

**Village of Woodstock  
Board of Trustees Meeting  
June 9<sup>th</sup>, 2026  
6:30 PM  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

**23 in person 4 online**

**Present:** Vice Chair Jeffrey Kahn, Chair Lisa Lawlor, Brenda Blakeman, Jamie Fox, Stephen Stuntz

**Staff:** Eric Duffy, Kitty Mears Koar

**Public:** Delta Henning, Wes Henning, Norm Frates Jr., Patrick Crawl, Beth Finlayson, Wendy Spector, Nicholas Seldon, Betty Ann McGuire, Steven Huveltdt, Finn Collen, Gail Devine, John Malcolm, Carol Cunningham, Norm Frates Jr., Byron Kelly, Michelle Sutherland, David Ormiston, David McGuire, Leola Croix, Todd Kortekamp, Wendy Marrinan, Jon Spector, Emma Stanton, Tom Meyerhoff, Mark Fleming, Judy Fleming

**A. Call to order**

Chair Lisa Lawlor called June 9<sup>th</sup>, 2026, Village Trustees meeting to order at 6:30 PM.

**B. Additions and Deletions-**

**Vote Village Conservancy Process**

~~**Municipal Employee Parking Pass**~~

**Move 33 Central Easement and Rotary Plaque to the top of the Votes**

**Add- Banner over Central Street**

The public was also reminded that those attending via Zoom could raise a hand to be unmuted for comment.

**C. Citizens' Comments**

Nicholas Seldon raised concerns regarding the Municipal Manager's forthcoming compensation. He referenced financial misconduct and misrepresentation of the Village's finances. He spoke about an Open Meeting Law violation. He concluded by urging the Board to adopt a code of conduct that would allow citizens to recall elected officials.

The Board received the comment without response, as is customary during the citizens' comment period.

**D. Reports**

**Manager's Report**

Eric Duffy covered several items in the absence of Interim Police Chief O'Keeffe:

**Utility Bills:** Water and sewer bills are due by 4:30 PM on Thursday, June 11th. Bills must be physically received in the office by that deadline; post-dated will not be accepted. Water meters will also be read in the coming weeks for the final reading of the fiscal year.

**FY25 Audit:** The audit is complete and will be posted to the village website by the end of the week. A date for the auditors to present to both boards is expected to be confirmed shortly.

**Housing:** An RFP for a Housing Strategic Plan has been advertised through contract staff, and the housing task force has also been advertised. Municipal staff attended a meeting in Montpelier with the Agency of Natural Resources to discuss the permit process required for those improvements, and paperwork requesting variances will be submitted in the coming days.

**Fire/EMS (May):** 27 fire calls (7 in the Village); 88 EMS calls (19 in the Village); 9 building inspections; CPR certification completed for approximately 32 community members.

**Police (May):** 58 motor vehicle stops; 35 tickets issued; 23 warnings; approximately \$5,704 in fines; 346 parking tickets issued; 154 calls for service in the Village and 143 in the Town.

### **Finciancial Report**

Eric Duffy provided a projected fiscal year-end overview, noting a tentative surplus of approximately \$2,600 as of the prior Friday, though he acknowledged the number may shift into a deficit in July due to a timing difference related to parking meter revenue and expenses. The higher parking meter expense will be offset by higher corresponding revenue when fully reconciled. He noted parking meter revenue for May 2026 was \$12,460, compared to \$7,262 the prior year—a notable increase.

Key line-item notes included:

- **Short-Term Rentals:** Only approximately half of expected registrations are reflected in the current figures. Twelve active Village licenses have been issued, averaging approximately \$2,000 per registration, for a projected \$24,000 in revenue once all reconciliations are complete.
- **Police Revenue:** An unusually high figure reflects a check received for a traded-in police vehicle and grant funds for a camera system that are currently sitting in the revenue line.
- **Budget Offsets:** A journal entry will be made at year-end to properly allocate amounts between the equipment maintenance, small tools, and building maintenance line items, which are currently skewed due to booking timing.
- **Total Appropriations:** At 95.59%, or approximately 92%, when capital reserve transfers are backed out—consistent with the village being roughly 90% through the fiscal year.

Vice Chair Jeffrey Kahn raised two questions: a discrepancy in the National Park Land Trust line item, which staff will follow up on, and an inquiry about the tree fund expenditure appearing slightly over budget at \$10,645.

### **E. Votes**

#### **33 Central Street Easement**

Eric Duffy provided background, noting that the Board had approved this easement approximately one year prior and that the required 30-day public notice period had passed without petition, making the Board free to proceed.

Discussion arose, however, regarding concerns about the property owners' conduct at the site. Vice Chair Jeffrey Kahn expressed concern about the prolonged and uncleaned presence of a dumpster on the adjacent rented space and noted that delays in the building renovation could spill over into the easement work—specifically, the installation of an underground gas tank in the parking area. Vice Chair Jeffrey Kahn emphasized that once construction begins, it should

proceed in a continuous and timely manner.

Stephen Stuntz echoed those concerns about the dumpster's condition and duration on-site. Eric Duffy clarified that the current easement language does not include provisions dictating construction timelines or site maintenance standards during the work. The Board discussed the possibility of returning to the property owners to request that such language be added, noting they were not present at the meeting.

The Board agreed to table the vote to allow staff to approach the owners about adding language requiring timely and continuous completion of the construction work once begun.

Motion: by Chair Lisa Lawlor to table the 33 Central Street Easement vote (6:48 PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

### Rotary Plaque

Prior to the vote, the Chair invited public comments, limiting speakers to two minutes given the number of attendees wishing to speak.

**Betty Ann McGuire**, President of the Woodstock Rotary Club, provided background on the campaign. She explained that the Mount Tom Star was built 80 years ago to welcome home World War II troops, with Rotary serving as its custodian for over 40 years. When the star's structural integrity was threatened, Rotary raised \$175,000 in 45 days from community members, second homeowners, and visitors. She described the request as a variance warranted by special circumstances—the plaque contains over 150 names, reducing its size while remaining legible was not possible, and it would be placed at waist height on the Village Green, accessible to all.

**Steven Filchock** emphasized the accessibility of Village Green and stated that having the plaque at that location would make the star's significance accessible to those unable to reach the mountaintop.

**Gail Devine** stated that some causes deserve special consideration and urged the Board to grant the variance.

**Norman Frates Jr.** noted that since beginning the campaign in August of the prior year he had spoken with over 100 Village and Town residents and had not received a single negative response. He urged the Board to consider this a "real win" for the community and noted that the Rotary would plan a significant public celebration upon installation. He confirmed that DigSafe work had already been completed.

Following public comments, the Board deliberated and the Trustees moved to grant the variance.

Motion: by Vice Chair Jeffrey Kahn to issue a variance for the Woodstock Rotary Mount Tom Star plaque as it exists, to be installed by the Rotary at the location on the Village Green shown to the Village Trustees. The motion noted that the Woodstock Rotary is a 100-year-old nonprofit that has annually benefited the Woodstock citizenry and provided scholarships for decades. The motion further stipulated that the plaque shall be no taller than the existing Village Green fence, and that if the fence is ever changed in location or height, the plaque shall be removed and reinstalled by the Rotary to a location and specification determined by the Village Board of Trustees or the governing entity in charge of the Village Green at that

time. (6:59 PM)

Seconded: Brenda Blakeman

Vote: 4-0-1 passed

Following the vote Eric Duffy confirmed that next steps would involve coordination between the Rotary, DPW Director Greg Fullerton, and staff to ensure no conflicts with work on the Green.

### **Prouty Ultimate -Parade**

No representative from Prouty Ultimate was present or on Zoom. The Board briefly discussed whether to table the item, but noting the event is scheduled for July 10th, the Trustees agreed that the timeline was too tight to defer. The Board acknowledged it had received the application paperwork and that the event was consistent with what had been approved in prior years.

Motion: by Vice Chair Jeffrey Kahn to approve the Prouty Ultimate Parade permit as presented (7:03 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

### **Music on the River – extension of permit**

The Board confirmed that the applicant's outstanding fees had been paid in full.

Motion: by Vice Chair Jeffrey Kahn to approve the Music on the River extension of permit as presented (7:04 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

### **Wesley Henning- Use of Gore**

Wesley Henning appeared before the Trustees to request renewal of his annual permit to use the Gore for his Revolutionary War living history event, scheduled for Columbus Day weekend. He confirmed no changes from prior years—same number of participants, tents, and no fires. He noted that 2026 marks the 250th anniversary of American independence, making this event particularly meaningful, and that he conducts similar events throughout Vermont. The Trustees expressed appreciation for his longstanding commitment to this program.

Motion: by Vice Chair Jeffrey to approve Wesley Henning's use of the Gore for his Revolutionary War event on Columbus Day weekend as presented (7:06 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

### **Historical Marker for Vail Field**

Gail Devine and Patrick Crowl, appeared on behalf of the effort to install a Vermont State historical marker at Vail Field. They explained that the field was donated to the town in 1895 by Henry Vail, and that the marker—approved preliminarily by the State of Vermont—would honor that history. Research had uncovered that in 1900, the field was home to an integrated baseball team that included two African American players and a manager, 47 years before Jackie Robinson. The presenters described the marker as a capstone to a multi-year, multi-party renovation effort that had involved the EDC, the Woodstock Invincibles youth baseball nonprofit, and community fundraising. They noted the full Rotary Club had been painting the pavilion that very day.

The Chair noted that the village owns the property and asked whether written approval

had been obtained from the Village Zoning Administrator. The presenters confirmed they had been in communication with zoning staff and believed approval had been forwarded, though no formal letter was yet on file. The Municipal Manager suggested the Board could approve conditionally, pending receipt of a positive recommendation from the Zoning Administrator.

Motion: by Vice Chair Jeffrey Kahn Motion to conditionally approve the historical marker for Vail Field, pending the Village Zoning Administrator's sign-off (7:14 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

### **Judy Fleming – East End Park**

Mark Fleming and Judy Fleming to request a permit to use East End Park on Sunday morning, July 26, 2026, for a post-wedding send-off breakfast for their daughter's wedding guests. The event would feature coffee, donuts, breakfast sandwiches, and casual lawn games such as cornhole. The Flemings confirmed the event was not a wedding reception and should therefore fall under the standard event permit rather than the higher wedding/reception fee structure. They acknowledged the public nature of the space, confirmed a porta-john would be on-site for the weekend, and noted they would be purchasing baked goods from the nearby bakery. Certificate of Insurance was on file. The Board confirmed the applicable fee is \$500, plus a refundable \$300 security deposit.

Motion: by Vice Chair Jeffrey Kahn to approve the Judy Fleming East End Park permit as presented, pending payment of applicable fees (7:18 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

### **Woodstock Conservancy**

Wendy Spector representing the Woodstock Conservancy. She clarified that what she was seeking was not a vote on the process document itself (which she characterized as a flexible guideline), but rather authorization to work with municipal staff to conduct public feedback sessions on the rehabilitation of the Village Green, and an endorsement of the bicentennial planning initiative.

Chair Lisa Lawlor emphasized the importance of robust public engagement. Wendy Spector confirmed that this was precisely the Conservancy's objective, and that she was in discussions with the Municipal Manager about scheduling public forum dates. She outlined a plan of at least three public sessions covering design concepts, materials and costs, and a final review prior to delivering a formal recommendation to the Board. An online survey would also be launched through the town's website to provide an additional input channel prior to the first public session.

Motion: by Vice Chair Jeffrey Kahn authorize the Woodstock Conservancy to work with municipal staff to conduct public feedback sessions on the rehabilitation of the village green, to endorse the bicentennial planning initiative, and to authorize the working group to proceed with stakeholder coordination and sponsorship outreach (7:24 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

## **F. Discussion**

### **Bookstock Recap**

Jon Spector provided a recap of the 2026 Bookstock event. The event featured 16 author events, a used book sale, children's activities on the Green, book vendors, a new event called "Cookstock", Pentangle film event with the screenwriter in attendance, and a library book sale on Sunday. Venues were consolidated to four locations—the library, the Village Green, Town Hall, and one other—all within easy walking distance of one another.

Key results included approximately 1,500 attendees estimated overall, with 990 counted at the book sale and 410 at author events; 11,000 books collected (50% more than the prior year); 4,500 books sold (believed to be a record); 120 volunteers contributing approximately 700 hours; and a financial surplus. Customer satisfaction surveys showed stronger results than the prior year.

Looking ahead to 2027, the team plans to continue the mid-May scheduling, expand Cookstock, maintain existing partnerships (Vermont Book Awards, Sundog Poetry, the library), and continue collecting data. The Trustees thanked Jon Spector and the entire Bookstock volunteer team. Vice Chair Jeffrey Kahn also recognized the volunteer experience as exceptionally well-organized, noting the systems for book sorting and the volunteer sign-up platform.

Chair Lisa Lawlor noted that the Board intends to invite event organizers to the following month's meeting for a debrief, with the Pride event organizers expected at the next meeting.

### **Banner on Central Street**

Vice Chair Jeffrey Kahn raised concerns about the structural adequacy of the recently displayed banner that had been stretched across Central Street. The banner had torn at its attachment points, requiring the lower two anchor points to be released, causing it to bunch and flap. The Trustee recommended that, should any entity wish to use this location for a banner in the future, a formal policy be established similar to the existing banner regulations for the Village Green, including a one-week maximum display period, a Certificate of Insurance, and an associated fee.

The Trustees agreed with their concern about the physical condition of the banner. Brenda Blakeman stated plainly that she did not feel the banner looked appropriate and questioned whether the concept should continue at all. Eric Duffy noted that existing policy appears to address banners on the Green only, and that the prior approval for use of this location was made as a special exception. Wendy Marrinan stated that the banner had been highly distracting and cited a near-miss pedestrian incident as a safety concern.

The Board concluded that this is a discussion item only and that no policy currently governs banners at this location. Further discussion and potential policy development will continue, including as part of a broader conversation with Pride organizers at next month's meeting.

### **Short Term Rental Update**

Eric Duffy relayed an update from the Short-Term Rental coordinator. New software is operational and has identified 112 short-term rental properties across the municipality. Staff are in the process of removing ineligible listings (hotels, AirBnBs etc.) from that list and will then begin outreach to unlicensed operators. Currently, 12 active licenses are held in the Village and 75 in the Town, with approximately 1–2 new applications received per month. The registration deadline is June 30th.

Vice Chair Jeffrey Kahn expressed concern that the number of registered Village

properties appeared low relative to expectations and asked whether all previously licensed operators had been contacted about the urgency of renewal and the consequences of non-compliance. Eric Duffy confirmed outreach had been made to known operators.

Brenda Blakeman noted that her household had attempted to renew two properties multiple times but found no renewal option available on the website. She confirmed she had been in contact with staff, who acknowledged the technical issue and were working to resolve it. The Board acknowledged this could account for some of the registration gap.

Wendy Marrinan raised the broader policy question of whether the Village's current unlimited short-term rental license structure could contribute to housing availability concerns, and whether there was a way to use the new software data to assess the relationship between short-term rentals and housing inventory. Eric Duffy indicated this could be explored through the contract Housing Director.

A clarification was offered that the unlimited license structure applies to the Village (at a higher fee), while the Town operates under a different framework.

#### **Wassail Prep**

The Board agreed to invite Wassail event coordinator Jim Kelly to the next meeting to provide an update on planning progress, with particular interest in exploring the use of upscale portable restrooms given the event's scale.

#### **Foliage Non-Profit Food Plan**

Chair Lisa Lawlor proposed sending advance notice to established nonprofit food vendors about the opportunity to participate in the Foliage season green events, rather than waiting until September. The Board agreed to proceed with distributing outreach to the existing list of 10–12 nonprofit and school groups.

#### **Electronic signs on 106 and route 4**

This item was tabled as no resident representative was present to speak to it. The Board agreed to carry the item to the next meeting.

#### **Fire Risk on Mount Peg**

Stephen Stuntz raised concern about the volume of downed wood and standing dead trees (likely elm) along the northwest side of Mount Peg, particularly on the lower third of the trail network including the Spruce Trail. The Trustee noted the proximity of residential properties to this area and expressed that the conditions—dry, with significant fuel load—presented a meaningful fire risk that looked notably different from other nearby forested areas.

The Trustee requested that a professional assess the situation, suggesting either the Fire Chief or a forester, and asked what mitigation options might be available if a risk is confirmed. Eric Duffy committed to contacting David Green the following morning to initiate that assessment. The Board agreed this should be a standing discussion item with a written report or update at the next meeting. Eric Duffy also noted he would reach out to the mountain biking community and the Billings Farm/park stewards who help manage some of the trails.

#### **G. Approval of Minutes**

Two corrections to May 4, 2026 minutes were noted:

1. A speaker's name was misspelled—"Barbara of Otranto" was the correct name
2. The short-term rental registration deadline was listed in the minutes as June 1st; Eric Duffy asked to confirm whether the correct deadline is June 30th.

**Motion:** by Vice Chair Jeffrey Kahn to accept the minutes with the corrections (8:02 PM)

**Seconded:** Brenda Blakeman

**Vote:** 5-0-0 passed

## **H. Adjournment**

Motion: by Vice Chair Jeffrey Kahn to adjourn the meeting at  
(8:03 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

Respectfully submitted,  
Kitty Mears Koar