

VILLAGE OF WOODSTOCK
BOARD OF VILLAGE TRUSTEES MEETING
January 11, 2022
6:30 PM
Town Hall
Agenda

- A. Call to order**
- B. Interview for Planning Commission**
 - 1. Frank Horneck**
 - 2. Nico Seldon**
- C. Citizen comments**
- D. Additions to & deletions from posted agenda**
- E. Manager's report**
 - 1. General Report**
 - 2. Financial Report**
- F. Police Chief's report**
- G. Permits**
 - 1. Parade permits**
 - a. Wassail Parade – Woodstock Area Chamber of Commerce**
 - b. Taste of Woodstock – Woodstock Area Chamber of Commerce**
 - 2. Use of the Green**
 - a. Wassail Weekend – Woodstock Area Chamber of Commerce**
 - b. Woodstock Festival – Woodstock Area Chamber of Commerce**
 - c. Market on the Green – Woodstock Area Chamber of Commerce**
 - 3. Sidewalk/Event permits**
 - a. Sidewalk Sale Days 5/27-5/29 – Woodstock Area Chamber of Commerce**
 - b. Sidewalk Sale Days 8/19-8/21 – Woodstock Area Chamber of Commerce**
- H. New business**
 - 1. Recommendation for ballot language for retail cannabis**
 - 2. East End Park discussion**
- I. Other business**
- J. Executive session to discuss contract**
- K. Approval of minutes**
 - 1. 12/14/21 minutes**

L. Adjournment

This Meeting will be held in person at the Town Hall and on Zoom.

The link to join us by Zoom is:

<https://us02web.zoom.us/j/89332602503>

or from zoom.us you can enter these details to join the meeting Meeting ID: 893-3260-2503

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: 893-3260-2503

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

Request for Appointment to Town & Village of Woodstock Public Boards, Commissions, and Committees

Name: _____
Physical address: _____ Mailing address: _____
Telephone: _____ Email: _____

Board/Commission/Committee you are applying for: _____

Thank you for being willing to serve the Town and/or the Village of Woodstock. Applicants who are interested in serving on one of these boards are asked to:

- Attend at least 1 meeting of the relevant board/commission/committee before their interview
- Complete this application and return it to Nikki Nourse at nnourse@townofwoodstock.org

All members appointed will be asked to:

- Attend 80% of regularly scheduled meetings (unless there are extenuating circumstances)
- Follow the Open Meeting Law requirements
- Prepare for meetings by reviewing all appropriate material before each meeting
- Follow the Woodstock Conflict of Interest Policy which can be found at http://townofwoodstock.org/wp-content/uploads/2019/02/Conflict-of-Interest-Policy_2017.pdf
- Contribute to work requested outside of the regular meetings if necessary
- Abide by the rules and responsibilities of each board
- Advise the board chair, the Town Manager, Select Board and/or Trustees immediately of their resignation

Reasons for request appointment

Summarize the reasons that you are requesting appointment: _____

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: _____

Previous Volunteer Experience

Summarize your previous volunteer experience:_____

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Signature:_____ Date:_____

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

Request for Appointment to Town & Village of Woodstock Public Boards, Commissions, and Committees

Name: Nicholas Seldon

Physical address: 918 College Hill Road
Woodstock, VT 05091

Mailing address: SAME

Telephone: 310-422-1677

Email: NSeldon@PromotingJustice.com

Board/Commission/Committee you are applying for: Planning Commission

Thank you for being willing to serve the Town and/or the Village of Woodstock. Applicants who are interested in serving on one of these boards are asked to:

- Attend at least 1 meeting of the relevant board/commission/committee before their interview
- Complete this application and return it to Nikki Nourse at nnourse@townofwoodstock.org

All members appointed will be asked to:

- Attend 80% of regularly scheduled meetings (unless there are extenuating circumstances)
- Follow the Open Meeting Law requirements
- Prepare for meetings by reviewing all appropriate material before each meeting
- Follow the Woodstock Conflict of Interest Policy which can be found at http://townofwoodstock.org/wp-content/uploads/2019/02/Conflict-of-Interest-Policy_2017.pdf
- Contribute to work requested outside of the regular meetings if necessary
- Abide by the rules and responsibilities of each board
- Advise the board chair, the Town Manager, Select Board and/or Trustees immediately of their resignation

Reasons for request appointment

Summarize the reasons that you are requesting appointment: I am a 34-year-old individual who owns a residence and works at an office that are each located in Woodstock. I have resided here since 2012. I would like to see this town re-evaluate some of its land use rules and explore interest in incentives / punishments for various land uses. I think we need this in order for Woodstock to have a bright future.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: I am a Vermont-licensed attorney who has been in practice for eight years. I have an educational background in environmental science and resource management.

Previous Volunteer Experience

Summarize your previous volunteer experience: I am on the Board of Trustees at Lucy Mackenzie Humane Society.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Signature: _____



Date: _____

Dec. 6, 2021

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

01/07/22

WOODSTOCK TOWN General Ledger

Page 1 of 2

02:21 pm Current Yr Pd: 6 - Budget Status Report Staff Accountant.TOWNACCTPC2015

VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
REAL ESTATE TAX REVENUE	582,189.28	0.00	0.00%
HIGHWAY REVENUE	0.00	0.00	0.00%
FEES & PERMITS	200.00	375.00	187.50%
SHORT TERM RENTAL ENFORCE	2,000.00	150.00	7.50%
PLANNING & ZONING	10,000.00	4,186.35	41.86%
POLICE REVENUE	675,475.00	254,434.33	37.67%
INTEREST INCOME	2,000.00	85.64	4.28%
MISCELLANEOUS	47,000.00	175.00	0.37%
EAST END	2,000.00	-150.00	-7.50%
IRENE RECOVERY REVENUE	0.00	0.00	0.00%
GRANT REVENUE	18,000.00	28,482.59	158.24%
TRANSFERS IN	800.00	0.00	0.00%
COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
Total Revenues	1,339,664.28	287,738.91	21.48%
SPECIAL ARTICLES			
GRANTS/CONTRIB-TRUST FUND	800.00	0.00	0.00%
GRANTS/CONTRIB-GENL FUND	10,000.00	0.00	0.00%
Total SPECIAL ARTICLES	10,800.00	0.00	0.00%
ADMINISTRATION			
TRUSTEES	102,300.00	28,237.91	27.60%
EXECUTIVE	60,075.00	24,524.05	40.82%
OFFICE ADMINISTRATION	11,150.00	4,101.68	36.79%
AUDITING	14,000.00	6,300.00	45.00%
TREASURER	1,320.00	605.86	45.90%
ACCOUNTING	45,375.00	17,539.89	38.66%
VILLAGE CLERK	400.00	0.00	0.00%
CAPITAL RESERVE	30,500.00	0.00	0.00%
Total ADMINISTRATION	265,120.00	81,309.39	30.67%
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	194,125.00	102,459.09	52.78%
LAW ENFORCEMENT	419,800.00	190,905.27	45.48%

01/07/22

WOODSTOCK TOWN General Ledger

Page 2 of 2

02:21 pm Current Yr Pd: 6 - Budget Status Report Staff Accountant.TOWNACCTPC2015

VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
POLICE TRAINING	8,090.00	6,231.90	77.03%
POLICE COMMUNICATIONS	77,230.00	70,370.61	91.12%
PARKING METERS	67,733.00	25,626.10	37.83%
POLICE VEHICLE	12,100.00	5,656.27	46.75%
BUILDING MAINTENANCE	10,075.00	4,695.39	46.60%
TOWN POLICE SERVICES	126,000.00	56,015.63	44.46%
CAPITAL RESERVE	21,000.00	0.00	0.00%
Total VILLAGE POLICE DEPT	936,153.00	461,960.26	49.35%
SHORT TERM RENTAL ENFORCE	0.00	0.00	0.00%
BOARDS & AGENCIES			
PLANNING & ZONING	109,595.00	38,312.93	34.96%
CAPITAL RESERVE	2,000.00	0.00	0.00%
Total BOARDS & AGENCIES	111,595.00	38,312.93	34.33%
VILLAGE HWY EXPENSE	45,000.00	0.00	0.00%
TRUSTEES' CONTINGENCY	0.00	0.00	0.00%
CAPITAL RESERVE SPENDING	0.00	0.00	0.00%
LOSS REPAIR EXPENSES	0.00	0.00	0.00%
IRENE RECOVERY EXPENSE	0.00	0.00	0.00%
GRANT EXPENSE	0.00	8,957.28	100.00%
TRANSFERS OUT	0.00	0.00	0.00%
Total Appropriations	1,368,668.00	590,539.86	43.15%
Total VILLAGE GENERAL FUND	-29,003.72	-302,800.95	
Total All Funds	-29,003.72	-302,800.95	

RECEIVED
JAN 05 2022

Town/Village of Woodstock

BY:Application for a permit to hold a parade or event on public streets or highways

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: Wasson's Parade & Fr.-Sat.-Sunday Wagon Ride

Parade/Event date: Dec 10, 2020 Start time: 2 PM End time: 3 PM

Applicant/Organization: Woodstock Area Chamber of Commerce

Telephone: 802-457-3555

Email: bfinlayson@woodstockvt.com

Mailing address: PO Box 486
Woodstock VT 05091

Contact person: Beth Finlayson

Best contact number: 802-457-3555

Location of assembly & beginning of event: The East end / Merham Meadows way

Route of public highways: Please see attached

*Attach map showing route

Traffic control (if any): We need to ensure that the park & Ride area is free from vehicles will work with Chief Blush

Estimated number of participants: 100 (+/-)

Authorized representative: Elizabeth B. Finlayson

Print: Elizabeth B. Finlayson

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

→ we will be offering wagon rides through the Village Friday Noon - 3, Sat. 9:30 - 1, Sunday 9:30 - 1
From People's United, to Bond St, left on to Pleasant, left on to Elm
OFFICE USE ONLY Round the Green & back.

This permit is:

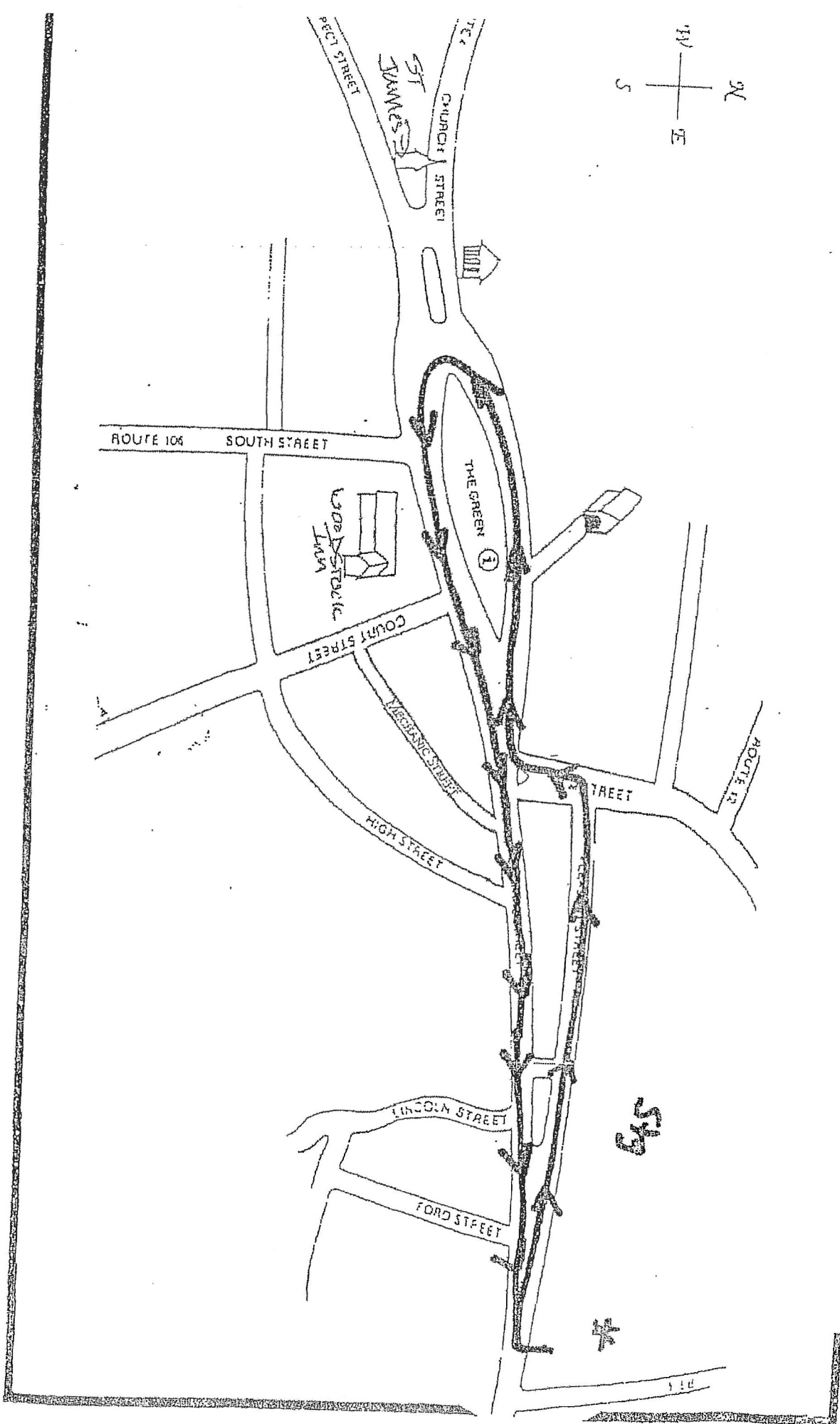
- ☐ Approved
☐ Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

Woodstock, Vermont



Town/Village of Woodstock

Application for a permit to hold a parade or event on public streets or highways

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

Event: Taste of Woodstock
Parade/Event date: August 13, 2022 Start time: 7 AM End time: 7 PM
Applicant/Organization: Woodstock Area Chamber of Commerce
Telephone: 802-457-3555
Email: bfinlayson@woodstockvt.com
Mailing address: PO Box 486
Woodstock VT 05091
Contact person: Beth Finlayson
Best contact number: 802-457-3555
Location of assembly & beginning of event: To closed down Elm St from 7am
until 7pm - From the Denny to the Congo Church and
Route of public highways: fill with vendors

*Attach map showing route

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

Estimated number of participants: 1500

Authorized representative: Elizabeth B. Finlayson
Print: Elizabeth Finlayson

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

OFFICE USE ONLY

This permit is:

- ☐ Approved
☐ Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

Village of Woodstock
Permit for Use of the Village Green

Application date: 4 Jan 2022
Event name: Woodstock Wassail Weekend
Name of Non-Profit organization: Woodstock Area Chamber of Commerce
Address: PO Box 486
Woodstock VT 05091

Event information:

Date of event: Dec. 10, 2022 Time of event: All Day
Hours event will occupy the Green, including setup and clean up time: 8:30 - 5 PM
Anticipated crowd size: 3000
Will you have booths or stalls? yes
If yes, how many: 10-15

Equipment to be used on the Green: Tables, Pop-up Tents, bon fire, luminaries
Event description. Clearly state the scope and nature of the event to be held:
Selling food, Wassail, Hot cider, spirit 3 wine tastings, announce
the parade, bonfire, memory tree, coffee & hot chocolate, luminaries

Traffic control plan/arrangements: will work with Chief Blish

Please submit a layout for the event.

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.

Fee paid: 1/7/22
Cash/Check/Online: Online
Received by: NLN
Certificate of Insurance received: 1/5/22
Received by: NLN

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

Name: Beth Finlayson
Title: Exec. Director
Phone: 802.457.3555

Mailing address: PO Box 488
Woodstock VT 05091
Email: bfinlayson@woodstockvt.com

Restrictions/Conditions:

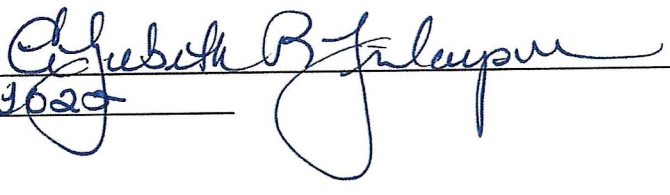
1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonably possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed 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 kiosks, or light poles surrounding the Village Green.
4. Traffic signs and parking kiosks 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 7:00 am or after 10:00 pm 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 reasonable 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 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 of 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.

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 Jan 2020

FOR OFFICE USE ONLY

This permit was:

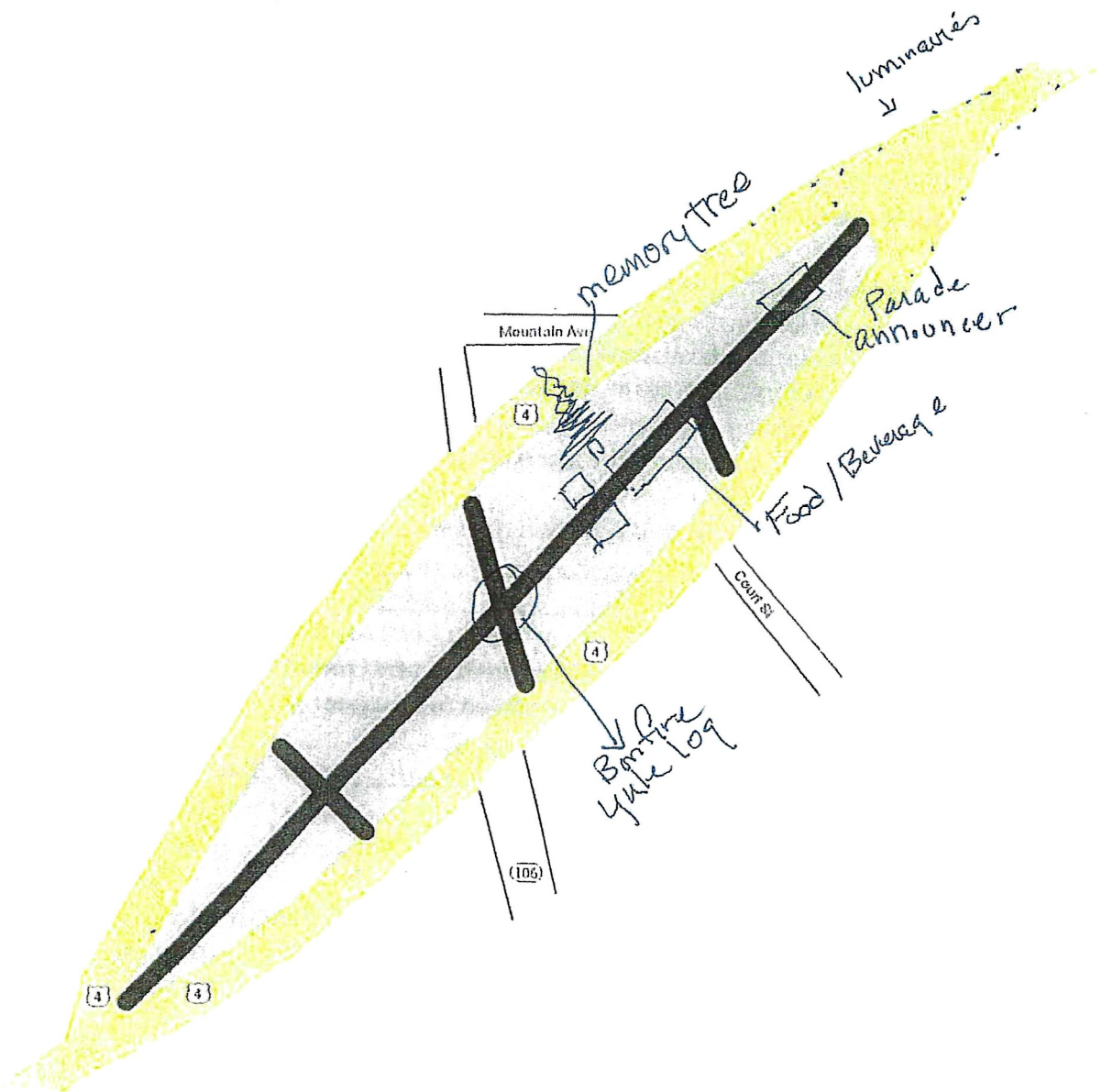
- ☐ Approved
☐ Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

Please use this to show the layout of the event:



Village of Woodstock
Permit for Use of the Village Green

Application date: 4 Jan 2022
Event name: Woodstock Art Festival
Name of Non-Profit organization: Woodstock Area Chamber of Commerce
Address: PO Box 488
Woodstock VT 05091

Event information:

Date of event: Sept. 10 & 11, 2022 Time of event: 10AM - 5PM
Hours event will occupy the Green, including setup and clean up time: Setup tents Friday
Anticipated crowd size: 200-300 per day Sept 9, 2022 After 4pm
Will you have booths or stalls? yes
If yes, how many: 40
Equipment to be used on the Green: Pop-up tents
Event description. Clearly state the scope and nature of the event to be held:
Up to 40 tents on the Green, wine & spirit tasting, food and
live music

Traffic control plan/arrangements: Will work with Chief Bligh

Please submit a layout for the event.

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.

Fee paid: 1/7/22
Cash/Check/Online: Online
Received by: NW
Certificate of Insurance received: 1/8/22
Received by: NW

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: Elizabeth Finlayson
Title: Exec. Director
Phone: 802-457-3555

Mailing address: PO Box 486
Woodstock VT 05091
Email: bfinlayson@woodstockvt.com

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 reasonably 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 kiosks, or light poles surrounding the Village Green.
4. Traffic signs and parking kiosks 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 7:00 am or after 10:00 pm 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 reasonable 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 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 of 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.

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: _____

FOR OFFICE USE ONLY

This permit was:

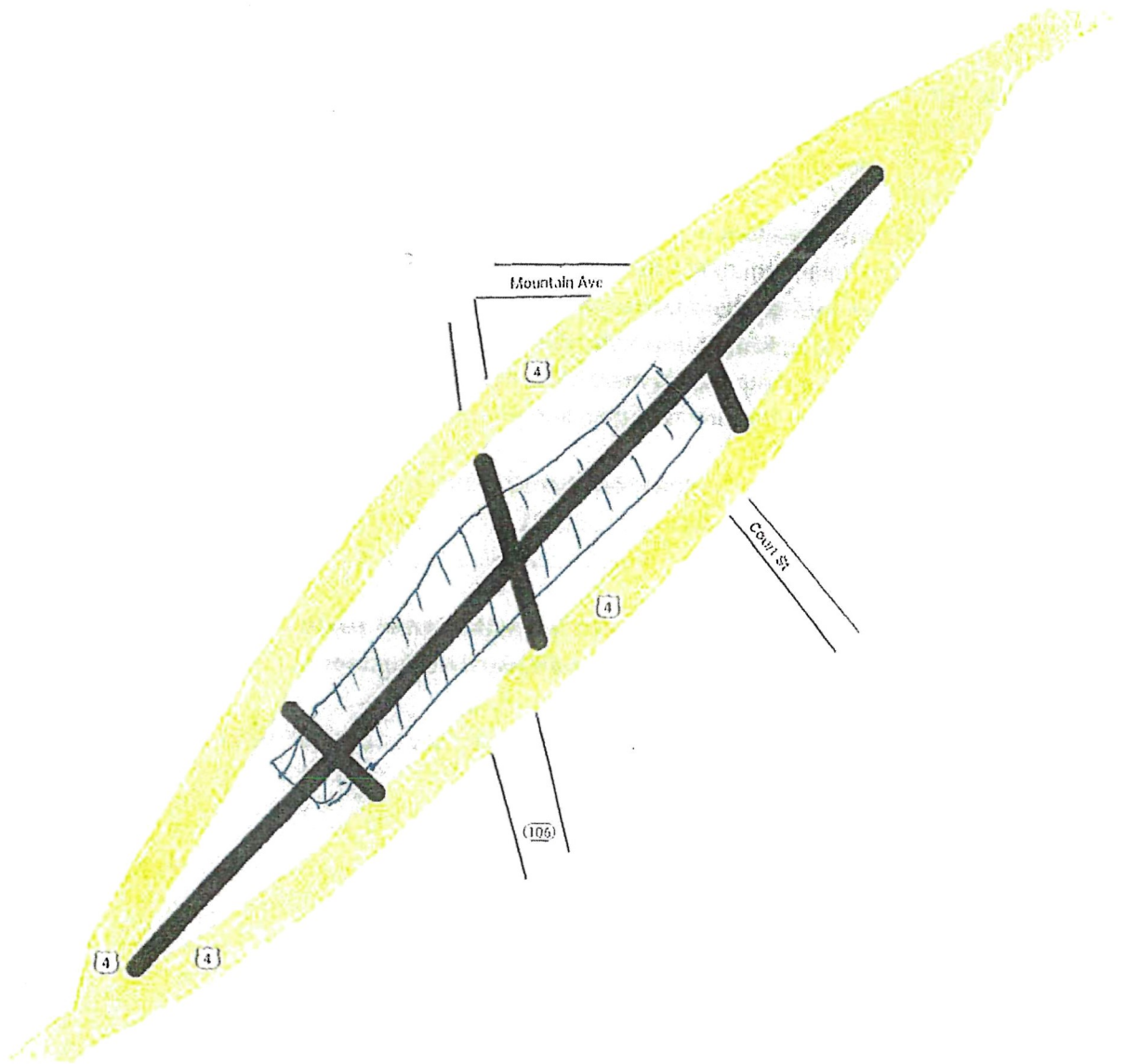
- ☐ Approved
☐ Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

Please use this to show the layout of the event:



RECEIVED
JAN 05 2022

Village of Woodstock
Permit for Use of the Village Green

BY:
Application date: 4 Jan 2022
Event name: Market on the Green
Name of Non-Profit organization: Woodstock Area Chamber of Commerce
Address: PO Box 486
Woodstock VT 05091

Event information:

Date of event: June 1, 2022 - Oct 12, 2022 Time of event: 3 PM - 6 PM
Hours event will occupy the Green, including setup and clean up time: Noon - 7pm
Anticipated crowd size: 100 people
Will you have booths or stalls? 35 vendors & music
If yes, how many: _____

Equipment to be used on the Green: Pop Up tents

Event description. Clearly state the scope and nature of the event to be held: Farmers Market -
local area vendors selling produce prepared food wine &
spirit tasting and crafts. Music & craft activities
for children.

Traffic control plan/arrangements: Will work with Chief Blisk

Please submit a layout for the event.

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.

Fee paid: 1/7/22

Cash/Check/Online: Online

Received by: NLN

Certificate of Insurance received: 1/5/22

Received by: NLN

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

Name: Kathy Avellino
Title: Market Coordinator
Phone: 802-457-3555
Info@woodstockvt.com

Use of the Green Permit

Page 1 of 6

Mailing address: PO Box 486

Woodstock VT 05091
Email: info@woodstockvt.com

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 reasonably 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 kiosks, or light poles surrounding the Village Green.
4. Traffic signs and parking kiosks 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 7:00 am or after 10:00 pm 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 reasonable 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 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 of 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.

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: _____

FOR OFFICE USE ONLY

This permit was:

- ☐ Approved
- ☐ Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

The Village Green Banner Requirements

Banner requirements:

- Two banners per event (one to place at each end of the Green)

All banners must be:

- Less than 9' long x 30"-36" wide
- Have grommets and wind slots

Recycling Protocol for Events on the Village Green

Vermont's Universal Recycling Law, Act 148, mandates that we recycle and prevent recyclable items from going into Vermont landfills. As a condition of your event permit, you are required to provide sufficient recycling in addition to regular trash collection.

If you anticipate more than 250 people at your event, you must provide additional bins beyond those normally on the Green.

Mandatory recycling on the Green best practices:

- Several weeks prior to the event give each vendor a list of what is recyclable and instruct them to only use recyclable dishware materials. No Styrofoam allowed!
- Post clear signage about accepted materials on or by the recycle bins. If needed, arrange with Sustainable Woodstock (457-2911) to pick up additional signage. Signage is particularly important if you do not have bin monitors.
- Pair all recycling bins with trash receptacles.
- Line recycle totes with plastic liners if they are provided. This allows overflow to be bagged and stored to the side while the bins refill.
- Assign a Recycling Monitor to check the bins and help direct people about recycling to minimize contamination.
- Educate staff and volunteers about what belongs in recycle bins.
- No food is allowed in the recycle bins. Empty containers only. Minor food residue is okay.
- Arrange for a designated spot for overflow or bulky recyclables, like cardboard.
- Collect the recycling and place in a central location at the end of the event.

This policy addresses recycling only. The permit holder must also arrange regular trash collection.

The two local haulers providing trash and recycling services are:

- Able Waste (802) 672-3569 ablewastemanagementvt.com
- Casella Waste (802) 295-2660 casella.com/northeast/index.html

At least 2 weeks prior to your event:

Arrange to pick up bins and signage from your hauler, returning them with recycling and waste after the event.

OR

Have the hauler deliver bins and signage to the Green before your event and then pick them up with recycling and trash after the event.

Note: Totes smaller than 96 gallons are easier to physically manage

Accepted recyclable materials:

- Paper
 - White and colored
 - Newspapers/magazines

Use of the Green Permit

Page 5 of 6

- Softcover books
- Paper bags
- Wrapping paper
- Cardboard
 - Corrugated cardboard (no food residue, but oil okay)
 - Paperboard (cereal boxes, paper towel cores)
 - Frozen food boxes (only if it rips)
- Glass containers
 - All glass bottles & jars
- Metal
 - Cans
 - Aluminum trays and foil (includes lids)
 - Aerosol cans (empty)
- Plastic #1-7 (Pete & Hdpe)
 - Hard containers only – no film/wrap bags
 - Soda, juice, and water bottles
 - Milk jugs
 - Plastic clamshell containers
 - Materials with recycling symbol except as noted below

Not accepted in recycling:

Juice/drink/wine/milk cartons, coated paper cups and plates (hot and cold), foam packaging, plastic bags, Styrofoam without recycling symbol, hazardous materials, glass dishes, ceramics

Please no food in recycle bins!

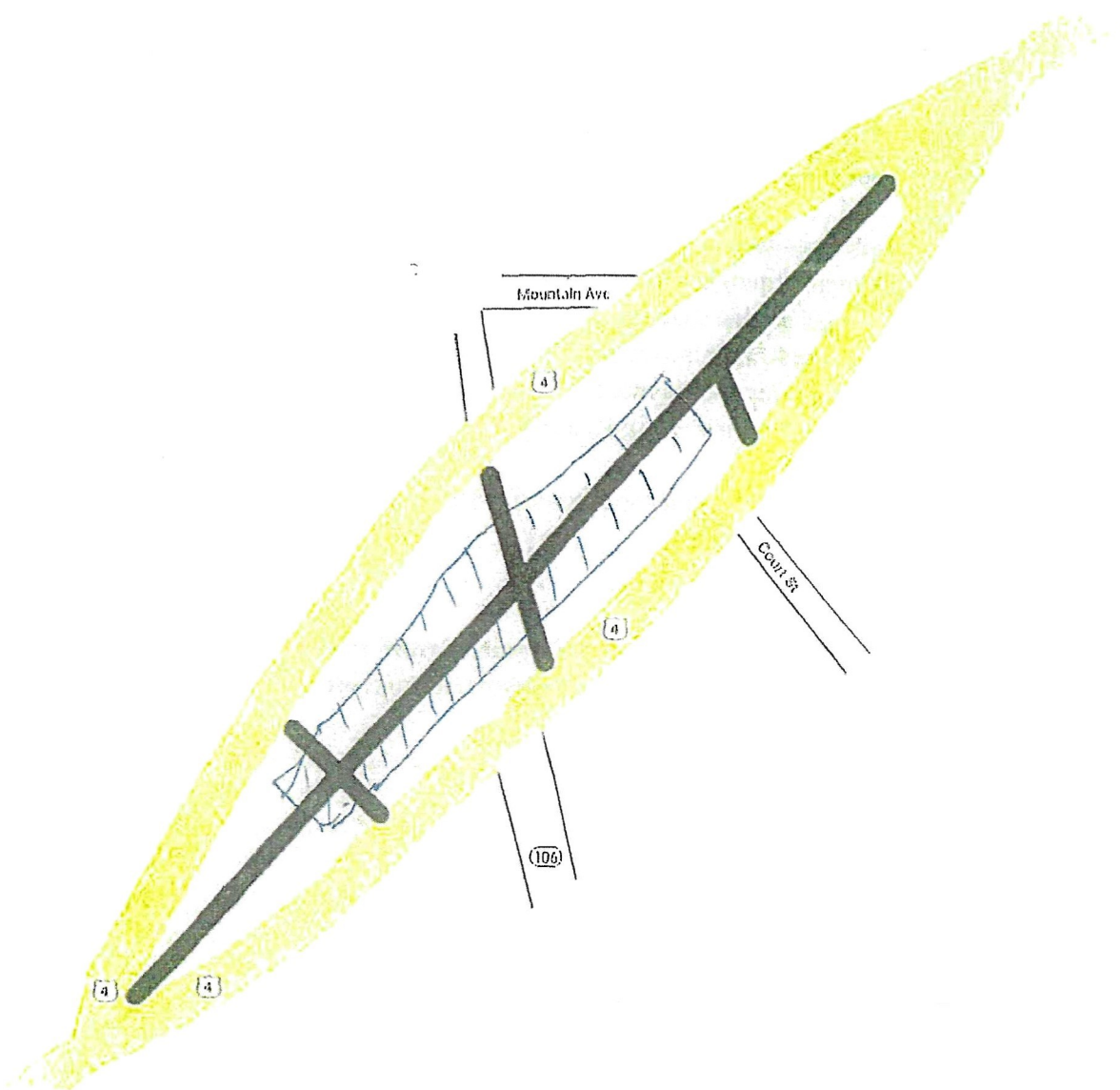
Empty containers only!

Minor food residue is okay (e.g., yogurt cups that are scraped clean)

Thank you!

For more information, contact Sustainable Woodstock at 802-457-2911 or info@sustainablewoodstock.org

Please use this to show the layout of the event;



**Woodstock Market on the Green
2022 Vendor Application**

Your name: _____ Phone No. _____

Farm/business name: _____

Mailing address: _____

County of residence: _____ E-mail: _____

Is e-mail a reliable way to contact you? _____

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

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

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

_____ **June 1 through August 3 (\$162.50)**

_____ **August 10 through October 12 (\$162.50)**

_____ **Alternating weeks**

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

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

_____ **June 1 through August 3 (\$162.50)**

_____ **August 10 through October 12 (\$162.50)**

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

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

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

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

_____ last minute

_____ 3 days

_____ 1 week

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

March 1, 2022 to:

Woodstock Market on the Green

PO Box 486

Woodstock, VT 05091



**Woodstock Market on the Green
2022 Product Liability Release Form**

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

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

signature

date

please print signed name above

name of farm/business

2022 Woodstock Market on the Green

Market Rules

1. Eligibility of Vendors

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

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

2. Market season and hours of opening

- a) The Market on the Green begins June 1 and goes through October 12, 2022.
- b) The Market on the Green is open to vendors for setup beginning at 1:00PM on Market day.
- c) The Market is open for selling between 3 and 6 PM. Vendors are expected to be prepared for opening at 3 PM and stay until closing at 6 PM.
- d) The Market will be open, rain or shine unless dangerous thunderstorms are predicted.
- e) Each vendor is responsible for having his or her space vacated and clean by 7 PM

3. Eligibility of products

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

lawn. The Market committee will assign vendor spaces.

c) All booths, stands and displays are subject to Market Committee approval.

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

a) **UNLOADING:** Vendors will have ten reserved parking spaces at the west end of the Green for unloading. As soon as product has been unloaded, the vendors will need to move their vehicles to the parking lot of the Elementary School on School Street (or in a designated area during the school season) for the duration of the market.

b) **Metered and non-metered spaces near or around the Green are not to be used by vendors during the Market and must be left for customers in order to maximize attendance.**

c) Vendors may again park in the spaces at the west end of the Green to load products and tables back into their vehicles at the conclusion of the Market.

General Market Regulations

a) Each vendor must keep his or her space and surrounding area clean. Vendors who sell items that may be consumed at the market must provide their own trash receptacles. Barrels at either end of the Green provided by the Town of Woodstock are for customer use only.

b) Consumption of alcoholic beverages is not permitted at the Market except for tastings offered by an approved Vermont wine vendor.

c) It is a Woodstock Village ordinance that there is no smoking on the Green.

d) Vendors are required to notify the Market Coordinator by telephone at least 24 hours in advance if they are unable to attend the Market so that a replacement can be contacted. **A fee of \$25.00 will be applied if 24 hours is not given.**

e) Vendors are required to report their sales totals at the end of each half market season. Vendors will be given a form at the beginning of each market half season.

. The reporting will be anonymous and confidential. This will assist the committee in market analysis, guide future improvements, and is a requirement for the Market to qualify for NOFA (Northeast Organic Farming Association) funding.

Trash

a) The Village of Woodstock passed an ordinance that requires recycling on the Green. Vendors are required to take any trash they create (i.e. cardboard boxes) home with them.

b) Prepared food vendors are required to provide a trash receptacle at their booth and remove the trash at the end of the day.

Enforcement

All vendors are expected to know and follow the Rules of the Woodstock Market on the Green or will be subject to permanent dismissal from the market. If a vendor is not complying with Market Rules, the below steps shall be taken in the order in which they appear. The violations can be of the same Rule or of different Rules. The Market Coordinator has the responsibility to monitor market operations and vendor compliance during each market.

- On the first offense, a verbal warning will be given to the vendor stating which guideline has been violated and noting the specific nature of the violation. Written documentation of the verbal warning will be provided to the Market on the Green committee.
- On the second offense, written warning will be issued to the vendor stating which guideline they have violated and noting the specific nature of the violation. Written documentation will be provided to the Market on the Green Committee and the WACC Board of Directors.
- If a third offense occurs, the vendor will be asked to leave the market and not return for the remainder of the season; there will be no refund of fees paid; participation in future seasons will be

Village of Woodstock
Application for Permit to Use or Place Furniture on Sidewalk

Applicant name: Woodstock Area Chamber of Commerce

Applicant address: Po Box 486

Mailing address: Woodstock, VT 05091

Applicant phone: 802-457-3555

Email: bfinlayson@woodstockvt.com

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: Side walks on Central and Elm Streets

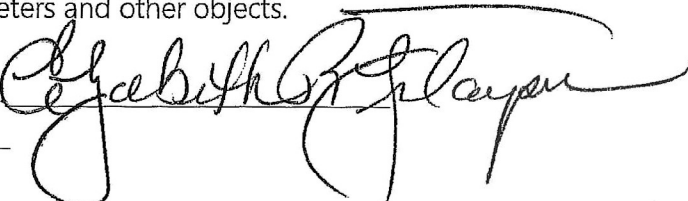
Event name (if applicable): Woodstock Sidewalk Sale Days

Organization: Woodstock Area Chamber of Commerce

Date(s) & time(s): August 19,20,21, 2022 9AM-6PM

For the purpose of: Displaying merchandise on the Village Sidewalks

Please attach a diagram of what you have in mind, including dimensions, distance from curb, trees, light posts, parking meters and other objects.

Signature of applicant: 

Date: 5 January 2022

Important – A certificate of insurance must be submitted with this application. *Rec 1/5/22*

An application fee of \$25.00 must be submitted with this application. *Paid 1/7/22*

The Village Trustees will consider this application at their next meeting.

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.

OFFICE USE:

Action taken:

- ☐ Approved
- ☐ Denied

Signature: _____

Date: _____

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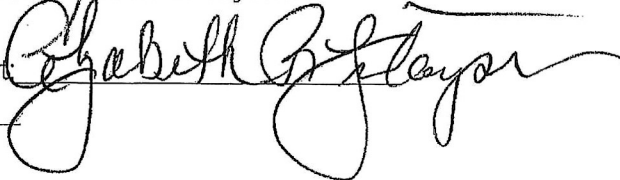
Event name (if applicable): Woodstock Sidewalk Sale Days

Organization: Woodstock Area Chamber of Commerce

Date(s) & time(s): May 27, 28, 29, 2022 9AM-6PM

For the purpose of: Displaying merchandise on the Village Sidewalks

Please attach a diagram of what you have in mind, including dimensions, distance from curb, trees, light posts, parking meters and other objects.

Signature of applicant: 

Date: 5 January 2022

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

An application fee of \$25.00 must be submitted with this application.

The Village Trustees will consider this application at their next meeting.

Rec 1/5/22

Paid 1/7/22

Conditions:

1. Contact Chief of Police
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4. Applicant's signature certifies that he/she has read the ordinance and agrees to comply with all provisions.

OFFICE USE:

Action taken:

- ☐ Approved
- ☐ Denied

Signature: _____

Date: _____

**Village of Woodstock
Board of Trustees
December 14, 2021
6:30 pm
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Jeffrey Kahn, Seton McIlroy, Daphne Lowe, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Ellen Phillips Soroka, Roger Logan, Police Chief Robbie Blish, Jill Davies, Patrick Proctor, Karim Houry, Patrick Fultz

A. Call to order

1. Chair Kahn called the Village Trustees meeting of December 14, 2021, to order at 6:30 pm.

B. Interview for Village Design Review Board – Ellen Phillips Soroka

1. Ms. Soroka stated that restoration is a focus of hers. She is a practicing architect. She has not attended a Village Design Review Board meeting.

C. Citizen comments

1. Chair Kahn stated that there is concern regarding masking. They are going to have a discussion later in this meeting about masking policy.

D. Additions to & deletions from the posted agenda

1. Additions
 - a. Executive session
 - b. Masking policy
 - c. Update on East End Park

E. Manager's report

1. General report
 - a. Mr. Kerbin gave an update. He is looking into grants and funding.
2. Financial report
 - a. Chair Kahn asked about why they show zero for real estate tax revenue.
 - i. Mr. Kerbin stated that this should show up on January's report. The same thing happened last year. This is standard practice.
 - b. Chair Kahn stated they budget \$2,000 of interest income and they have 4.28% of that.
 - i. Mr. Kerbin stated that it should also reflect on January's report.

F. Police Chief's report

1. Chief Blish stated that the Turkey Trot went well. They collected 405 pounds of food during that event. Wassail went well. He thanked all the volunteers and the Highway Crew that put out the barricades. They did Toys for Tots during Stuff a Cruiser. They collected three shopping cards full of toys. They also collected \$350 in cash donations.

G. Permit – Use of the Green – BarnArts Winter Carols

Motion: by Mr. Corson to approve the Use of the Green Permit for BarnArts Winter Carols.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

H. New business

1. Proposal to expand the local option tax in Woodstock

- a. Mr. Houry shared a presentation (included in minutes).
- b. Chair Kahn stated that he talked to members of the business community to find out how they feel about it. There is a lot of disagreement. He shared letters against it from PJ Eames (Clover Gift Shop), Kimberly Smith (37 Central Clothiers, Red Wagon Toy Co, Woodstock Scoops, Central Street Holdings), and Lee Ann Lyman (Ace Hardware) (included in the minutes).

Motion: by Mr. Corson to put the local option tax on the ballot for Australian Voting in March.

Seconded: by Ms. Lowe.

Discussion: Chair Kahn believes that it is too soon, and they should discuss this more.

Vote: 1-4-0, did not pass. (Mr. Corson for, Chair Kahn against, Ms. McIlroy against, Ms. Lowe against, Ms. Blakeman against)

2. Library parking lot lease – will discuss in executive session

3. Possible purchase of extended warranty for parking kiosks

- a. Chief Blish stated that this extended warranty would be for the four kiosks that were purchased back in February. The proposal would be \$7,200 a year. The fees if you do not have a warranty if something breaks is \$195 an hour with a two hour minimum and a \$95 vehicle charge. In five years, this would be about \$35,000. These are new machines. He believes the warranty is overpriced. He thinks they should set aside some funds from parking revenues in the budget or capital reserve account to pay for any future issues they may have.
- b. Chair Kahn stated they can use the parking fund for any maintenance.

I. Other business

1. Chair Kahn stated that there have been numerous people asking for mask mandates. However, there are numerous people saying to keep things the way they are.
2. Ms. Blakeman stated that she took a poll today at the salon with customers asking them how they felt about a mask mandate. Everyone felt, herself included that at this point people should know what the right thing is to do. They are all adults and can make their own decisions. She does not think that it is necessary for them to mandate it as it is not enforceable.
3. Mr. Corson stated that he is on the fence about this issue. He suggested surveying some on the businesses.
4. Ms. McIlroy stated that Vermont has the highest number of cases that they have had throughout the entire pandemic. They are the most vaccinated state in the country. In the past two weeks Windsor County has had 773 cases.
5. The Village Trustees will provide signs that “Woodstock Wears Masks” and they will be provided to stores and businesses.

J. Executive session

Motion: by Ms. McIlroy to enter executive session at 8:28 pm to discuss appointments and contracts.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

Executive session ended at 8:40 pm.

1. Chair Kahn stated gave an update regarding the parking lot at East End Park. They were originally told they could use certain materials. They could create a parking lot on one

acre that adjoins East End Park if they purchased it using grant funds that were associated with the wastewater project in South Woodstock. They were about to go forward and have an engineer take a look at it and see what would be required and the expenses. However, they were told they can no longer put a parking lot here. The only place parking could be accommodated on that acre would be where that acre adjoins the road that goes from East End Park area over to Sunset Farms. They do not know how many spaces they could get out of that situation. It might be as few as ten. It would be very expensive.

2. A site visit will potentially be held on January 2nd at noon.

Motion: by Ms. Lowe to approve the Library Parking Lot lease agreement for \$11,000 a year with the terms submitted.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

K. Approval of minutes

1. 11/2/21 special meeting minutes

2. 11/9/21 meeting minutes

Motion: by Ms. Lowe to approve the minutes of 11/2/21 and 11/9/21 as submitted.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

L. Adjournment

Motion: by Ms. McIlroy to adjourn the meeting at 8:52 pm.

Seconded: by Ms. Lowe.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

Proposal to Expand the Local Option Tax in Woodstock

(and secure an additional \$180,000 annually for the town and village)

The Case for a 1% Local Option Sales & Use Tax

December 2021

The Problem Statement

With continuing financial pressure on our property taxes due to current and upcoming staggering funding needs for Woodstock's challenged infrastructure (schools, sewer, water, municipal buildings...), how can we continue to create new and alternative revenue sources for the Town and Village?

Upcoming Infrastructure Projects	From (Estimate)	To (Estimate)	Timing
Town Hall and Pentangle	\$1,000,000	\$7,500,000	2023
South Woodstock Wastewater Plant	\$2,800,000	\$4,500,000	2022
Main Wastewater Plant	\$8,000,000	\$18,000,000	2025
EMS Building	\$4,500,000	\$4,500,000	In Progress
School	\$40,000,000	\$70,000,000	TBD
Municipal Water System	\$3,000,000 ?	\$10,000,000 ?	TBD
Total	\$59,300,000	\$114,500,000	

Objectives

1. Ask town and village voters, in March of 2022, to secure a \$150,000 to \$200,000* annual revenue opportunity for the town of Woodstock by levying a 1% sales and use local option tax (LOT), thereby reducing the pressure on our property taxes. Woodstock currently collects an extra 1% via the meals and room tax with all proceeds (around \$270,000 a year) going to the EDC.
2. Demonstrate – based on facts and historical tax data – that a 1% increase in sales tax will not impact the level of Woodstock’s annual taxable sales amounts nor does it impact the consumer experience in any notable way.
3. Ask our retail merchants to join hotel and restaurant owners’ 2015 effort (via the 1% meals and rooms LOT), by supporting this local option sales tax initiative thus helping the town secure a needed new source of revenues.
4. Allocate this new annual revenue source to specific and identified ongoing town/village expenses.

Vermont Local Options Taxes - Definition

- A local option tax (LOT) is a way for municipalities in Vermont to raise additional revenue .
- A municipality may vote to levy a 1% sales and use local option taxes in addition to state sales and use business tax of 6%.
- Although local option taxes are levied by the municipality, the Tax Department collects and administers the taxes. Vendors who collect these taxes remit them to the Tax Department along with their state taxes.
- The town keeps 70% of the LOT while the state keeps 30% to cover processing costs.
- The LOT is calculated as 1% of the taxable (net) sales for each town.
- Current local option taxes levied in Woodstock:
 - Local Option Meals Tax (adopted by Woodstock in 2015 to fund the EDC):
9% meals tax + 1% = 10% total tax.
 - Local Option Alcoholic Beverages Tax (adopted by Woodstock in 2015 to fund the EDC): 10% alcohol tax + 1% = 11% total tax.
 - Local Option Rooms Tax (adopted by Woodstock in 2015 to fund the EDC):
9% rooms tax + 1% = 10% total tax.

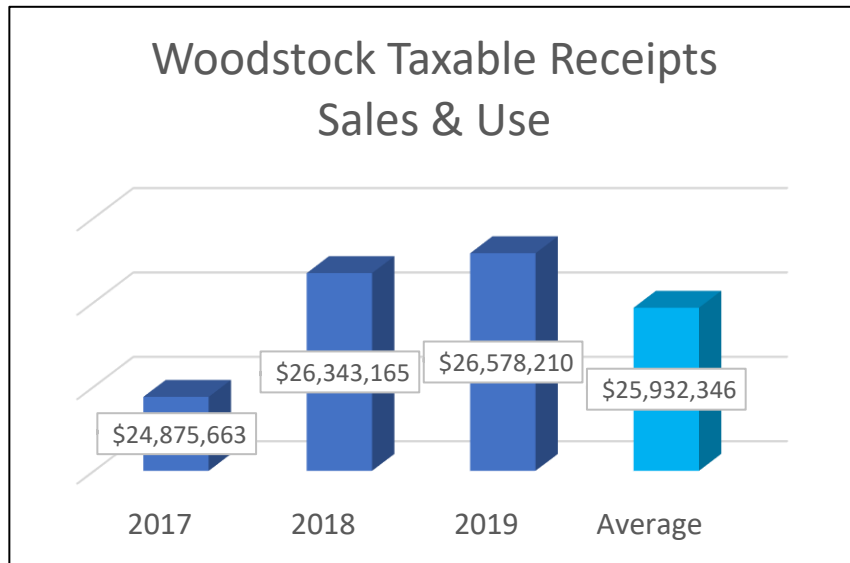
Vermont's Local Option Tax Landscape

16 municipalities have implemented a local option sales tax while 21 have done the same for the meals and rooms tax

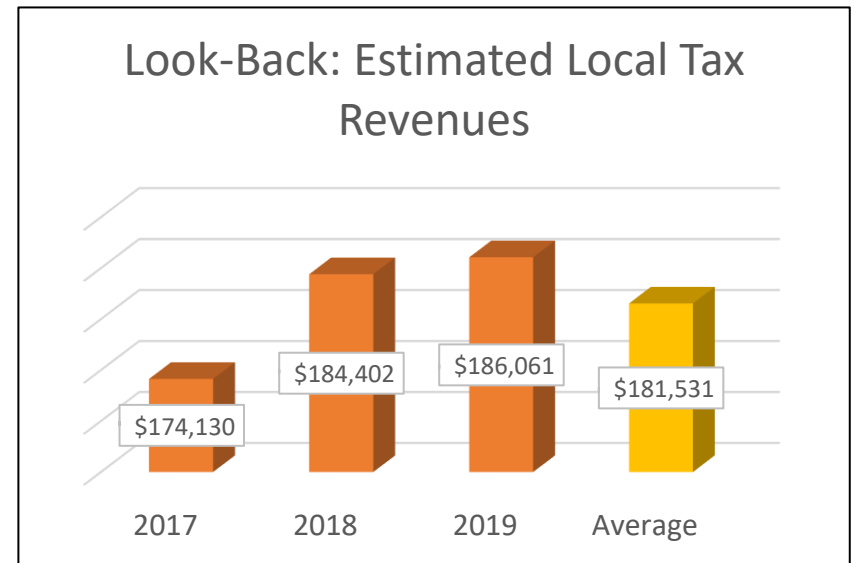
Local Option Tax		
Municipality	Meals & Rooms	Sales & Use
Brandon	Oct. 2016	Oct. 2016
Brattleboro	Apr-07	Jul. 2019
Burlington		Jul. 2006
City of Barre	Oct. 2018	
Colchester	Oct. 2015	Oct. 2015
Dover	Jul. 2007	Jul. 2007
Hartford	Oct. 2017	
Killington	Oct. 2008	
Manchester	Apr. 2008	Apr. 1999
Middlebury	Oct. 2008	Oct. 2008
Montpelier	Oct. 2016	
Rutland Town	Apr. 2009	Apr. 2009
St. Albans City	Oct. 2020	Oct. 2020
St. Albans Town	Jul. 2014	Jul. 2014
South Burlington	Oct. 2007	Oct. 2007
Stowe	Jul. 2006	
Stratton	Jul. 2004	Jul. 2004
Williston	Jul. 2003	Jul. 2003
Wilmington	Jul. 2012	Jul. 2012
Winhall	Jul. 2010	Jul. 2010
Winooski	Jul. 2019	Jul. 2019
Woodstock	Jul. 2015	

Primary Argument in Favor of the Proposal – More Town Revenues

*Had the Local option sales & use tax been in place, the town of Woodstock would have averaged over **\$180K in additional ANNUAL revenues** (with more future revenue upside expected thanks to online taxes levied since 2018).*



Source: Vermont Tax Department website



Local captured revenues = 70% of 1% local option tax revenues

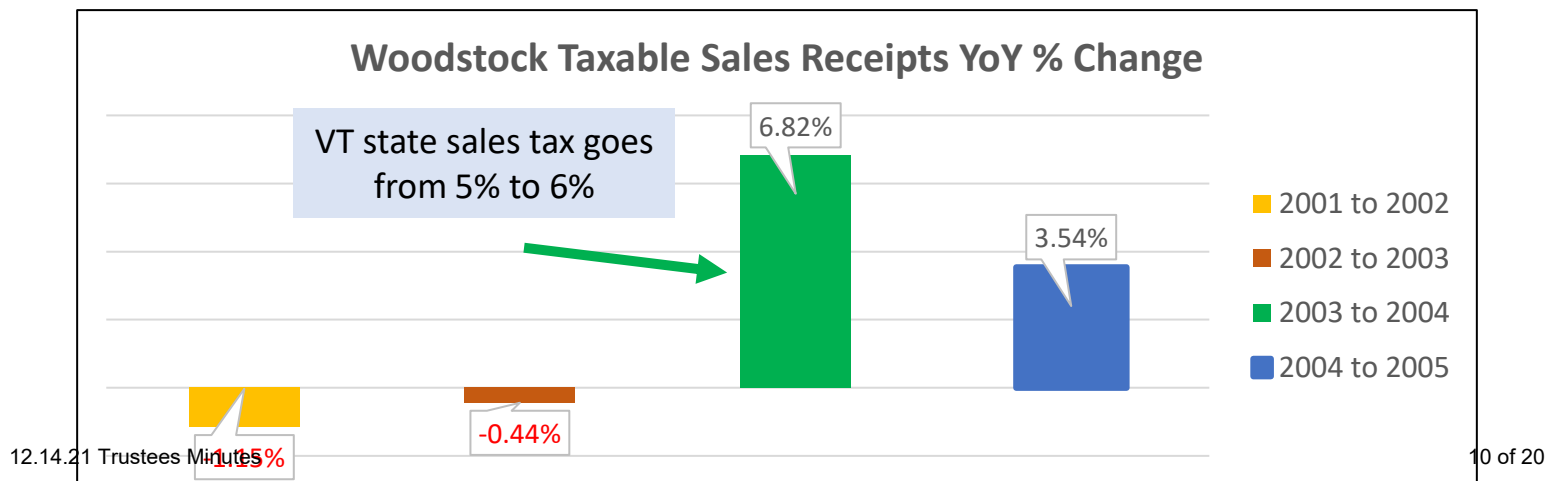
Notes:

- Due to the COVID pandemic, 2020 figures are not shown as they would not reflect a “normal” business year.
- Sales and Use taxable receipts for Q1 2021 were roughly the same as 2019 pre-pandemic levels (+/- \$5MM).

Addressing the First Potential Concern

“If we levy a local option sales tax, less people will shop and spend their money in Woodstock’s stores”

- The local option meals and room tax was implemented in 2015 in Woodstock. That year and all subsequent years (excluding 2020 due to COVID) , meals and rooms sales increased in Woodstock.
- From 2012 to 2016, Brandon, Colchester, St. Albans Town and Wilmington (all relatively small towns like Woodstock) implemented their 1% local option sales and use tax. Despite this, retail sales increased in all four towns during their implementation year of the new tax and the following year as well (per data from the Tax Dept. website).
- Woodstock is a tourist town, therefore, a notable portion of in-store shopping is done by out of state visitors. Tourists are not sales tax sensitive when shopping and local taxes are not a consideration when selecting their vacation destination.
- In 2003, Vermont state sales tax increased from 5% to 6%, yet taxable receipts increased during that year and the following one in Woodstock (see chart below).



Source: Vermont Tax Department website

Addressing the Second Potential Concern

“We need to compare apples to apples and choose NH border towns as comparison points”

Wilmington

- In 2012 Wilmington implemented its 1% local option sales and use tax. Wilmington is 26 miles away from the first NH town while Woodstock is 18 miles away.
- Wilmington’s taxable retail sales increased by 6% in 2012 and by 10% in 2013 despite their new local 1% sales tax.

Brattleboro

- Brattleboro, a true border town to NH (even closer than Woodstock), introduced its local option tax in 2019.
- While Woodstock’s taxable receipts decreased by 13% from 2019 to 2020 due to the COVID pandemic, Brattleboro’s taxable sales decreased only by 5% despite the introduction of its local option sales tax.

Addressing the Third Potential Concern

“More people will shop online if we increase our sales tax”

- With the adoption by Vermont of the South Dakota vs. Wayfair Supreme Court ruling, this argument is no longer as valid since online sales are now taxed under certain conditions.
- Going as far back as 1999 with a Nielsen study, to a more recent 2020 Oberlo survey, studies show that sales taxes appear nowhere in the top reasons why people shop online (see table below).

TOP REASONS PEOPLE SHOP ONLINE

Nielsen – 1999

Most Important Reasons People Shop on the Web	
Easy to place an order	83%
Large selection of products	63%
Cheaper prices	63%
Faster service and delivery	52%
Detailed and clear information about what is being offered	40%
No sales pressure	39%
Easy payment procedures	36%

Oberlo - 2020



Addressing Other Potential Concerns

“It’s unfair towards low-income families”

- The local option sales tax will not apply to essential staples such as food, diapers, clothes, heating oil and medication as these items (and many others) are exempt from sales tax in general.

“People will go instead to NH or MA to shop”

- Tourists will continue to shop in Woodstock. They will not drive to other states for their vacation shopping. Sales tax is not a decision factor when selecting a vacation destination.
- People who are tax sensitive will just continue going to neighboring NH for their shopping.
- It is unlikely that people will drive as far as MA because the difference in taxes between Woodstock and MA will only be 0.75% once the 1% local tax is implemented... this is only 75 cents more on a \$100 purchase or 15 cents more on a \$20 purchase. It will cost them more in gas and wasted time.
- As indicated in the previous slides, taxable retail sales actually increased despite the implementation of the local option sales tax in similar Vermont towns.

Additional Arguments in Favor of the Proposal

- Hotel and restaurant owners as well as sellers of alcohol have been doing their part to help raise revenues for our town via the MRT LOT since 2015, let's now have retail merchants partake in that effort as well.
- This tax will allow Woodstock to align with other VT tourist destinations such as Manchester, Stratton, Middlebury and Burlington who raise a significant amount of revenues from their local option sales tax.
- The town is in dire need of new and alternative sources of revenues and taxpayers could certainly use this tool to mitigate continued increases in their property taxes.
- The process is administered by the state so that the town just waits for its payments to hit its bank accounts. Any adjustments to POS systems by retailers is expected to be a fairly easy task.
- The “Nuclear Option”: This local tax can always be rescinded by voters in the future if the town or village is not satisfied with the outcome.

Local Options Taxes – Proposed Usage of Raised Funds

- It is always recommended to identify an agreed upon usage of annual cash in-flow, preferably earmarked toward an ongoing annual expense.
- For example, we could use the annual funds (approx. \$180K) towards maintaining and enhancing Woodstock's streets to ensure the town remains attractive for residents and visitors who will be spending their money in the Village and Town shops and restaurants.
- These are the average annual costs for:
 - Sidewalks = \$90,000
 - Streets Lights = \$40,000
 - Tree maintenance = \$15,000
 - Street paving = \$50,000
- And/or towards the Highway department capital reserves fund:
It averages around \$65,000 a year.
- And/or towards financing a \$2.5 million 20-year bond at the prevailing average interest rates.

In Summary...

- A 1% Local Sales & Use Options Tax will provide an additional \$180,000 of revenues annually to the Town and Village of Woodstock.
- This is \$180,000 in revenues (which can fund a \$2.5 million bond) which will not need to be provided by additional property taxes to cover our upcoming infrastructure or other costs.
- Similar to the current Meals & Rooms 1% Local Option Tax, this new tax is well in the spirit of Woodstock businesses looking to help contribute to the financial health of our Town and Village. Merchants should join hotel and restaurant owners in this effort.
- Various town and state level tax data sources demonstrate that a 1% increase in tax will not negatively impact annual taxable sales amounts or the consumer experience, especially when that consumer is a tourist.
- Many essential items such as food, medication, diapers or clothing will be exempt from this new tax. This minimizes impact on local shoppers
- This additional source of revenue can be put to good use to cover annual expenses such as sidewalk repairs or other infrastructure expenses.
- It is therefore recommended that this proposal be put on the annual ballot in March 2022 by the Town and Village. If it is approved, then the new local option tax will be effective beginning the next tax quarter following 90 days' notice to the Department of Taxes of the imposition.

Sources

- Interview with Jessie Baker, Winooski Town Manager (implemented local option sales tax in 2019)
- Interview with Patrick Moreland, Brattleboro Assistant Town Manager (implemented local option sales tax in 2019)
- Vermont Department of Taxes website and data provided by its staff
- Nielsen and Oberlo surveys: Top reasons people shop online
- Various conversations with Woodstock retail merchants and other Woodstock residents

KIMBERLY C SMITH -4620 Cloudland Road- Woodstock, VT 05091

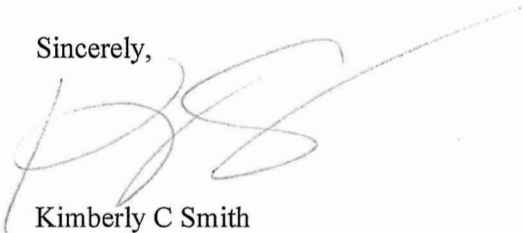
December 13, 2021

To The Village Trustees,

As a Woodstock Multi-Business Owner, Board Member of the Woodstock Area Chamber of Commerce, Village Building Owner and Woodstock Resident, I am opposed to Expand the Local Option Tax in Woodstock. I believe this additional 1% would be detrimental to our business community, future development and residents' ability to afford shopping local. We cannot lose another local business or deter future business development. I believe imposing this tax could do just that, especially, given our proximity to sales tax free New Hampshire.

Thank you for your consideration on behalf of this local business owner.

Sincerely,

A handwritten signature in dark ink, appearing to be 'K. Smith', written over a light blue horizontal line.

Kimberly C Smith
37 Central Clothiers
Red Wagon Toy Co
Woodstock Scoops
Central Street Holdings

Patricia Eames
Clover Gift Shop
10 Elm St
Woodstock VT 05091
802-280-5287
pj@clovergiftshop.com

The Woodstock Village Trustees
C/O Jeff Kahn
Unicorn
Central St
Woodstock VT 05091

To Whom It May Concern,

As a Village business owner, I am strongly opposed to the proposed 1% local sales tax. Right now, consumers are seeing historically high prices on everything from the fuel that heats their homes to the food that they put on their table. Adding an extra tax during these unprecedented times is irresponsible, and suggests that Woodstock is out of touch with what the average American is experiencing with burden of increasing living expenses.

This tax would affect not only our tourists, but also our local residents. With our proximity to tax free NH, enticing locals to spend their money in the village is already a challenge. Adding an additional tax will exasperate this issue.

Building supplies are already at a historical high, with prices rising up to 50% within a few months. Would this tax affect our local hardware and building supplies businesses? If so, it would make it even more difficult for residents to justify shopping locally rather than taking a trip to West Lebanon NH to pick up everything they need, tax free.

Woodstock needs to realize, that additional taxes do not only affect our tourists. More importantly, they affect our local residents, many of whom are just making ends meet trying to hold onto their little piece of VT.

Please reconsider putting this issue to vote this year. It is the last thing we need on top of an already incredibly difficult year.

Thank you,



PJ (Patricia) Eames
Owner, Clover Gift Shop

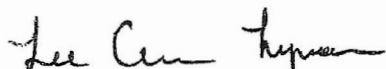
14 December 20201

Woodstock Village
Board of Trustees

Ladies and Gentlemen:

My name is Lee Ann Lyman, I am the store manager of Woodstock Home and Hardware. I understand there is a proposal before you to raise the sales tax in Woodstock to 7%. My concern is this will increase the financial burden of the existing businesses here, thus making it harder to survive in Woodstock. We should instead focus on recruiting new business to Woodstock and filling our empty store fronts.

Sincerely,

A handwritten signature in black ink, appearing to read "Lee Ann Lyman". The signature is fluid and cursive, with the first name "Lee" being the most prominent.

Lee Ann Lyman