

VILLAGE OF WOODSTOCK  
BOARD OF VILLAGE TRUSTEES MEETING  
January 12, 2021  
7:00 PM  
Zoom  
Agenda

- A.** CALL TO ORDER
- B.** CITIZEN COMMENTS
- C.** ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA
- D.** MANAGER’S REPORT
  - 1. General Report
  - 2. Financial Report
- E.** PERMITS
  - 1. Sidewalk Permit – Sidewalk Sale Days – May 28-29 – Woodstock Area Chamber of Commerce
  - 2. Use of the Green Permits
    - a. Woodstock Wassail Weekend – Woodstock Area Chamber of Commerce
    - b. Woodstock Chamber Art Festival – Woodstock Area Chamber of Commerce
    - c. Market on the Green – Woodstock Area Chamber of Commerce
  - 3. Parade Permits
    - a. Woodstock Wassail Parade – Woodstock Area Chamber of Commerce
    - b. Taste of Woodstock – Woodstock Area Chamber of Commerce
- F.** NEW BUSINESS
  - 1. Discussion about Village Meeting
- G.** OTHER BUSINESS
- H.** EXECUTIVE SESSION TO DISCUSS LABOR AGREEMENT
- I.** APPROVAL OF MINUTES
  - 1. Meeting Minutes – December 8, 2020
- J.** ADJOURNMENT

This Meeting will be held on Zoom

The link to join us is

<https://us02web.zoom.us/j/85879622419?pwd=Q1NZUIFKaWRPTmZURFppUGxWRU9UUT09>

or from [zoom.us](https://zoom.us) you can enter these details to join the meeting

Meeting ID: 858-7962-2419

Password: 412048

You can also download the Zoom app on your smartphone

For those without a computer or smartphone you may call in:

Phone number: 646 558 8656

Meeting ID: 858-7962-2419

Password: 412048

For Help on Joining Use this Link:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

- Please join the meeting ten minutes prior to start, so we can give technical help if needed.
- We will ask everyone on the phone and Zoom to identify themselves, so we know who is present.
- Please raise your hand on the Participant tab to comment or ask a question.
- Press \*9 to raise your hand by phone

01/08/21

## WOODSTOCK TOWN General Ledger

Page 1 of 2

01:22 pm Current Yr Pd: 7 - Budget Status Report Staff Accountant.TOWNACCTPC2015

## VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
REAL ESTATE TAX REVENUE	558,542.00	0.00	0.00%
HIGHWAY REVENUE	0.00	0.00	0.00%
FEES & PERMITS	150.00	250.00	166.67%
SHORT TERM RENTAL ENFORCE	4,700.00	75.00	1.60%
PLANNING & ZONING	8,050.00	4,946.61	61.45%
POLICE REVENUE	664,598.00	227,952.74	34.30%
INTEREST INCOME	500.00	4,045.40	809.08%
MISCELLANEOUS	47,000.00	36,172.40	76.96%
EAST END	0.00	200.00	100.00%
IRENE RECOVERY REVENUE	0.00	0.00	0.00%
GRANT REVENUE	14,000.00	6,409.99	45.79%
TRANSFERS IN	1,000.00	0.00	0.00%
COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
<b>Total Revenues</b>	<b>1,298,540.00</b>	<b>280,052.14</b>	<b>21.57%</b>
SPECIAL ARTICLES			
GRANTS/CONTRIB-TRUST FUND	800.00	0.00	0.00%
GRANTS/CONTRIB-GENL FUND	25,000.00	1,000.00	4.00%
<b>Total SPECIAL ARTICLES</b>	<b>25,800.00</b>	<b>1,000.00</b>	<b>3.88%</b>
ADMINISTRATION			
TRUSTEES	94,850.00	45,559.27	48.03%
EXECUTIVE	56,050.00	28,030.20	50.01%
OFFICE ADMINISTRATION	11,150.00	5,890.44	52.83%
AUDITING	14,000.00	2,500.00	17.86%
TREASURER	1,320.00	694.65	52.63%
ACCOUNTING	43,110.00	18,577.16	43.09%
VILLAGE CLERK	400.00	0.00	0.00%
CAPITAL RESERVE	30,500.00	0.00	0.00%
<b>Total ADMINISTRATION</b>	<b>251,380.00</b>	<b>101,251.72</b>	<b>40.28%</b>
HIGHWAY DEPARTMENT			
TRAFFIC CONTROL	0.00	0.00	0.00%
HIGHWAY MAINTENANCE	0.00	0.00	0.00%
SIDEWALK MAINTENANCE	0.00	0.00	0.00%
VILLAGE PARKS	0.00	0.00	0.00%
STREET LIGHTS	0.00	0.00	0.00%
PUBLIC WORKS BUILDING	0.00	0.00	0.00%
HIGHWAY EQUIPMENT MAINT	0.00	0.00	0.00%
CAPITAL RESERVE	0.00	0.00	0.00%
<b>Total HIGHWAY DEPARTMENT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
VILLAGE POLICE DEPT			
POLICE ADMINISTRATION	184,375.00	106,187.87	57.59%
LAW ENFORCEMENT	401,100.00	213,595.78	53.25%

01/08/21

## WOODSTOCK TOWN General Ledger

Page 2 of 2

01:22 pm Current Yr Pd: 7 - Budget Status Report Staff Accountant.TOWNACCTPC2015

## VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
POLICE TRAINING	8,050.00	6,491.14	80.64%
POLICE COMMUNICATIONS	76,130.00	68,380.56	89.82%
PARKING METERS	75,680.00	34,763.41	45.93%
POLICE VEHICLE	13,100.00	998.09	7.62%
BUILDING MAINTENANCE	9,875.00	5,201.80	52.68%
TOWN POLICE SERVICES	122,350.00	69,973.70	57.19%
CAPITAL RESERVE	3,500.00	0.00	0.00%
<b>Total VILLAGE POLICE DEPT</b>	<b>894,160.00</b>	<b>505,592.35</b>	<b>56.54%</b>
SHORT TERM RENTAL ENFORCE	4,700.00	0.00	0.00%
BOARDS & AGENCIES			
PLANNING & ZONING	100,300.00	49,535.65	49.39%
CAPITAL RESERVE	2,000.00	7.95	0.40%
<b>Total BOARDS &amp; AGENCIES</b>	<b>102,300.00</b>	<b>49,543.60</b>	<b>48.43%</b>
VILLAGE HWY EXPENSE	45,000.00	0.00	0.00%
TRUSTEES' CONTINGENCY	0.00	0.00	0.00%
CAPITAL RESERVE SPENDING	1,000.00	3,000.00	300.00%
LOSS REPAIR EXPENSES	0.00	0.00	0.00%
IRENE RECOVERY EXPENSE	0.00	0.00	0.00%
GRANT EXPENSE	0.00	11,563.56	100.00%
TRANSFERS OUT	0.00	0.00	0.00%
<b>Total Appropriations</b>	<b>1,324,340.00</b>	<b>671,951.23</b>	<b>50.74%</b>
<b>Total VILLAGE GENERAL FUND</b>	<b>-25,800.00</b>	<b>-391,899.09</b>	
<b>Total All Funds</b>	<b>-25,800.00</b>	<b>-391,899.09</b>	

**VILLAGE OF WOODSTOCK**  
**PERMIT FOR USE OF SIDEWALKS**

A permit to use the following sections of Village streets or sidewalks in connection with a repair to a building or property, pursuant to W.V.O., Title 3, Section 3102.

Date: 29 Dec 2020  
Applicant name: Woodstock Area Chamber of Commerce  
Applicant mailing address: PO Box 486  
Woodstock VT 05091  
Applicant phone No.: 802-457-3555  
Property owner name: Central & Elm Streets  
Section of street/sidewalk: \_\_\_\_\_  
Date(s) of obstruction of street/sidewalk: \_\_\_\_\_  
For the purpose of: Sidewalk Sale Days May 28-29  
Signature of applicant: Elizabeth B. Taylor

**IMPORTANT** – A certificate of insurance must be submitted with this application.

The Village Trustees shall consider this application at their next meeting. If authorized, the Village Manager may grant the permit.

Action Taken:

- ☐ Approved  
☐ Denied

Signature of Village Manager: \_\_\_\_\_  
Date: \_\_\_\_\_

**CONDITIONS:**

Contact Chief of Police

**CONDITIONS FOR USE OF SIDEWALK PERMIT**

**\*For permits issued BEFORE June 15<sup>th</sup> or AFTER October 15<sup>th</sup>.**

**ALLOWED**

Step ladders close to the building.

During this time customers can use the sidewalk to enter the shops.

### REQUIRED

1. Rent 2 parking spaces for each day work will occur on the sidewalk from the Woodstock Police Department. Contact Police Chief Robbie Blish at (802) 457-2337 to arrange.
2. Close sidewalk to pedestrians while ladders are being used.
3. Use these 2 parking spaces to allow pedestrians safe crossing around project building.
4. Use safety cones and sawhorses to control pedestrian traffic and keep pedestrians safe.

**\*For Permits issued BETWEEN June 16<sup>th</sup> and October 14<sup>th</sup>**

### ALLOWED

Step ladders close to the building.

During this time customers can use the sidewalk to enter the shops

### REQUIRED FOR EXTENSION LADDER USE

1. Extension ladders are ONLY allowed to be in use: BEFORE 11am or AFTER 5pm
2. Rent 2 parking spaces for each day work will occur on the sidewalk from the Woodstock Police Department. Contact Police Chief Robbie Blish at (802) 457-2337 to arrange
3. Close sidewalk to pedestrians while ladders are being used
4. Use these 2 parking spaces to allow pedestrians safe crossing around project building
5. Use safety cones and sawhorses to control pedestrian traffic and keep pedestrians safe

### NOTIFY

Notify the Woodstock Police Department Dispatch (802) 457-2337 every day that work will be done on this sidewalk.

**Village of Woodstock**  
**Permit for Use of the Village Green**

Application date: 29 Dec 2020  
Event name: Woodstock Wassail Weekend  
Name of Non-Profit Organization: Woodstock Area Chamber of Commerce  
Address: PO Box 486  
Woodstock VT 05091

**Event Information:**

Date of event: Dec 11, 2021 Time of event: All Day -  
Hours event will occupy the Green, including setup and clean up time: 9 AM - 5 PM  
Anticipated crowd size: 3000

Booths/stalls:

☒ Yes

☐ No

If yes how many: 5-10

Equipment to be used on the Green: Tables, Pop up Tents, bon fire, Luminaries

Event description (clearly state the scope and nature of the event to be held):

Selling food, Wassail (adult + others), announce parade, bon fire, hot chocolate, Memory Tree, Coffee, Luminaries

Traffic control plan/arrangements: Will work with Chief Blish

**Please submit a layout for the event on page 4 of this application.**

Please see the attached conditions and restrictions for use of the Village Green.

**An application fee of \$50.00 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as the certificate holder.**

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Beth Finkelson  
Title: Exec. Director  
Phone: 457-3555  
Mailing Address: PO Box 486  
Woodstock VT 05091  
Email: bmfinkelson@woodstockvt05091

PO Box 488  
Woodstock VT 05091

nnourse@townofwoodstock.org

**Permission to use the Green is approved with restrictions/conditions:**

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking meters, or light poles surrounding the Village Green.
4. Traffic signs and parking meters surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within fifteen feet of the trunk of any tree in the Village Green.
6. No activity shall be carried out on or before 7:00AM or after 10:00PM without special arrangements.
7. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
  - a. All traffic control arrangements and site layouts shall be reasonably calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made recommendation of the Village Chief of Police.
  - b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Park Street, Union Street, Court Street, South Street, and the Village Square.
  - c. Police officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
  - a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.
  - b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.




10. Applicant should check for electricity on the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.

At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.

11. Applicant's recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
- a. Please see the attached recycling protocol for events on the Village Green.
12. The \$50.00 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50.00 fee. Such refund will be made only after the Board of Village Trustees agrees to do so.
13. Additional restrictions and conditions by the Board of Trustees are a condition of your permit: \_\_\_\_\_

**I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.**

Applicant signature: 

Date: 29 Dec 2020

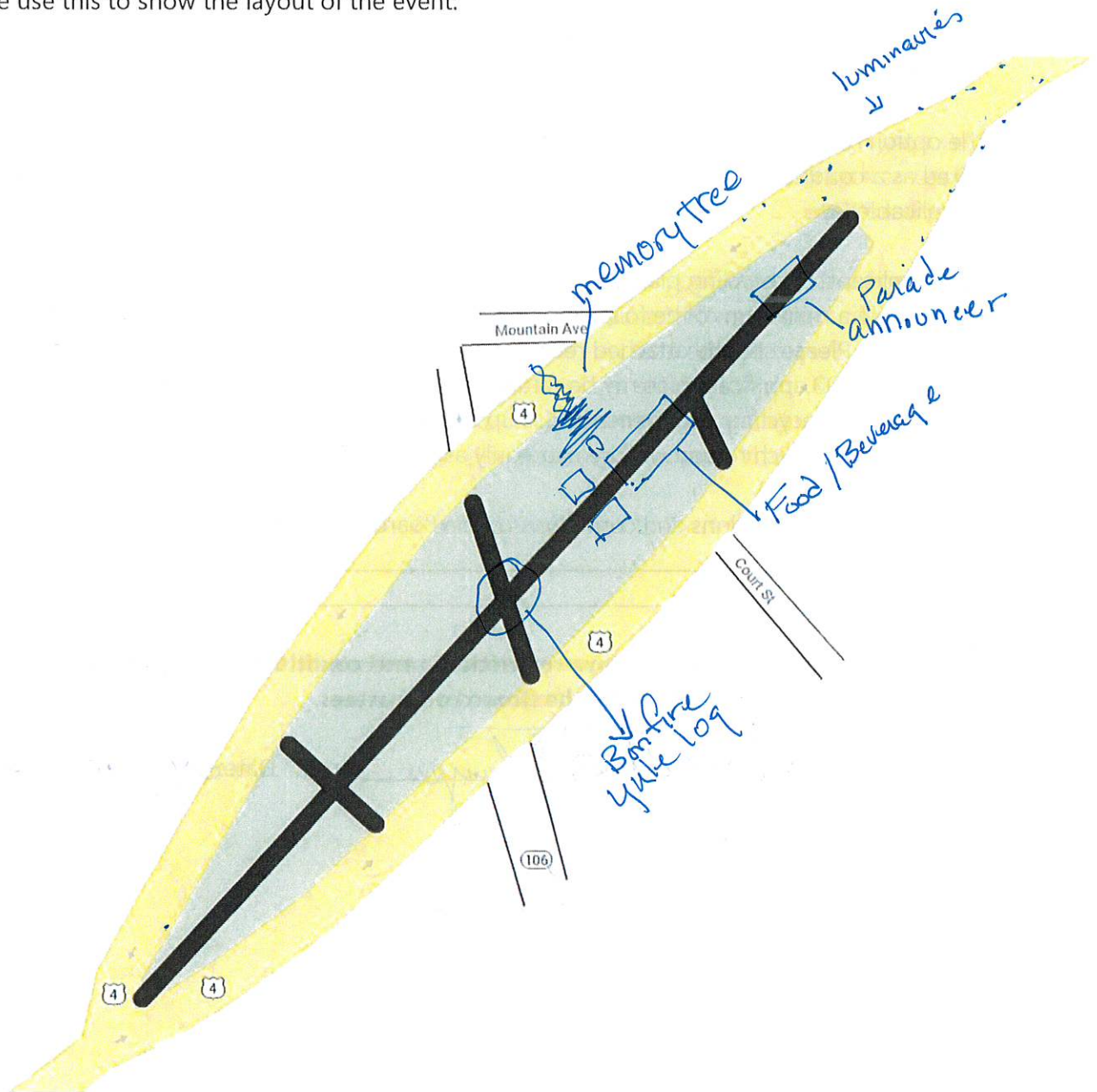
For office use only

- ☐ Approved  
☐ Disapproved

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Please use this to show the layout of the event:



**Village of Woodstock**  
**Permit for Use of the Village Green**

Application date: 29 Dec 2020  
Event name: Woodstock Chamber Art Festival  
Name of Non-Profit Organization: Woodstock Area Chamber of Commerce  
Address: PO Box 488  
Woodstock VT 05091

**Event Information:**

Date of event: Sept. 11 & 12, 2021 Time of event: 10 - 5  
Hours event will occupy the Green, including setup and clean up time: 8am - 7pm  
Anticipated crowd size: 200 - 300 per day

Booths/stalls:

☒ Yes

☐ No

If yes how many: 40

Equipment to be used on the Green: Pop-up Tents

Event description (clearly state the scope and nature of the event to be held):

Up to 40 tents on the Green, wine & spirit tastings,  
food booth and live music

Traffic control plan/arrangements: will work with Chief Blush

**Please submit a layout for the event on page 4 of this application.**

Please see the attached conditions and restrictions for use of the Village Green.

**An application fee of \$50.00 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as the certificate holder.**

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Beth Finlayson  
Title: Executive Director  
Phone: 457-3555  
Mailing Address: PO Box 488  
Woodstock VT 05091  
Email: bfinlayson@woodstockvt.com

PO Box 488  
Woodstock VT 05091

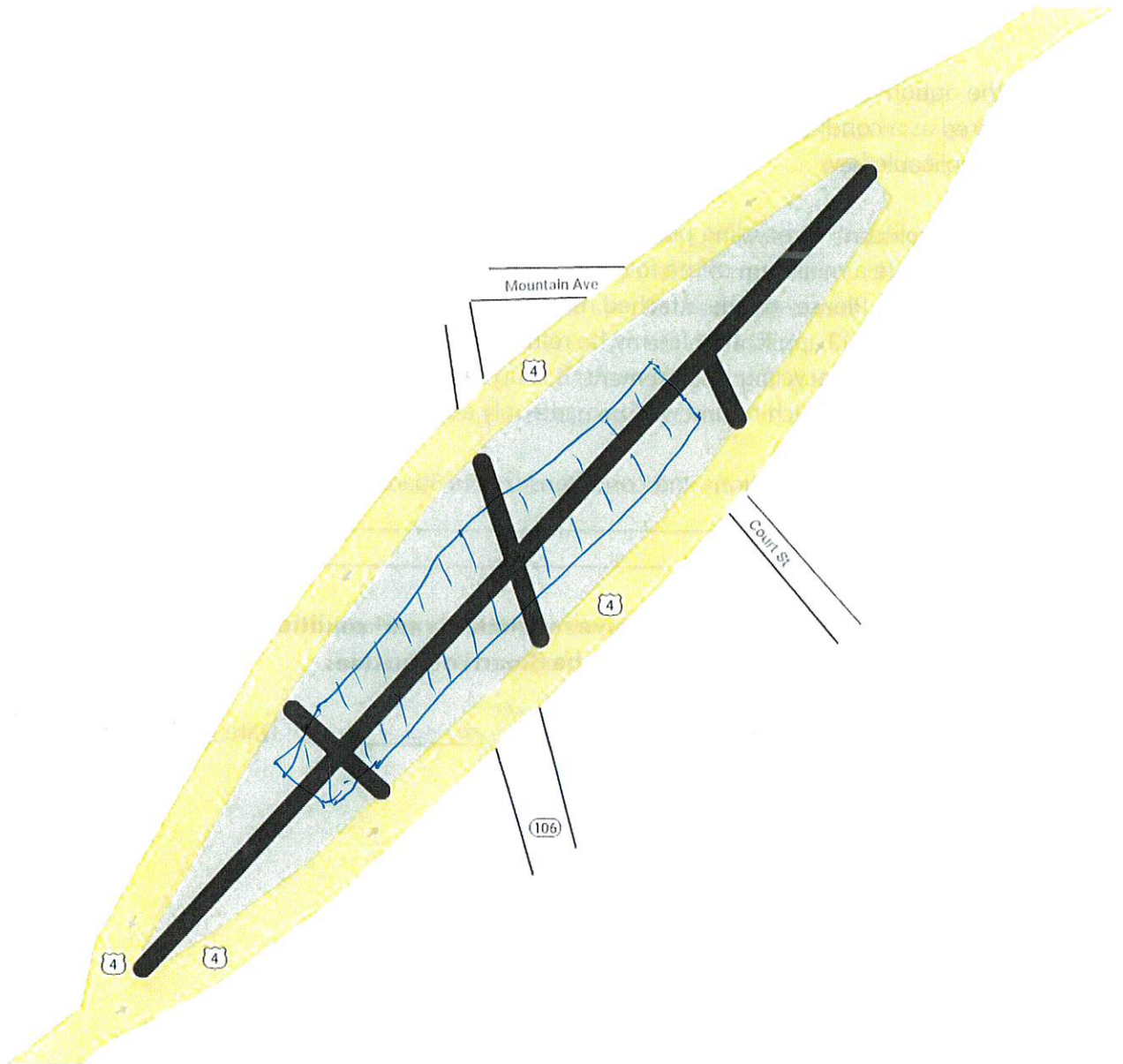
nnourse@townofwoodstock.org

**Permission to use the Green is approved with restrictions/conditions:**

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking meters, or light poles surrounding the Village Green.
4. Traffic signs and parking meters surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within fifteen feet of the trunk of any tree in the Village Green.
6. No activity shall be carried out on or before 7:00AM or after 10:00PM without special arrangements.
7. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
  - a. All traffic control arrangements and site layouts shall be reasonably calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made recommendation of the Village Chief of Police.
  - b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Park Street, Union Street, Court Street, South Street, and the Village Square.
  - c. Police officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
  - a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.
  - b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.



Please use this to show the layout of the event:



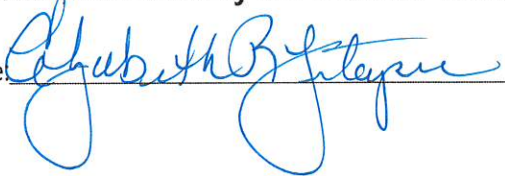
10. Applicant should check for electricity on the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.

At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.

11. Applicant's recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
- a. Please see the attached recycling protocol for events on the Village Green.
12. The \$50.00 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50.00 fee. Such refund will be made only after the Board of Village Trustees agrees to do so.
13. Additional restrictions and conditions by the Board of Trustees are a condition of your permit: \_\_\_\_\_

**I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.**

Applicant signature: \_\_\_\_\_



Date: \_\_\_\_\_

29 Dec 2020

For office use only

- ☐ Approved  
☐ Disapproved

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**Village of Woodstock  
Permit for Use of the Village Green**

Application date: 29 Dec 2020  
Event name: Market on the Green  
Name of Non-Profit Organization: Woodstock Area Chamber of Commerce  
Address: PO Box 486  
Woodstock VT 05091

**Event Information:**

Date of event: June 2 - Oct 3, 2021 Time of event: 1:30pm - 2pm  
Hours event will occupy the Green, including setup and clean up time: Noon - 7pm  
Anticipated crowd size: 35 vendors / 100 people

Booths/stalls:

☒ Yes

☐ No

If yes how many: 35

Equipment to be used on the Green: Pop-up Tents

Event description (clearly state the scope and nature of the event to be held):

Farmers Market - local Area vendors selling produce, prepared foods, wine & spirit tastings and crafts. Music & craft activities for children

Traffic control plan/arrangements: Will work with Chief Blush

**Please submit a layout for the event on page 4 of this application.**

Please see the attached conditions and restrictions for use of the Village Green.

**An application fee of \$50.00 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as the certificate holder.**

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Kathy Avellino / Beth Finlayson  
Title: Market Coordinator / Exec Director  
Phone: 457-3555  
Mailing Address: PO Box 486  
Woodstock VT 05091  
Email: info@woodstockvt.com / bfinlayson@woodstockvt.com

PO Box 488  
Woodstock VT 05091

nnourse@townofwoodstock.org

**Permission to use the Green is approved with restrictions/conditions:**

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
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  - b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Park Street, Union Street, Court Street, South Street, and the Village Square.
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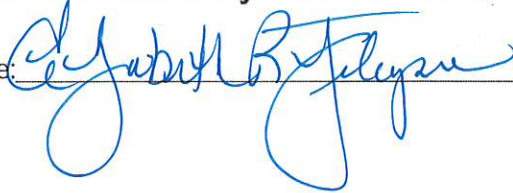
10. Applicant should check for electricity on the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.

At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.

11. Applicant's recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.  
a. Please see the attached recycling protocol for events on the Village Green.
12. The \$50.00 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50.00 fee. Such refund will be made only after the Board of Village Trustees agrees to do so.
13. Additional restrictions and conditions by the Board of Trustees are a condition of your permit: \_\_\_\_\_

**I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.**

Applicant signature: \_\_\_\_\_



Date: \_\_\_\_\_

29 Dec 2020

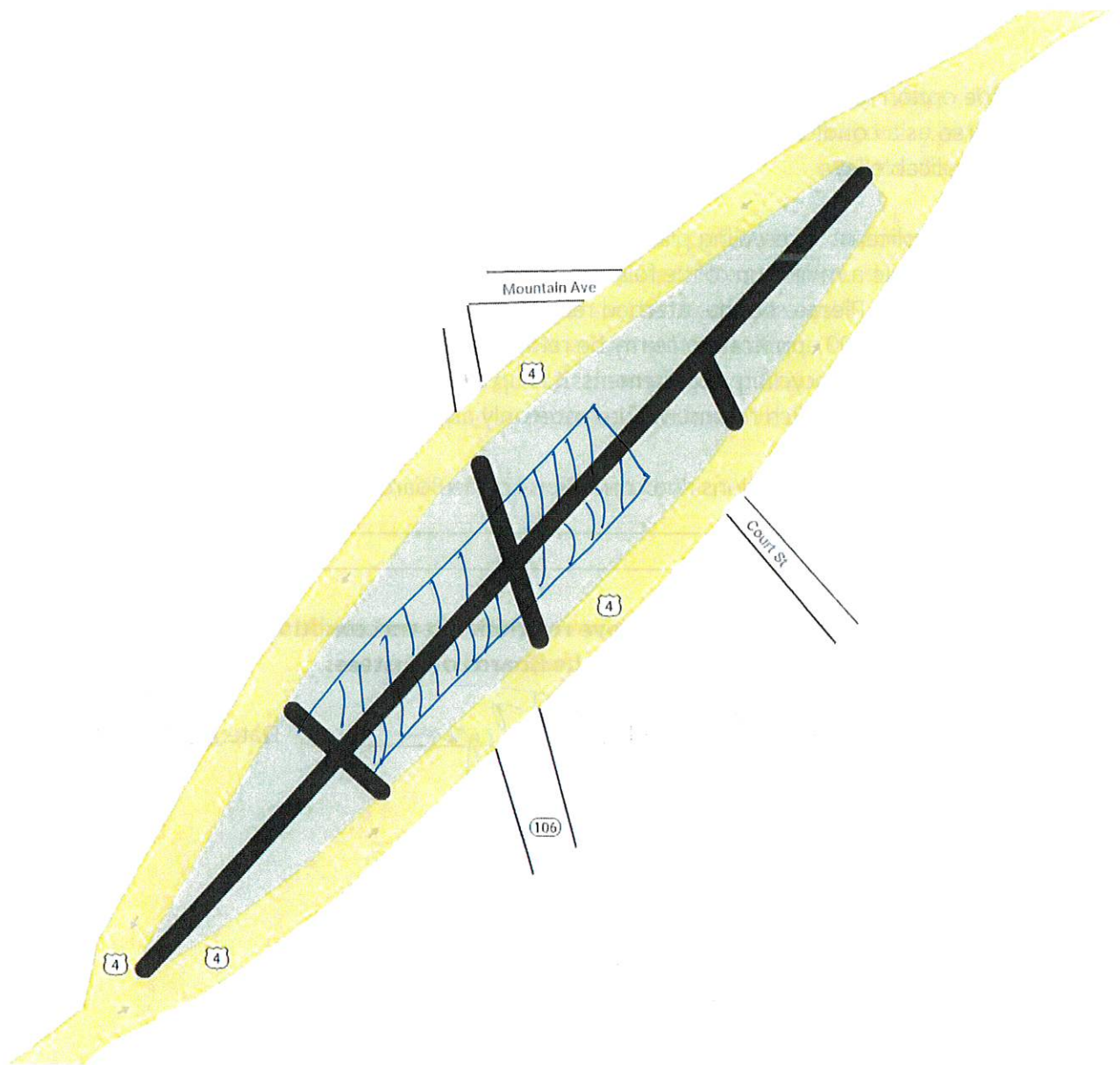
For office use only

- ☐ Approved  
☐ Disapproved

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Please use this to show the layout of the event:



## **2021 Woodstock Market on the Green Market Rules**

### **1. Eligibility of Vendors**

Products should be locally grown or made and produced by the vendors or their immediate representatives. The Market Committee of the Woodstock Area Chamber of Commerce (WACC) will consider the following questions when jurying a potential vendor:

- a) Are the products grown or made locally by the vendor in Windsor, Windham, Rutland, or Orange counties?
- b) Is the crafter/artisan or prepared food vendor who is applying currently represented by a gallery or shop in Woodstock?
- c) Are the products home or shop made?
- d) Do the products have a homespun quality?
- e) Will the products benefit the market as a whole?
- f) Is the applicant a member of the Woodstock Area Chamber of Commerce (WACC)? (Not required.)
- g) Is the vendor willing to commit for the whole season?
- h) Do the prepared foods utilize local ingredients?
- i) If a previous vendor, has vendor adhered to market rules?

### **2. Market season and hours of opening**

- a) The Market on the Green begins June 2 and goes through October 13, 2021.
- b) The Market on the Green is open to vendors for setup beginning at 1:00PM on Market day.
- c) The Market is open for selling between 3 and 6 PM. Vendors are expected to be prepared for opening at 3 PM and stay until closing at 6 PM.
- d) The Market will be open, rain or shine unless dangerous thunderstorms are predicted.
- e) Each vendor is responsible for having his or her space vacated and clean by 7 PM

### **3. Eligibility of products**

- a) Only local products grown or produced in Windsor, Windham, Orange or Rutland Counties may be sold.
- b) Products must be of high quality and may include agricultural products, prepared foods, or crafts. All products are subject to the jurying of the Market Committee of the WACC.
- c) In order to maintain a balance of products sold, vendors must indicate the percentage of products offered for sale based on the following three categories which are defined as such:
  - Agricultural products consist of food, fiber, plants or flowers that were grown by the vendor. This includes value-added agricultural products that are composed of 50% or more of ingredients or raw products that were grown on their own farm or property.
  - Prepared foods include foods and beverages prepared by the vendor and that do not meet the definition of agricultural products. Food vendors are encouraged to source local ingredients as much as possible.
  - Crafts are non-agricultural and non-food products that are crafted by the vendor.
- d.) Vendors who wish to sell additional products during the vending season that are not listed on their application, will need to submit a written request to the Market committee for approval.
- e) All craft items will be juried by the Market Committee before being accepted to assure quality & suitability for a farmers' market in Woodstock. Crafters will be juried on an annual basis without preference to previous vending.

- e) With strong regard to any potential conflicts of interest, any craft items sold elsewhere in Woodstock village during the market season will not be eligible to be sold at the Market on the Green, without permission of the local business. It is the vendor's responsibility to obtain permission from the local business.
- f) The Vendor must have grown all plants for at least six weeks prior to being brought to market.

#### 4. Conditions of Sale

- a) Products must be sold by the grower or producer themselves or by an employee thereof.
- b) Vendors selling by weight must provide their own certified scales.
- c) Each vendor is responsible for any licensing or certification required for products sold in Vermont.
- d) Collection and payment of applicable Vermont sales tax is the responsibility of each vendor.

#### 5. Allocation of space & vending fees

The Market Coordinator and the Market Committee of the Woodstock Area Chamber of Commerce shall allocate space under the following general guidelines:

- a) In allocating space the Market on the Green will maintain a vendor ratio as close as possible of agricultural products (60%), prepared foods, (20%) and crafts (20%).
- b) Vendor applications are due by March 1, 2021.
- c) A **\$50 deposit must accompany applications** and is non-refundable once you are accepted into the Market. The deposit will be returned to applicants who are NOT accepted as reserved vendors.
- d) Full and half season vendors must pay for their space regardless of attendance. No refunds will be given. The Market must be paid directly (no subletting). There are 20 markets in the 2021 season.
- e) Reserved vendors will receive written notification of acceptance into the Market by the Market Coordinator. Payment of the balance of **vending fees** will be due as follows:

**Full Season vendors \* - \$275.00 (after \$50. Deposit is paid) Full Season Vendors may split fee in 2 payments , first payment due June 1-\$137.50, second payment due August 1-\$137.50**

**Half Season vendors \* will owe \$112.50 (after the deposit paid with their application) which is due by May 15 if vending first half and due August 1 if vending second half.**

**Substitute vendor** fees will be \$25 per market that you attend: due the day you vend.

Failure to pay vending fees by due date will be considered a violation of Market rules.

Make checks payable to the **Woodstock Area Chamber of Commerce.**

\* Chamber members who are accepted as vendors will receive a 20% discount.

- f) A waiting list of unreserved/substitute vendors will be maintained. In the event that a reserved vendor is unable to attend on a given market day, the Market Coordinator will contact a vendor from this waiting list to utilize the space for that day. The Market Coordinator will collect the daily vending fee (\$25) from the substitute vendor on that market day

#### 6. Regulation of Structures

Our Woodstock Green is small by comparison to other village greens and has the unique attribute of being in the middle of a major east/west highway (Route 4) while surrounded by some of Woodstock's most elegant and historic homes. Special care must be taken with our plantings.

- a) Stall space is rented on the basis of square plots ten feet on each side. Vendors must provide their own tables and a canopy. No large stakes may be driven into the ground. No permanent structures are allowed. Please make sure you secure your tents.
- b) Spaces will shift week to week from close to the rail and then close to the path so to preserve the

- lawn. The Market committee will assign vendor spaces.
- c) All booths, stands and displays are subject to Market Committee approval.

**7. Parking – (non-adherence will be considered a market rule violation)**

- a) **UNLOADING:** Vendors will have ten reserved parking spaces at the west end of the Green for unloading. As soon as product has been unloaded, the vendors will need to move their vehicles to the parking lot of the Elementary School on School Street (or in a designated area during the school season) for the duration of the market.
- b) **Metered and non-metered spaces near or around the Green are not to be used by vendors during the Market and must be left for customers in order to maximize attendance.**
- c) Vendors may again park in the spaces at the west end of the Green to load products and tables back into their vehicles at the conclusion of the Market.

**General Market Regulations**

- a) Each vendor must keep his or her space and surrounding area clean. Vendors who sell items that may be consumed at the market must provide their own trash receptacles. Barrels at either end of the Green provided by the Town of Woodstock are for customer use only.
- b) Consumption of alcoholic beverages is not permitted at the Market except for tastings offered by an approved Vermont wine vendor.
- c) It is a Woodstock Village ordinance that there is no smoking on the Green.
- d) Vendors are required to notify the Market Coordinator by telephone at least 24 hours in advance if they are unable to attend the Market so that a replacement can be contacted. **A fee of \$25.00 will be applied if 24 hours is not given.**
- e) Vendors are required to report their sales totals at the end of each half market season. Vendors will be given a form at the beginning of each market half season.
  - . The reporting will be anonymous and confidential. This will assist the committee in market analysis, guide future improvements, and is a requirement for the Market to qualify for NOFA (Northeast Organic Farming Association) funding.

**Trash**

- a) The Village of Woodstock passed an ordinance that requires recycling on the Green. Vendors are required to take any trash they create (i.e. cardboard boxes) home with them.
- b) Prepared food vendors are required to provide a trash receptacle at their booth and remove the trash at the end of the day.

**Enforcement**

- All vendors are expected to know and follow the Rules of the Woodstock Market on the Green or will be subject to permanent dismissal from the market. If a vendor is not complying with Market Rules, the below steps shall be taken in the order in which they appear. The violations can be of the same Rule or of different Rules. The Market Coordinator has the responsibility to monitor market operations and vendor compliance during each market.
- On the first offense, a verbal warning will be given to the vendor stating which guideline has been violated and noting the specific nature of the violation. Written documentation of the verbal warning will be provided to the Market on the Green committee.
  - On the second offense, written warning will be issued to the vendor stating which guideline they have violated and noting the specific nature of the violation. Written documentation will be provided to the Market on the Green Committee and the WACC Board of Directors.
  - If a third offense occurs, the vendor will be asked to leave the market and not return for the remainder of the season; there will be no refund of fees paid; participation in future seasons will be

determined by the Market on the Green committee.

Questions? Contact Kathy Avellino, Market Coordinator at (802) 457-3555 (please leave a message) [info@woodstockvt.com](mailto:info@woodstockvt.com) or Cell Phone (802) 356-4909

**Woodstock Market on the Green  
2021 Vendor Application**

Your name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Farm/business name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

County of residence: \_\_\_\_\_ E-mail: \_\_\_\_\_

Is e-mail a reliable way to contact you? \_\_\_\_\_

Are you a member of the Woodstock Area Chamber of Commerce (WACC)? YES NO

Please list the products you intend to sell and give a detailed description of how, where, and by whom they are made or grown:

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Craft Vendors: Please send 4 photographs of your work. Enclose a SASE if you want them returned to you. Crafters will be juried and will be accepted for **half season** – shared with another craft vendor, half season options please check one first half, second half or alternating weeks:

\_\_\_\_\_ **June 3 through August 5 (\$162.50)**

\_\_\_\_\_ **August 12 through October 14 (\$162.50)**

\_\_\_\_\_ **Alternating weeks**

Agricultural and Prepared Food Vendors: Please indicate your preference for vending below:

\_\_\_\_\_ **Entire Season (20 weeks) (\$325) \***

\_\_\_\_\_ **June 2 through August 4 (\$162.50)**

\_\_\_\_\_ **August 11 through October 13 (\$162.50)**

\*Chamber members who vend for the entire season will receive a 20% discount.

A maximum of 35 weekly vendors will be accepted into the Market on the Green. Additional vendors will be placed on a waiting list to sub-in for reserved vendors who cannot make it on one of their scheduled market dates.

If you are not accepted as a reserved Market vendor, would you like to be placed on the waiting list? YES NO

If yes, how much notice do you need if there is a cancellation and a space becomes available?

\_\_\_\_\_ last minute

\_\_\_\_\_ 3 days

\_\_\_\_\_ 1 week

**Return application, liability release form, and \$50 deposit (payable to WACC) by**

**March 1, 2021 to:**

**Woodstock Market on the Green**

**PO Box 486**

**Woodstock, VT 05091**



**Woodstock Market on the Green  
2021 Product Liability Release Form**

*I understand that individual product liability coverage is my responsibility as a vendor. I do hereby release the Woodstock Area Chamber of Commerce and the Woodstock Market on the Green, as well as the Board of Directors, Market Coordinator, Town and Village of Woodstock, Vermont, and its governing officials from liability due to my product(s).*

*I have read and agree to comply with the Market Rules of the Woodstock Market on the Green.*

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*date*

\_\_\_\_\_  
*please print signed name above*

\_\_\_\_\_  
*name of farm/business*



TOWN/VILLAGE OF WOODSTOCK  
PO BOX 488  
WOODSTOCK, VT 05091

APPLICATION FOR A PERMIT TO HOLD A PARADE OR EVENT ON PUBLIC STREET OR HIGHWAY

Pursuant to Title 24 V.S.A. Section 2291 (5) the Legislative Board of the Village/Town of Woodstock  
herewith regulates the use of public highways for parades and/or events.

Event: Woodstock Wassail Parade  
(Parade, Walk, Road Race, etc.)  
Parade/Event date: Dec 11, 2021 Start time: 1:45 End: 3 PM  
Applicant/Origination: Woodstock Area Chamber of Commerce  
Telephone: 457-3555  
Email: bfinlayson@woodstockvt.com  
Mailing Address: PO Box 486  
Woodstock, VT 05091  
Contact Person: Beth Finlayson  
Best Contact Number: 457-3555  
Location of assembly & beginning of event: Park and Ride and Maxham Meadows  
way -  
Route on public highways: see attached

\*Attach map showing route

Traffic control (if any): Will work with Chief Blush

Estimated no. of participants: 100

Authorized Representative: Sign: Elizabeth R. Finlayson

Print: Elizabeth R. Finlayson

CONDITIONS – Include Certificate of Insurance naming the Town of Woodstock as additional insured in  
the amount of \$500,000.

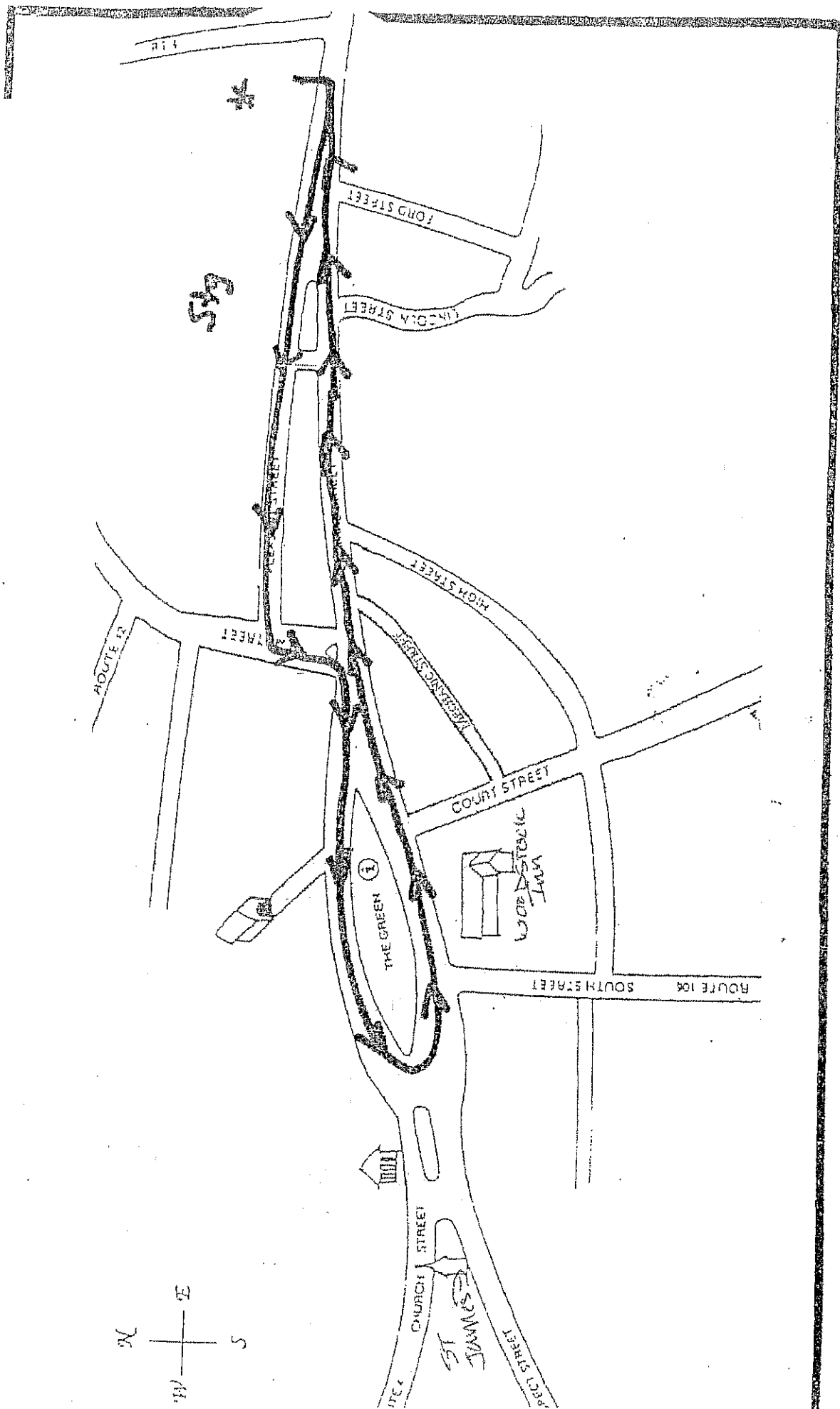
ADDITIONAL CONDITIONS: \_\_\_\_\_

- ☐ Approved  
☐ Denied

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_

# Woodstock, Vermont



TOWN/VILLAGE OF WOODSTOCK  
PO BOX 488  
WOODSTOCK, VT 05091

APPLICATION FOR A PERMIT TO HOLD A PARADE OR EVENT ON PUBLIC STREET OR HIGHWAY

Pursuant to Title 24 V.S.A. Section 2291 (5) the Legislative Board of the Village/Town of Woodstock herewith regulates the use of public highways for parades and/or events.

Event: Taste of Woodstock  
(Parade, Walk, Road Race, etc.)  
Parade/Event date: August 14, 2021 Start time: 7AM End: 7PM  
Applicant/Origination: Woodstock Area Chamber of Commerce  
Telephone: 257-3535  
Email: bfinlayson@woodstockvt.com  
Mailing Address: PO Box 486  
Woodstock VT 05091  
Contact Person: Beth Finlayson  
Best Contact Number: \_\_\_\_\_  
Location of assembly & beginning of event: To close down Elm street  
from the Denny to the Congo Church and fill with vendors  
Route on public highways: \_\_\_\_\_

\*Attach map showing route

Traffic control (if any): will work with Chief Blish

Estimated no. of participants: 1500

Authorized Representative: Sign: \_\_\_\_\_

Print: \_\_\_\_\_

CONDITIONS – Include Certificate of Insurance naming the Town of Woodstock as additional insured in the amount of \$500,000.

ADDITIONAL CONDITIONS: \_\_\_\_\_

- ☐ Approved  
☐ Denied

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_

VILLAGE OF WOODSTOCK  
BOARD OF VILLAGE TRUSTEES MEETING  
DECEMBER 8, 2020  
7:00 PM  
CONFERENCE CALL  
MINUTES

Draft minutes subject to approval.

Present: Chair Jeffrey Kahn, Seton McIlroy, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Zoie Parent, Neil Allen, Police Chief Robbie Blish, Devon Kurtz, Karim Houry, Frank Leibly, Mary Riley, Patrick Fultz, Beth Finlayson, Wendy Marrinan

- A. CALL TO ORDER
  - 1. Chair Kahn called the Trustees meeting of December 8, 2020 to order at 7:00 pm.
- B. CITIZEN COMMENTS - none
- C. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA
  - 1. Additions
    - a. Executive Session to Discuss Labor Agreement
    - b. Investment Advisory Report
- D. MANAGER'S REPORT
  - 1. General Report
    - a. Mr. Kerbin stated that he has attended the first Faulkner Park Committee meeting. The main thing discussed is whether the Trust will transfer ownership to the Town or a nonprofit. He attended the Emergency Management Director Round Table. It focused on COVID-19. They will be losing Lynn Beach. She is retiring on January 1<sup>st</sup>. He congratulated her.
      - I. Chair Kahn stated that this is a loss. Ms. Beach is a very good employee of the Town and Village.
  - 2. Financial Report
    - a. Mr. Kerbin stated that the miscellaneous line item is the highway state aid. The Irene recovery revenue is a sub account. They cannot remove it from the budget. The audit states that it is 17% complete. This is because they have not been billed for the full audit yet.
- E. POLICE CHIEF'S REPORT
  - 1. Chief Blish stated that the speed sign on River Street has been put up today. It is solar powered. Residents were concerned about cut through traffic. Therefore, they put extra sign posts up. They will be putting up additional Route 4 signs pointing towards the bridge near the Rec Center. They are waiting on the delivery of the new parking meters. They should be delivered within the next two weeks. Park Mobile will be available after the new meters and kiosks are installed. They will be putting signs on existing posts as much as possible. The meter revenue was lower than it was last year due to COVID-19. Last year it was \$8,847. This year it was \$5,472. They will be participating in the Governors Highway Safety Program. It is a holiday DUI campaign running from December

18<sup>th</sup> to January 3<sup>rd</sup>. During Thanksgiving, they had 28 hours of extra patrol. Thirty-seven tickets were issued. During the holiday food drive 80 lbs. of food was donated. The winter parking ban is in effect.

F. PERMITS

1. Use of the Green – Citizen of the Year – Banner – Woodstock Rotary Club

a. Chair Kahn stated that there will be banners at both end of the Green.

Motion: by Mr. Corson to approve the use of the Green permit as submitted by the Woodstock Rotary Club for the Citizen of the Year banner.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

G. OLD BUSINESS - none

H. NEW BUSINESS

1. Resolution for the Library Lot

a. Chief Blish stated that the Trustees agreed to make some of the spaces in the Library parking lot permitted spots. They need a resolution. This resolution presented mirrors the Mechanic Street resolution.

b. Mr. Corson had some suggestions which he presented (included in the minutes).

2. Discussion on Meter Moratorium for December

a. Ms. Finlayson stated that the business of Woodstock is very different than last year due to COVID-19. A meter moratorium would be beneficial to the merchants. Kiosks are coming in these coming weeks so it would be a good time.

b. Chair Kahn stated that he has talked with Chief Blish about this. The Chamber needs to let people know about this. They can start it for this coming weekend. It would be December 11-27.

c. Ms. Finlayson stated that she thinks that is a reasonable time frame. She appreciates it.

d. Chair Kahn stated that they will be giving up some meter revenue. However, they are taking down the old meters anyway so it will not be much.

Motion: by Chair Kahn to set the meter moratorium for December 11-27. Meters will not need to be paid during this time.

Seconded: by Ms. Lowe.

Discussion: none.

Vote: 5-0-0, passed.

I. OTHER BUSINESS

1. Investment Advisory Committee Report

a. Chair Kahn stated the Rockefeller Endowment Fund is at a high point right now. It is at \$2.1 million. They are asking the investment group for the best way to direct them in managing the funds to a specific purchase.

b. Ms. Davies stated that there is some disagreement in the group on whether this is a good idea or not. However, it is ultimately the decision of the Trustees and the Select Board.

Motion: by Ms. McIlroy to have the Investment Advisory Committee come up with a report of the possible ramifications of withdrawing from the Rockefeller Endowment Fund for a specific expense.  
Seconded: by Mr. Corson.

Discussion: none.

Vote: 5-0-0, passed.

J. EXECUTIVE SESSION TO DISCUSS LABOR AGREEMENT

1. The Trustees entered executive session at 7:07 pm.

2. The Trustees exited executive session at 7:56 pm.

Motion: by Ms. Lowe to approve the Police Union Contract.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

K. APPROVAL OF MINUTES

1. Meeting Minutes – November 10, 2020

a. Page 3, section D change is to in

b. E.2.b change to \$560

2. Meeting Minutes – November 18, 2020

a. Page 2 – Act 66 to Act 55

Motion: by Mr. Corson to approve the minutes for November 10<sup>th</sup> and November 18<sup>th</sup> with the noted changes.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

L. ADJOURNMENT

Motion: by Ms. Lowe to adjourn the meeting at 8:03 pm.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,  
Nikki Nourse*

## **APPENDIX I (To Title 8 W.V.O.)**

### **Reserved Parking Spaces**

#### Elm Street

The first parking space on the west side northerly of the intersection with Central Street is reserved for vehicles owned by the Municipality of Woodstock.

#### Southerly section of the Mechanic Street Parking Lot

The sixteen parking spaces in the Mechanic Street Parking Lot, located southerly of the Welcome Center Building, ~~that is~~ **are** dedicated for Employee Parking, by those ~~people~~ who are employees of a business located in the downtown area of the Village, and who have purchased a permit to park in this area.

#### Specifically designated parking spaces in the Library Parking Lot

Spaces not already designated at Court House Staff Parking may be specifically designated as Employee Permit Parking Spaces by those people who are employees of a business located in the downtown area of the Village, and who have purchased a permit to park in a designated space.

#### History:

Revision # 16, 2016 added the employee long term parking by permit to this section.

Revision #17, 2020 added the employee long term parking by permit in the library lot to this section.

## **Village of Woodstock**

### **Parking Permit Regulations-Employee Parking Spaces**

#### **Library Lot**

#### **Parking Resolution # 6**

Permits to park in the spaces of the Library Lot Parking Lot designated as Employee Permit Parking Spaces, are sold annually to the applicants selected at a random lottery conducted by the Board of Village Trustees.

Permit Holders must fill out a new application form for the renewal time period if there have been any revisions to the RESOLUTION regulating parking in the Library Lot Employee Parking Spaces adopted by the Board of Village Trustees.

Permit holders in compliance with the most recently adopted resolution governing parking in the Library Lot Employee Parking Spaces, at the time of application, may renew subsequent year permits without participating in future lotteries.

Applications may only be submitted by employees of village businesses.

Applications must contain information regarding the primary permit holder and secondary permit holder; if a shared permit.

Name of Primary Parking Permit Holder: \_\_\_\_\_

Address: \_\_\_\_\_

License plate number and State that issued the license plate: \_\_\_\_\_

Employer or Business Name \_\_\_\_\_

Name of Secondary Parking Permit Holder: \_\_\_\_\_

Address: \_\_\_\_\_

License plate number and State that issued the license plate: \_\_\_\_\_

Employer or Business Name \_\_\_\_\_

Primary and Secondary Permit Holder must not have any outstanding, unpaid parking tickets.



An application for a Parking Permit, or parking permit renewal received from an applicant that does not contain information regarding the name of the Primary Permit holder, or the license plate number or has any unpaid parking tickets, will not be approved and the application will be returned to the applicant.

The lottery will be held annually at the December meeting of the Board of Village Trustees **for the upcoming calendar year.**

To be included in the lottery, applications must be received in the Municipal Offices or Postmarked prior to December 1st of every year.

All available spots in this parking lot that are not filled by the lottery will be sold on a first come basis. Spaces not sold will continue to be metered.

Winners of the lottery are eligible to purchase a parking permit ~~that will allow parking in a designated parking space~~ in a non-metered, ~~permit parking only~~, parking space of the Library Lot.

Cost of a parking permit is \$140.00 per quarter; or portion of a quarter. Cost of a permit will not be discounted if a permit is purchased during a quarter due to a permit holder renewing after the beginning of the quarter.

Payment may be made annually or quarterly. If quarterly, payment must be received prior to the last day prior to the beginning of the quarter. January 1 to March 31 being the first quarter, April 1 to June 30 being the second quarter, July 1 to September 30 being the third quarter and October 1 to December 31 being the fourth quarter.

A grace period of seven calendar days at the beginning of each quarter is granted.

Following expiration of the grace period, the parking permit will be cancelled. ~~And~~ Any **such** vehicle parking in the Employee Permit Parking Lot, with a cancelled parking permit, will be subject to the standard \$50.00 parking ticket. ~~for this violation of parking in an Employee Permit Parking Space, without a permit, which is \$50.00.~~

Violations of the Village Parking Ordinances, other than parking without a permit, that occur in the Library Parking lot will be subject to the same fines as for violating the parking ordinance elsewhere

in the Village.

Overnight parking in the Library Parking Lot is not allowed.

Hours of operation of the permit parking system are 8:00 am to 6:00 pm Monday - Friday.

~~Saturday is open anywhere in the Library Parking Lot with a parking permit properly displayed. Permit holders may park anywhere in this lot on Saturdays.~~

The fine for parking in a Library Lot Employee Permit Parking Space, during the posted hours of operation, without properly displaying the parking permit is \$50.00 per offense.

~~This means that if a permit holder has paid for a permit to park in a designated parking space in the Library Lot and has parked his/her vehicle in the designated space, but does not properly display the parking permit, the vehicle is parking in violation of the rules and the vehicle will receive a \$50.00 ticket.~~

The Parking Permit is transferrable. This means that you may use the permit in a different vehicle or you may loan the parking permit to another motorist. The permit must be properly displayed or a ticket in the amount of \$50.00 will be issued to the person who was issued a parking permit. ~~shall be liable to pay all fines issued to any vehicle displaying the permit.~~

The permit is a window sticker and should be mounted on the windshield in the lower corner in front of the passenger seat. OR, permit holder may choose to laminate the sticker and place it on the dashboard of the vehicle when parking.

If the permit is not displayed, a parking ticket will be issued.

No exceptions will be made.

All parking permit lottery winners that wish to purchase the parking permit must sign the agreement for permit parking and agree to comply with these regulations.

All permits must be individually purchased. No "bulk sales" of parking permits will be allowed.

I have read the Regulations for Parking in the Employee Permit Parking Lot and will comply with the Regulations.

---

Permit Holder Signature Date

Signed this xx day of xxx , 202x, by the Woodstock Village Board of Trustees:

WOODSTOCK BOARD OF VILLAGE TRUSTEES: