

Town of Woodstock  
Selectboard Meeting  
July 7<sup>th</sup>, 2026 at 8:30 AM  
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 Updates**

**E. Votes**

1. Liquor licenses

1. Positive Pie – 1<sup>st</sup> and 3<sup>rd</sup>

2. Woodstock Village Market- and Class

1. Sewer Abatement – 10 Maple Street

2. Sewer Abatement- 164 Butternut Lane

3. Consider and discuss written proposal to meet with Village Trustees on FY 24'/25' Town payments involving Village's Swanson employment dispute

4. August 11<sup>th</sup> Warning for Special Election

5. Selectboard Protocol/Procedures

6. Water Improvements Route 4-Change Order to Contract with MSK

7. Stipulation Regarding the Appeal to Board of Civil Authority- Comcast

**F. Discussion**

1. Rooster Ordinance

2. Plan for Potential Proceeds from Vondell-Cobb Conservation

3. Updating Water Rates

4. Fy27 Police Contract with the Village of Woodstock

5. Speed Limit Changes-Dirt Roads

**G. Potential Executive Session 1 V.S.A. § 313**

1. To Discuss pending or probable civil litigation or a prosecution, to which the public body is or may be a party in concerns of Robison Farm

**H. Votes**

1. Legal Representative for Robinson Farm Appeal

**I. Approval of Minutes**

05.28.2026 AMENDED

06.16.26

06.25.26

## **J. Adjournment**

### **Zoom**

The link to join us is

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

or from [zoom.us](https://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



**Application ID:** DLL - Application - 79423  
**Application for:** Third Class Restaurant/Bar License  
**Category of Business:** Third Class

### Business/ Entity Information

**Business/ Entity Name:** Positive Pizza Inc.  
**Business ID:** 0462190  
**Business Address:** 2 Butler Street,  
Waterbury, Vermont 05676  
**Entity Type:** Business Corporation  
**Phone:** 8025951843  
**Management Type if LLC:**  
**Email:** michael.g.drake@gmail.com

### People Information

- **Person:**  
Lindsey Drake

**Business Role:** Officer/Director  
**Business Address:** 4 Baird Street,  
Apt 9, Vermont, 05602  
**Phone:** 8025952405  
**Email:** lindsey88@gmail.com  
**US Citizen?**  
**Political Position**  
**Name:** Lindsey Drake  
**Office:**  
**Jurisdiction:**

#### Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**  
Michael Drake

**Business Role:** **Email:**



**Application ID:** DLL - Application - 79422  
**Application for:** First Class Restaurant/Bar License  
**Category of Business:** First Class

### Business/ Entity Information

**Business/ Entity Name:** Positive Pizza Inc.  
**Business ID:** 0462190  
**Business Address:** 2 Butler Street,  
Waterbury, Vermont 05676  
**Entity Type:** Business Corporation  
**Phone:** 8025951843  
**Management Type if LLC:**  
**Email:** michael.g.drake@gmail.com

### People Information

- **Person:**  
Lindsey Drake

**Business Role:** Officer/Director  
**Business Address:** 4 Baird Street,  
Apt 9, Vermont, 05602  
**Phone:** 8025952405  
**Email:** lindsey88@gmail.com  
**US Citizen?**  
**Political Position**  
**Name:** Lindsey Drake  
**Office:**  
**Jurisdiction:**

#### Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**  
Michael Drake

**Business Role:** **Email:**



**Application ID:** DLL - Application - 79114  
**Application for:** Second Class License  
**Category of Business:** Second Class

### Business/ Entity Information

**Business/ Entity Name:** AGS Vermont Inc.  
**Business ID:** 0129449  
**Business Address:** 380 Hurricane Lane,  
Williston, Vermont 05495  
**Entity Type:** Business Corporation  
**Phone:** 6032235328  
**Management Type if LLC:**  
**Email:** agsrbk@agne.com

### People Information

- **Person:**  
Donald Munger

**Business Role:**  
Employee

**Email:**  
dpmunger@mac.com

**Business Address:**

**US Citizen?**

**Political Position**

**Phone:**

**Name:** Donald Munger

**Office:**

**Jurisdiction:**

#### Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**  
Paul Quirini

**Business Role:**

**Email:**

## Eric Duffy

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**From:** Robert Densmore  
**Sent:** Wednesday, July 1, 2026 3:51 PM  
**To:** Eric Duffy  
**Subject:** Fw: Sewer tax abatement

can we have this added for Tuesdays select board meeting?

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**From:** Owen Shindler <owenshindler@gmail.com>  
**Sent:** Wednesday, July 1, 2026 3:06 PM  
**To:** Robert Densmore <rdensmore@townofwoodstock.org>  
**Subject:** Sewer tax abatement

Dear Robert,

I am writing to request a sewer tax abatement for account 05.03.15, located at 164 Butternut Lane.

Following my divorce and my wife's relocation to Missouri, I am requesting that my account status be updated from a double tax rate to a single rate. As I have already paid the double rate for the current period, I would appreciate it if you could apply the appropriate rebate to my account.

Thank you for your assistance with this matter.

Best regards,

Owen Shindler

TO: Village of Woodstock Board of Trustees  
FROM: Town of Woodstock Selectboard  
RE: Proposed Joint Meeting to Address FY24'/25' Fee/Expense Payments to the  
Town of Woodstock Selectboard By Town Related To Swanson Employment  
Matter  
DATE: \_\_\_\_\_, 2026

Over the past year, members of the public have posed multiple questions specifically related to payments by the Town of Woodstock for expenses which have been categorized as "Village legal expenses" associated with a personnel issue at the Village of Woodstock Police Department. Specifically, it is understood that disbursements of Town of Woodstock funds have been made to pay legal and other expenses attributable to administrative hearings and processes involving the demotion by the Village of Woodstock of Joseph Swanson. These expenses were incurred prior to and up to the date of Joseph Swanson's filing of his Complaint in the matter of *Swanson v. Eric Duffy, Seton McIlroy, Brenda Blakeman, Jeffrey Kahn, Frank Horneck, Lisa Lawlor, Burgess Loss Prevention Associates, LLC, Town of Woodstock, Village of Woodstock and Christopher O'Keeffe*, Case No. 25-CV-01824 (Windsor Sup. Ct., Civ. Div.), on or about April 29, 2025.

It is the Woodstock Selectboard's sincere hope that the Town Selectboard and the Village Trustees can revisit this issue and work collectively and jointly to determine and clarify, with the assistance of Eric Duffy, our common Municipal Manager, the exact amounts and dates of Town funds that were disbursed in the payment of fees during fiscal years 2024/2025 in connection with the Village's Police Department employment issues, including any investigations, assistance in conducting administrative proceedings, attorneys' fees, costs and other expenses.

Having come to a common understanding of that amount, the Woodstock Selectboard would then like to formally discuss and, if possible, come to a joint resolution on amounts, if any, to be reimbursed to the Town from Village funds and/or amounts paid that should be considered by the Woodstock Selectboard for formal ratification, given the importance to the Town of Woodstock of the Village's ability to perform its contract police services.

To that end, the Town hereby requests that the Village and Town of Woodstock jointly ask the Municipal Manager to provide a written report and accounting of all payments and contributions made from Town of Woodstock funds for fiscal year 2024/2025 of and relating to the Village of Woodstock's employment matter with Joseph Swanson and any investigation or administrative hearings related thereto; and (2) having been jointly provided with this information that the Village and Town of Woodstock conduct a joint public hearing to address and come to agreement on amounts, if any, to be fairly reimbursed to the Town of Woodstock and/or ratified by the Town of Woodstock.

The Woodstock Selectboard is making this proposal in the spirit of resolving an outstanding concern that has been repeatedly raised, warrants formal ratification or correction, and will

continue the productive and good working relationship between our respective boards in resolving the concerns of both the Town and Village of Woodstock.

We thank you for your consideration and hope to hear from you in the near future.

Sincerely,

TOWN OF WOODSTOCK SELECTBOARD

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Susan Ford, Chair

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Norm Frates, Jr., Vice Chair

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Gay Travers

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Cliff Johnson

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Richard Sweeney

cc: Eric Duffy, Municipal Manager

**WARNING**  
**TOWN OF WOODSTOCK, VERMONT**  
**SPECIAL TOWN MEETING**  
**TUESDAY AUGUST 11<sup>TH</sup> 2026**

The legal voters of the Town of Woodstock, County of Windsor, State of Vermont are hereby notified and warned of a vote via Australian ballot (Articles 1-2) on Tuesday August 11<sup>th</sup>, 2026, between 7:00 A.M. until 7:00 P.M.

**TUESDAY, AUGUST 11<sup>th</sup>, 2026: AUSTRALIAN BALLOT- 7:00 A.M. TO 7:00 P.M.**

**ARTICLE 1:** The election of Town Officer:  
Select Board (Term End March 2<sup>nd</sup>, 2027)

**ARTICLE 2:** The election of Town Officer:  
Select Board (Term End March 7<sup>th</sup>, 2028)

The legal voters of the Town of Woodstock are further notified that voter qualifications, registration, and absentee voting relative to said meeting shall be as provided in Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated. You must be registered to vote in the Town of Woodstock in order to vote.

Dated at Woodstock, County of Windsor, State of Vermont on this 7<sup>th</sup> day of July 2026.

**By the Selectboard members of the TOWN OF WOODSTOCK:**

\_\_\_\_\_  
Susan Ford, Chair

\_\_\_\_\_  
Norm Frates Jr., Vice Chair

\_\_\_\_\_  
Richard Sweeney

\_\_\_\_\_  
Cliff Johnson

\_\_\_\_\_  
Gay Travers

\_\_\_\_\_  
F. Charles Degener, III  
Town Clerk

**NOTICE TO VOTERS**

Woodstock residents not on the voter checklist may register to vote at the Town Clerk's office in the Town Hall.

### **DRAFT: Selectboard Meeting Process**

*Thank you for attending the Selectboard meeting. We thought it would be helpful to outline our process. We welcome input and want people to participate and feel the below process offers the best opportunity to participate in Town business.*

#### **Meeting Agenda:**

- The meeting agenda is set by the Chair of the board in consultation with the rest of the board and the Municipal Manager.
- Any resident can ask for a topic to be included on a future agenda. A request for an agenda item does not guarantee it will be included (official agenda request procedure will be added to this policy when finalized).

#### **Meeting Procedure:**

- Every meeting is run and controlled by the Chair of the Board or the Vice Chair (in a situation where both are not able to attend, another member run the meeting)

#### **Citizen Comments:**

- Per 1 V.S.A. § 312(h), the public shall be given a reasonable opportunity to express its opinions on matters considered by the public body during the meeting, as long as order is maintained. Public comment shall be subject to reasonable rules established by the chairperson.
- Therefore, the Chair is able to, among other things set time limits on comments, allow only one comment per resident, and end the citizen comment part of the meeting when they feel it is necessary.
- As the topics of citizen comments are not warned on the agenda, it will be understood that the board and the Municipal Manager will not respond to any comments directly during the meeting. Citizen comments' topics maybe addressed later via being placed on a new agenda, through email communication, in person conversation, or other means.
- For people in person, they must be called on to make a comment, come to the table and state their name and finish their comment by the end of the allocated time. If the person is on Zoom, they need to raise their electronic hand and wait to be called on and unmuted.

#### **Agenda Topics:**

- The board will take up a discussion on the topic or allow the presenter to discuss the topic. The board then will ask questions, make comments, and enter into a discussion amongst themselves about the agenda topic.

- After this discussion, the board, may, ask for public comments/feedback/questions from the public. Time limits maybe enforced, if the Chair deems it appropriate. For a member of the public to participate, they need to follow the same rules as above in Citizens Comments
- After an action is taken by the Board on an agenda topic (vote, tabled, held for future debate, etc) no further discussion will happen on that topic.
- For any agenda item that falls into a category covered under 1 V.S.A. § 313, the board may vote to enter executive session to discuss the topic.

### **Meeting Ending**

- When the agenda items have all been acted on or when the Chair feels the meeting needs to end (due to disruption, time limits, emergencies, etc), a motion to adjourn the meeting may happen.
- The Chair may also put the meeting “into recess” if they feel the meeting needs to be paused for whatever reason. In this scenario, the Chair needs to announce how long the recess will be for or what time the recess will end.

## Eric Duffy

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**From:** Craig Jewett <cjewett@mskeng.com>  
**Sent:** Wednesday, June 24, 2026 8:20 AM  
**To:** Eric Duffy  
**Cc:** Abbie Sherman; Stephanie Appelfeller  
**Subject:** Pipe Location Services

Hi Eric,

While we wait to hear back from the State on the source variance, I wanted to follow up on the distribution project and the pipe location services we mentioned.

Since our design intent is to replace the existing main on route 4 in the same horizontal location as the existing main and with the limited documentation of the existing water main, we are recommending adding pipe location services to the project. We have reached out to GPRS and requested a quote to locate the water main. That estimate is \$20,500. This includes field locating and providing GPS coordinates that will allow us to add this to our drawings seamlessly.

Let me know if you'd like to chat about this further. Otherwise, we would like to amend our contract accordingly and if that is acceptable to the Town we can provide you with a contract amendment to review and sign.

Thanks, Craig

**Craig Jewett, P.E.**

Senior Engineer | MSK Engineers

**M:** 802-291-4480

**O:** 802-613-7642

**E:** [cjewett@mskeng.com](mailto:cjewett@mskeng.com)

**W:** [www.mskeng.com](http://www.mskeng.com) | [LinkedIn](#)

93 South Main Street | W. Lebanon NH 03784





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**Re: form**

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**From** Mitchell, Benton <Benton.Mitchell@vermont.gov>

**Date** Tue 6/30/2026 11:05 AM

**To** Woodstock Town Assessors <WoodstockAssessors@townofwoodstock.org>

Hi Kathy,

This would be for the Select Board to sign.

After the stipulation is signed it serves as the BCA denial allowing the taxpayer to appeal the "decision" to the state. More on that here:

**Steps to appeal the BCA "decision"**

1. Please submit this stipulation agreement along with an appeal letter within 30 days of the stipulation date to the Town Clerk of the specific town per 32 V.S.A. § 4461(a), just as you would in a normal appeal of a BCA decision.
2. In that appeal, you as the appellant must decide if you wish to appeal to PVR or to Superior Court.
3. If you wish your appeal to be forwarded to PVR, please include the \$70 fee.
4. If you wish your appeal to be forwarded to Superior Court, please include the \$295 fee.
5. If you appeal to PVR, you only need to submit this payment to one town; in the remaining appeals, you can state that you made an arrangement for the filing payment directly with PVR (we will waive the fee in subsequent appeals as we will be treating them as one appeal).
6. The clerk will then forward the appeal and stipulation either to PVR or to Superior Court.
7. If you have an attorney who wishes to speak to our attorney regarding these processes, we welcome that opportunity. Contact roderick.williams@vermont.gov.
8. See below for statutory references:

**32 V.S.A. § 4461(a):**

A taxpayer or the selectboard members of a town aggrieved by a decision of the board of civil authority under subchapter 1 of this chapter may appeal the decision of the board to either the Director or the Superior Court of the county in which the property is located. The appeal to the Superior Court shall be heard without a jury. The appeal to either the Director or the Superior Court shall be commenced by filing a notice of appeal pursuant to Rule 74 of the Vermont Rules of Civil Procedure within 30 days after entry of the decision of the board of civil authority. ...

**Rule 74:**

(a) Applicability. Except as provided in the Vermont Rules for Environmental Court Proceedings:

...

(2) This rule shall also apply when any party is entitled by statute to seek review of, or appeal from, a decision in a proceeding determined by any other administrative officer or tribunal and the appeal or review is subject to procedure provided for state agencies covered by the Administrative Procedure Act (chapter 25 of Title 3 V.S.A.) or to procedure provided in this rule.

(b) Notice of Appeal; Appellee's Appearance. An appeal or review under this rule shall be taken by filing with the clerk of the administrative body described in subdivision (a) or other appropriate officer a notice of appeal in the manner and within the time provided in Rules 3 and 4 of the Rules of Appellate Procedure.

Benton Mitchell | District Advisor | Utility Valuation Coordinator  
Property Valuation and Review | Vermont Department of Taxes  
133 State Street | Montpelier, VT 05633-1401 | tax.vermont.gov  
(802) 233-4255 | [benton.mitchell@vermont.gov](mailto:benton.mitchell@vermont.gov)

*This email may contain confidential tax information. The information is intended only for use by the individual or entity addressee. If you are not the intended recipient, you are prohibited from any disclosure, copying, distribution or the taking of any action in reliance on the contents of this information, and any such action would subject you to civil and/or criminal prosecution under state and Federal confidentiality laws. If you received this email in error, immediately delete this email and contact us at 802-233-4255 or [benton.mitchell@vermont.gov](mailto:benton.mitchell@vermont.gov) for further instructions.*

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**From:** Woodstock Town Assessors <[WoodstockAssessors@townofwoodstock.org](mailto:WoodstockAssessors@townofwoodstock.org)>  
**Sent:** Tuesday, June 30, 2026 10:04 AM  
**To:** Mitchell, Benton <[Benton.Mitchell@vermont.gov](mailto:Benton.Mitchell@vermont.gov)>  
**Subject:** form

**EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.**

Good morning  
Who signs the "stipulation" form, the selectboard or Town Manager  
Thank you  
Kathy

Woodstock Assessors  
31 The Green  
PO Box 488  
Woodstock VT 05091  
802-457-3607  
[woodstockassessors@townofwoodstock.org](mailto:woodstockassessors@townofwoodstock.org)

**STIPULATION REGARDING APPEAL TO BOARD OF CIVIL AUTHORITY**

Comcast (“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 2024  
(check all that apply):

- Cable, Internet, Broadband, and Telephone Inventory and Valuation
- Cellular Radio Wireless Tower Inventory and Valuation
- Cellular Wireless Inventory Valuation
- CUD Inventory and Valuation
- Satellite Equipment Inventory and Valuation
- Wireline 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 32 V.S.A. § 4404.

6. This Stipulation shall be considered a "decision of the board of civil authority" under 32 V.S.A. § 4461(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 32 V.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 \_\_\_\_\_

By \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

TAYPAYER

By \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

**State of Vermont**  
**Department of Taxes**

133 State Street  
Montpelier, VT 05633-1401  
[www.tax.vermont.gov](http://www.tax.vermont.gov)

[phone]  
[fax]

802-828-2505  
802-828-2701

Agency of Administration

## Communications Property Grand List Treatment for 2026

**To: Vermont Listers and Assessors**

**From: Jill Remick, Director, Property Valuation and Review**

**Date: April 24, 2026**

**Regarding: Appeals of Valuations established by Department of Taxes under Act 145 of 2024**

Under [Act 145 \(H.657\)](#) of 2024, certain communications network infrastructure will be set in the State and local Grand List as real property and taxed at its fair market value beginning with the 2026 Grand List and property tax year. Communications property will no longer be considered business personal property and accordingly will be exempt from the local option to tax business personal property pursuant to 32 V.S.A. § § [3618](#) and [3849](#).

The listing or assessing officials are required to use the values PVR provides to them for communications property: “4) The valuations provided to the listers pursuant to this section **shall** be used by the listers in determining and fixing the valuations of communications property for the purposes of property taxation.” (32 V.S.A. § 3602b)

The process for a property owner to appeal their valuation remains the same as in the past, per 32 V.S.A. § 4404, beginning with a grievance to the local listing official. After that, appeals go to the Board of Civil Authority (BCA), and then to either the Director of Property Valuation and Review (PVR) or the Superior Court, and then finally to the Vermont Supreme Court.

The Department of Taxes will assist in defending valuations for these appeals, as the valuation is determined by the State. In addition, as these are complex valuations, upon appeal from a BCA, PVR anticipates forwarding these appeals to the Superior Court for the appropriate county, instead of assigning a PVR hearing officer.

Note: Please send any grievances and appeals of communications property, and associated documents, to [Benton.mitchell@vermont.gov](mailto:Benton.mitchell@vermont.gov). Our contractor and staff will review these appeals to determine whether there may be technical corrections that can be made upon review by our contractor and an updated value provided, with the potential effect of resolving or narrowing the scope of the grievance or appeal.



If the municipality and the taxpayer wish to avoid unnecessary expenditure of public and private resources and wish to allow the grievance and appeal of the valuation to proceed efficiently to the Director of PVR or to Superior Court, the Department of Taxes can work with the municipality and the taxpayer on a stipulation that would obviate the need for a BCA hearing and formal decision. This would allow a streamlined approach to get the appeal directly to PVR or Superior Court, ensuring a more timely and less costly resolution to the appeal.

If you have questions or need assistance, please contact Benton Mitchell, Utility Valuation Coordinator at (802) 233-4255 or [benton.mitchell@vermont.gov](mailto:benton.mitchell@vermont.gov).

Information including submission processes and recorded webinars can be found at [Communications Property Valuation | Department of Taxes](#).

##END##





May 20, 2026

**RE: Letter of Grievance – Property Tax – Comcast of CT/GA/MA/NH/NY/NC/VA/VT LLC**

Dear Listers/Assessor,

Please accept this as our letter of grievance/appeal for our property tax account in your jurisdiction under Comcast of CT/GA/MA/NH/NY/NC/VA/VT LLC. Due to short turnaround times and potential mail delays, we are filing our letter of grievance in advance of receiving our appraisal value change notice. We are appealing as we feel that the assessed value set by the PVR (Property Valuation and Review) is greater than the fair cash value of our equipment.

Starting with the 2026 Grand List, communications network infrastructure and property are now being reported as real property to the Vermont Department of Taxes (under Act 145 (H.657)). Although our property is now being reported directly to the state as real property, the legislation is not currently set up to provide the taxpayer with the option to appeal to the state initially. Please see the attached copy of the *Communications Property Grand List Treatment for 2026* memo regarding this change dated April 24, 2026 that was distributed to the local jurisdictions by Jill Remick, Director, Property Valuation and Review at the Vermont Department of Taxes.

Should you have any questions, please reach out to me either by phone at (215) 286-3940 or by email at [Ryan\\_Muldoon@comcast.com](mailto:Ryan_Muldoon@comcast.com). Thank you for your attention to this matter.

Sincerely,

Ryan Muldoon  
Manager, Property Tax  
Comcast Corporation

**Form PVR-4224**  
**RESULT OF GRIEVANCE DAY APPEAL**

TO:

Comcast Corporation  
 Ryan Muldoon Manager Property Tax  
 One Comcast Center  
 Philadelphia PA 19103

From: Board of Listers/Assessor

Grand List Year as of April 1, 2026

Town of: Woodstock

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

Opticable Village Lines / Town Lines with SPAN 786-250-1116 / 786-250-1162

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

Grievance denied:  Yes  No

Appraised value of property changed from Town - 1263,967.-  
Village - to 21,733.-

Homestead value changed from \_\_\_\_\_ to \_\_\_\_\_

Housesite value changed from \_\_\_\_\_ to \_\_\_\_\_

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

Listers/Assessor Kathy Curlline Date: 7/1/2026  
Tom McCarthy Date: 7/1/2026  
 \_\_\_\_\_ Date: \_\_\_\_\_

32 V.S.A. § 4224. Amendment; certificate; notice.  
 When all objections so stated have been determined by the listers, they shall amend such abstract relating to the persons so aggrieved, if they shall so determine, and shall add thereto a certificate signed by them setting forth such amendments. By July 9, 2026 notice in writing of such amendments therein made shall be forthwith delivered or mailed postage prepaid to each of the persons filing such objections. The notice shall inform the taxpayer that he or she may appeal from this decision to the Board of Civil Authority by lodging his or her appeal with the town clerk within 14 days of the mailing of the written notice of amendments. Unless the personal notices required by this section were sent by registered or certified mail, or unless an official certificate of mailing of the same was obtained from the post office, in the case of any controversy subsequently arising it shall be presumed that the personal notices were not mailed as required.

## Police Protection Inter Local Contract

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

This Agreement, entered into and executed this 22 day of June 2025, by and between the Town of Woodstock (Town) and Village of Woodstock (Village).

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

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

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

The parties agree as follows:

1. This agreement shall commence on July 1, 2026, and shall continue on a month-to-month basis with automatic renewal, unless it is formally extended, amended, or terminate in writing.
2. The Town shall continue to maintain a special assessment district for the purpose of providing law enforcement services which shall be all of that area within the Town of Woodstock which lies outside the boundaries of The Village of Woodstock.
3. The Village Police Department shall provide such services within the Special Assessment District as the Town Selectboard and the Village Trustees may from time to time determine, including, but not limited to continuous emergency response and such other services as are directed by appropriate municipal authority.
4. The Town shall pay the Village the fair and reasonable cost of the police services provided as agreed from time to time. The cost of such payments shall be assessed to the taxpayers within the Special Assessment District pro rata based upon the grand list values of the real estate within the District.
5. The Town Selectboard hereby appoints the Village Police Department, its officers and employees, as the Town's police representatives for all such purposes as may be reasonably required and confers upon the Village Police Department jurisdiction to enforce the laws and ordinances as may apply within the Town.
6. Administrative oversight for the operation of the Village Police Department, including finance, equipment, and personnel, shall remain the responsibility of the Village. Structural changes to the department—such as changes to the

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

- 7. This agreement may be modified or terminated by the written concurrence of both parties with a sixty-day notice.
  
- 8. The parties agree to abide by the stipulations outlined in Addendum 1 (attached hereto), which shall remain in effect on a month-to-month basis beginning July 1, 2026, unless otherwise amended or terminated in accordance with the terms of this agreement.

Town of Woodstock Select Board

by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

Village of Woodstock Board of Village Trustees

by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

### **Addendum 1**

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

Carl Andeer - Staff Attorney II

The board would have to amend the ordinance via this process:

### **Setting Speed Limits: Paved and Unpaved Roads**

The legislative body of a municipality has the authority to adopt speed limits within the municipality. State law delineates the requirements of setting municipal speed limits based on whether the highway is paved or unpaved, whether the municipality is a city or town, and whether the highway is a municipal or state highway. 24 V.S.A. § 1007. Note that a municipal governance charter may modify, restrict, or enlarge these requirements.

#### **Paved Municipal Highways**

For paved municipal highways, the legislative body must always undergo an “engineering and traffic investigation” prior to and for the basis of establishing speed limits of 25 mph to 50 mph. 23 V.S.A. § 1007(a).

#### **Unpaved Municipal Highways**

For unpaved municipal highways, after “considering neighborhood character, abutting land use, bicycle and pedestrian use, and physical characteristics of the highways,” the legislative body of a municipality may establish a speed limit on all or part of any city, town, or village highway within its jurisdiction, which is not more than 50 mph nor less than 35 mph. 23 V.S.A. § 1007(a)(1)(A). The “consideration” requirement of 23 V.S.A. § 1007(a)(1)(A) sets a lower standard than undertaking an entire engineering and traffic investigation. There is no particular process laid out in statute that details the process of what it means to consider neighborhood character, etc. At the very least, the legislative body should make this topic the subject of multiple public meetings and make efforts to educate the public and obtain input on the subject.

If a municipality wants to set speed limits between 25 mph and 35 mph on unpaved roads, it needs to have an engineering and traffic investigation. 23 V.S.A. § 1007(a).

#### **Speed Limits Less than 25 mph**

The legislative body of a municipality may designate speed limits of less than 25 mph only in downtown development districts as defined by 24 V.S.A. chapter 76A. 23 V.S.A. § 1007(g). Note that setting the speed limit below 25 mph in one of these districts requires an engineering and traffic investigation.

#### **Adopting Speed Limits Set by State on State Highways Located Within the Municipality**

Municipalities may only collect fines assessed for violations of municipal speed ordinances. For a municipality to recover fines for local enforcement of speed limits on state highways, it must first adopt the state speed limits as its own in an ordinance and specifically identify the state highways that are subject to the municipal ordinance. A town or village may adopt a local speed limit on a state highway, other than limited access highways, provided the speed limit duplicates the speed limit established by the state pursuant to 23 V.S.A. § 1003. 23 V.S.A. § 1007(f). In this instance, no engineering and traffic investigation nor consideration of the neighborhood character is required.

### **Signage / Uniform Traffic Control Devices (MUTCD)**

In order to enforce speed limits, a municipality must adequately warn motorists of the regulations in effect on the highways on which they are traveling. Vermont state law requires municipalities to post speed limit signs pursuant to the Manual on Uniform Traffic Control Devices (MUTCD). 23 V.S.A. §1025(a).

### **What is an “engineering and traffic investigation?”**

An engineering and traffic investigation does not require that the municipality hire an engineer to perform the investigation but it does require that the municipality undertake the effort to study all conditions to make a reasonable decision on setting a municipal highway speed limit. For a comprehensive guide on undertaking engineering and traffic investigations, including traffic study forms, please refer to the Vermont Local Road’s “Setting Speed Limits – A Guide for Vermont Towns.” (2016). You can access the document here: <http://localroads.vermont.gov/sites/localroads/files/files/resources/materials/Setting%20Speed%20Limits%20Guide%20Update%20August%202016.pdf>

**Town of Woodstock  
Selectboard Meeting  
May 28<sup>th</sup> 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 28<sup>th</sup> 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. 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.

Barabar 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 SB 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 the meeting tonight. The item was tabled until the June 2<sup>nd</sup> 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 Johnson 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.

**Response to Laura Powell Allegation:** The first response addressed an allegation from an email notice on June 2<sup>nd</sup>, 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):

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**

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

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 engaged in considerable discussion about the need for a consistent commercial property billing policy, particularly as the transition from the former Aqueduct Company to Town-operated water. 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,

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**

**Town of Woodstock  
Selectboard Meeting  
June 25th 2026  
8:30 AM  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

**4 people in person, 4 online**

**Present:** Chair Susan Ford, Vice Chair Norm Frates Jr., Cliff Johnson, Gay Travers, Dick Sweeney

**Staff:** Stephanie Appelfeller, Kitty Mears Koar

**Public:** Sally Neuburg, Byron Kelly, Peter Shoemaker, Nicholas Seldon, Barbara Otranto, Emma Stanton

**A. Call to order**

Chair Susan Ford called the Selectboard meeting of June 25th to order at 8:30AM

**B. Additions to & deletions from posted agenda -None**

**C. Citizen Comments**

Chair Susan Ford noted the presence of an attorney waiting to meet with the Board and asked for a show of hands of those wishing to offer citizen comments in order to manage time.

**Peter Shoemaker** addressed the Board regarding the ongoing matter of legal fee payments made in FY 24/25. He acknowledged a correction from the previous meeting, clarifying that the Town is a party to a related civil lawsuit, which he noted is a separate matter from the question of legal fees. He expressed his interpretation that the Town's legal counsel indicated that a vote would be required to ratify the fund transfers, suggesting the transfers may not have had a proper legal basis. He urged the Board to investigate how the transfers occurred and who, if anyone, directed the Municipal Manager to make them. He expressed concern that the transfers were made without notifying the Selectboard and were only discovered through the independent efforts of a private citizen reviewing the Town's financial records. He stated that past Chairs could not lawfully have directed the spending of Town funds, particularly involving the Village, and called for accountability.

**Nicholas Seldon** characterized the commingling of Town and Village funds and the transfers made without a public vote as intentional rather than accidental, pointing to what he described as approximately one year of stonewalling in response to public inquiries. He noted that several Selectboard members had resigned shortly before the matter became the subject of public record at the May 28th meeting. Mr. Seldon stated that he had submitted a public records request for a VLCT letter read at the prior meeting and that the

(10:02 AM)

Seconded: by Dick Sweeney

Vote: 5-0-0, passed

Chair Susan Ford reported that no action was taken during executive session. The Chair announced that the matter of attorney fee payments would be placed on the agenda for the July 7th meeting.

**E. Adjournment**

Motion: by Gay Travers to adjourn the meeting (10:02 AM)

Seconded: by Dick Sweeney

Vote: 5-0-0, passed

*Respectfully submitted,*

Kitty Mears Koar