.00	52,702.20	146.52%
1-5012-200 Wellness	715.00	4,323.37	604.67%
1-5012-314 IT Infrastructure	18,700.00	20,892.47	111.72%
1-5012-603 Dues, Subs & Meetings	4,070.00	7,387.97	181.52%
1-5012-615 Advertising	297.00	0.00	0.00%
Total EXECUTIVE	**239,602.00**	**273,367.04**	**114.09%**
1-5013 OFFICE ADMINISTRATION			
1-5013-201 Operating Supplies	2,849.00	5,216.74	183.11%
1-5013-202 Office Supplies	3,113.00	5,567.66	178.85%
1-5013-204 Postage	4,400.00	9,671.37	219.80%
1-5013-401 Equipment Maintenance	880.00	3,038.70	345.31%
1-5013-405 Machinery & Equipment	1,809.50	5,755.99	318.10%
1-5013-502 Communications	12,210.00	15,290.20	125.23%
1-5013-505 IT - Town	18,892.50	26,564.72	140.61%
1-5013-615 Advertising	1,540.00	4,494.81	291.87%
Total OFFICE ADMINISTRATION	**45,694.00**	**75,600.19**	**165.45%**
1-5014 AUDITING			

Account	Budget	Actual	Actual % of Budget
1-5014-301 Professional Services	23,720.00	35,500.00	149.66%
Total AUDITING	**23,720.00**	**35,500.00**	**149.66%**
1-5015 TREASURER			
1-5015-100 Salaries & Wages	13,000.00	13,000.00	100.00%
1-5015-199 Employer Paid Benefits	2,900.00	935.90	32.27%
1-5015-603 Dues, Subs & Meetings	100.00	0.00	0.00%
Total TREASURER	**16,000.00**	**13,935.90**	**87.10%**
1-5016 ACCOUNTING			
1-5016-100 Salaries & Wages	91,363.16	102,462.60	112.15%
1-5016-199 Employer Paid Benefits	22,550.00	26,898.39	119.28%
1-5016-301 Professional Services	5,802.50	498.91	8.60%
1-5016-305 Other Purchased Services	1,003.75	20.00	1.99%
1-5016-503 NEMRC Support/License	3,135.00	3,196.19	101.95%
1-5016-603 Dues, Subs, Meetings	275.00	377.61	137.31%
Total ACCOUNTING	**124,129.41**	**133,453.70**	**107.51%**
1-5017 TAX LISTING			
1-5017-100 Salaries & Wages	90,462.84	91,930.25	101.62%
1-5017-199 Employer Paid Benefits	15,936.48	7,032.76	44.13%
1-5017-201 Operating Supplies	500.00	327.70	65.54%
1-5017-301 Professional Services	500.00	400.00	80.00%
1-5017-305 Other Purchased Services	1,000.00	255.00	25.50%
1-5017-312 Licensed State Support	1,300.00	1,830.86	140.84%
1-5017-401 Equip Repair & Mainte	2,000.00	3,355.14	167.76%
1-5017-601 Travel & Transportation	200.00	31.30	15.65%
1-5017-603 Dues, Subs & Meetings	100.00	50.00	50.00%
1-5017-604 Mapping	2,500.00	4,500.00	180.00%
1-5017-605 Education	2,000.00	250.00	12.50%
Total TAX LISTING	**116,499.32**	**109,963.01**	**94.39%**
1-5018 TAX COLLECTING			
Total TAX COLLECTING	**0.00**	**0.00**	**0.00%**
1-5019 CAPITAL RESERVE			
1-5019-929 Grand List Update	30,000.00	30,000.00	100.00%
1-5019-931 Town Hall Improvements	50,000.00	50,000.00	100.00%
Total CAPITAL RESERVE	**80,000.00**	**80,000.00**	**100.00%**
1-502 HIGHWAY DEPARTMENT			
1-5021 TRAFFIC CONTROL			
1-5021-201 Operating Supplies	5,000.00	7,828.12	156.56%
1-5021-715 TrafficControlSigns,Posts	3,500.00	0.00	0.00%

Account	Budget	Actual	Actual % of Budget
Total TRAFFIC CONTROL	**8,500.00**	**7,828.12**	**92.10%**
1-5022 HIGHWAY CONST&MAINT			
1-5022-100 Salaries & Wages	466,748.00	459,839.37	98.52%
1-5022-101 Overtime	86,000.00	57,982.88	67.42%
1-5022-199 Employer Paid Benefits	98,559.00	97,602.53	99.03%
1-5022-201 Operating Supplies	20,000.00	39,831.18	199.16%
1-5022-202 Office Supplies	500.00	375.48	75.10%
1-5022-301 Professional Services	1,000.00	689.23	68.92%
1-5022-305 Other Purchased Services	20,000.00	23,214.83	116.07%
1-5022-307 Emergency Work	1,500.00	0.00	0.00%
1-5022-308 Street Line Painting	16,000.00	51,134.25	319.59%
1-5022-409 Small Tools & Equipment	2,500.00	3,737.83	149.51%
1-5022-425 Rentals	2,000.00	0.00	0.00%
1-5022-502 Communications	4,300.00	5,975.81	138.97%
1-5022-507 Rubbish Removal	33,000.00	38,446.98	116.51%
1-5022-601 Diesel & Gasoline	83,000.00	66,147.90	79.70%
1-5022-707 Spot Gravel	100,000.00	116,244.06	116.24%
1-5022-708 Pavement Patch	1,500.00	1,697.08	113.14%
1-5022-709 St Mandate-Stormwater Mgt	20,000.00	0.00	0.00%
1-5022-711 Street Paving	25,000.00	0.00	0.00%
1-5022-712 Road Stabilization	40,000.00	46,991.08	117.48%
1-5022-716 Roadside Tree Maintenance	25,000.00	0.00	0.00%
1-5022-801 Salt & Sand	210,000.00	183,377.31	87.32%
Total HIGHWAY CONST&MAINT	**1,256,607.00**	**1,193,287.80**	**94.96%**
1-5023 C&M-BRIDGES&STORMDRAINS			
1-5023-201 Operating Supplies	1,000.00	0.00	0.00%
1-5023-203 Repair & Mainte Supplies	4,500.00	0.00	0.00%
1-5023-305 Other Purchased Services	10,000.00	2,795.00	27.95%
1-5023-307 Engineering Services	5,000.00	0.00	0.00%
1-5023-716 Culverts & Drains	32,500.00	0.00	0.00%
1-5023-717 Catch Basins	7,000.00	0.00	0.00%
1-5023-720 Bridge Rehabilitation	22,500.00	49,500.53	220.00%
Total C&M-BRIDGES&STORMDRAINS	**82,500.00**	**52,295.53**	**63.39%**
1-5024 HIGHWAY EQUIPMENT			
1-5024-201 Operating Supplies	10,000.00	16,164.44	161.64%
1-5024-203 Repair & Maint Supplies	75,000.00	115,658.99	154.21%
1-5024-305 Other Purchased Services	2,000.00	57.00	2.85%
1-5024-407 Excavator Lease/Purchase	28,000.00	27,873.32	99.55%
1-5024-409 Small Tools & Equipment	2,000.00	0.00	0.00%
1-5024-424 Pickup Lease/Purchase	0.00	12,400.09	100.00%
1-5024-429 2020 Western Star	38,180.00	38,026.30	99.60%
1-5024-430 2020 F550 2-1	10,250.00	10,207.46	99.58%
1-5024-431 Freighliner 2020 BH	27,500.00	27,331.00	99.39%
1-5024-433 2023 Frieghtliner	38,000.00	38,287.65	100.76%

Account	Budget	Actual	Actual % of Budget
Total HIGHWAY EQUIPMENT	**230,930.00**	**286,006.25**	**123.85%**
1-5025 SIDEWALK MAINTENANCE			
1-5025-727 Sidewalk Maintenance	30,000.00	39,725.00	132.42%
1-5025-728 Sidewalk/Curb Constructio	10,000.00	0.00	0.00%
Total SIDEWALK MAINTENANCE	**40,000.00**	**39,725.00**	**99.31%**
1-5026 STREET LIGHTS			
1-5026-505 Street Lights	50,000.00	48,973.04	97.95%
Total STREET LIGHTS	**50,000.00**	**48,973.04**	**97.95%**
1-5027 PARKS			
1-5027-201 Operating Supplies	2,500.00	6,083.00	243.32%
1-5027-210 Dog Waste Bags	3,500.00	2,295.76	65.59%
1-5027-401 Fence & Park Maintenance	500.00	0.00	0.00%
1-5027-409 Small Tools & Equipment	200.00	0.00	0.00%
1-5027-410 East End -Mowing	5,500.00	3,099.00	56.35%
Total PARKS	**12,200.00**	**11,477.76**	**94.08%**
1-5028 PUBLIC WORKS BUILDINGS			
1-5028-501 Utilities	32,573.00	25,911.48	79.55%
1-5028-703 Bldg Repairs & Mainte	8,000.00	2,090.90	26.14%
1-5028-807 Bond Payment	70,000.00	69,336.76	99.05%
1-5028-808 Bond Payment - Interest	11,500.00	890.75	7.75%
Total PUBLIC WORKS BUILDINGS	**122,073.00**	**98,229.89**	**80.47%**
1-5029 CAPITAL RESERVE			
1-5029-926 Structure repair replacem	25,000.00	25,000.00	100.00%
1-5029-931 Grader	42,500.00	42,500.00	100.00%
1-5029-932 Equip Dump Truck '19	20,000.00	20,000.00	100.00%
1-5029-936 Snow Blower	12,000.00	12,000.00	100.00%
1-5029-937 loader	29,000.00	29,000.00	100.00%
1-5029-945 Slopes/Retaining wall	50,000.00	50,000.00	100.00%
1-5029-956 Emergency Infrastructure	15,000.00	15,000.00	100.00%
1-5029-959 Rt 4 Garage Generator	2,000.00	2,000.00	100.00%
1-5029-961 Street Drain Pipe Repair	5,000.00	5,000.00	100.00%
1-5029-962 Catch Basin Repair	5,000.00	5,000.00	100.00%
1-5029-964 Buildings	5,000.00	5,000.00	100.00%
Total CAPITAL RESERVE	**210,500.00**	**210,500.00**	**100.00%**
Total HIGHWAY DEPARTMENT	**2,013,310.00**	**1,948,323.39**	**96.77%**

1-503 AMBULANCE DEPARTMENT

1-5030 AMBULANCE OPERATIONS

Account	Budget	Actual	Actual % of Budget
1-5030-100 Paramedic/BillingSalWages	110,000.00	111,330.70	101.21%
1-5030-102 Chief EM Serv-SalaryWages	47,122.49	53,555.84	113.65%
1-5030-103 Firefighter/EMT	565,000.00	580,199.80	102.69%
1-5030-197 Firefighter/EMT Benefits	113,000.00	101,903.31	90.18%
1-5030-198 Chief EM Serv-Benefits	8,482.05	12,969.46	152.90%
1-5030-199 Paramedic/Billing Benefit	19,800.00	39,619.03	200.10%
1-5030-201 Operating Supplies	35,000.00	33,126.83	94.65%
1-5030-202 Office Supplies	3,500.00	3,233.57	92.39%
1-5030-203 Repair & Maint Supplies	450.00	0.00	0.00%
1-5030-207 Paramedic Supplies	4,500.00	0.00	0.00%
1-5030-210 Billing Software	5,200.00	13,497.67	259.57%
1-5030-305 Other Purchased Services	3,500.00	2,335.66	66.73%
1-5030-315 Associates Salary	230,000.00	314,251.50	136.63%
1-5030-318 Paramedic Intercept	5,000.00	3,725.00	74.50%
1-5030-402 Equipment Fire	5,000.00	4,165.25	83.31%
1-5030-418 Personal Protection Equip	1,700.00	0.00	0.00%
1-5030-502 Communications	600.00	0.00	0.00%
1-5030-603 Dues, Subs & Meetings	500.00	447.00	89.40%
1-5030-607 Medical Testing	5,550.00	4,119.00	74.22%
1-5030-810 Uncollectable Accounts	98,000.00	119,592.32	122.03%
1-5030-812 3% Tax VT Patient Income	400.00	0.00	0.00%
1-5030-816 Medicare & Ins Allowance	100.00	2,746.25	2,746.25%
Total AMBULANCE OPERATIONS	**1,262,404.54**	**1,400,818.19**	**110.96%**
1-5031 AMBULANCE VEHICLE			
1-5031-401 Equip Repair & Mainte	0.00	7,278.44	100.00%
1-5031-405 Ambulance	25,000.00	233.65	0.93%
1-5031-409 Small Tools & Equipment	5,000.00	1,426.11	28.52%
1-5031-431 Ambulance 1 Maintenance	2,500.00	1,681.20	67.25%
1-5031-432 Ambulance 2 Maintenance	2,500.00	850.40	34.02%
1-5031-433 Ambulance 3 Maintenance	4,000.00	3,837.46	95.94%
1-5031-502 Communications	1,000.00	779.10	77.91%
1-5031-503 Fuel	9,800.00	5,791.18	59.09%
1-5031-601 Travel & Transportation	100.00	0.00	0.00%
Total AMBULANCE VEHICLE	**49,900.00**	**21,877.54**	**43.84%**
1-5032 AMBULANCE TRAINING			
1-5032-105 Training Wages	3,000.00	0.00	0.00%
1-5032-199 Employer Paid Benefits	125.00	0.00	0.00%
1-5032-201 Operating Supplies	3,500.00	465.64	13.30%
1-5032-301 Professional Services	800.00	15.34	1.92%
1-5032-409 Small Tools & Equipment	100.00	0.00	0.00%
1-5032-601 Travel & Transportation	700.00	0.00	0.00%
1-5032-603 Dues, Subs & Meetings	300.00	0.00	0.00%
1-5032-604 Paramedic Class	32,000.00	0.00	0.00%
1-5032-605 State EMS Training	8,500.00	2,553.28	30.04%
Total AMBULANCE TRAINING	**49,025.00**	**3,034.26**	**6.19%**

Account	Budget	Actual	Actual % of Budget
1-5033 AMBULANCE COMMUNICATIONS			
1-5033-561 Office Phone & Internet	2,250.00	1,155.82	51.37%
1-5033-562 Vehicle Cell Phones	5,550.00	2,986.75	53.82%
1-5033-563 Pagers	2,500.00	666.78	26.67%
1-5033-564 Portable Radios	2,800.00	2,800.00	100.00%
1-5033-565 Vehicle Mobile Radios	500.00	0.00	0.00%
Total AMBULANCE COMMUNICATIONS	**13,600.00**	**7,609.35**	**55.95%**
1-5039 CAPITAL RESERVE			
1-5039-906 Cardiac Monitors	6,000.00	6,000.00	100.00%
1-5039-907 Stryker Power Stretcher	5,000.00	5,000.00	100.00%
1-5039-934 Portable Computer	2,500.00	2,500.00	100.00%
1-5039-951 Ambulance 2018	85,000.00	85,000.00	100.00%
1-5039-952 Ambulance 2023	40,000.00	40,000.00	100.00%
1-5039-953 Ambulance 2021	50,000.00	50,000.00	100.00%
1-5039-963 Pagers	1,000.00	1,000.00	100.00%
1-5039-964 2-Way Radios	2,500.00	2,500.00	100.00%
Total CAPITAL RESERVE	**192,000.00**	**192,000.00**	**100.00%**
Total AMBULANCE DEPARTMENT	**1,566,929.54**	**1,625,339.34**	**103.73%**
1-504 FIRE DEPARTMENT			
1-5040 FIREFIGHTING			
1-5040-100 Salaries&WageFirefighters	45,000.00	21,926.56	48.73%
1-5040-102 Chief EM Serv-SalaryWages	47,122.49	55,918.14	118.67%
1-5040-198 Chief EM Serv-Benefits	19,000.00	15,192.01	79.96%
1-5040-199 EmplPaidBenefitFirefighte	1,500.00	1,785.32	119.02%
1-5040-201 Operating Supplies	5,000.00	5,326.57	106.53%
1-5040-202 Equipment Fire	0.00	136.65	100.00%
1-5040-301 Professional Services	5,000.00	4,044.98	80.90%
1-5040-601 Travel & Transportation	200.00	0.00	0.00%
1-5040-603 Dues, Subs & Meetings	800.00	725.09	90.64%
1-5040-605 Education	3,000.00	2,194.36	73.15%
1-5040-606 CDL Licensing	300.00	0.00	0.00%
1-5040-607 Medical Testing	650.00	0.00	0.00%
1-5040-819 Fire Prevention	5,000.00	3,713.60	74.27%
Total FIREFIGHTING	**132,572.49**	**110,963.28**	**83.70%**
1-5043 FIRE COMMUNICATIONS			
1-5043-311 Alarm Registration Admin	150.00	0.00	0.00%
1-5043-401 Equip Repair & Mainte	2,250.00	1,200.00	53.33%
1-5043-405 Machinery & Equipment	1,000.00	680.20	68.02%
1-5043-502 Communications	6,300.00	4,919.86	78.09%
1-5043-564 Fireground Radios	0.00	-179.16	100.00%
Total FIRE COMMUNICATIONS	**9,700.00**	**6,620.90**	**68.26%**

Account	Budget	Actual	Actual % of Budget
1-5045 FIRE TRUCK & EQUIPMENT			
1-5045-201 Operating Supplies	2,500.00	2,738.05	109.52%
1-5045-310 Hose Testing	1,000.00	6,770.00	677.00%
1-5045-401 Repair & Maintenance	5,000.00	1,903.89	38.08%
1-5045-431 Engine #1 Maintenance	2,800.00	2,229.55	79.63%
1-5045-432 Engine #2 Maintenance	3,500.00	7,417.17	211.92%
1-5045-434 Engine #3 Maintenance	3,000.00	3,233.08	107.77%
1-5045-435 Rescue Maintenance	20,000.00	12,308.76	61.54%
1-5045-503 Fuel	4,100.00	2,807.02	68.46%
Total FIRE TRUCK & EQUIPMENT	**41,900.00**	**39,407.52**	**94.05%**
1-5046 FIREFIGHTING EQUIPMENT			
1-5046-201 Operating Supplies	2,000.00	799.27	39.96%
1-5046-401 Equipment Maintenance	1,500.00	800.00	53.33%
1-5046-403 Air Pack Maint & Equip	3,000.00	2,185.38	72.85%
1-5046-406 Equipment Purchase	3,000.00	815.00	27.17%
1-5046-409 Small Tools & Equipment	400.00	0.00	0.00%
1-5046-411 Rescue Equipment	800.00	0.00	0.00%
1-5046-415 Bunker Gear	4,000.00	4,389.47	109.74%
1-5046-416 Hose Adapters	1,000.00	0.00	0.00%
Total FIREFIGHTING EQUIPMENT	**15,700.00**	**8,989.12**	**57.26%**
1-5047 WOODSTOCK STATION #2			
1-5047-203 Maintenance Supplies	300.00	505.34	168.45%
1-5047-504 Propane	3,000.00	1,555.64	51.85%
1-5047-506 Electricity	1,250.00	1,569.95	125.60%
1-5047-509 Misc Utilities	2,600.00	2,633.44	101.29%
1-5047-703 Bldg Repairs & Mainte	2,500.00	8,578.13	343.13%
Total WOODSTOCK STATION #2	**9,650.00**	**14,842.50**	**153.81%**
1-5048 EMERGENCY SERVICES BLDG			
1-5048-203 Maintenance Supplies	2,000.00	2,231.26	111.56%
1-5048-504 Propane	5,000.00	6,147.05	122.94%
1-5048-506 Electricity	32,500.00	32,009.37	98.49%
1-5048-509 Misc Utilities	4,500.00	5,132.50	114.06%
1-5048-703 Equip Repair & Mainte	12,500.00	17,994.15	143.95%
1-5048-708 ESB Bond Payment	150,000.00	150,000.00	100.00%
1-5048-709 ESB Bond Interest	97,792.00	95,698.50	97.86%
Total EMERGENCY SERVICES BLDG	**304,292.00**	**309,212.83**	**101.62%**
1-5049 CAPITAL RESERVE			
1-5049-930 Pager Replacement	2,000.00	2,000.00	100.00%
1-5049-941 Breathing Air Compressor	2,000.00	2,000.00	100.00%
1-5049-960 Fire Truck	100,000.00	100,000.00	100.00%
1-5049-961 Utility-Personnel Carrier	25,000.00	25,000.00	100.00%

Account	Budget	Actual	Actual % of Budget
1-5049-962 UTV	15,000.00	15,000.00	100.00%
1-5049-964 Fire Hose	4,000.00	4,000.00	100.00%
1-5049-965 Bunker Gear	10,000.00	10,000.00	100.00%
1-5049-967 Air Pack Frames	9,000.00	9,000.00	100.00%
1-5049-968 Air Pack Tanks	2,000.00	2,000.00	100.00%
1-5049-969 Roof Replacement	2,500.00	2,500.00	100.00%
1-5049-971 Pave Driveways & Yard	2,500.00	2,500.00	100.00%
1-5049-973 Boiler Replacement	2,500.00	2,500.00	100.00%
1-5049-976 Fire Ground 2-way Radios	4,000.00	4,000.00	100.00%
1-5049-977 Portable Pump	2,000.00	2,000.00	100.00%
1-5049-978 Tower Equipment	5,000.00	5,000.00	100.00%
1-5049-982 Dry Hydrant	2,500.00	2,500.00	100.00%
Total CAPITAL RESERVE	**190,000.00**	**190,000.00**	**100.00%**
Total FIRE DEPARTMENT	**703,814.49**	**680,036.15**	**96.62%**
1-505 COMMUNICATIONS			
1-5050 DISPATCH SERVICES			
1-5050-100 Salaries & Wages	333,991.24	384,679.45	115.18%
1-5050-105 Training Wages	10,000.00	0.00	0.00%
1-5050-106 Military stipend	1,000.00	0.00	0.00%
1-5050-107 Residency Stipend	1,000.00	1,000.00	100.00%
1-5050-108 EMT Stipend	1,200.00	1,500.00	125.00%
1-5050-199 Employer Paid Benefits	66,000.00	68,337.39	103.54%
1-5050-201 Operating Supplies	1,000.00	240.40	24.04%
1-5050-202 Office Supplies	2,560.00	373.75	14.60%
1-5050-203 Repair & Mainte Supplies	1,600.00	1,681.31	105.08%
1-5050-401 Repairs & Maintenance	2,500.00	1,936.86	77.47%
1-5050-404 Console	38,000.00	37,424.61	98.49%
1-5050-405 Machinery & Equipment	900.00	0.00	0.00%
1-5050-409 Small Tools & Equipment	2,500.00	1,882.53	75.30%
1-5050-425 Tower Rental & Lease	3,200.00	2,500.00	78.13%
1-5050-426 Tower Maintenance	1,500.00	0.00	0.00%
1-5050-502 Communications	10,000.00	17,527.95	175.28%
1-5050-601 Travel & Transportation	400.00	0.00	0.00%
1-5050-608 Training Fees	12,500.00	0.00	0.00%
Total DISPATCH SERVICES	**489,851.24**	**519,084.25**	**105.97%**
1-5059 CAPITAL RESERVE			
1-5059-933 Computer Replacement	1,500.00	1,500.00	100.00%
1-5059-955 Recorder	1,500.00	1,500.00	100.00%
1-5059-957 Console Terminal (a)	5,000.00	5,000.00	100.00%
1-5059-958 Console Terminal (b)	2,600.00	2,600.00	100.00%
1-5059-959 Receiver/Transmitter B	3,000.00	3,000.00	100.00%
1-5059-960 Receiver/Transmitter F	3,000.00	3,000.00	100.00%
Total CAPITAL RESERVE	**16,600.00**	**16,600.00**	**100.00%**
Total COMMUNICATIONS	**506,451.24**	**535,684.25**	**105.77%**

Account	Budget	Actual	Actual % of Budget
1-506 TOWN CLERK			
1-5060 BOARD OF CIVIL AUTHORITY			
1-5060-205 Printing Supplies	3,000.00	2,078.50	69.28%
1-5060-317 BCA Wages	1,500.00	0.00	0.00%
1-5060-318 Election Wages	2,000.00	952.04	47.60%
Total BOARD OF CIVIL AUTHORITY	**6,500.00**	**3,030.54**	**46.62%**
1-5061 TOWN CLERK			
1-5061-100 Salaries & Wages	78,100.00	82,803.82	106.02%
1-5061-106 Asst Town Clerk Wages	60,850.00	61,245.54	100.65%
1-5061-199 Employer Paid Benefits	30,390.00	28,319.30	93.19%
1-5061-202 Office Supplies	500.00	158.00	31.60%
1-5061-305 Other Purchased Services	350.00	211.49	60.43%
1-5061-405 Machinery & Equipment	5,000.00	0.00	0.00%
1-5061-406 Copier Lease	3,000.00	1,241.06	41.37%
1-5061-603 Dues, Subs & Meetings	800.00	753.56	94.20%
1-5061-613 Record Retention	2,850.00	2,379.53	83.49%
1-5061-614 Restoration of Records	2,500.00	100.00	4.00%
Total TOWN CLERK	**184,340.00**	**177,212.30**	**96.13%**
1-5069 CAPITAL RESERVE			
1-5069-934 Town Clerk Vault	3,500.00	3,500.00	100.00%
Total CAPITAL RESERVE	**3,500.00**	**3,500.00**	**100.00%**
Total TOWN CLERK	**194,340.00**	**183,742.84**	**94.55%**
1-507 BOARDS & AGENCIES			
1-5070 PLANNING & ZONING			
1-5070-100 Salaries & Wages	108,000.00	109,320.11	101.22%
1-5070-199 Employer Paid Benefits	20,421.00	23,107.50	113.16%
1-5070-301 Professional Services	25,350.00	11,505.00	45.38%
1-5070-302 Legal Fees	4,800.00	3,972.65	82.76%
1-5070-406 Equipment Purchase	1,500.00	14.99	1.00%
1-5070-601 Travel & Transportation	2,250.00	106.93	4.75%
1-5070-603 Dues, Subs & Meetings	6,000.00	6,650.00	110.83%
1-5070-615 Advertising	4,800.00	3,659.09	76.23%
1-5070-812 GIS Mapping	720.00	0.00	0.00%
Total PLANNING & ZONING	**173,841.00**	**158,336.27**	**91.08%**
1-5079 CAPITAL RESERVE			
1-5079-905 Town Plan Consulting	1,200.00	1,200.00	100.00%
Total CAPITAL RESERVE	**1,200.00**	**1,200.00**	**100.00%**
Total BOARDS & AGENCIES	**175,041.00**	**159,536.27**	**91.14%**

Account	Budget	Actual	Actual % of Budget
1-5082 TOWN CONSTABLE			
1-5082-100 Salaries & Wages	7,000.00	6,336.96	90.53%
1-5082-199 Employer Paid Benefits	550.00	484.78	88.14%
1-5082-203 Repair & Mainte Supplies	200.00	0.00	0.00%
1-5082-305 Other Purchased Services	50.00	0.00	0.00%
1-5082-311 Animal Control	700.00	0.00	0.00%
1-5082-405 Machinery & Equipment	600.00	0.00	0.00%
1-5082-502 Communications	1,750.00	0.00	0.00%
Total TOWN CONSTABLE	**10,850.00**	**6,821.74**	**62.87%**
1-5083 MAINTAINING CEMETERIES			
1-5083-305 Other Purchased Services	23,000.00	25,019.00	108.78%
1-5083-401 Repair & Maintenance	1,000.00	0.00	0.00%
Total MAINTAINING CEMETERIES	**24,000.00**	**25,019.00**	**104.25%**
1-5084 WELCOME CENTER			
1-5084-203 Maintenance Supplies	600.00	0.00	0.00%
1-5084-309 Custodial Services	30,000.00	28,062.38	93.54%
1-5084-504 Propane	2,200.00	823.38	37.43%
1-5084-506 Electricity	3,500.00	3,109.66	88.85%
1-5084-509 Misc Utilities	3,500.00	4,268.35	121.95%
1-5084-702 Building Improvements	3,300.00	0.00	0.00%
1-5084-703 Bldg Repairs & Mainte	2,750.00	3,100.88	112.76%
1-5084-807 Chamber Office Loan Prin.	4,379.54	4,543.87	103.75%
1-5084-808 Chamber Office Loan Int.	1,851.00	1,306.87	70.60%
1-5084-810 Woodstock Chamber	35,000.00	35,000.00	100.00%
Total WELCOME CENTER	**87,080.54**	**80,215.39**	**92.12%**
1-5085 LITTLE THEATER			
Total LITTLE THEATER	**0.00**	**0.00**	**0.00%**
1-5089 CAPITAL RESERVE			
Total CAPITAL RESERVE	**0.00**	**0.00**	**0.00%**
1-5091 INTERGOVERNMENTAL			
1-5091-803 Highway Rebate	27,045.00	27,045.00	100.00%
Total INTERGOVERNMENTAL	**27,045.00**	**27,045.00**	**100.00%**
1-5092 SELECT BOARD CONTINGENCY			
1-5092-801 Unclassified	54,595.00	1,070.78	1.96%
1-5092-813 House Numbers	250.00	822.92	329.17%
1-5092-815 Insurance	250,000.00	231,532.37	92.61%
Total SELECT BOARD CONTINGENCY	**304,845.00**	**233,426.07**	**76.57%**

Account	Budget	Actual	Actual % of Budget
1-5093 CAPITAL RESERVE SB			
1-5093-199 Compens. Unused Sick/Vac	30,000.00	30,000.00	100.00%
Total CAPITAL RESERVE SB	**30,000.00**	**30,000.00**	**100.00%**
1-5099 CAPITAL RESERVE SPENDING			
1-5099-913 TaxMap Update-Reappraisal	0.00	33,186.33	100.00%
1-5099-936 Listers' Equip/Education	0.00	1,183.83	100.00%
1-5099-946 Bridges	0.00	70,078.51	100.00%
1-5099-950 Grader Lease Down Payment	0.00	12,300.00	100.00%
1-5099-952 Ambulance Purchase	0.00	312,507.60	100.00%
1-5099-965 Fire Dept Bunker Gear	0.00	1,367.00	100.00%
1-5099-977 Console Terminal (b)	0.00	6,057.60	100.00%
Total CAPITAL RESERVE SPENDING	**0.00**	**436,680.87**	**100.00%**
1-5301 LOSS REPAIR EXPENSE			
Total LOSS REPAIR EXPENSE	**0.00**	**0.00**	**0.00%**
1-5302 LITTLE THEATER REPAIR			
Total LITTLE THEATER REPAIR	**0.00**	**0.00**	**0.00%**
1-5303 IRENE RECOVERY EXPENSE			
1-5303-807 IRE Bond Repayment	44,600.00	89,200.00	200.00%
1-5303-808 IRE Bond Interest Expense	10,500.00	8,878.24	84.55%
Total IRENE RECOVERY EXPENSE	**55,100.00**	**98,078.24**	**178.00%**
1-5401 GRANT EXPENSE			
1-5401-842 Cooperative Mng Agree	0.00	197,628.14	100.00%
1-5401-850 Billings Farm FLAP(8)	0.00	7,746.92	100.00%
1-5401-851 FEMA elevation Project	0.00	158,502.35	100.00%
1-5401-852 Well Redevelopment	0.00	27,481.00	100.00%
Total GRANT EXPENSE	**0.00**	**391,358.41**	**100.00%**
1-560 COMMUNITY CELEBRATIONS			
1-5601-924 July 4th Celebration	0.00	511.89	100.00%
Total COMMUNITY CELEBRATIONS	**0.00**	**511.89**	**100.00%**
1-570 TRANSFERS OUT			
1-5706-000 Town police transfer to V	473,270.67	473,270.67	100.00%
Total TRANSFERS OUT	**473,270.67**	**473,270.67**	**100.00%**
1-580 TOWN FOREST			

Account	Budget	Actual	Actual % of Budget
Total TOWN FOREST	0.00	0.00	0.00%
1-585 BILLINGS PARK			
1-5856-810 Billings Park Expense	0.00	990.00	100.00%
Total BILLINGS PARK	0.00	990.00	100.00%
Total Appropriations	8,352,359.54	9,379,176.46	112.29%
Total TOWN GENERAL FUND	0.00	396,173.19	
Total All Funds	0.00	396,173.19	

Stephanie Appelfeller

From: Craig Jewett <cjewett@mskeng.com>
Sent: Thursday, July 23, 2026 10:05 AM
To: Stephanie Appelfeller
Subject: Update for SB

Hi Stephanie

Thanks for reaching out. To recap, we recommended additional locating services based on our review of the available information and discussions with the water operator. To keep the project moving and meet the proposed schedule, contract development proceeded concurrently with our detailed review of the existing records.

Questions were raised regarding whether the additional locating services should be considered an error or omission in the original scope. MSK does not view this as an error or omission. Had the records review been completed before the contract was finalized, the associated cost would have been included in the original contract price. Given the project's schedule constraints, we elected to advance contract execution and records review simultaneously. Accordingly, MSK does not believe cost-sharing for the proposed subconsultant services is warranted.

We continue to recommend the additional locating services; however, the decision to proceed rests with the Selectboard. If the Selectboard chooses not to proceed, MSK can complete the design as outlined in the contract. We will document the source and level of accuracy of the existing conditions data in the contract documents, so bidders understand the basis of their pricing. The additional services are intended to reduce the potential risk of construction delays resulting from inaccurate or incomplete utility information. While we consider that risk to be relatively low, the services would provide added confidence and help further mitigate risk.

If there are any further questions or you or Eric would like to discuss this further, please let me know and I will make myself available. Thanks

Craig Jewett, P.E.
Senior Engineer | MSK Engineers
M: 802-291-4480
O: 802-613-7642
E: cjewett@mskeng.com
W: www.mskeng.com | LinkedIn
93 South Main Street | W. Lebanon NH 03784

MSK
ENGINEERS

From: Stephanie Appelfeller <sappelfeller@townofwoodstock.org>
Sent: Wednesday, July 22, 2026 2:03 PM
To: Craig Jewett <cjewett@mskeng.com>
Subject: Update for SB

Hi Craig -

Form PVR-4224

RESULT OF GRIEVANCE DAY APPEAL

TO:

VTel Wireless
354 River St
Springfield, VT 05156

From: Board of Listers/Assessor

Grand List Year as of April 1, 2020

Town of Woodstock

Your grievance concerning the appraised value of your property, identified in the Grand List as,

33.03.38 with SPAN 786-250-12215

has been given careful consideration. The results are as follows:

Grievance denied: ☑ Yes ☐ No

Appraised value of property changed from ______ to ______

Homestead value changed from ______ to ______

Housesite value changed from ______ to ______

If property subject to use value appraisal, also see attached.

Listers/Assessor: Kathy Avellino Date: 7/9/20

Tom McCarthy Date: 7-9-20

______ Date: ______

32 V.S.A. § 4224. Amendment; certificate; notice.

[illegible]

Form PVR-4224
Page 1 of 1
Rev. 03/20

Courtesy of the Vermont Department of Taxes

VTel

July 13, 2026:

Dear Members of the Board of Civil Authority

We are in receipt of the Town's denial of our appeal regarding our communications property in your town. Please accept this letter as our formal notice of appeal of the tax valuation of that property.

I can be reached via email at ceuchre@vermontel.com or 802-885-7746. Thank you for your time and consideration. I look forward to hearing from you.

Catherine G. Euchre – SVP Operations

Vermont Telephone Company, Inc.
354 River Street
Springfield, VT 05156

STIPULATION REGARDING APPEAL TO BOARD OF CIVIL AUTHORITY

Vermont Telephone Company, Inc. ("Taxpayer") and the Town/City of Woodstock agree as set forth in this Stipulation regarding Taxpayer's appeal of the tax assessment grievance decision regarding Taxpayer's property (the "Property") identified on the following Form(s) 3602b for Tax Year 2026:

Cable, Internet, Broadband, and Telephone Inventory and Valuation

RECITALS

A. The Vermont Department of Taxes Division of Property Valuation and Review ("PVR") has furnished the municipality's listers or assessors with the valuation of the Property and, pursuant to 32 V.S.A. §§ 3602b and/or 4452(d), the listers or assessors must consider and/or use the valuations for purposes of property taxation and the grand list.

B. Taxpayer has now appealed to the Board of Civil Authority ("BCA") a grievance determination of the listers/assessors regarding valuation of the Property.

C. Taxpayer appealed the valuation and the grievance determination to the BCA to preserve its rights to appeal, pursuant to 32 V.S.A. § 4461, to the Director of PVR or to Superior Court.

D. In light of the provisions of 32 V.S.A. §§ 3602b and 4452(d), the parties presume that the BCA would affirm the valuation determined by PVR and by the grievance and that Taxpayer would appeal the BCA decision to the Director of PVR or to Superior Court.

E. The parties therefore wish to avoid unnecessary expenditure of public and private resources and wish to allow appeal of the valuation and of the grievance to proceed efficiently to the Director of PVR or to Superior Court.

WHEREFORE, the parties STIPULATE as follows:

1. The parties waive the procedural requirements of 32 V.S.A. § 4404.

2. Taxpayer waives the procedural protections provided in 32 V.S.A. § 4404 and waives any remedies to which Taxpayer would otherwise be entitled based on the BCA's failure to follow the procedures 32 V.S.A. § 4404 specifies.

3. The valuation of the Property by the BCA, for purposes of further appeal by the Taxpayer, is the valuation PVR has previously furnished to the municipality's listers or assessors.

4. Taxpayer has elected to seek a decision on the merits from the Director of PVR or Superior Court with respect to any decision by the BCA on an appeal by the Taxpayer regarding valuation of the Property.

5. The parties agree that Taxpayer has exhausted its administrative remedies under 32V.S.A. § 4404.

6. This Stipulation shall be considered a "decision of the board of civil authority" under 32 V.S.A. § 446l(a) and shall be the BCA decision from which Taxpayer appeals to the Director of PVR or to Superior Court under that section.

7. The date of this Stipulation shall be deemed "the date of entry of the board's decision" for purposes of determining the time for Taxpayer to file its notice of appeal under 32V.S.A. § 4461(a).

8. Nothing in this Stipulation constitutes admission by either party as to the value of the Property or an admission by Taxpayer that the Property is subject to the provisions of 32 V.S.A.§§ 3602a, 3602b, and/or 4452 and Taxpayer reserves all rights to contest, at PVR or in Superior Court, the applicability of such provisions to the Property.

Dated

TOWN/CITY OF WOODSTOCK

By: ____________________

Print Name:______________________

Title:____________________________

Dated: July 13, 2026.

VERMONT TELEPHONE CO., INC

By: Catherine G. Euchre

Print Name: Catherine G. Euchre

Title: SVP Operations

VERMONT
DEPARTMENT OF LIQUOR AND LOTTERY
DIVISION OF LIQUOR CONTROL

Application ID: **DLL - Application - 71858**
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name:
4 Mechanic, LLC

Business Address:
47 Pleasant St,
Woodstock, Vermont 05091

Phone:
(802) 299-5435

Email:
zilianzoe7@gmail.com

Business ID:
0394734

Entity Type:
Limited Liability Corporation

Management Type if LLC:

People Information

- **Person:**
  Zoe Zilian

Business Role:
Business Principal

Business Address:
,
, ,

Phone:

Email:
zilianzoe7@gmail.com

US Citizen?

Political Position

Name: Zoe Zilian

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense

- **Person:**
  Alexander Sirigu

Business Role:

Email:

Member/Manager

alex.sirigu@gmail.com

Business Address:
4 Mechanic Street,
Woodstock, Vermont, 05091

Phone:
6177942926

US Citizen?
Yes

Political Position

Name: Alexander Sirigu

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense

Location/ Premises Detail

Location Name:
Au Comptoir

Location Address:
4 Mechanic St.,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:
Woodstock

Do you lease this Premises:

Health License:
Food:
Lodging:

Vermont Tax Department:

Education Details

Student Name:

Mode of Training:

Training Completion Date:

Type of Training:

Foundational License (if applicable)

License Type:
First Class

Licensee Name:
Au Comptoir

Licensee Address:
4 Mechanic St. ,
Woodstock, Vermont 05091

License Number:
LP-023383

License Status:
License issued-renewed application

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With

VERMONT
DEPARTMENT OF LIQUOR AND LOTTERY
DIVISION OF LIQUOR CONTROL

Application ID: **DLL - Application - 71856**

Application for: First Class Restaurant/Bar License

Category of Business: First Class

Business/ Entity Information

Business/ Entity Name:
4 Mechanic, LLC

Business Address:
47 Pleasant St,
Woodstock, Vermont 05091

Phone:
(802) 299-5435

Email:
zilianzoe7@gmail.com

Business ID:
0394734

Entity Type:
Limited Liability Corporation

Management Type if LLC:

People Information

- **Person:**
  Zoe Zilian

  Business Role:
  Business Principal

  Business Address:
  ,
  , ,

  Phone:

  Email:
  zilianzoe7@gmail.com

  US Citizen?

  Political Position

  Name: Zoe Zilian

  Office:

  Jurisdiction:

  Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense

- **Person:**
  Alexander Sirigu

  Business Role:

  Email:

Member/Manager

alex.sirigu@gmail.com

Business Address:
4 Mechanic Street,
Woodstock, Vermont, 05091

Phone:
6177942926

US Citizen?
Yes

Political Position

Name: Alexander Sirigu

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense

Location/ Premises Detail

Location Name:
Au Comptoir

Location Address:
4 Mechanic St.,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:
Woodstock

Do you lease this Premises:

Health License:
Food:12648
Lodging:

Vermont Tax Department:
MRT-11141608-001

Education Details

Student Name:
Alexander Sirigu

Mode of Training:
DLC Online Training

Training Completion Date:
Sun May 19 00:00:00 GMT 2024

Type of Training:
First Class (On Premise)

Foundational License (if applicable)

License Type:
First Class

Licensee Name:
Au Comptoir

Licensee Address:
4 Mechanic St. ,
Woodstock, Vermont 05091

License Number:
LP-023381

License Status:
License issued-renewed application

License Start Date:

License End Date:

Documents Attached

VERMONT
DEPARTMENT OF LIQUOR AND LOTTERY
DIVISION OF LIQUOR CONTROL

Application ID: **DLL - Application - 71857**

Application for: Third Class Restaurant/Bar License

Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name:
4 Mechanic, LLC

Business Address:
47 Pleasant St,
Woodstock, Vermont 05091

Phone:
(802) 299-5435

Email:
zilianzoe7@gmail.com

Business ID:
0394734

Entity Type:
Limited Liability Corporation

Management Type if LLC:

People Information

- **Person:**
  Zoe Zilian

Business Role:
Business Principal

Business Address:

,

, ,

Phone:

Email:
zilianzoe7@gmail.com

US Citizen?

Political Position

Name: Zoe Zilian

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense

- **Person:**
  Alexander Sirigu

Business Role:

Email:

Member/Manager

Business Address:
4 Mechanic Street,
Woodstock, Vermont, 05091

Phone:
6177942926

alex.sirigu@gmail.com

US Citizen?
Yes

Political Position

Name: Alexander Sirigu

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense

Location/ Premises Detail

Location Name:
Au Comptoir

Location Address:
4 Mechanic St.,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:
Woodstock

Do you lease this Premises:

Health License:
Food:12648
Lodging:

Vermont Tax Department:
MRT-11141608-001

Education Details

Student Name:
Alexander Sirigu

Mode of Training:
DLC Online Training

Training Completion Date:
Sun May 19 00:00:00 GMT 2024

Type of Training:
First Class (On Premise)

Foundational License (if applicable)

License Type:
Third Class

Licensee Name:
Au Comptoir

Licensee Address:
4 Mechanic St. ,
Woodstock, Vermont 05091

License Number:
LP-023382

License Status:
License issued-renewed application

License Start Date:

License End Date:

Documents Attached

Sewer Abatement
4205 Hartland Hill Rd
Russell Morgan Estate
C/O Dan Morgan

Dan Morgan has a receipt for payment of the utility bill for 4205 Hartland Hill Rd dated 4/29/2026. This would have been considered a timely payment, as it was received well before the 6/11/2026 due date. However, the check was never processed. Mr. Morgan has confirmed that the check did not clear his bank account. We are uncertain as to the whereabouts of the check.

Mr. Morgan elected to place a stop payment on the check, which had an associated charge of $34.00. When making a replacement payment, Mr. Morgan deducted the amount of the stop payment ($34.00). That balance is still outstanding on his account. He is hoping that the town will grant him a $34.00 abatement, as a way of reimbursing him for the cost of the stop payment.

It is our recommendation that the Town reimburses Mr. Morgan for the $34.00 stop payment fee (through an abatement) as a gesture of good faith.

WILL BE COMING IN TO MAKE PAYMENT...

WOODSTOCK TOWN
PO BOX 488
WOODSTOCK VT 05091

DUE: $871.50

April 9, 2026

Billing Period
June 27, 2025
February 28, 2026

WOODSTOCK TOWN UTILITY BILL

RUSSELL MORGAN ESTATE
C/O MORGAN DAN
3233 GARVIN HILL
WOODSTOCK VT 05091

DAN MORGAN
802 457 -4828

Account: 05.06.01 Location: HARTLAND HILL ROAD

Description			Units	Rate	Amount
Current Reading	Previous Reading	Total Consumption			
35,804	35,804	0			
Sewer Usage charge			0.00	4499.821500	601.50
Water Usage Charge			0.00	2019.870000	270.00

Due Date ===> 06/11/26 Total Due ===> 871.50

PAID 4/29/26
RD

Minimum water charge is 100 cu ft per month.
Minimum sewer charge is 3,750 cu ft of wastewater.

Check payable to Town of Woodstock, account # on memo line.
Postmarks are not accepted as timely payments.

Interest is calculated on past due balances at a rate of 1% monthly the first 3 months and 1.5% monthly thereafter.

Penalty is calculated on past due balances at a rate of 8% the day after the due date of the final fiscal year billing.

PLEASE FIND THE CONSUMER CONFIDENCE REPORT AT:
townofwoodstock.org/2025/06/consumer-confidence-report-ccr/

Utility Abatement
4 River St
Mary Quinn

An error in data entry has led to an extraordinarily high utility bill. As this is a clear and obvious bookkeeper error, it is our recommendation that an adjustment is made to Mary Quinn's utility bill as she should not be penalized for clerical oversight.

Example A shows the water meter readings as taken by the water department. A star appears next to the most recent reading. It appears 967, with two blank spaces. Common shorthand in water meter reading, is to leave blank spaces for zeros at the end of the number. So, this number is understood to be 96,700.

Example B shows the most recent utility bill, with the current reading listed as 967. Though, we established above that the current reading should have been 96,700.

Since the previous reading was 96,600, usage for the period should've been 100 cu ft (96,700-96,600). This very low usage makes sense as the property has been vacant for the duration of the billing cycle.

However, they were charged 4,367 cu ft. This was due to the incorrect entry of 967.

It is our recommendation that the current reading be adjusted to reflect the number recorded by the water department, 96,700. Thus, charging Mary the correct usage of 100 cu ft for the quarter.

(A)

Woodstock Aqueduct Company

DATE	READING	CARD	COMMENT
3/22	087400		
6/22	088100		
9/22	088700		
12/22	089300		
3/23	090000		
6/23 9/23	091500		
12/23	092000		
3/24	092700		
6/24	093200		
9/24	093900		
12/24	094500		
3/25	Snow		
6/25	095500		
3/26	0966[illegible]	00100	0
★ 6/26	0967	★	
	↑ SHOULD BE		
	096700		

METER INFO: 17476130

NAME

ST.

OUTSIDE READER ☑ BACK FLOW ☑

20.52.07

METER LOCATION: Left

ACCOUNT NUMBER

ROLF DIAMANT
4 RIVER ST,
WOODSTOCK. VT
40-00010001

B

WOODSTOCK TOWN
PO BOX 488
WOODSTOCK VT 05091

July 22, 2026

Billing Period
April 1, 2026
June 30, 2026

WOODSTOCK TOWN UTILITY BILL

QUINN, MARY & JOHN
184 RUTLEDGE RD
BELMONT MA 02478

Account: 20.52.07 Location: RIVER STREET

Description	Units	Rate	Amount
Current Reading: 967 / Previous Reading: 96,600 / Total Consumption: 4,367			
Reading Comment: 001000			
Sewer Usage charge	3117.00	0.160400	499.97
Sewer Usage charge	1250.00	0.160400	200.50
Water Usage Charge	4067.00	0.071569	291.08
Water Usage Charge	300.00	0.300000	90.00

Due Date ===> 08/13/26 Total Due ===> 1081.55

Minimum water charge is 100 cu ft per month.
Minimum sewer charge is 1,250 cu ft of wastewater.

Check payable to Town of Woodstock, account # on memo line.
Postmarks are not accepted as timely payments.
Payments can also be made online at: townofwoodstock.org

Interest is calculated on past due balances at a rate of 1% monthly the first 3 months and 1.5% monthly thereafter.

Penalty is calculated on past due balances at a rate of 8% the day after the due date of the final fiscal year billing.

PLEASE FIND THE CONSUMER CONFIDENCE REPORT AT:
townofwoodstock.org/2025/06/consumer-confidence-report-ccr/

Utility Abatement
22 Golf Ave
Elizabeth Vitton

An error in the Aqueducts records has led to an extraordinarily high utility bill. As this is a clear and obvious bookkeeper error, it is our recommendation that an adjustment is made to Elizabeth Vitton's utility bill as she should not be penalized for clerical oversight.

Example A shows the actual readings from the water meter. Water usage at this property has always been very consistent (and very conservative), roughly a few hundred cu ft of usage per quarter. Then, between Feb 2025 and May 2025, the property saw 9,000 cu ft of usage. Readings ever since have returned to a few hundred cu ft per quarter. Which makes that one high reading a bit of an anomaly.

The Aqueduct noticed the unusually high usage, however they did not investigate or try to correct it. Instead, they disregarded the high reading opting to charge a minimum (300 cu ft of use). That 9,000 cu ft of water use was never recorded digitally or billed for. So, when we produced bills based on accurate readings, the 9,000 cu ft previously ignored by the Aqueduct, finally caught up with the billing.

Elizabeth has paid the amounts that she has been billed, it is not her fault that she was billed incorrectly. So, she should not be penalized for the bookkeeping error. It is my suggestion that we adjust the last reading to 239,700, leaving the current reading of 239,900. Charging Elizabeth the accurate usage amount of 200 cu ft.

A

Woodstock Aqueduct Company

DATE	READING	CARD	COMMENT
5/22	228400		
8/22	228800		
11/22	229600		
2/23	229700		
5/23	229700		
8/23	230100		
11/23	230300		
2/24	230400		
5/24	230500		
8/24	230600		
11/24	230700		
2/25	230700		
5/25	239700		
6/25	2397		
2/26	2399	029000	
6/26	2399		

ETER INFO: 37664424

AME

T.

UTSIDE READER ☑ BACK FLOW ☐

24.51.42

TER LOCATION: left, (back of house)

ALLEN BUSWELL
22 GOLF AVE,
WOODSTOCK. VT

CCOUNT NUMBER **30-00290001**

WOODSTOCK TOWN
PO BOX 488
WOODSTOCK VT 05091

July 1, 2026

Billing Period
June 27, 2025
February 28, 2026

WOODSTOCK TOWN UTILITY BILL

ELIZABETH VITTON
16 OTTER ROCK DR
GREENWICH CT 06830

Account: 24.51.42 Location: 22 GOLF AVENUE

Description	Units	Rate	Amount
Current Reading 239,900 / Previous Reading 230,702 / Total Consumption 9,198			
Sewer Usage charge	5448.00	0.160400	873.86
Sewer Usage charge	3750.00	0.160400	601.50
Water Usage Charge	8298.00	0.071569	593.89
Water Usage Charge	900.00	0.300000	270.00

Due Date ===> 06/11/26 Total Due ===> 2339.25

Minimum water charge is 100 cu ft per month.
Minimum sewer charge is 1,250 cu ft of wastewater.

Check payable to Town of Woodstock, account # on memo line.
Postmarks are not accepted as timely payments.
Payments can also be made online at: townofwoodstock.org

Interest is calculated on past due balances at a rate of 1% monthly the first 3 months and 1.5% monthly thereafter.

Penalty is calculated on past due balances at a rate of 8% the day after the due date of the final fiscal year billing.

PLEASE FIND THE CONSUMER CONFIDENCE REPORT AT:
townofwoodstock.org/2025/06/consumer-confidence-report-ccr/

Town of ________________

HOW TO GET AN ITEM ON THE SELECTBOARD MEETING AGENDA

(Template – adapt to your municipality's practice)

This document explains the standard process for putting an item on the selectboard meeting agenda. The goal is to make it easy for board members, staff, and residents to raise issues while keeping meetings organized and predictable.

1. **Who Can Request an Agenda Item?**
   - Any selectboard member
   - The town manager/administrator or town clerk
   - Department heads (through the town manager/administrator)
   - Residents and community groups (see "Public Requests" below)

2. **Deadlines and Meeting Schedule**
   - Regular meetings are held: ______________________________
     (e.g., "the 2nd and 4th Monday of each month at 6:30 p.m. in the Town Office")
   - Agenda requests are due by: ____________________________
     (e.g., "12:00 p.m. on the Wednesday before the meeting")

   If the deadline is missed, the item will usually be scheduled for the next regular meeting.

3. **How Board Members Request an Item**
   Board members should submit agenda requests in writing (email is acceptable) to:
   - Primary contact: _______________________ (e.g., town manager/administrator/chair/clerk)
   - CC: _________________________________ (e.g., selectboard chair, town clerk)

   Include:
   - A clear topic/title (e.g., "Proposed Speed Limit Change on North Street")
   - What the selectboard is being asked to do (discussion only, decision, schedule a public hearing, etc.)
   - Any background information or documents that should be included in the selectboard meeting packet

4. **How Staff Request an Item**

   Department heads and other staff should route agenda requests through the town manager/administrator.

   Include:

   - Topic/title
   - Brief description of the topic
   - Recommended decision/action (if any)
   - Supporting materials (memos, maps, draft policies, quotes, etc.)

5. **Public Requests for Agenda Items**

   Residents or community groups who want an item on the agenda should:

   - Contact: ______________________________
     (e.g., town manager or selectboard chair)
   - By: ______________________________
     (deadline from Section 2)

   Include:

   - Full names and contact information
   - A short description of the topic
   - What the selectboard is being asked to consider or decide

   Not every request will appear as a separate agenda item; some may be handled through public comment, referral to staff, or a future meeting, depending on complexity and time available.

6. **Who Decides What Goes on the Agenda?**

   Typically, the agenda is drafted by: ______________________
   (e.g., town manager in consultation with the selectboard chair)

   They may:

   - Combine similar requests
   - Schedule complex items for later meetings
   - Ask for more information before placing an item on the agenda

   If a request can't be scheduled right away, then the requester should receive a brief explanation and (if possible) a timeline.

7. **Last Minute or Urgent Items***
   Occasionally, urgent issues arise after the deadline.

8. **At the Meeting**
   Agenda items will usually list:
   - Topic title
   - Who will lead the discussion (chair, staff, or requester)
   - Whether action is expected (e.g., "Discussion," "Action Item," "Public Hearing")

   Those who request an item should be prepared to:
   - Introduce themselves
   - Briefly introduce the issue (2–3 minutes)
   - Answer basic questions
   - Suggest a clear next step or potential motion, if appropriate

9. **Transparency and Documentation**
   All agenda requests and supporting documents submitted by the deadline will, whenever possible, be included in the public meeting packet and posted on the municipality's website or made available at the town office.

Town of Woodstock
Selectboard Meeting
May 28th 2026
6:00 PM
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.
24 attendances in person and 20 on Zoom
Present: Chair Susan Ford, Cliff Johnson, Norm Frates Jr.
Staff: Eric Duffy, Kitty Mears Koar
Public: Nicholas Seldon, Bonnie Clement, John Steinle, Wendy Marrinan, Al Alessi, Steve Fulkerson, Lynda Fulkerson, Susie Stulz, Susan Neuberg, Officer 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, Sally Garmon, Roger Logan, William Boardman, Alison Taylor, Barbara Otranto, Jennifer Belton, Astrid Hoyt, Jenreva Wetmore

A. Call to order

Chair Susan Ford called the Selectboard meeting of May 28th to order at 5:00PM.

B. Additions to & deletions from posted agenda

Appointment of Selectboard Member after Executive Session
Selection of Selectboard Vice Chair and Back Up Warrant Signatory to votes

C. Citizen Comments

Nicholas Seldon raised concerns for Municipal employees who had resigned. He also commented on a public records request for a police report.

Gay Travers asked that the number of attendees—both in-person and online—be recorded in the meeting minutes. Chair Susan Ford acknowledged the request and confirmed a sign-in sheet would be circulated. The Board agreed to record attendance numbers going forward.

Susan Neuberg asked how citizens' comments are addressed by the Selectboard and how they make it onto a future agenda for full discussion. Chair Susan Ford explained that items are noted and reviewed by the Chair and Vice Chair when forming future agendas. Chair Susan Ford indicated that items would be followed up as appropriate and that some matters fall under Village—rather than Town—jurisdiction.

Sally Garmon raised a concern about a perennial garden she and another resident have maintained for approximately twenty years on College Hill at Route 4. Ms. Garmon explained that a recent road repair project had covered the garden area with gravel, mesh, and grass seed, making replanting impossible. She stated that Eric Duffy had offered a $200 credit toward bagged topsoil from a local hardware store, but that she was over 80 years old and found this solution inadequate. She requested that the Town restore the topsoil properly. Chair Susan Ford confirmed the matter had been referred to the Village, as the property in question falls under Village jurisdiction. Cliff Johnson offered to assist as a volunteer with any labor involved.

D. Manager's Report

- Summer Hours: Effective immediately, Town Hall will close at noon on Fridays for most staff. The Municipal Manager and Finance Director typically remain until 2:00–3:00 PM on Fridays, and the Manager's email contact is posted on the door for urgent matters.
- Water System Upgrades: Eric Duffy and Stephanie Appelfeller are scheduled to travel to Montpelier the following Monday to meet with consultants and Agency of Natural Resources representatives to advance the permanent permitting process for water system upgrades. An update was expected for the Board by Tuesday morning.
- Public Works Staffing: A job offer has been extended to a public works crew member. Eric Duffy expressed optimism that the offer would be accepted, which would bring public works back to full staffing in time for summer.
- FY25 Audit: The FY25 audit for the Town and Village is complete. A final copy is pending delivery from the auditors. The audit is largely clean, with a few findings related to accounting processes. Once received, the audit will be posted to the Town website and a meeting will be scheduled with the auditors and both Boards to review the findings.

E. Financial Report

On the General Fund, revenues are tracking above budget, though Eric Duffy cautioned that the tax revenue figure of approximately $6.68 million is recognized when billed rather than when received, and therefore may not reflect actual collections to date. The final education fund payment to the state had just been sent, and a clearer picture of accounts receivable would be available shortly.

The overall General Fund projection indicates a surplus of approximately $200,000, though Eric noted this figure will likely settle closer to $100,000 by mid-June as remaining expenses, including road striping, come through.

Two areas of concern were highlighted:

- Fire/EMS: Salaries and benefits are significantly over budget due to a shortage of part-time staff, requiring full-time employees to be paid overtime at time-and-a-half. The department is nonetheless projected to come in under budget overall through reductions in other line items. The Board previously voted to add 2.5 new positions, with two starting July 1 and one starting January 1, which is expected to alleviate ongoing staffing pressures.

- Dispatch: Trending approximately $44,000 over budget, attributable to employee absences, overtime coverage, and the cost of training new staff while maintaining dual coverage. Dispatch is projected to end the year with a small deficit, which will be offset by surpluses elsewhere.

Roger Logan thanked the Municipal Manager and staff for their professional approach to budget management. A comment was also made suggesting that better public communication around road striping schedules—such as posting advance notice on the Town website—would be appreciated.

F. Interviews

Interviews for Appointment of Selectboard Vacancies

Eric Duffy noted that all applicants had been provided in advance with four questions to address and were asked to keep their presentations to five minutes. He also clarified that:

- Regardless of any appointment made that evening, a Selectboard election is scheduled for **August 11**, at which all open seats would be contested. Any person, whether appointed or not, may run in that election.
- Petitions for candidacy are available at the back of the room and must be submitted by **July 6**.
- One applicant, Mr. Robert Cole, had withdrawn his name from consideration prior to the meeting.

The Board conducted interviews with the following candidates:

Susan Chiefsky, Gay Travers, Eric Nesbitt, Byron Kelly, Richard (Dick) Sweeney Marybeth Sweeney, Clayton (Clay) Reed

G. Discussion

FY25 Legal Fees

Chair Susan Ford read a prepared statement addressing the expenditure of Municipal funds on a personnel matter currently before the courts. The following key points were presented:

During FY24, a total of **$102,236.26** was spent on legal fees related to a single personnel matter. Of that amount, **$75,072.89** was paid from municipal (Town) funds rather than solely from Village funds. The rationale offered was that the municipality had been noticed and eventually became a party to the lawsuit, creating a vested interest in securing quality legal representation to limit liability for both the Village and the municipality. It was further noted that Village properties comprise approximately one-third of total municipal tax receipts and that the municipal tax supports services enjoyed by Village residents.

Chair Susan Ford acknowledged that, in retrospect, the decision to expend funds outside the approved budget should have been brought to a vote in an open meeting. She stated clearly that this was not an intentional act of concealment, attributing the oversight to an exceptionally busy period during which the Board was simultaneously managing the acquisition of the water company, securing bonds of $8.3 million, and working with engineers on a wastewater treatment plant project exceeding $30 million. She noted that she had attended approximately 35 meetings in the first six months of 2025.

Chair Susan Ford outlined several transparency initiatives the Board has undertaken since she became Chair, including: conducting fewer executive sessions, holding a Vermont League of Cities and Towns training session publicly rather than privately, openly discussing a conservation contract that could have been held in executive session, and releasing an attorney opinion letter by waiving attorney-client privilege. Going forward, the Board has engaged a separate law firm to handle FOIA, open meeting law, and other matters directed to the Board, in order to provide clearer expense tracking. The ongoing personnel matter remains with the original firm but is currently covered by insurance. Additionally, the Board is establishing a process for the Chair to review journal entries to track all municipal payments.

Alison Taylor asked for the date of the meeting at which the expenditure was discussed among the Selectboard and requested that the video recording of that meeting be made publicly available again. She also sought clarification on who specifically authorized the expenditure and whether a vote was taken. Chair Susan Ford indicated that notes would be taken and that questions would be addressed in a future meeting or by email, as pending litigation precluded answering questions at that time.

Eric Nesbitt asked whether the precedent of the Town paying the Village's legal fees would occur again without voter approval. Chair Susan Ford stated, "No." Cliff Johnson added that while he was not on the Board during the period in question, he would expect any such expenditure in the future to be subject to a vote, and would examine individual circumstances carefully.

William Boardman characterized the transfer as potentially "extralegal if not unlawful" and suggested the Town should seek to recover those funds, noting that one effect of the transfer was to make the Village's financial position appear more favorable.

Byron Kelly asked whether the Town attorney should have sought to have the Town discharged from the lawsuit, given the Town's role as a contracting party rather than a direct actor.

Dick Sweeney suggested the Board consider adopting a "meaningful event" threshold—perhaps $25,000 to $50,000—to flag significant unbudgeted expenditures for formal board notice.

Jennifer Belton thanked the Board for its volunteer service and expressed that many in the community appreciate the work being done.

Barabara Otranto stated that despite the explanation of how Town funds were used for Village legal costs she still felt that her pockets were picked. The caveat that only 1% of the total budget was diverted from the Town for this Village expense without a vote was not sitting well with her, and she wanted the Selectboard to hear her view on this issue.

Chair Susan Ford moved to table items E, F and G under discussion on the agenda to the following Tuesday's meeting, to allow adequate time for staff to prepare responses.

Town Accounts Payable and Warrant Procedure

Chair Susan Ford provided an overview of the Municipality's accounts payable and warrant process. The procedure involves multiple layers of review: department heads submit requests confirming compliance with procurement policy and budget availability; the Finance Officer verifies legality, adequacy of funds, and accuracy; the Municipal Manager performs a further review; and the Town Treasurer reviews warrants against invoices. A member of the Selectboard and Village Trustees then independently reviews checks and all associated invoices before the full list of checks and purposes is distributed to every Board member and Trustee for sign-off.

Chair Susan Ford noted that since becoming Chair in March, she has been personally reviewing every check and invoice, frequently asking questions about proper cost allocation between departments such as water and sewer.

Eric Duffy added that informal meetings between department heads and the Finance Office also occur regularly to discuss available funds and appropriate allocations.

Chair Susan Ford announced that, going forward, journal entries will be added to the warrant review list to be reviewed and approved by both Boards, closing the gap that allowed the legal fee transfers to occur without Board-level visibility.

Selection of Selectboard Vice Chair

Eric Duffy noted that in a standard nomination scenario the nominated person would typically abstain from voting; however, given the board's current three-member composition, the nominee would need to vote.

Motion: by Cliff Johnson to nominate Norm Frates Jr as the Selectboard Vice Chair (7:18 PM)
Seconded: by Chair Susan Ford

Vote: 3-0-0, passed

Back Up Warrant Signatory

Chair Susan Ford explained the need for a backup warrant signatory to cover periods when the Chair is unavailable. The Board discussed the practicalities, including the concern that the Vice Chair also travels frequently. The possibility of a third backup was briefly discussed. Chair Susan Ford expressed a preference for keeping warrant signing authority within the Selectboard rather than having the Village sign Town warrants.

Motion: by Norm Frates Jr. to nominate Cliff Johnson as Back Up Warrant Signatory (7:19 PM)
Seconded: by Chair Susan Ford

Vote: 3-0-0, passed

H. Votes

Vermont 100 Endurance Race – Permit

The Board reviewed the application for the Vermont 100 Endurance Race, celebrating its 35th year. Chair Susan Ford briefly inquired whether all roads used by the race—including dirt roads—were reflected in the application. It was confirmed that the course through Woodstock has remained the same for 35 years and that the roads listed in the application are accurate for the Woodstock portion of the route. A certificate of insurance was confirmed to be included in the application.

Motion: by Cliff Johnson moved to approve the Vermont 100 Endurance Race permit (7:21PM)
Seconded: by Norm Frates Jr.

Vote: 3-0-0, passed

Liquor License

Chair Susan Ford presented the following liquor license applications for approval, conditioning approval on the state's review of each application, noting the state no longer provides the municipality with sufficient information to conduct its own independent review.

- Woodstock Resort Corporation – 1st, 2nd, 3rd class, and Outdoor Consumption Permit (OCP)
- Woodstock Farmers' Market – 2nd class
- Farmer and the Bell – OCP
- Acadian Enterprises, LLC – OCP
- Woodstock Country Club – 1st, 3rd class, and OCP
- Kelly Way Gardens – 1st, 3rd class, and OCP

Motion: by Cliff Johnson moved to approve the listed liquor licenses, conditioned upon state review. (7:23PM)

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

Request to Harvest Trees along Town's Right of Way

The Board discussed the memo regarding trees on Arthur Morgan Road that will succumb to Ash borer disease. The Department of Public Works Director Greg Fullerton was unable to attend the meeting tonight. The item was tabled until the June 2nd meeting.

CDBG-DR Riverside Mobile Home Park Grant Agreement

Jenreva Wetmore, Executive Director of Sustainable Woodstock, presented the grant agreement. She explained that the CDBG-DR (Community Development Block Grant – Disaster Recovery) grant supports long-term flood planning and mitigation work at Riverside Mobile Home Park. The Town of Woodstock is the formal grantee, while Sustainable Woodstock serves as the subgrantee. The grant agreement requires the legislative body to adopt a resolution accepting the terms and conditions of the grant and designating authorized signatories—the Municipal Manager on behalf of the Town, and Ms. Wetmore on behalf of Sustainable Woodstock.

Motion: by Cliff Johnson moved to accept the CDBG-DR Riverside Mobile Home Park Grant Agreement as presented, authorizing the Municipal Manager and Jennifer Wetmore as authorized signatories. (7:26 PM)
Seconded: by Norm Frates Jr.
Vote: 3-0-0, passed

The grant agreement was signed by Board members immediately following the vote.

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

Discussion: Appointment of New Selectboard Members

Motion: by Cliff Johnson to enter Executive Session pursuant to 1 V.S.A. § 313(a)(3) to discuss 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 reason for its final decision during the open meeting. (7:27PM)

Seconded: by Norm Frates
Vote: 3-0-0, passed
Motion: by Cliff Johnson to exit executive Session (7:34 PM)
Seconded: by Norm Frates Jr.

Vote: 3-0-0, passed

J. Appointment of Selectboard Members:

Motion: by Cliff Johnson moved to appoint Gay Travers and Richard (Dick) Sweeney to the Selectboard for the term from May 28,

2026 through the August 11, 2026, election (7:35 PM)
Seconded: by Norm Frates Jr.

Vote: 3-0-0, passed

In accordance with Vermont statute requiring the Board to explain its reasoning in open session, a Board member stated that the appointments were made with the primary goal of maintaining objectivity heading into the August election and fostering community cohesion. Both appointees had indicated they would not seek election in August, thereby allowing for a fair and open election process uninfluenced by incumbency. The Board also acknowledged the strong qualifications of both appointees and encouraged all other candidates who were not appointed to run in the August 11 election. Petition forms were available at the back of the room, with a filing deadline of July 6. Eric Duffy requested that both newly appointed members remain after the meeting to be sworn in.

K. Approval of Minutes

Motion: by Norm Frates Jr. to approve the May 5, 2026 meeting minutes (7:37PM)
Seconded: by Cliff Johnson

Vote: 3-0-0, passed

L. Adjournment

Motion: by Cliff Johson to adjourn the meeting (7:37PM)

Seconded: by Norm Frates Jr.

Vote: 3-0-0, passed

Respectfully submitted,

Kitty Mears Koar

Town of Woodstock
Selectboard Meeting
June 16th 2026
6:00 PM
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.
17 people in person
Present: Chair Susan Ford, Vice Chair Norm Frates Jr., Cliff Johnson, Gay Travers, Dick Sweeney
Staff: Eric Duffy
Public: Mark Lanlois, Peter Shoemaker, Byron Kelly, Michael Brands, Alison Taylor, Nicholas Seldon, Tom List, Clayton Reed, Todd Erceg, Dail Frates, Roger Logan, Mary Ann Sweeney, Mark Harris

A. **Call to order**

Vice Chair Norm Frates Jr called the Selectboard meeting of June 16th to order at 6:00PM

B. **Additions to & deletions from posted agenda**
Sewer Abatement- Billings Farms abatement – Changed to Water Abatement
~~**FY25 Legal Fees**~~

C. **Citizen Comments**

Nicholas Seldon thanked the four current Selectboard members for their willingness to serve given the community tensions. He raised ongoing concerns about financial misconduct and alleged that the Municipal Manager and Chair Susan Ford have withheld documents in response to public records requests, asking the Board to keep an open mind as evidence continues to be brought forward.

Barbara Otranto noted that the minutes of the May 28th meeting did not accurately quote her. Chair Susan Ford indicated the Board would be willing to make a correction prior to approving those minutes. Ms. Otranto also expressed broader attention to accuracy has not been applied to substantive financial questions—specifically, the alleged use of Town funds for Village expenses—which she said had gone unanswered for a long time.

D. **Manager's Report**

Town Hall will be closed on Friday in observance of Juneteenth. Emergency services will remain operational.

The Town was awarded a $1,000,000 federal grant—one of only two Vermont communities to receive funding in this round—to improve access between Woodstock and the National Park. The funds are targeted sidewalks, the Elm Street Bridge, and pathways to Billings Farm.

Highlights from the past month included: an RFP for a Housing and Economic Development strategy that drew eight bids currently under review; the launch of the Housing Task Force application process; promotional ad with Jess Kirby for Grip Magazine; and a meeting with the state Economic Development Office to advocate for businesses considering Vermont locations.

Police Department statistics for May included 58 vehicle stops, 35 tickets issued, 23 warnings, $5,704 in fines, and 346 parking tickets. Call volume totaled 154 calls in the Village and 143 in the Town, with a more detailed breakdown of call types to follow. Fire and EMS reported 27 fire calls, 88 EMS calls, 9 building inspections, completion of dry hydrant flushing, and CPR certification for 32 individuals. Gay Travers asked when the call-type breakdown would be available; Eric Duffy acknowledged the oversight and committed to providing it promptly.

E. Financial Report

Eric Duffy reported that the second-to-last payroll of the fiscal year had been processed, with one remaining. The projected end-of-year general fund surplus stands at approximately $98,000, though outstanding bills—including approximately $20,000–$25,000 for Village crosswalk striping, $20,000 for paving, and $4,000–$8,000 for Fire/EMS tires—will reduce that figure. A conservative estimate of $60,000–$120,000 surplus was offered.

Revenue is performing well, driven largely by new dispatch contracts with the Sheriff's Office. The two primary over-budget line items remain Fire/EMS and dispatch, each running approximately $50,000 over budget due to overtime costs from staffing challenges and simultaneous training of new dispatch personnel.

Cliff Johnson asked for a explanation of what happens to surplus funds at fiscal year-end. Eric Duffy explained that any surplus falls to the unassigned fund balance, which serves as a reserve for unforeseen expenses. He also noted that the Vermont Legislature has recently clarified that Selectboards now have explicit authority to spend unassigned fund balances.

F. Selectboard Statements

Response to Open Meeting Violation Allegations

The Board read two written responses to open meeting law violation allegations, both prepared by the Town's attorney, James Carroll Esq.

Response to Laura Powell Allegation: The first response addressed an allegation from an email notice on June 2nd, 2026, by a community member that the agenda for the May 5, 2026, meeting failed to provide notice for the statement in which former Selectboard Member Laura Powell tendered her resignation.

Dear (blank),

This will provide the Woodstock Selectboard's ("Selectboard") response to your email notice of June 2, 2026, wherein you allege that an Open Meeting Law Violation occurred at a regularly scheduled Selectboard meeting held on May 5, 2026.

Specifically, you allege that the agenda for the meeting "failed to provide notice of the 'statement' that Laura Powell read" on her own behalf wherein she unilaterally tendered her resignation as a member of the Selectboard. As a remedy, you seek "an agenda item at the next Selectboard meeting to address this Open Meeting Law grievance so it can be a matter of public record and so the substance of Ms. Powell's comments can be addressed to clear up an intended misimpression."

Having reviewed your notice and allegation, the Selectboard finds that Vermont's Open Meeting Law does not require that statements, such as the one provided by Ms. Powell, are required to be listed as a specific agenda item. 1 V.S.A. §312(d)(3) provides, in part, that: "A meeting agenda shall contain sufficient details *concerning specific matters to be discussed by the public body. . . .*" (emphasis added).

As a unilateral statement of Ms. Powell's intent to resign, it was not a matter for discussion by the public body nor did it constitute a matter open for discussion prior to the public body's adoption or consideration of a pending motion, resolution or formal action to be taken by the Selectboard as a public body. Simply put, the Selectboard as a public body had no authority or ability to consider or impact Ms. Powell's choice to resign. Accordingly, the Selectboard will not, as requested, include a specific agenda item at an upcoming meeting to address the substance of Ms. Powell's statement. The Selectboard does note that if you wish to comment on Ms. Powell's statement at an upcoming regular meeting, you will have an opportunity to do so during Citizen's Comments subject to the Selectboard's regular time limitation of 3 minutes per person.
Sincerely,
Town of Woodstock Selectboard

Response to Open Meeting Allegation: The second response addressed allegations that discussions regarding a transfer of taxpayer funds were conducted and approved in an improper executive session.

Dear (blank):

This will provide the Woodstock Selectboard's ("Selectboard") response to your e-mail notice of June 4, 2026 wherein you alleged that discussions were held in connection with "the illegal transfer of taxpayer dollars in an unwarned executive session and approved . . . in an unwarned executive session. . . ." Based on this allegation, you specifically request the following "remedies":

PRIMARY REMEDY: The Selectboard needs to act now to recover Town taxpayer dollars that were illegally transferred – either recover them from the Village or from the personal pockets of those who facilitated the unlawful transfer.

SECONDARY REMEDY: The Selectboard ought to remove the municipal manager for this serious misconduct.

TERTIARY REMEDY: You ought to step down and allow your seat to be filled in August during the election due to your ongoing role in public deceit (I remind you of your lie about litigation against the Town being 'in esse' when the illegal transfer was made and I remind you of your misleading representation that Mr. Duffy received positive evaluations from all 'anonymous' department heads when, in reality, each Head had to put their name on their evaluation).

As an initial matter, the Selectboard does not acknowledge that a violation of the Open Meeting Law ("OML") as alleged in your notice of June 4, 2026 occurred based on currently known information.

Second, the specific cures for the alleged violation as stated in your notice of June 4, 2026 exceed any appropriate remedies under the OML.

With regard to the request that the Selectboard "act now to recover Town taxpayer dollars", that action, to the extent it is determined to be appropriate, in whole or in part, may be the subject of further Selectboard consideration based on a thorough review and understanding of the authority conferred for those expenditures. Such a decision under the OML is specifically limited to a determination of whether a past action is effective and, if not, whether any action taken should or should not be ratified. "The intent of the Open Meeting Law was 'to give public exposure to governmental decision making. The purpose is not to create 'vehicles for individuals displeased with governmental action to obtain reversals of substantive decisions.'" Town of Rutland v. City of Rutland, 170 Vt. 87, 96, 743 A.2d 585 (1999) (citing, Valley Realty & Dev., Inc., 165 Vt. 463, 467-68, 685 A.2d 292 (1996)). "Consistent with its language, we hold that § 312(a) provides only that actions taken outside of an open meeting, . . . are ineffective unless ratified in an open meeting. Once so ratified, however, such actions are effective and binding upon the public body." Valley Realty, 165 Vt. at 468. "This is so whether ratification occurs as part of the statutory 'cure process', 1 V.S.A. § 314(b), or separately." See, In re: Acorn Energy Solar II, LLC, 221 Vt. 3, ¶¶110-111, 214 Vt. 73.

Also, the “Secondary” and “Tertiary” remedies sought are entirely beyond the scope of the OML to provide. There is no basis under the OML to demand as a “Secondary” or “Tertiary” remedy that a municipal manager be “removed” or that a sitting duly elected selectboard member “step down and allow your seat to be filled in August. . . .” These consequences are not determined by application of the OML and are not properly considered as “cures” based on the allegations which have been made.

Sincerely,

Woodstock Town Selectboard

Motion: by Chair Susan Ford to waive attorney client privilege for the two letters written by James Carrol Esq. (6:20 PM)
Seconded: by Cliff Johnson

Vote: 5-0-0, passed

Motion: by Chair Susan Ford moved to adopt the attorney's statement as their own that were prepared by our attorney (6:21 PM)
Seconded: by Cliff Johnson

Vote: 5-0-0, passed

Motion: by Chair Susan Ford moved to adopt the attorney's statement regarding the Laura Powell resignation allegation (6:21 PM)
Seconded: by Richard “Dick’ Sweeney

Vote: 5-0-0, passed

Motion: by Chair Susan Ford moved to adopt the attorney's statement regarding statement from Chair Susan Ford printed in the Vermont Standard -Open meeting law allegations (6:22 PM)
Seconded: by Cliff Johnson

Vote: 4-0-1, passed

During public comments on these responses, Nicholas Seldon expressed confusion about the rationale in the second response, arguing that a substantive explanation was lacking and pressing the Board to clarify whether a "backroom deal" had occurred in which Town money was used to pay Village legal expenses without a public vote. Peter Shoemaker offered his interpretation that the attorney's statement effectively means the money should be returned to the Town unless the Selectboard ratifies the expenditure, and questioned whether the Municipal Manager had exceeded his authority.

Statement on Ongoing Litigation

A written statement was read regarding the Swanson lawsuit. The statement, prepared by VLCT, confirmed that the matter has been referred to the Vermont League of Cities and Towns Insurance Program, and that VLCT has retained attorneys to defend the lawsuit. Because the matter is in active litigation, no further comment was offered. Cliff Johnson noted the difficulty of being responsive on this issue given those constraints. Nicholas Seldon disputed the characterization that VLCT is controlling the litigation, asserting that the Municipal Manager remains actively involved in directing the case.

G. Discussion

Committee Vacancies

Housing

Eric Duffy reported that the Selectboard established Housing Task Force is now accepting applications. The goal is to appoint members in early July. The task force will work with Economic Development Director Abbie Sherman on strategies to expand affordable housing and retain workers and families in Woodstock. Applications are available on the Town website.

Finance

Eric Duffy reported that the Finance Committee currently has four remaining members and three vacancies. He indicated that the committee, which has operated on a project basis in recent years, would be asked to take on a merger analysis in conjunction with an upcoming joint meeting with the Village Trustees, examining the financial implications of a potential merger. Mary Anne Sweeney, urged the board to restore the Finance Committee's original oversight role on the budget, noting that the members are experienced and specialized. Gay Travers inquired about potentially bringing back more formal financial oversight and also raised the idea of reinstating elected auditors. Eric Duffy indicated that the Finance Committee membership currently includes Todd Erceg, Ellen LeFever, and John Spector.

Woodstock Area Rural Medication Hub (WARMH)

Todd Erceg a grant administrator for Mass General Brigham, presented a proposal called WARMH—the Woodstock Area Rural Medication Hub—in response to the recent closure of the local pharmacy. The presenter described applying for a federal distance learning and telemedicine grant of approximately $180,000 to outfit space at the local health facility with telemedicine equipment and create a prescription distribution center. The model would not include an on-site pharmacist; instead, prescriptions would be delivered from a central pharmacy and placed in secure lockers for pickup, with telemedicine access available for consultations.

The presenter noted that a second grant for administrative costs had just been announced. He requested a letter of support from the Selectboard and indicated that

Dartmouth Health (the space owner) had expressed tentative support. The Board engaged in discussion about safeguards, the long-term viability of an independent pharmacy, and whether the interim model might discourage future pharmacy investment—though the presenter characterized it as a bridge solution rather than a permanent replacement. The Board expressed general support. The presenter also noted he had been awarded a separate $150,000 grant through the Prosper Valley Farmer Collective to support local farming community development.

VLCT's Guidelines for Agenda Addition

Dick Sweeney presented a VLCT-recommended process for public submission of agenda items, involving an online form on the Town website specifying who can request items, submission deadlines, and a review process by the chair and Eric Duffy. The intent is to improve transparency and provide equitable access, particularly for residents who are not comfortable speaking up at meetings.

Discussion was substantive. Gay Travers and several community members expressed a desire for a less formal, more accessible process, and suggested retaining an open-ended "other discussion" slot at the end of meetings as had been done previously. Chair Susan Ford noted that the Board already has an internal agenda policy and suggested placing a limit on the number of items any individual could submit at one time. Mary Ann Sweeney and Nicholas Seldon strongly supported the form-based approach, citing instances where agenda requests had gone unanswered without explanation.

There was broad agreement that a combination of the formal submission process and a more informal standing discussion item would best serve the community, and that requesters should receive timely feedback when items are not placed on the agenda.

Vondell Cobb Update

Chair Susan Ford reported on the fundraising effort for the Vondell Cobb property conservation, with Mark Harris providing the fundraising update. Pledged commitments have reached $256,600 toward a goal of $400,000 in private donations, to complement a $600,000+ grant from the Vermont Housing Conservation Board (VHCB). The Woodstock Rotary has agreed to serve as a fiscal conduit so that trusts and foundations—which cannot donate directly to municipalities—can make tax-deductible contributions.

Chair Susan Ford clarified that while the Board set an internal deadline of August 1st for reaching the $400,000 goal, acceptance of the VHCB grant is not contingent upon reaching that private fundraising target. The Board will still need to formally accept the grant and review associated documents from VHCB and Vermont Land Trust.

Noise Ordinance

Chair Susan Ford opened by noting that the Village's existing noise ordinance had been included in the packet for reference, but suggested the Board be deliberate in scoping any new ordinance for the Town, as the Village ordinance was primarily designed around a different context. She suggested pausing for broader public input rather than rushing adoption.

Michael Brands presented a revised, narrowly focused proposal to prohibit roosters specifically in high-density residential zoning districts as identified on the Town zoning map—two areas in the Town that mirror Village-level density. He stated that the neighbor had been approached and declined to remove the rooster voluntarily. His proposal includes a 30-day compliance window following adoption and a $50-per-day fine for non-compliance, modeled closely on the existing dog control ordinance language.

Public comment reflected divided views. Peter Shoemaker questioned whether the Town should be resolving neighbor disputes through ordinance, characterizing it as analogous to spot zoning. Roger Logan cautioned the Board against enacting regulations it lacks the resources or will to enforce, pointing to the Village's muffler ordinance as an example. Dail Frates expressed sympathy for Mr. Brands. Eric Duffy indicated he would seek legal advice on potential liability before proceeding and would work with Mr. Brands on ordinance language. The Board concurred that the matter should advance through that process, with a vote to be considered at a future meeting once legal review is complete.

H. Votes

Utility Abatement- Clayton Reed

Clayton Reed, owner of 16 Prospect Street, presented a request regarding his combined water and sewer billing. His property, which includes a short-term rental unit, has been billed for two separate connections despite having only a single water line in and a single sewer line out. One of the two bills consistently shows zero usage and charges only a connection fee. Eric Duffy confirmed this to be the case upon reviewing the bills in the packet. The Board discussed the need for consistent billing policy across similar properties and acknowledged that the transition from the aqueduct company's practices to Town-operated billing had created ambiguities. Eric Duffy indicated he would work with Finance Director Robert Densmore to develop a consistent policy. The Board agreed to defer a formal vote pending that policy review and to get back to Mr. Reed with a resolution.

Water Abatement- Billings Farm

Following up on a prior meeting, the Board received a written report from the wastewater department operators who visited the Billings Dairy on June 6th. They observed that milk line cleaning occurs twice daily using 50–100 gallons each time, plus weekly tank cleaning, totaling approximately 100–200 gallons per day entering the sewer. All other water usage is consumed by cattle or goes to compost and does not enter the sewer system. The property had previously been billed based on approximately 111,000 cubic feet of water usage, resulting in an $18,000 sewer charge. The farm's own estimate of actual sewer discharge was approximately 4,000 cubic feet. The Board accepted the wastewater department's findings and directed Finance Director Robert Densmore to recalculate the bill accordingly.

Motion: by Dick Sweeney to accept the wastewater department's findings and direct staff to adjust the Billings Farm sewer bill accordingly (7:41 PM)
Seconded: by Cliff Johnson

Vote: 4-0-1, passed

Sewer Abatement- 4 the Green

Tom List appeared on behalf of property owner Eva Douzinas. The property is billed for five water/sewer hookups under a single invoice, a carryover from when the building had more tenants paying individually. The owner has paid all water and sewer costs on behalf of tenants since acquiring the property in 2019 and is currently remodeling. With only four active tenants and the owner absorbing all costs, Mr. List requested that the billing be reduced to reflect a single hookup rather than five. The Board did not act on the abatement request at this meeting, instead directing the Eric Duffy and Finance Director Robert Densmore to develop a clear and consistent policy to be applied equitably across similar properties.

Sewer Abatement- Blake Hill

Chair Susan Ford reported on behalf of resident Judith Roberts of Blake Hill, who had recently purchased a property previously billed as a double occupancy and requested it be reclassified as a single occupancy going forward, with the adjustment applied to her most recent bill.

Motion: by Gay Travers moved to change the Judith Roberts account from double to single occupancy for water and sewer billing purposes (7:53PM)
Seconded: by Cliff Johnson

Vote: 5-0-0, passed

Town Hall Camera System

Eric Duffy presented a proposal for a keycard access and camera security system for Town Hall, representing approximately three and a half years of evaluation. The recommended system—the lowest bid received after multiple quotes and reference checks with five Vermont municipalities—would replace the existing key system with swipe-card and keypad entry, an intercom, and cameras at the front door and elevator entrance. The total cost is $27,406.99 for a three-year contract, funded from the capital reserve account designated for Town Hall improvements, which holds over $200,000. After the initial term, ongoing costs would be approximately $2,500–$3,000 annually. The system includes a 10-year warranty and 24/7 service.

Gay Travers raised concerns that the Board had not previously seen this proposal, asked for visibility into the other bids received, and questioned the impact on the building's accessibility and character. Eric Duffy acknowledged the Board's concerns and, during discussion, disclosed that the vendor had extended the current quote price as long as possible and that the price would increase approximately 11% if not approved that evening—a factor that had not been clearly communicated at the prior meeting. Gay Travers expressed frustration that this urgency had not been stated upfront.

Motion: by Dick Sweeney moved to approve the Town Hall security system as presented (8:07 PM)

Seconded: by Chair Susan Ford
Vote: 3-0-2, passed

TRORC Energy Coordinator Annual Contract

Eric Duffy recommended renewing the annual shared energy coordinator contract through Two Rivers Ottauquechee Regional Commission (TRORC) at a cost of approximately $40,000–$45,000, as previously budgeted. The current coordinator, Harry Faconer, was credited with helping secure over $1,900,000 in grant funding for the Town, including a $1,000,000 congressional appropriation for the wastewater plant and a $900,000 Northern Border grant for the water system. The contract includes a 30-day termination clause. The board and Byron Kelly discussed the contract and the cost associated.

Motion: by Chair Susan Ford to renew the TRORC energy coordinator contract. (8:15 PM)

Seconded: by Cliff Johnson
Vote: 4-0-1 passed (Gay Travers was opposed)

Receiving Donation of Parcel ID #30.21.43 SPAN 786-250-11554

Eric Duffy presented a proposed donation of a 0.43-acre parcel at 1054 West Woodstock Road from Richard Sherman to the Town of Woodstock. Legal review had been completed. The property has municipal water and sewer access and was assessed at approximately $457 in annual taxes—minimizing the impact on the grand list. The donor expressed a preference, though not a legal condition, that the parcel be used for affordable housing. The board noted the property's potential given the Town's housing needs and land constraints.

Motion: by Vice Chair Norm Frates Jr. to accept the donation of parcel ID #30.21.43 at 1054 West Woodstock Road from Richard Sherman (8:18 PM)

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

Transfer of Funds

Water Bond Payments

Eric Duffy explained that the FY26 budget had conservatively over-estimated the annual water bond payment. The actual bond payment due this year is $336,600, allocated across three funding sources per the Selectboard's prior formula: 49.6% from Water users, 23% from all municipal taxpayers, and 27.4% from local option tax. The total amount budgeted across these three sources was $493,976.17, leaving a surplus of $157,376.17. Eric Duffy requested authorization to transfer this surplus into a new, dedicated water bond reserve account to be used to offset future bond payments, rather than allowing the funds to commingle with the general unassigned fund balance at year-end. Chair Susan Ford requested that the source of the funds within the reserve account be clearly tracked to ensure each contributor class benefits proportionally. Eric Duffy confirmed the account would be clearly labeled and that any reallocation would require a public vote.

Motion: by Chair Susan Ford moved to approve the transfer of excess water bond payment funds to a dedicated water bond reserve account (8:33 PM)

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

Discretionary Reserve Fund

Eric Duffy presented the results of the FY25 audit, which showed an unassigned fund balance of $2,900,000 as of June 30, 2025. The FY27 budget of $8,800,000 requires a minimum 15% reserve of $1,320,000. Subtracting the $397,109.07 already transferred to the Discretionary Reserve Fund in October per the FY24 audit, the amount available for transfer above the 15% threshold is approximately $1,110,178.87. Eric Duffy recommended transferring this amount to the Discretionary Reserve Fund established by voters at Town meeting, to be used at the Selectboard's discretion.

The Board discussed the unusually high fund balance—approximately 33% of the operating budget—and the responsibility to taxpayers. Chair Susan Ford acknowledged that the Board had previously applied some of these funds to buy down the tax rate and expressed support for continuing that practice thoughtfully. Residents asked how the balance grew so large, Eric Duffy attributed it primarily to unanticipated grant revenue pass-throughs and recovery of previously unclaimed grant funds. Mary Ann Sweeney asked about the statutory authority for the fund; the citation 24 V.S.A. § 1585 was read into the record, confirming the Selectboard's authority to carry forward and expend unassigned fund balances.

Motion: by Dick Sweeney to transfer funds as presented to the Discretionary Reserve Fund (8:46 PM)

Seconded: by Cliff Johnson
Vote: 4-1-0 passed

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

Eric Duffy indicated a desire to discuss a potential real estate purchase or lease, noting that the other party preferred confidentiality until an agreement is reached.

Motion: by Vice Chair Norm Frates Jr. to enter Executive Session pursuant to 1 V.S.A. § 313(a)(2) to go into executive session to discuss the possibility of the Town negotiating or securing real estate or lease options. (8:47 PM)

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

Motion: by Vice Chair Norm Frates Jr. to exit executive Session (9:01 PM)
Seconded: by Dick Sweeney

Vote: 5-0-0, passed

J. Approval of Minutes

The minutes from May 28, 2026 were tabled pending correction of a misquotation of a citizen's comments, as raised during Citizens' Comments. The minutes from May 26, 2026 and June 2, 2026 were approved with one correction: the name "Byrne Foundation" in the June 2nd minutes, under the Vondell Cobb update, was noted as misspelled and was corrected to "Byrne Foundation."

Motion: by Cliff Johnson moved to approve the minutes from May 26, 2026 and June 2, 2026 with the spelling correction to "Byrne Foundation." (9:03 PM)
Seconded: by Dick Sweeney

Vote: 5-0-0, passed

K. Adjournment

Motion: by Gay Travers to adjourn the meeting (9:04 PM)
Seconded: by Cliff Johnson
Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar

Town of Woodstock
Selectboard Meeting
July 7th 2026
8:30 AM
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.
28 on zoom, 18 in person
Present: Chair Susan Ford, Vice Chair Norm Frates Jr., Cliff Johnson, Gay Travers, Dick Sweeney
Staff: Eric Duffy, Kitty Mears Koar, Robert Densmore, Kathy Avelino, Charlie Degener, Emily Collins, Fire Chief David Green
Public: Byron Kelly, Peter Shoemaker, Nicholas Seldon, Barbara Otranto, Sally Garmon, Ann Swanson, Joe Swanson, Alison Taylor, Clay Reed, Cori Fredricks, Dennis Shillen, Gail Childs, Jefferson Atkins, John Curtis, Kathleen Kjerulff, Kevin Clark, Molly Kaylor, Nancy Barr, Susan Berge, Tom Ayers, Ed Durgin, Peggy Fraser, Jill Hasting, Susan Chiefsky, Sofia Longlois, Donna Durgin, Scott Smith, Elisa Tarlow, Suzanne Wooten, Jim Otranto, Jennifer Falvey, Mary Ann Sweeney, Jon Spector

A. **Call to order**

Chair Susan Ford called the Selectboard meeting of July 7th to order shortly after 8:30AM

Chair Susan Ford noted that the meeting was being conducted in hybrid format with participants attending via Zoom, though technical difficulties prevented the Zoom feed from displaying on the in-room screens due to settings altered by a prior user of the space.

B. **Additions to & deletions from posted agenda**

Sewer abatement for 3 Church Street
Move item 7 on the agenda to after the sewer abatements
Vote Town Grader

Thank You to the Fire Works Committee

Chair Susan Ford extended thanks and recognition to the 250th Anniversary Committee for their outstanding work organizing the Independence Day weekend events.

C. **Citizen Comments**

Chair Susan Ford reminded attendees that comments on agenda items should be reserved for when those items are taken up. A three-minute limit per speaker was observed.

Nicholas Seldon expressed serious concern regarding the disbursement of Town funds related to the Village's Swanson employment matter, alleged misappropriation by

Municipal Manager Duffy, and called for an independent investigation and administrative leave.

Sally Garmon raised a question about whether voters in the upcoming special election could vote for two candidates across all four candidates rather than by assigned seat.

D. Municipal Managers Update

Eric Duffy thanked the Public Works Department for post-fireworks cleanup at the high school, the school district for the use of the facility, and the Police and Fire Departments for their presence and support throughout the weekend. Eric Duffy also acknowledged the emergency services teams for their response to several exceptional incidents over the preceding three weeks, including a rollover truck near a river and a tornado. He noted that the Town has already secured multi-year contracts with the fireworks company to ensure July 4th fireworks continue in coming years, and that the matter would be brought before the relevant committee. He also advised that with the close of FY26, he and Finance Director Robert Densmore would be reviewing the financials over the next few weeks and would schedule a meeting with the Chair and Vice Chair to review year-end results, with a broader update anticipated by the end of July.

Chair Susan Ford also noted a letter received from Green Mountain Power regarding the planned relocation and reconstruction of the electrical substation, which appears likely to be rebuilt in Hartland at the corner of Routes 12 and 4, rather than near the covered bridge. Further information is expected.

F. Votes

Liquor Licenses

Motion: by Vice Chair Norm Frates Jr. to approve a 1st and 3rd class liquor license for Positive Pie, 2nd class liquor license for Woodstock Village Market, all on the assumption that the State is reviewing the applications because they no longer give us enough information to do so (8:40AM)
Seconded: by Dick Sweeney
Vote: 5-0-0, passed

Sewer Abatement – 10 Maple Street

Robert Densmore presented a request from the property owner at 10 Maple Street to abate the sewer charge for a previously rented apartment unit, which the owner reported has not been rented for years and is now used solely for personal storage and home office purposes. He stated that because the unit is no longer functioning as a separate residential connection, he was inclined to approve the abatement. The Board agreed that a review should occur every three years to confirm the unit has not returned to rental use, consistent with past practice.

Motion: by Cliff Johnson to approve the sewer abatement for 10 Maple Street, subject to a three-year review (8:46AM)
Seconded: by Vice Chair Norm Frates Jr.
Vote: 5-0-0, passed

Sewer Abatement – 164 Butternut Lane

Robert Densmore reported that the property owner at 164 Butternut Lane had come in to pay his bill and informed staff that his wife had relocated to Missouri, leaving him as the sole resident. The property had previously been billed at the double-occupancy rate. He recommended reducing the billing to a single rate under the change-of-use guideline, subject to periodic review.

Motion: by Cliff Johnson to approve the sewer abatement for 164 Butternut Lane (8:47AM)
Seconded: by Vice Chair Norm Frates Jr.
Vote: 5-0-0, passed

Sewer Abatement – 3 Church Street

Finance Director Robert Densmore explained that the property at 3 Church Street had two water meters from a previous owner, one of which is located under Route 4. The new owners have consolidated to the meter inside the building. Excavating Route 4 to remove the second meter would be cost-prohibitive. He recommended inactivating the second meter in the billing system while continuing to monitor it for any usage. If usage is detected, the homeowner will be contacted. The Board discussed how usage would be tracked and confirmed that the meter, though inactive in the billing system, would still be readable.

Motion: by Vice Chair Norm Frates Jr. to approve the sewer abatement for 3 Church Street (8:56 AM)
Seconded: by Cliff Johnson
Vote: 5-0-0, passed

Stipulation Regarding the Appeal to Board of Civil Authority – Comcast

Town Assessor Kathy Avellino presented a request that the Board sign a stipulation agreement to bypass the local Board of Civil Authority (BCA) review process for a Comcast grievance regarding communication line valuations set by the State. Ms. Avellino explained that because the issue is a matter of state statute rather than a local factual dispute, the State has recommended bypassing the BCA and proceeding directly to the state level, saving time and expense. All other utility companies that received similar grievance denials had not filed appeals.

Motion: by Cliff Johnson to approve the stipulation to bypass the Board of Civil Authority for the Comcast appeal (8:59 AM)
Seconded: by Vice Chair Norm Frates Jr.
Vote: 5-0-0, passed

Consider and Discuss Written Proposal to Meet with Village Trustees on FY 24/25 Town Payments Involving Village's Swanson Employment Dispute

Chair Susan Ford explained the Board's standard process: the Board would first discuss the matter before opening the floor to citizen comments. Chair Susan Ford noted that, because it appeared many attendees had not read the written proposal in advance, it would be read aloud in full.

Vice Chair Norm Frates Jr. read the proposal into the record. The document summarized that over the past year, members of the public had raised multiple questions regarding Town of Woodstock funds that were disbursed to pay legal and other expenses attributed to administrative hearings involving the demotion of Joseph Swanson.

The proposal expressed the Selectboard's hope to work collectively with the Village Trustees, with the assistance of Eric Duffy, to determine the exact amounts and dates of Town funds disbursed in connection with the Village Police Department employment matter during fiscal years 2024 and 2025, including investigation costs, administrative proceeding assistance, attorney's fees, and other related expenses. The proposal further requested that, having reached a common understanding of the amounts involved, the boards jointly discuss and, if possible, reach a resolution on whether any amounts should be reimbursed to the Town or formally ratified by the Selectboard.

Board Discussion

Chair Susan Ford raised a procedural concern: as drafted, paragraph four of the proposal called for the Village and Town to *jointly* request the accounting from the Municipal Manager, which would delay the request until the Village Trustees convened the following week. The Board agreed to amend paragraph four to remove the Village as a co-requestor, making it solely the Town's request. Chair Susan Ford noted that the Village Trustee Chair Lisa Lawlor had already been made aware of the letter, and that the Village would be informed of the Board's decision. The spirit of cooperation with the Village was acknowledged, but the Board agreed it should not allow that framing to delay action.

The Board then discussed the appropriate deadline for the report. A timeline of 30 days was discussed with the Board asking Eric Duffy if he thought the timeframe was adequate. Eric

Duffy responded that he was not involved in the discussion of the Selectboard decision and felt that he should not comment. After deliberation, the Board reached consensus on requiring the report by July 26th so that it could be discussed at the July 27th meeting, with firm expectation that no extension would be entertained.

Citizen Comments

Mr. Seldon urged the Board to retain an independent investigator. Peggy Fraser questioned why a joint agreement with the Village was necessary at all, given that the Selectboard controls Town finances. Chair Susan Ford explained that while the Town controls its own funds, any reimbursement from the Village would require the Village's cooperation, and the Board wished to proceed methodically rather than risk additional legal complications. Dick Sweeney clarified that the 30 days falls before the August 11th election. Peter Shoemaker and other citizens called for an independent audit of the matter rather than relying solely on Eric Duffy to produce the accounting. Barbara Otranto argued that 30 days was too generous a deadline given past experience with delays and suggested a 14-day window instead. The Board acknowledged the comment but retained the deadline of July 26th, noting that staff vacation schedules had to be taken into account. Jim Otranto asked whether the Board was setting clear parameters for what the report must include, so as to prevent omissions that would require follow-up. Chair Susan Ford indicated that the letter itself, particularly its second paragraph, outlined the scope of what was being requested. There was more discussion on the time frame for the letter, and the amount of staff time needed noting summer vacation schedules. Dick Sweeney stated that 27th was reasonable and we all find ourselves working during vacations. More discussion on the letter date deadline. Eric Duffy noted that this item was warned on the agenda as a discussion and vote with the Village Trustees, and not as a deadline for Eric Duffy to come up with reports. The report that was in the packet described it as a meeting with the Village Trustees and asking the Village Trustees to agree to Eric Duffy to do the reports.

Vote

After more discussion the Board voted to approve the written proposal as amended: paragraph four (4) was revised to remove the Village of Woodstock as a co-requestor, making the request solely that of the Town of Woodstock Selectboard, and the deadline for the Municipal Manager's written report and accounting was set at no later than July 26, 2026, for discussion at the July 27th Selectboard meeting.

Motion: by Vice Chair Norm Frates Jr. to approve the written proposal with amendments — removing the Village as a co-requestor in paragraph four and setting a deadline of no later than July 26, 2026,

for delivery of the accounting (9:38 AM)
Seconded: by Dick Sweeney
Vote: 5-0-0, passed

August 11th Warning for Special Election

Chair Susan Ford introduced the need to issue a warning for a Special Town meeting election to be held on August 11, 2026, concurrent with the state primary, to elect two Selectboard members to fill the vacancies. Chair Susan Ford explained that because the seats carry different term lengths (two-year and three-year terms), candidates must run for a specific seat, and it is not possible to allow voters to choose any two of four candidates.

Motion: by Vice Chair Norm Frates Jr. to approve the warning for the August 11th Special Election (9:43 AM)
Seconded: by Dick Sweeney
Vote: 5-0-0, passed

Selectboard Protocol/Procedures

Chair Susan Ford introduced two related items: the VLCT-recommended agenda request form and the broader Board meeting protocol document included in the packet. Gay Travers raised concerns about public accessibility and the overall atmosphere of Town governance, including: the automated phone system at Town Hall creating a barrier to residents; the three-minute limit on citizen comments feeling restrictive; the inability of Board members to respond to citizen comments due to open meeting law constraints; and the practice of posting agendas only at the last legally required moment rather than proactively.

Chair Susan Ford clarified that the restriction on responding to citizen comments is legally advised to avoid conducting unnoticed public business, and that meeting schedules and agendas should be posted as early as possible. Chair Susan Ford and Eric Duffy noted that the Chair and Vice Chair plan to meet with the Municipal Manager two weeks before each meeting to begin setting up the agenda, which could be posted earlier in draft form.

Several members of the public also commented, including Peggy Fraser, who supported the effort toward greater transparency but expressed frustration that citizen-submitted agenda items had not consistently received responses, and that the forthcoming agenda request form process should ensure accountability.

Motion: by Vice Chair Norm Frates Jr. to approve the Selectboard meeting protocol document (10:10 AM)
Seconded: by Dick Sweeney
Vote: 4-0-1, passed

The Board then considered whether to formally adopt the VLCT agenda request form on a trial basis. Noting that it had not been formally warned as a vote item, the Board agreed to table the agenda form adoption to the July 27th meeting.

Water Improvements Route 4 – Change Order to Contract with MSK

Craig Jewett from MSK Engineers presented a proposed contract amendment relating to the water distribution project approximately $20,500 to engage a subconsultant to field-locate water main positions along Route 4. He explained that existing records from the former Aqueduct system are insufficient to confirm precise pipe locations and depths — in some areas pipes are 18 to 20 feet underground — and that relying on incomplete records would expose the contractor to risk and likely increase costs significantly. Also, the high expense of traffic control on Route 4. The plan is to first complete the Cox District Road portion of the project, tie it into the existing system, use it to establish temporary water supply, and then proceed with the Route 4 main replacement pipe in the same location as the previous pipe.

Board members questioned why this scope was not included in the original contract. Eric Duffy noted that the bids were based on the engineers' qualification and not by the cost, the scope of work was based on the amount of documentation the Aqueduct was able to provide. In response, a Board member suggested that MSK share in the cost of the change order, given that the gap in scope was the firm's professional responsibility. The representative agreed to take the matter back to the firm for consideration.

Byron Kelly raised concern about whether increasing water pressure through new pipe installation could cause failures in the older sections of the existing system. The MSK representative confirmed this was a known risk that had been identified in the prior engineering report, and that the water department would need to actively monitor the system following pressurization.

The Board agreed to table a vote on the change order to the July 27th meeting, pending MSK's response to the cost-sharing question.

G. Discussion

Town Grader Discussion

Eric Duffy reported that the Town's sole road grader had broken down and been towed off the road within the past few days. After researching options, he found that new graders are unavailable for purchase for two to three years, and no rental units could be located. The best option available is to replace the engine, with an initial estimate of approximately $75,000. The capital reserve account for the grader currently holds $84,232.34, which had been set aside toward an eventual new machine purchase. Given the unavailability of new equipment and the urgency of the situation, Eric Duffy requested authorization to draw from that capital reserve for an engine replacement, with the expectation of gaining at least two additional years of service life from the existing machine. The Board noted that reaching out to neighboring Towns to explore equipment sharing was also worth pursuing.

Motion: by Cliff Johnson to approve expenditure of up to $84,000 from the grader capital reserve for a new engine or alternative less-expensive solution (10:27 AM)
Seconded: by Vice Chair Norm Frates Jr.
Vote: 5-0-0, passed

Updating Water Rates

The Board was joined by Robert Densmore and Jon Spector for an introductory discussion on the process for updating the Town's water rate structure. Eric Duffy noted that the current rates were largely carried over from the former Aqueduct system, and that the goal is to have a new rate structure established before the next billing cycle, with bills anticipated around November or December.

Robert Densmore explained that he had developed multiple rate scenarios when setting the current rates and had ultimately used the most equitable structure available given the data at hand. He noted a number of ongoing data challenges, including approximately 80 to 90 meters that still require manual card reads rather than radio-frequency readings, older meters whose accuracy may be degraded, and water connections that may not be reflected in the current billing system. He emphasized that establishing a reliable baseline of usage and connection data is a prerequisite to setting more nuanced rates.

Jon Spector provided context from the Finance Committee's prior work, noting that the committee had developed a long-term model showing the need to approximately double water rates over a five-year period to fund anticipated capital improvements. He noted the model is built and available as a working tool and offered to present it to the full Board — including newly seated members. The Board agreed this would be a useful starting point.

The discussion surfaced on how to treat high-volume commercial users, whether to charge for sprinkler system capacity, how to handle multi-use buildings with multiple connections, and whether to pursue usage-based or conservation-oriented rate tiers. Board members and Jon Spector agreed that some of these policy choices could be made in parallel with the ongoing data cleanup, rather than waiting for a perfect dataset.
The Board agreed to receive the Finance Committee's presentation at the July 27th meeting and to re-engage the Finance Committee in support of a rate revision process ahead of the next billing cycle.

H. Discussion Proposed Executive Session 1 V.S.A 313

Motion: by Cliff Johnson go into executive session under 1 VSA section 3 1 3 to discuss pending or probable civil litigation or prosecution to which the public body is or may be a party in concerns of Robinson Farm. (11:01AM)

Seconded: by Vice Chair Norm Frates Jr.
Vote: 5-0-0, passed

Motion: by Cliff Johnson to Exit Executive Session (11:10 AM)

Seconded: by Vice Chair Norm Frates Jr.
Vote: 5-0-0, passed

I. Votes

Legal Representative for Robinson Farm Appeal

Motion: by Vice Chair Norm Frates Jr. to approve the legal representative for the Robinson Farm appeal (11:13 AM)

Seconded: by Vice Chair Norm Frates Jr.
Vote: 5-0-0, passed

J. Approval of Minutes

Chair Susan Ford reported that the May 28, 2026 amended minutes had been previously approved but required further revision to accurately reflect a citizen comment. The June 16, 2026 minutes were missing a page.

Motion: by Cliff Johnson to approve June 25, 2026 minutes (11:14 AM)

Seconded: by Vice Chair Norm Frates Jr.
Vote: 5-0-0, passed

K. Adjournment

Motion: by Gay Travers to adjourn the meeting (11:15 AM)

Seconded: by Vice Chair Norm Frates Jr.
Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar