

**VILLAGE OF WOODSTOCK
BOARD OF VILLAGE TRUSTEES MEETING**

April 13, 2021

7:00 PM

Zoom

Agenda

- A. CALL TO ORDER**
- B. CITIZEN COMMENTS**
- C. RESTRUCTURING OF BOARD**
- D. NEWSPAPERS OF RECORD**
- E. MUNICIPAL APPOINTMENTS**
 - 1. Development Review Board – Wendy Spector**
 - 2. Planning Commission**
 - a. Sara Stadler**
 - b. Sam Segal**
 - 3. Design Review Board**
 - a. Beverly Humpstone**
 - b. Larry Zeitlin**
- F. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA**
- G. MANAGER’S REPORT**
 - 1. General Report**
 - 2. Financial Report**
- H. POLICE CHIEF’S REPORT**
 - 1. General Report**
 - 2. Discussion regarding parking meters & kiosks**
- I. PERMITS**
 - 1. Sidewalk permit – Dr. Coburn’s Tonic**
 - 2. Use of the Green permit – Senior Banners – Woodstock Union HS/MS**
 - 3. Parade permit – Class of 2021 – Woodstock Union High School/Middle School**
 - 4. East End Park Permits - Pentangle**
- J. OLD BUSINESS**
- K. NEW BUSINESS**
 - 1. Auditors Report**

2. Discussion regarding the care of Teagle's Landing after the renovation
3. Local Emergency Management Plan
4. Discussion of a Declaration of Inclusion by Robert Harnish
5. Review and discussion of Mask Ordinance

L. OTHER BUSINESS

M. APPROVAL OF MINUTES

1. 1/25/21 Joint meeting minutes
2. 2/26/21 Special meeting minutes
3. 3/9/21 Informational meeting minutes
4. 3/9/21 Meeting minutes
5. 3/30/21 Special meeting minutes

N. 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 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

04/09/21

WOODSTOCK TOWN General Ledger

Page 1 of 2

01:51 pm Current Yr Pd: 10 - Budget Status ReporStaff Accountant.TOWNACCTPC2015

VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
REAL ESTATE TAX REVENUE	558,542.00	582,189.28	104.23%
HIGHWAY REVENUE	0.00	0.00	0.00%
FEES & PERMITS	150.00	350.00	233.33%
SHORT TERM RENTAL ENFORCE	4,700.00	150.00	3.19%
PLANNING & ZONING	8,050.00	11,248.16	139.73%
POLICE REVENUE	664,598.00	425,796.68	64.07%
INTEREST INCOME	500.00	4,612.52	922.50%
MISCELLANEOUS	47,000.00	49,737.46	105.82%
EAST END	0.00	200.00	100.00%
IRENE RECOVERY REVENUE	0.00	0.00	0.00%
GRANT REVENUE	14,000.00	18,902.97	135.02%
TRANSFERS IN	1,000.00	0.00	0.00%
COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
Total Revenues	1,298,540.00	1,093,187.07	84.19%
SPECIAL ARTICLES			
GRANTS/CONTRIB-TRUST FUND	800.00	0.00	0.00%
GRANTS/CONTRIB-GENL FUND	25,000.00	3,250.00	13.00%
Total SPECIAL ARTICLES	25,800.00	3,250.00	12.60%
ADMINISTRATION			
TRUSTEES	94,850.00	79,855.27	84.19%
EXECUTIVE	56,050.00	40,109.23	71.56%
OFFICE ADMINISTRATION	11,150.00	7,467.10	66.97%
AUDITING	14,000.00	12,000.00	85.71%
TREASURER	1,320.00	967.55	73.30%
ACCOUNTING	43,110.00	27,595.14	64.01%
VILLAGE CLERK	400.00	0.00	0.00%
CAPITAL RESERVE	30,500.00	0.00	0.00%
Total ADMINISTRATION	251,380.00	167,994.29	66.83%
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%
Total HIGHWAY DEPARTMENT	0.00	0.00	0.00%
VILLAGE POLICE DEPT			
POLICE ADMINISTRATION	184,375.00	149,727.85	81.21%
LAW ENFORCEMENT	401,100.00	302,748.66	75.48%

04/09/21

WOODSTOCK TOWN General Ledger

Page 2 of 2

01:51 pm Current Yr Pd: 10 - Budget Status Report Staff Accountant.TOWNACCTPC2015

VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
POLICE TRAINING	8,050.00	7,508.90	93.28%
POLICE COMMUNICATIONS	76,130.00	69,709.40	91.57%
PARKING METERS	75,680.00	132,689.93	175.33%
POLICE VEHICLE	13,100.00	4,408.99	33.66%
BUILDING MAINTENANCE	9,875.00	7,095.45	71.85%
TOWN POLICE SERVICES	122,350.00	82,791.52	67.67%
CAPITAL RESERVE	3,500.00	0.00	0.00%
Total VILLAGE POLICE DEPT	894,160.00	756,680.70	84.62%
SHORT TERM RENTAL ENFORCE	4,700.00	0.00	0.00%
BOARDS & AGENCIES			
PLANNING & ZONING	100,300.00	61,294.54	61.11%
CAPITAL RESERVE	2,000.00	7.95	0.40%
Total BOARDS & AGENCIES	102,300.00	61,302.49	59.92%
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	15,911.90	100.00%
TRANSFERS OUT	0.00	0.00	0.00%
Total Appropriations	1,324,340.00	1,008,139.38	76.12%
Total VILLAGE GENERAL FUND	-25,800.00	85,047.69	
Total All Funds	-25,800.00	85,047.69	

VILLAGE OF WOODSTOCK
APPLICATION FOR PERMIT TO PLACE FURNITURE ON SIDEWALK

Applicant Name: Dr. CORBENS TONIC
Applicant Address: 3 ELM ST.
WOODSTOCK, VT 05091
Mailing Address: [REDACTED]
Applicant Phone: [REDACTED]
Email: [REDACTED]

Application is hereby made for a permit to use the following sections of the Village streets or sidewalks for placement of furniture.

Section of street/sidewalk: SIDEWALK ON FRENCH CABOT (ELM AND CENTRAL)
For the purpose of: SERVING FOOD AND BEVERAGE

Please attach a diagram of what you have in mind, including dimensions, distance from curb, trees, light posts, parking meters and other objects. SAME AS LAST YEAR. TABLES AGAINST BUILDING WITH TWO CHAIRS - SEE PHOTO ATTACHED

Signature of applicant: [Signature]
Date: 3/24/2021

IMPORTANT - A certificate of insurance must be submitted with this application. Received
An application fee of \$25.00 must be submitted with this application. Paid 3/30/21 check 1824
The Village Trustees will consider this application at their next meeting.

Action taken:
☐ Approved
☐ Denied

Signature: _____ Date: _____

- CONDITIONS:**
1. Contact Chief of Police
 2. No advertisement on permitted items
 3. Permit lapses and all permission hereunder terminates upon the effective date of any amendment to this section or other related bylaw which would render the object not in compliance with the updated provisions. All permits hereunder are issued subject to changes in standards, procedures, and other provisions and no person shall be entitled to compensation for any expenses needed to remain in compliance with changing provisions.
 4. Applicant's signature certifies that he/she has read the ordinance and agrees to comply with all provisions.



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

Application date: April 5, 2021
Event name: Senior Banners - 100th USMS
Name of Non-Profit Organization: Woodstock Union HSMS
Address: 100 Ansden Way
Woodstock, VT 05091

Event Information:

Date of event: May 28, 2021 - June 11th Time of event: —
Hours event will occupy the Green, including setup and clean up time: Setup May 28th
Anticipated crowd size: — Clean up June 11th

Booths/stalls:

- ☐ Yes
☒ No

If yes how many: —

Equipment to be used on the Green: Grass stakes around fencing.

Event description (clearly state the scope and nature of the event to be held): Similar to last, we will be setting up banners around the fencing of the Village green. The banners will be on display May 28th - June 11th. There are 85 banners that will be grass stakes that will be placed along the fencing to secure the banners to.

Traffic control plan/arrangements: —

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: Hannah Leland
Title: Dean of Students - WUHSMS
Phone: [REDACTED]
Mailing Address: [REDACTED]
100 Ansden Way Woodstock VT 05091
Email: [REDACTED]

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

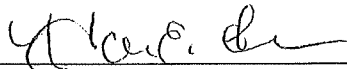
1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed 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: 4/5/21

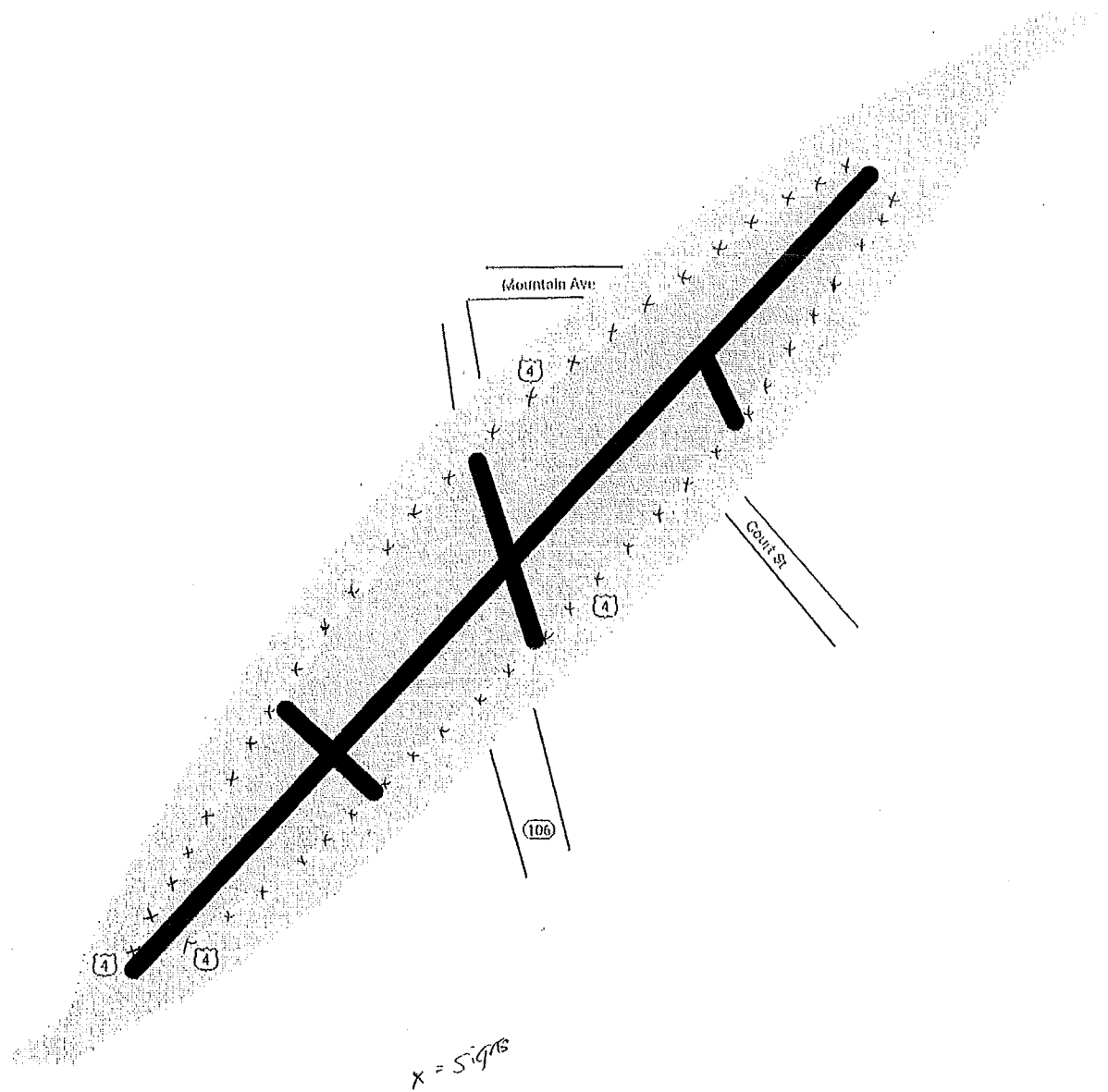
For office use only

- ☐ Approved
☐ Disapproved

Municipal Manager: _____

Date: _____

Please use this to show the layout of the event:



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: Parade Class of 2021
(Parade, Walk, Road Race, etc.)
Parade/Event date: June 11, 2021 Start time: 7:30 End: 8:30
Applicant/Origination: Woodstock Union High School/middle school
Telephone: [REDACTED]
Email: [REDACTED]
Mailing Address: [REDACTED]
Contact Person: Hannah Leland
Best Contact Number: [REDACTED]
Location of assembly & beginning of event: Woodstock Union HS/MS

Route on public highways: leave WU/MS (right onto Rte. 4), continue past Woodstock Rec. over
bridge, continue around Green, turn onto Bond St., left onto Pleasant St., left onto Elm St., continue
*Attach map showing route around Green + disperse after crossing bridge by rec. center.

Traffic control (if any): Would be necessary by Bond St. to stop traffic as well as
at the end of the HS/MS driveway.

Estimated no. of participants: 80 vehicles, plus fire trucks.

Authorized Representative: Sign: [Signature]
Print: Hannah E. Leland

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: _____



DATE 4/5/2021

CERTIFICATE OF COVERAGE**PROGRAM SPONSOR**VSBIT MULTI-LINE INTERMUNICIPAL SCHOOL PROGRAM
52 PIKE DRIVE
BERLIN, VT 05602
802.223.6132**COVERED MEMBER**WINDSOR CENTRAL SUPERVISORY UNION
its schools and its school districts
70 AMSDEN WAY
WOODSTOCK VT 05091**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.****COVERAGES**

THE COVERAGE DOCUMENTS LISTED BELOW HAVE BEEN ISSUED TO THE COVERED MEMBER NAMED ABOVE FOR THE COVERAGE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF COVERAGE	COVERAGE DOCUMENT NUMBER	COVERAGE EFFECTIVE DATE (MM/DD/YYYY)	COVERAGE EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GARAGE LIABILITY INCLUDED	VSBITCGL2020	07/01/2020	07/01/2021	EACH OCCURRENCE	\$ 10,000,000
				DAMAGE TO RENTED PREMISES (Each occurrence)	\$ 1,000,000
				MEDICAL EXPENSE (Any one person)	\$ 25,000
				PERSONAL & ADV INJURY	\$ 10,000,000
				GENERAL AGGREGATE	\$ 10,000,000
				PRODUCTS-COMP/OP AGG	\$ Included
AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> OWNED/LEASED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	VSBITAL2020	07/01/2020	07/01/2021	COMBINED SINGLE LIMIT (each accident)	\$ 10,000,000
				BODILY INJURY (Per person)	
				BODILY INJURY (Per accident)	
				PROPERTY DMG (Per accident)	
AUTO PHYSICAL DAMAGE <input checked="" type="checkbox"/> OWNED/LEASED AUTOS <input checked="" type="checkbox"/> AUTOS IN YOUR CARE FOR WHICH YOU ARE LEGALLY LIABLE	VSBITPR2020	07/01/2020	07/01/2021	ACTUAL CASH VALUE LESS <input checked="" type="checkbox"/> COMP DEDUCTIBLE \$ 500	
				<input checked="" type="checkbox"/> COLL DEDUCTIBLE \$ 500	
SCHOOL LEADERS ERRORS & OMISSIONS <input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR	VSBITELL2020	07/01/2020	07/01/2021	EACH OCCURRENCE	\$ 10,000,000
				AGGREGATE	\$ 10,000,000
WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY	VSBITWC2020	07/01/2020	07/01/2021	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	
				E.L. Each Accident	\$ 1,000,000
				E.L. DISEASE-EA EMPLOYEE	\$ 1,000,000
				E.L. DISEASE-POLICY LIMIT	\$ 1,000,000
PROPERTY	VSBITPR2020	07/01/2020	07/01/2021	REPLACEMENT COST VALUATION. SPECIAL RISK CAUSES OF LOSS.	On File with VSBIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONSAs per the above referenced VSBIT Coverage Documents 2020.
See Attached...**CERTIFICATE HOLDER**Town/Village of Woodstock
PO Box 488
Woodstock VT 05091 USA**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE PROGRAM SPONSOR WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE SERVICE PROVIDER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



Town Hall Theatre
31 The Green / Woodstock, VT 05091
info@pentanglearts.org
www.pentanglearts.org
802.457.3981

April 7, 2021

To: Woodstock Trustees
Fr: Alita Wilson, Executive Director, Pentangle Arts
Re: Permit request for use of the East End Park

Attached please find our permit request to rent, hopefully at a discounted rate the East End Park Free September Movie Series

September Free Movie Series

September 4, 11, 18, 24
7:30 – 9:30 pm

Free, donations accepted. Advance registration required.

Temporary Structures:

Projector on folding table
Screen
Exit lights
Porta Potty
Rubbish Cans

COVID-19 Safety and Health precautions:

State Guidelines for gatherings of up to 100 people will be in place:

These may include:

Masks while not eating and drinking
Family and Friend pods 6 ft apart (pods will be marked with small flags).
Paid Crew to monitor and ensure compliance.

Staff:

Technical Team (2)
Volunteers (4)
Pentangle staff (1)

Movies

VILLAGE OF WOODSTOCK
EAST END PARK APPLICATION

The East End Park is a vibrant and active public space in the Village of Woodstock. Because the Park is nestled by the Ottauquechee River in an area that is both commercial and residential, renters and their guests should be mindful of their surroundings and respect both the neighborhood as well as other users.

ed to the public during any event.



Alita Wilson
Executive Director

director@pentanglearts.org
802.457.3981

31 The Green | Woodstock, Vermont 05091 | pentanglearts.org

On-site liaison:

Alita

Phone:

5

Start time of event:

7:30

Hours of event including set up:

Certificate of Insurance received by town:

Date received:

By:

Attached

Setup/Cleanup Plans:

Volunteer teams are assigned to both.

Will there be any temporary structures for the event?

If yes please describe:

Movie Screen
Table w/ Projector

Will Lighting or generators be used?

If yes, please describe and see guidelines below:

exit lights

Will portable toilets be used?

yes

If yes, please state amount and location:

1 by trail head sign

Will there be sales or handouts of food, beverages, and/or merchandise?

No

DOGS

To ensure clean, safe spaces for a wide variety of users, on-leash and clean-up policies will be enforced within the Park.

- Leashed dogs are welcome.
- "Clean up after your pet" practices are required. Dog owners are required to pick up after their dogs and use the trash receptacles provided.

FIRES & FIREWORKS

- BBQs, portable gas grills, heat-generating equipment or materials may not be used in the Park.
- Fireworks are not allowed.

Applicant agrees to all conditions and policies set forth in this application:

Signature: _____

Name: _____

Date: _____

4/7/2021

CHECKLIST

- ☐ Application fee and security deposit paid?
- ☐ Site Plan template completed and submitted?
- ☐ Certificate of Insurance submitted?
- ☐ Parking plan required?
- ☐ Portable toilets required?
- ☐ Applicable state health and safety permits obtained?
- ☐ Liquor license obtained, if needed?
- ☐ Name of On-site Liaison with contact information listed?

RENTAL FEES for EAST END PARK

To keep the East End Park and its amenities in tip-top shape for all users, there are fees associated for all rental reservations. All fees—application fees, function fees, and security deposits—required for permits accrue specifically to a line item in the Woodstock Village budget dedicated solely to East End Park maintenance. These funds help to maintain and restore the park so that it will continue to be enjoyed by all for generations to come.

The following fees are applicable for any rental usage of the East End Park:
an Application Fee, a Function Fee, and a Security Deposit.

Application fee received: _____ cash/check _____

Function fee:
Amount: _____ Received: _____ cash/check: _____

Security Deposit:
Amount: _____ Received: _____ cash/check: _____

If yes, please complete following for each vendor:

Vendor name: _____

Products: _____

Location: _____

Will there be alcohol at the event? No

Liquor permit received: _____

Approved: _____

Please attach site plan including parking plan to this application

WHO NEEDS TO GET A RENTAL PERMIT?

A Park rental permit is required if one or more of the following applies:

1. A group of individuals of fifteen (15) or more who use the Park area for a one-time event.
2. Reservation and use of the Park for a specific time and date on a continued scheduled basis, such as fitness classes, arts and crafts classes, clubs, and other recurring activities.
3. Use of Park area for an event open to the public.
4. Business functions--examples include, but are not limited to:
 - Sales meeting
 - Personal sports coach
 - Commercial film or photography shoot (A single professional photographer with a portable camera does not require a permit.)
 - Business reception
 - Product demonstration
 - Food booth
5. A sports tournament or event where individuals or teams are charged a fee to participate or spectate.
6. Any other commercial or fund-raising purposes, including, but not limited to, the sale of goods and services, solicitation of monies, sale of tickets or games of chance, and the use of the Park to conduct an activity where the exchange of money for a product or service does not occur directly in the Park, such as mass media advertising.

WHO IS ELIGIBLE TO RENT?

- Woodstock and non-Woodstock residents, nonprofit groups and charitable organizations, clubs and classes, business organizations.
- An individual applicant must be at least 18 years of age.

An on-site liaison person must be identified and must be present and available via cell phone at all times during set up, tear down, and during the event. This person must have the authority to make decisions on behalf of the event organizer and must be accessible to Town staff, Police, and any other identified authorizer.

PROCESS

Timing

- Applications for permits may be submitted up to 6 months in advance of the event, but no less than 30 calendar days in advance of event.

September Movies

Route 4

Trail Head
Resort Property

Jervey Property

Alsop Property

Event Sign

Porta-Potty

Accessibility Entrance
exit lights

Patrons

gates

Ampitheater

Patrons

Power

Movie Screen
Projector

Entrance

Check In Table

Public Parking - Volunteers will guide patrons
exit lights

River



PENTA-1

OP ID: RH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/06/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER WOODSTOCK INSURANCE 59 PLEASANT STREET WOODSTOCK, VT 05091		802 457-1111	CONTACT NAME: PHONE (A/C, No, Ext): 802 457-1111 FAX (A/C, No): 802 457-1390 E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: UNION MUTUAL INSURANCE COMPANY		25860
		INSURER B: NCCI - VT & NH DIVISION		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

INSURED PENTANGLE COUNCIL ON THE ARTS INC ALITA WILSON 31 THE GREEN WOODSTOCK, VT 05091	
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COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BOP0153912	12/13/2020	12/13/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y	N/A	6S60UB-1K55647-0-20	10/09/2020	10/09/2021	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 PROPERTY 290,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

OFFICE & COMMUNITY THEATRE & PERFORMING ARTS. This certificate of insurance is issued as a matter of information only and confers no rights upon the holder and does not amend, extend or alter the coverage afforded by policies designated on the certificate.

CERTIFICATE HOLDER

CANCELLATION

TOWN OF WOODSTOCK VERMONT
31 THE GREEN
WOODSTOCK, VT 05091

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rebecca Howe



Town Hall Theatre
31 The Green / Woodstock, VT 05091
info@pentanglearts.org
www.pentanglearts.org
802.457.3981

April 7, 2021

To: Village Trustees
Fr: Alita Wilson, Executive Director, Pentangle Arts
Re: Permit request for use of the East End Park

Attached please find our permit request to rent, hopefully at a discounted rate, the East End Park for Pentangle Arts' Celebration of Community Resilience

Pentangle Arts' Celebration of Community Resilience, August 27, 2021

This event will celebrate community resilience during the pandemic. We will encourage non-profits, community organizations, first responders, front line workers, educators, and school administrators to share their experiences and the numbers of community members served due to their efforts. The details of which we will work on in the weeks to come.

3:30	Load in
5:00 -5:45	Opening Act for Kat Wright
6:00- 8:00	Kat Wright

Worthy Kitchen and perhaps Abracadabra will be on site selling concession. Of course, patrons may wish to bring their own picnics. We might consider one food truck but are concerned about the limited parking.

Tickets: \$20 per adult. All children 13 and under free of charge. Advance registration and check in required.

Staff:

Pentangle Staff (2)
Pentangle Volunteers (8)
Technical support and security team (4)

Temporary Structures:

Three folding tables
Small Pentangle Tent
Portable Stage (will be moved after each concert)
Porta Potty
Signage
Large Tent in case of rain
Rubbish Cans

COVID-19 Safety and Health precautions:

State Guidelines for gatherings of up to 200 people will be in place:

These may include:

Masks while not eating and drinking

Family and Friend pods 6 ft apart (pods will be marked with small flags).

Paid Crew will monitor and ensure compliance.

Celebration of Community

VILLAGE OF WOODSTOCK EAST END PARK APPLICATION

The East End Park is a vibrant and active public space in the Village of Woodstock. Because the Park is nestled by the Ottauquechee River in an area that is both commercial and residential, renters and their guests should be mindful of their surroundings and respect both the neighborhood as well as other users.

The Park may not be completely closed to the public during any event.



Alita Wilson
Executive Director

director@pentanglearts.org
802.457.3981

31 The Green | Woodstock, Vermont 05091 | pentanglearts.org

Phone: [REDACTED]

Start time of event: 5:00

Hours of event including set up: 5 hrs.

Certificate of Insurance received by town:

Date received: _____

By: _____

Attached

Setup/Cleanup Plans: (6) volunteer teams assigned to both

Will there be any temporary structures for the event? ✓

If yes please describe:

Portable stage, signage, folding tables

Will Lighting or generators be used? _____

If yes, please describe and see guidelines below:

Stage lights - ~~all~~

Will portable toilets be used? yes

If yes, please state amount and location:

one near trailhead sign

Will there be sales or handouts of food, beverages, and/or merchandise? yes

If yes, please complete following for each vendor:

Vendor name: North Kitchen

Products: Beer, wine, grilled meats, sweets

Location: Near Pergola

Will there be alcohol at the event? Yes

Liquor permit received: _____

Approved: _____

Please attach site plan including parking plan to this application

WHO NEEDS TO GET A RENTAL PERMIT?

A Park rental permit is required if one or more of the following applies:

1. A group of individuals of fifteen (15) or more who use the Park area for a one-time event.
2. Reservation and use of the Park for a specific time and date on a continued scheduled basis, such as fitness classes, arts and crafts classes, clubs, and other recurring activities.
3. Use of Park area for an event open to the public.
4. Business functions--examples include, but are not limited to:
 - Sales meeting
 - Personal sports coach
 - Commercial film or photography shoot (A single professional photographer with a portable camera does not require a permit.)
 - Business reception
 - Product demonstration
 - Food booth
5. A sports tournament or event where individuals or teams are charged a fee to participate or spectate.
6. Any other commercial or fund-raising purposes, including, but not limited to, the sale of goods and services, solicitation of monies, sale of tickets or games of chance, and the use of the Park to conduct an activity where the exchange of money for a product or service does not occur directly in the Park, such as mass media advertising.

WHO IS ELIGIBLE TO RENT?

- Woodstock and non-Woodstock residents, nonprofit groups and charitable organizations, clubs and classes, business organizations.
 - An individual applicant must be at least 18 years of age.
- An on-site liaison person must be identified and must be present and available via cell phone at all times during set up, tear down, and during the event. This person must have the authority to make decisions on behalf of the event organizer and must be accessible to Town staff, Police, and any other identified authorizer.

PROCESS

Timing

- Applications for permits may be submitted up to 6 months in advance of the event, but no less than 30 calendar days in advance of event.

DOGS

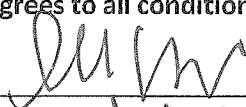
To ensure clean, safe spaces for a wide variety of users, on-leash and clean-up policies will be enforced within the Park.

- Leashed dogs are welcome.
- "Clean up after your pet" practices are required. Dog owners are required to pick up after their dogs and use the trash receptacles provided.

FIRES & FIREWORKS

- BBQs, portable gas grills, heat-generating equipment or materials may not be used in the Park.
- Fireworks are not allowed.

Applicant agrees to all conditions and policies set forth in this application:

Signature: 
Name: Alita Wilson

Date: 4/05/2021

CHECKLIST

- ☐ Application fee and security deposit paid?
- ☐ Site Plan template completed and submitted?
- ☐ Certificate of Insurance submitted?
- ☐ Parking plan required?
- ☐ Portable toilets required?
- ☐ Applicable state health and safety permits obtained?
- ☐ Liquor license obtained, if needed?
- ☐ Name of On-site Liaison with contact information listed?

RENTAL FEES for EAST END PARK

To keep the East End Park and its amenities in tip-top shape for all users, there are fees associated for all rental reservations. All fees—application fees, function fees, and security deposits—required for permits accrue specifically to a line item in the Woodstock Village budget dedicated solely to East End Park maintenance. These funds help to maintain and restore the park so that it will continue to be enjoyed by all for generations to come.

The following fees are applicable for any rental usage of the East End Park:
an Application Fee, a Function Fee, and a Security Deposit.

Application fee received: _____ cash/check _____

Function fee:

Amount: _____ Received: _____ cash/check: _____

Security Deposit:

Amount: _____ Received: _____ cash/check: _____

Route 4

Event Signs

Trail Head
↑
Resort Property

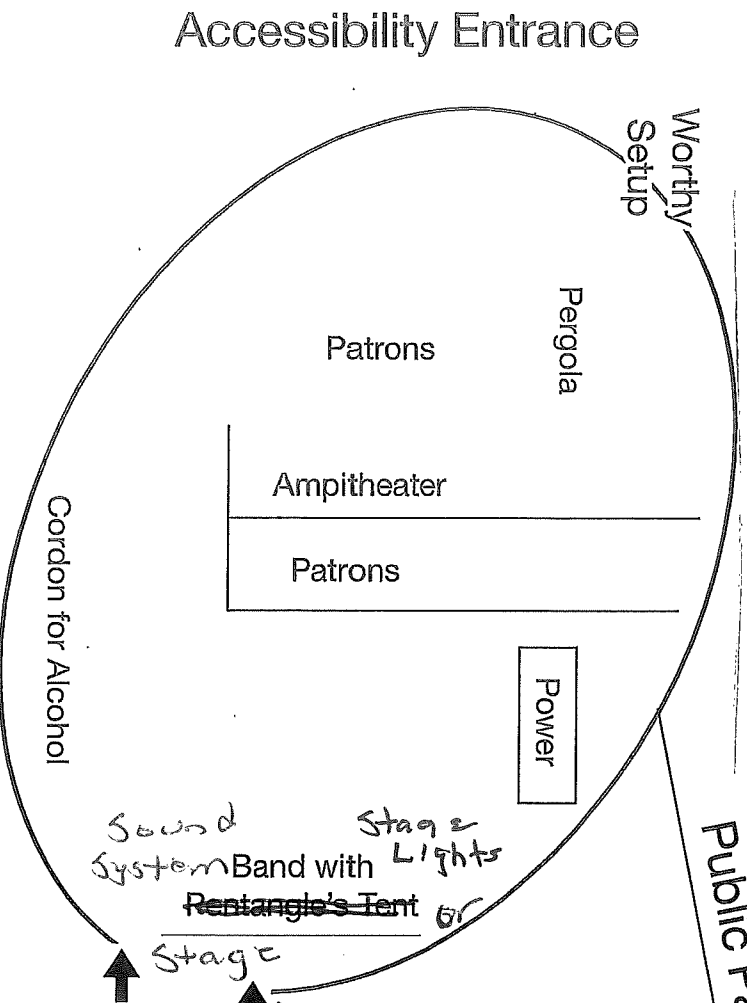
Jervey Property

Alsop Property

Porta-Potty

Public Parking — Volunteers will guide patrons

Check In Table



River



PENTA-1

OP ID: RH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/06/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
WOODSTOCK INSURANCE
59 PLEASANT STREET
WOODSTOCK, VT 05091

802 457-1111

CONTACT

NAME:

PHONE
(A/C, No, Ext): 802 457-1111FAX
(A/C, No): 802 457-1390

E-MAIL

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: UNION MUTUAL INSURANCE COMPANY

25860

INSURER B: NCCI - VT & NH DIVISION

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
PENTANGLE COUNCIL ON THE ARTS INC
ALITA WILSON
31 THE GREEN
WOODSTOCK, VT 05091

COVERAGES

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CERTIFICATE HOLDER

TOWN OF WOODSTOCK VERMONT
31 THE GREEN
WOODSTOCK, VT 05091

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rebecca Howe



Town Hall Theatre
31 The Green / Woodstock, VT 05091
info@pentanglearts.org
www.pentanglearts.org
802.457.3981

April 7, 2021

To: Woodstock Trustees
Fr: Alita Wilson, Executive Director, Pentangle Arts
Re: Permit request for use of the East End Park

Attached please find our permit request to rent, hopefully at a discounted rate, the East End Park for Pentangle Arts' 48 Annual free Summer Concert Series, *Music By the River*.

Music by the River Series

Load in and Sound Check: 4:00 pm

Start time 6:00 pm

Load out: 8:00 pm

Concession:

Worthy Kitchen will sell grilled meats on their wood fired grill, beer, wine sodas, and sides. Patrons will also bring picnics.

Entry fee: Free with donations gratefully accepted.

DATE	CONCERT	GENRE
2-Jul	Michael Zsoldos Quintet	Jazz
9-Jul	Interplay Jazz	Smooth Jazz
16-Jul	Bill Patton Band	Gypsy Jazz, Brazilian Jazz
23-Jul	A2VT	African Music w Hip Hop, VT group
30-Jul	Myra Flynn & Paul Boffo	Indie Soul
6-Aug	Marcie Hernandez	Latin rhythms; indie folk music
13-Aug	Barika	West African soul, funky psychedelic
20-Aug	Jay Nash	Roots rock; pop rock; indie rock

There is no rain location. Moving concerts to another date may be possible depending on the artist and the availability of the East End Park.

Advance Registration and Check - in required.

Temporary Structures:

Three folding tables

Small Pentangle Tent

Portable Stage (will be moved after each concert)

Porta Potty

Signage

COVID-19 Safety and Health precautions:

State Guidelines for gatherings of up to 200 people will be in place:

These may include:

Masks while not eating and drinking

Family and Friend pods 6 ft apart (pods will be marked with small flags).

Paid Crew to monitor and ensure compliance.

Staff:

Pentangle Staff (2)

Pentangle Volunteers (6)

Technical support team (3)

Music By the River

VILLAGE OF WOODSTOCK
EAST END PARK APPLICATION

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The Park may not be completely closed to the public

PENTANGLE
ARTS
Celebrating 45 Years!

Alita Wilson
Executive Director

director@pentanglearts.org
802.457.3981

31 The Green | Woodstock, Vermont 05091 | pentanglearts.org

Name: Alita Wilson

Organization: Pentangle Arts

Mailing Address: 31 The Green
Woodstock VT

Physical Address: _____

Phone number: ~~802.457.3981~~ email: _____

On-site liaison: Alita

Phone: [REDACTED]

Start time of event: 6:00 Hours of event including set up: 4

Certificate of Insurance received by town: Attached
Date received: _____ By: _____

Setup/Cleanup Plans: Volunteer Teams assigned to both.
We provide our own rubbish cans.

Will there be any temporary structures for the event? Yes
If yes please describe: Portable stage, small tent
signage, 2 folding tables

Will Lighting or generators be used? No
If yes, please describe and see guidelines below: _____

Will portable toilets be used? Yes
If yes, please state amount and location: I near trailhead sign

Will there be sales or handouts of food, beverages, and/or merchandise? yes

If yes, please complete following for each vendor:

Vendor name: Norton Kitchen

Products: Beer, wine, grilled meats, sides

Location: Near Pergola

Will there be alcohol at the event? yes

Liquor permit received: _____ Approved: _____

Please attach site plan including parking plan to this application

WHO NEEDS TO GET A RENTAL PERMIT?

A Park rental permit is required if one or more of the following applies:

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WHO IS ELIGIBLE TO RENT?

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- An individual applicant must be at least 18 years of age.

An on-site liaison person must be identified and must be present and available via cell phone at all times during set up, tear down, and during the event. This person must have the authority to make decisions on behalf of the event organizer and must be accessible to Town staff, Police, and any other identified authorizer.

PROCESS

Timing

- Applications for permits may be submitted up to 6 months in advance of the event, but no less than 30 calendar days in advance of event.

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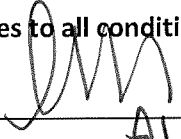
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FIRES & FIREWORKS

- BBQs, portable gas grills, heat-generating equipment or materials may not be used in the Park.
- Fireworks are not allowed.

Applicant agrees to all conditions and policies set forth in this application:

Signature: 
Name: Alita Wilson

Date: 4/7/2021

CHECKLIST

- ☐ Application fee and security deposit paid?
- ☐ Site Plan template completed and submitted?
- ☐ Certificate of Insurance submitted?
- ☐ Parking plan required?
- ☐ Portable toilets required?
- ☐ Applicable state health and safety permits obtained?
- ☐ Liquor license obtained, if needed?
- ☐ Name of On-site Liaison with contact information listed?

RENTAL FEES for EAST END PARK

To keep the East End Park and its amenities in tip-top shape for all users, there are fees associated for all rental reservations. All fees—application fees, function fees, and security deposits—required for permits accrue specifically to a line item in the Woodstock Village budget dedicated solely to East End Park maintenance. These funds help to maintain and restore the park so that it will continue to be enjoyed by all for generations to come.

The following fees are applicable for any rental usage of the East End Park:
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Function fee:

Amount: _____ Received: _____ cash/check: _____

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Route 4

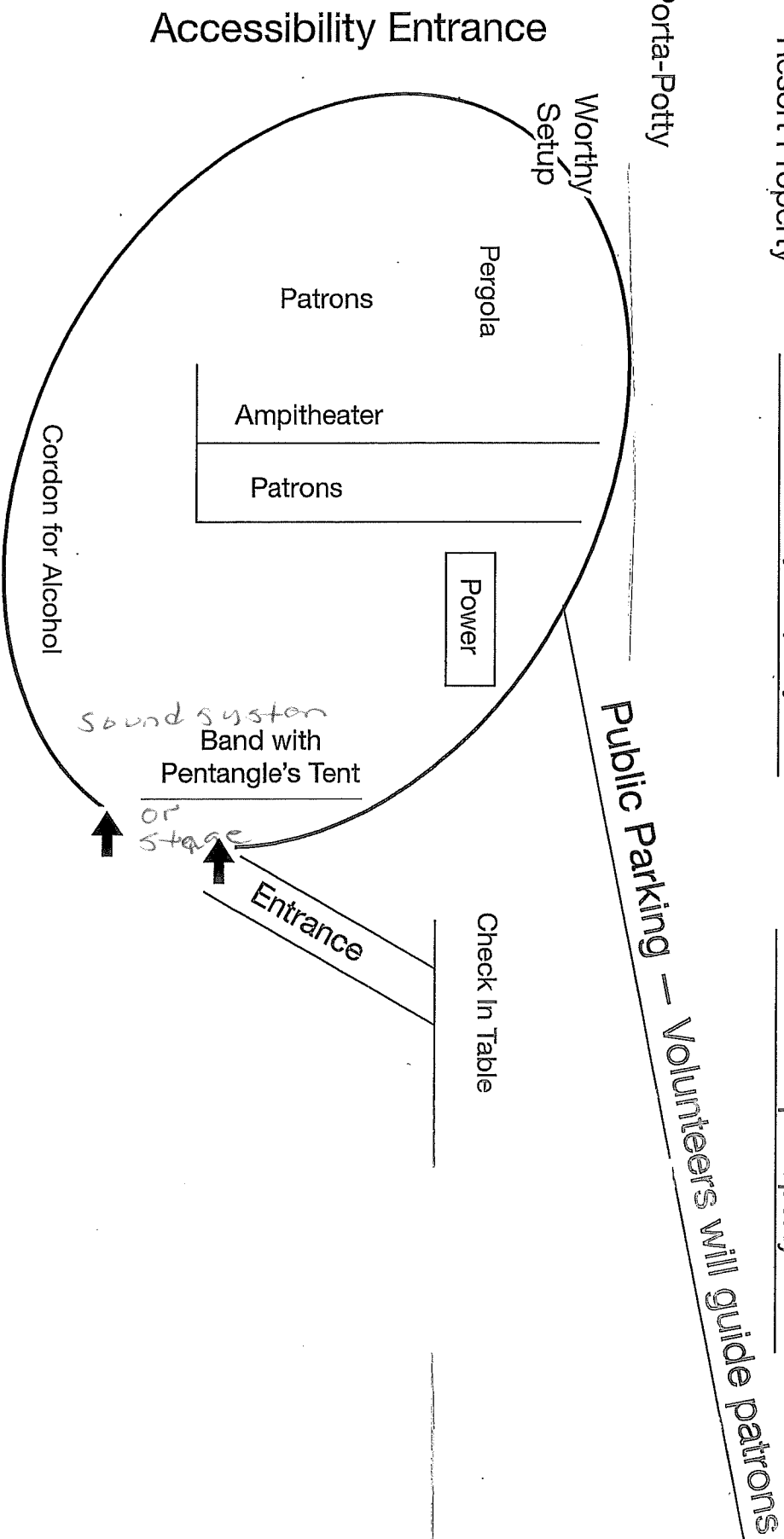
Event Signage

Trail Head
Resort Property

Jervey Property

Alsop Property

Porta-Potty



River



PENTA-1

OP ID: RH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/06/2021

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PRODUCER WOODSTOCK INSURANCE 59 PLEASANT STREET WOODSTOCK, VT 05091		802 457-1111		CONTACT NAME:	
				PHONE (A/C, No, Ext): 802 457-1111	
				FAX (A/C, No): 802 457-1390	
				E-MAIL ADDRESS:	
				INSURER(S) AFFORDING COVERAGE	
				INSURER A: UNION MUTUAL INSURANCE COMPANY	
				INSURER B: NCCI - VT & NH DIVISION	
				INSURER C:	
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INSURED
PENTANGLE COUNCIL ON THE ARTS INC
ALITA WILSON
31 THE GREEN
WOODSTOCK, VT 05091

COVERAGES

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REVISION NUMBER:

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TOWN OF WOODSTOCK VERMONT
31 THE GREEN
WOODSTOCK, VT 05091

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AUTHORIZED REPRESENTATIVE

Rebecca Howe

VILLAGE OF WOODSTOCK, VERMONT

FINANCIAL STATEMENTS

JUNE 30, 2020

AND

INDEPENDENT AUDITOR'S REPORTS

VILLAGE OF WOODSTOCK, VERMONT

JUNE 30, 2020

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INDEPENDENT AUDITOR'S REPORT

The Board of Trustees
Village of Woodstock, Vermont

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Village of Woodstock, Vermont (the Village) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Village's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Village's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Village of Woodstock, Vermont as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and schedules 4 and 5 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village's basic financial statements. The accompanying schedules 1 through 3 are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The accompanying schedules 1 through 3 are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying schedules 1 through 3 are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated _____, 2021 on our consideration of the Village's internal control over financial reporting; on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements; and on other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village's internal control over financial reporting and compliance.

Montpelier, Vermont
[REDACTED], 2021

Management's Discussion and Analysis

The Village of Woodstock was chartered by the State of Vermont on November 11, 1836. It is located in the north central part of the Town of Woodstock. Consisting of approximately one square mile, the Village is the main heart of Woodstock.

The Village of Woodstock is a part of the Town of Woodstock. However, an elected five-member Board of Trustees is responsible for providing municipal services within the Village boundaries. These services include public safety services, planning and zoning, parks, and street lights.

The following is a discussion and analysis of the Village of Woodstock's (the Village) financial performance, including an overview and analysis of the financial activities of the Village for the fiscal year ended June 30, 2020. Readers should consider this information in conjunction with the Village's financial statements which are located after this analysis.

GENERAL FUND BUDGETARY HIGHLIGHTS

On March 3, 2019 the voters of the Village of Woodstock convened at the Town Hall for the annual Village Meeting. A budget (excluding special articles) of \$1,583,535 (for fiscal year 2020) was presented which included specific sums of money to operate the various Village departments. To defray operating costs, the amount needed to be raised by taxation was \$555,542. The budget was voted and adopted.

This budget increased by \$67,295 over the FY 19 budget. The increase was primarily due to increased personnel costs.

The amount to be raised by taxation (excluding special articles) of \$555,542 was an increase of 8.1% over the previous year's amount.

FINANCIAL HIGHLIGHTS

Government-wide Highlights

The Village's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources at June 30, 2020, by \$1,368,161 for its governmental activities. Net position for governmental activities decreased by \$201,648 and net position for business-type activities did not change. There were deferred inflows of resources of \$7,680 and deferred outflows of resources of \$122,583.

Fund Highlights

At the end of the fiscal year, the Village's governmental funds reported a combined ending fund balance of \$594,581, an increase of \$45,246 compared to the prior year. The assigned portion of the combined fund balance includes the General Fund assigned balance of \$32,048 and the Capital Reserve Fund assigned balance of \$113,928 for a total assigned balance of \$145,976. The remaining \$448,605 represents amounts restricted for specific purposes. The proprietary fund reported a net position at June 30, 2020, of \$5,008 which did not change for the year.

Accrued compensated absences

The Village's total accrued compensated absences decreased during the fiscal year to \$107,770.

OVERVIEW OF THE FINANCIAL STATEMENTS

The Governmental Accounting Standards Board (GASB) establishes accounting principles generally accepted in the United States of America (U.S. GAAP) for governmental entities. The Village's financial statements for the year ended June 30, 2020 are prepared and presented using the guidelines established by the GASB.

The Village's basic financial statements consist of the following three components:

- **Management's Discussion and Analysis** - An introduction to the basic financial statements that is intended to be an easily read analysis of the Village's financial activities based on currently known facts, decisions or conditions.
- **Basic Financial Statements** - This section of the report includes government-wide financial statements, fund financial statements and notes to the financial statements. The government-wide financial statements present the financial position and activities of the Village as a whole using accounting methods similar to those used by private-sector companies. The fund financial statements present financial information on specific activities of the Village. The notes to the financial statements provide additional disclosures to the information presented in the financial statements.
- **Supplementary Schedules** - This section of the report includes schedules 1, 2 and 3, which are not required by accounting principles generally accepted in the United States of America (U.S. GAAP) but are presented as supplementary information. These schedules contain the budgetary basis for the General Fund and the combining information for the individual components of the Permanent Fund. This section also includes schedules 4 and 5, which report information required by U.S. GAAP. These schedules contain historical pension information for the Village's portion of VMERS.

Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Village's finances. The statements provide both short-term and long-term information about the Village's financial position which helps readers determine whether the Village's financial position has improved or deteriorated during the fiscal year. These statements include all non-fiduciary activity on the accrual basis of accounting. This means that all revenues and expenses are reflected in the financial statements even if the related cash has not been received or paid as of June 30. There are two government-wide statements:

- **Statement of Net Position** - This statement presents information on all of the Village's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the difference between assets plus deferred outflows less liabilities less deferred inflows reported as net position. Over time, increases or decreases in net position may indicate whether the financial position of the Village is improving or deteriorating and what impact deferred outflows and inflows of resources are making.
- **Statement of Activities** - This statement presents information showing how the Village's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in the future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The government-wide financial statements have separate columns for governmental activities and business-type activities. The Village's activities are classified as follows:

- **Governmental Activities** - Activities reported here include general government, public safety, highways and streets, and culture and recreation. Property taxes, federal, state and other revenues finance these activities.
- **Business-type Activities** - Activities reported here include the Unemployment Fund.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village of Woodstock, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the Village's funds can be divided into two categories: governmental and proprietary. Each of these categories uses different methods of accounting.

- **Governmental funds** - Most of the basic services provided by the Village are reported in the governmental funds. These statements provide a detailed, short-term view of the functions reported as governmental activities in the government-wide financial statements. The government-wide financial statements are reported using the accrual basis of accounting, but the governmental fund financial statements are reported using the modified accrual basis of accounting. This allows the reader to focus on assets that can be readily converted to cash and determine whether there are adequate resources to meet the Village's current needs.
- **Proprietary funds** - Proprietary funds report activities that operate more like those of private-sector business and use the accrual basis of accounting. Proprietary funds are reported as business-type activities on the government-wide financial statements. Since proprietary funds use accrual basis accounting, there are no differences between amounts reported on the government-wide statements and the proprietary fund statements. The Village uses proprietary funds to account for its Unemployment Fund.

The governmental fund statements include reconciliations of the amounts reported on the governmental fund financial statements (modified accrual accounting) with governmental activities on the government-wide statements (accrual accounting). The following indicates some of the reporting differences between the government-wide financial statements and the fund financial statements.

- Capital assets used in government-wide activities are not reported on governmental fund statements.
- Other long-term assets that are not available to pay for current period expenditures are not included in governmental fund statements, but are included on the government-wide statements.
- Long-term liabilities, unless due and payable, are not included in the governmental fund financial statements. These liabilities are only included in the government-wide statements.
- Capital outlay spending results in capital assets on the government-wide statements, but is reported as an expenditure in the fund financial statements.

Because the focus of governmental funds is different from that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. This comparison can help readers better understand the long-term impact of the Village's near-term financing decisions. The comparisons are:

- Reconciliation of the Balance Sheet - Governmental Funds to the Statement of Net Position.

- Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds to the Statement of Activities.

The reconciliation of the government-wide financial statements to proprietary funds financial statements isn't necessary. The business-type activities of the government-wide financial statements and the proprietary funds use the same basis of accounting.

FINANCIAL ANALYSIS OF THE GOVERNMENT-WIDE FINANCIAL STATEMENTS

Net Position

As noted earlier, net position may serve as a useful indicator of a government's financial position over time. However, the net position of governmental activities should be viewed independently from business-type activities. Revenues of the business-type activities are generally used to finance the operations of the Unemployment Fund.

The following table reflects the government-wide net position compared to the prior year.

Net Position June 30, 2020 and June 30, 2019

	Governmental Activities		Business-type Activities		Total	
	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>
Current Assets	\$ 614,889	\$ 573,574	\$ 5,008	\$ 5,008	\$ 619,897	\$ 578,582
Noncurrent Assets	1,286,530	1,400,987	-	-	1,286,530	1,400,987
Total Assets	1,901,419	1,974,561	5,008	5,008	1,906,427	1,979,569
Deferred Outflows of Resources	122,583	110,519	-	-	122,583	110,519
Current Liabilities	34,951	38,450	-	-	34,951	38,450
Long-term Liabilities	613,210	470,591	-	-	613,210	470,591
Total Liabilities	648,161	509,041	-	-	648,161	509,041
Deferred Inflows of Resources	7,680	6,230	-	-	7,680	6,230
Net Position:						
Investment in Capital Assets	1,271,887	1,386,776	-	-	1,271,887	1,386,776
Restricted - Expendable	448,605	427,504	5,008	5,008	453,613	432,512
Unrestricted	(352,331)	(244,471)	-	-	(352,331)	(244,471)
Total Net Position	\$ 1,368,161	\$ 1,569,809	\$ 5,008	\$ 5,008	\$ 1,373,169	\$ 1,574,817

The portion of the Village's net position as of June 30, 2020 that reflects its investment in capital assets (e.g., land, buildings, equipment, and construction in progress), less any related debt used to acquire those assets is \$1,271,887 or 93% of total net position. The Village uses these capital assets to provide services to citizens; therefore, these assets are not available for future spending. Although the Village's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

A portion of the Village's net position (32.8%) represents restricted net position. These resources are subject to external restrictions on how they may be used. The remaining net position is an unrestricted negative amount of \$352,331 (-25.8%).

At the end of the 2020 fiscal year, the Village of Woodstock is able to report positive balances in two of the three categories of net position for the government as a whole.

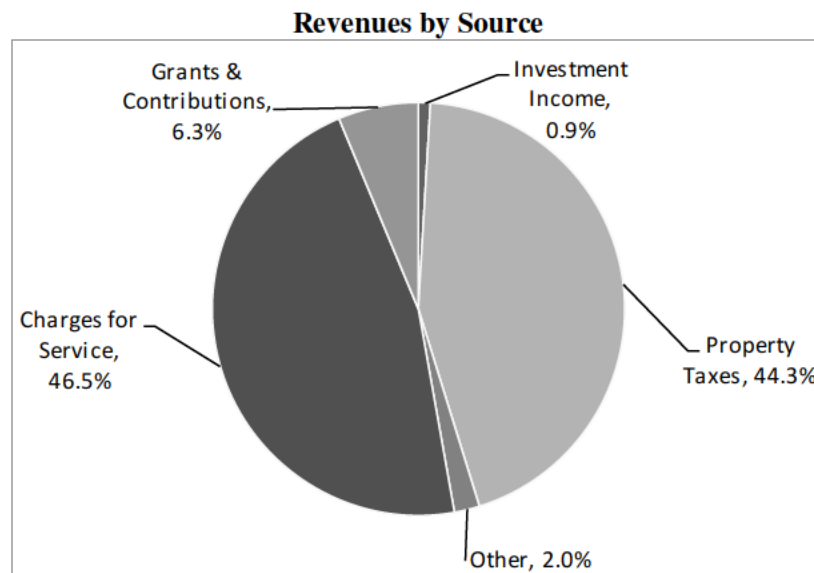
Changes in Net Position for the Fiscal Years Ended June 30, 2020 and 2019

	Governmental Activities		Business-type Activities		Total	
	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>
Revenues						
Program Revenues						
Grants and Contributions	\$ 80,212	\$ 70,620	\$ -	\$ -	\$ 80,212	\$ 70,620
Charges for Services	594,002	655,335	-	-	594,002	655,335
Other	25,096	7,315	-	-	25,096	7,315
General Revenues						
Property Taxes	565,542	523,679	-	-	565,542	523,679
Investment Income	12,018	350	-	-	12,018	350
Total Revenues	<u>1,276,870</u>	<u>1,257,299</u>	<u>-</u>	<u>-</u>	<u>1,276,870</u>	<u>1,257,299</u>
Expenses						
Governmental Activities						
General Government	515,742	415,307	-	-	515,742	415,307
Public Works	141,468	142,653	-	-	141,468	142,653
Public Safety	848,588	855,860	-	-	848,588	855,860
Culture and Recreation	-	-	-	-	-	-
Business-type Activities						
Unemployment	-	-	-	-	-	-
Total Expenses	<u>1,505,798</u>	<u>1,413,820</u>	<u>-</u>	<u>-</u>	<u>1,505,798</u>	<u>1,413,820</u>
Changes in Net Position before Changes in Market Value (MV) and Transfers	(228,928)	(156,521)	-	-	(228,928)	(156,521)
MV Increase (Decrease)	27,280	26,082	-	-	27,280	26,082
Changes in Net Position	<u>(201,648)</u>	<u>(130,439)</u>	<u>-</u>	<u>-</u>	<u>(201,648)</u>	<u>(130,439)</u>
Net Position - Beginning	<u>1,569,809</u>	<u>1,700,248</u>	<u>5,008</u>	<u>5,008</u>	<u>1,574,817</u>	<u>1,705,256</u>
Net Position - Ending	\$ <u>1,368,161</u>	\$ <u>1,569,809</u>	\$ <u>5,008</u>	\$ <u>5,008</u>	\$ <u>1,373,169</u>	\$ <u>1,574,817</u>

Governmental Activities - In fiscal year 2020, property taxes provided 44.3% of revenues. Grants and Contributions accounted for 6.3%. The amount earned on investments was 0.94% of total governmental activities revenues. Charges for Services brought in 46.5%.

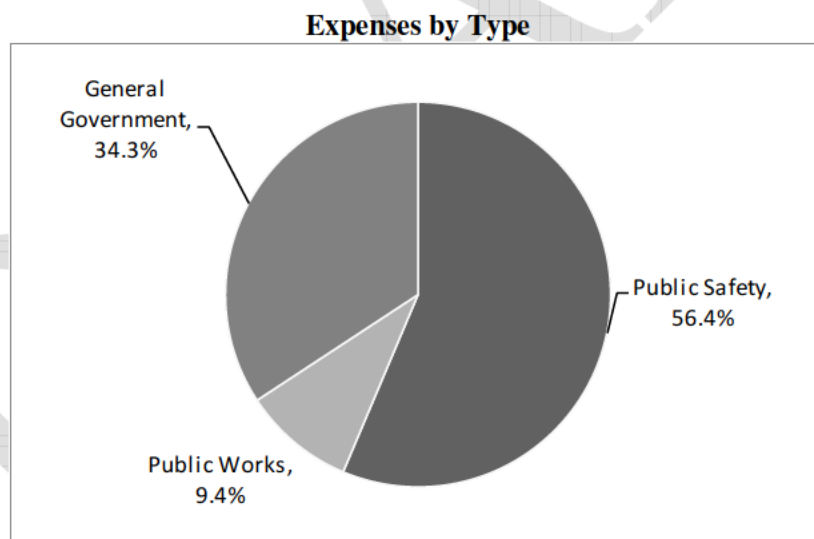
Business-type Activities - No revenue was reported for fiscal year 2020.

The following is a graphical representation of revenues for governmental activities.



For FY 2020, governmental activities expenses exceeded program revenues by \$806,488 compared to \$680,550 for FY 2019.

The following is a graphical representation of the expenses for governmental activities.



While Village expenses cover many services, the largest expenses are for public safety and general government.

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, the Village of Woodstock uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the Village of Woodstock's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Village's financial requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, the Village's governmental funds reported combined ending fund balances of \$594,581. A total assigned balance of \$145,976 consists of a General Fund assigned balance of \$32,048 and a Capital Reserve Fund assigned balance of \$113,928. The remainder of the fund balance represents amounts classified for specific purposes.

General Fund - The General Fund is the chief operating fund of the Village. At the end of the current fiscal year, assigned fund balance was \$32,048. As a measure of the General Fund's liquidity, it may be useful to compare total fund balance to total General Fund expenditures and interfund transfers. Total fund balance represents 2.51% of total General Fund expenditures and interfund transfers out. The fund balance of the Village's General Fund increased by \$5,945 during the fiscal year.

Proprietary Funds - The Village's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. In addition to determining the amount of General Fund balance available for appropriation, the Village also makes a similar calculation for the Unemployment Fund.

Restricted net position of the Village's Unemployment Fund amounts to \$5,008, unchanged from last year. Other factors concerning this fund have already been addressed in the discussion of the Village's business-type activities.

CAPITAL ASSETS

The Village's investment in capital assets for its governmental and business-type activities as of June 30, 2020, amounts to \$1,271,887 (net of depreciation). This amount represents a decrease of \$114,889 from the prior year. This investment in capital assets includes land and improvements, buildings and improvements, vehicles and equipment, and infrastructure.

Capital Assets as of June 30, 2020 and June 30, 2019
(Net of Depreciation)

	Governmental Activities		Business-type Activities		Total	
	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>
Land	\$ 107,798	\$ 107,798	\$ -	\$ -	\$ 107,798	\$ 107,798
Land Improvements	568,790	616,312	-	-	568,790	616,312
Infrastructure	438,837	473,660	-	-	438,837	473,660
Buildings and Improvements	46,022	48,350	-	-	46,022	48,350
Vehicles and Equipment	104,292	133,547	-	-	104,292	133,547
Office Equipment and Computers	6,148	7,109	-	-	6,148	7,109
Total Capital Assets	<u>\$ 1,271,887</u>	<u>\$ 1,386,776</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,271,887</u>	<u>\$ 1,386,776</u>

Additional information on the Village's capital assets can be found in Note 4, "Capital Assets."

FISCAL YEAR 2021 BUDGET

For fiscal year 2021, property taxes are projected to increase 3.2% or \$17,500 over last year's budget.

Notwithstanding the anticipated level of funding of state aid, increases for public safety, highway maintenance, and allocations for special articles, the fiscal year 2021 budget adopted at the Village Meeting in March 2020 will maintain services at the fiscal year 2020 levels.

Requests for Information

This financial report is designed to provide a general overview of the Village of Woodstock's finances for all those with an interest in the Village's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Office of the Municipal Manager, Village of Woodstock, PO Box 488, Woodstock VT 05091.

VILLAGE OF WOODSTOCK, VERMONT
GOVERNMENT-WIDE STATEMENT OF NET POSITION
JUNE 30, 2020

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Totals</u>
ASSETS:			
Current assets -			
Cash and cash equivalents	\$ 198,071	\$ 5,008	\$ 203,079
Investments	241,809	-	241,809
Accounts receivable	9,000	-	9,000
Due from Town of Woodstock	166,009	-	166,009
Total current assets	<u>614,889</u>	<u>5,008</u>	<u>619,897</u>
Noncurrent assets -			
Note receivable	14,643	-	14,643
Capital assets	2,658,956	-	2,658,956
less - accumulated depreciation	<u>(1,387,069)</u>	<u>-</u>	<u>(1,387,069)</u>
Total noncurrent assets	<u>1,286,530</u>	<u>-</u>	<u>1,286,530</u>
Total assets	<u>1,901,419</u>	<u>5,008</u>	<u>1,906,427</u>
DEFERRED OUTFLOWS OF RESOURCES:			
Deferred pension expense	<u>122,583</u>	<u>-</u>	<u>122,583</u>
LIABILITIES:			
Current liabilities -			
Accounts payable	11,757	-	11,757
Accrued expenses	23,194	-	23,194
Total current liabilities	<u>34,951</u>	<u>-</u>	<u>34,951</u>
Noncurrent liabilities -			
Accrued compensated absences	107,770	-	107,770
Net pension liability	505,440	-	505,440
Total noncurrent liabilities	<u>613,210</u>	<u>-</u>	<u>613,210</u>
Total liabilities	<u>648,161</u>	<u>-</u>	<u>648,161</u>
DEFERRED INFLOWS OF RESOURCES:			
Deferred pension credits	<u>7,680</u>	<u>-</u>	<u>7,680</u>
NET POSITION:			
Investment in capital assets	1,271,887	-	1,271,887
Restricted	448,605	5,008	453,613
Unrestricted	<u>(352,331)</u>	<u>-</u>	<u>(352,331)</u>
Total net position	<u>\$ 1,368,161</u>	<u>\$ 5,008</u>	<u>\$ 1,373,169</u>

The notes to financial statements are an integral part of this statement.

**VILLAGE OF WOODSTOCK, VERMONT
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Changes in Net Position</u>		
		<u>Grants and Contributions</u>	<u>Charges for Services</u>	<u>Other</u>	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Totals</u>
FUNCTIONS/PROGRAMS:							
Governmental activities -							
General government	\$ 515,742	\$ 16,643	\$ 11,426	\$ 25,096	\$ (462,577)	\$ -	\$ (462,577)
Highways, streets, and bridges	141,468	46,006	-	-	(95,462)	-	(95,462)
Public safety	848,588	17,563	582,576	-	(248,449)	-	(248,449)
Total governmental activities	<u>1,505,798</u>	<u>80,212</u>	<u>594,002</u>	<u>25,096</u>	<u>(806,488)</u>	<u>-</u>	<u>(806,488)</u>
Business-type activities -							
Unemployment	-	-	-	-	-	-	-
Total business-type activities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 1,505,798</u>	<u>\$ 80,212</u>	<u>\$ 594,002</u>	<u>\$ 25,096</u>	<u>(806,488)</u>	<u>-</u>	<u>(806,488)</u>
GENERAL REVENUES - PROPERTY TAXES					565,542	-	565,542
- INVESTMENT INCOME					12,018	-	12,018
- NET INCREASE (DECREASE) IN FAIR VALUE OF INVESTMENTS					27,280	-	27,280
TRANSFERS IN (OUT)					-	-	-
					604,840	-	604,840
CHANGE IN NET POSITION					(201,648)	-	(201,648)
NET POSITION, July 1, 2019					<u>1,569,809</u>	<u>5,008</u>	<u>1,574,817</u>
NET POSITION, June 30, 2020					<u>\$ 1,368,161</u>	<u>\$ 5,008</u>	<u>\$ 1,373,169</u>

DRAFT February 27, 2021

The notes to financial statements are an integral part of this statement.

VILLAGE OF WOODSTOCK, VERMONT
BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2020
(Page 1 of 2)

	<u>General Fund</u>	<u>Capital Reserve Fund</u>	<u>Permanent Fund</u>	<u>Totals Governmental Funds</u>
ASSETS				
Cash and cash equivalents	\$ 4,718	\$ -	\$ 193,353	\$ 198,071
Investments	-	-	241,809	241,809
Accounts receivable	9,000	-	-	9,000
Vermont Community Loan Fund Receivable	-	-	14,643	14,643
Due from other funds	1,200	-	-	1,200
Due from Town of Woodstock	<u>52,081</u>	<u>113,928</u>	<u>-</u>	<u>166,009</u>
Total assets	\$ <u>66,999</u>	\$ <u>113,928</u>	\$ <u>449,805</u>	\$ <u>630,732</u>
LIABILITIES AND FUND EQUITY				
LIABILITIES:				
Accounts payable	\$ 11,757	\$ -	\$ -	\$ 11,757
Accrued expenses	23,194	-	-	23,194
Due to other funds	<u>-</u>	<u>-</u>	<u>1,200</u>	<u>1,200</u>
Total liabilities	<u>34,951</u>	<u>-</u>	<u>1,200</u>	<u>36,151</u>
FUND EQUITY:				
Fund balances -				
Restricted	-	-	448,605	448,605
Assigned	<u>32,048</u>	<u>113,928</u>	<u>-</u>	<u>145,976</u>
Total fund balances	<u>32,048</u>	<u>113,928</u>	<u>448,605</u>	<u>594,581</u>
Total liabilities and fund equity	\$ <u>66,999</u>	\$ <u>113,928</u>	\$ <u>449,805</u>	\$ <u>630,732</u>

The notes to financial statements are an integral part of this statement.

VILLAGE OF WOODSTOCK, VERMONT
BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2020
 (Page 2 of 2)

**RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
 TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION:**

Amount reported on Balance Sheet - Governmental Funds - total fund balances	\$ 594,581
Amounts reported for governmental activities in the Government-wide Statement of Net Position are different because -	
Capital assets used in governmental funds are not financial resources and are therefore not reported in the funds.	
Capital assets	2,658,956
Accumulated depreciation	(1,387,069)
Liabilities not due and payable in the year are not reported in the governmental funds.	
Accrued compensated absences	(107,770)
Balances related to net pension asset or liability and related deferred outflows/inflows of resources are not reported in the governmental funds.	
Deferred pension expense	122,583
Deferred pension credits	(7,680)
Net pension liability	<u>(505,440)</u>
Net position of governmental activities - Government-wide Statement of Net Position	\$ <u>1,368,161</u>

The notes to financial statements are an integral part of this statement.

VILLAGE OF WOODSTOCK, VERMONT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2020
(Page 1 of 2)

	General Fund	Capital Reserve Fund	Permanent Fund	Totals Governmental Funds
REVENUES:				
Property taxes	\$ 565,542	\$ -	\$ -	\$ 565,542
Intergovernmental	80,212	-	-	80,212
Licenses, permits, fines, and fees	212,930	-	-	212,930
Charges for goods and services	381,073	-	-	381,073
Investment income	8,168	-	3,850	12,018
Net increase (decrease) in fair value of investments	-	-	27,280	27,280
Miscellaneous	25,095	-	-	25,095
Total revenues	<u>1,273,020</u>	<u>-</u>	<u>31,130</u>	<u>1,304,150</u>
EXPENDITURES:				
General government	379,711	-	29	379,740
Highways, streets, and bridges	47,456	-	-	47,456
Public safety	811,605	-	-	811,605
Special Articles	470	-	-	470
Grant expense	19,633	-	-	19,633
Total expenditures	<u>1,258,875</u>	<u>-</u>	<u>29</u>	<u>1,258,904</u>
EXCESS OF REVENUES OR (EXPENDITURES)	<u>14,145</u>	<u>-</u>	<u>31,101</u>	<u>45,246</u>
OTHER FINANCING SOURCES (USES):				
Interfund transfers in	11,450	19,650	-	31,100
Interfund transfers out	(19,650)	(1,450)	(10,000)	(31,100)
Total other financing sources (uses)	<u>(8,200)</u>	<u>18,200</u>	<u>(10,000)</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	5,945	18,200	21,101	45,246
FUND BALANCES, July 1, 2019	<u>26,103</u>	<u>95,728</u>	<u>427,504</u>	<u>549,335</u>
FUND BALANCES, June 30, 2020	\$ <u>32,048</u>	\$ <u>113,928</u>	\$ <u>448,605</u>	\$ <u>594,581</u>

The notes to financial statements are an integral part of this statement.

**VILLAGE OF WOODSTOCK, VERMONT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2020**

(Page 2 of 2)

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
TO THE GOVERNMENT-WIDE STATEMENT OF ACTIVITIES:**

Net change in fund balances - total governmental funds	\$	45,246
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Amounts reported for governmental activities in the Government-wide
Statement of Activities are different because -

Governmental funds report capital outlays as expenditures. However,
in the Statement of Activities, the cost of those assets is allocated
over their estimated useful lives as depreciation expense.

Depreciation		(114,889)
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The (increase) decrease in compensated absences is recorded in the Statement
of Activities, but is not recorded in the governmental funds.

(Increase) decrease in compensated absences, net		26,921
--	--	--------

Changes in net pension asset or liability and related deferred outflows/inflows
of resources will increase or decrease the amounts reported in the
government-wide statements, but are only recorded as an expenditure
when paid in the governmental funds.

Net (increase) decrease in net pension obligation		<u>(158,926)</u>
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Change in net position of governmental activities -
Government-wide Statement of Activities

	\$	<u>(201,648)</u>
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The notes to financial statements are an integral part of this statement.

VILLAGE OF WOODSTOCK, VERMONT
STATEMENT OF REVENUES AND EXPENDITURES -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020

	Original and Final <u>Budget</u>	Actual (Budgetary <u>Basis</u>)	Variance Over <u>(Under)</u>
REVENUES:			
Property taxes	\$ 566,542	\$ 565,542	\$ (1,000)
Licenses and permits	9,000	11,176	2,176
Intergovernmental	44,900	80,212	35,312
Charges for services	409,893	381,072	(28,821)
Fines and forfeits	258,000	201,504	(56,496)
Investment income	1,000	8,168	7,168
Miscellaneous	<u>2,000</u>	<u>25,346</u>	<u>23,346</u>
Total revenues	<u>1,291,335</u>	<u>1,273,020</u>	<u>(18,315)</u>
EXPENDITURES:			
General government	359,805	379,711	19,906
Public safety	869,480	811,605	(57,875)
Highways and streets	44,900	46,006	1,106
Special Articles	10,800	470	(10,330)
Grant expenses	-	19,633	19,633
Capital reserve spending	<u>1,700</u>	<u>1,450</u>	<u>(250)</u>
Total expenditures	<u>1,286,685</u>	<u>1,258,875</u>	<u>(27,810)</u>
EXCESS OF REVENUES OR (EXPENDITURES)	<u>4,650</u>	<u>14,145</u>	<u>9,495</u>
OTHER FINANCING SOURCES (USES):			
Transfers in	15,000	11,450	(3,550)
Transfers out	<u>(19,650)</u>	<u>(19,650)</u>	<u>-</u>
Total other financing sources (uses)	<u>(4,650)</u>	<u>(8,200)</u>	<u>(3,550)</u>
NET CHANGE IN FUND BALANCE	\$ <u>-</u>	\$ <u>5,945</u>	\$ <u>5,945</u>

The notes to financial statements are an integral part of this statement.

VILLAGE OF WOODSTOCK, VERMONT
STATEMENT OF NET POSITION - PROPRIETARY FUND
JUNE 30, 2020

	Unemployment Fund
ASSETS:	
Cash and cash equivalents	\$ <u>5,008</u>
LIABILITIES:	<u>-</u>
NET POSITION:	
Restricted	\$ <u>5,008</u>

The notes to financial statements are an integral part of this statement.

**VILLAGE OF WOODSTOCK, VERMONT
STATEMENT OF REVENUES, EXPENSES AND CHANGE
IN NET POSITION - PROPRIETARY FUND
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Unemployment Fund</u>
OPERATING REVENUES	\$ -
OPERATING EXPENSES	<u>-</u>
Operating income (loss)	-
NONOPERATING REVENUES (EXPENSES)	<u>-</u>
Operating transfers in (out)	<u>-</u>
CHANGE IN NET POSITION	-
NET POSITION, July 1, 2019	<u>5,008</u>
NET POSITION, June 30, 2020	\$ <u>5,008</u>

The notes to financial statements are an integral part of this statement.

**VILLAGE OF WOODSTOCK, VERMONT
STATEMENT OF CASH FLOWS - PROPRIETARY FUND
FOR THE YEAR ENDED JUNE 30, 2020**

	Unemployment <u>Fund</u>
CASH FLOWS FROM OPERATING ACTIVITIES	\$ <u>-</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:	<u>-</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:	<u>-</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	<u>-</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	-
CASH AND CASH EQUIVALENTS, July 1, 2019	<u>5,008</u>
CASH AND CASH EQUIVALENTS, June 30, 2020	\$ <u>5,008</u>

The notes to financial statements are an integral part of this statement.

VILLAGE OF WOODSTOCK, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

1. Summary of significant accounting policies:

The Village of Woodstock, Vermont (the Village) is a unit of local government organized under the statutes of the State of Vermont. The Village is governed by a Board of Trustees (the Board). The Village provides various services as authorized and funded by state government or Village voters.

- A. Reporting entity - The Village is a primary unit of government under reporting criteria established by the Governmental Accounting Standards Board (GASB). Those criteria include a separately elected governing body, separate legal standing, and fiscal independence from other state and local governmental entities. Based on these criteria, there are no other entities which are component units of the Village.

The financial statements of the Village have been prepared in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) as applied to governmental units. The GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The GASB periodically updates its codification of the existing *Governmental Accounting and Financial Reporting Standards* which, along with subsequent GASB pronouncements (Statements and Interpretations), constitutes U.S. GAAP for governmental units.

- B. Government-wide and fund financial statements - The basic financial statements include both government-wide and fund financial statements. The government-wide financial statements (the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the Village. The effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

In the government-wide Statement of Net Position, the financial position of the Village is consolidated and incorporates capital assets as well as long-term debt and obligations. The government-wide Statement of Activities reflects both the gross and net costs by category. Direct expenses that are clearly identifiable with the category are offset by program revenues of the category. Program revenues include charges for services provided by a particular function or program and grants that are restricted to meeting the operational or capital requirements of the particular segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds, if any, are summarized in a single column.

- C. Basis of presentation - The accounts of the Village are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, deferred outflows/inflows of resources, fund balances or net position, revenues and expenditures or expenses, as appropriate.

**VILLAGE OF WOODSTOCK, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

1. Summary of significant accounting policies (continued):

C. Basis of presentation (continued) -

The Village reports the following major governmental funds:

General Fund - The General Fund is the general operating fund of the Village. It is used to account for all financial resources, except those required to be accounted for in another fund.

Capital Reserve Fund - The Capital Reserve Fund accounts for funds reserved for a specific purpose. The Capital Reserve Fund was established to fund the Village's long-term capital budget. Committed funds represent amounts set aside for specific items approved by voters with a separate article; assigned funds represent amounts that have been set aside for specific items by the Board of Trustees.

Permanent Fund - The Permanent Fund is used to account for resources held in trust by the Village for the benefit of the Village or its citizenry.

The Village also reports the Unemployment Fund, a nonmajor proprietary fund, to provide funds to liquidate any unemployment claims, as the Village is self-insured for unemployment.

D. Measurement focus and basis of accounting - The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as they become both measurable and available. "Measurable" means the amount of the transaction that can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures generally are recorded when the fund liability is incurred, if measurable, as under accrual accounting. However, debt service expenditures are recorded only when payment is made.

The proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services in connection with the fund's principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Licenses and permits, fines and forfeitures, and miscellaneous revenues are recorded as revenues when received because they are generally not measurable prior to collection. Investment earnings and certain intergovernmental grants are recorded as earned.

E. Budgets and budgetary accounting - The Village adopts a budget for the General Fund at an annual Village Meeting. The tax rate is determined by the Board of Trustees based on the education and municipal grand lists and the approved operating budget. The accounting method used for budget presentation is the same method used for the financial presentation of operations under U.S. GAAP. Formal budgetary integration is employed as a management control during the year for the General Fund. The Village does not legally adopt budgets for other governmental funds. All budgeted amounts lapse at year end.

VILLAGE OF WOODSTOCK, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

1. Summary of significant accounting policies (continued):

- F. Property taxes - Property taxes attach as an enforceable lien on property owned as of April 1st. Listers establish a grand list of all property and the Board of Trustees sets the tax rate required to raise the tax revenue authorized by Village voters. Property taxes for the fiscal year ended June 30, 2020 were payable in two installments due November 2019 and May 2020.
- G. Use of estimates - The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities and deferred outflows/inflows of resources as well as disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures or expenses during the reporting period. Actual results could differ from those estimates.
- H. Risk management - The Village is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees and others; environmental liability; and natural disasters. The Village manages these risks through commercial insurance packages and participation in public entity risk pools covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Village. There were no settlements in excess of the insurance coverage in any of the past three fiscal years.

The Village is self-insured for unemployment insurance and \$5,008 has been set aside in the Unemployment Fund to liquidate any unemployment claims. While a calculation of maximum potential unemployment claims has not been made, management believes that the amount in this Fund is sufficient to cover claims asserted in the normal course of business.

- I. Cash, cash equivalents and investments - The Village considers all cash accounts and certificates of deposit, where the principal is not at risk for loss due to early withdrawal, to be cash and cash equivalents. Investments and unrealized gains and losses are reflected in the individual fund and government-wide financial statements. Investments of the Village are reported at fair value using quoted prices in active markets for identical assets. This is considered a level 1 input valuation technique under the framework established by U.S. GAAP for measuring fair value. The Village does not own investments valued with level 2 or level 3 inputs, which would use quoted prices for similar assets, or in inactive markets, or other methods for estimating fair value.
- J. Capital assets - Capital assets, which include land, buildings, equipment, vehicles and infrastructure, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and in the proprietary fund financial statements. Capital assets are defined by the Village as assets with an initial, individual cost of more than \$3,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. The Village does not retroactively report infrastructure assets. The Village began capitalizing newly acquired or constructed general infrastructure assets since the implementation of GASB Statement No. 34. Donated capital assets are recorded at acquisition value. Major outlays for capital assets and improvements are capitalized as projects are constructed. Net interest costs are capitalized on projects during the construction period. Normal maintenance and repairs that do not add to the value of an asset or materially extend an asset's life are not capitalized.

VILLAGE OF WOODSTOCK, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

1. Summary of significant accounting policies (continued):

J. Capital assets (continued) -

Capital assets are depreciated using the straight-line method over the useful lives shown below:

Buildings and improvements	15 - 40 years
Vehicles and equipment	4 - 20 years
Office equipment and computers	5 - 10 years
Infrastructure	25 years

K. Deferred outflows/inflows of resources - In addition to assets and liabilities, deferred outflows of resources and deferred inflows of resources are reported as separate sections in the applicable statement of net position or balance sheet. Deferred outflows of resources represent a consumption of net position that applies to a future period and will not be recognized as an outflow of resources in the current period. Deferred inflows of resources represent an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources in the current period.

L. Compensated absences - Employees are granted vacation leave based upon their number of years of employment with the Village. Upon retirement, termination or death, certain employees are compensated for up to a maximum of 30 days of unused vacation (subject to certain limitations) at their then current rates of pay, provided that the employee gives a minimum notice of two weeks if the employee resigns.

Full-time employees accumulate one sick day for each full calendar month of employment service. Unused sick leave may accumulate from year to year, but not to exceed 128 sick leave days. Upon retirement, termination or death, certain employees are compensated for up to a maximum of 128 days of sick leave (subject to certain limitations) at their then current rates of pay, provided that the employee gives a minimum notice of two weeks if the employee resigns.

Compensated absences are reported as accrued compensated absences in the government-wide financial statements.

The Village's accrued compensated absences at June 30, 2020 totaled \$107,770, a decrease of \$26,921 from the balance of \$134,691 at June 30, 2019.

M. Long-term obligations - Governmental activities, business-type activities, and proprietary funds report long-term debt and other long-term obligations as liabilities in the applicable statement of net position. Governmental funds report the amount of debt issued as other financing sources and the repayment of debt as debt service expenditures.

N. Fund equity - In the fund financial statements, governmental funds may report five categories of fund balances: nonspendable, restricted, committed, assigned and unassigned.

Nonspendable fund balance includes amounts associated with inventory, prepaid expenditures, long-term loans or notes receivable, and trust fund principal to be held in perpetuity.

VILLAGE OF WOODSTOCK, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

1. Summary of significant accounting policies (continued):

N. Fund equity (continued) -

Restricted fund balance includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed fund balance includes amounts that can be used only for specific purposes determined by the Village's highest level of decision making authority, the voters, as a result of articles passed at Annual or Special Meetings.

Assigned fund balance includes amounts that are intended to be used by the Village for specific purposes as authorized by the Board of Trustees.

Unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not contained in another classification. Deficits are also classified as unassigned.

The Village's policy is to apply expenditures to the fund balance in the order of restricted, committed, assigned and unassigned unless the Board of Trustees specifies otherwise.

2. Deposits and investments:

Fair value and classification - Deposits and investments are stated at fair value as described in note 1.I. The classification of investments as of June 30, 2020 are as follows:

<u>Investment</u>	<u>Fair Value</u>
Mutual funds	\$ 240,546
Corporate stocks - domestic	<u>1,263</u>
	\$ <u>241,809</u>

Custodial credit risk - Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Village will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, the Village will not be able to recover the value of its investments or collateral securities that are in the possession of another party. The Village does not have a policy for custodial credit risk. As of June 30, 2020, the Village's depository accounts were insured or collateralized.

3. Note receivable:

The Village has a 10-year \$13,700 note receivable from the Vermont Community Loan Fund, due January 2028 with an interest rate of 3%. The balance at June 30, 2020 was \$14,643.

VILLAGE OF WOODSTOCK, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

4. Capital assets:

Capital asset activity for the year ended June 30, 2020 was as follows:

	<u>Balance</u> <u>July 1, 2019</u>	<u>Increase</u>	<u>Decrease</u>	<u>Balance</u> <u>June 30, 2020</u>
Governmental activities -				
Capital assets, not depreciated:				
Land	\$ 107,798	\$ -	\$ -	\$ 107,798
Capital assets, depreciated:				
Land improvements	974,100	-	-	974,100
Buildings and improvements	107,353	-	-	107,353
Vehicles and equipment	521,208	-	-	521,208
Office equipment and computers	77,921	-	-	77,921
Infrastructure	870,576	-	-	870,576
Total capital assets, depreciated	<u>2,551,158</u>	<u>-</u>	<u>-</u>	<u>2,551,158</u>
Less accumulated depreciation for:				
Land improvements	357,788	47,522	-	405,310
Buildings and improvements	59,003	2,328	-	61,331
Vehicles and equipment	387,661	29,255	-	416,916
Office equipment and computers	70,812	961	-	71,773
Infrastructure	396,916	34,823	-	431,739
Total accumulated depreciation	<u>1,272,180</u>	<u>114,889</u>	<u>-</u>	<u>1,387,069</u>
Total capital assets, depreciated, net	<u>1,278,978</u>	<u>(114,889)</u>	<u>-</u>	<u>1,164,089</u>
Capital assets, net	\$ <u>1,386,776</u>	\$ <u>(114,889)</u>	\$ <u>-</u>	\$ <u>1,271,887</u>

Depreciation expense of \$114,889 in the governmental activities was allocated to expenses of the general government (\$3,527), highways, streets, and bridges (\$94,012), and public safety (\$17,350) programs based on capital assets assigned to those functions.

5. Interfund receivable and payable balances:

Interfund receivable and payable balances at June 30, 2020 is made up of a \$1,200 owed to the General Fund for transfers from the Permanent Fund.

6. Interfund transfers:

Interfund transfers constitute the transfer of resources from the fund that receives the resources to the fund that utilizes them. Interfund transfers for the year ended June 30, 2020 were as follows:

	<u>Transfers In</u>	<u>Transfers Out</u>
Governmental funds -		
General Fund	\$ 11,450	\$ 19,650
Capital Reserve Fund	19,650	1,450
Permanent Fund	<u>-</u>	<u>10,000</u>
	\$ <u>31,100</u>	\$ <u>31,100</u>

VILLAGE OF WOODSTOCK, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

6. Interfund transfers (continued):

Transfers from the General Fund to the Capital Reserve Fund totaling \$19,650 represent Board of Trustee assigned transfers. The transfers from the Capital Reserve Fund to the General Fund totaling \$1,450 were for the payment of assigned capital expenditures. The transfers from the Permanent Fund to the General Fund totaling \$10,000 were for budgeted and Board of Trustee approved disbursements of assets from the Permanent Fund.

7. Related party:

The Village shares common personnel, office facilities and equipment with the Town of Woodstock. The Village also has a significant amount of its cash pooled in the Town of Woodstock General Fund. Shared costs are billed and paid within normal payment cycles. As of June 30, 2020, amounts due to the Village from the Town of Woodstock totaled \$166,009.

8. Police services:

The Village and the Town of Woodstock (the Town) have entered into an agreement for the Village to provide police services to the Town. The Village has recorded revenues of \$365,685 applicable to these services.

9. Fund balances:

As of June 30, 2020, the fund balances of the governmental funds consisted of the following:

	<u>General Fund</u>	<u>Capital Reserve Fund</u>	<u>Permanent Fund</u>	<u>Totals</u>
Restricted:				
Benefit of the Village	\$ -	\$ -	\$ 448,605	\$ 448,605
Assigned:				
Parking program	26,485	-	-	26,485
Capital projects and equipment	-	113,928	-	113,928
Accrued benefits	5,563	-	-	5,563
	<u>32,048</u>	<u>113,928</u>	<u>-</u>	<u>145,976</u>
	<u>\$ 32,048</u>	<u>\$ 113,928</u>	<u>\$ 448,605</u>	<u>\$ 594,581</u>

For the year ended June 30, 2020, the changes in the Capital Reserve Fund's assigned and unassigned fund balances were as follows:

	<u>Balance July 1, 2019</u>	<u>Additions</u>	<u>Withdrawals</u>	<u>Reclassifications</u>	<u>Balance June 30, 2020</u>
Assigned fund balance -					
Office equipment	\$ -	\$ 200	\$ -	\$ -	\$ 200
Village plan update	5,000	1,000	-	-	6,000
Planning and zoning	44,580	-	-	-	44,580

VILLAGE OF WOODSTOCK, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

9. Fund balances (continued):

	Balance July 1, 2019	Additions	Withdrawals	Reclassifications	Balance June 30, 2020
Assigned fund balance (continued) -					
Snow blower	31,674	-	-	-	31,674
Manager pick-up	460	1,200	1,450	-	210
Storage trailer	700	-	-	-	700
Police computer	4,925	250	-	-	5,175
Police cruiser	-	15,000	-	-	15,000
Radio system	5,000	2,000	-	-	7,000
Radar speed sign	14	-	-	-	14
Police equipment	1,900	-	-	-	1,900
Police communications	1,475	-	-	-	1,475
Total assigned fund balance	<u>95,728</u>	<u>19,650</u>	<u>1,450</u>	<u>-</u>	<u>113,928</u>
Total Capital Reserve fund balance	\$ <u>95,728</u>	\$ <u>19,650</u>	\$ <u>1,450</u>	\$ <u>-</u>	\$ <u>113,928</u>

10. Pension plan:Vermont Municipal Employees' Retirement System -

Plan description: The Village contributes to the Vermont Municipal Employees' Retirement System (VMERS or the Plan) a cost-sharing multiple-employer public employee retirement system with defined benefit and defined contribution plans, administered by the State of Vermont. The State statutory provisions, found in Title 24, Chapter 125, of the V.S.A., govern eligibility for benefits, service requirements and benefit provisions. The general administration and responsibility for the proper operation of VMERS is vested in the Board of Trustees consisting of five members. VMERS issues annual financial information which is available and may be reviewed at the VMERS' office, 109 State Street, Montpelier, Vermont, 05609-6200, by calling (802) 828-2305 or online at <http://www.vermonttreasurer.gov>.

Benefits provided: VMERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefits do vary between the groups included in the Plan, but are determined for the members of each group as a percentage of average compensation in a certain number of the highest consecutive years of service. Eligibility for benefits requires five years of service.

Contributions: Defined Benefit Plan members are required to contribute 2.75% (Group A), 5.125% (Group B), 10.25% (Group C) or 11.6% (Group D) of their annual covered salary, and the Village is required to contribute 4.25% (Group A), 5.75% (Group B), 7.5% (Group C) or 10.1% (Group D) of the employees' compensation. Defined contribution plan members are required to contribute 5.0% of their annual covered salary and the Village is required to contribute an equal dollar amount. The contribution requirements of plan members and the Village are established and may be amended by the Board of Trustees. The Village's contributions to VMERS for the years ended June 30, 2020, 2019, and 2018, were

VILLAGE OF WOODSTOCK, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

10. Pension plan (continued):Vermont Municipal Employees' Retirement System (continued) -

\$50,688, 45,361, and \$41,674, respectively. The amounts contributed were equal to the required contributions for each year.

Pension liabilities, deferred outflows of resources, deferred inflows of resources: These financial statements include the Village's proportionate share of the VMERS' net pension liability, deferred outflows of resources for pension expense, deferred inflows of resources from investment earnings and contributions, and the related effects on government-wide net position and activities. The State of Vermont has provided the following information to all employers participating in VMERS, which is based on its calculation of the Village and Town of Woodstock's combined 0.73421% proportionate share of VMERS Defined Benefit Plan. In addition, Village management has estimated 0.29133% of the total VMERS net pension liability to be attributable to governmental activities of the Village. Town of Woodstock management has estimated that the Town of Woodstock has a 0.44288% proportionate share of the total VMERS net pension liability.

Village share of VMERS net pension liability	\$ 505,440
Deferred outflow of resources - Deferred pension expense	\$ 122,583
Deferred inflow of resources - Deferred pension credits	\$ 7,680

The Village's share of the VMERS net pension liability increased \$169,540 from a balance of \$335,900 at June 30, 2019.

Additional information: VMERS obtains an annual actuarial valuation for the pension plan. Detailed information is provided in that report for actuarial assumptions of inflation rates, salary increases, investment rates of return, mortality rates, discount rates, and the calculations used to develop annual contributions and the VMERS net position.

The Village adopted GASB Statement No. 68 in FY 2015 and is developing the ten years of required supplementary information in schedules 4 and 5. This historical pension information includes the Village's Proportionate Share of Net Pension Liability of VMERS and Village's Contributions to VMERS.

11. Subsequent events:

The Village has evaluated subsequent events through _____, 2021, the date on which the financial statements were available to be issued.

VILLAGE OF WOODSTOCK, VERMONT
SCHEDULE OF REVENUES AND EXPENDITURES -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020

Schedule 1
Page 1 of 6

	Original and Final <u>Budget</u>	Actual (Budgetary Basis) <u>Basis)</u>	Variance Over (Under)
REVENUES:			
Property Taxes -			
Real estate	\$ 565,542	\$ 565,542	\$ -
In lieu of taxes	<u>1,000</u>	<u>-</u>	<u>(1,000)</u>
Total Property Taxes	<u>566,542</u>	<u>565,542</u>	<u>(1,000)</u>
Licenses and Permits -			
Curb cut permits	-	275	275
Registrations	-	825	825
Zoning permits	9,000	10,049	1,049
Yard sale permits	-	10	10
Zoning maps and regulations	<u>-</u>	<u>17</u>	<u>17</u>
Total Licenses and Permits	<u>9,000</u>	<u>11,176</u>	<u>2,176</u>
Intergovernmental -			
Highway state aid	44,900	46,006	1,106
Reappraisal	-	16,643	16,643
DUI enforcement grant	<u>-</u>	<u>17,563</u>	<u>17,563</u>
Total Intergovernmental	<u>44,900</u>	<u>80,212</u>	<u>35,312</u>
Charges for Services -			
Alarms answered	500	3,720	3,220
Miscellaneous police revenue	-	9,501	9,501
Police contract with Town of Woodstock	392,393	365,685	(26,708)
Police contracts	<u>17,000</u>	<u>2,166</u>	<u>(14,834)</u>
Total Charges for Services	<u>409,893</u>	<u>381,072</u>	<u>(28,821)</u>
Fines and Forfeits -			
Parking ticket fines	23,000	18,575	(4,425)
Parking meter revenue - coins	105,000	72,608	(32,392)
Parking meter revenue - credit cards	50,000	45,921	(4,079)
Moving violations	<u>80,000</u>	<u>64,400</u>	<u>(15,600)</u>
Total Fines and Forfeits	<u>258,000</u>	<u>201,504</u>	<u>(56,496)</u>
Miscellaneous -			
Investment income	1,000	8,168	7,168
Miscellaneous	<u>2,000</u>	<u>25,346</u>	<u>23,346</u>
Total Miscellaneous	<u>3,000</u>	<u>33,514</u>	<u>30,514</u>
Total Revenues	<u>1,291,335</u>	<u>1,273,020</u>	<u>(18,315)</u>

VILLAGE OF WOODSTOCK, VERMONT
SCHEDULE OF REVENUES AND EXPENDITURES -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020

Schedule 1
Page 2 of 6

	<u>Original and Final Budget</u>	<u>Actual (Budgetary Basis)</u>	<u>Variance Over (Under)</u>
EXPENDITURES:			
General Government -			
Trustees:			
Salaries and wages	3,750	3,750	-
Benefits	300	554	254
Compensated absences	28,000	-	(28,000)
Advertising	1,000	2,072	1,072
Dues, subscriptions, and meetings	1,000	964	(36)
Printing Village annual report	1,200	-	(1,200)
Legal fees	2,750	12,820	10,070
Community television	1,200	1,100	(100)
Lobbyist	5,000	7,250	2,250
Insurance	75,000	65,845	(9,155)
Unclassified	3,000	1,592	(1,408)
Total Trustees	<u>122,200</u>	<u>95,947</u>	<u>(26,253)</u>
Executive Department:			
Managing Municipality -			
Salaries and wages	45,600	29,575	(16,025)
Benefits	16,200	9,203	(6,997)
Professional services	50	-	(50)
Dues, subscriptions, and meetings	650	102	(548)
Advertising	50	-	(50)
Total Executive Department	<u>62,550</u>	<u>38,880</u>	<u>(23,670)</u>
Finance Department:			
Collection, Custody, and Distribution of Funds -			
Salaries and wages	1,500	1,248	(252)
Benefits	130	93	(37)
Travel and transportation	40	-	(40)
Total collection, custody, and distribution of funds	<u>1,670</u>	<u>1,341</u>	<u>(329)</u>
Accounting and Bookkeeping -			
Salaries and wages	25,500	22,121	(3,379)
Benefits	11,800	10,469	(1,331)
Professional services	400	3,599	3,199
Dues, subscriptions, and meetings	60	-	(60)
Total accounting and bookkeeping	<u>37,760</u>	<u>36,189</u>	<u>(1,571)</u>
Auditing -			
Professional services	14,000	11,000	(3,000)
Total Finance Department	<u>53,430</u>	<u>48,530</u>	<u>(4,900)</u>

VILLAGE OF WOODSTOCK, VERMONT
SCHEDULE OF REVENUES AND EXPENDITURES -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020

Schedule 1
Page 3 of 6

	<u>Original and Final Budget</u>	<u>Actual (Budgetary Basis)</u>	<u>Variance Over (Under)</u>
EXPENDITURES (CONTINUED):			
General Government (continued) -			
Village Clerk:			
Salaries	400	-	(400)
Administration:			
Equipment repairs and maintenance	2,500	4,790	2,290
Communications	2,200	1,155	(1,045)
Manager's search	-	23,111	23,111
Office supplies	1,500	1,165	(335)
Postage	1,800	1,944	144
Operating supplies	1,500	1,149	(351)
Total Administration	9,500	33,314	23,814
Boards and Agencies:			
Municipal Planning and Zoning -			
Salaries and wages	75,800	127,723	51,923
Benefits	31,200	31,422	222
Advertising	2,500	2,667	167
Dues, subscriptions, and meetings	1,150	961	(189)
Travel and transportation	275	247	(28)
Professional services	500	-	(500)
Equipment purchase	300	20	(280)
Total Municipal Planning and Zoning	111,725	163,040	51,315
Total General Government	359,805	379,711	19,906
Public Safety -			
Police Administration:			
Salaries and wages	129,300	129,544	244
EMT training and stipend	1,750	1,525	(225)
Benefits	40,000	55,049	15,049
Office supplies	600	589	(11)
Travel and transportation	275	151	(124)
Advertising	300	370	70
Operating supplies	1,600	1,592	(8)
Dues, subscriptions, and meetings	1,500	2,813	1,313
Printing and binding	100	100	-
Total Police Administration	175,425	191,733	16,308
Police Office Maintenance:			
Salaries and wages	2,000	813	(1,187)
Benefits	150	53	(97)

VILLAGE OF WOODSTOCK, VERMONT
SCHEDULE OF REVENUES AND EXPENDITURES -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020

Schedule 1
Page 4 of 6

	<u>Original and Final Budget</u>	<u>Actual (Budgetary Basis)</u>	<u>Variance Over (Under)</u>
EXPENDITURES (CONTINUED):			
Public Safety (continued) -			
Police Office Maintenance (continued):			
Propane	2,000	2,000	-
Electricity	1,800	1,800	-
Rubbish removal	1,500	2,125	625
Water & sewer	700	194	(506)
Building maintenance	1,500	6,093	4,593
Total Police Office Maintenance	<u>9,650</u>	<u>13,078</u>	<u>3,428</u>
Law Enforcement:			
Salaries and wages	282,900	235,136	(47,764)
Benefits	80,200	72,405	(7,795)
Contract police coverage	-	8,909	8,909
Stipend	12,000	8,546	(3,454)
Operating supplies	850	848	(2)
Professional services	1,000	1,128	128
Weapon maintenance and supplies	1,500	1,439	(61)
Uniform service	4,000	3,986	(14)
Bike patrol	200	50	(150)
Small tools and equipment	3,200	3,194	(6)
Officer video recording	100	80	(20)
Dues, subscriptions, and meetings	350	330	(20)
Total Law Enforcement	<u>386,300</u>	<u>336,051</u>	<u>(50,249)</u>
Town Police Services:			
Salaries and wages	78,000	73,469	(4,531)
Training wages	1,300	1,243	(57)
Stipend	2,200	-	(2,200)
Training paid benefits	200	-	(200)
Employer paid benefits	22,500	23,086	586
Uniform service	1,300	1,298	(2)
Extended vehicle warranty	1,200	-	(1,200)
Vehicle repair and maintenance	2,500	2,480	(20)
Small tools and equipment	500	531	31
4X4 vehicle lease	7,800	-	(7,800)
4X4 radio, lights, radar	800	763	(37)
Communications	300	323	23
Fuel	2,750	2,239	(511)
Dues, subscriptions and meetings	125	123	(2)
Tuition	750	628	(122)
Total Town Police Services	<u>122,225</u>	<u>106,183</u>	<u>(16,042)</u>

VILLAGE OF WOODSTOCK, VERMONT
SCHEDULE OF REVENUES AND EXPENDITURES -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020

Schedule 1
Page 5 of 6

	<u>Original and Final Budget</u>	<u>Actual (Budgetary Basis)</u>	<u>Variance Over (Under)</u>
EXPENDITURES (CONTINUED):			
Public Safety (continued) -			
Training:			
Salaries and wages	5,500	6,196	696
Benefits	350	441	91
Tuition	1,900	1,814	(86)
Travel and transportation	300	85	(215)
Total Training	<u>8,050</u>	<u>8,536</u>	<u>486</u>
Communications:			
Repairs and maintenance	400	498	98
Dispatch services	64,730	64,730	-
Communications	11,000	12,038	1,038
Total Communications	<u>76,130</u>	<u>77,266</u>	<u>1,136</u>
Vehicles and Equipment:			
Repairs and maintenance	3,500	3,299	(201)
Small tools and equipment	600	484	(116)
Gasoline	9,000	6,293	(2,707)
Total Vehicles and Equipment	<u>13,100</u>	<u>10,076</u>	<u>(3,024)</u>
Parking Meters:			
Salaries and wages	24,400	21,567	(2,833)
Benefits	2,000	1,685	(315)
Office supplies	3,000	1,231	(1,769)
Repairs and maintenance	1,000	623	(377)
Credit card meter replacement	8,000	6,571	(1,429)
Equipment purchase	3,500	2,533	(967)
Postage	3,000	2,773	(227)
Professional service	200	130	(70)
Computer software	1,000	979	(21)
Parking meter credit card fees	20,800	18,922	(1,878)
Parking lot rental	11,000	11,000	-
Small tools and equipment	700	668	(32)
Total Parking Meters	<u>78,600</u>	<u>68,682</u>	<u>(9,918)</u>
Total Public Safety	<u>869,480</u>	<u>811,605</u>	<u>(57,875)</u>
Highways and Streets -			
Highway Maintenance:			

VILLAGE OF WOODSTOCK, VERMONT
SCHEDULE OF REVENUES AND EXPENDITURES -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020

Schedule 1
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	Original and Final Budget	Actual (Budgetary Basis)	Variance Over (Under)
EXPENDITURES (CONTINUED):			
State aid rebate paid to Town of Woodstock	44,900	46,006	1,106
Total Highways and Streets	44,900	46,006	1,106
Special Articles -			
Public Trust Fund - audit	400	-	(400)
Public Trust Fund - trustee	400	-	(400)
Ethel Woods Fund-Sidewalk	-	-	-
Seasonal decorations	5,000	-	(5,000)
Tree Fund	5,000	470	(4,530)
Total Special Articles	10,800	470	(10,330)
Grant Expenses -			
Highway safety	-	293	293
Police	-	951	951
Equipment	-	1,782	1,782
DUI enforcement	-	16,607	16,607
Total Grant Expenses	-	19,633	19,633
Capital Reserve Spending -			
Manager's pick-up	1,200	1,450	250
Computer equipment replacement	500	-	(500)
Total Capital Reserve Spending	1,700	1,450	(250)
Total expenditures	1,286,685	1,258,875	(27,810)
EXCESS OF REVENUES OR (EXPENDITURES)	4,650	14,145	9,495
OTHER FINANCING SOURCES (USES):			
Transfers in	15,000	11,450	(3,550)
Transfers out	(19,650)	(19,650)	-
Total other financing sources (uses)	(4,650)	(8,200)	(3,550)
NET CHANGE IN FUND BALANCE	\$ -	\$ 5,945	\$ 5,945

VILLAGE OF WOODSTOCK, VERMONT
COMBINING BALANCE SHEET
PERMANENT FUND
JUNE 30, 2020

Schedule 2

	<u>Old Fire Station Fund</u>	<u>Orly Whitcomb Fund</u>	<u>Frank MacKenzie Fund</u>	<u>E. Woods Sidewalk Fund</u>	<u>Endowment Fund</u>	<u>Totals</u>
ASSETS						
Cash and cash equivalents	\$ 30,750	\$ 88,011	\$ 5,235	\$ 59,857	\$ 9,500	\$ 193,353
Investments	-	1,263	-	-	240,546	241,809
Vermont Community Loan Fund Receivable	-	-	-	-	14,643	14,643
Total assets	\$ <u>30,750</u>	\$ <u>89,274</u>	\$ <u>5,235</u>	\$ <u>59,857</u>	\$ <u>264,689</u>	\$ <u>449,805</u>
LIABILITIES AND FUND EQUITY						
LIABILITIES						
Due to other funds	\$ 256	\$ 320	\$ 48	\$ 576	\$ -	\$ 1,200
Total liabilities	256	320	48	576	-	1,200
FUND EQUITY:						
Fund balances - Restricted	<u>30,494</u>	<u>88,954</u>	<u>5,187</u>	<u>59,281</u>	<u>264,689</u>	<u>448,605</u>
Total fund balances	\$ <u>30,494</u>	\$ <u>88,954</u>	\$ <u>5,187</u>	\$ <u>59,281</u>	\$ <u>264,689</u>	\$ <u>448,605</u>
Total liabilities and fund equity	\$ <u>30,750</u>	\$ <u>89,274</u>	\$ <u>5,235</u>	\$ <u>59,857</u>	\$ <u>264,689</u>	\$ <u>449,805</u>

VILLAGE OF WOODSTOCK, VERMONT
COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - PERMANENT FUND
FOR THE YEAR ENDED JUNE 30, 2020

	<u>Old Fire Station Fund</u>	<u>Orly Whitcomb Fund</u>	<u>Frank MacKenzie Fund</u>	<u>E. Woods Sidewalk Fund</u>	<u>Endowment Fund</u>	<u>Totals</u>
REVENUES:						
Investment income	\$ 638	\$ 1,855	\$ 119	\$ 1,238	\$ 27,117	\$ 30,967
Net increase (decrease) in fair value of investments	<u>-</u>	<u>163</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>163</u>
Total revenues	638	2,018	119	1,238	27,117	31,130
EXPENDITURES:						
Miscellaneous	<u>5</u>	<u>14</u>	<u>1</u>	<u>9</u>	<u>-</u>	<u>29</u>
EXCESS OF REVENUES OR (EXPENDITURES)	633	2,004	118	1,229	27,117	31,101
OTHER FINANCING SOURCES (USES):						
Transfers out	<u>-</u>	<u>-</u>	<u>(500)</u>	<u>-</u>	<u>(9,500)</u>	<u>(10,000)</u>
NET CHANGE IN FUND BALANCES	633	2,004	(382)	1,229	17,617	21,101
FUND BALANCES, July 1, 2019	<u>29,861</u>	<u>86,950</u>	<u>5,569</u>	<u>58,052</u>	<u>247,072</u>	<u>427,504</u>
FUND BALANCES, June 30, 2020	\$ <u>30,494</u>	\$ <u>88,954</u>	\$ <u>5,187</u>	\$ <u>59,281</u>	\$ <u>264,689</u>	\$ <u>448,605</u>

VILLAGE OF WOODSTOCK
SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION

**SCHEDULE OF VILLAGE'S PROPORTIONATE SHARE OF
NET PENSION LIABILITY
VMERS**

Schedule 4

JUNE 30, 2020

	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Village's proportion of the net pension liability	0.0719%	0.2388%	0.2405%	0.2728%	0.2612%	0.2735%
Village's proportionate share of the net pension liability	\$ 505,440	\$ 335,900	\$ 291,345	\$ 351,091	\$ 201,353	\$ 24,965
Village's covered payroll	\$ 791,654	\$ 599,689	\$ 597,609	\$ 648,941	\$ 590,066	\$ 554,808
Village's proportionate share of the net pension liability as a percentage of its covered payroll	63.846%	56.012%	48.752%	54.102%	34.124%	4.500%
VMERS net position as a percentage of the total pension liability	80.35%	82.60%	83.64%	80.95%	87.42%	98.32%

SCHEDULE OF VILLAGE'S CONTRIBUTIONS

Schedule 5

VMERS

JUNE 30, 2020

	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Contractually required contribution	\$ 50,688	\$ 45,361	\$ 41,674	\$ 44,833	\$ 40,404	\$ 36,274
Contributions in relation to the contractually required contribution	<u>50,688</u>	<u>45,361</u>	<u>41,674</u>	<u>44,833</u>	<u>40,404</u>	<u>36,274</u>
Contribution deficiency (excess)	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>
Village's covered payroll	\$ 791,654	\$ 599,689	\$ 597,609	\$ 648,941	\$ 590,066	\$ 554,808
Contributions as a percentage of covered payroll	6.403%	7.564%	6.973%	6.909%	6.847%	6.538%

DRAFT February 27, 2021

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

The Board of Trustees
Village of Woodstock, Vermont

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Village of Woodstock, Vermont (the Village) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Village's basic financial statements, and have issued our report thereon dated [REDACTED], 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Village's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Village's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify a certain deficiency in internal control, described in the accompanying Schedule of Findings and Responses as item 2020-001 that we consider to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Village's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Village's Response to Finding

Management's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Responses. Management's response was not subjected to the auditing procedures applied in the audit of the financial statements, and accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Village's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Montpelier, Vermont
[REDACTED], 2021

**VILLAGE OF WOODSTOCK, VERMONT
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2020**

2020-001 Incomplete year end balances and supporting schedules:

During the audit we noted that Village management did not do a complete year end close. While we observed an asset and depreciation schedule prepared by management we noted incorrect and incomplete information within the schedule and no attempt by management to make a year-end adjustment to update the related balances in the general ledger. An accrued compensated absence schedule as well as an accrued payroll schedule had to be prepared, at the request of management, as management did not provide one that allocated amounts between Village and Town of Woodstock activities which is required for financial reporting. A schedule was also prepared at the request of management to reconcile activity relating to the Vermont Municipal Employees' Retirement System in the Village. While a schedule reconciling transfers between the Capital Reserve Fund and General Fund had been done this activity did not reconcile to the general ledger. Lastly, while we observed a schedule prepared for the Village's Permanent Fund we noted that the Village did not post any activity in this fund for the year. Audit adjustments were proposed to record and correct this activity.

We recommend that management prepare complete year end reconciling schedules and review year end balances in the general ledger to verify that year end information is accurate and complete. We also recommend that a June 30 inventory of assets be performed by Village personnel and that this inventory listing be used by Village management to prepare a complete June 30 asset and depreciation schedule. Lastly, we would recommend that outside contractors, other than the auditor, be utilized to help Village management perform these functions if necessary. Alternatively the Village could benefit from an additional staff member to facilitate in the financial reporting function.

Management's response -

General Notes:

1. This is a concept level plan only. Base information taken from field measurements and photography. All layout information and dimensions are approximate only. This plan shall not be used for construction purposes.
2. Permits and Approvals may be required to complete the work as designed by the Landscape Architect (JRLA). JRLA makes no representation as to whether any federal, state or local permit or approval is required to complete the work.
3. All proposed plants identified on plan are suggestions only.

TEPELE'S LANDING
WOODSTOCK, VERMONT

CONCEPT LANDSCAPE PLAN

SCALE: 3/16" = 1'-0"

10.5.19

JRLA



CENTRAL STREET

ARBOR SCAPE Inc.

Tree, Landscape, Excavation

Estimate

Customer
Teagle Landing Woodstock, VT Attn: Joe DiNatale & Beth Finlayson

Project

☒ **APPROVED**
WHL 3/30/21

Date
02/09/21
Estimate No.
1918

Valid For 30 Days

Item	Description	Quantity	Cost	Total
Landscape	Working from JRLA Concept plan for park reconstruction. *General Site constraints* Traffic / Pedestrian Concerns *Site covered in snow when estimated * Demolition of existing stairs from street and back bank, Railings, Concrete pad, Tree removal, other site demolition and preparation. Haul offsite. Excavate low grade planting material. Import better rooting medium. Move wood church case.		3,800.00	3,800.00
Stone Work	Granite Stairs & landing . Full thickness granite steps. Crushed stone base .		26,500.00	26,500.00
Subcontractor	Iron Railing. Fastened to Granite steps and concrete. Installed to ADA guidelines. Guardrail: 52 lineal feet x 42" tall Handrail: 41 lineal feet x 36" tall Rails and posts: 1 1/4" sch 40 steel pipe. Finish: Sandblast, prime with rust inhibiting epoxy primer, paint 2 coats semi gloss alkyd enamel - black. Installed into core drilled holes in concrete with non-shrink grout.		14,340.00	14,340.00

Total Estimate

Cyrus C. Benoit PO Box 213 South Pomfret, VT 05067

O. 802.457.5797 C. 802.598.4166 F. 802.457.5818 www.ArborScapeVT.com Cyrus@ArborScapeVT.com

ARBOR SCAPE Inc.

Tree, Landscape, Excavation

Estimate

Customer
Teagle Landing Woodstock, VT Attn: Joe DiNatale & Beth Finlayson

Project

 **APPROVED**
with 3/30/21

Date
02/09/21
Estimate No.
1918

Valid For 30 Days

Item	Description	Quantity	Cost	Total
Stone Work	Stepping stones to stream. live edge seating boulders. River bank stone bouldering. Live edge landing stones.		6,500.00	6,500.00
Landscape	Pea Stone Patio.Upper and lower level. Prep with fabric, compacted crushed gravel, 3/4" Peastone. Corten steel edging in elliptical shape. Grass strip for runoff filtration		5,200.00	5,200.00
Landscape	Remove some existing invasive vegetation. Over dig soil for better rooting medium. Soil amendments, mulch, staking.		1,200.00	1,200.00
Plants	1- Malus 'Spring Snow' 2.5-3' / 1- Serviceberry 7-8' clumped / 1- Muscle wood / ground cover / 15 - Red Twig Dogwood / ~400sf Ferns (Hayscented, Ostrich) / Vinca / 30 Heuchera / Hosta /		11,600.00	11,600.00
misc	Erosion control, Construction fence		500.00	500.00
misc	Unexpected Expenses / Overages.		3,500.00	3,500.00
misc	Picnic Tables 2 (400 ea) & Wood Bench (500)TBD Sign Post (1000)		2,000.00	2,000.00
Guarantee	All landscape pricing are installed costs. Follow up watering can be provided. All plant material has 1 yr guarantee given proper watering and follow up care direction is followed.			

Total Estimate

Cyrus C. Benoit PO Box 213 South Pomfret, VT 05067

O. 802.457.5797 C. 802.598.4166 F. 802.457.5818 www.ArborScapeVT.com Cyrus@ArborScapeVT.com

ARBOR SCAPE Inc.

Tree, Landscape, Excavation

Estimate

Customer
Teagle Landing
Woodstock, VT
Attn: Joe DiNatale & Beth Finlayson

☒ **APPROVED**
with 3/30/21

Date
02/09/21

Estimate No.
1918

Project

Valid For 30 Days

Item	Description	Quantity	Cost	Total
Deposit	<p>* Unknowns*: New Wood case base ? TBD: Wood bench / picnic tables / Sign Post Presuming local and state gov't approval Deposit on Estimate Required-15% ___\$11,271___ deposit () at the time of approval. Please sign and date your acceptance below:</p>			

Total Estimate \$75,140.00

Cyrus C. Benoit PO Box 213 South Pomfret, VT 05067

O. 802.457.5797 C. 802.598.4166 F. 802.457.5818 www.ArborScapeVT.com Cyrus@ArborScapeVT.com

Local Emergency Management Plan Municipal Adoption Form

Town/City of MUNICIPALITY
1234 Street
Municipality, VT 00000

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

Municipality	Town/Village of Woodstock
LEMP Adoption Date	4/20/2021
NIMS Adoption Date	12/20/2005
EMD Name	William Kerbin
Position	EMD
Primary Phone	M/H/W:802-457-3456
Alternate Phone	M/H/W:802-222-7727
Email	wkerbin@townofwoodstock.org
POC 2 Name	Chief David Green
Position	Fire and EMS Chief
Primary Phone	M/H/W:802-457-1420
Alternate Phone	M/H/W:802-457-2337
Email	Davidgreen@townofwoodstock.org
POC 3 Name	Chief Robbie Blish
Position	Police Chief
Primary Phone	M/H/W:802-457-1420
Alternate Phone	M/H/W:802-457-2337
Email	rblish@townofwoodstock.org

☐ Mark this block if a readopted plan has no changes since the previous year.

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* _____

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed* _____

Printed Name, Selectboard / council member

Once completed, send adoption form and copy of Local Emergency Management Plan to Regional Planning Commission.



Local Emergency Management Plan (LEMP)

Required Elements

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.

Emergency spending limits:

Businesses with Standing Municipal Contracts

Other Local Resources

State support that is usually at no cost to the municipality:

Federal response agency expertise

Vermont National Guard Support

3

National Incident Management System (NIMS) Typed Resources											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team				N/A		Hydraulic Excavator, Large Mass Excavation				N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation					
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact					
All-Terrain Vehicles	N/A	NIA	NIA	NIA		Road Sweeper	1				
Marine Vessels	NIA	NIA	NIA	NIA		Snow Blower, Loader Mounted	1			1	
Snowmobile	NIA	NIA	NIA	NIA		Track Dozer					
Public Safety Dive Team						Track Loader					
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer	1			NIA	
Firefighting Brush Patrol Engine	NIA	NIA	NIA		12	Trailer, Dump		N/A	NIA	NIA	
Fire Engine (Pumper)	3					Trailer, Small Equipment			N/A	N/A	2
Firefighting Crew Transport				NIA		Truck, On-Road Dump			6		
Aerial Fire Truck			NIA	NIA		Truck, Plow			3		
Foam Tender			NIA	N/A		Truck, Sewer Flusher				1	
Hand Crew						Truck, Tractor Trailer				NIA	
HAZMAT Entry Team				NIA		Water Pumps, De-Watering					
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)	1			NIA		Water Pumps, Water Distribution					
Fire Boat				NIA		Water Pumps, Wastewater					
Aerial Lift - Articulating Boom						Water Truck		NIA	NIA	NIA	
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer			NIA	NIA	
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe		1			
Aerial Lift - Truck Mounted						Wheel Loader, Large					
Air Compressor			1			Wheel Loader, Medium					
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small	1	1		NIA	
Electronic Boards, Arrow						Wheel Loader, Skid Steer				NIA	
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler					
Floodlights				NIA		Wood Chipper	1	N/A	NIA	NIA	
Generator						Wood Tub Grinder					
Grader	1			N/A							

Information about the NIMS Typed resources can be found at: <https://rtit.preptoolkit.org>

4. Public Information and Warning

<i>During a significant emergency, the Emergency Operations Center (EOG) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488
Important Local Websites/ Social Media channels:	Woodstock List Serv/ Woodstock FD website/ Woodstock FD Facebook page/ Woodstock PD facebook page/ Town of Woodstock Website/ Town of Woodstock Facebook Page
Local Newspaper, Radio, TV:	The Vermont Standard/ Woodstock Community Television
Public Notice locations:	Library/ Emergency Services Building/ Town Hall/ Thompson Senior Center/ Woodstock Rec. Center/ Town Crier Board/ Boards on the Village Green
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i>	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

5. Vulnerable Populations

<i>If necessary, the EOG may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOG should monitor their status and if required coordinate support for them until their situation stabilizes.</i>	
<i>Name/ Notes</i>	<i>Contact Info</i>
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)
Merten's House	457-4411
Woodstock Terrace	457-2228
The Homestead	457-1310
Woodstock Schools	457-1213
Woodstock Christian Child Care	457-2278
Woodstock Nursery School	457-1611
Rainbow School	457-3629

6. Shelters

<i>During some emergencies, the EOG will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>	
<i>Spontaneous Sheltering</i>	
<ul style="list-style-type: none"> • Determine the approximate number of people who need sheltering • Call the State EOG/ Watch Officer at 800-347-0488 and request support • Track the status of residents who need shelter until their situation stabilizes 	
<i>Regional Shelter</i>	
Location/ Address:	Hartford High School
Opening Contact:	State EOG, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	
<i>Primary Local Shelter</i>	
Location / Address:	None
Facility Contact(s):	
Phone Numbers:	
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	
	Capacity: Generator? Y / N Pets Allowed? Y / N
<i>Alternate Local Shelter</i>	
Location/ Address:	n/a
Facility Contact(s):	
Phone Numbers:	
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	
	Capacity: Generator? Y / N Pets Allowed? Y / N

Annexes (Optional, create and letter as needed)

<i>Nia</i>

See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
		Local Emergency Management Team			
EMO	William Kerbin	457-3456	802-222-7727		wkerbin@townofwoodstock.org
EM Coordinator					
Local Response Organization Contacts					
Fire Chief	David Green	457-1420	802-291-0440		davidgreen@townofwoodstock.org
Assistant/Deputy Fire Chief					
EMS Chief	Misha McNabb	457-1420	225-328-3917		mmonabb@townofwoodstock.org
Chief of Police or Constable	Robbie Blish	457-1420	457-7501	802-280-5221	rblish@townofwoodstock.org
State Police or County Sheriff	Michael Chamberlain	457-5211			Michael.chamberlain@vermont.gov
Local Dispatch Center	Woodstock Dispatch	457-1420	457-2337	911	dispatch@townofwoodstock.org
Town Constable	Kelly Linton	457-2337	802-839-6238		kellyelinton@aol.com
Local Public Works Contacts					
Road Foreman	Ken Vandenburg	457-2233			dpw@townofwoodstock.org
Road Commissioner	William Kerbin	457-3456			wkerbin@townofwoodstock.org
Town Garage		457-2233			
Drinking Water Utility	Woodstock Aquaduct	457-4497			
Wastewater Utility	Wayland Lord	457-1910	457-2233	802-356-8171	wwtf@townofwoodstock.org
Municipal Government Contacts					
Town Administrator					
Municipal Manager	William Kerbin	457-3456	802-222-7727		wkerbin@townofwoodstock.org
Selectboard Chair	Mary Riley	457-2183	802-291-0429		mriley@townofwoodstock.org
Trustees Chair	Jeffrey Kahn	457-2480	457-2553		unicomvt@gmail.com

Contact Information

[illegible]

THOUGHTS

AND

TALKING POINTS

ON

PRESENTING

THE DECLARATION OF INCLUSION

TO YOUR

VILLAGE

TABLE OF CONTENTS

QUOTATION BY ERNIE ROYAL

BACKGROUND: DECLARATION OF INCLUSION (DOI)

THE DECLARATION OF INCLUSION (as adopted by various Villages)

PRESENTING THE DOI TO YOUR VILLAGE OR GROUP

RATIONALE FOR ADOPTION OF A DOI

CONTACT INFORMATION

***“When you move to Vermont, bring with you
what you did that made you a success, and
adapt it to the Vermont way”***

*Ernie Royal
Owner, Royal’s Hearthside Restaurant
Rutland, Vermont
1964 to 1993*

*Who’s Who in Black America
Board Member, National Restaurant Assoc.
Board Member, Culinary Institute of America
Member, U S. culinary Olympic Team*

BACKGROUND ON THE DEVELOPMENT OF THE DECLARATION IN INCLUSION

Distressed by recent catastrophic events unfolding across the United States relating to human rights, justice and equality, Bob Harnish, a long-time resident of Pittsford, decided to do something.

His concern led to a phone call to Al Wakefield, a former businessman in the Rutland area, who shared a similar distress and felt a need to do something involving “hands on”.

The intent was to set in motion an overarching statement that would build on Vermont’s agreed upon uniqueness, its long-standing reputation for being a leader in addressing injustices and ensuring that events occurring in Wisconsin, Minnesota, New York, and other states do not happen here. The Declaration of Inclusion, first adopted by the Village of Franklin, was the result.

The intent of the Declaration of Inclusion (DOI) is to indicate and reinforce the message to all visitors, residents and those thinking about or planning to come and stay, that Vermont is a welcoming community, that it invites all to bring their families and friends as well as their talents and skills, that Vermont is a community of people who will treat them fairly, provide encouragement and support for their interests and bring the full resources of the State, cities and Villages to ensure their well-being and security.

More specifically, the goals of the DOI are to:

Highlight the fact that we as Vermonters are not fully aware of the systemic racism that is present in our majority “white” society

Raise consciousness about the importance of diversity, the positive effect that diversity can have on our economy and, also, on equity and justice

Emphasize the importance of preparing our youth to live and prosper in the more diverse society in which we all will soon be living

Tell the world at large that Vermont welcomes all people to our state, a state which is struggling to maintain its population and therefore its ability to fund basic programs for its citizens

Attract people with myriad skills and traditions to Vermont to live, work and raise families in a state that values and encourages diversity in its population

Focus attention on examining employee manuals, police protocols and hiring practices, to promote fairness and equity in applying legislation, ordinances, etc. within our Villages and the state as a whole

Employ best practices in coaching municipal and state employees, including police, to value and respect all citizens.

To date, the Villages of Franklin, Pittsford, Waterbury, Mooretown, and Brandon have approved and adopted the DOI included in this packet.

EVIDENCE OF COMMITMENT - Evidence of commitment to the spirit of the DOI

At the Village level: inclusion in the Village's website, employee manuals, police protocols, newsletters, economic development marketing materials, etc.

At the State level: inclusion in major addresses by leading state officials, printed materials used to welcome visitors, policy, and operating procedures, external communications, public relations pieces, etc.

At the organizational level: inclusion in policies, operating procedures and similar documents used by labor unions, law enforcement agencies and academic institutions throughout the state.

For questions or discussion: Al Wakefield, al@wakefield-global.com 802 770 3958
Bob Harnish, rharnish24@gmail.com 802 779 7714

Village of _____ Declaration of Inclusion

The Village of _____ condemns racism and welcomes all persons, regardless of race, color, religion, national origin, sex, gender identity or expression, age, or disability, and will protect these classes to the fullest extent of the law.

As a Village, we formally condemn discrimination in all of its forms and commit to fair and equal treatment of everyone in our community.

The Village of _____ has and will continue to be a place where individuals can live freely and express their opinions.

By the _____ Village Trustees on _____ 2021

PRESENTING THE DOI TO YOUR Village OR GROUP

Thank you for helping to make Vermont a more inclusive and diverse State. We know that each Village or organization is different and that the strategy for gaining adoption and implementation of the DOI may be different.

Following are some ideas to consider as you prepare to present the DOI. We have purposely tried to focus our thoughts on the positive aspects of diversity as being more likely to win favor, acknowledgement, and endorsement.

1. Depending on the Select Board or group you are presenting to, you may want to present it and speak to it at one meeting and then return to it at the next meeting and hope for a motion to adopt.

2. Prior to your second meeting you may be wise to approach a friendly member to support the Declaration of Inclusion, speak to it and make the motion to adopt. We recommend that you be present at both meetings to give further reasons for support and to answer any questions.

3. Some members of the organization may wish to change the wording and that should be fine provided that the basic thoughts are preserved, the designated groups are considered, and they continue to be included. It is designed to be open to suggestions.

4. Ultimately the goal is to have state-wide adoption including at the State level with the Governor actively endorsing it and making it one of the guiding principles in all departments of state government.

5. Speaking with those who may be reluctant, do not see a need for such a statement or even oppose the DOI may be useful as well. Doing so provides the opportunity to discuss and hopefully resolve such statements as:

“We don’t have those problems here”

“I am not a racist. Why do we need such a statement in our village?”

“We like our village as it is. Vermont is fine without bringing this stuff up.”

“If it’s not an issue, why are we talking about this?”

6. There may be doubt about ways to implement, monitor, and assess progress on the implementation of the DOI. Turning words into action is not the easiest. Since each community is different, with different needs and at different stages of social and economic development we suggest follow-up discussions led by a skilled discussion leader. He/she may be a respected member of the community who has embraced the concept and is willing to

take-on this challenge. You may also wish to consider a professional facilitator who has the relevant experience and has lived and worked in Vermont. There are very competent consultants here and we would be pleased to assist you in identifying those potentially interested in working with you.

Thank you for your interest in moving the Declaration of Inclusion forward. The time is right. Justice, Equity, and Inclusion are much in the news and the concept of true and meaningful equality is long overdue. Our Founding Fathers would be pleased with our actions.

For questions or discussion: Al Wakefield al@wakefield-global.com
Bob Harnish rharnish24@gmail.com

RATIONALE FOR ADOPTION OF A DECLARATION OF INCLUSION (DOI)

[As you are preparing yourself to present the DOI to your village or group you might consider some of the reasons / suggestions below and putting these thoughts into your own words.]

I believe that this Village has always treated people respectfully and fairly so we should say it with a forceful statement. By stating it, it then becomes a message that we welcome all people, and we thrive when we have a diverse population. Think of the Irish, Italians and Poles who came here to work in the marble and granite industries and the important heritage they brought with them. Vermont would not be the culturally rich state it is without these immigrants and many more. These people all brought skills, ambitions, religious tradition, interesting food, unique customs and so much more.

The United States, as a whole, is the most diverse country on earth and the most successful by almost any measure. And it is no coincidence that Burlington and Chittenden county have the most dynamic economy in Vermont and also the most diverse population. Diversity brings creativity which leads to solutions and a richer life for all.

We all want our cities and Villages (and our state) to grow in a healthy way, to increase our tax base, as well as fund our schools and roads. To make this happen we need to welcome all people. We need to reach out, proactively, to the world at large, with the message that WE WELCOME ANYONE who wants to live and work and add richness to our state. Currently, the population in Vermont is static or declining with the low fertility rate and young people leaving the state for careers elsewhere. In addition, the remaining population is aging and putting a strain on underfunded state resources.

Historically Vermont has been and still is one of the least diverse states, but our children will be living in a more diverse community of people in this country. Let us prepare our children for living in this more diverse world by encouraging and promoting diversity in our Village and schools. Let us prepare our children to be comfortable with people of all backgrounds and beliefs so they can survive and thrive in the wider world.

With working from home becoming well accepted, people are moving to Vermont bringing jobs, new skills, and capabilities. They embody the way our world will look in 10 to 20 years and their presence may inspire other talented folks to move to our Village and state. These new residents will be remodeling homes and building new ones, their tax dollars paying for better funded services. With a more vibrant and interesting economy more of our young people will want to stay, work, and raise their families in Vermont.

A Declaration of Inclusion is another tool in the “toolbox” of those responsible for the Village’s economic development, that is, their toolbox of reasons why someone should locate a business here, perhaps choosing our Village (or state) over another.

A Declaration such as this would mark our Village and its leaders as a forward-thinking community of people, stepping out in front for what we know is right and deeply rooted in the values that America and Vermont say it champions.

We all have heard that America is a “melting pot” of people from all over the world; America has always welcomed diverse people, and embraced their cultures, languages, foods, customs, religions, and traditions. This is nothing new. Let us continue the tradition. Let us take this small but affirmative step toward the American ideal as stated in our precious Constitution.

[Add your own thoughts to these reasons and end by urging adoption of the DOI or something similar and making it an integral part of the guiding principles of the Village. Be prepared to provide copies of the Declaration to Select Board members, Village manager and others.]

For questions or discussion: Al Wakefield al@wakefield-global.com 802 770 3958
Bob Harnish rharnish24@gmail.com 802 779 7714

FOR ADDITIONAL INFORMATION AND SUPPORT

For additional information, background, and support for moving forward on a Declaration of Inclusion, we encourage you to contact:

Robert (Bob) Harnish, rharnish24@gmail.com 802 779 7714

J. Alvin (Al) Wakefield, al@wakefield-global.com 802 770 3958

From: Courtney Lowe <[REDACTED]>
Sent: Thursday, April 8, 2021 6:38 PM
To: unicornvt@gmail.com <unicornvt@gmail.com>; William H. Kerbin
<wkerbin@townofwoodstock.org>
[REDACTED]

Subject: State New Guidelines

Jeffrey and Bill,

We are delighted that the Governor has presented his 4-phase travel/event plan here: <https://www.vermont.gov/vermont-forward#steps&gsc.tab=0>. It is encouraging to see that there some light shining ahead. At this time, we your assistance is much needed with adjusting the village masking policy as we go forward so it coincides with the state's new Universal Plan (see below). We have about 16 brides and grooms for the Summer that need to hear from us now. Below are the Universal Guidelines and then you will see in the link above that when we get to July 4th (this may change to the 1st) that the masking and all the other guidelines become only encouraged. It is so very important to our business to be able to follow the state's guideline on this. Many say if masking is still in place for that time, they would have to cancel. This will be detrimental to us and our supporting vendors.

We would love to get on a call with you about this asap. Thank you both!

UNIVERSAL GUIDANCE

The following is guidance that all businesses, organizations, and operators must follow. Additional guidance may apply [based on the sector](#).

1. **Stay home if sick.** Organizations must have policies in place to remind employees to stay home if they have [signs and symptoms of COVID-19](#). No symptomatic or COVID-19 positive workers are allowed on site. Unvaccinated employees who have not had COVID-19 in the past 90 days and have had close contact for more than 15 minutes with any person who is diagnosed with COVID-19 are required to quarantine for 14 days or for 7 days prior to obtaining a COVID-19 test. See the [Department of Health's guidance](#) for more information on work place exposures.
2. **Wear a mask.** The State of Vermont is currently has a [mask mandate](#) in place. All employees must wear face coverings over their nose and mouth when in the presence of others. In the case of retail cashiers, a translucent shield or "sneeze guard" is acceptable in lieu of a mask if the employee works alone and does not interact with customers outside the workstation. Businesses, non-profit and government entities may decline service to individuals who are not wearing a mask. This includes refusing service to those who are exempt from the mask mandate, however, the business shall provide an alternate way for those unable to wear a mask to access the business, such as offering curbside pick-up, delivery, or other innovative solutions.
3. **Ensure six-foot spaces and uncrowded places.** Employees must observe strict social distancing of 6 feet while on the job. Businesses and non-profit or government entities must ensure

customers observe strict social distancing of 6 feet while on location, to the extent possible. Employers are encouraged to use their best efforts to accommodate those workers who may have childcare needs which cannot be met due to the closure of schools or childcare facilities for reasons relating to COVID-19.

4. **Practice good hygiene.** Employees must have easy and frequent access to soap and water or hand sanitizer during the duration of work, and handwashing or hand sanitization is required frequently including before entering, and leaving, job sites. All common spaces (when open) and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned regularly and, when possible, prior to transfer from one person to another, in accordance with [CDC guidance](#).
5. **Think before you travel.** Follow the state's travel guidance and educate your employees and customers about the state's policies.

Courtney

Courtney Lowe
Vice President

Marketing & Business Development | 802.457.6670 | www.woodstockinn.com

Town & Village of Woodstock
Select Board & Village Trustees Joint Meeting
January 25, 2021
6:45 pm
Zoom
Minutes

Draft minutes are subject to approval.

Present: Chair Mary Riley, Jill Davies, L.D. Sutherland, John Doten, Keri Cole, Chair Jeffrey Kahn, Seton McIlroy, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Zoie Parent, Elijah Lemieux, Ray Bourgeois, Roger Logan, Fire Chief David Green, Karim Houry

A. Call to order

1. Select Board

- a. Chair Riley called to order the joint meeting of January 25, 2021 at 6:49 pm.

2. Trustees

- a. Chair Kahn called to order the joint meeting of January 25, 2021 at 6:48 pm.

B. Additions to or deletions from the posted agenda – none.

C. New business

1. FY22 budget discussion

- a. Chair Kahn stated that last week the Trustees had a meeting to discuss the budget. He did some research regarding the employee raise increase. He found minutes from three years ago. At that time, they had a discussion that the raise would be the cost-of-living increase. He urges the Trustees to change that one figure in the Village budget. He believes it is appropriate to go with 2.5%. This would be above the CPI. Dispatch is also at 2.5%.
- b. Mr. Corson stated that in terms of total dollars 3% is not much more than 2.5%. It does not seem like a huge difference. He comes from an employment benefits background and 3% was the norm. He believes a tier makes sense based on performance. They should have a set percentage to increase wage, plus a performance bonus if deserved.
- c. Mr. Sutherland agrees with Mr. Corson. The Village only pays 25% of salaries. It is not a big dollar amount. It is not the proper time to change this. Taxpayers want their employees to live here, work here, and send their kids to school here. They should move forward with this.
- d. Chair Riley stated that she does not recall a signed policy stating it would be a 2.5% increase and go no higher. Our employees work hard every day. She was pleased to see the 3% when she first saw the budget this year. They need to pass the budget within the next couple of days.
- e. Mr. Kerbin stated that the Town and Village can vote differently on this.

Motion: by Chair Kahn to approve the Village budget for FY22 with the one change to wages to 2.5%.

Seconded: by Ms. McIlroy.

Discussion: Mr. Corson stated that if the Trustees put 3% in for the wages in the budget, they do not have to use it all.

Mr. Houry stated that he is not against it but as a taxpayer he would like an explanation if they were to go away from the cost of living.

Chief Green stated that none of this was brought up until the last minute. That is why it is not sitting well with employees.

Ms. Davies stated that the budget is a document for discussion until it is agreed upon.

Mr. Logan stated that they should have a policy.

Ms. Lowe stated that they need to have some wiggle room and start at 2.5 and be able to go up to 3% or more.

Vote: 4-1-0, passed. Chair Kahn for, Ms. McIlroy for, Ms. Lowe for, Ms. Blakeman for, Mr. Corson against.

- f. Ms. Cole stated that there are larger issues at play here. They need to have policies in place going forward. She would support the 2.5% increase to wages. She would also like to forego the Select Board pay for FY22.

Motion: by Ms. Cole to approve the Select Board budget with the one change to the employee wages to 2.5% and to forego the Select Board salaries for FY22.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 2-2-1, motion did not pass. Ms. Davies for, Ms. Cole for, Chair Riley against, Mr. Doten against, Mr. Sutherland abstained.

- g. Chair Riley stated that there will be a Select Board meeting tomorrow morning at 9:00 am where they can discuss this further.

- h. Ms. Davies asked Chair Kahn to share the minutes that discussed the wage increase.

Motion: by Chair Kahn to forego the Trustees salaries for FY22.

Seconded: by Mr. Corson.

Discussion: Chair Kahn stated that he wants the employees to know that they are all in the same boat in terms of COVID-19. He is happy to have the 2.5% increase for the employees.

Mr. Corson stated that he thinks it is a confidence thing for our employees to have 3%. It is important that employees have good morale.

Vote: 5-0-0, passed.

D. Other business – none.

E. Adjournment

1. Select Board

Motion: by Mr. Doten to adjourn the meeting at 7:49 pm.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 5-0-0, passed.

2. Trustees

Motion: by Ms. Lowe to adjourn the meeting at 7:47 pm.

Seconded: by Mr. Corson.

Discussion: none.

Vote: none.

Respectfully submitted,

Nikki Nourse

**Village of Woodstock
Board of Village Trustees
Special Meeting
February 26, 2021
9:00 am
Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Jeffrey Kahn, Seton McIlroy, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse

A. Call to order

1. Chair Kahn called to order the special meeting of the Village Trustees at 9:00 am.

B. Rehearsal of Village Meeting

1. Chair Kahn stated that this meeting is to organize the Trustees for the informational meeting that will occur on March 9th at 7:00 pm. He would like Greg Camp, the Village Moderator to read the warning. Chair Kahn will call the meeting to order and then turn it over to Mr. Camp. Mr. Kerbin will present the budget. Chair Kahn stated that the key thing the taxpayers want to hear is how the budget is going to impact them. He will start with the mask ordinance that the Trustees developed. He will then discuss short term rentals in the Village. He will also talk about the Cannabis Committee and the members of that committee. He may also discuss the potential loss of the permitting process for overlength trucks. The State may get rid of trucks needing permits to pass through Woodstock. If this happens, they will ask if the State will repair the corner near Maplefields and the corner at the bridge heading West out of the Village. The Village gets money, and the State gets money from the tickets issued to those who do not have permits.
2. Ms. McIlroy stated that she will be discussing the Police Union Contract. They updated the sick day accrual and will talk about other key aspects.
3. Mr. Corson will talk about parks. He will talk about East End Park first. Over 100 volunteers participated in helping create this park. The park is available for rental. He will then talk about Teagle's Landing. According to the EDC, this was the number one priority that people wanted updated. WAAMBA is building a new trail on Mount Peg. He will then talk about the Village Green. They will be pruning and doing disease prevention with the trees. He will then talk about Vail Field and the new tennis court. Lines will be painted this spring. He will then discuss Faulkner Park. He will explain the two different perspectives. The Faulkner Park Committee was formed last fall. They voted 8-3 in favor of approving the transfer of the park to the Town. The Select Board can decide if they want to make the decision or leave it to a Town Vote.
4. Chair Kahn stated that Ms. Blakeman will be talking about parking meters and kiosks.
5. Mr. Kerbin stated that he and Ms. Nourse will create an agenda so that there will be a good flow to the meeting.

6. Chair Kahn stated that in order to get an absentee ballot people need to call the Town Clerk. He also stated that everybody needs to make sure they get on Zoom in plenty of time for the Informational Meeting on the 9th.

C. Adjournment

Motion: by Mr. Corson to adjourn the meeting at 9:31 pm.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

**Village of Woodstock
Board of Trustees
Meeting
March 9, 2021
Immediately following Informational Meeting
Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Jeffrey Kahn, Seton McIlroy, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Peggy Fraser, Jon Spector, Jennifer Falvey, Police Chief Robbie Blish, Mary Riley, Jill Davies, Todd Ulman, Greg Camp, Don Wheeler, Janet English, Alison Clarkson, Fire Chief David Green, Edgar Smith, Neil Allen, Gareth Henderson, Jack Rossi, Karen Copenhaver, William Colson, Antonia Richie, Sarah Adams, Jay Flaster, Alita Wilson, Barbara Barry

A. Call to order

1. Chair Kahn called to order the Trustees Meeting of March 9, 2021 at 8:09 pm.

B. Citizen comments

1. Ms. Richie stated that she would like the Trustees to consider a time for people to have their dogs off leash in a park so they can get adequate exercise.

C. Additions to and deletions from the posted agenda

1. Addition – Report from the Investment Committee

D. Manager's Report

1. General Report

- a. Mr. Kerbin stated that he met with John Muse of the USDA to discuss opportunities for grants. They are not eligible but may be eligible for loans for some capital projects. They have increased the staffing level in the Town offices.

2. Financial Report

- a. Chair Kahn stated that he is concerned a little about the police revenue versus the police expense. They are at 77% for expense and only 56% on the revenue side. Other than that, the budget looks good.

E. Police Chief's Report

1. Chief Blish stated that for grants the officers have participated in the Governor's Highway Safety DUI Occupant Protection patrols. These are the Click it or Ticket patrols. They are receiving additional funds for additional patrols to help with distracted drivers. Meter revenue for February was \$4,854.63. Park Mobile was \$1,492. Meters were \$2,740.58. Kiosks were \$621.80. For February 2020, the revenue was \$7,731.95. They are off on revenues for parking, but this is most likely still due to covid. There have been complaints regarding the Park Mobile signs around the Village. They want to be conscious of sign pollution in Woodstock. They have stickers that they are going to put on the meters and kiosks that have the Park Mobile information. They still want people to know Park

Mobile is an option. There will also be smaller signs put up near the Green and on Mechanic Street. The sticks will be less intrusive.

2. Chair Kahn stated that for Park Mobile the zones automatically show up right on the app.
3. Chief Blish stated that the Green is one whole zone. He reminded everyone that the parking ban is still in effect until April 15th. They most likely have a couple snowstorms left. He reminded everyone to clear their sidewalks after a weather event.

F. Permits

1. Use of the Green Permits

a. Puppies and Pooches on Parade – Annual Event – Friends of the Norman Williams Public Library

- i. Ms. Fraser stated that this is the 7th year of this event. Last year they got a permit but were unable to hold the event. They have a lot of locals and tourists who come to this event. Last year they could not have a live event because of covid. They had people participate from as far away as Poland and Australia because it was online. This is a dog show. They have different categories to compete in. They cap the number of dogs at 70. They get quite a few spectators. They got a couple of dogs adopted during the event. They have paid for the permit. They receive very generous donations from places like the Woodstock Inn. It is a lot of fun. Anyone is welcome to join. Covid is still with us but they hope it will be gone by then.

Motion: by Ms. Lowe to approve the Use of the Green Permit for Puppies and Pooches on Parade – Annual Event as submitted by the Friends of the Norman Williams Public Library pending all state laws are followed regarding covid and insurance is turned in prior to the event.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 5-0-0, passed.

2. 2021 March for Meals – The Thompson Center

- a. Chair Kahn stated that the Thompson Center is not using the Green, but they will be putting up banners.
- b. Mr. Kerbin stated that no other banners have been requested this month.

Motion: by Ms. McIlroy to approve the Use of the Green permit for 2021 March for Meals as submitted by The Thompson Center to place a banner on both ends of the Green.

Seconded: by Ms. Lowe.

Discussion: none.

Vote: 5-0-0, passed.

G. New business

1. Discussion of all aspects of the new meters and kiosks

- a. Trustees think everything is good with the changes Chief Blish already mentioned in his report.

2. Trustee email availability on the Town website

- a. Ms. McIlroy stated that she wanted to see if all the Trustees would be comfortable having email addresses on the Town website.
- b. The Trustees agreed to this. Email addresses will be added to the website.

3. Winter Village road, sidewalk, and crosswalk maintenance

- a. Chair Kahn stated that in almost 50 years being here, the last two years have been the worst in terms of snow maintenance and quickly it gets done in the Village. He hopes next year the Select Board will have the Highway Department look at their care of the Village sidewalks. He hopes the Highway Department does a better job next winter.

4. Request from Pentangle regarding East End Park

- a. Ms. Wilson stated that she is really excited to present Pentangle's 47th year of free music concerts. They are hoping to do them on East End Park. They will comply with all regulations.
- b. Chair Kahn stated that Pentangle always puts on good music.
- c. Ms. Lowe agrees with offering a discount to Pentangle for these concerts.
- d. Ms. Wilson stated that they have learned a lot last year about how to do concerts with covid restrictions. Hopefully, they do not have to do that this year. Worthy Kitchen is very interested in doing beer and wine for their concerts.

H. Other business

1. Investment Committee Report

- a. Chair Kahn stated that the Woodstock Rockefeller Endowment Fund is 60% equities and 40% bonds. The bonds have outperformed the Bloomberg index for three of the past eight months. The fund was \$1,893,357 as of February 28th. It is down 1.7% since June 30, 2020. This is due to the one-time withdrawal of \$200,000 that was agreed upon by both boards. The capital expenditure has not been determined yet. \$69,500 was withdrawn as well. This is a yearly withdrawal. The fund has performed well.

I. Approval of minutes

1. January 22, 2021 Special Meeting Minutes

2. February 9, 2021 Meeting Minutes

Motion: by Ms. Lowe to approve the special meeting minutes of January 22nd and the meeting minutes of February 9th as submitted.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 5-0-0, passed.

J. Adjournment

Motion: by Ms. Lowe to adjourn the meeting at 9:08 pm.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

**Village of Woodstock
Board of Trustees
Informational Meeting
March 9, 2021
7:00 pm
Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Jeffrey Kahn, Seton McIlroy, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Peggy Fraser, Jon Spector, Jennifer Falvey, Police Chief Robbie Blish, Mary Riley, Jill Davies, Todd Ulman, Greg Camp, Don Wheeler, Janet English, Alison Clarkson, Fire Chief David Green, Edgar Smith, Neil Allen, Gareth Henderson, Jack Rossi, Karen Copenhaver, William Colson, Antonia Richie, Sarah Adams, Jay Flaster, Alita Wilson, Barbara Barry

A. Call to order

1. Chair Kahn called the Trustees Informational Meeting to order at 7:01 pm.

B. Greg Camp – Reading of Warning

1. Mr. Camp, the Village Moderator, read the Village Warning (attached to the minutes).

2. Candidate statements

- a. Chair Kahn stated that he is running for another three-year term for Village Trustee. His motivation is to give back to the Village that has given him so much.
- b. Mr. Corson is running for the two-year term for Village Trustee. He stated that he has lived in Woodstock for a few years. He was appointed to Village Trustee last September. He has a great attention to detail. He is very active with other boards and attends to know more about what is going on in Woodstock.
- c. Ms. Blakeman is running for the one-year term for Village Trustee. She stated that she wants what is best for the community. She has been a business owner in Woodstock for 35 years. She has a love for the Village and the people who reside there.

3. William Kerbin – Budget presentation

- a. Mr. Kerbin shared a PowerPoint presentation which is included in the minutes.
- b. Mr. Spector asked if the Village has any assets that will need to be replaced or repaired.
- c. Mr. Kerbin stated that this will be addressed in the Capital Plan. Sidewalks come out of the Select Board budget.
- d. Mr. Spector encouraged the Trustees to set aside some amounts of money, so that when assets fail there will not be a huge cost to taxpayers.
- e. Ms. Marrinan asked if there are any structures that the Village is responsible for that the Town is not.
 - i. Mr. Kerbin replied no.
- f. Chair Kahn stated that a few years ago the village decided to not have its own Highway Department. Once the merger happened the maintenance of sidewalks

and roads now falls on the Select Board. The Trustees manage what people can do on top of the sidewalks.

C. Jeffrey Kahn Presentation

1. Mask Ordinance

- a. Chair Kahn stated that Woodstock had the very first mask ordinance in the state of Vermont. They are proud to have done so. The ordinance worked very well to keep our community and visitors safe.

2. Short Term Rental Ordinance

- a. Chair Kahn stated that the Short-Term Rental Ordinance went into effect last year for the first time. They did not have many Village homes registering to have a short-term rental in their home last year. This may be due to Covid. He reminded everyone that it is necessary to register before the end of April. Registering requires an inspection by Chief Green. The fines for not doing so are substantial.

3. Cannabis Committee

- a. Chair Kahn stated that at their last meeting they put together a Committee to gather information possible dispensaries of Cannabis in Woodstock in 2022. Towns have to opt in if they want to have a dispensary. The committee consists of Karim Houry, Seton McIlroy, Keri Cole, PJ Eames, Melanie Sheehan, Kimberly Gilbert, and Chief Blish will offer advice to the Committee.

4. Overlength trucks

- a. Chair Kahn stated that there is currently a move in Montpelier to remove the permit needed for overlength trucks to go through Woodstock. He, Chief Blish, and Mr. Vandenburg met with the Transportation Committee to explain why they think it needs to remain in place. They can expect an additional 15,000 trucks to come through the Village. The Senate of the Transportation Committee believes that trucks should not have to travel the extra 5 miles to get to their destination. There may be a chance for a joint committee from the Senate and the House to form to discuss this further.

D. Seton McIlroy Presentation – Police Union Contract

- 1. Ms. McIlroy stated that last spring the Police Department voted to unionize. They negotiated over a few months. There was really good conversation back and forth. Both sides had needs. It is a good contract.

E. Bill Corson Presentation – Parks

- 1. Mr. Corson stated that there are seven parks in Woodstock. The grand gem this year is the East End Park. The park got its momentum from Sustainable Woodstock. It was vacant land owned by the Village and used as a now dump. This is a great improvement. They have an amphitheater, labyrinth, beautiful lawn, and river access. The Garden Club spent a lot of time on this. Adjacent to the park is the Ottauquechee River Trail. The park is for rent. The fees are nominal. Money that comes from the fees goes to the maintenance of the park. This spring lines will be painted on the new tennis courts in Vail Field. Faulkner Park has been a big topic of discussion this year. The Trust does not feel it can manage the physical aspect of the park. Some people feel it would be a great gift to the Town. One concern is that the \$850,000 that the Trust is proposing to give

with the park will not be enough to take of the park long term. Marianne Faulkner's Will is also of concern. Some people believe giving the park to the Town goes against her Will. The Faulkner Park Committee looked at both sides of it. The Select Board will make the ultimate decision. If the Select Board approves, the proposal will go to the courts where they will have to approve it.

2. Ms. Richie stated that the Trustees should try to consider allowing people on certain days or certain times of the day to allow dogs to be off leash in the parks. Dog people do not have a place to allow them to get the exercise they need. She may get a petition together so the Trustees can see how much interest there is in this topic.

F. Brenda Blakeman Presentation – Parking meters & kiosks

1. Ms. Blakeman stated that in December, she started removing all of the old parking meters around the Village. They replaced them with 49 new meters and 4 kiosks. They still accept coins, as well as credit cards. You can also use the Park Mobile App. It is \$1.35 for an hour for the mobile app. The app will alert you when your time is running out. You can then add more time from the app. It is a unique system. They need to educate the people about the three options. It is easy and simple. The kiosks are really great. In the future if they are well received, they could use more kiosks.
2. Chief Blish stated that they only enforce parking for six hours per day. People can buy as much time as they want on the app.

G. Daphne Lowe Presentation – Route 4 paving project

1. Ms. Lowe stated that there was an Informational Meeting on March 3rd with VTrans. Paving is going to begin in late April or early May. The exact start date is going to be decided by the contractor. It is a Class I paving project. The grading is going to take about 14 days. All of Route 4 in the Village will be paved. There will be a lot of traffic. VTrans is going to be as considerate as they can.
2. Chair Kahn stated that part of this contract allows for night work. The first month or so will be the worst disruption. He is hopeful it will start in April but there is no guarantee. The September 24th end date is firm and must be done by then unless there was significant delay due to weather.

H. Village Report & voting information

1. Chair Kahn stated that hard copies of the Village Report are available in the Town Hall lobby, the post office, People's United Bank, Rec Center, Gillingham's, Elevation Clothing, and the Unicorn. There is also a full copy available online on the Town website. This year it was dedicated to the East End Park

I. Adjournment

1. This part of the meeting was adjourned at 8:09 pm and was followed by the regular Trustees Meeting.

*Respectfully submitted,
Nikki Nourse*

**Village of Woodstock
Board of Trustees
Special Meeting
March 30, 2012
8:45 am
Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Jeffrey Kahn, Seton McIlroy, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Neil Allen

A. Call to order

1. Chair Kahn called the Special Trustees Meeting of March 30, 2021 to order at 8:47 am.

B. Citizen comments – none

C. Additions to and deletions from the posted agenda – none

D. New business

1. Review and approve Special Village Warning

- a. Chair Kahn stated that this Village Warning is due to an error in Article 5. This will have the corrected wording.
- b. Change the spelling of the word ballot and change location to the second-floor meeting room.

Motion: by Mr. Corson to approve the Special Village Warning as submitted with the two changes.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 4-0-0, passed.

E. Other business – none

F. Adjournment

Motion: by Ms. McIlroy to adjourn the meeting at 8:57 am.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 4-0-0, passed.

*Respectfully submitted,
Nikki Nourse*