

**Village of Woodstock
Board of Trustees Meeting
May 10, 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. Sidewalk permit – Bradens LLC – Dr. Coburn's Tonic**
 - 2. East End Park permit – Music by the River Series**
- G. Old business**
 - 1. Woodstock Dog Club – request to donate bench**
 - 2. Historical Preservation Committee**
 - 3. Short term rental discussion**
 - 4. Temporary food vendors**
- H. New business**
 - 1. Old Fire Station fund - \$2,500**
 - 2. Request from the EDC on plaque for public bench – Jon Spector**
 - 3. Discussion on funding FY21 deficit**
 - 4. Update on Financial Committee/Job description – Jill Davies**
 - 5. Discussion about visitor transportation**
 - 6. Discussion on new parliamentary procedure**
 - 7. Discussion on potential East End land acquisition**
 - 8. Maintenance of Teagle's Landing**
 - 9. Parking spot request – 21 Central Street**
 - 10. Rules on donations, plaques, and adopt-a-parks**
- I. Other business**
- J. Approval of minutes**
 - 1. 4/12/22 minutes**
 - 2. 4/26/22 minutes**
 - 3. 5/2/22 joint 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=Q1NZUIFKaWRPTmZURFppUGxWRU9UUT09>

or from zoom.us you can enter these details to join the meeting

Meeting ID: 858-7962-2419

Password: 412048

You can also download the Zoom app on your smartphone

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

Phone number: 646 558 8656

Meeting ID: 858-7962-2419

Password: 412048

For Help on Joining Use this Link:

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

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

TRUSTEES

FY '22

May 5, 2022

7/1/2021 -5/5/2022

July – May 5th represents 84.38% of the fiscal year.

Revenues:

Budget: \$1,346,629.00

Actual: \$1,261,830.75

We have received 93.7% of this year's revenue.

Appropriations:

Budget: \$1,346,629.00

Actual: \$1,111,807.73

We have spent 82.56% of the budgeted appropriations

Highlights in revenue:

- 2-4061-000 – Parking Fines are up 166.08%
- 2-4063-000 – Police Contracts are up 192.26%
- 2-4066-000 – False Alarms are up 297.50%
- More State Highway came in than expected

Highlights in appropriations:

- 2-5011-612 Printing Village Reports up 134.19%
- 2-5012-603 Dues, Subs & Meetings up 216.42%
- 2-5016-301 Professional Services up 149.33%
- 2-5019-932 – will be reduced to the voted amount of \$300.00 – no increase
- 2-5030-199 Employer paid benefits up 114.92%
- 2-5031-201 Operating Supplies down 48.06%
- 2-5034-202 Office Supplies up 150%
- 2-5034-407 Equipment Purchases up 281.6% but overall Parking Meters are at 76.92%
- Planning and Zoning is down for now, but no invoices for sub-contracts have been submitted.
This will raise the expenditures and percentage.

Thursday, May 5, 2022				
84.38%				
Account		Budget	Actual	Actual % of Budget
2-400 REAL ESTATE TAX REVENUE				
2-4001-000	Real Estate Taxes	\$ 578,654.00	\$ 577,139.70	99.74%
2-4004-000	In Lieu of Taxes	\$ 1,000.00	\$ -	0.00%
2-4009-000	National Park Land Trust	\$ 9,500.00	\$ 10,500.00	110.53%
Total REAL ESTATE TAX REVENUE		\$ 589,154.00	\$ 587,639.70	99.74%
2-402 FEES & PERMITS				
2-4025-000	Use of Green	\$ -	\$ 550.00	100.00%
2-4026-000	Curb Cuts Permits	\$ 200.00	\$ 300.00	150.00%
Total FEES & PERMITS		\$ 200.00	\$ 850.00	425.00%
2-404 SHORT TERM RENTAL ENFORCE				
2-4041-000	Registrations	\$ 1,500.00	\$ 600.00	40.00%
2-4042-000	Fines	\$ 500.00	\$ -	0.00%
Total SHORT TERM RENTAL ENFORCE		\$ 2,000.00	\$ 600.00	30.00%
2-405 PLANNING & ZONING				
2-4051-000	Zoning Permits	\$ 10,000.00	\$ 7,886.85	78.87%
2-4053-000	Yard Sale Permits	\$ -	\$ 80.00	100.00%
Total PLANNING & ZONING		\$ 10,000.00	\$ 7,966.85	79.67%
2-406 POLICE REVENUE				
2-4061-000	Parking Fines	\$ 23,000.00	\$ 38,198.85	166.08%
2-4062-000	Parking Meter Revenue	\$ 105,000.00	\$ 57,714.43	54.97%
2-4063-000	Police Contracts	\$ 10,000.00	\$ 19,225.50	192.26%
2-4064-000	Misc Police Revenue	\$ -	\$ 2,093.51	100.00%
2-4065-000	Moving Violations - VTTC	\$ 62,000.00	\$ 48,130.72	77.63%
2-4066-000	False Alarms	\$ 2,000.00	\$ 5,950.00	297.50%
2-4067-000	Town Services	\$ 418,475.00	\$ 339,802.42	81.20%
2-4068-000	Courthouse parking	\$ -	\$ 9,270.00	100.00%
2-4069-000	CreditCardsPermitsParking	\$ 55,000.00	\$ 62,097.49	112.90%
Total POLICE REVENUE		\$ 675,475.00	\$ 582,482.92	86.23%
2-407 INTEREST INCOME				
2-4071-000	General Interest Income	\$ 2,000.00	\$ 1,783.58	89.18%
Total INTEREST INCOME		\$ 2,000.00	\$ 1,783.58	89.18%
2-409 MISCELLANEOUS				
2-4091-000	Miscellaneous Revenue	\$ 2,000.00	\$ 190.00	9.50%
2-4093-000	Highway State Aid	\$ 45,000.00	\$ 50,563.20	112.36%
Total MISCELLANEOUS		\$ 47,000.00	\$ 50,753.20	107.99%
2-41 EAST END				

84.38%				
Account		Budget	Actual	Actual % of Budget
2-400 REAL ESTATE TAX REVENUE				
2-4101-000	East End Revenue	\$ 2,000.00	\$ (50.00)	-2.50%
Total EAST END		\$ 2,000.00	\$ (50.00)	-2.50%
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%
2-4417-000	PoliceHWYSafetyGrantReven	\$ -	\$ 1,426.13	100.00%
Total GRANT REVENUE		\$ 18,000.00	\$ 29,804.50	165.58%
2-470 TRANSFERS IN				
2-4702-000	Transfer from Trustee	\$ 800.00	\$ -	0.00%
Total TRANSFERS IN		\$ 800.00	\$ -	0.00%
Total Revenues		\$ 1,346,629.00	\$ 1,261,830.75	93.70%
2-500 SPECIAL ARTICLES				
2-5001 GRANTS/CONTRIB-TRUST FUND				
2-5001-901	Audit Expense	\$ 400.00	\$ -	0.00%
2-5001-902	Trustee Public Funds Wage	\$ 400.00	\$ -	0.00%
Total GRANTS/CONTRIB-TRUST FUND		\$ 800.00	\$ -	0.00%
2-5002 GRANTS/CONTRIB-GENL FUND				
2-5002-928	Tree Fund	\$ 15,000.00	\$ 11,240.00	74.93%
2-5002-931	Seasonal Decorations	\$ 1,000.00	\$ 752.67	75.27%
Total GRANTS/CONTRIB-GENL FUND		\$ 16,000.00	\$ 11,992.67	74.95%
Total SPECIAL ARTICLES		\$ 16,800.00	\$ 11,992.67	71.38%
2-501 ADMINISTRATION				
2-5011 TRUSTEES				
2-5011-302	Legal Fees	\$ 8,000.00	\$ 5,669.59	70.87%
2-5011-313	Community Television	\$ 500.00	\$ -	0.00%
2-5011-603	Dues Subs & Meetings	\$ 800.00	\$ 11.23	1.40%
2-5011-612	Printing Village Report	\$ 750.00	\$ 1,006.40	134.19%
2-5011-615	Advertising	\$ 800.00	\$ 158.10	19.76%
2-5011-801	Unclassified	\$ 1,500.00	\$ -	0.00%
2-5011-810	Lobbyist	\$ 5,000.00	\$ -	0.00%
2-5011-815	Insurance	\$ 72,000.00	\$ 43,648.68	60.62%
Total TRUSTEES		\$ 89,350.00	\$ 50,494.00	56.51%
2-5012 EXECUTIVE				
2-5012-100	Salaries & Wages	\$ 40,250.00	\$ 33,303.32	82.74%

84.38%				
Account		Budget	Actual	Actual % of Budget
2-400 REAL ESTATE TAX REVENUE				
2-5012-199	Employer Paid Benefits	\$ 18,025.00	\$ 8,919.63	49.48%
2-5012-200	Wellness	\$ 750.00	\$ 90.00	12.00%
2-5012-603	Dues Subs & Meetings	\$ 300.00	\$ 649.26	216.42%
2-5012-615	Advertising	\$ -	\$ 174.40	100.00%
Total EXECUTIVE		\$ 59,325.00	\$ 43,136.61	72.71%
2-5013 OFFICE ADMINISTRATION				
2-5013-201	Operating Supplies	\$ 1,200.00	\$ 911.54	75.96%
2-5013-202	Office Supplies	\$ 1,500.00	\$ 733.54	48.90%
2-5013-204	Postage	\$ 2,000.00	\$ 1,814.04	90.70%
2-5013-401	Equip Repairs & Mainte	\$ 2,000.00	\$ 709.02	35.45%
2-5013-502	Communications	\$ 9,250.00	\$ 2,045.38	22.11%
2-5013-503	NEMRC Support/License	\$ 1,250.00	\$ 1,250.00	100.00%
Total OFFICE ADMINISTRATION		\$ 17,200.00	\$ 7,463.52	43.39%
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	\$ 976.08	81.34%
2-5015-199	Employer Paid Benefits	\$ 120.00	\$ 76.37	63.64%
Total TREASURER		\$ 1,320.00	\$ 1,052.45	79.73%
2-5016 ACCOUNTING				
2-5016-100	Salaries & Wages	\$ 30,750.00	\$ 23,066.04	75.01%
2-5016-199	Employer Paid Benefits	\$ 13,150.00	\$ 9,993.43	76.00%
2-5016-301	Professional Services	\$ 1,300.00	\$ 1,941.25	149.33%
2-5016-603	Dues Subs & Meetings	\$ 25.00	\$ -	0.00%
Total ACCOUNTING		\$ 45,225.00	\$ 35,000.72	77.39%
2-5018 VILLAGE CLERK				
2-5018-316	Village Clerk Wages	\$ 400.00	\$ -	0.00%
Total VILLAGE CLERK		\$ 400.00	\$ -	0.00%
2-5019 CAPITAL RESERVE				
2-5019-932	Office Equipment	\$ 300.00	\$ 500.00	166.67%
2-5019-937	Compensation Unused Sick/	\$ 30,000.00	\$ 30,000.00	100.00%
Total CAPITAL RESERVE		\$ 30,300.00	\$ 30,500.00	100.66%
Total ADMINISTRATION		\$ 257,120.00	\$ 182,372.30	70.93%
2-5025 VILLAGE PARKS				
2-5025-301	East End Park - Parking	\$ -	\$ 1,000.00	100.00%

84.38%				
Account		Budget	Actual	Actual % of Budget
2-400 REAL ESTATE TAX REVENUE				
Total VILLAGE PARKS		\$ -	\$ 1,000.00	100.00%
Total HIGHWAY/Park DEPARTMENT		\$ -	\$ 1,000.00	100.00%
2-503 VILLAGE POLICE DEPT				
2-5030 POLICE ADMINISTRATION				
2-5030-100	Salaries & Wages	\$ 135,864.00	\$ 117,349.98	86.37%
2-5030-107	Educ EMT Training&Stipend	\$ 1,750.00	\$ 1,850.00	105.71%
2-5030-199	Employer Paid Benefits	\$ 52,000.00	\$ 59,760.69	114.92%
2-5030-201	Operating Supplies	\$ 1,600.00	\$ 1,549.79	96.86%
2-5030-202	Office Supplies	\$ 300.00	\$ 298.62	99.54%
2-5030-601	Travel & Transportation	\$ 150.00	\$ 102.66	68.44%
2-5030-603	Dues Subs & Meetings	\$ 1,500.00	\$ 1,250.00	83.33%
2-5030-610	Printing & Binding	\$ 100.00	\$ 100.00	100.00%
2-5030-615	Advertising	\$ 300.00	\$ -	0.00%
Total POLICE ADMINISTRATION		\$ 193,564.00	\$ 182,261.74	94.16%
2-5031 LAW ENFORCEMENT				
2-5031-100	Salaries & Wages	\$ 297,250.00	\$ 219,694.68	73.91%
2-5031-104	Contract Services	\$ -	\$ 17,463.82	100.00%
2-5031-107	Local EMT & Educ Stipend	\$ 12,000.00	\$ 8,992.71	74.94%
2-5031-199	Employer Paid Benefits	\$ 94,000.00	\$ 90,891.12	96.69%
2-5031-201	Operating Supplies	\$ 850.00	\$ 408.52	48.06%
2-5031-206	Weapon Mainte & Supplies	\$ 1,500.00	\$ -	0.00%
2-5031-301	Professional Services	\$ 1,000.00	\$ 800.50	80.05%
2-5031-306	Uniform Service	\$ 3,500.00	\$ 3,329.14	95.12%
2-5031-312	Bike Patrol	\$ 100.00	\$ -	0.00%
2-5031-409	Small Tools & Equipment	\$ 3,200.00	\$ 2,219.30	69.35%
2-5031-413	Officer Video Recording	\$ 100.00	\$ -	0.00%
2-5031-603	Dues Subs & Meetings	\$ 350.00	\$ 420.59	120.17%
Total LAW ENFORCEMENT		\$ 413,850.00	\$ 344,220.38	83.18%
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	\$ 150.00	\$ 231.24	154.16%
2-5032-605	Tuition	\$ 1,900.00	\$ 1,503.48	79.13%
Total POLICE TRAINING		\$ 7,940.00	\$ 7,776.54	97.94%
2-5033 POLICE COMMUNICATIONS				
2-5033-304	Dispatch Services	\$ 64,730.00	\$ 64,730.00	100.00%
2-5033-402	Radio Maintenance	\$ 400.00	\$ 562.25	140.56%
2-5033-502	Communications	\$ 12,000.00	\$ 14,741.77	122.85%

84.38%				
Account		Budget	Actual	Actual % of Budget
2-400 REAL ESTATE TAX REVENUE				
Total POLICE COMMUNICATIONS		\$ 77,130.00	\$ 80,034.02	103.77%
2-5034 PARKING METERS				
2-5034-100	Salaries & Wages	\$ 23,325.00	\$ 18,312.17	78.51%
2-5034-199	Employer Paid Benefits	\$ 2,000.00	\$ 1,469.50	73.48%
2-5034-202	Office Supplies	\$ 2,000.00	\$ 3,000.00	150.00%
2-5034-204	Postage	\$ 2,750.00	\$ 2,760.74	100.39%
2-5034-210	Computer Software	\$ 1,000.00	\$ -	0.00%
2-5034-212	CreditCard/Meter Charges	\$ 23,000.00	\$ 11,729.25	51.00%
2-5034-301	Professional Services	\$ 200.00	\$ 4.99	2.50%
2-5034-401	Equip Repair & Mainte	\$ 500.00	\$ 5.24	1.05%
2-5034-402	CrdtCrd/MterRepair/Replac	\$ 500.00	\$ 480.00	96.00%
2-5034-407	Equipment Purchase	\$ 1,000.00	\$ 2,815.98	281.60%
2-5034-409	Small Tools & Equipment	\$ 500.00	\$ 552.81	110.56%
2-5034-425	NW Library Lot Rent	\$ 11,000.00	\$ 11,000.00	100.00%
Total PARKING METERS		\$ 67,775.00	\$ 52,130.68	76.92%
2-5035 POLICE VEHICLE				
2-5035-401	Equip Repair & Mainte	\$ 3,500.00	\$ 3,515.58	100.45%
2-5035-409	Small Tools & Equipment	\$ 500.00	\$ 183.93	36.79%
2-5035-503	Fuel	\$ 7,500.00	\$ 6,379.51	85.06%
Total POLICE VEHICLE		\$ 11,500.00	\$ 10,079.02	87.64%
2-5036 BUILDING MAINTENANCE				
2-5036-100	Salaries & Wages	\$ 1,500.00	\$ 2,193.52	146.23%
2-5036-199	Employer Paid Benefits	\$ 175.00	\$ 166.80	95.31%
2-5036-504	Propane	\$ 2,000.00	\$ 1,833.26	91.66%
2-5036-506	Electricity	\$ 1,800.00	\$ 1,650.00	91.67%
2-5036-507	Rubbish Removal	\$ 2,200.00	\$ 2,282.64	103.76%
2-5036-508	Water/Sewer	\$ 400.00	\$ 349.11	87.28%
2-5036-703	Building Maintenance	\$ 1,500.00	\$ 14.98	1.00%
Total BUILDING MAINTENANCE		\$ 9,575.00	\$ 8,490.31	88.67%
2-5037 TOWN POLICE SERVICES				
2-5037-100	T Salaries & Wages	\$ 79,950.00	\$ 65,217.16	81.57%
2-5037-102	T Training Wages	\$ 1,400.00	\$ 698.95	49.93%
2-5037-107	T Stipend	\$ 2,200.00	\$ -	0.00%
2-5037-198	T Training Paid Benefits	\$ 200.00	\$ -	0.00%
2-5037-199	T Employer Paid Benefits	\$ 25,000.00	\$ 19,442.15	77.77%
2-5037-306	T Uniform Service	\$ 1,300.00	\$ 1,299.97	100.00%
2-5037-401	T Vehicle Repairs & Maint	\$ 2,500.00	\$ 3,997.65	159.91%
2-5037-409	T Small Tools & Equip	\$ 500.00	\$ 221.83	44.37%
2-5037-410	T 4X4 Vehicle Lease	\$ 7,800.00	\$ -	0.00%

84.38%				
Account		Budget	Actual	Actual % of Budget
2-400 REAL ESTATE TAX REVENUE				
2-5037-411	T 4X4 Radio Lights Radar	\$ 800.00	\$ 771.90	96.49%
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%
2-5037-605	T Tuition	\$ 750.00	\$ 812.74	108.37%
Total TOWN POLICE SERVICES		\$ 125,600.00	\$ 96,420.37	76.77%
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%
Total VILLAGE POLICE DEPT		\$ 927,934.00	\$ 802,413.06	86.47%
2-504 SHORT TERM RENTAL ENFORCE				
2-5040-100	Wages	\$ 1,300.00	\$ -	0.00%
2-5040-199	Benefits	\$ 200.00	\$ -	0.00%
2-5040-201	Operating Supplies	\$ 100.00	\$ -	0.00%
2-5040-202	Office Supplies	\$ 100.00	\$ -	0.00%
2-5040-204	Postage	\$ 100.00	\$ -	0.00%
2-5040-302	Legal Fees	\$ 100.00	\$ -	0.00%
Total SHORT TERM RENTAL ENFORCE		\$ 1,900.00	\$ -	0.00%
2-507 BOARDS & AGENCIES				
2-5070 PLANNING & ZONING				
2-5070-100	Salaries & Wages	\$ 68,675.00	\$ 51,565.73	75.09%
2-5070-199	Employer Paid Benefits	\$ 22,000.00	\$ 10,074.03	45.79%
2-5070-301	Professional Services	\$ 500.00	\$ -	0.00%
2-5070-406	Equipment Purchase	\$ -	\$ 16.97	100.00%
2-5070-601	Travel & Transportation	\$ 150.00	\$ -	0.00%
2-5070-603	Dues Subs & Meetings	\$ 800.00	\$ 847.94	105.99%
2-5070-615	Advertising	\$ 3,750.00	\$ 1,442.92	38.48%
Total PLANNING & ZONING		\$ 95,875.00	\$ 63,947.59	66.70%
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		\$ 97,875.00	\$ 65,947.59	67.38%
2-5091 VILLAGE HWY EXPENSE				

84.38%				
Account		Budget	Actual	Actual % of Budget
2-400 REAL ESTATE TAX REVENUE				
2-5091-804	HWY State Aid to Town	\$ 45,000.00	\$ -	0.00%
Total VILLAGE HWY EXPENSE		\$ 45,000.00	\$ -	0.00%
2-5099 CAPITAL RESERVE SPENDING				
2-5099-971	Police Cruiser	\$ -	\$ 32,500.00	100.00%
2-5099-972	Polic Vehicle Maint/Equip	\$ -	\$ 1,900.00	100.00%
Total CAPITAL RESERVE SPENDING		\$ -	\$ 34,400.00	100.00%
2-5401 GRANT EXPENSE				
2-5401-815	PoliceHWYSafetyGrantExpen	\$ -	\$ 4,629.00	100.00%
2-5401-829	DUI OP Grant Exp	\$ -	\$ 9,053.11	100.00%
Total GRANT EXPENSE		\$ -	\$ 13,682.11	100.00%
Total Appropriations		\$ 1,346,629.00	\$ 1,111,807.73	82.56%

Total Revenues	\$ 1,346,629.00	\$ 1,261,830.75	93.70%
Total Appropriations	<u>\$ 1,346,629.00</u>	<u>\$ 1,111,807.73</u>	<u>82.56%</u>
		\$ 150,023.02	

RECEIVED
APR 1 2022

Village of Woodstock

BY: Application for Permit to Use Sidewalks for Events or Furniture

Applicant name: Bradens LLC dba Dr Coburns Tonic
Applicant Address: 3 Elm St Woodstock, VT 05091
Mailing Address: P.O. Box 1184 Quechee, VT 05059
Phone: 802-2457-7184 Email: coburns@drkoburnstonic.net

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: French / Cabot Block (Elm St. + Central)

Event name (if applicable): _____

Organization: _____

Date(s) & time(s): April 15 - October 31, 2022 12:00 - 10 pm

For the purpose of: serve food and beverage on the 15 tables located on the sidewalk

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

Signature of applicant: [Signature]

Date: 4/14/22

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

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

COI Received: 4/14/22

Application fee received: 4/14/22 Check 2602

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.

Please mail or email completed application to:
Town of Woodstock
Nikki Nourse
PO Box 488
Woodstock, VT 05091

nnourse@townofwoodstock.org

OFFICE USE ONLY:

This permit is:

- ☐ Approved
- ☐ Denied

Additional conditions: _____

Signature: _____

Date: _____

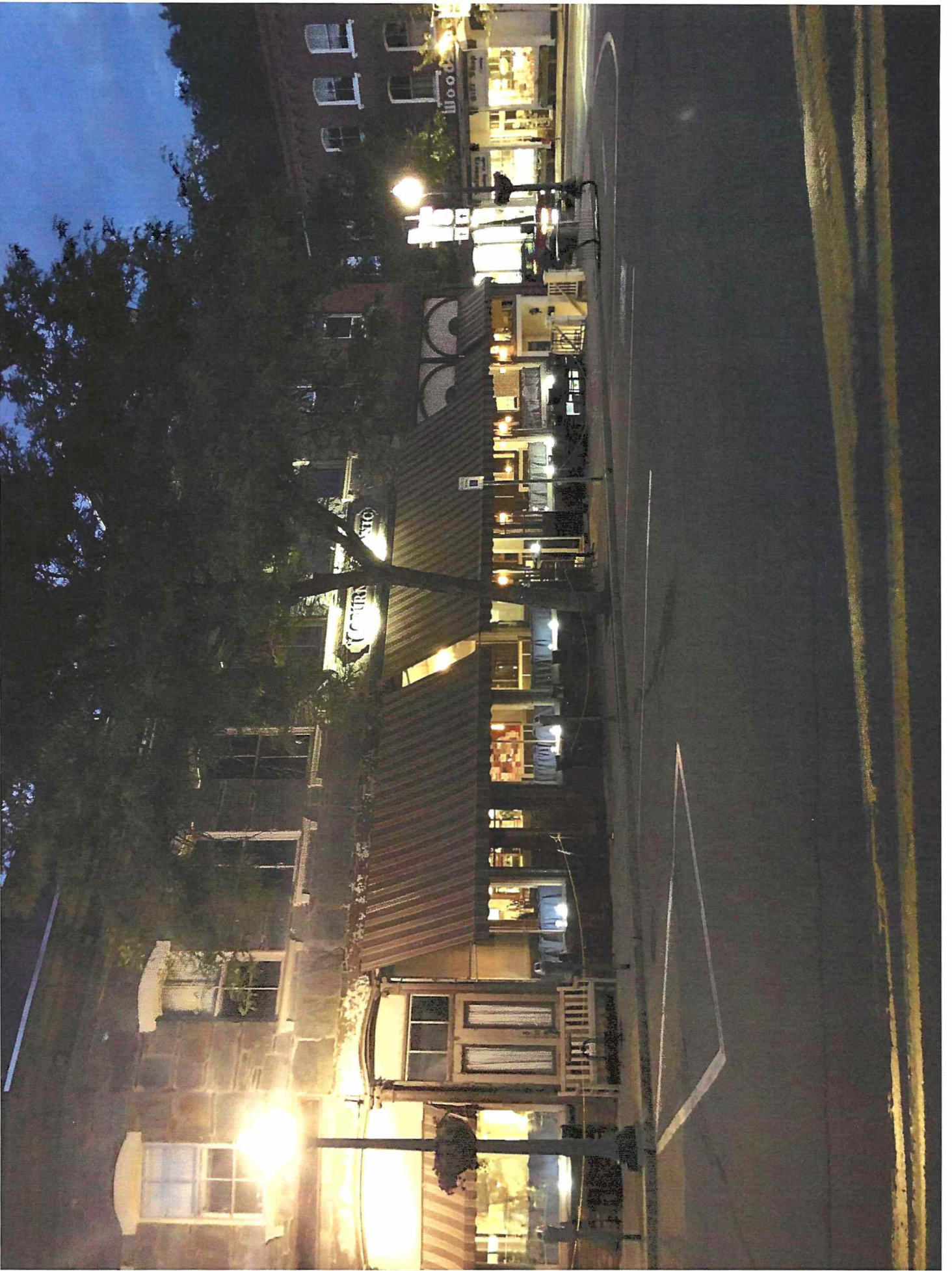
ATTACHMENT A

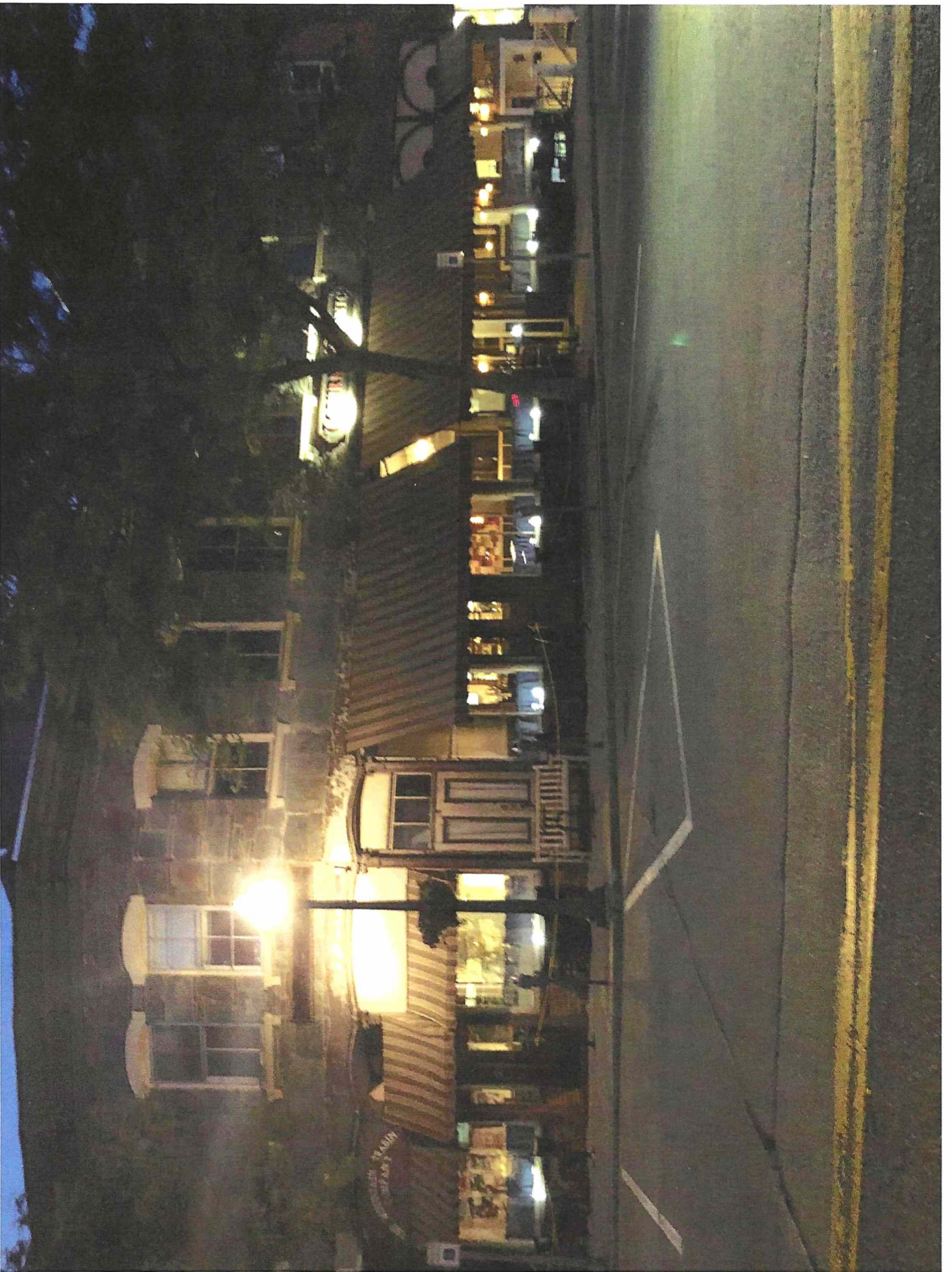
- Number of Tables: 15
- Table Dimensions: 28"x28"
- Tables will be located on the sidewalk along the French/Cabot block on Elm Street (10 tables) and Central Street (5 tables). Each table will be placed against the building leaving the following distance for passage between table and curb

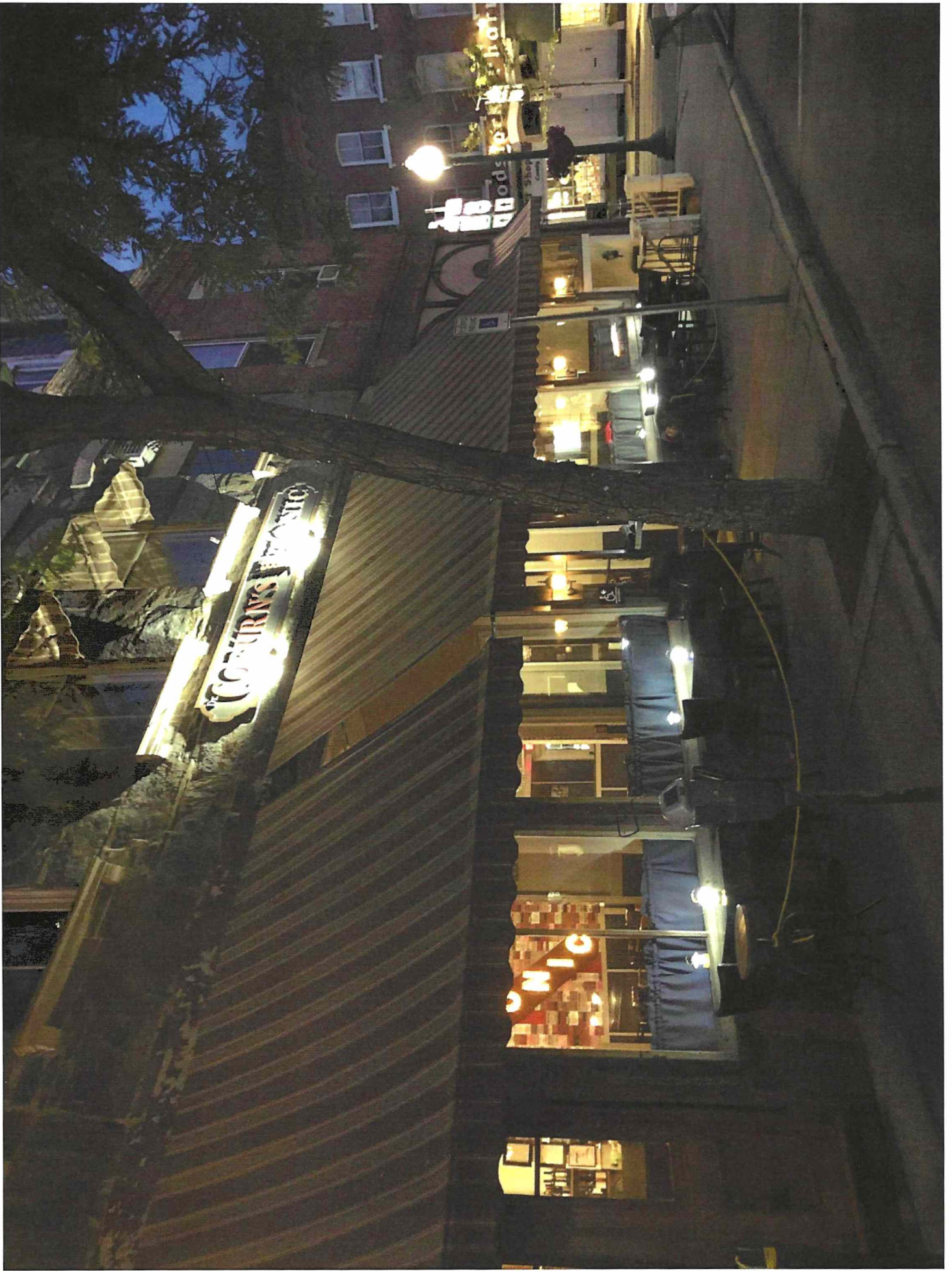
Elm Street: 7' (6'2" where a tree, sign or parking meter or light is located)

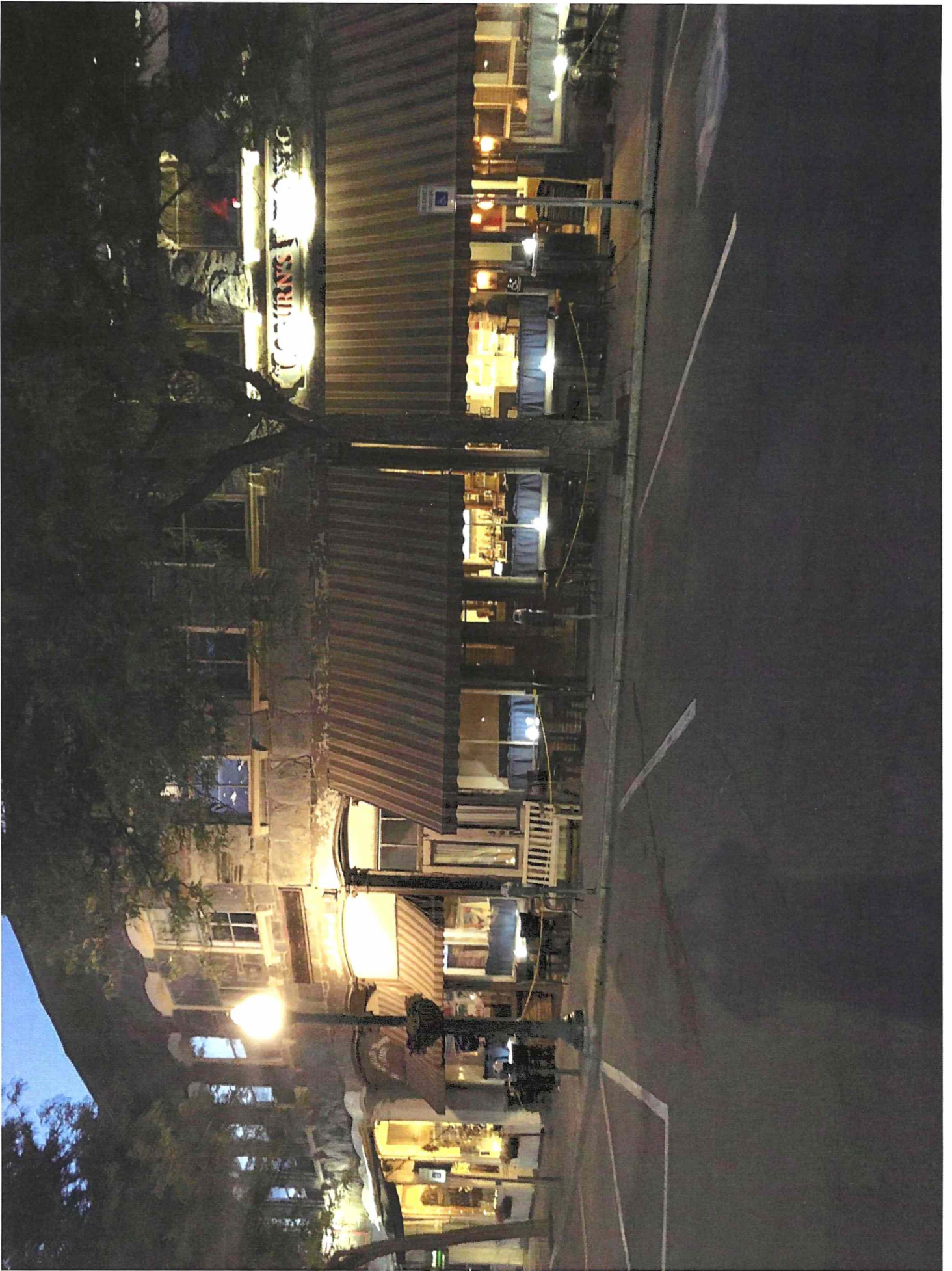
Central Street: 8'6" (7'6" where a tree, sign, light or parking meter is located)

Space between each table and curb is the same as prior years (see pictures) leaving adequate space for pedestrian travel

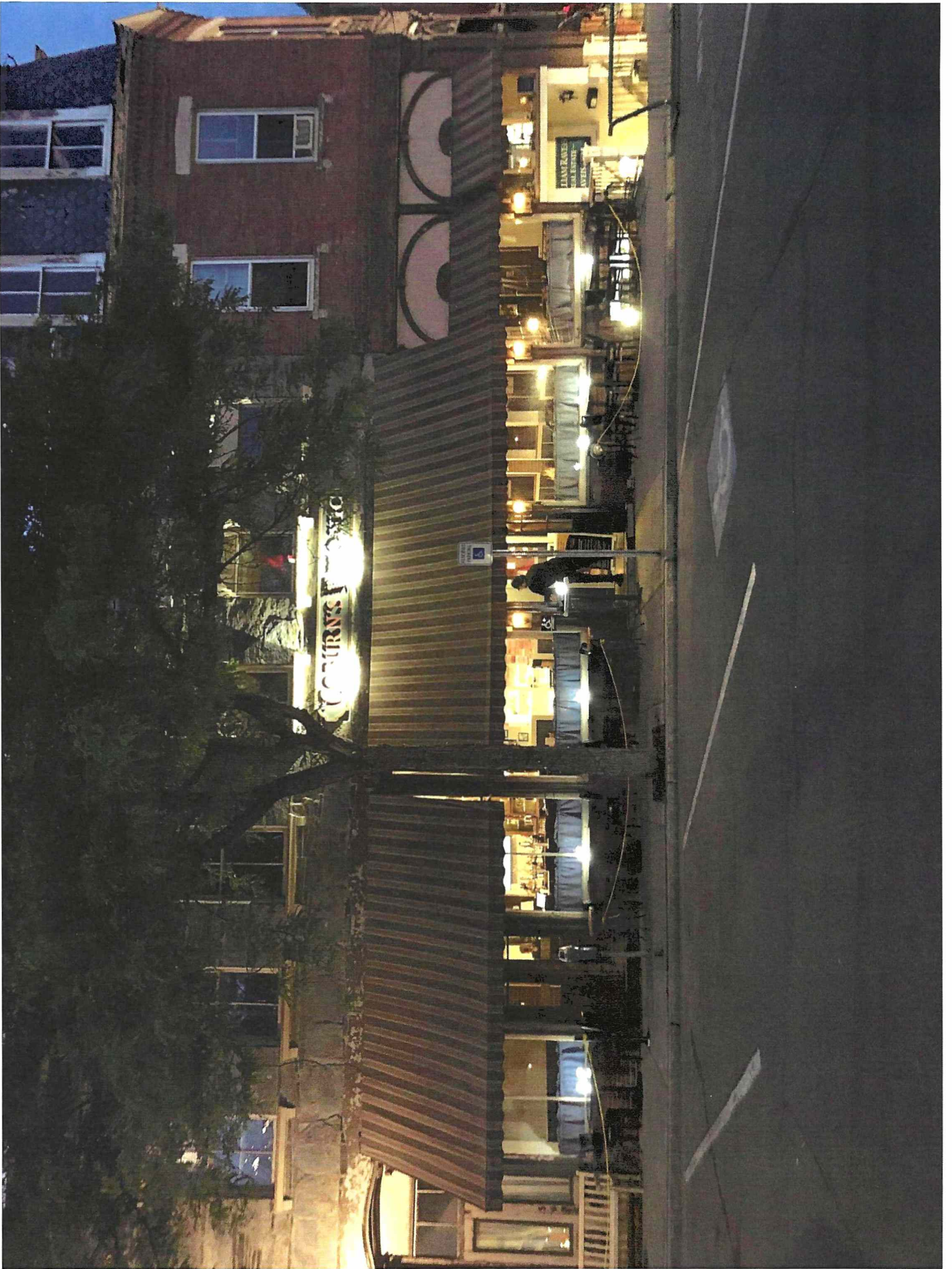














Town Hall Theatre
31 The Green / Woodstock, VT 05091
info@pentanglearts.org
www.pentanglearts.org
802.457.3981

May 6, 2022

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

Attached please find our permit request to rent, hopefully at a discounted rate, the East End Park for Pentangle Arts' 49th Annual free Summer Concert Series, *Music By the River*.

Music by the River Series

Load in and Sound Check: 4:00 pm

Start time 6:00 pm

Load out: 8:00 pm

Concession:

None

Entry fee: Free with donations gratefully accepted.

DATE	CONCERT	GENRE
July 15	Talking Dreads	Caribbean Reggae
July 22	Ray Vega Band	Latin Jazz
July 29	Mukana	World Jazz Fusion
Aug. 5	Ali McGuirk	Neo-Soul
Aug. 12	Prydein	Bagpipe Rock
Aug. 19	Jay Nash	Americana Folk Rock
Aug. 26	The Freese Brothers Band	Swing
	w. Sabrina Brown	
Sept. 2	The Slim Chickens Band w/John and Jack Snyder	Blues/Rock/R&B

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

Temporary Structures:

Three folding tables

VILLAGE OF WOODSTOCK
EAST END PARK APPLICATION

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

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

Name: Alita Wilson

Organization: Pentangle

Mailing Address: 31 The Green
Woodstock VT 05091

Physical Address: _____

Phone number: 802-457-3981

email: director@pentanglearts.org

For the purpose of (wedding or event): Music By the River Concert Series

July - 15 Sept 2

Date of event: _____

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

How many people will be attending? depends

On-site liaison: Alita Wilson

Phone: 802-230-6472
802-

Craig Mowery

Certificate of Insurance received by town:

Date received: _____ By: _____

Setup/Cleanup Plans: Staff and volunteers are responsible for clean up.

Will there be any temporary structures for the event? Tents; tables.
If yes, please describe: _____

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

Will portable toilets be used? Yes on Ben Jerny Property

If yes, please state amount and location: _____

Will there be sales or handouts of food, beverages, and/or merchandise? No
If yes, please complete following for each vendor (attach a separate sheet if needed):

Vendor name: _____

Products: _____

Location: _____

Will there be alcohol at the event? No

Liquor permit received: _____ Approved: _____

Please attach site plan including parking plan to this application

Additional Information: _____

WHO NEEDS TO GET A RENTAL PERMIT?

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

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

WHO IS ELIGIBLE TO RENT?

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

- On-Site Liaison

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

PROCESS

Timing

- Applications for permits may be submitted up to 6 months in advance of the event, but no less than 30 calendar days in advance of event.
- Applications for permits for Weddings & Receptions may be submitted up to 1 year in advance but no less than 30 calendar days in advance of event.
- FORMS: Permit Application and Site Plan are due at time of application. (Site Plan template provided)
- PAYMENT: Payment of Application Fee is due at the time the application is submitted. Payment of the Function Fee and Security Deposit, along with the Certificate of Insurance, are due 14 days prior to use. A late fee of 10% will be applied if all fees and required documents are not received 14 days prior. SEE SEPARATE FEE SCHEDULE.
- Fees are payable by cash, local check, or credit card (prevailing fee will be applied).

Approval

- TRUSTEE APPROVAL: Applications are reviewed once a month at the monthly meeting of the Village Trustees. At the discretion of the Trustees, approval may be granted administratively by the Municipal Manager's office, if all conditions are met and no further review is advised.

Applications for permitted Park use, whether commercial, not-for-profit, or private, will be based on the following criteria:

- a. Application is complete with all required information.
- b. Proof of liability insurance accompanies the application.
- c. The proposed activity does not conflict with other public Park uses, impede care and maintenance of the park, or detract from general Park visitor use or enjoyment.
- d. The renter agrees to adhere to all rules, regulations, and processes, and if any past use, has demonstrated observance of these.
- e. There are no previous fees or charges outstanding.

EVENT HOURS

- Events are allowed between the hours of 7 a.m. to 10 p.m. Sunday through Thursday, and 7 a.m. to 11 p.m. Friday and Saturday.

SITE PLAN

- A picture is worth a thousand words! A site plan is required for all events. This plan should be clearly presented and include the date it was prepared (any revised plans must include the date).

- The plan must include the location of all aspects of the event as described in the application. This includes clearly indicating the locations of stages, tents, power supply, hoses, sound systems, vendors, security, water, portable toilets, trash bins, recycling bins and any other structure brought on site.
- All fencing, gates, entrances, and exits, including emergency exits and fire lanes must also appear on the site plan. The access road to the river cannot be obstructed because it is emergency access to the river for the Fire Department.
- Parking for more than the spaces available in the public park & Ride lot must be described.

INSURANCE

- Renters are required to provide a Certificate of Insurance, demonstrating liability coverage for the specified event, specifying the Village of Woodstock as an additional insured.
- Renters who do not maintain liability coverage should investigate TULIP: Tenants' and Users' Liability Insurance Policy that provides special event liability coverage. It is designed for third-party users who do not carry liability insurance and is offered at a low cost. It is event-specific and can also cover vendors, performers, and exhibitors, if needed.

It protects both the institution user (the third party) and the institution against claims by third parties who may be injured or experience damage to property as a result of participating in an event. Events may range from low-risk events such as seminars, receptions, or weddings to high-risk events including festivals and fairs, sports events, or concerts.

SETUP/CLEANUP

- The Park must be maintained in a neat and orderly condition at all times on the date of the activity and, to the extent reasonably possible, during the setup and cleanup time for such activity.
- Vehicles are only allowed at the lower level of the park for unloading/loading purposes, and only on the access road and gravel area—not on the lawn. Any damage done to the grass or other areas of the park is the responsibility of the applicant.
- Any equipment installed on the park in connection with the activity must be installed no sooner than 24 hours prior to the scheduled date of the activity and must be removed no later than 24 hours after the scheduled date of the activity. However, any equipment which can be installed and removed on the day of the activity must be installed and removed on that date. This standard will apply separately to any alternate date not immediately following the scheduled date. Additional fees may apply if set up or cleanup occurs on the day before or the day after the event.
- No structures or tents may be erected within fifteen feet of the trunk of any tree in the park.
- No setup or cleanup activity may be carried out before 7:00AM or after 10:00PM without special arrangements.
- All contractors, suppliers and other persons involved in any way with the event must be advised of these critical times and are required to schedule work accordingly.

- Consideration must be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the park.

TEMPORARY STRUCTURES (Tents etc.)

- The location of larger structures such as tents, stages, and portable toilets must be included on the site plan.
- Equipment, such as tents, must be secured using cement blocks or sandbags (i.e., not pegs, spikes, or ropes to trees) unless specifically approved, since there are underground utilities in the park. The organizer will be charged for any damage resulting from unauthorized setup methods.
- Vehicles are only allowed at the lower level of the park for unloading/loading purposes, and only on the access road and gravel area—not on the lawn.
- No structures or tents may be erected within 15 feet of the trunk of any tree in the park.
- Tent size is limited by the available space between the labyrinth and the bottom of the stairway—See designated area on Site Plan template.
- Tents are limited to those that can be secured without stakes or tying to trees.
- If a proposed tent is larger than 15' x 15', this permit is conditional upon review, inspection, and approval by the Fire Department.
- Tents must meet the CPAI-84 standard for flame resistant materials. A manufacturer's label must be attached to the tent stating that it does meet this requirement. If a label is not attached, it will be the user's responsibility to produce documentation from the manufacturer that the tent meets this standard prior to its acceptance.

SIGNS

- No signs or equipment may be attached to or installed on trees or signs in the park or on traffic signs, parking meters, or light poles in the park.
- Marking the ground, trees, or structures in any way is prohibited.
- Traffic signs at the park must not be obstructed.
- Sponsor Signs and Banners: Sponsorship acknowledgment is often required by organizers in order to secure funding for not-for-profit events. Promotional banners and signs must be removed immediately after the event.
- The location of all sponsorship acknowledgement including sponsor vehicles and tents, must be shown on the site plan. The times when sponsor or media representatives will be present on site must also be provided. Sponsor products unrelated to the event must not be sold, though samples may be handed out as a form of promotion.

FOOD TRUCKS AND TRAILERS

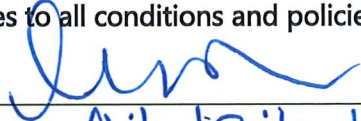
- Food Trucks or Trailers must be parked ONLY on the upper parking lot (not on the lawn).
- Food vendors are required to have the appropriate safety and inspection certifications.
- Refer to Vermont state health requirements:
https://www.healthvermont.gov/sites/default/files/documents/pdf/ENV_FL_TempFoodStandRequirements2015.pdf.

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

FIRES & FIREWORKS

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

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

Signature: 
Name: Alita Wilson

Date: 5/6/2022

CHECKLIST

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

RENTAL FEES for EAST END PARK

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

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

APPLICATION FEE (applicable to ALL rentals)

\$100 for each application

Applications are approved on a first-come, first-served basis. Applications generally need 10 days for processing. The application fee is nonrefundable.

FUNCTION FEE

Standard Rentals (excluding Weddings & Receptions)

The function fee is based on the number of anticipated attendees indicated in the application.

Route 4

Auxiliary Parking

Event Sign

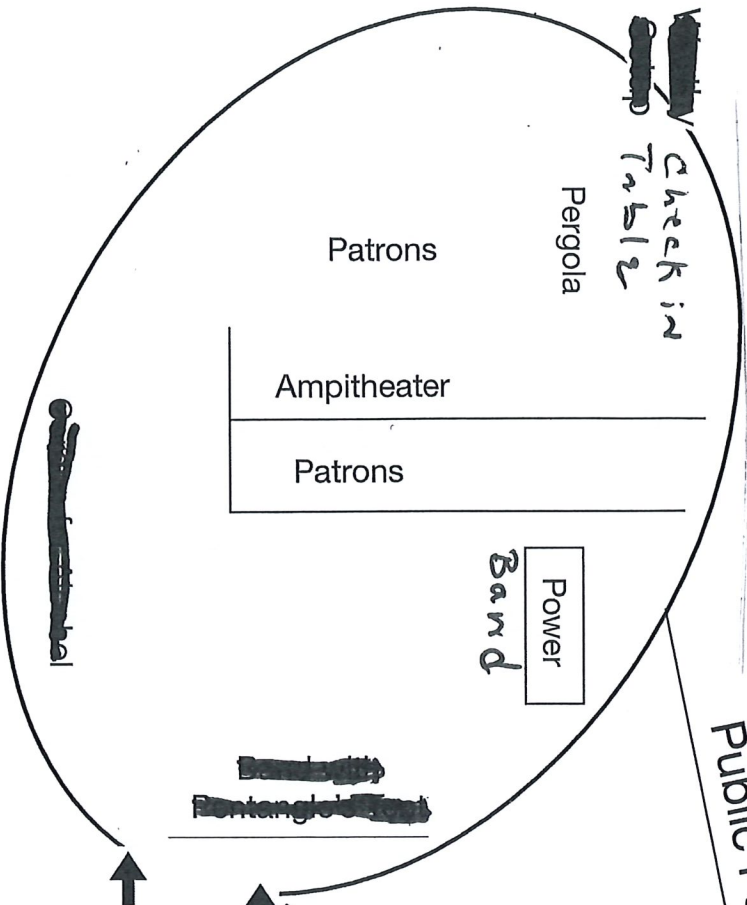
Trail Head
Resort Property

Jervey Property

Alsop Property

Porta-Potty

Accessibility Entrance



Public Parking — Volunteers will guide patrons

Check In Table

Entrance

River



PENTA-1

OP ID: LG

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/06/2022

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

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

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

INSURED
Pentangle, Inc
INC
ALITA WILSON
31 THE GREEN
WOODSTOCK, VT 05091

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			BOP0153912	12/13/2021	12/13/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
							PROPERTY 290,000

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

OFFICE & COMMUNITY THEATRE. COMMUNITY THEATRE & PERFORMING ARTS

CERTIFICATE HOLDER

CANCELLATION

TOWN OF WOODSTOCK PO BOX 488 WOODSTOCK, VT 05091	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Risa M. Gramling</i>

ORDINANCE
For Establishment of a Historic Preservation Commission
in the Village of Woodstock

WHEREAS, the **Village of Woodstock** contains historic buildings, structures, objects, sites and districts of local, state and national significance and the **Trustees** has determined that a Historic Preservation Commission would be beneficial to the cultural enrichment and general well-being of the community,

NOW, THEREFORE, pursuant to authority granted them by Title 24, Vermont Statutes Annotated, and Section **4433** of the Charter of the **Village of Woodstock**, the Board of Trustees hereby ordains and enacts as follows:

1. The **Village of Woodstock** has agreed to enforce, within its jurisdiction, the provisions of the Vermont Municipal and Regional Planning and Development Act (24 V.S.A. Chapter 117), the Vermont Historic Preservation Act (22 V.S.A. Chapter 14), and any other state or local legislation which may be enacted for the designation and protection of historic properties.
2. The **Village of Woodstock** hereby establishes a Historic Preservation Commission of **5** members appointed by the **Trustees**. The structure and responsibilities of the Historic Preservation Commission shall be as follows:
 - a. The commission shall be composed of professional and lay members, a majority whom reside within the jurisdiction of the **Village of Woodstock**.
 - b. All members of the commission shall have a demonstrated interest, competence or knowledge in historic preservation.
 - c. To the extent available within the jurisdiction of the **Village of Woodstock**, at least a majority of the members shall be professionals who meet the "Professional Qualifications Standards" published by the National Park Service in 36 CFR Part 61 including those from the disciplines of history, pre-contact or historic archaeology, architectural history, architecture and historical architecture who meet the requirements outlined in Appendix A of the *Regulations for the Vermont Certified Local Government Program*. Members representing other historic preservation related disciplines, such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology, and lay members are encouraged. When a discipline is not represented on the commission, the commission shall seek the assistance of the Vermont Division for Historic Preservation in obtaining the necessary expertise when considering National Register nominations and other actions that will impact properties which are normally evaluated by a professional in such discipline.

- d. All activities of the commission shall be in accord with the terms of the Vermont Open Meeting Law (1 V.S.A. Chapter 5, Subchapter 3), and the commission shall take additional steps as it deems appropriate to stimulate public participation in commission activities, such as, publishing its minutes, publishing the procedures by which assessments of potential National Register nominations will be carried out or using public service announcements to publicize commission activities.
- e. The commission shall meet no less than four times each year, and maintain an attendance rule for commission members.
- f. The commission shall have written rules of procedure, including conflict of interest provisions in compliance with the Historic Preservation Fund Grants Manual.
- g. The commission shall have the following responsibilities, to be carried out in coordination with and in accord with format and standards established by the Division:
 - i. Creation and maintenance of a system for the survey and inventory of historic properties within its jurisdiction that is coordinated with the *Vermont Historic Sites and Structures Survey* and the *Vermont Archaeological Inventory*.
 - ii. Preparation, for submission to the Division by the **Trustees**, of a report concerning properties within its jurisdiction that are under consideration for nomination to the National Register of Historic Places. The report shall be prepared in cooperation with the Division and shall be prepared in a manner consistent with the requirements of the National Historic Preservation Act as described in the *Regulations for the Vermont Certified Local Government Program*.
 - iii. When determined to be appropriate in the discretion of the commission, preparation and submission for approval by the **Trustees** of grant applications to the Division for funds from the CLG share of the state's annual Historic Preservation Fund (HPF) grant award.
 - iv. Advising and assisting the **Trustees**, Planning Commission, and other appropriate persons on matters related to historic preservation.
 - v. Performance of additional responsibilities in accordance with a mutual written agreement between the Division and the Certified Local Government.

Appendix A: Professional Qualifications

From the "Regulations for the Vermont Certified Local Government Program"

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

(a) History. The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

- (1) At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency museum, or other professional institution; or
- (2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

(b) Archaeology. The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or clearly related field plus

- (1) At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management;
- (2) At least four months of supervised field and analytic experience in general North American archeology, and
- (3) Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

(c) Architectural History. The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

- (1) At least two years of full-time experience in research, writing, or teaching American architectural history, or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
- (2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

(d) Architecture. The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a state license to practice architecture.

(e) Historic Architecture. The minimum professional qualifications in historic architecture are a professional degree in architecture or state license to practice architecture, plus one of the following:

- (1) At least one year of graduate study in architectural preservation, American architectural history, preservation planning or closely related field; or
 - (2) At least one year of full-time professional experience on historic preservation projects.
- (3) Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.



May 4, 2022

To the Woodstock Village Trustees
Seton McIlroy, Chair
31 The Green
Woodstock, Vt 05091

Dear Village Trustees,


We are representing the Woodstock Restaurant Group as well as the Woodstock Area Chamber of Commerce, and are writing with serious concern regarding your decision on April 12, 2022 to encourage food trucks on the Green Fridays through Mondays during our busiest season.

On March 7, 2022, ten restaurant owners met with the Woodstock Chamber to discuss the upcoming visitor season. The purpose was to ensure the events of last summer didn't reoccur. The Chamber offered to create a rack card with restaurant information. A QR code was discussed-enabling visitors and locals the opportunity to quickly find open restaurants on any given day. The group found that there would be three new options for dining in the Village: Woodstock Scoops, Brasserie and Sante to add to the already existing options.

The existing staffing problems contribute to the demands on local restaurants. We believe a more positive approach would have been communication and discussion between businesses and the Trustees before any decisions were considered.

We respectfully request that prior to making any overtures to "outside food trucks" that you reconsider your decision.

Sincerely,


Elizabeth R. Finlayson
Woodstock Area Chamber of Commerce
Woodstock Restaurant Group

	Breakfast	Lunch	Dinner	
Simon Pearce		Wed-Sun	Wed-Sun	
Quechee Club		SundayBrunch		
Quechee Club		Wed-Sat		
Public House			Mon-Sat	
Public House Diner	Wed-Sat.	Wed-Sat.		
Worthy Kitchen		Sat & Sun	Wed- Sun	
Pizza Chef		Sun-Fri	Sun-Fri	
Amatos	Mon-Sun	Mon-Sun	Mon-Sun	
Macs Market	Mon-Sun	Mon-Sun	take ou Dinner	
Angkor Wat			Tues-Sun	
Soulfully Good Café	Wed-Sun	Wed-Sun		
Melazza			Frid-Mon	
Mon Vert Café	Fri-Wed	Fri-Wed		
Scoops	9Am-8Pm	Sun-Sat		
Village Butcher	9am-4PM	Tues-Sat		
Coburns Tonic	Noon-10	Tues-Sun	Tues-Sun	
Prince & Pauper			Tues-Sat	
Brassiere				
Red Rooster	7:30-10	12-3:00	5:30-9:00	
Richardson's Tavern				
Wood. Market on the Green			Wed-3-6PM	
Woodstock Country Club		Tues-Sun		
Wood. Farmers Market	Tues-Sun	Tues-Sun	Tues-Sun	
Mangalista			Wed-Sat	
Sante				
506 on the River			XX	
Mountain Creamery	7-11:30 Mon-Tues	11:30-3PM		
Lincoln Inn			\$\$\$\$	
Ramuntos		Sun Noon-9	Thurs-Sun	
Kedron Valley Inn			Wed-Sat	
Barnard Inn			Thurs-Sat	
Inn at Weatherfield			Thurs-Sun	
Barnard Gen Store	MonSat/SunMonS	Mon-sun		
Teago Country Store	Mon-Sun	Mon-Sun		
South Woodstock Store	Mon-Sun	Mon-Sun		
Long Trail		Wed-Sun	Noon-6PM	
Quechee Pizza Chef		11Am-9PM	11Am-9PM	
Skinny Pancake	Wed -Mon	Wed-Mon		
Deweys Café	Tues-Sat	Tues-Sat		
Chef Brad's Crazy Side		Sat Lunch	Wed-Sat	

From : Jill Davies

May 4, 2022

To: Village Trustees and Town Selectboard:

RE: Creating the Finance Committee

Attached is a job description requesting applicants for membership on the Finance Committee. There are three members of the current Capital Budget Committee who wish to continue and who each meet the qualifications for the Committee:

Jonathan Wilson, a CFO with experience in for profit and not for profit organizations and past chair of the Capital Budget Committee

Tom McCaughey, 40 years experience in corporate lending, investment banking and leveraged finance managing underwriting bonds and loans. Tom also serves on the Town Hall Rejuvenation Committee and is a member of the Pentangle Board.

Jill Davies, experienced in financial management in for profit and non profit organizations. Jill served 4 years as a Selectboard member. She currently serves on the Investment Committee, as Public Trustee of Funds and is a board member of Woodstock Community Trust.

As we understand you wish to proceed quickly Jon Spector will submit his application letter and be ready to be interviewed in your May meetings.

A handwritten signature in black ink that reads "Jill M Davies". The signature is written in a cursive, flowing style with a large initial "J".

Jill M Davies

Woodstock Municipal Finance Committee

Composition: 5 members

The Selectboard and Village Trustees are jointly seeking applicants interested in joining the Finance Committee. Committee work will involve attending regular monthly meetings and some work outside of meetings to prepare for and follow up after meetings.

The Finance Committee will work with Municipal management to:

- suggest improvements to the current budget process
- support the process of creating the municipal operating and capital budgets
- help to restructure the municipal accounting system to provide easy-to-understand, comprehensive, accurate and timely financial reporting that is accessible by the public
- conduct analysis to assess improvement opportunities e.g., historical trends, benchmarking
- develop a long-term (10+ years) financial plan
- review and recommend financial policies

Ideal candidates will have as many of the following qualifications as possible:

- Experience in managing or overseeing the financial results of an organization
- Understanding of financial reporting, both internal and for external constituencies
- Familiarity with budgeting processes, cash flow and debt management
- Familiarity with financial accounting
- The ability to work within an organization on a consultative basis to make positive change

A more detailed draft of the scope of the Finance Committee's work is attached, recognizing that this is a draft to be revised by the Committee at its first meeting.

DRAFT - FINANCE COMMITTEE SCOPE OF WORK

Phase 1 - Interim work (now through March '23)

1. Support an "interim" budget process for FY2023
 - a. Develop the process for Sept 2022
 - b. Sit in on meetings w/depts to help out where we can (w/o analysis)
2. Continue with capital budgeting plans for FY2023

Phase 2 - Building a stronger platform (July '22 to Sept '23)

3. Restructure the accounting system to provide easy-to-understand, comprehensive, accurate and timely financial reporting that is accessible by the public
 - a. Revenues and expenses
 - b. Capital items
4. Conduct the analysis needed to assess improvement opportunities
 - a. Historical trends
 - b. Benchmarking where appropriate and feasible
5. Develop a long-term (10+ years) financial plan
6. Review financial policies and make recommendations

Phase 3 - Implementing a stronger platform (Sept '23 onwards)

7. Annually support the Selectboard and Trustees in preparing a budget
 - a. Design the process
 - b. Participate in the process
 - c. Present to Selectboard/Trustees, public?



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.


The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:



First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ... ”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”


The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”



The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate


The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.



Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.


Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in



California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.



Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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Cara Kettenbach <caracidk26@aol.com>

Thu 5/5/2022 3:43 PM

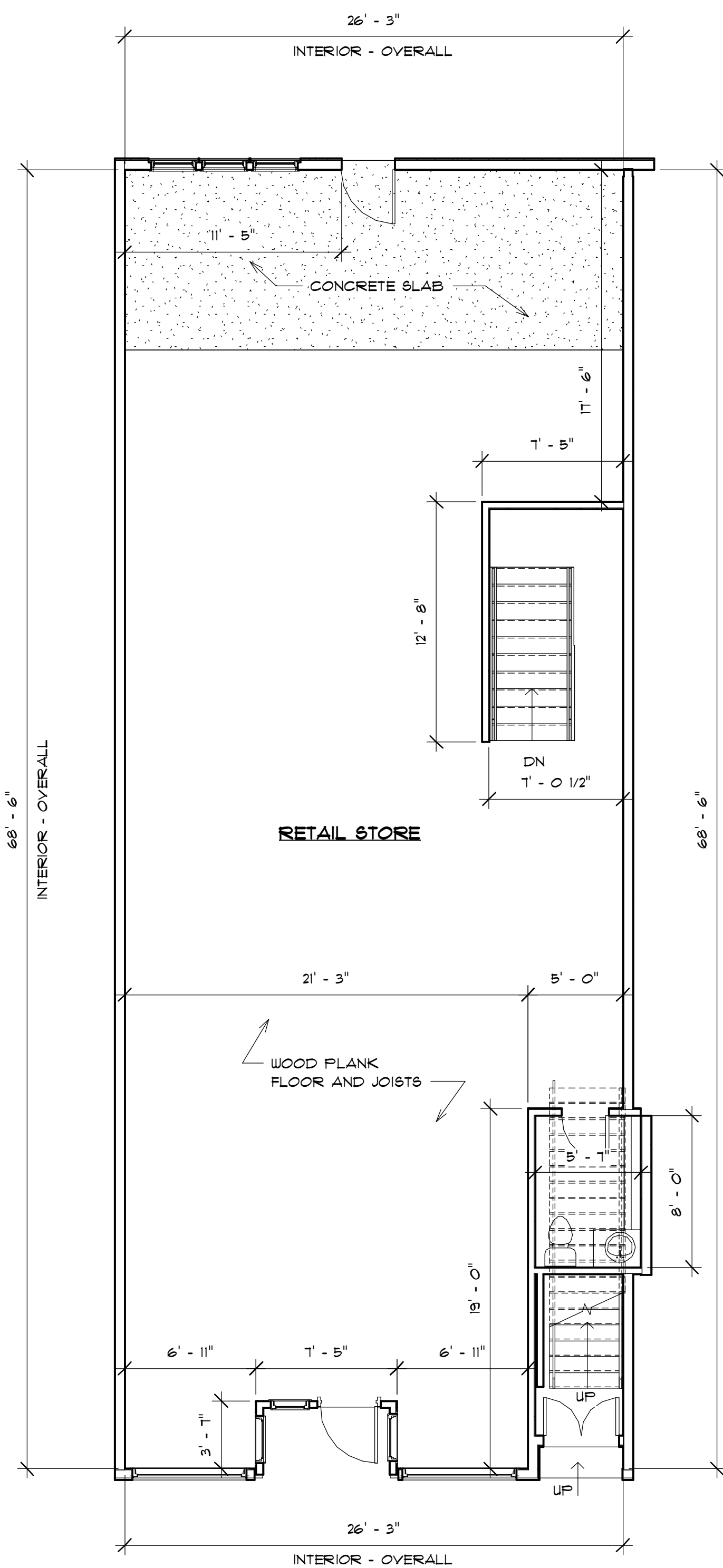
Hello Nicky,

Here is the information for the meeting on Tuesday for the trustees.

What we would be asking of the trustees would be to lease the parking spot that is marked on the attached plan. It would be almost centered on our doors at 21 Central street.

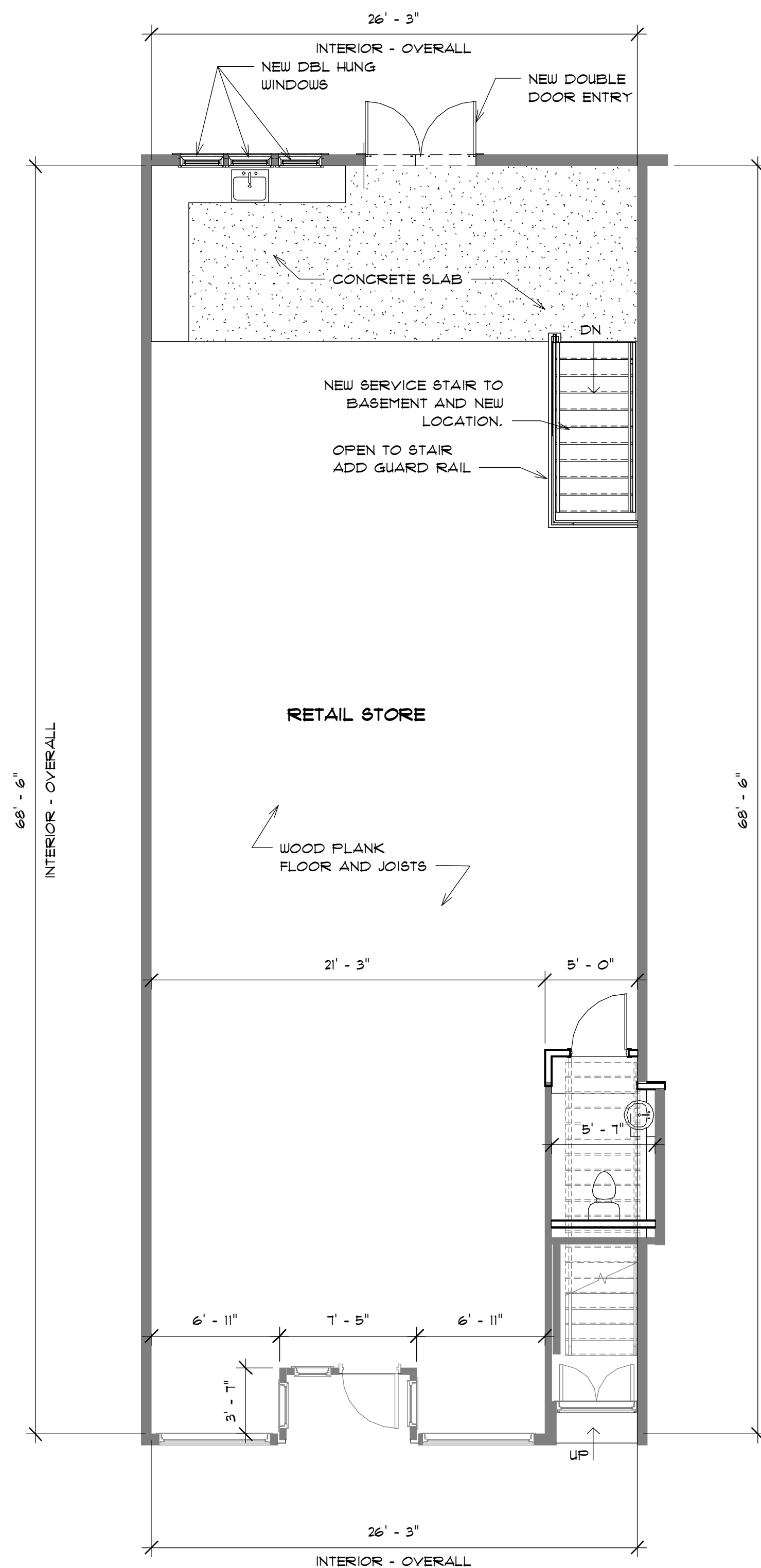
Our store will need rear access for delivery's and pick up from shippers. The items we having coming and going are house hold good, Tables, sofas, chairs. With out the parking spot we have no way of getting out our or receiving our delivery's. What we propose is to lease that space from the trustees for a fee on a yearly biases. Many towns do this and it is normally a fee from taking the average that spot brings in per year and then a little taken off for the guaranteed income. Happy to discuss on Tuesday how the Treeses would like to handle something like this. Happy to answer any questions. As I said to you we have covid in my house and need to see if we test negative before we can commit to coming in person or weather we will need to zoom in. I will let you know Monday! Thanks

Cara Kettenbach



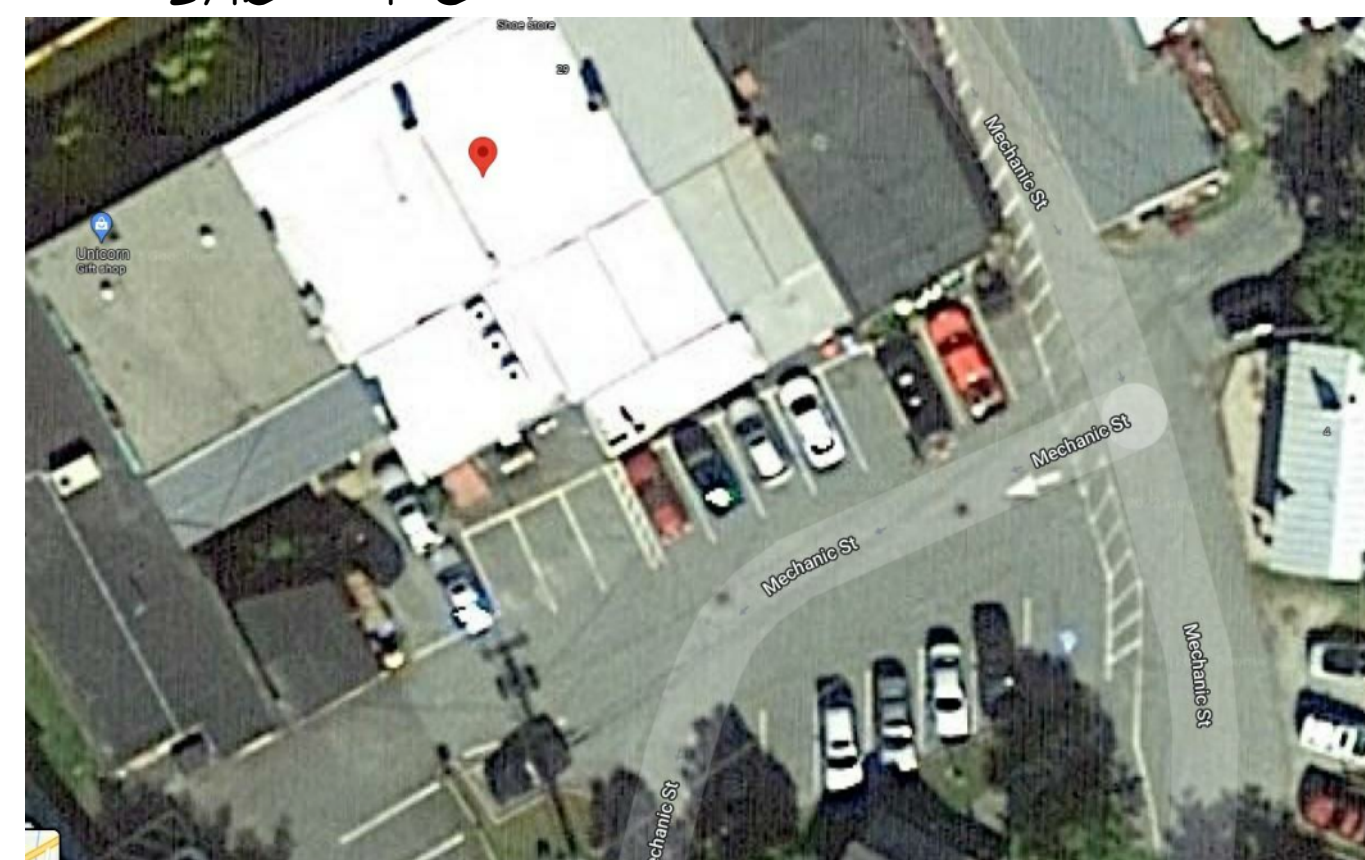
CENTRAL STREET

1 1ST FLOOR - EXISTING..
3/16" = 1'-0"

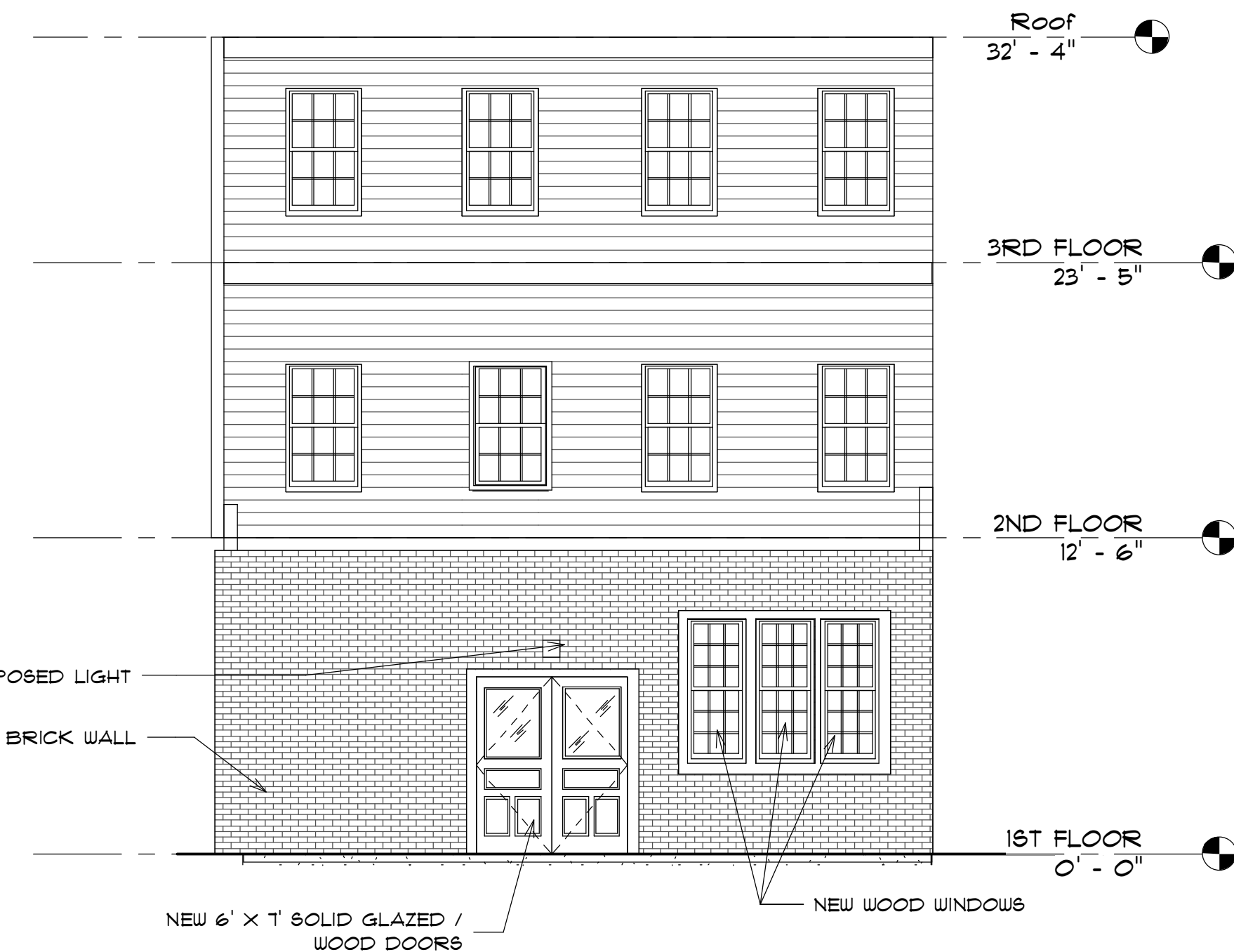


CENTRAL STREET

2 1ST FLOOR - PROPOSED..
3/16" = 1'-0"



EXISTING SITE PLAN



3 REAR ELEVATION - SKETCH - PROPOSED
3/16" = 1'-0"



REAR DOOR STYLE
(DBL. DOOR WILL BE USED)



EXISTING REAR VIEW #1



EXISTING REAR VIEW #2

PROPOSED RENOVATIONS FOR:
CARA KETTENBACH
21 CENTRAL STREET
WOOD STOCK, VT.
DATE: MAY 4, 2022

FOR REVIEW AND COMMENT
NOT FOR CONSTRUCTION
05-04-2022

DESIGNED BY:
GAVIN AND SULLIVAN ARCHITECTS, INC.

128 WARREN STREET
LOWELL, MA 01852

Village of Woodstock
Board of Trustees Meeting
April 12, 2022
6:30 pm
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.

Present: Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Bill Corson, Gabe DeLeon, Fire Chief David Green, Nikki Nourse, Jill Davies, Patrick Fultz, Tess Hunter, Susan Ford, Scott Smith, Beth Finlayson, Ray Bourgeois, Police Chief Robbie Blish, Don Wheeler, Jon Spector, Matt Frates, Mary Riley

A. Call to order

1. Chair McIlroy called the Trustees meeting of April 12, 2022, to order at 6:30 pm.

B. Citizen comments – none

C. Additions to & deletions from posted agenda

1. Deletion – Use of library lot
2. Additions
 - a. Request to add a green up banner on the Green
 - b. Covered Bridges Half Marathon permit

D. Manager's report

1. General report – none
2. Financial report
 - a. Discussed financial report.

E. Police Chief's report

1. Chief Blish introduced their newest officer, Matt Frates. He just graduated from the level 2 academy. Officer Frates is a Woodstock native. He is going to finish up his training in the next couple of months. Hopefully before June he will be able to be solo. He is doing at least 160 hours of field training with Sargent Swanson and Officer Holmes. They are excited to have him on board. They participated in a distracted driving campaign this week. April is Distracted Driving Month. They wrote 12 tickets during 10 hours of enforcement.

F. Permits

1. Use of the Green permits

- a. Senior Banners on the Green
- b. Woodstock Alumni Parade – Woodstock High School Alumni Association

Motion: by Mr. Kahn to approve the use of the Green permits for Senior Banners on the Green and Woodstock Alumni Parade as submitted.

Seconded: by Mr. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

G. Old business

1. Discussion of Financial Committee

- a. Ms. Davies stated that she has been a part of the Capital Budget Committee that worked for the Town. They brought in a process of how a capital budget plan could be formed. There are more things that could be done by a committee to help with the budgeting process. They are suggesting that it is a combined Village and Town effort.

2. Short Term Rental Discussion

- a. Chief Green stated that last year due to covid they did not get many permits. He hit the streets and knocked on doors and talked to people to find out why they were not getting short term rental permits from people on the Airbnb websites. Most people were not doing it because of covid. Some people had converted to doing long term rentals. He watched cars and took a look. Overall people seemed to be honest. A lot of people have told me they like the long term versus the short term and they may not switch back. There have been a couple of people who went to the zoning board and requested to become a bed and breakfast rather than a short term rental. B&Bs do not have to comply with short term rental processes. They have to meet certain requirements, however.

H. New business

1. Emerald Ash Borer Funding

- a. Mr. Wheeler stated that Peter Butler won the bid to do the inoculation of the ash trees. He is scheduled to start around May 1st to do those. There are 45 key trees in the Village that are right along Pleasant Street, Elm Street, and Central Street that are scheduled to be done. There is probably going to be extra money to do a few other trees around the Village. They will be doing a minimum of 45 trees.
- b. Mr. Kahn stated that they were working together with Ms. Davies, their Trustee of Public Funds, because they do not have the funds to do this in May. They have some funds put aside for the next budget.
- c. Mr. Wheeler stated that it will be just under \$8,000 for those trees.
- d. Ms. Davies stated that last time they looked at two funds that could contribute to this. They could come up with \$9,500.
- e. Mr. Wheeler stated that with more money they could inoculate more trees. There are more trees in the Village that were not on this initial list that could be done.

Motion: by Mr. Kahn to approve the use of \$7,000 from the Whitcomb fund be used to inoculate ash trees.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

2. Agreement to accept voter's minor increase to FY23 budget

Motion: by Mr. Kahn to accept the voter's minor increase of \$50 to the FY23 budget.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

3. Woodstock Dog Club – request to donate bench – tabled.

4. Discussion of use of Library lot – deleted.

5. ARPA Motion

Motion: by Mr. Kahn to make a one time irrevocable decision to elect the standard allowance approach for the ARPA award the amount of \$256,478.54 to spend on the provision of government services throughout the period of performance of the grant.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 5-0-0, passed.

6. Food truck/food on the Green for summer

- a. Chair McIlroy stated that they have more visitors than they have places to eat. It is a negative impact on the town. Last year, they allowed food trucks or food stands on the Green on Sundays and Mondays when a lot of the restaurants are closed.
- b. The Trustees agreed to allow food trucks and food vendors on the Green Friday through Monday due to there not being many places to eat for lunch.

7. Sandwich boards in front of stores.

- a. Ms. Blakeman stated that since covid came about they allowed people to have sandwich boards in the downtown area. She has had a lot of people say that they really like them. She believes it helps to bring in business. She does not see why they cannot continue to do it. Maybe they could allow them Monday through Friday when there is not as many people on the streets.
- b. Mr. Kahn stated that they put this into effect because of covid and fears that businesses were suffering. He had to physically move a number of them constantly out of the walkway. He thinks the need has gone away.

8. Appointment of Steven Bauer as Interim Zoning Administrator

Motion: by Mr. Kahn to appoint Steven Bauer as Interim Zoning Administrator.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

I. Other business – none.

J. Approval of minutes

1. 2/4/22 minutes

2. 2/11/22 minutes

3. 2/21/22 minutes

a. Page 1 – Chair

4. 3/8/22 minutes

5. 3/24/22 minutes

a. Municipal appointments – Kahn

Motion: by Mr. Kahn to approve the minutes for 2/4/22, 2/11/22, 2/21/22, 3/8/22, and 3/24/22 with the two corrections as noted above.

Seconded: by Ms. McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

K. Adjournment

Motion: by Mr. Corson to adjourn the meeting at 8:15 pm.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

**Village of Woodstock
Board of Trustees Special Meeting
April 26, 2022
6:30 pm
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Seton McIlroy, Brenda Blakeman, Bill Corson, Gabe DeLeon, Police Chief David Green, Nikki Nourse, Roger Logan, Dale Frates, Police Chief Robbie Blish

A. Call to order

1. Chair McIlroy called the Trustees Special Meeting of April 26, 2022, to order at 6:30 pm.

B. Citizen comments

1. Mr. Logan stated that he has concerns regarding the article in the Vermont Standard about the budget deficit. This was learned of when the auditor made a report on March 8th. He is concerned that it took so long for any kind of statement by the Village government. This is a relevant piece of information that people should have been informed about before voting on the 24th. He urged the Village to get information like that out as quickly as possible as an official statement rather than waiting for the press. Minutes need to be posted in a timely manner.

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

D. Permits/requests

1. Banners on the Green – Green Up Day

- a. Chair McIlroy stated that this is a request to put up two banners. Green Up Day will be the first Saturday in May. They want it to be up for the week prior.

Motion: by Chair McIlroy to approve the request to put banners on the Green for Green Up Day.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 4-0-0, passed.

2. Parade permit – Covered Bridges Half Marathon

- a. Chair McIlroy stated that they are going to be running down River Street for part of the race.
- b. Chief Blish stated that Woodstock is at the beginning of the race. The race starts at Suicide Six.

Motion: by Chair McIlroy to approve the parade permit for the Covered Bridges Half Marathon.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 4-0-0, passed.

3. East End Park Application – Frates – Zack's Place Enrichment Center

- a. Ms. Frates stated that they are deleting their tree planting request. This application is for a service. They do not know how many people will be there. They are inviting Zack's Place, and his sister Meredith will be inviting others. It will be brief and informal. There is no food or music. The service is for Jamie

Hock. He was a participant of Zack's Place. He passed away three weeks ago from a stroke. He has been going to Zack's Place since 2008.

Motion: by Chair McIlroy to approve the East End Park application for a memorial service for Zack's Place Enrichment Center.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 4-0-0, passed.

E. Other business – none.

F. Adjournment

Motion: by Chair McIlroy to adjourn the meeting at 6:43 pm.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 4-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

**Town & Village of Woodstock
Select Board & Board of Trustees Joint Meeting
May 2, 2022
6:00 pm
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Joe Swanson, Ray Bourgeois, Keri Cole, Susan Ford, Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Bill Corson, Gabe DeLeon, Fire Chief David Green, Nikki Nourse, Peggy Fraser, Ed Adrian

A. Call to order

1. Select Board

- a. Chair Swanson called the Joint Meeting of May 2, 2022, to order at 6:02 pm.

2. Trustees

- a. Chair McIlroy called the Joint Meeting of May 2, 2022, to order at 6:02 pm.

B. Citizen comments – none.

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

D. Executive session to discuss personnel

Motion: by Mr. Kahn for the Trustees to enter executive session at 6:03 pm.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Ms. Cole for the Select Board to enter executive session at 6:04 pm.

Seconded: by Mr. Bourgeois.

Discussion: Chair Swanson recused himself from the executive session.

Vote: 4-0-0, passed.

The Select Board and Village Trustees exited executive session at 7:17 pm and resumed the meeting.

Motion: by Mr. Kahn to approve the separation contract between Bill Kerbin and the Village of Woodstock and to authorize Chair McIlroy to sign it on behalf of the Village.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Ms. Ford to approve the separation contract between Bill Kerbin and the Town of Woodstock and to authorize Mr. Bourgeois to sign it on behalf of the Town.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

E. Adjournment

1. Select Board

Motion: by Ms. Ford to adjourn the meeting at 7:19 pm.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

2. Trustees

Motion: by Mr. Corson to adjourn the meeting at 7:19 pm.

Seconded: by Mr. Kahn.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*