

**Village of Woodstock
Board of Trustees Meeting
February 10th 2026
6:30 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Seton Mcilroy, Vice Chair Jeffrey Kahn, Lisa Lawlor, Brenda Blakeman, Frank Horneck

Staff: Eric Duffy, Interim Police Chief Chris O’Keeffe, Kitty Mears Koar

Public: Wendy Marrinan, Eliza Tarlow, Sally Schillinger, Sarah Bernstein, Amy Jenne, Jim Kelly, Kevin Geiger

A. Call to order

1. Chair Seton Mcilroy called February 12th, 2026, Village Trustees meeting to order at 6:30PM.

B. Additions and Deletions -None

C. Citizens' Comments

Wendy Marrinan expressed interest in the upcoming discussion about the demolition of numbers 14 and 18 South Street.

Eliza Tarlow suggested that with the rewriting of the Town plan and the loss of the Design Advisory Board (VDAC), the Town should consider hiring a specialized historic architect to create a searchable database document that incorporates house styles, design details, and product options. She expressed concern that without proactive action, Woodstock might lose its historic integrity. Eliza Tarlow noted that while this wasn't in the budget, she believed there might be individuals or organizations willing to donate funds for such a position.

Sally Schillinger shared similar concerns about preserving the historic character of Woodstock, particularly regarding the demolition of the two houses near the Woodstock Inn.

D. Reports

Manager's Report

Eric Duffy reported that the Town received a \$1 million grant which helps offset wastewater costs. Water readings will be conducted in the coming days to prepare the first water bill of the year, noting that there will be only two water bills this year instead of four.

Eric Duffy also reported that the Village and the library will no longer have lease agreements for the parking lot starting July 1 of this year, as they wanted more money for the lot. The Village will no longer pay for snow removal, striping, and pavement for that area.

Financial Report

Eric Duffy presented the financial reports, noting that overall, the Village is in a good position financially. Revenues are tracking well, with parking revenue at \$24,018 plus an additional \$12,000. Credit card parking revenue is already 80% of projection (\$80,000).

The report highlighted that expenses for credit card charges for parking meters are at \$20,071, exceeding the \$13,000 budgeted. This is due to the new way of tracking parking meter fees, which now captures the actual costs of the credit card processing.

Police Report

Interim Chief Chris O’Keeffe reported that Officer Anna Ingraham started on February 9th. She brings over 14 years of experience, previously serving with Royalton PD for 2 years and Norwich for over 8 years. She will be working the 2-10 PM shift. O’Keeffe also mentioned that

longtime parking attendant Terry Poljacik resigned, so they will be posting for that position soon. Weather-related incidents included two crashes following a recent snowstorm, but otherwise operations have been routine. The department has put together a plan to increase traffic enforcement, though winter conditions currently limit some enforcement activities like weighing trucks.

E. Votes

Girl Scout Cookie Sales- Sidewalk Permit

Sarah Bernstein requested permission to hold a cookie sale in front of Clover on Saturday February 21st, from 10 AM to 2 PM with one table. Trustees reminded the applicant of the requirement to maintain at least 3 feet of clearance for pedestrians.

Motion: by Vice Chair Jeffrey Kahn to approve the Girl Scout Cookie sale in front of Clover with the sidewalk space maintaining 3 feet from the table to the edge of the sidewalk.
(6:57PM)

Seconded: Lisa Lawlor

Vote: 5-0-0 passed

Amy Jenne representing Troop 60419 requested permission to host cookie booths in front of the Village Butcher on Saturday, March 7th and Saturday, March 14th from 10:30 AM to 2:30 PM.

Motion: by Chair Seton Mcilroy to approve a sidewalk permit for the Girl Scouts in front of the Village Butcher on Saturday, March 7th and Saturday, March 14th from 10:30 to 2:30 PM
(6:58PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

Pride- Use of Green Amendment

Seton Mcilroy cochair and cofounder of Woodstock Pride requested an amendment to their previously approved use of Green permit. She explained that the tent company may need to set up on Friday and take down on Monday rather than just having the tent on Saturday as originally planned. The event is utilizing a 10x20 tent.

Motion: by Vice Chair Jeffrey Kahn to approve the amendment for Pride's use of Green to allow tent setup on Friday through Monday if needed (7:00PM)

Seconded: Lisa Lawlor

Vote: 4-0-0 passed

Pride- Use of Parking Meters for Flags

Seton Mcilroy requested permission to place Pride flags in the parking meters with flagpole holders from Friday through Sunday (June 5-7). As in previous years, they will distribute letters to affected businesses informing them of the flags.

Motion: by Vice Chair Jeffrey Kahn to approve Pride's use of parking meters for flags from June 5th-7th (7:01PM)

Seconded: Lisa Lawlor

Vote: 4-0-0 passed

Chamber of Commerce Permits

Jim Kelly represented the Chamber of Commerce for multiple permits:

Wassail- Use of Green

Jim Kelly requested use of the Green for Wassail Weekend on December 11-12, 2026. The event will run on Friday from 10 AM to 6 PM and Saturday from 8 AM to 7 PM. He noted this would follow the same layout as previous years, with the possibility of adding a second bar. A fire truck may be placed on the green on Saturday if ground conditions allow.

Motion: by Chair Seton Mcilroy to approve the use of the Green Permit for the Chamber of Commerce for Wassail for December 11 and December 12 (7:07PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

Use of Gore

Jim Kelly requested use of the Gore for December 12 from 8:30 AM to 5 PM. The Chair reminded Kelly that the Gore is only to be used for nonprofit purposes. The Gore will be used for horse and carriage staging and food vendors from local nonprofits.

Motion: by Chair Seton to approve the Woodstock Area Chamber of Commerce Use of the Gore Permit for December 12 from 8:30 to 5 PM for use for the lining up for the horse and carriage rides and for food from local nonprofits (7:11PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

Parade

Jim Kelly requested a parade permit for December 12 from 2-3 PM using the same route as previous years. Lisa Lawlor noted the need for a timeline to coordinate with police and emphasized that the Chamber of Commerce would be responsible for reimbursing the municipality for any police services.

Motion: by Chair Seton Mcilroy to approve the Chamber of Commerce Wassail Parade permit application for December 12 from 2 PM to 3 PM with the caveat that they return in June with a plan with the police about how things are going to be managed as well as how many police officers will be needed (7:15PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

Banner

Jim Kelly requested a banner permit for December 7th-14th

Motion: by Chair Seton Mcilroy to approve the Woodstock Area Chamber of Commerce banner permit request from December 7 through December 14 (7:16PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

Market on the Green – Use of Green

Jim Kelly requested use of the Green for Market on the Green every Wednesday from June 3 to October 21, from 2-6 PM (with the public portion from 3-6 PM). He noted they expect to have up to 40 vendors this year and are in the process of hiring someone to manage the event.

Discussion included vendor parking concerns, with a reminder that spaces would be marked off temporarily for unloading and then opened back to the public. Mr. Kelly confirmed they would work with police to coordinate this process.

Motion: by Chair Seton Mcilroy to approve the Market on the Green permit for June every Wednesday between June 3 and October 21 from 2 PM to 6 PM for a maximum of 40 vendors (7:25PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

Sidewalk Permit (Event) – May 15th & 16th

Jim Kelly requested a sidewalk permit for May 15-16 (Friday and Saturday) for a sidewalk sale. The Trustees reminded him of requirements to maintain pedestrian access and to ensure vendors keep displays against the buildings to maintain clearance. Jim Kelly requested a variance to allow 3 feet of clearance instead of the standard 5 feet, and committed to being present to enforce compliance.

Motion: by Chair Seton Mcilroy to approve the sidewalk permit for the Chamber of Commerce for May 15 and 16, 2026 also vote to allow a variance from 5 feet to 3 feet unobstructed space (7:31PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

Sidewalk Permit (Event) – August 14th & 15th

Jim Kelly requested a sidewalk permit for August 14-15 from 10 AM to 5 PM, with the same variance request.

Motion: by Chair Seton Mcilroy Motion to approve the use of the sidewalk permit for the Chamber of Commerce for August 14 and 15 from 10 to 5 along with a variance that allows for only 3 feet of unobstructed space on the sidewalk instead of the 5 feet (7:32PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

FY27 Village Warning

The Board reviewed the warning for the Village meeting on March 17th. The warning includes voting by Australian ballot between 7 AM and 7 PM for the election of Village officers (a Trustee for a 3-year term and a Trustee for a 2-year term). The Village meeting will begin at 7:30

PM to discuss and vote on several articles, including appointing a moderator, Trustee of Public Funds, Village Clerk, and Treasurer etc.

Motion: by Chair Seton Mcilroy to approve the warning for the annual village meeting on March 17 as presented (7:37PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

F. Discussion

Two Rivers presentation: Tier IB Process

Kevin Geiger from Two Rivers Regional Planning Commission presented on the Tier IB process, which would exempt housing projects of up to 50 units from Act 250 review in designated Village centers and Village areas within the Village boundary. He explained that while this exemption would remove one regulatory hurdle for housing development, projects would still need to comply with local zoning and obtain water and sewer capacity.

Trustees expressed interest in continuing the discussion but wanted more information and public input before making a decision. The Board decided to schedule a dedicated meeting to discuss the topic further before the end of March.

Police Vehicle Camera and Body Camera Contract

Interim Chief Chris O’Keeffe presented information about a proposed contract with Axon for new body-worn cameras and cruiser cameras. He explained that their current equipment is obsolete and no longer supported by the manufacturer. The new system would put all equipment under one vendor and modernize their technology with cloud storage and GPS capabilities.

The 5-year contract would cost \$113,762.10 total (\$22,752.42 annually). The Burn Foundation has provided a \$15,000 donation to offset first-year costs. The Interim Chief noted the contract includes training, setup, and 24-hour warranty service.

The Board asked questions about security, data ownership, and alternative vendors. They decided to place this item on the next meeting agenda for a formal vote.

Village Meeting Update

The Board discussed preparations for the upcoming Village Meeting on March 17th. They confirmed the meeting would be held upstairs and begin at 7:30 PM, with the reorganizational meeting immediately following. Eric Duffy will prepare information folders for new Trustees, and they discussed plans for training on open meeting laws and other relevant topics for board members.

Village's Position on ACT 250 Process for Demolition of 14 and 16 South St.

Seton Mcilroy raised concerns about a letter sent by Phil Neuberg, a Village resident, to the state land use review board regarding the Woodstock Inn's application to demolish two buildings. The letter suggested that if certain criteria were met, the Woodstock Foundation should provide \$75,000 to the Village for developing architectural design guidelines. Seton Mcilroy noted that the way the letter was written made it appear that the Village Trustees had endorsed this proposal, which they had not.

After discussion, the Board agreed that the Chair Seton Mcilroy would write a letter to the land use board clarifying that Neuberg's suggestion was his personal opinion and not endorsed by the Village Trustees.

March Re-org Meeting Prep

The Board discussed preparations for the reorganization meeting that will follow the

Village Meeting. They talked about the need for a comprehensive list of all appointed positions and the importance of having formal confirmations from individuals willing to serve rather than relying on verbal confirmations.

Village Report distributed by March 6th

Eric Duffy noted that the Village report will be available by March 6th at the Town Hall. The report will also be available online.

J. Approval of Minutes

Motion: by Chair Seton Mcilroy to approve the minutes from 01.13.26 & 01.26.26 with the corrections (8:34PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

J. Adjournment

Motion: by Chair Seton Mcilroy to adjourn the meeting at (8:34PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

*Respectfully submitted,
Kitty Mears Koar*