Town of Woodstock
Select Board Meeting
Tuesday, July 28, 2026

BOARD: Gil Rand, Charyl Reardon, Scott Rice
STAFF: Cathy Riley, Cheryl Bourassa
PUBLIC: Mikayla Briere, Laura Briere, Kevin J Briere, Colin Paget, Diane Siegart, David Beaudin
ZOOM: Donna Kaye, Mike Donahue, Jr., Diana Rarich, Michael Miller, Mary Conn

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CALL TO ORDER
Charyl called the meeting to order at 5:00 pm

ADOPTION OF MINUTES
Charyl made a motion to adopt the June 30, 2026 minutes with the amendment of Scott Rice as attending and Gil Rand as absent. Scott seconded the motion, Gil abstained, and the vote was affirmative.

AGENDA ITEMS REQUESTED BY RESIDENTS
Mikayla Briere / Verify Town is Following Federal ADA Law Townwide

Charyl welcomed Mikayla Briere, who came before the Board to read a written statement she had prepared. Mikayla provided information regarding the Americans with Disabilities Act (ADA), which was passed on July 26, 1990, and stated that she wanted the Town of Woodstock to understand its obligations under the law.

Mikayla explained that the reason for attending the meeting was in regard to a previous request for an accessible portable toilet at Mirror Lake. Mikayla stated that she had visited the Town Office and was informed of concerns regarding limited availability, vandalism, trash, and cost. While she acknowledged and understood those concerns, she stated that she did not feel they relieved the Town of its legal obligations under the ADA.

In her statement, Mikayla acknowledged that Mirror Lake currently has an accessible portable toilet and expressed her appreciation for the improvement. Mikayla added that she had been told the unit may periodically be removed for use at events or other bookings and stressed that accessibility cannot be available only some of the time.

Mikayla also addressed accessible parking along Main Street. She stated that there are approximately 150 parking spaces along Main Street with no designated accessible parking spaces, and that the accessible spaces located in the municipal parking lot are down a steep hill and lack accessible access aisles and appropriate markings.

Mikayla urged Town officials to learn more about the ADA and asked the Town to commit to three specific actions: conduct a comprehensive ADA assessment of Town-owned facilities and public spaces; ensure Town officials and staff receive training regarding their responsibilities under the ADA; and develop and publicly share a plan and timeline for addressing barriers to accessibility.

In her statement, Mikayla questioned why one request was not enough to result in a basic accommodation and asked the Town to recognize the issue of discrimination.

Mikayla concluded her statement with a quote from disability rights activist Judy Heumann: "If I have to feel thankful about an accessible bathroom, when am I ever gonna be equal in the community?" Mikayla added that accessibility is not about gratitude and expressed her hope that Woodstock will choose to make accessibility a reality.

Charyl thanked Mikayla for her statement and asked if she could email a copy to the Town. Mikayla agreed that she would.

Addressing Mikayla's statement, Scott noted that sometimes the Board needs to be made aware of issues. Mikayla responded that she had tried to raise the issue last year and was disappointed with the response, which she felt demonstrated a lack of education and understanding regarding the Town's responsibilities.

Charyl stated that everyone does their best as a small team and that she would be happy to work with Mikayla to develop a plan. Charyl added that when the Town makes changes, it is working within a municipal budget that has already been established, which differs from a private company that may be able to make changes more easily. She stated, however, that the Town can work toward making improvements and establishing accessibility goals. Mikayla stated that she completely understood.

Charyl thanked Mikayla and acknowledged a participant attending via Zoom who wished to speak.

Diana Rarich explained that she is a friend of Mikayla's, lives in Colorado, and works as a school social worker. Diana stated that accessibility issues affect approximately 25% of Americans. She noted that some people believe the ADA applies primarily to individuals who use wheelchairs or have mobility limitations, when it also applies to individuals with many different disabilities who may require accessible accommodations.

Diana stated that she appreciated Mikayla coming before the Board to address the issue and felt it would be prudent for Woodstock to conduct an accessibility audit. Diana acknowledged the Town's fiscal concerns but noted that grants and community partnerships may be available to assist with accessibility improvements.

Charyl noted that accessibility improvements could potentially be incorporated into the Town's Master Plan and stated that she would like to be connected with individuals who could assist the Town in working toward these goals.

Audience member Diane Sigart asked the Board whether compliance with the law should take priority over budgetary concerns. Scott responded that the first step is to develop a plan for the Town to become compliant. When Diane asked whether there was a timeframe for doing so, Scott explained that, according to the Department of Transportation, the timeframe regarding the parking spaces would be five years.

Audience member Laura Briere asked why the Town was not already in compliance given that the ADA has been in place for 36 years. Laura added that she was surprised by the response that had been given and felt it demonstrated a lack of knowledge regarding the requirements.

Charyl responded that she had clearly stated that the Town wants to become better educated on the requirements and would work on training.

Dave Beaudin suggested that the Board contact the U.S. Forest Service regarding facilities it may have that do not require water and that could potentially be used at Mirror Lake. Dave noted that vandalism will always be a possibility regardless of what the Town does. Charyl stated that signage would be installed, and Scott added that if vandalism continues, the Town may ultimately discontinue the portable toilets altogether.

Dave also suggested that the Board consult with legal counsel. Scott responded that the Town had discussed the issues with legal counsel and stated that counsel had suggested eliminating the portable toilets altogether; however, Scott stated that the Board did not consider that to be the appropriate solution.

Charyl stated that the Town would move forward on the issue and thanked Mikayla and the others for coming forward to address their concerns

Jeff Caulder / Scoop Dogs Parking / Municipal Parking / Tow-Away Zone
The Board discussed a request from Rebecca and Jeff Caulder, owners of 104 Main Street, to create a tow-away zone within the municipal parking lot.

Gil explained that there is an area within the municipal parking lot that accommodates approximately four to five vehicles and is needed by residents of the apartments. He stated that they are seeking some relief by having a portion of the area clearly marked as a tow-away zone to ensure continued access.

Scott added that a clear lane is needed to allow residents and the business to access their designated parking spaces. He explained that one Town-owned parking space would need to be designated as a tow-away zone because it is located at the entrance to the access area. Scott noted that the property would retain its five parking spaces, while the Town would lose one municipal parking space in order to provide the necessary access.

Scott made a motion to create a tow-away zone to provide access to the apartment and business parking areas and to coordinate the placement and markings with Public Works Director Mike Welch. Gil seconded the motion. The motion passed unanimously.

JUNK AND JUNKYARD ORDINANCE LETTERS
Charyl reminded the Board that it adopted a Junkyard Ordinance in April, which became effective August 1st. She noted that the Board had received communications from several residents expressing concerns regarding potential junkyard violations in their neighborhoods.

Charyl explained that six letters had been drafted for properties that were identified as not being in compliance with the ordinance. The property owners will have until October 28th to bring their properties into compliance. Charyl noted that the only change made to the letters was updating the date to reflect the current meeting date. The other Board members confirmed that they had reviewed the letters and had no concerns with them.

Charyl made a motion to approve the six compliance letters and authorize the Town Office to mail them out this week. Gil seconded the motion. The motion passed unanimously.

Gil and Scott noted that they had already observed improvements being made at some of the properties.

APPROVE VERDANTAS PROJECT SCOPE REVISION/ WATER MAIN EXPOSURE
The Board discussed proposed changes to the scope of work for the water main protection project located in Gordon Pond Brook near Five Main Restaurant.

Scott noted that NHDES has been requiring additional review on several of Verdantas' projects and that, for this project, NHDES is requiring a full environmental study. This additional requirement has resulted in an increase in the cost of the revised scope of work.

Charyl made a motion to approve the revised scope of work at an additional cost of $30,000. Gil seconded the motion. The motion passed unanimously.

APPROVE VERDANTAS PROJECT SCOPE REVISION/ LEAD SERVICE LINES
Charyl asked Scott to explain the proposed revision to the scope of work for the Lead Service Line Inspection Project, which includes the inspection of 100 service lines and an increase of $250,000.

Scott explained that additional work is necessary to identify and uncover some of the service lines, including reviewing older plans and records to determine their locations. Scott noted that approximately 70% of the project cost is covered through available funding.

Scott also reported that the Alpine property was recently certified as lead-free, which eliminated a significant number of unknown service lines from the system. He stated that the next area of focus will be Deer Park.

Charyl made a motion to approve the revised scope of work for the Lead Service Line Inspection Project in the amount of $250,000. Gil seconded the motion. The motion passed unanimously.

REVIEW & SIGN / NHMBB/ USE OF PROCEEDS CERTIFICATE
Charyl explained that the Board needed to sign the New Hampshire Municipal Bond Use of Proceeds Certificate. She summarized the certificate, noting that all proceeds from the Town's 2022 Series A General Obligation Bond in the amount of $425,600 had been expended for the purposes described in the Town's executed tax certificate.

Charyl made a motion to sign the Use of Proceeds Certificate. Scott seconded the motion. The motion passed unanimously.

WADE IN THE WATER/ WASTEWATER CONTRACT

Scott stated that the agreement had been reviewed by both legal counsel and Primex and that the final version looked good to him. Charyl added that the Board had previously reviewed and approved the draft agreement, which was then forwarded to legal counsel and Primex for review. The Board now had the final version before them for approval and signature.

Charyl made a motion for the Board to sign the Agreement for the Operation and Maintenance of the Town of Woodstock's Wastewater System with Wade in the Water. Gil seconded the motion. The motion passed unanimously.

RETAINER FOR SHEEHAN PHINNEY

Scott provided an update regarding copper levels associated with the wastewater treatment system. He explained that a copper reading was taken in the river just below Woodstock's wastewater discharge point and downstream from where Lincoln's discharge enters the river. Scott noted that Woodstock discharges less than Lincoln; however, the copper reading exceeded the allowable limit. He explained that the regulatory agencies are concerned with the level detected in the river regardless of the source of the copper.

Scott stated that legal counsel is currently working with the appropriate State and Federal agencies regarding the copper issue, as well as other wastewater treatment and planning matters that need to be addressed. He noted that they believe they have identified a potential solution to the copper issue.

Scott added that Attorney Tom Burack of Sheehan Phinney, who has expertise in these matters, will assist in coordinating efforts among the engineers, wastewater operators, and State and Federal agencies. Scott also noted that other communities are experiencing similar issues.

Charyl made a motion to sign the requisition request for a $10,000 retainer for Sheehan Phinney. Gil seconded the motion. The motion passed unanimously.

ACCEPT DONATIONS/ WOODSTOCK FIREFIGHTERS FUND

The Woodstock Fire Department presented the Board with a $718.00 gift from T-shirt sales at the Woodstock Inn Company Store to be deposited in the previously established Woodstock Firefighter Fund pursuant to RSA 31:95-b. Charyl motioned to accept the gift and requested that the Trustees for Trust Funds deposit it into the Woodstock Firefighter Fund. Gil seconded the motion, and the vote was affirmative.

APPROVE CHECK REQUEST/ WOODSTOCK FIREFIGHTER FUND

Charyl made a motion to approve a check request in the amount of $552.23, payable to Melissa Sabourn, for reimbursement for 4th of July candy, the Scenic View fire, and Gatorade stock. The funds are to be withdrawn from the Woodstock Firefighter Fund, previously established pursuant to RSA 31:95-b. Scott seconded the motion, and the vote was affirmative

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OLD/OTHER BUSINESS

Charyl addressed the recent criticism directed toward Town staff and stated that, in light of issues that have occurred over the past several months, she felt it was important to remind residents that Town staff, Public Works employees, members of the Police and Fire Departments, and Town volunteers have all chosen to serve the community and care about the Town and its residents.

Charyl explained that Town employees are responsible for carrying out policies established by the current Select Board and previous Boards, while also doing their best to comply with laws and regulations established by the State of New Hampshire and the Federal Government. She emphasized that employees do not make these policy decisions and should not be subjected to personal criticism for carrying out policies and requirements on behalf of the Board and the Town.

Charyl stated that if residents have concerns regarding Town policies, priorities, or decisions, those concerns should be directed to the Select Board. She emphasized that the Board welcomes those

conversations and is available to listen to residents, discuss their concerns, and work together toward solutions.

Scott agreed with Charyl's comments and reiterated that Town employees are required to follow policies established by the Board, as well as applicable State requirements. He noted that staff may not always immediately know the answer to every question, but that does not justify directing frustration or personal criticism toward them.

PUBLIC PARTICIPATION

Dave Beaudin asked Scott about the copper testing at the wastewater outlets and suggested that a sample be taken upstream to determine the copper level prior to Woodstock's discharge. Scott responded that testing had been done and that he was surprised by the results. He reiterated that the regulatory agencies are focused on the copper level detected in the river regardless of its source. Scott stated that he remains confident the issue can be resolved and that they may have identified a potential solution.

Dave also addressed the discussion from the previous Select Board meeting regarding the backhoe at the Solid Waste Facility. He stated that he felt some of the information presented during that discussion was not entirely accurate. Dave referenced a resident's comments regarding money being spent on equipment that was described as "junk" and stated that he disagreed with that characterization. He explained that the backhoe had previously been repaired for a few thousand dollars and subsequently operated for approximately another 400 hours.

Dave added that the more recent transmission-related issue involved a pump rather than the entire transmission. He also noted that approximately three to five years ago, a transmission had been installed in a 25-year-old backhoe and that, to his recollection, there had not been similar concerns raised at that time regarding the expense.

Scott stated that one of the Board's concerns is that Lincoln and Woodstock are equal partners in the Solid Waste Facility. He noted that Woodstock was not consulted prior to Lincoln purchasing the equipment and felt that a purchase of that nature should have been part of a joint capital budget and planning process.

Dave referenced a Capital Improvement Program (CIP) meeting held in Lincoln regarding the Solid Waste Facility and noted that a member of the Woodstock Select Board had attended. Charyl responded that, at that meeting, Woodstock was informed that the equipment was being purchased, but there had been no discussion with Woodstock prior to the decision and an agreement to purchase had already been made.

Dave referenced an August 26th meeting, and Charyl clarified that although the check had not yet cleared at that time, an agreement to purchase the equipment had already been made. Dave stated that he therefore felt the Woodstock Board had been aware of the purchase.

Scott reiterated that Woodstock needs to be more involved in the operation and decision-making process at the Solid Waste Facility. He stated that Woodstock has not had sufficient representation in decisions being made and emphasized that the Board simply wants Woodstock to have a place at the table when those decisions are discussed and made.

Dave stated that he felt Woodstock had previously had an opportunity to be involved but had chosen to allow Lincoln to handle the operations. Scott agreed that Woodstock needs to become more involved, even though the facility and its employees are located in Lincoln.

Cheryl Bourassa asked whether Main Street is a State highway, and Scott confirmed that it is. Cheryl questioned why Woodstock would be responsible for providing accessible parking spaces along Main Street if the roadway is owned by the State. The Board discussed the issue and noted that there are no designated accessible parking spaces along the streets in Lincoln and that the municipal parking lot may be where the Town is responsible for providing accessible spaces. Cheryl questioned whether the State may have some responsibility for accessible parking along Main Street, and the Board agreed that it was a good question that should be further explored.

Cheryl also asked about Mirror Lake and whether it is owned by the Town of Woodstock. The Board responded that Woodstock does not own Mirror Lake but has a right of access to the beach, as does the Town of Thornton, and therefore has certain responsibilities associated with the beach area. Gil noted that portable toilets are not required by law. Scott added that continued vandalism is a concern and that, if the units continue to be damaged, the rental company may no longer be willing to provide them.

Cheryl shared that she has a son-in-law with a disability and stated that she understands accessibility.

The Board agreed that it would do what it could to address accessibility concerns and noted that signage would be installed in an effort to discourage vandalism. Scott added that accessible portable toilets can also be difficult to obtain.

Referring back to the Board's earlier comments regarding Town staff and the responsibility of employees to follow established policies, Cheryl stated that another important consideration is "respect." She noted that there have been many situations in which Town staff have not been treated respectfully. Charyl agreed and commented that sometimes people's passions can clash.

Cheryl stated that the barriers at the Town Office counters remain in place because staff members have experienced incidents in which they have been spit at, yelled at, and, prior to the installation of the barriers, had individuals reach across the counter toward them.

Charyl stated that she believes there are accessibility issues that need to be addressed and noted that some improvements may be relatively simple, such as installing grab bars in the bathrooms.

Cheryl concluded by stating that, in her personal experience, she has noticed a significant change in people's demeanor since the pandemic, including an increase in disrespectful or entitled behavior.

Adjournment
Charyl made a motion to adjourn at 5:44 pm. Scott seconded the motion, and the vote was affirmative.

Respectfully submitted, Cathy Riley

Charyl Reardon, Chairperson

August 25, 2026
Date

Scott Rice

R. G. Rand
R. Gil Rand