

**Village of Woodstock
Board of Trustees Meeting
March 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: 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 10th, 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 17th 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

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 Fullerton 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, 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 Fullerton 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

llo!Vote: 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*

Signature: E. Seton L. McIlroy
E. Seton L. McIlroy (Mar 17, 2026 13:18:10 EDT)

Email: smcilroy@townofwoodstock.org

Signature: 
Jennifer Kahn (Apr 16, 2026 11:13:16 EDT)


Email: unicornvt@gmail.com

Signature: Lisa Lawlor
Lisa Lawlor (Apr 22, 2028 12:52:19 EDT)

Email: llawlor@townofwoodstock.org

Signature: 
Brenda Blakeman (Apr 15, 2026 19:13:22 EDT)

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