

**Village of Woodstock  
Board of Trustees Meeting  
March 10<sup>th</sup>, 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:** Al Alessi, Wendy Spector, Lois Deenihan, Tara Layne, Tom Emery, Gary Horsman, Nancy Nutile-McMenemy, Alita Wilson, Jim Kelly

**A. Call to order**

1. Chair Seton Mcilroy called March 10<sup>th</sup>, 2026, Village Trustees meeting to order at 6:30PM.

**B. Additions and Deletions**

~~Police camera/ car Contract~~

**C. Citizens' Comments**

Al Alessi, representing the protesters who meet daily at Tribou Park, addressed the Board. He acknowledged that their group had trampled a muddy area about 24 to 30 inches from the sidewalk during wet conditions and offered to help repair and reseed the damaged buffer area. Mr. Alessi also mentioned that "No Kings 3" is scheduled for March 28th and requested guidance on protective measures if the ground conditions remain poor. He invited Trustees to visit from 12 to 1 PM any day to discuss further, emphasizing their commitment to caring for the park.

**D. Reports**

**Manager's Report**

Eric Duffy reported several key updates. The Selectboard had approved a bid for Environmental Assessments for the Elm Street Pipe Repair Project, a requirement for their \$900,000 NBRC grant. The assessment would begin immediately, with hopes to complete the pipe installation under the bridge by foliage season, though the timeline was tight.

The Selectboard also approved three vendors for negotiation on the new well and pipe replacement project, with construction hoped to begin next spring.

Eric Duffy reported they were monitoring potential flooding from ice jams melting, with an alert issued for Thursday at 2 PM. The Village meeting was scheduled for Tuesday March 17<sup>th</sup> at 7:30 PM following elections from 7 AM to 7 PM, with a reorganization meeting immediately after.

Eric Duffy planned to schedule public forums between now and the Village Meeting. He noted the successful Town meeting with overwhelming budget approval and the Wastewater Renovation plan passing 809 to 208.

Chair Seton Mcilroy inquired about assessing wooden panels on the Elm Street Bridge, noting safety concerns with rotting panels. Eric Duffy explained that bridge repairs would be included when the project goes to bid, and agreed to look into coning off dangerous areas

immediately.

### **Financial Report**

Eric Duffy presented financial projections showing an estimated \$90,000 balance remaining for the fiscal year, noting they were about 70% through both expenses and the fiscal year. He highlighted that Police revenue had essentially met its annual goal at \$512,000 of a projected \$721,000, with the difference being the remainder of the Town contract.

Motor vehicle violations had increased, reflecting increased enforcement efforts. He noted a budget discrepancy in credit card meter charges, due to tracking credit card processing fees, offset by higher revenue.

A \$2,825 expense would be moved from capital reserves to the operational tree budget. He also reported that Pentangle had not yet paid their \$1,200 invoice for last year's Music on the River event.

### **Police Report**

Interim Chief Chris O'Keefe reported increased motor vehicle enforcement efforts focusing on speed and cell phone violations, with officers stationed near the public safety building and in central Village locations. Ticket writing has increased significantly. Corporal Murphy was attending a two-day women in police leadership academy.

Officer Ingraham was settling in well and taking on new department roles. The parking enforcement position would be posted the following day. O'Keefe had negotiated camera contract prices down from \$111,000 to approximately \$88,000-89,000 and had applied for a \$50,000 matching grant for small rural police departments.

Regarding the March 28th "No Kings 3" demonstration, O'Keefe planned to have additional officers coverage.

Vice Chair Jeffrey Kahn praised the increased enforcement efforts, noting the historical context of lost revenue from when the state took over truck permitting authority about six years ago. Lisa Lawlor thanked O'Keefe for his grant writing efforts.

Interim Chief O'Keefe detailed summer plans including certified scales and a fully equipped e-bike for high visibility enforcement, with potential joint operations with Vermont DMV for truck violations.

Chair Seton Mcilroy raised concerns about illegal parking on River Street creating safety hazards and lane restrictions, particularly near the North Street end where tree work was occurring. O'Keefe agreed to have officers monitor the area more closely.

## **E. Votes**

### **Pride of Woodstock- Amended Permit**

Chair Seton Mcilroy, co-founder and co-chair of Pride of Woodstock, requested an amendment to extend their current Green permit from 3 PM to 6 PM on Saturday. The event would feature a large tent on the Green with a DJ on an elevated stage, with participants dancing on the grass. Chair Seton Mcilroy noted they had the Little Theater reserved as a backup venue.

Vice Chair Jeffrey Kahn raised concerns about potential grass damage from dancing, Wendy Spector suggested considering a dance floor and remediation measures for future Green rehabilitation efforts. Chair Seton Mcilroy expressed willingness to investigate options but noted concerns about damage from installing temporary flooring.

Motion: by Vice Chair Jeffrey Kahn to accept the extension of Pride of Woodstock's permit from 3 PM to 6 PM for the stated purpose. (6:56 PM)

Seconded: Brenda Blakeman

Vote: 4-0-0 passed

#### **Garden Club – Use of Gore, Banner**

Lois Deenihan, president of the Woodstock Garden Club, presented two requests. First, she requested permission to replace damaged plant sale banners that had been discarded. Second, she presented the annual plant sale permit application for the Use of the Village Gore, including the "Country Kitchen" food operation with a possible hot dog machine plugged into the library. The Trustees noted that the certificate of insurance on file expires May 24, 2025, and requested an updated COI.

Motion: by Chair Seton Mcilroy to approve the banner (6:59 PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

Motion: by Chair Seton Mcilroy to approve the Use of the Gore for the Plant Sale (7:00 PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

#### **Fireworks Committee – Use of Green, Banner**

Tara Layne presented the Fireworks Committee's fundraising success, having raised approximately \$25,000 from the community. The committee planned a full weekend of Fourth of July events, with the long-term goal of having fireworks on July 4th itself.

The Green usage would include an 11 AM bike parade starting from the East End, a kids' market from 12-2 PM, adult market from 12-4 PM, and community dinner from 4-7 PM. The Chamber of Commerce would manage the markets. Food trucks, including Pizza Chef, would provide dinner service and beer sales.

The Trustees discussed logistics including tent accommodations (up to 30 total), parking arrangements for food trucks, and alcohol service requirements. Eric Duffy noted he would coordinate with David Green on proper alcohol service procedures for food trucks.

Motion: by Chair Seton Mcilroy to approve the use of the Green for Fourth of July activities all day (7:12 PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

Motion: by Chair Seton Mcilroy to approve the use of the banner for Fourth of July weekend from June 29th through July 6th. (7:14 PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

Motion: by Chair Seton Mcilroy to approve the Parade Permit  
(7:15 PM)

Seconded: Vice Chair Jeffrey Kahn  
Vote: 5-0-0 passed

#### **WUHS – Senior Pictures- Use of Green**

Tom Emery from Woodstock Union High School banners would display from June 5th through June 12th, featuring 2-3 foot poster-size pictures of each graduate with "Woodstock Union High School Class of 2026." The banners would be mounted on wire stands about three feet off the ground around the Green, then moved to the high school for the graduation ceremony.

Motion: by Chair Seton Mcilroy to approve the permit for High School banners around the Green from June 5th through June 12th. (7:17 PM)

Seconded: Vice Chair Jeffrey Kahn  
Vote: 5-0-0 passed

#### **Puppies and Pooches – Use of Green**

Gary Horsman representing the Friends of Norman Williams Public Library requested their annual permit for August 29th from 8:30 AM to 12:30 PM. The event would mirror previous years' format. Discussion centered on parking arrangements, with Mr. Horseman requesting 6-8 spots for the four-hour period and agreeing to pay standard parking fees. The Trustees noted the need for an updated certificate of insurance.

Motion: by Chair Seton Mcilroy to approve Puppies and Pooches on Parade for August 29th from 8:30 AM to 12:30 PM. (7:21 PM)

Seconded: Vice Chair Jeffrey Kahn  
Vote: 5-0-0 passed

#### **East End Park – Music by the River**

No representative from Pentangle attended. The item was tabled until the next meeting.

#### **Covered Bridge Half Marathon – Parade**

Nancy Nutile-McMenemy presented the Covered Bridge Half Marathon permit request for Sunday, June 7th. The race starts in Pomfret at 8:15 AM, with Woodstock Road impacts from approximately 8:00-10:00 AM. The route includes Route 12, River Road, Mountain Avenue, over the bridge, up Elm Street, and down Old River Road. Route 4 remains open throughout, with only parking spaces along the corridor coned off.

Nancy Nutile-McMenemy noted they were coordinating Police coverage with Windsor County Sheriff's Department and Hartford Police, with Chris O'Keefe providing 5-6 officers. She planned two coordination meetings, one in the second week of May and another the week before the event.

Motion: by Chair Seton Mcilroy to approve the Covered Bridge Half Marathon Parade permit for June 7, 2026 from 8:30 AM

to 10:00 AM. (7:26 PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

### **Woodstock Community Event in September – East End Park**

Alita Wilson represented the Friends of East End Park Community Celebration, scheduled for September 13th from 1:00-5:00 PM with setup beginning at 10:00 AM. The event, which drew over 300 people last year, requested a fee waiver similar to the previous year.

Alita Wilson also requested a banner for the week before the event, which would require a separate application due to calendar coordination. The Trustees discussed fee structure, noting the standard rate for 300+ attendees would be \$300 plus a \$300 refundable security deposit and \$100 application fee.

The Trustees debated fee waiver precedent, with some expressing concern about equity across community events. Ultimately, they decided not to waive fees this year.

Motion: by Chair Seton Mcilroy to approve the East End Park application for September 13th from 10:00 AM to 6:00 PM, pending updated certificate of insurance. (7:37PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

### **Chamber of Commerce – Art Fest – Banner and Use of Green Permit**

Jim Kelly from the Chamber of Commerce presented the Art Fest application for September 12-13 with setup on Friday. The event would feature approximately 20 local vendors offering art, music, and food, mirroring the previous year's format. Most vendors would leave tents overnight, with food vendors removing perishables.

Motion: by Chair Seton Mcilroy to approve the Art Fest application for September 12-13 with Friday setup, pending certificate of insurance update. (7:41PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

Motion: by Chair Seton Mcilroy to approve the Art Fest banner from September 7th to September 14th. (7:41PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

### **Village Roads and Bridges Standard**

Eric Duffy explained this annual compliance certification with state guidelines, already signed by Public Works Director Greg Fulton and approved by the Selectboard.

Motion: by Chair Seton Mcilroy moved to approve the certification of compliance for Town and Bridge Standards and Network Inventory for the Village of Woodstock (7:43 PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

### **Tier 1B Status**

Eric Duffy noted that Two Rivers-Ottawaquechee Regional Commission representatives could not attend, but the board had previously received the presentation. The decision deadline was end of March, with the option to revisit at the reorganization meeting if needed. All Trustees expressed support for the Tier 1B designation as configured by Two Rivers.

Motion: by Chair Seton Mcilroy moved to request that Woodstock Village be a Tier 1B area as configured by Two Rivers-Ottawaquechee Regional Commission (7:45 PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

## **F. Discussion**

### **Food Trucks**

Eric Duffy initiated discussion about White Cottage food truck's assumption of continued approval and a new inquiry about a breakfast food truck. He sought Trustee direction on food truck policy given the lack of formal regulations.

Lisa Lawlor supported White Cottage's return, citing their community contributions and successful previous operation. Vice Chair Jeffrey Kahn agreed, noting the valid need for lunch service and the truck's non-interference with Village operations.

Chair Seton Mcilroy expressed concerns about making decisions without formal guidelines or community input, warning against creating equity issues if other food trucks applied. She advocated for establishing a moratorium and conducting community conversations with residents and businesses before making individual approvals. The Board discussed the pro and cons of food trucks in the Village.

The Trustees agreed to add food truck policy discussion to the reorganization meeting agenda, encouraging public participation in developing comprehensive guidelines.

### **Peddler's License**

Lisa Lawlor reported extensive research into the outdated Peddler's License ordinance, comparing it with state regulations and other municipalities' versions. She recommended a complete rewrite rather than piecemeal changes, noting the need for community input on scope, locations, and acceptable activities.

Vice Chair Jeffrey Kahn suggested quickly transferring permit authority from the Police Chief to the Trustees as a first step, then undertaking the full rewrite process.

Chair Seton Mcilroy advocated for a comprehensive approach, suggesting the ordinance be renamed and broadened to cover all non-brick-and-mortar sales on Village property, including food trucks. She emphasized the importance of community input to avoid multiple revision cycles.

Eric Duffy suggested implementing a moratorium on new peddler's licenses while developing the updated ordinance, noting the approximately 60-day implementation period after Trustee approval.

The Trustees agreed to begin the rewrite process with Eric Duffy and Lisa Lawlor, incorporating previous input from former trustee Wendy, and to include the topic in upcoming public discussions.

### **Village Meeting Prep**

The Trustees confirmed Village meeting plans for Tuesday with Australian ballot voting from 7:00 AM to 7:00 PM, followed by the Village meeting at 7:30 PM and reorganization meeting afterward. They planned to offer refreshments starting around 6:30 PM, with Chair Seton Mcilroy volunteering to bring Irish-themed cookies.

### **Snow Removal Process in Village**

Eric Duffy provided a detailed explanation of the snow removal process, noting the complexity of transitioning from road plowing to Village snow removal. The process requires removing chains from all vehicles (3-hour task), installing sideboards, and deploying 10 crew members for overnight operations from midnight to 7:00 AM. The crew typically receives 24 hours rest between plowing and snow removal operations due to safety and morale concerns.

Vice Chair Jeffrey Kahn acknowledged the process difficulty but emphasized the importance of maintaining the historical 48-hour standard for snow removal completion, citing safety concerns.

Eric Duffy committed to having Public Works Director Greg Fulton return in November to discuss the process in detail and explore potential improvements while balancing employee safety and community needs.

### **By-Law update**

Eric Duffy reported that the Planning Commission was working toward completing updated Village Bylaws in their April meeting, followed by required public hearings. The Trustees could expect to review the bylaws in mid-May at the earliest, with potential final action in early June. The Planning Commission would need to warn their own public meeting and vote before sending the bylaws to the Trustees, who must also hold a public hearing before final approval.

### **J. Approval of Minutes**

Motion: by Chair Seton Mcilroy to approve the minutes from 02.10.26, 03.02.26, 03.03.26 with the corrections (8:22PM)

Seconded: Vice Chair Jeffrey Kahn

lloolVote: 5-0-0 passed

### **J. Adjournment**

Motion: by Chair Seton Mcilroy to adjourn the meeting at (8:22PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

*Respectfully submitted,  
Kitty Mears Koar*