

Village of Woodstock
Board of Trustees Meeting
April 12, 2022
6:30 PM
Town Hall
Agenda

- A. Call to order
- B. Citizen comments
- C. Additions to & deletions from posted agenda
- D. Manager's report
 - 1. General Report
 - 2. Financial Report
- E. Police Chief's report
- F. Permits
 - 1. Use of the Green Permits
 - a. Senior Banners on the Green
 - b. Woodstock Alumni Parade – Woodstock High School Alumni Association
- G. Old business
 - 1. Discussion of Financial Committee
 - 2. Short Term Rental Discussion
- H. New business
 - 1. Emerald Ash Borer Funding
 - 2. Agreement to Accept Voter's Minor Increase to FY23 Budget
 - 3. Woodstock Dog Club – Request to Donate Bench
 - 4. Discussion of use of Library lot
 - 5. ARPA Motion
 - 6. Food Trucks/Food on the Green for Summer & Fall Discussion
 - 7. Sandwich Boards in Front of Stores Discussion
 - 8. Appointment of Steven Bauer as Interim Zoning Administrator

- I. Other business
- J. Approval of minutes
 - 1. 2/4/22 minutes
 - 2. 2/11/22 minutes
 - 3. 2/21/22 minutes
 - 4. 3/8/22 minutes
 - 5. 3/24/22 minutes
- K. 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/85879622419?pwd=QlNZUjFKaWRPTmZURFppUGxWRU9UUT09>

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

Account	Budget	Actual	% of Budget
2-400 REAL ESTATE TAX REVENUE			
2-4001-000 Real Estate Taxes	571,689.28	577,139.70	100.95%
2-4004-000 In Lieu of Taxes	1,000.00	0.00	0.00%
2-4009-000 National Park Land Trust	9,500.00	10,500.00	110.53%
Total REAL ESTATE TAX REVENUE	582,189.28	587,639.70	100.94%
2-401 HIGHWAY REVENUE			
Total HIGHWAY REVENUE	0.00	0.00	0.00%
2-402 FEES & PERMITS			
2-4025-000 Use of Green	0.00	500.00	100.00%
2-4026-000 Curb Cuts Permits	200.00	275.00	137.50%
Total FEES & PERMITS	200.00	775.00	387.50%
2-404 SHORT TERM RENTAL ENFORCE			
2-4041-000 Registrations	1,500.00	225.00	15.00%
2-4042-000 Fines	500.00	0.00	0.00%
Total SHORT TERM RENTAL ENFORCE	2,000.00	225.00	11.25%
2-405 PLANNING & ZONING			
2-4051-000 Zoning Permits	10,000.00	8,136.85	81.37%
2-4053-000 Yard Sale Permits	0.00	80.00	100.00%
Total PLANNING & ZONING	10,000.00	8,216.85	82.17%
2-406 POLICE REVENUE			
2-4061-000 Parking Fines	23,000.00	29,773.85	129.45%
2-4062-000 Parking Meter Revenue	105,000.00	50,621.35	48.21%
2-4063-000 Police Contracts	10,000.00	19,225.50	192.26%
2-4064-000 Misc Police Revenue	0.00	2,093.51	100.00%
2-4065-000 Moving Violations - VTTC	62,000.00	45,232.99	72.96%
2-4066-000 False Alarms	2,000.00	7,350.00	367.50%
2-4067-000 Town Services	418,475.00	307,123.30	73.39%
2-4068-000 Courthouse parking	0.00	9,270.00	100.00%
2-4069-000 CreditCardsPermitsParking	55,000.00	60,904.57	110.74%
Total POLICE REVENUE	675,475.00	531,595.07	78.70%
2-407 INTEREST INCOME			
2-4071-000 General Interest Income	2,000.00	1,547.90	77.40%
Total INTEREST INCOME	2,000.00	1,547.90	77.40%
2-409 MISCELLANEOUS			
2-4091-000 Miscellaneous Revenue	2,000.00	175.00	8.75%
2-4093-000 Highway State Aid	45,000.00	37,690.35	83.76%

VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
Total MISCELLANEOUS	47,000.00	37,865.35	80.56%
2-41 EAST END			
2-4101-000 East End Revenue	2,000.00	-150.00	-7.50%
Total EAST END	2,000.00	-150.00	-7.50%
2-43 IRENE RECOVERY REVENUE			
Total IRENE RECOVERY REVENUE	0.00	0.00	0.00%
2-44 GRANT REVENUE			
2-4414-000 DUI Enforcement Grant Rev	14,000.00	10,265.87	73.33%
2-4416-000 Police PACIF Grant Rev	4,000.00	18,112.50	452.81%
2-4436-000 SLFRF/ARPA Village	0.00	128,239.27	100.00%
Total GRANT REVENUE	18,000.00	156,617.64	870.10%
2-470 TRANSFERS IN			
2-4702-000 Transfer from Trustee	800.00	0.00	0.00%
Total TRANSFERS IN	800.00	0.00	0.00%
2-480 COMMUNITY CONTRIBUTIONS			
Total COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
Total Revenues	1,339,664.28	1,324,332.51	98.86%
2-500 SPECIAL ARTICLES			
2-5001 GRANTS/CONTRIB-TRUST FUND			
2-5001-901 Audit Expense	400.00	0.00	0.00%
2-5001-902 Trustee Public Funds Wage	400.00	0.00	0.00%
Total GRANTS/CONTRIB-TRUST FUND	800.00	0.00	0.00%
2-5002 GRANTS/CONTRIB-GENL FUND			
2-5002-928 Tree Fund	5,000.00	11,240.00	224.80%
2-5002-931 Seasonal Decorations	5,000.00	752.67	15.05%
Total GRANTS/CONTRIB-GENL FUND	10,000.00	11,992.67	119.93%
Total SPECIAL ARTICLES	10,800.00	11,992.67	111.04%
2-501 ADMINISTRATION			
2-5011 TRUSTEES			
2-5011-100 Salaries & Wages	3,750.00	0.00	0.00%
2-5011-199 Employer Paid Benefits	300.00	0.00	0.00%

VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
2-5011-302 Legal Fees	10,000.00	5,669.59	56.70%
2-5011-313 Community Television	500.00	0.00	0.00%
2-5011-603 Dues, Subs & Meetings	1,000.00	5.55	0.56%
2-5011-612 Printing Village Report	1,500.00	1,006.40	67.09%
2-5011-615 Advertising	1,000.00	158.10	15.81%
2-5011-801 Unclassified	2,000.00	0.00	0.00%
2-5011-810 Lobbyist	7,250.00	0.00	0.00%
2-5011-815 Insurance	75,000.00	43,648.68	58.20%
Total TRUSTEES	102,300.00	50,488.32	49.35%
2-5012 EXECUTIVE			
2-5012-100 Salaries & Wages	40,450.00	30,140.12	74.51%
2-5012-199 Employer Paid Benefits	18,025.00	7,989.68	44.33%
2-5012-200 Wellness	1,000.00	90.00	9.00%
2-5012-301 Professional Services	50.00	0.00	0.00%
2-5012-603 Dues, Subs & Meetings	500.00	555.63	111.13%
2-5012-615 Advertising	50.00	174.40	348.80%
Total EXECUTIVE	60,075.00	38,949.83	64.84%
2-5013 OFFICE ADMINISTRATION			
2-5013-201 Operating Supplies	1,500.00	590.19	39.35%
2-5013-202 Office Supplies	1,500.00	733.54	48.90%
2-5013-204 Postage	2,400.00	1,345.29	56.05%
2-5013-401 Equip Repairs & Mainte	2,500.00	709.02	28.36%
2-5013-502 Communications	2,000.00	760.26	38.01%
2-5013-503 NEMRC Support/License	1,250.00	1,250.00	100.00%
Total OFFICE ADMINISTRATION	11,150.00	5,388.30	48.33%
2-5014 AUDITING			
2-5014-301 Professional Services	14,000.00	14,725.00	105.18%
Total AUDITING	14,000.00	14,725.00	105.18%
2-5015 TREASURER			
2-5015-100 Salaries & Wages	1,200.00	883.78	73.65%
2-5015-199 Employer Paid Benefits	120.00	69.43	57.86%
Total TREASURER	1,320.00	953.21	72.21%
2-5016 ACCOUNTING			
2-5016-100 Salaries & Wages	30,900.00	20,806.92	67.34%
2-5016-199 Employer Paid Benefits	13,150.00	8,199.44	62.35%
2-5016-301 Professional Services	1,300.00	1,691.04	130.08%
2-5016-603 Dues, Subs & Meetings	25.00	0.00	0.00%
Total ACCOUNTING	45,375.00	30,697.40	67.65%

VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
2-5018 VILLAGE CLERK			
2-5018-316 Village Clerk Wages	400.00	0.00	0.00%
Total VILLAGE CLERK	400.00	0.00	0.00%
2-5019 CAPITAL RESERVE			
2-5019-932 Office Equipment	500.00	500.00	100.00%
2-5019-937 Compensation Unused Sick/	30,000.00	30,000.00	100.00%
Total CAPITAL RESERVE	30,500.00	30,500.00	100.00%
Total ADMINISTRATION	265,120.00	171,702.06	64.76%
2-502 HIGHWAY DEPARTMENT			
2-5022 TRAFFIC CONTROL			
Total TRAFFIC CONTROL	0.00	0.00	0.00%
2-5023 HIGHWAY MAINTENANCE			
Total HIGHWAY MAINTENANCE	0.00	0.00	0.00%
2-5024 SIDEWALK MAINTENANCE			
Total SIDEWALK MAINTENANCE	0.00	0.00	0.00%
2-5025 VILLAGE PARKS			
Total VILLAGE PARKS	0.00	0.00	0.00%
2-5026 STREET LIGHTS			
Total STREET LIGHTS	0.00	0.00	0.00%
2-5027 PUBLIC WORKS BUILDING			
Total PUBLIC WORKS BUILDING	0.00	0.00	0.00%
2-5028 HIGHWAY EQUIPMENT MAINT			
Total HIGHWAY EQUIPMENT MAINT	0.00	0.00	0.00%
2-5029 CAPITAL RESERVE			
Total CAPITAL RESERVE	0.00	0.00	0.00%
Total HIGHWAY DEPARTMENT	0.00	0.00	0.00%
2-503 VILLAGE POLICE DEPT			
2-5030 POLICE ADMINISTRATION			

VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
2-5030-100 Salaries & Wages	136,550.00	107,945.98	79.05%
2-5030-107 Educ, EMT Training & Stipend	0.00	1,850.00	100.00%
2-5030-199 Employer Paid Benefits	52,000.00	54,857.44	105.50%
2-5030-201 Operating Supplies	1,600.00	1,324.36	82.77%
2-5030-202 Office Supplies	300.00	298.62	99.54%
2-5030-601 Travel & Transportation	275.00	102.66	37.33%
2-5030-603 Dues, Subs & Meetings	3,000.00	1,250.00	41.67%
2-5030-610 Printing & Binding	100.00	100.00	100.00%
2-5030-615 Advertising	300.00	0.00	0.00%
Total POLICE ADMINISTRATION	194,125.00	167,729.06	86.40%
2-5031 LAW ENFORCEMENT			
2-5031-100 Salaries & Wages	298,700.00	193,603.01	64.82%
2-5031-104 Contract Services	0.00	17,463.82	100.00%
2-5031-107 Local, EMT & Educ Stipend	16,000.00	8,615.83	53.85%
2-5031-199 Employer Paid Benefits	94,000.00	82,883.44	88.17%
2-5031-201 Operating Supplies	850.00	408.52	48.06%
2-5031-206 Weapon Mainte & Supplies	1,500.00	0.00	0.00%
2-5031-301 Professional Services	1,000.00	800.50	80.05%
2-5031-306 Uniform Service	4,000.00	434.42	10.86%
2-5031-312 Bike Patrol	100.00	0.00	0.00%
2-5031-409 Small Tools & Equipment	3,200.00	261.45	8.17%
2-5031-413 Officer Video Recording	100.00	0.00	0.00%
2-5031-603 Dues, Subs & Meetings	350.00	420.59	120.17%
Total LAW ENFORCEMENT	419,800.00	304,891.58	72.63%
2-5032 POLICE TRAINING			
2-5032-100 Salaries & Wages	5,500.00	5,607.82	101.96%
2-5032-199 Employer Paid Benefits	390.00	434.00	111.28%
2-5032-601 Travel & Transportation	300.00	231.24	77.08%
2-5032-605 Tuition	1,900.00	1,358.00	71.47%
Total POLICE TRAINING	8,090.00	7,631.06	94.33%
2-5033 POLICE COMMUNICATIONS			
2-5033-304 Dispatch Services	64,730.00	64,730.00	100.00%
2-5033-402 Radio Maintenance	500.00	562.25	112.45%
2-5033-502 Communications	12,000.00	8,322.29	69.35%
Total POLICE COMMUNICATIONS	77,230.00	73,614.54	95.32%
2-5034 PARKING METERS			
2-5034-100 Salaries & Wages	23,325.00	17,193.97	73.71%
2-5034-199 Employer Paid Benefits	2,000.00	1,383.94	69.20%
2-5034-202 Office Supplies	3,000.00	3,000.00	100.00%
2-5034-204 Postage	508.00	2,556.74	503.30%
2-5034-210 Computer Software	1,000.00	0.00	0.00%
2-5034-212 CreditCard/Meter Charges	23,000.00	10,616.74	46.16%

VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
2-5034-301 Professional Services	200.00	4.99	2.50%
2-5034-401 Equip Repair & Mainte	1,000.00	5.24	0.52%
2-5034-402 CrdtCrd/MterRepair/Replac	1,000.00	480.00	48.00%
2-5034-407 Equipment Purchase	1,000.00	2,815.98	281.60%
2-5034-409 Small Tools & Equipment	700.00	422.82	60.40%
2-5034-425 NW Library Lot Rent	11,000.00	11,000.00	100.00%
Total PARKING METERS	67,733.00	49,480.42	73.05%
2-5035 POLICE VEHICLE			
2-5035-401 Equip Repair & Mainte	3,500.00	3,515.58	100.45%
2-5035-409 Small Tools & Equipment	600.00	183.93	30.66%
2-5035-503 Fuel	8,000.00	4,952.55	61.91%
Total POLICE VEHICLE	12,100.00	8,652.06	71.50%
2-5036 BUILDING MAINTENANCE			
2-5036-100 Salaries & Wages	2,000.00	1,733.32	86.67%
2-5036-199 Employer Paid Benefits	175.00	131.60	75.20%
2-5036-504 Propane	2,000.00	1,499.94	75.00%
2-5036-506 Electricity	1,800.00	1,350.00	75.00%
2-5036-507 Rubbish Removal	2,200.00	2,046.66	93.03%
2-5036-508 Water/Sewer	400.00	349.11	87.28%
2-5036-703 Building Maintenance	1,500.00	0.00	0.00%
Total BUILDING MAINTENANCE	10,075.00	7,110.63	70.58%
2-5037 TOWN POLICE SERVICES			
2-5037-100 T Salaries & Wages	80,350.00	58,815.50	73.20%
2-5037-102 T Training Wages	1,400.00	698.95	49.93%
2-5037-107 T Stipend	2,200.00	0.00	0.00%
2-5037-198 T Training Paid Benefits	200.00	0.00	0.00%
2-5037-199 T Employer Paid Benefits	25,000.00	18,293.19	73.17%
2-5037-306 T Uniform Service	1,300.00	673.97	51.84%
2-5037-401 T Vehicle Repairs & Maint	2,500.00	3,997.65	159.91%
2-5037-409 T Small Tools & Equip	500.00	184.54	36.91%
2-5037-410 T 4X4 Vehicle Lease	7,800.00	0.00	0.00%
2-5037-411 T 4X4 Radio,Lights,Radar	800.00	485.95	60.74%
2-5037-502 Communications	300.00	250.00	83.33%
2-5037-503 T Fuel	2,750.00	3,708.02	134.84%
2-5037-603 Dues, Subs & Meetings	150.00	0.00	0.00%
2-5037-605 T Tuition	750.00	359.28	47.90%
Total TOWN POLICE SERVICES	126,000.00	87,467.05	69.42%
2-5039 CAPITAL RESERVE			
2-5039-933 Police Computer	1,500.00	1,500.00	100.00%
2-5039-934 Radio System	2,000.00	2,000.00	100.00%
2-5039-965 Police Cruiser	17,500.00	17,500.00	100.00%
Total CAPITAL RESERVE	21,000.00	21,000.00	100.00%

Account	Budget	Actual	% of Budget
Total VILLAGE POLICE DEPT	936,153.00	727,576.40	77.72%
2-504 SHORT TERM RENTAL ENFORCE			
Total SHORT TERM RENTAL ENFORCE	0.00	0.00	0.00%
2-507 BOARDS & AGENCIES			
2-5070 PLANNING & ZONING			
2-5070-100 Salaries & Wages	68,945.00	48,309.05	70.07%
2-5070-199 Employer Paid Benefits	34,650.00	9,180.20	26.49%
2-5070-301 Professional Services	500.00	0.00	0.00%
2-5070-406 Equipment Purchase	0.00	16.97	100.00%
2-5070-601 Travel & Transportation	300.00	0.00	0.00%
2-5070-603 Dues, Subs & Meetings	1,200.00	511.85	42.65%
2-5070-615 Advertising	4,000.00	880.17	22.00%
Total PLANNING & ZONING	109,595.00	58,898.24	53.74%
2-5079 CAPITAL RESERVE			
2-5079-933 Computer Equip Replace	1,000.00	1,000.00	100.00%
2-5079-934 Update Village-Town Plan	1,000.00	1,000.00	100.00%
Total CAPITAL RESERVE	2,000.00	2,000.00	100.00%
Total BOARDS & AGENCIES	111,595.00	60,898.24	54.57%
2-5091 VILLAGE HWY EXPENSE			
2-5091-804 HWY State Aid to Town	45,000.00	0.00	0.00%
Total VILLAGE HWY EXPENSE	45,000.00	0.00	0.00%
2-5092 TRUSTEES' CONTINGENCY			
Total TRUSTEES' CONTINGENCY	0.00	0.00	0.00%
2-5099 CAPITAL RESERVE SPENDING			
2-5099-971 Police Cruiser	0.00	26,153.00	100.00%
Total CAPITAL RESERVE SPENDING	0.00	26,153.00	100.00%
2-5301 LOSS REPAIR EXPENSES			
Total LOSS REPAIR EXPENSES	0.00	0.00	0.00%
2-5303 IRENE RECOVERY EXPENSE			
Total IRENE RECOVERY EXPENSE	0.00	0.00	0.00%
2-5401 GRANT EXPENSE			

04/08/22

WOODSTOCK TOWN General Ledger

Page 8 of 8

10:19 am

Current Yr Pd: 9 - Budget Status Report

Staff Accountant.TOWNACCTPC2015

VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
2-5401-815 PoliceHWYSafetyGrantExpen	0.00	4,629.00	100.00%
2-5401-829 DUI OP Grant Exp	0.00	8,135.60	100.00%
Total GRANT EXPENSE	0.00	12,764.60	100.00%
2-570 TRANSFERS OUT			
Total TRANSFERS OUT	0.00	0.00	0.00%
Total Appropriations	1,368,668.00	1,011,086.97	73.87%
Total VILLAGE GENERAL FUND	-29,003.72	313,245.54	
Total All Funds	-29,003.72	313,245.54	

Village Trustees

MARCH

7/1/2021 -3/31/2022

July – March 31 represents 75% of the total year's budget

Revenues:

Budget: \$1,339,664.28

Actual: \$1,324,332.51

We have **received 98.86%** of this year's revenue. This will likely increase with more revenue from the Police Department

Appropriations:

Budget: \$1,368,668.00

Actual: \$1,011,086.97

We have **spent 73.87%** of this year's appropriations.

Highlights in revenue:

- 2-4061-000 Parking Fines are at \$29,773.85 or 129.45%
- 2-4063-000 Police Contracts are at \$19,225.50 or 192.25%
- 2-4066-000 False Alarms are at \$7,350.00 or 367%
- 2-4436-000 ARPA money has not been allocated to any particular project

Highlights in appropriations:

- 2-5002-928 – this line is overspent. This is an invoice from Chippers
- 2-5034-204 – Parking Meter Postage
- 2-5034-407 – Equipment Purchase

RECEIVED
FEB 11 2022

BY:

Paid 3/8/22
Check 9189
COI Rec

Village of Woodstock
Permit for Use of the Village Green

Application date: 2/11/2022
Event name: SENIOR BANNERS ON THE GREEN
Name of Non-Profit Organization: WOODSTOCK UNION HS/MS
Address: 100 Amosden Way
Woodstock, VT 05091

Event Information:

Date of event: 5/27-6/10 Time of event: -
Hours event will occupy the Green, including setup and clean up time: -
Anticipated crowd size: -

Booths/stalls:

- ☐ Yes
☒ No

If yes how many: -

Equipment to be used on the Green: -

Event description (clearly state the scope and nature of the event to be held): Banners
on the Green for Seniors. These signs would be on the
green for two weeks prior to Graduation.

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 Ireland
Title: Dean of Students
Phone: (802) 457-1317 ext 1048
Mailing Address: 100 Amosden Way
Woodstock, VT 05091
Email: hland@uconn.net

PO Box 488
Woodstock VT 05091

nnourse@townofwoodstock.org

RECEIVED
FEB 1 1 2015

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: 2/11/2022

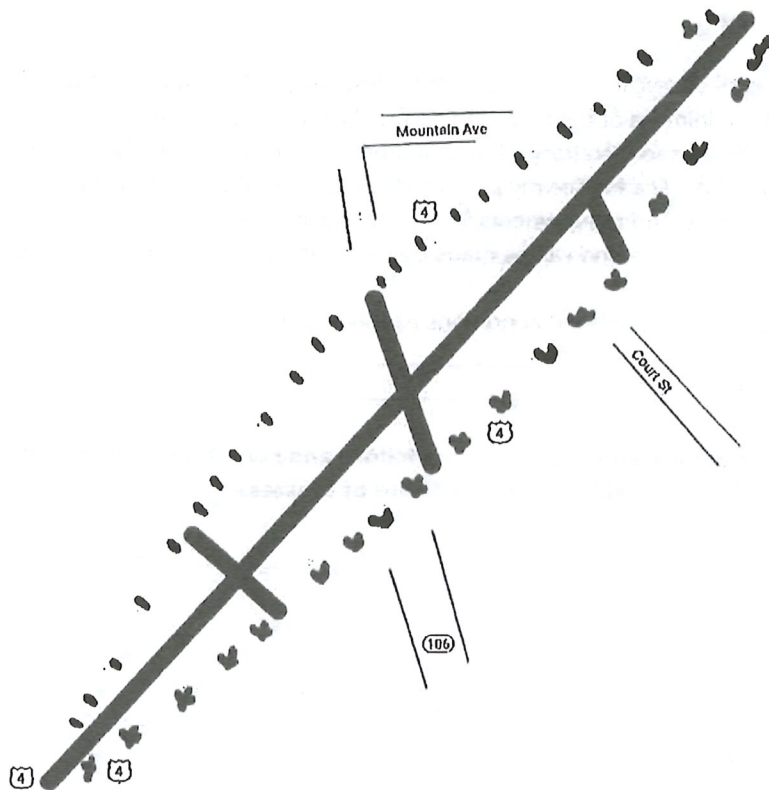
For office use only

- ☐ Approved
☐ Disapproved

Municipal Manager: _____

Date: _____

Please use this to show the layout of the event:





BY:

Village of Woodstock
Permit for Use of the Village Green

Application date: 4-1-22
Event name: WOODSTOCK ALUMNI PARADE
Name of non-profit organization: WOODSTOCK HIGH SCHOOL ALUMNI ASSOCIATION
Address: 1 PINE STREET
WOODSTOCK, VT 05091

Event information:

Date of event: JUNE 11, 2022 Time of event: 7:00 - 5:00 PM
Hours event will occupy the Green, including setup and cleanup time: 10
Anticipated crowd size: 400
Will you have booths or stalls? YES
If yes, how many: 5
Equipment to be used on the Green: HOT DOG COOKER

Event description. Clearly state the scope and nature of the event to be held: This is the annual Parade event. Folks will be setting things up at 7AM. Spectators will begin attendance around Noon and observe the PARADE, beginning at 2PM

Traffic control plan/arrangements: WOODSTOCK POLICE ARE AWARE OF ALL OUR PLANS

Please submit a layout for the event.

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

Fee paid: 4/1/22
Cash/Check/Online: SSI
Received by: NLN
Certificate of Insurance received: 4/1/22
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: DENNIS L. WRIGHT
Title: WHS Alumni PRESIDENT
Phone: 603-381-6526
Mailing address: 1 Pine Street
Woodstock VT 05091
Email: Tuzdeejaz1@aol.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 15 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.

FOR OFFICE USE ONLY

This permit was:

- ☐ Approved
- ☐ Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

- 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.
11. 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.
12. Applicant recycling plan: applicant to describe plans for the vent to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
13. 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: Dennis L. Wright
Date: 4-1-22

Please call or email completed permit to:

Town of Woodstock

nnourse@townofwoodstock.org

Nikki Nourse

PO Box 488

Woodstock, VT 05091

Adrienne Soler <dosmartinos@gmail.com>

Mon 3/28/2022 4:40 PM

Hi Nicole,

My husband Pete Sigle stopped by your office last week to request permission for the Woodstock Dog Club to donate a bench to the town of Woodstock in memory of one of our founding members and life long resident of Woodstock, Jan Marshall. I understand that we need board approval. Could you kindly schedule him to make this request before the board.

Much appreciated,

Adrienne Soler and Pete Sigle

Members of the Woodstock Dog Club, Inc.

802-299-8295

Village of Woodstock
Board of Trustees Emergency Meeting
February 4, 2022
8:30 am
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, Zoie Parent, Lily Mitchell.

A. Call to order

1. Chair Kahn called the Trustees Emergency Meeting of February 4, 2022, to order at 8:30 am.

B. Additions to & deletions from posted agenda – none.

C. Budget discussion

1. Chair Kahn stated that the tree fund needs to be put in separately as a line item. It is not a special article. There is currently a 2% increase. Last year the increase to real estate taxes was about the same.
2. Mr. Corson stated that last year it was .1990
3. Chair Kahn stated that they are not accounting for union negotiations that have not been finalized. They do not know what they will add to the budget.
4. Mr. Kerbin stated putting some money in the contingency line.
5. Chair Kahn stated that they will put \$5,000 in the Trustee Contingency and remove the lobbyist line of \$2,500.
6. Ms. Mitchell stated that she is confused on why the tree fund is just a Village expense.
7. Chair Kahn stated that the trees they are dealing with are only in the Village. The Town is considering tree treatment as well.
8. Ms. Mitchell stated that it is not a specific benefit to just the residents of the Village.

Internet at Town Hall went down, and the meeting was unable to continue.

D. Adjournment

Motion: by Ms. McIlroy to adjourn the meeting at 9:24 am.

Seconded: by Mr. Corson.

Vote: 5-0-0, passed.

Respectfully submitted,
Nikki Nourse

Village of Woodstock
Board of Trustees Emergency Meeting
February 11, 2022
8:45 am
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.

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

A. Call to order

1. Chair Kahn called the Trustees Meeting of February 11, 2022, to order at 8:45 am.

B. Citizen comments – none.

C. New business

1. Approve Village Warning

Motion: by Chair Kahn to remove Fire Wardens from the Village Warning.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Chair Kahn to approve the Village Warning.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 4-0-0, passed.

2. Discuss Informational Meeting Presentation

- a. Chair Kahn stated that they do not need a moderator. He will read the Warning for everybody. When he gets to the section about the budget, he will pause. At that point, he would like the Trustees to take sections to simply point out any highlights and if there is an increase or not.
- b. Mr. Corson will do general government.
- c. Ms. Blakeman will do boards and agencies.
- d. Ms. McIlroy will do Village Police.
- e. Chair Kahn stated that he will explain how they moved the \$20,000 for the tree fund into the budget instead of it being a voted special article. That changed the percentage increase of the taxes drastically. It is a 4.25% increase. There is little in special articles so there are no surprises. This makes the budget more transparent, and people know what they are getting. There will be a regular Trustees meeting following the Informational Meeting.

D. Adjournment

Motion: by Ms. McIlroy to adjourn the meeting at 9:08 am.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 4-0-0, passed.

Respectfully submitted,

Nikki Nourse

Village of Woodstock
Board of Trustees Special Meeting
February 21, 2022
8:30 am
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.

A. Call to order

1. Chair Kahn called the Trustees Meeting of February 21, 2022, to order at 8:30 am.

B. Citizen comments – none.

C. New business

1. Reschedule Village Meeting & Informational Meeting

2. Approve New Village Warning

Motion: by Chai Kahn to approve the Warning with the deletion of the 1% option tax and change the Informational Meeting to 3/15/22 and the Village Meeting to 3/24/22.

Seconded: by Ms. Blakeman.

Discussion: Chair Kahn mentioned that the staff needs to warn a reorganizational meeting for 3/24 at 7:30 pm. He instructed Mr. Kerbin to invite Don Wheeler to that meeting so he can swear in Gabe DeLeon and Ms. Blakeman.

Vote: 5-0-0, passed.

D. Adjournment

Motion: by Ms. McIlroy to adjourn the meeting.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 5-0-0, passed.

Respectfully submitted,
William Kerbin

**Village of Woodstock
Board of Trustees
March 8, 2022
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, Tyler Kimberly, Zoie Parent, Jill Davies, Gabe DeLeon, Police Chief Robbie Blish, Beth Finlayson, AJ Tapley, Ann Jones

A. Call to order

1. Chair Kahn called the Trustees Meeting of March 8, 2022, to order at 6:30 pm.

B. Citizen comments – none.

C. Additions to & deletions from posted agenda

1. Addition – Auditor's Report

D. Manager's report

1. General report

- a. Mr. Kerbin stated the Village Report has been finalized.

2. Financial report

- a. Mr. Kerbin discussed the financial report.

E. Police Chief's report

1. Chief Blish stated that their newest hire Matt Frates started the academy on Monday. It is a 2 week academy. There is another phase of training after that. Then there is at least 160 plus hours of field training that will occur. He is happy to have him on board. Officer Frates was a graduate of WUHS. He served in the army for 4 years as a medic. He is on the Woodstock Ambulance Service. He is getting ready to graduate from Dartmouth.

F. Parade permits

1. Woodstock Alumni Parade – Woodstock Alumni Association

- a. Chair Kahn stated that this parade will take place on June 11th from 7:00 am to 4:00 pm.
- b. Chief Blish stated that they start at the elementary school and then they come out onto Route 4, and they go up Central Street, around Tribeau Park, down Pleasant Street, left on Elm, and head back around the Green back to the elementary school.
- c. Chair Kahn stated that the parade is at 1:00 pm.
- d. Chief Blish stated that they do not allow parking around the Green so spectators can view.

Motion: by Ms. Lowe to approve the Parade Permit for the Woodstock Alumni Parade as submitted by the Woodstock Alumni Association.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

2. ALS Awareness Fundraiser – Do It Like Dan

- a. Mr. Tapley stated that over the last few months, a group of them have come together because one of their friends was recently diagnosed with ALS. Danny Jones, who is a member of the community, was recently diagnosed. He and his wife Leanne wanted to do a walk. They wanted to do a local fundraiser for ALS Awareness. They started a non-profit foundation. What started up as something simple has grown into this really great organization. There are 6 families in the Greater Woodstock area that have come together and created a board to raise money for ALS awareness and research so they can donate some of their fundraising efforts to hopefully help find a cure. Mr. Jones was involved in youth sports and activities so they will provide some funding to students looking to do activities.

Motion: by Ms. Blakeman to approve the Parade Permit for ALS Awareness Fundraiser for Do It Like Dan

Seconded: by Ms. Lowe.

Discussion: none.

Vote: 5-0-0, passed

G. New business

1. Hazard Mitigation Plan

- a. Mr. Kerbin stated that it is the same mitigation plan as before. The only change is on page 17 where they have included the priorities on the pandemic. They also merged wildfires and structure fires as one hazard and merged flooding under severe weather.

Motion: by Ms. McIlroy to approve the Hazard Mitigation Plan.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

2. Village Public Trust Funds Discussion

- a. Ms. Davies stated that these funds have certain restrictions on how they can spend them. She gave her suggestions to the Board.

H. Other business

1. Auditor's Report

- a. Mr. Kimberly stated that back in June of 2021, they came down and started the audit process. Around September, they started the actual audit and it lasted until February or so due to a number of reasons. Some of those being personnel changes and lack of availability of some professional staff to help with the year end closeout process. There were not too many audit adjustments in the Village. There were only 9 proposed audit adjustments in the Village and those were to adjust some asset and depreciation activity. A lot of activity was in the permanent fund. Nothing really gets recorded there during the year and it should. The Vermont Municipal Employee Retirement System, the pension plan, had some adjustments. The general fund has a deficit of about \$130,000. This is partly due to parking meter revenue being significantly down.

I. Approval of minutes

1. 2/4/22 Emergency Minutes

a. Not in packet – tabled.

2. 2/8/22 Minutes

Motion: by Ms. McIlroy to approve the minutes of 2/8/22 as submitted.

Seconded: by Ms. Lowe.

Discussion: none.

Vote: 5-0-0, passed.

J. Adjournment

Motion: by Ms. Blakeman to adjourn the meeting at 7:50 pm.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

Village of Woodstock
Board of Trustees Meeting
March 24, 2022
7:30 pm
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.

Present: Jeffrey Kahn, Seton McIlroy, Brenda Blakeman, Bill Corson, William Kerbin, Nikki Nourse, Jill Davies, Mary Riley, Gabe DeLeon, Don Wheeler

A. Call to order

1. Mr. Kerbin called the Trustees Meeting of March 24, 2022 to order at 7:30 pm.

B. Citizen comments – none.

C. Restructuring of Board

1. Mr. Kahn nominated Ms. McIlroy for Chair.

Motion: by Mr. Kahn to appoint Ms. McIlroy as Chair.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

2. Chair McIlroy nominated Mr. Kahn for Vice Chair

Motion: by Chair McIlroy to appoint Mr. Kahn as Vice Chair.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 4-0-0, passed.

D. Newspapers of record

Motion: by Mr. Kahn to make the Vermont Standard the newspaper of record.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

E. Municipal appointments

1. Development Review Board

- a. Randall Mayhew
- b. Jane Soule

Motion: by Mr. Khan to reappoint Randall Mayhew and Jane Soule to the Development Review Board.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

2. Planning Commission

- a. Mary Margaret Sloan
- b. Ben Jervey

Motion: by Mr. Kahn to reappoint Mary Margaret Sloan and Ben Jervey to the Planning Commission.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

3. Design Review Board

- a. Nancy Sevchenko**
- b. Jack Rossi**

Motion: by Mr. Corson to reappoint Nancy Sevchenko and Jack Rossi to the Design Review Board.

Seconded: by Mr. Kahn.

Discussion: none.

Vote: 4-0-0, passed.

F. Other business

1. Use of the Green Permit – Soup for Ukrainian Refugees – Change the World Kids

Motion: by Mr. Kahn to approve the use of the Green permit for Soup for Ukrainian Refugees as submitted by Change the World Kids.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

2. Finance Committee

- a. Good idea. Maybe have 4 out of 9 members be Village. They will talk to the Select Board.**

3. Other appointments

- a. Don Wheeler – Village Clerk**

Motion: by Mr. Kahn to appoint Mr. Wheeler as the Village Clerk.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

- b. Greg Camp – Moderator**

Motion: by Mr. Kahn to appoint Greg Camp as the Moderator.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

- c. Steven Stuntz – Auditor**

Motion: by Mr. Kahn to appoint Steven Stuntz as Auditor.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

- d. Jill Davies – Trustee of Public Funds**

Motion: by Mr. Kahn to appoint Ms. Davies as Trustee of Public Funds.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

- e. Mr. Wheeler was sworn in as Village Clerk**

- f. Mr. DeLeon was sworn in as Village Trustee.**

- g. Ms. Blakeman was sworn in as Village Trustee.**

G. Adjournment

Motion: by Mr. DeLeon to adjourn the meeting at 9:05 pm.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

Respectfully submitted,
Nikki Nourse