

Village of Woodstock
Board of Trustees Meeting
June 14, 2022
6:30 PM
Town Hall
Agenda

- A.** Call to order
- B.** Citizen comments
- C.** Additions to & deletions from posted agenda
- D.** Planning Commission Interviews
 - 1. Laura Powell
 - 2. Brad Lawrence
- E.** Finance Committee Interviews
 - 1. Jon Spector
 - 2. Karim Houry
 - 3. Ellen LeFever
- F.** Manager's report
 - 1. General Report
 - 2. Financial Report
- G.** Police Chief's report
- H.** Permits
 - 1. Use of the Green permits
 - a. Solar Showcase – Sustainable Woodstock
 - b. Casual Breakfast Gathering
 - c. TEDx Innovator's Showcase - TEDx
 - 2. Food on the Green - Trees & Seeds
 - 3. East End Park permit
 - a. Music by the River Series – Pentangle
 - b. Sustainable Woodstock
- I.** Old business
 - 1. Maintenance of Teagle's Landing
 - 2. Food for Sundays & Mondays discussion
 - 3. Discussion of naming policy
- J.** Other business
- K.** Executive session to discuss appointments
- L.** Approval of minutes
 - 1. 5/10/22 minutes

2. 5/31/22 joint minutes
3. 6/3/22 joint minutes

M. 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=QINZUIFKaWRPTmZURFppUGxWRU9UUT09>

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

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

Name: LAURA POWELL
Physical address: 31 SOUTH STREET Mailing address: _____
WOODSTOCK VT 05091
Telephone: 404 431 0434 Email: LAURA@LAURAPOWELL.CO

Board/Commission/Committee you are applying for: PLANNING COMMISSION

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

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

All members appointed will be asked to:

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

Reasons for request appointment

Summarize the reasons that you are requesting appointment: I CARE DEEPLY ABOUT THE FUTURE OF WOODSTOCK AND BELIEVE CIVIC PARTICIPATION IS HOW I CAN PUT THAT CARE INTO ACTION.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: I HAVE WORKED IN BUSINESS OPERATIONS FOR ALMOST A DECADE - I AM SKILLED AT FINDING COMPROMISE BETWEEN INDIVIDUAL PURSUITS, ORGANIZATIONAL LIMITS AND LAW. I ALSO HAVE EXPERIENCE IMPLEMENTING AND IMPROVING INFORMATION ARCHITECTURE, WHICH COMES IN HANDY FOR WEBSITES AND DENSE DOCUMENTATION.

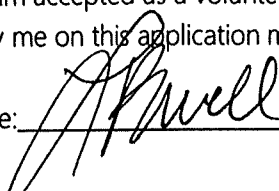
Previous Volunteer Experience

Summarize your previous volunteer experience: FROM 2015 TO 2018, I SECURED
VENUES, SPEAKERS, AND PHOTOGRAPHERS FOR A FREE MONTHLY
BREAKFAST SERIES IN BOSTON CALLED CREATIVE MORNINGS. I ALSO
WROTE FOR THEIR BLOG.

Agreement and Signature

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

Signature: _____



Date: _____

2/1/22

Our Policy

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

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

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

Name: Brad Lawrence
Physical address: 2 Charles St. Mailing address: Same
Woodstock, VT 05091
Telephone: 310-704-1614 Email: lawrence.brad@gmail.com
Board/Commission/Committee you are applying for: Planning Commission

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

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

All members appointed will be asked to:

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

Reasons for request appointment

Summarize the reasons that you are requesting appointment: I would like to have input & insight into the decisions that will have an effect on the future of this town where I plan to live for the rest of my life, and want to keep it vibrant for my childrens' generation.

Special Skills or Qualifications


Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: I have spent the past 17 years working in various aspects of the construction industry (plus the previous 5 years of work experience in college) so I am well versed in the realities and challenges of the process, and have experience dealing with players at all levels.

Previous Volunteer Experience

Summarize your previous volunteer experience: I previously volunteered with
YES (Youth Enrichment Services) in Boston, and taught a
youth group at Freedom Hill Community Church.

Agreement and Signature

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

Signature: 

Date: 6/1/2022

Our Policy

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

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

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

Name: Jonathan Spector
Physical address: 16 The Green Mailing address: 16 The Green
Woodstock, VT 05091
Telephone: 802-457-9109 Email: jonathan.spector@gmail.com

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

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

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

All members appointed will be asked to:

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

Reasons for request appointment

Summarize the reasons that you are requesting appointment: I've been involved in a number of prior efforts to analyze the Town's financial statements, and I am excited that there will be a new committee to more formally focus on strengthening our financial policies and procedures. I believe my background would allow me to add value to the Committee's work.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: Currently: Treasurer, Chair of the Board's Finance Committee, and Interim (volunteer) CFO, Northern Stage
Previously, CEO of The Conference Board, member of the Audit Committee;
Previously, Vice Chair of the March of Dimes, member of the Finance Committee
(All of the above are not-for-profit organizations)

Previous Volunteer Experience

Summarize your previous volunteer experience: Board member, Wesleyan University

Chair of the Woodstock Economic Development Commission

Member of the Town Hall Rejuvenation Leadership Team (Finance Committee)

Board member, Northern Stage

Board member, March of Dimes

Agreement and Signature

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

Signature: Jonathan Spector

Digitally signed by Jonathan Spector
Date: 2022.05.23 10:18:00 -04'00'

Date: May 23, 2022

Our Policy

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

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

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

Name: Karim Houry

Physical address: 61 River St

Mailing address: Same

Woodstock VT 05091

Telephone: cell: 914 216 5103

Email: karimhry@gmail.com

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

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

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

All members appointed will be asked to:

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

Reasons for request appointment

Summarize the reasons that you are requesting appointment: _____

As a resident of both the town and village, I am very much interested in ensuring that both have optimal and efficient financial processes in place as well as transparency and full and timely access to data.

I also believe that this committee's role is to work closely with the town/village manager so that this person and their staff have the best data possible to do perform their duties.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: Prior to purchasing the Woodstocker in town, my entire career has been in financial services. I also hold an MBA in Finance from New York University. I have also volunteered many times to provide financial analyses to the town residents, its staff and its boards.

Previous Volunteer Experience

Summarize your previous volunteer experience: _____

In Woodstock: Founding members of the Woodstock COVID Relief Fund, Chair of the Cannabis

Committee, Member of the Town Sewer Review Committee

In Vermont: Founding and Secretary of the for the Vermont Lodging Association

Prior: Volunteer pilot for Angel Flight, ski instructor for Adaptive Sports Foundation

Agreement and Signature

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

Signature: _____

Date: 5/31/2022

Our Policy

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

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

KARIM HOURY
7 Deer Run Road, Pomona NY, 10970
email: karimhry@gmail.com - cell: (914) 216-5103

Twenty years experience in delivering global complex projects, mitigating risk and reengineering processes/costs in Capital Markets, Commercial, Correspondent and Private Banking as well as Credit Cards. Functional expertise in banking, credit card operations, operational and credit risk management, post-trade processing, derivatives and technology implementation. Key results include: annual average of \$1 billion in reengineering value (cost reduction, revenue enhancement and productivity improvement); successful global product launches; enterprise-wide change management and project/program management; introduction of process improvement/design with significant increase in Sigma levels; 15% staff redeployment based on strategic outsourcing assessments; compliance with strict regulatory requirements; establishment of governance structures and broad industry recognition of best in class Quality Program.

AREAS OF EXPERTISE

*Global project management and PMO lead
Process design and improvement
Operational risk management and credit analysis
Change management and internal consulting
Product launches and product management*

*Business process outsourcing and reengineering
Six Sigma and Lean program deployment
Strategic planning and department start-ups
Cost control and PL management
Global governance*

PROFESSIONAL EXPERIENCE

THE DEPOSITORY TRUST & CLEARING CORPORATION (DTCC), New York, NY, March 2007 – March 2018

Executive Director, Product Management, Head Global Project Portfolio Oversight & Governance, December 2011 – Present

Head the Global Project Portfolio Oversight & Governance group for the design, build, and worldwide launch of the first global trade repository across all derivative asset classes (interest rates, foreign exchange, commodities, credit and equities) to enable the industry to meet Dodd-Frank and other global regulatory reporting requirements. In charge of driving, monitoring, and reporting against execution progress as well as program governance for various business units with annual revenues exceeding \$550 million. Business Finance Officer responsible for a global \$240 million P&L and responsible for the Business Risk Management team mitigating risks, strengthening controls and interfacing with DTCC's control groups.

- Ensured the timely delivery of technology releases to enable global broker-dealers and other industry participants to meet regulatory compliance dates for swap trade reporting in the US and internationally.
- Interfaced with industry working groups to develop design requirements, ensure timely delivery by external service providers, and escalate industry readiness issues impacting global regulatory compliance deadlines.
- Supported the Chief Operating Officer for five business units by providing global project portfolio oversight and ensuring compliance with governance requirements.
- Interfaced with regulators (e.g. CFTC) to align on business and technical requirements.
- Drove successful launches of swap data repositories in compliance with US/CFTC, Europe/ESMA, Canadian, Australian, Singaporean, Japanese and Hong Kong regulatory reporting regimes (over 280 million trade messages processed weekly)
- Led the Business Risk Management team as it identified, monitored and mitigated key business risks globally, enhanced the risk and control culture of the business and liaised with the firm's risk and control groups (e.g. Audit, Compliance etc.).
- Designed processes to transition project-based activities into "business as usual" tasks, following production releases.
- Established new internal testing tracking and reporting processes (leveraged by other areas at DTCC).
- Launched comprehensive user acceptance control and reporting mechanisms used by all industry participants.
- Developed and leverage flexible project monitoring tools/processes (across all functional areas) allowing for rapid adjustment to sudden and unforeseen regulatory requirement and compliance date changes.
- Established governance process for a \$240 million global P&L (with over 600 headcount spread globally) and manage cost allocation of the project portfolio (over 60 global initiatives at \$75MM annually).
- Managed portfolio of reengineering initiatives to drive cost reduction (e.g. elimination of \$10 million in technology allocations).

Vice President, Operational Risk Management, October 2010 – November 2011

In charge of operational risk assessment for core lines of business. Provided leadership and direction to the ORM team and played a key role in the ongoing development, strategic and tactical design and structuring of the risk management function in accordance with corporate goals, regulatory requirements, DTCC business initiatives and global industry trends. Developed collaborative relationships with line management to support the enterprise from an operational risk perspective. Implemented an enterprise-wide risk management MIS and ran the department's program management office.

- Designed and implemented the monthly operational risk profile review process across business units, including the development of scenario analysis, key risk indicators and incorporating external loss data.
- Drove the implementation of the company's global MIS to capture and report risk assessments, incidents and metrics.
- Rolled out DTCC's global incident collection program, trained the organization on incident reporting and designed department's intranet site to enhance employee awareness about risk management.
- Performed operational risk assessments for core lines of business and cross-functional groups, e.g. Settlement (over \$1.4 quadrillion settled annually), Asset Services (3.5 million issues valued at \$34 trillion), Customer On-boarding, etc.
- Partnered with other control functions (Audit, Compliance, Privacy, Technology Risk) in the operational risk assessment process
- Created and maintained operational risk policies and procedures.
- Conducted on-going evaluations of operational risk factors against approved risk tolerance levels.
- Analyzed impact of operational risk on market and liquidity risks in relation to DTCC and the industry.

KARIM HOURY

Vice President, Head of Business Reengineering and Quality for DTCC, March 2007 – September 2010

Owned the overall leadership responsibilities for all Reengineering and Quality initiatives. Led projects to deliver reductions in operating expenses (approx. 10% of operating expenses), productivity improvements as well as revenue growth enhancements. Maintained a 90% customer satisfaction rating for commitment to Quality.

- Led business improvement and transformation initiatives by applying Six Sigma, Lean, Kaizen and other business process reengineering disciplines across all DTCC business segments (e.g. end-to-end billing process optimization resulting in 60% reduction of aged receivables, Risk department organizational redesign leading to a 20% staff redeployment/reduction, process re-design for new product introductions, staffing capacity analyses, project office for global mergers and joint ventures, company-wide outsourcing diagnostic with a 10% headcount impact).
- Implemented enterprise-wide Process Excellence program by measuring and improving core process metrics in each of the company's 35 functional areas, with significant improvement in Sigma levels for timeliness and accuracy (above 5 Sigma) in key areas such as Operations (e.g. securities processing and asset servicing), Technology and Product Management.
- Spearheaded the Quality Program global deployment effort across approximately 3,000 employees via customized training and hands-on coaching, resulting in the Six Sigma certification of about 10% of DTCC employees.
- Launched and chaired a Business Transformation Industry Roundtable with over 30 global financial services firms (e.g. Goldman Sachs, Citi, Bank of America Merrill Lynch, AXA, Morgan Stanley, Credit Suisse, etc.).
- Led DTCC's induction into the Harvard Business Review sponsored Kaplan/Norton Palladium Balanced Scorecard Hall of Fame.
- Winner of two global Six Sigma industry awards for best achievement of Six Sigma improvement in financial services.

AMERICAN EXPRESS COMPANY, New York, NY, September 1991 – March 2007

Vice President, Head Global Reengineering & Six Sigma Group for American Express Co., November 1999 – March 2007

Led American Express' Global Reengineering / Six Sigma Program and coordinated a multi-billion dollar reengineering portfolio covering global businesses: Credit Cards, American Express Travel and American Express Bank. Charged with driving cross-functional projects focused on revenue enhancement and/or cost reduction. Results ran 30% above target.

- Built American Express' Reengineering, Change Management and Quality Program through the design and implementation of governance frameworks and idea generation processes as well as the setting of cost reduction and revenue enhancement targets for each business unit. Results averaged over \$1 billion in annual reengineering benefits.
- Led a global team of 130 full-time employees as well as external consultants, across all business units and drove an average of \$350 million of directly-owned initiatives annually. Responsible for a \$50 million departmental budget.
- Managed global functional and cross-functional projects, leveraging relationship and change management skills as well as expertise across various reengineering levers such as staff migrations, consolidations and outsourcing, with implementation and results responsibility (e.g. designed a global Investment Optimization process for a \$5 billion portfolio, reengineered the company's Global Service Establishment Operations with a \$150 million multi-year target, delivered \$50 million a year from IT Demand Management initiatives, led the Finance Transformation initiative).
- Implemented the company's Six Sigma global training and deployment strategy (15,000 employees trained).

American Express Bank Ltd. (AEB, subsidiary of American Express Co.), New York, NY, September 1991 – October 1999

- Vice President, Foreign Exchange and Global Treasury, April 1999 – October 1999.
- Vice President, Strategic Planning, February 1998 – March 1999.
- Vice President, Credit Risk Management, September 1996 – January 1998.

EDUCATION & CERTIFICATIONS

NEW YORK UNIVERSITY, Leonard N. Stern School of Business, New York, NY

- Master of Business Administration, Finance, May 1990.
- Awarded fellowship by the United Nations covering 100% of tuition, Research Assistant for Management professor.

UNIVERSITE PARIS-DAUPHINE, Paris, France

- Post-graduate degree in International Trade and Business (D.E.S.S. degree), June 1988.
- Master's degree in International Business Law (Maîtrise), June 1987.

PROFESSIONAL CERTIFICATIONS

- Six Sigma Black Belt certified (2008) – Breakthrough Management Group.
- Lean Six Sigma certified (2007) – Villanova University.
- Six Sigma Process Management certified (2006), Six Sigma Green Belt certified (2002) - American Express Co.

PERSONAL PROFILE

- Fluent in French, English, German and Arabic. Proficient in Spanish.
- Former member of Florida's governor-sponsored Sterling Council Board and of the Conference Board's Quality Council.
- Published author on process improvement and reengineering articles in Quality Progress and iSixSigma magazines.
- Licensed instrument rated commercial pilot, single and multi-engine aircraft. Licensed glider pilot.
- Five-year volunteer pilot for Angel Flight North East (non-profit organization offering free life-saving air transportation to medical patients, mostly children) and served as an advisor to its Board of Directors.
- Volunteer ski instructor for the Adaptive Sports Foundation (non-profit organization that provides profound and life changing experiences for children and adults with physical and cognitive disabilities and chronic illnesses through outdoor physical activity, education, support and community).

THE WOODSTOCKER BED & BREAKFAST, Woodstock, VT, March 2018 - Present

Co-Owner and Operator

In charge of all aspects of business activities with particular focus on Operations, Finance and Front Office guest interactions. Partake in Marketing and Strategy decisions with other co-owner. The Woodstocker has nine rooms including two suites.

- Doubled the occupancy rate in less than two years as a result of a disciplined and targeted marketing strategy.
- Increased revenues by 45% during first year of full operation (2019).
- Maintained a five star rating on Trip Advisor.
- Founding member of the Woodstock Area Relief Fund – Covid19 (to provide financial assistance to residents of the greater Woodstock area who are unable to meet their basic household needs due to the economic disruption caused by the COVID-19 pandemic). The fund raised over \$660,000 and helped 650 individuals in need.
- Founding member and Secretary of the Vermont Lodging Association established primarily to lobby the state legislature and administration for the provision of economic support during the COVID-19 pandemic. The association is also the voice of the lodging industry in Vermont.

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

Name: Ellen LeFever

Physical address: 61 Academy Circle
S Woodstock, VT 05071

Mailing address: PO Box 385
S Woodstock, VT 05071

Telephone: 832-538-8311

Email: eglefever@gmail.com

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

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

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

All members appointed will be asked to:

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

Reasons for request appointment

Summarize the reasons that you are requesting appointment: _____

I worked for many years in finance and accounting and believe my skills are uniquely suited to fulfill the stated mission of the Finance Committee. I see appointment to the committee as a good way to use my talents to serve my community.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: B.A. and M.B.A. 20+ years as an accounting and finance professional including: Business Manager, Financial Analyst, and Business Analyst. In these positions I worked specifically on Management Reporting, Budgeting, and Long Range Planning.

Previous Volunteer Experience

Summarize your previous volunteer experience: I have volunteered at large organisations: the Anchorage Food Bank and Habitat for Humanity. When my children were in school I helped in their classrooms and served as a library volunteer. I have lead Brownie troops and served on the Girl Scout Neighborhood Committee. I had a number of positions on my son's Boy Scout Committee and attained the rank of Assistant Scout Master

Agreement and Signature

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

Signature: _____

Date: Ellen LeFever 05-31-14

Our Policy

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

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

TRUSTEES

FY '22

May 31, 2022

7/1/2021 -5/31/2022

July – May 31th represents 91.66% of the fiscal year.

Revenues:

Budget: \$1,346,629.00

Actual: \$1,265,623.80

We have received 93.98% of this year's revenue.

Appropriations:

Budget: \$1,346,629.00

Actual: \$1,183,414.08

We have spent 87.88% of the budgeted appropriations

Highlights in revenue:

- 2-4071-000 – Interest; we hit our budget for the year
- Total Police Revenues are down for the year, but we should be on budget, or close, by the end of June.
- 2-4063-000 Police Contracts \$16,597.50 – See 2-5031-104 for appropriation side. We should budget for this.

Highlights in appropriations:

We have a Village Officer retiring at the end of June. His payout will come from Capital Reserve Spending; Compensation Unused Sick and Vacation Time.

2-5034-212 – this appropriation will come in under budget. This is for credit card processing fees.

2-5034-407 – Equipment Purchases over budget by \$1,815.98. Integrated Technical System; Thermal Paper

You will notice, no money for highway- revenue or expense. \$51,845.96 was transferred to the Town from the Village

May 31, 2022

91.66%

Account	Description	Budget	Actual	% of Budget	Anticipated revenue/ appropriations
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%	
2-4005-000	Land Use/Hold Harmless	\$ -	\$ 643.00	100.00%	
2-4009-000	National Park Land Trust	\$ 9,500.00	\$ 10,500.00	110.53%	
		-----	-----	-----	
Total REAL ESTATE TAX REVENUE		\$ 589,154.00	\$ 588,282.70	99.85%	
		-----	-----	-----	
		-----	-----	-----	
2-402 FEES & PERMITS					
2-4025-000	Use of Green	\$ -	\$ 600.00	100.00%	
2-4026-000	Curb Cuts Permits	\$ 200.00	\$ 300.00	150.00%	
		-----	-----	-----	
Total FEES & PERMITS		\$ 200.00	\$ 900.00	450.00%	
		-----	-----	-----	
2-404 SHORT TERM RENTAL ENFORCE					
2-4041-000	Registrations	\$ 1,500.00	\$ 750.00	50.00%	
2-4042-000	Fines	\$ 500.00	\$ -	0.00%	
		-----	-----	-----	
Total SHORT TERM RENTAL ENFORCE		\$ 2,000.00	\$ 750.00	37.50%	
		-----	-----	-----	
2-405 PLANNING & ZONING					
2-4051-000	Zoning Permits	\$ 10,000.00	\$ 7,961.85	79.62%	\$ 500.00
2-4053-000	Yard Sale Permits	\$ -	\$ 80.00	100.00%	
		-----	-----	-----	
Total PLANNING & ZONING		\$ 10,000.00	\$ 8,041.85	80.42%	
		-----	-----	-----	
2-406 POLICE REVENUE					
2-4061-000	Parking Fines	\$ 23,000.00	\$ 39,895.85	173.46%	\$ 3,626.90
2-4062-000	Parking Meter Revenue	\$ 105,000.00	\$ 62,239.96	59.28%	\$ 5,658.18
2-4063-000	Police Contracts	\$ 10,000.00	\$ 16,597.50	165.98%	
2-4064-000	Misc Police Revenue	\$ -	\$ 3,198.51	100.00%	
2-4065-000	Moving Violations - VTTC	\$ 62,000.00	\$ 55,105.22	88.88%	
2-4066-000	False Alarms	\$ 2,000.00	\$ 5,950.00	297.50%	
2-4067-000	Town Services	\$ 418,475.00	\$ 372,121.32	81.20%	
2-4068-000	Courthouse parking	\$ -	\$ 9,270.00	100.00%	
2-4069-000	CreditCardsPermitsParking	\$ 55,000.00	\$ 64,274.39	116.86%	\$ 5,843.13
		-----	-----	-----	
Total POLICE REVENUE		\$ 675,475.00	\$ 628,652.75	93.07%	
		-----	-----	-----	
2-407 INTEREST INCOME					
2-4071-000	General Interest Income	\$ 2,000.00	\$ 2,011.58	100.58%	\$ 200.00
		-----	-----	-----	
Total INTEREST INCOME		\$ 2,000.00	\$ 2,011.58	100.58%	
		-----	-----	-----	
2-409 MISCELLANEOUS					
2-4091-000	Miscellaneous Revenue	\$ 2,000.00	\$ 7,215.42	360.77%	
2-4092-000	Misc - State of Vermont	\$ -	\$ 15.00	100.00%	
2-4093-000	Highway State Aid	\$ 45,000.00	\$ -	0.00%	
		-----	-----	-----	
Total MISCELLANEOUS		\$ 47,000.00	\$ 7,230.42	15.38%	

		-----	-----	-----	
2-41 EAST END					
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%	\$ 2,000.00
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%	\$ 800.00
		-----	-----	-----	
Total TRANSFERS IN		\$ 800.00	\$ -	0.00%	
		-----	-----	-----	
Total Revenues		\$ 1,346,629.00	\$ 1,265,623.80	93.98%	\$ 18,628.20
Total with Aniticipatio		\$ 1,346,629.00	\$ 1,284,252.00	95.37%	
With State Aid & Aniticipated		\$ 1,346,629.00	\$ 1,336,097.96	99.22%	
2-500 SPECIAL ARTICLES					
2-5001 GRANTS/CONTRIB-TRUST FUND					
2-5001-901	Audit Expense	\$ 400.00	\$ -	0.00%	\$ 400.00
2-5001-902	Trustee Public Funds Wage	\$ 400.00	\$ -	0.00%	\$ 400.00
		-----	-----	-----	
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	\$ 6,258.59	78.23%	
2-5011-313	Community Television	\$ 500.00	\$ -	0.00%	
2-5011-603	Dues Subs & Meetings	\$ 800.00	\$ 17.29	2.16%	
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%	\$ 10,000.00
		-----	-----	-----	
Total TRUSTEES		\$ 89,350.00	\$ 51,089.06	57.18%	
		-----	-----	-----	
2-5012 EXECUTIVE					
2-5012-100	Salaries & Wages	\$ 40,250.00	\$ 37,025.32	91.99%	\$ 3,365.94
2-5012-199	Employer Paid Benefits	\$ 18,025.00	\$ 10,038.44	55.69%	\$ 912.59
2-5012-200	Wellness	\$ 750.00	\$ 90.00	12.00%	
2-5012-603	Dues Subs & Meetings	\$ 300.00	\$ 668.64	222.88%	
2-5012-615	Advertising	\$ -	\$ 174.40	100.00%	

		-----	-----	-----	
Total EXECUTIVE		\$ 59,325.00	\$ 47,996.80	80.90%	
		-----	-----	-----	
2-5013 OFFICE ADMINISTRATION					
2-5013-201	Operating Supplies	\$ 1,200.00	\$ 1,054.04	87.84%	
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	\$ 2,091.35	22.61%	
2-5013-503	NEMRC Support/License	\$ 1,250.00	\$ 1,250.00	100.00%	
		-----	-----	-----	
Total OFFICE ADMINISTRATION		\$ 17,200.00	\$ 7,651.99	44.49%	
		-----	-----	-----	
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	\$ 1,068.38	89.03%	\$ 100.00
2-5015-199	Employer Paid Benefits	\$ 120.00	\$ 83.31	69.43%	\$ 20.00
		-----	-----	-----	
Total TREASURER		\$ 1,320.00	\$ 1,151.69	87.25%	
		-----	-----	-----	
2-5016 ACCOUNTING					
2-5016-100	Salaries & Wages	\$ 30,750.00	\$ 25,303.44	82.29%	\$ 2,300.31
2-5016-199	Employer Paid Benefits	\$ 13,150.00	\$ 10,656.79	81.04%	\$ 968.80
2-5016-301	Professional Services	\$ 1,300.00	\$ 1,941.25	149.33%	\$ 1,000.00
2-5016-603	Dues Subs & Meetings	\$ 25.00	\$ -	0.00%	
		-----	-----	-----	
Total ACCOUNTING		\$ 45,225.00	\$ 37,901.48	83.81%	
		-----	-----	-----	
2-5018 VILLAGE CLERK ☐					
2-5018-316	Village Clerk Wages	\$ 400.00	\$ -	0.00%	\$ 400.00
		-----	-----	-----	
Total VILLAGE CLERK		\$ 400.00	\$ -	0.00%	
		-----	-----	-----	
2-5019 CAPITAL RESERVE					
2-5019-932	Office Equipment	\$ 300.00	\$ 300.00	166.67%	
2-5019-937	Compensation Unused Sick/	\$ 30,000.00	\$ 30,000.00	100.00%	
		-----	-----	-----	
Total CAPITAL RESERVE		\$ 30,300.00	\$ 30,300.00	100.00%	
		-----	-----	-----	
Total ADMINISTRATION		\$ 257,120.00	\$ 190,816.02	74.21%	
		-----	-----	-----	
2-502 HIGHWAY DEPARTMENT					
2-5025 VILLAGE PARKS					
2-5025-301	East End Park - Parking	\$ -	\$ 1,000.00	100.00%	
		-----	-----	-----	
Total VILLAGE PARKS		\$ -	\$ 1,000.00	100.00%	
		-----	-----	-----	
Total HIGHWAY DEPARTMENT		\$ -	\$ 1,000.00	100.00%	
		-----	-----	-----	
2-503 VILLAGE POLICE DEPT					
2-5030 POLICE ADMINISTRATION ☐					

2-5030-100	Salaries & Wages	\$ 135,864.00	\$ 125,241.61	92.18%	\$ 11,385.60
2-5030-107	Educ EMT Training&Stipend	\$ 1,750.00	\$ 1,850.00	105.71%	
2-5030-199	Employer Paid Benefits	\$ 52,000.00	\$ 63,941.23	122.96%	
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	\$ 194,333.91	100.40%	
		-----	-----	-----	
2-5031 LAW ENFORCEMENT					
2-5031-100	Salaries & Wages	\$ 297,250.00	\$ 245,188.07	82.49%	\$ 22,289.82
2-5031-104	Contract Services	\$ -	\$ 19,194.96	100.00%	
2-5031-107	Local EMT & Educ Stipend	\$ 12,000.00	\$ 9,369.59	78.08%	
2-5031-199	Employer Paid Benefits	\$ 94,000.00	\$ 97,105.41	103.30%	\$ 8,827.76
2-5031-201	Operating Supplies	\$ 850.00	\$ 449.48	52.88%	
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	\$ 3,687.68	105.36%	
2-5031-312	Bike Patrol	\$ 100.00	\$ -	0.00%	
2-5031-409	Small Tools & Equipment	\$ 3,200.00	\$ 2,242.67	70.08%	
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	\$ 378,458.95	91.45%	
		-----	-----	-----	
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	\$ 15,027.09	125.23%	
		-----	-----	-----	
Total POLICE COMMUNICATIONS		\$ 77,130.00	\$ 80,319.34	104.14%	
		-----	-----	-----	
2-5034 PARKING METERS					
2-5034-100	Salaries & Wages	\$ 23,325.00	\$ 20,173.04	86.49%	\$ 1,833.91
2-5034-199	Employer Paid Benefits	\$ 2,000.00	\$ 1,611.85	80.59%	\$ 146.53
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	\$ 770.00	77.00%	
2-5034-212	CreditCard/Meter Charges	\$ 23,000.00	\$ 12,573.50	54.67%	\$ 1,143.05
2-5034-301	Professional Services	\$ 200.00	\$ 183.79	91.90%	
2-5034-401	Equip Repair & Mainte	\$ 500.00	\$ 5.24	1.05%	
2-5034-402	CrdtCrd/MterRepair/Replac	\$ 500.00	\$ 936.95	187.39%	
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	\$ 56,383.90	83.19%	
		-----	-----	-----	
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	\$ 7,288.98	97.19%	
		-----	-----	-----	
Total POLICE VEHICLE		\$ 11,500.00	\$ 10,988.49	95.55%	
		-----	-----	-----	
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	\$ 2,295.61	104.35%	
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	\$ 8,503.28	88.81%	
		-----	-----	-----	
2-5037 TOWN POLICE SERVICES					
2-5037-100	T Salaries & Wages	\$ 79,950.00	\$ 71,300.61	89.18%	\$ 6,481.87
2-5037-102	T Training Wages	\$ 1,400.00	\$ 698.95	49.93%	\$ 63.54
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	\$ 20,564.18	82.26%	\$ 1,869.47
2-5037-306	T Uniform Service	\$ 1,300.00	\$ 1,299.97	100.00%	\$ 118.18
2-5037-401	T Vehicle Repairs & Maint	\$ 2,500.00	\$ 3,997.65	159.91%	\$ 363.42
2-5037-409	T Small Tools & Equip	\$ 500.00	\$ 248.55	49.71%	\$ 22.60
2-5037-410	T 4X4 Vehicle Lease	\$ 7,800.00	\$ -	0.00%	\$ -
2-5037-411	T 4X4 Radio Lights Radar	\$ 800.00	\$ 771.90	96.49%	\$ 70.17
2-5037-502	Communications	\$ 300.00	\$ 250.00	83.33%	\$ 22.73
2-5037-503	T Fuel	\$ 2,750.00	\$ 3,708.02	134.84%	\$ 337.09
2-5037-603	Dues Subs & Meetings	\$ 150.00	\$ -	0.00%	\$ -
2-5037-605	T Tuition	\$ 750.00	\$ 812.74	108.37%	\$ 73.89
		-----	-----	-----	
Total TOWN POLICE SERVICES		\$ 125,600.00	\$ 103,652.57	82.53%	
		-----	-----	-----	
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	\$ 861,416.98	92.83%	
		-----	-----	-----	
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	\$ 52.67	52.67%	
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	\$ 52.67	2.77%	
		-----	-----	-----	
2-507 BOARDS & AGENCIES					
2-5070 PLANNING & ZONING					
2-5070-100	Salaries & Wages	\$ 68,675.00	\$ 54,592.15	79.49%	\$ 4,962.92
2-5070-199	Employer Paid Benefits	\$ 22,000.00	\$ 9,999.96	45.45%	\$ 909.09
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%	\$ 1,000.00
		-----	-----	-----	
Total PLANNING & ZONING		\$ 95,875.00	\$ 66,899.94	69.78%	
		-----	-----	-----	
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	\$ 68,899.94	70.40%	
		-----	-----	-----	
2-5091 VILLAGE HWY EXPENSE					
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	\$ -	\$ 10,006.80	100.00%	
		-----	-----	-----	
Total GRANT EXPENSE		\$ -	\$ 14,635.80	100.00%	
		-----	-----	-----	
Total Appropriations					
Total Appropriations		\$ 1,346,629.00	\$ 1,183,214.08	87.86%	\$ 81,789.29
With Anticipated		\$ 1,346,629.00	\$ 1,265,003.37	93.94%	
With Anticipated and State hwy		\$ 1,346,629.00	\$ 1,316,849.33	97.79%	
Total VILLAGE GENERAL FUND		\$ -	\$ -		

Village of Woodstock
Permit for Use of the Village Green

Application date: _____
Event name: _____
Name of non-profit organization: _____
Address: _____

Event information:

Date of event: _____ Time of event: _____
Hours event will occupy the Green, including setup and cleanup time: _____
Anticipated crowd size: _____
Will you have booths or stalls? _____
If yes, how many: _____
Equipment to be used on the Green: _____

Event description. Clearly state the scope and nature of the vent to be held: _____

Traffic control plan/arrangements: _____

Please submit a layout for the event.

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

Fee paid: _____
Cash/Check/Online: _____
Received by: _____
Certificate of Insurance received: _____
Received by: _____

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

Name: _____

Title: _____

Phone: _____

Mailing address: _____

Email: _____

Restrictions/Conditions:

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonably possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking kiosks, or light poles surrounding the Village Green.
4. Traffic signs and parking kiosks surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within 15 feet of the trunk of any tree in the Village Green.
6. No activity shall be carried out on or before 7:00 am or after 10:00 pm without special arrangements.
7. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
 - a. All traffic control arrangements and site layouts shall be reasonable calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made recommendation of the Village Chief of Police.

- b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Street, Union Street, Court Street, South Street, and the Village Square.
 - c. Police officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
- 9. Maintenance and Damages:
 - a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.
 - b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.
- 10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.
- 11. At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.
- 12. Applicant recycling plan: applicant to describe plans for the vent to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
- 13. The \$50.00 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50.00 fee. Such refund will be made only after the Board of Village Trustees agrees to do so.

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

Applicant signature: _____

Date: _____

Please call or email completed permit to:

Town of Woodstock

nnourse@townofwoodstock.org

Nikki Nourse

PO Box 488

Woodstock, VT 05091

FOR OFFICE USE ONLY

This permit was:

- ☐ Approved
- ☐ Denied

Additional conditions: _____

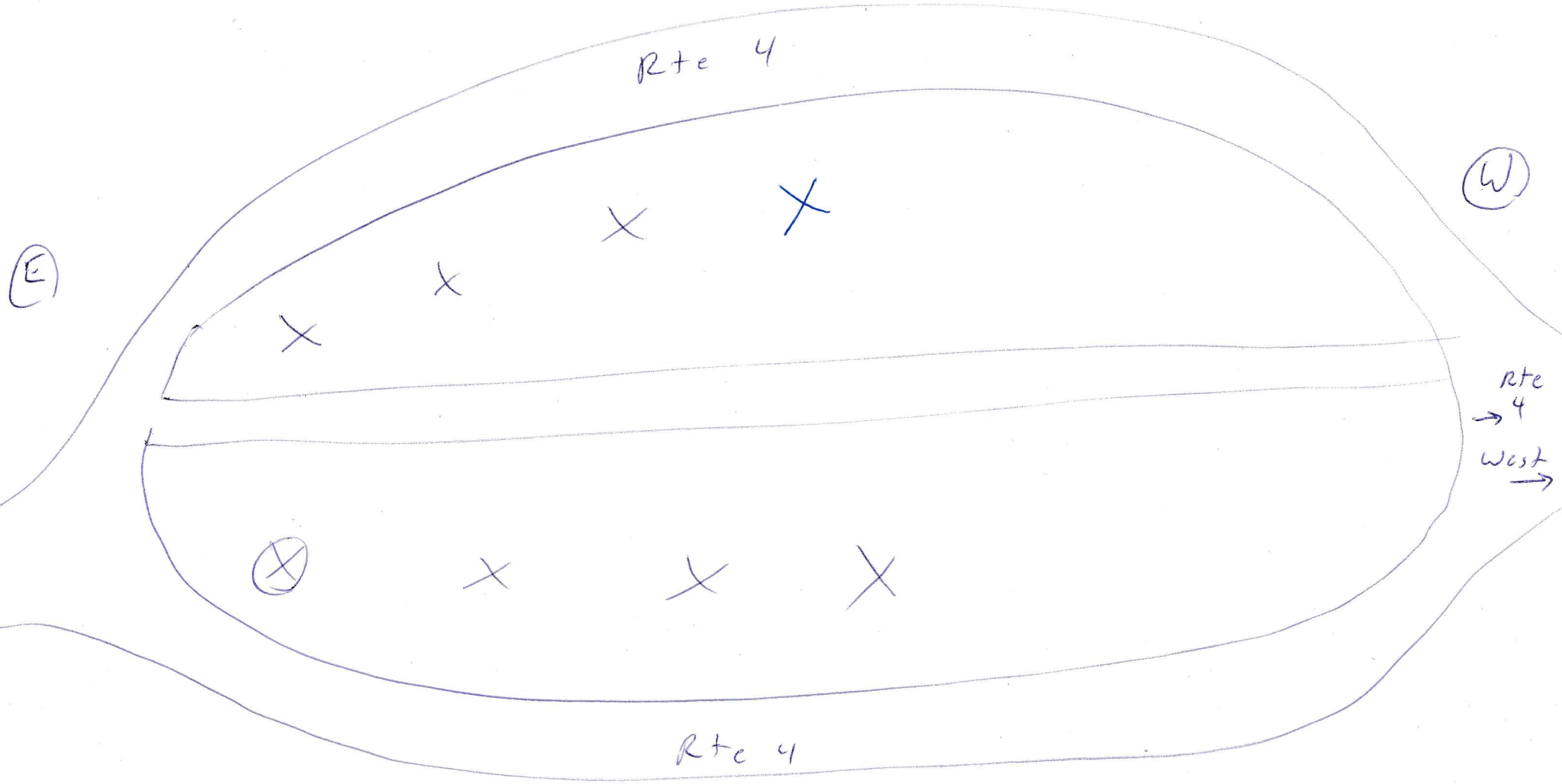
Municipal Manager: _____
Date: _____

8/14/22

NWPL

Sustainable Woodstock

Solar Share case



X = solar provider

tents & displays

(X) = Sustainable Woodstock
welcome table & display



Village of Woodstock
Permit for Use of the Village Green

Application date: April 28, 2022
Event name: Casual Breakfast Gathering
Name of non-profit organization: Ø
Address: 19142 Cartwright Ct., Bend, OR 97702

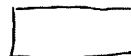
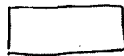
Event information:

Date of event: July 24, 2022 Time of event: 9am - 12pm
Hours event will occupy the Green, including setup and cleanup time: 9am - 1pm
Anticipated crowd size: 50-75 (likely fewer) 10am-12pm
Will you have booths or stalls? no ↑ sorry!
If yes, how many: _____
Equipment to be used on the Green: tables

Event description. Clearly state the scope and nature of the vent to be held: Tables with coffee, water and juice. Food offerings on tables - bagels, donuts or similar. Casual gathering of friends & family.

Traffic control plan/arrangements: Most people walking so no plan.

Please submit a layout for the event.



Two tables, perhaps 6'-8' each. Super simple & casual.

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

Fee paid: _____

Cash/Check/Online: 5.9.22

Received by: _____

Certificate of Insurance received: proof of insurance attached - is this sufficient?

Received by: _____

It not, what coverage limit do I need? I have spoken with insurance co. and can get an additional policy for this event.

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


Name: Kristin von Eschen
Title: host of breakfast gathering
Phone: 415-847-8246
Mailing address: 19142 Cartwright Ct
Bend, OR 97702
Email: Kristinvone@gmail.com

Restrictions/Conditions:

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonably possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking kiosks, or light poles surrounding the Village Green.
4. Traffic signs and parking kiosks surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within 15 feet of the trunk of any tree in the Village Green.
6. No activity shall be carried out on or before 7:00 am or after 10:00 pm without special arrangements.
7. Consideration may be given as to whether an applicant for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
 - a. All traffic control arrangements and site layouts shall be reasonably calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made recommendation of the Village Chief of Police.

- b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Street, Union Street, Court Street, South Street, and the Village Square.
 - c. Police officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
- a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.
 - b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.
10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.
11. At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.
12. Applicant recycling plan: applicant to describe plans for the vent to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
13. The \$50.00 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50.00 fee. Such refund will be made only after the Board of Village Trustees agrees to do so.

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

Applicant signature: 
Date: 4.28.2022

Please call or email completed permit to:

Town of Woodstock

nnourse@townofwoodstock.org

Nikki Nourse

PO Box 488

Woodstock, VT 05091

Village of Woodstock
Permit for Use of the Village Green

Application date: June 8, 2022
Event name: TEDx Innovator's Showcase
Name of non-profit organization: TEDx
Address: 19 Central St Suite A
Woodstock, VT 05091

Event information:

Date of event: Sept 24-25 Time of event: 10-5
Hours event will occupy the Green, including setup and cleanup time: 8-6

Anticipated crowd size: 100 - 150

Will you have booths or stalls? yes

If yes, how many: 15

Equipment to be used on the Green: There will be "load-in" areas for vendors and tents erected for the weekend.

Event description. Clearly state the scope and nature of the vent to be held:

The Innovator's Showcase will run in tandem to the TEDx talks happening this weekend, ~~at~~ at Billings and/or nearby. The Showcase will be free to the public and demonstrate local innovations in farming, sustainability, arts, community building, etc.

Traffic control plan/arrangements:

I will work with the town to plan for whatever is best suited for this type of event.
question: Do I need to hire security?

Please submit a layout for the event.

TBD

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

Fee paid: _____

Cash/Check/Online: _____

Received by: _____

Certificate of Insurance received: _____

Received by: _____

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

Name: Deborah Greene

Title: Conference Director

Phone: 802-296-1421

Mailing address: _____

Email: peace-traveler.worldwide@gmail.com

Restrictions/Conditions:

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonably possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking kiosks, or light poles surrounding the Village Green.
4. Traffic signs and parking kiosks surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within 15 feet of the trunk of any tree in the Village Green.
6. No activity shall be carried out on or before 7:00 am or after 10:00 pm without special arrangements.
7. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
 - a. All traffic control arrangements and site layouts shall be reasonable calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made recommendation of the Village Chief of Police.

- b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Street, Union Street, Court Street, South Street, and the Village Square.
 - c. Police officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
- a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.
 - b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.
10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.
11. At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.
12. Applicant recycling plan: applicant to describe plans for the vent to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
13. The \$50.00 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50.00 fee. Such refund will be made only after the Board of Village Trustees agrees to do so.

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

Applicant signature: _____

Date: 6/08/22

Please call or email completed permit to:

Town of Woodstock

nnourse@townofwoodstock.org

Nikki Nourse

PO Box 488

Woodstock, VT 05091

FOR OFFICE USE ONLY

This permit was:

☐ Approved

☐ Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____



BY:

Village of Woodstock

Permit for Food Tent/Truck on Village Green

Application date: 5/16/22
Business Name: Trees and Seeds
Name of Non-Profit organization: Trees and Seeds
Address: 1 Highland Avenue
Woodstock VT 05091

Event information:

Which days are you available? All days are from 11:00 am to 3:00 pm.

- ☒ Sunday either/or
☒ Monday

Requested dates: June 20, 21, 26th, July 3, July 10, 11, 17, 18, 24, 25

Will you have a truck or table? Tables

Equipment to be used on the Green: chili pots, hot dog cooker, coffee

Describe what you will be selling: chili, hot dogs, baked goods, beverages

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

A Certificate of Insurance naming the Village of Woodstock as the certificate holder is required.

Certificate of Insurance received: _____

Received by: _____

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

Name: Kerilyn Bristow
Title: Vice President of Trees and Seeds
Phone: 603-359-3948
Mailing address: 1 Highland Avenue
Woodstock, VT 05091
Email: info@treesandseeds.org

Restrictions/Conditions:

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonably possible, during the setup and cleanup time for such activity.
2. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking kiosks, or light poles surrounding the Village Green.
3. Traffic signs and parking kiosks surrounding the Village Green shall not be obstructed.

4. No structures or tents shall be erected or placed within fifteen feet of the trunk of any tree in the Village Green.
5. Maintenance and Damages:
- a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after shall be the responsibility of the permittee.
 - b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.
6. Applicant's recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
- a. Please see the attached recycling protocol for events on the Village Green.

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

Applicant signature: Kim Abbott
Date: 5/16/2022

FOR OFFICE USE ONLY

This permit was:

- ☐ Approved
- ☐ Denied

Additional conditions: _____

Municipal Manager: _____
Date: _____

The Village Green Banner Requirements

Banner requirements:

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

Use of the Green Permit

Page 2 of 6

All banners must be:

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

Recycling Protocol for Events on the Village Green

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

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

Mandatory recycling on the Green best practices:

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

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

The two local haulers providing trash and recycling services are:

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

At least 2 weeks prior to your event:

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

OR

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

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

Accepted recyclable materials:

- Paper
 - White and colored
 - Newspapers/magazines
 - Softcover books
 - Paper bags

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

Not accepted in recycling:

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

Please no food in recycle bins!

Empty containers only!

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

Thank you!

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



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

RECEIVED
MAY 06 2022
BY:

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 w. Sabrina Brown	Swing
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

Two Pentangle Tents

Portable Stage (will be moved after each concert)

Porta Potty(On Ben Jervey property)

Signage

Trailer (parked on B. Jervey property)

COVID-19 Safety and Health precautions:

We will comply with State Guidelines

Staff:

Pentangle Staff (3)

Pentangle Volunteers (6)

Technical support team (3)

VILLAGE OF WOODSTOCK
EAST END PARK APPLICATION

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

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

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 Seat 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
Craig Mowery 802-

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

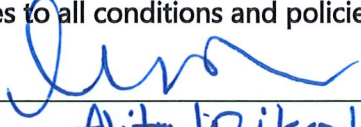
- Food Trucks or Trailers must be parked ONLY on the upper parking lot (not on the lawn).
- Food vendors are required to have the appropriate safety and inspection certifications.
- Refer to Vermont state health requirements:
https://www.healthvermont.gov/sites/default/files/documents/pdf/ENV_FL_TempFoodStandRequirements2015.pdf.

- "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: Anita 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

Trail Head
Resort Property

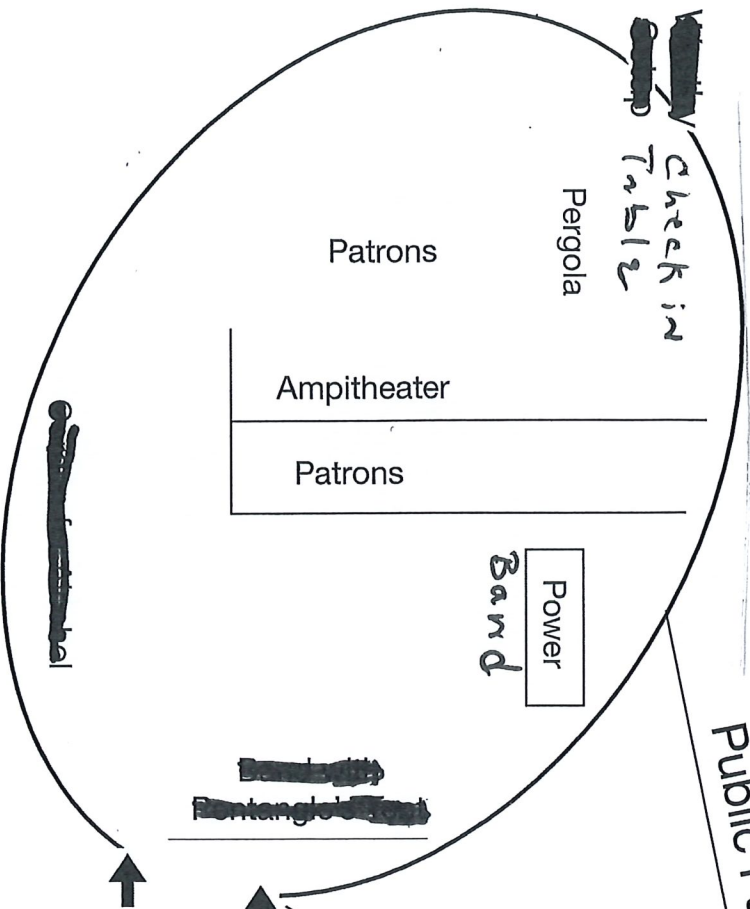
Jervey Property

Alsop Property

Event Sign

Porta-Potty

Accessibility Entrance



Public Parking – Volunteers will guide patrons

River



BY:

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: Michael Caduto
Organization: Sustainable Woodstock
Mailing Address: PO Box 611
Woodstock, VT 05091
Physical Address: 32 Pleasant St
Woodstock, VT 05091
Phone number: (802) 457-2911 email: director@sustainablewoodstock.org

On-site liaison: Michael Caduto Phone: (802) 649-1815
for July 20 2022
Start time of event: 1pm Hours of event including set up: 4.0

Certificate of Insurance received by town:

Date received: 6/2/22 By: NLN

Setup/Cleanup Plans: We will bag & carry out all trash,
and clean up after event.

Will there be any temporary structures for the event? 2 Tents (pop-up)
If yes please describe: 2 Pop-up tents & 2 tables

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

Will portable toilets be used? No
If yes, please state amount and location:

Will there be sales or handouts of food, beverages, and/or merchandise? Light snacks,
No vendor.

If yes, please complete following for each vendor:

Vendor name: NA

Products: _____

Location: _____

Will there be alcohol at the event? No

Liquor permit received: _____

Approved: _____

✓ Please attach site plan including parking plan to this application

WHO NEEDS TO GET A RENTAL PERMIT?

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

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

WHO IS ELIGIBLE TO RENT?

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

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

PROCESS

Timing

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

- 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 7am to 10pm. Sunday through Thursday, and 7am to 11pm 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.
- 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. The Village requires that this acknowledgment be restricted to playing a supportive role in event presentation and therefore the size and number of banners and signs are limited only to what is necessary. The primary and most visible information must be event-related. The area of signage allocated to sponsor identification may not be greater than 40%.
- 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.

ELECTRICITY and GENERATORS

- Electricity is only provided at two receptacle locations, at the pergola and at the bottom of the amphitheater. The maximum load is 20 amps per circuit and two circuits are available. Liability for any equipment that exceeds that load is the responsibility of the renter.
- The Village must approve all uses of temporary lighting. Depending on the level and complexity, a certified electrician may be required to certify that installation and mountings are safe and secure. Temporary lighting must be directed away from the abutting street and properties.
- Use of a generator is permitted.

VEHICLES & PARKING

- To ensure the public's safety and protect structures and planting beds, the following are prohibited within the Park: skateboards, rollerblades, bicycles, scooters, Segways, personal motorized devices (such as a hoverboard), and horse-drawn carriages. Driving these vehicles or unauthorized vehicles of any type is prohibited in the Park. Motorized personal devices required by persons with impaired mobility are permitted. Park visitors with a bicycle, skateboard, scooter, etc. must dismount and walk with it while in the Park.
- A bicycle rack is provided. Bicycles, and other vehicles must not be tied, locked, or otherwise attached to any tree or plant.
- Parking must be limited to public areas designated, unless written permission is obtained from a private landowner.
- Parking is the responsibility of the renter. If sufficient spaces are not available at the Park, the Woodstock Elementary School or Woodstock Union High School parking lots may be used in the evenings and on weekends. The renter is responsible for providing any shuttle service offered.
- When sufficient parking is not available on site, parking for more than the available spaces at the Park must be described on the site plan.
- The renter may be required to provide adequate volunteers for the purpose of directing patron

parking.

ACCESSIBILITY

- Many people with disabilities enjoy using the Park. Designated handicap parking spaces are provided at the upper parking level; from that area users can access the pergola and viewing area. An additional handicap parking space is designated at the lawn level. All renters must keep those spaces clear for handicap access.

SOUND and NOISE

- Music, either amplified or non-amplified, at a public or private event is prohibited between the hours of 10:00 PM and 7:00 AM Sunday through Thursday and 11:00 PM and 7:00 AM Friday and Saturday. [Village of Woodstock noise ordinance 5303]
- Amplified sound for private rentals is limited to a portable music player or sound system, with maximum decibel level of _____, as specified in Village ordinance. No special permit is required for this level of sound. Amplified sound of any other type must be identified in the permit application.
- Absolutely no amplified sound (including sound checks) is allowed before 7:00 AM, or after 10:00 PM.
- Amplified sound must be directed away from the abutting street and properties.
- The proposed location of the sound system and location of all speakers must be identified on the Site Plan.

RESTROOMS

- There are no restrooms on site. For rentals for more than 50 people and lasting more than one hour, portable toilets are required and must be arranged and paid for by the renter.

SANITATION, TRASH & RECYCLING

- For rentals for more than 50 people, portable toilets are required, and must be arranged and paid for by the renter.
- "Carry in & out" is required for all trash and recyclables. Please do not overfill the on-site trash receptacles allowing animals and birds access, which quickly becomes a mess.
- Renter is responsible for the removal of all trash, litter, debris, etc. associated with the event. The renter must make arrangements to supply an adequate number of trash receptacles, and to have trash and other materials removed from the Park periodically when full and immediately upon conclusion of the event.
- Recyclables generated at the event (e.g., aluminum cans, glass, plastic, cardboard, etc.) must be collected and appropriately disposed.
- Renter is responsible for compost—that is, to provide a food waste receptacle and to remove all compostable materials at the end of the event.
- Renter is responsible for leaving the facility in an "as good or better condition" than the site was found prior to the start of the event. If the renter fails to perform adequate clean up and/or damage should occur to Park property, the renter will be billed at full cost recovery rates plus overhead for cleanup and repairs.

SALES or HANDOUTS of FOOD, BEVERAGES, and MERCHANDISE

- Food, beverage, and merchandise sales require approval in advance and must be described in your

application (vendor name, products, location). Only event-related products may be sold on site. Sponsor products must not be sold during the event unless they too relate directly to the event (e.g., running shoes at a half-marathon).

ALCOHOL

- Alcohol consumption in the Park is prohibited except with the prior approval of the Village Trustees. Permits for serving or consuming alcohol at any event must be obtained. All applicable Woodstock and state laws, ordinances, rules, and regulations apply.

PHOTOGRAPHY—Personal

- No permit is needed to photograph in the Park if using only handheld equipment or a tripod. If other equipment is planned—or there are any other questions about photography in the Park—please consult the Municipal Manager's office.

PHOTOGRAPHY—Commercial

- A permit is needed for commercial photography or filming so that it can be completed without damaging landscapes or interfering with the experience enjoyed by all visitors. If photography is part of an event, such as Weddings & Receptions, photography is included in the permit.

PHOTOGRAPHY—Drone

- Drone photography is permitted at the Park, with liability insurance and following FAA regulations.

SAFETY and SECURITY

- The site layout and installation should reflect considerations for safety hazards for your event. For example, electrical cords should be taped down, and tripping hazards marked. Fire hazards must be avoided.
- A minimum access corridor of 20' in width must be maintained on a street, or anywhere else designated by the Fire Department, to allow access by emergency vehicles. No materials that cannot be quickly removed or displaced (e.g., barricades) can be situated in this corridor.
- The renter has a large degree of responsibility for the behavior of event participants and is responsible for ensuring that appropriate security is in place. The event should be designed to avoid risk of unintended police callouts. Specific costs of such callouts may be assessed to the renter if risk has been identified and inadequately addressed.
- Security personnel should be experienced and capable of handling the situations which they may face. They should be in position at all scheduled times and have emergency protocol and communication in place. Site design and event management (e.g. ticket sales) should also minimize risk of security problems.

DAMAGE

- The renter is responsible for leaving the facility in an "as good or better condition" than the site was found prior to the start of the event. If the renter fails to perform adequate clean up and/or repair should damage occur to Park property; the renter will be billed at full-cost recovery rates plus overhead for cleanup and repairs. At the option of the Village Trustees, any repair required may be arranged by the Board or by the renter.

DOGS

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

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

FIRES & FIREWORKS

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

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

Signature: Michael Caduto
Name: Michael Caduto
(for Sustainable Woodstock)

Date: 5/31/22

CHECKLIST

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

RENTAL FEES for EAST END PARK

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

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

Application fee received: 6/2/22 cash/check 2960

Function fee:

Amount: _____ Received: _____ cash/check: _____

Security Deposit:

Amount: _____ Received: _____ cash/check: _____

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.

1. Woodstock resident OR Non-Profit/Charitable Organization within the towns of WCSU

(Windsor

Central Supervisory Union)

- up to 50 people \$100
- 51-100 people \$200
- 100-175 (maximum) \$300

2. Non-Woodstock resident OR Non-Profit/Charitable Organization outside the towns of WCSU

(Windsor

Central Supervisory Union)

- up to 50 people \$300
- 51-100 people \$400
- 100-175 people \$500

3. Commercial rental

Examples of commercial rentals include classes, farmers market, art show, corporate function, product promotions and/or sales, commercial film shoot, "bounce houses" or other kid activities

- Recurring (e.g., classes)
- Nonrecurring events

Weddings & Receptions

Weddings/Receptions have distinct fees and policies not applicable to general group reservations. We want your special day to be perfect! To ensure that everything runs smoothly, please read the policies carefully and contact the Municipal Manager's Office with any questions (802-457-3456).

The function fee for Weddings & Receptions is based on the number of anticipated attendees indicated in the application.

1. Woodstock resident

- up to 100 people \$500 plus \$250 security deposit
- up to 200 people (maximum) \$750 plus \$300 security deposit

2. Non-Woodstock resident

- Up to 100 people \$750 plus \$400 security deposit
- Up to 200 people (maximum) \$1000 plus \$500 security deposit

SECURITY DEPOSIT

The security deposit is based on the expected number of anticipated attendees indicated in the application.

The Village of Woodstock reserves the right to keep all or a portion of the paid Security Deposit, if published rules are violated in connection with the rental. Otherwise, the security deposit will be returned within 30 days after date of the rental.

Rental fees may range from \$25 to \$500 at the Trustees' discretion.

September 2020

Attendance Fee

- 0-50 \$100
- 50-100 \$200
- 100-175 \$300

FOOD TRUCK FESTIVALS

The fee for each food truck, trailer, or pop-up is \$150 per day. See specific POLICIES related to these.

RESERVATION POLICIES

In order to hold a requested date, an initial payment of 50% of the Function Fee is required. This amount will be applied toward the balance of the Function Fee. If the renter chooses to cancel or change the rental date, 50% of the Function Fee is transferable to an approved rental date. If the application is not approved, the payment will be refunded. Payments must be made with cash, local check, or credit card (prevailing fee will be applied).

All fees are due 15 days prior to the rental date. If a booking is made within 14 days of the rental date, the entire Function Fee must be paid at that time, in addition to the Application Fee.

However, the rental is not confirmed until all necessary pre-event fees are paid, the renter has agreed to the East End Park policies, and the application has been approved by Woodstock Village Trustees, who meet once monthly.

CANCELLATIONS & REFUNDS

Cancellations for any reason are accepted up to 48 hours before the date and time specified in the application. If notice is received in writing or by email during regular business hours of Municipal offices, more than 48 hours in advance, 100% refund of the Function Fee and Security Fee is available. The Application Fee is nonrefundable.

Within 48 hours of the specified date and time, no refund is available.

PAYMENT

Payment of Application Fee is due at the time the application is submitted. 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, is due 14 days prior to use.

Fees are payable by cash, local check, or credit card (prevailing fee will be applied)

This permit is:

- ☐ **Approved**
- ☐ **Denied**

Additional conditions: _____

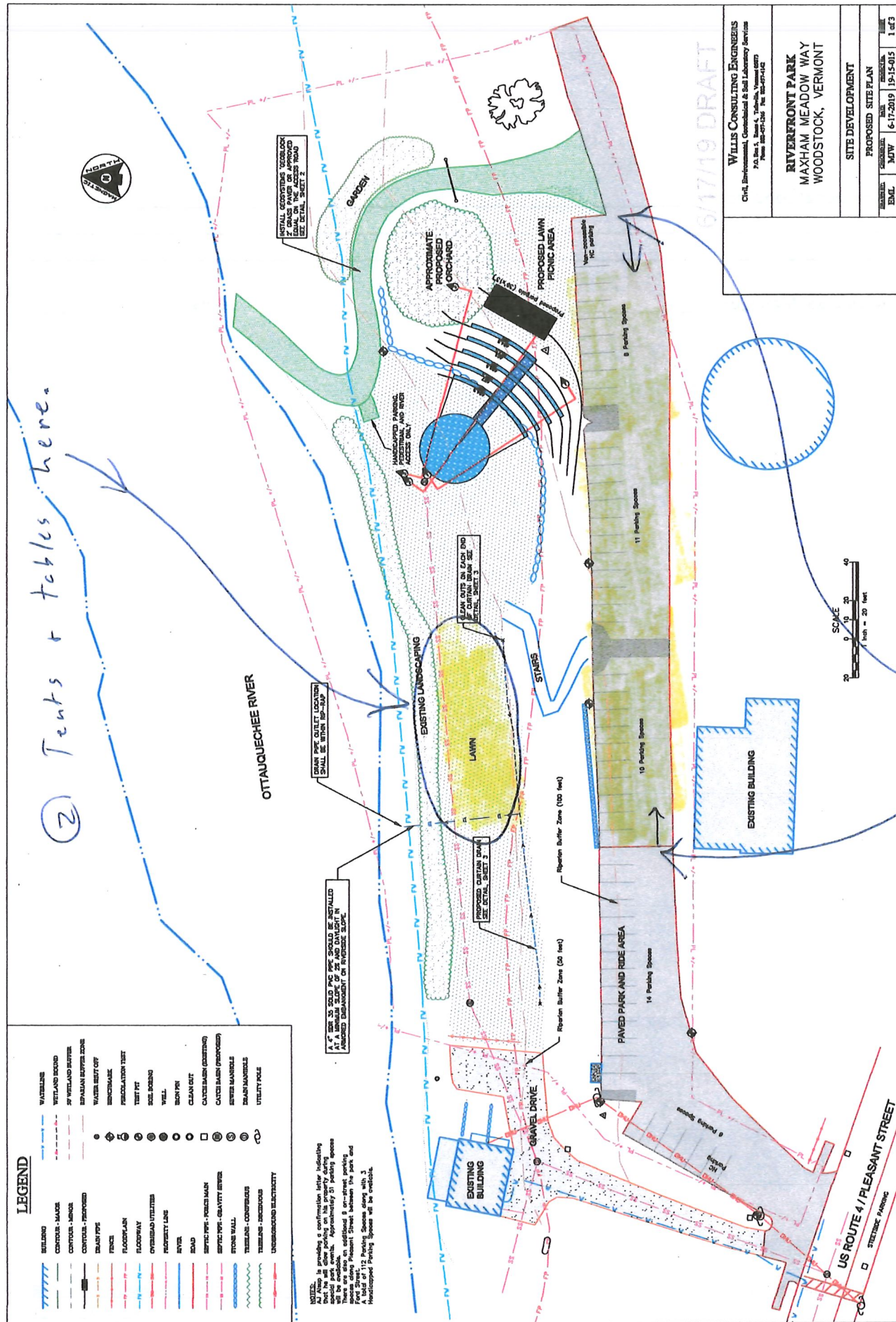
Municipal Manager: _____

Date: _____

Sustainable Woodstock Perm. & Application

7/20/22 1-5 pm

② Tents & tables here.



① $\int_{-\infty}^{\infty} \delta(x) dx = 1$ (Approx 12 exercises)

**Village of Woodstock
Board of Trustees Meeting
May 10, 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, Alexander Beram, Ben Jervey, Devin Colman, Joe Swanson, Jill Davies, Jon Spector, Karim Houry, Patrick Fultz, Phillip Neuberg, Ray Bourgeois, Roger Logan, Sam DiNatale, Tess Hunter, Tom Weschler, Tuesday Wright, Wendy Marrinan, Police Chief Robbie Blish, Bob Crowe, Gail Stickney, Pete Siegel, Adrienne Soler

A. Call to order

1. Chair McIlroy called the Trustees Meeting of May 10, 2022, at 6:31 pm.

B. Citizen comments

1. Mr. Logan requested a report for the citizens about how the Village managed to spend money that was not in the account and how they managed to have a budget deficit of 10% on the Village budget. He wants to know what their accounting practices are that allow a purchase order to be issued when there is not money to pay that purchase order.
 - a. Chair McIlroy stated that Zoie Parent and Chief Green have spent a ton of time going through the numbers. The deficit had two parts to it. Their understanding was that there was money in a parking fund, but there was not. The other part of it was that in the budget, they had anticipated a much higher parking revenue than they actually received. She believes it was due to covid. They have discovered the issue on why the Trustees were not aware of the deficit and it has been remedied. Chief Green and Ms. Parent are working with Ms. Macey from VLCT on accounting practices.

C. Additions to & deletions from posted agenda

1. Addition – Garden Club Banner

D. Manager's report

1. General report

- a. Chief Green stated that Mr. Spector is looking into donating a new Zoom setup for them with microphones and speakers. It will be a month or more before it is set up. They have posted the job for the Assistant Zoning Administrator this week.

2. Financial report

- a. Mr. Kahn stated that it was very helpful to have highlights on a separate sheet.
- b. Chief Green stated that the Trustees will receive a completely different format with charts, and it will be easier to understand.
- c. Mr. Kahn stated that under the police budget a section for credit card and meter charges is at about 51% of what they estimated for. \$23,000 was budgeted but they have only spent \$11,729.

- d. Chief Blish stated that the budget was based off of what they used to pay the old meter company, IPS, for their cut of the credit card charges and the modem fees that they would pay every month. The new meter company and kiosk company's fees are significantly lower per month. That is why there is savings there. ITS averages \$3,350 a month and POM is about \$300 a month.

E. Police Chief's report

- 1. Chief Blish stated that May 14th is the Do It Like Dan event to benefit ALS and the Dan Jones Foundation. It is going to be at Billings Farm. There may be some brief traffic interruptions intermittently as people are crossed over to the National Park. It starts around 10:00 am. The Memorial Day Parade is May 28th. There will be traffic disruptions starting around 10:30 am when the parade starts. Route 4, Route 12, and River Street will be shut down periodically. The Killington Stage Race is the 29th of May. There will be some traffic disruptions on Route 4 by Prosper Road intermittently. As the bikes come down the hill, they will stop traffic so the bikes can get back out onto the course. The Covered Bridges Half Marathon is on June 5th. There will be traffic interruptions on Route 12 and River Street. The race starts at Suicide Six and comes through Woodstock and then goes down Old River Road.

F. Permits

1. Sidewalk permit – Bradens LLC – Dr. Coburn's Tonic

- a. Mr. Crowe stated that they are looking to do basically the same things as last year. There would be 15 tables. The tables are 28"x28". They will keep the tables flush with the building. They will keep it clean at all times and the sidewalks clean. People like it and they can have their dogs out there. He thinks it is a positive thing for the people coming into Woodstock. It was not disruptive the last two years.
- b. Mr. Kahn stated that the sweeping of the sidewalk should be done on a daily basis. They should not sit people with their backs towards Elm Street. It makes it harder for pedestrians to get by.

Motion: by Mr. Kahn to approve the sidewalk permit for Bradens LLC as submitted.

Seconded: by Mr. Corson.

Discussion: Ms. Stickney asked if they considered roping off parking to allow seating similar to what Hanover does.

Mr. Kahn stated that there is already a shortage of parking spaces and that is why they cannot do that.

Vote: 5-0-0, passed.

2. East End Park permit – Music by the River Series – Tabled

G. Old business

1. Woodstock Dog Club – request to donate bench

- a. Mr. Siegel stated that they would like to donate a granite bench in memory of one of their cofounders. They would like to donate it to the Green.
- b. Ms. Soler stated that the Woodstock Dog Club has been in existence here in Woodstock since 1956.
- c. Mr. Siegel stated that this would be in memory of Jan Marshall.
- d. The request was tabled.

2. Historical Preservation Committee

- a. Mr. Neuberg stated that the National Park Services sets aside money for each of the States to award to Certified Local Governments. The Village would therefore be eligible to apply for these funds.

Motion: by Chair McIlroy to approve the Ordinance for establishment of a Historic Preservation Commission in the Village of Woodstock.

Seconded: Mr. Kahn.

Discussion: none.

Vote: 5-0-0, passed.

3. Short term rental discussion

- a. Mr. Kahn stated that according to their financials they have eight homes that are registered. 14 have applied. Six were not approved. They are going to enforce this ordinance as it exists. They are going to take a stronger stand in enforcing it. They want to discourage short term rentals within the Village in hopes that this will increase long term rentals which they desperately need.

4. Temporary food vendors

- a. Chair McIlroy stated that last year the Trustees saw that there were a lot of people coming and there were not a lot of food option on Sundays and Mondays. They initially wanted people on the Green on Sundays and Mondays to take care of tourists, residents, and the people who work here and have 30 minutes for lunch.
- b. The Chamber of Commerce will work with the restaurant businesses and come up with a plan and bring it up in June.

H. New business

1. Old Fire Station Fund - \$2,500

- a. Ms. Davies stated that they had discussed using this fund to pay for the work on the ash trees and they wanted to take \$2,500 from this fund.

Motion: by Mr. Kahn to take \$2,500 from the Old Fire Station Fund to be used for the Emerald Ash Borer treatment on the ash trees in the Village.

Seconded: by Ms. Blakeman.

Discussion: Ms. Davies stated that this is a public fund that was given to the Trustees in 1982 worth \$49,947. The use of the funds was to be determined by the Village voters.

Vote: Public vote was unanimous. Passed.

2. Request from the EDC on plaque for public bench – Jon Spector

- a. Mr. Spector stated that they are referring to the bench that is circular and goes around the tree in the Green. They refurbished the bench. There was no EDC funding involved and therefore they forgot to get the Trustees permission. It was donated wood. They were going to put a plaque to honor the donator.
- b. Tabled.

3. Discussion on funding FY21 deficit

- a. Chair McIlroy stated that they are going to use ARPA funds to cover the deficit.

4. Update on Financial Committee/Job description – Jill Davies

- a. Ms. Davies stated that they would like to create a Financial Committee that is formed by morphing the Capital Budget Committee into the Finance Committee and broadening the responsibilities. The Select Board has

approved that idea. They asked which of the Capital Budget Committee members would like to continue. Four of them would like to continue. They are proposing that this Committee be a seven person committee. This gives them the opportunity to potentially recruit three new members who are qualified with financial experience and some new blood on the Committee.

5. Discussion about visitor transportation – tabled.

6. Discussion on new parliamentary procedures

- a. Chair McIlroy stated that the Trustees have been using Robert's Rules which is very traditional to use for meetings. They do not really follow these rules. Therefore, there is not a lot of structure that everybody can understand and know what to expect. In order to be efficient and fairer, she went to VLCT for recommendations. They recommended Rosenberg's Rules of Order.

Motion: by Mr. Kahn to adopt Rosenberg's Rules of Order for Village Trustee Meetings.

Seconded: by Chair McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

7. Discussion on potential East End land acquisition

- a. Mr. Kahn stated that attached to the South Woodstock Treatment Plant upgrade is something called a Whisper Project Grant which is attached to waterways. It is a substantial grant. They have been advised that they would qualify for that if they were to purchase the approximately one acre of land that adjoins East End Park that is currently owned by the Woodstock Resort Corp.

8. Maintenance of Teagle's Landing

- a. Mr. Kahn stated that they want to make sure Teagle's Landing is watered and weeded properly. He has approached the Garden Club and they are not interested.
- b. Mr. Fultz suggested looking at the Whisper Grant since Teagle's Landing is a waterway.
- c. Mr. Kahn will look into that, and they will discuss it more at the next meeting.

9. Parking spot request – 21 Central Street

Motion: by Mr. Kahn, pending the approval of a double door for this business, the Village approves the lease of one parking space immediately behind those doors so long as that business remains a furniture business requiring large object to go in and out for a period of one year at the expense of \$1,500 and to be reviewed at the end of that year.

Seconded: by Chair McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

10. Rules on donations, plaques, & adopt-a-parks

- a. Chair McIlroy stated that they want to make sure they are consistent and fair to everyone.
- b. Mr. Neuberg stated that he believes these things should go before the Design Review Board and they can look into creating a process.

I. Other business

1. Chair McIlroy stated that she has discovered from municipal staff, board, and committee members that some members of the public have been very rude to municipal staff and board and committee members. People have been yelled at, threatened, and spoken down to in their offices here as well as in the public. This is unacceptable and detrimental to their community. We can share our experiences, concerns, and frustrations in a cordial manner. We can disagree without raising our voices, name calling, or being rude. The strength of our relationships is what makes Woodstock strong. Malicious words erode these relationships. They weaken our community. Everyone please be kind to your neighbors. Give them the benefit of the doubt. They have good intentions. If you have any frustrations or concerns that you do not think are being met, please reach out to the Town Manager, Select Board, or Trustees.
2. Garden Club banner
 - a. Ms. Wright stated that the Garden Club would like to put a banner at the east end of the Green the Monday before the plant sale which would be May 23rd. The plant sale is Saturday the 28th. They are planning to get a new banner. The banner they used last year was not as large as most of the banners that are on the Green.

Motion: by Mr. Kahn to approve to request for the Garden Club banner for May 23-28.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 5-0-0, passed.

J. Approval of minutes

1. 4/12/22 minutes

- a. Sergeant

2. 4/26/22 minutes

3. 5/2/22 joint minutes

Motion: by Mr. Kahn to approve the minutes of 4/12/22, 4/26/22, and 5/2/22 with the one correction noted above.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 5-0-0, passed.

K. Adjournment

Motion: by Ms. Blakeman to adjourn the meeting at 9:46 pm.

Seconded: by Mr. Kahn.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

Town & Village of Woodstock
Select Board & Board of Trustees Joint Meeting
May 31, 2022
6:30 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, Gabe DeLeon, Fire Chief David Green, Nikki Nourse, Karim Houry

A. Call to order

1. Select Board

- a. Chair Swanson called the Joint Meeting of May 31, 2022, to order at 6:30 pm.

2. Trustees

- a. Chair McIlroy called the Joint Meeting of May 31, 2022, to order at 6:30 pm.

B. Additions to & deletions from posted agenda

1. Additions

- a. Citizen comments
- b. Sidewalk permit
- c. Town Hall closing early on Fridays

C. Other business

1. Citizen comments

- a. Mr. Houry stated that he received a report regarding the quality of the Town's water. The quality is really good. There is a section of the report called uncorrected significant deficiencies. It has to do mostly with water pressure. There is a schedule of things that need to be done on or before 2016, 2017, and 2018. They are not in the report. Is this within the purview of the boards to follow up with the Woodstock Aqueduct?
 - i. Mr. Kahn stated that the Woodstock Aqueduct is a private company. Anyone can call them and ask questions.
 - ii. Ms. Ford stated that the Woodstock Aqueduct is under the purview of the Public Service Board. They monitor these kinds of things.

2. Sidewalk permit

- a. Chair McIlroy stated that this is for Stitch Fix, which is a clothing company, who is planning to come to Woodstock to shoot their catalog. There are a number of places they want to shoot. A lot of locations are going to be on the sidewalk.
- b. Chief Green stated that there will be one or two days of shooting. It is during the week.
- c. Mr. Kahn stated that he does not have a problem with it.
- d. Chair McIlroy stated that it is Tuesday June 14th or Wednesday June 15th in the mornings.

Motion: by Mr. Kahn to approve the sidewalk permit for Stitch Fix.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

3. Town Hall Closing Early on Fridays

- a. Chief Green stated that Town Hall has been closing early on Fridays in the summer for over 20 years. Last year was the first year it was voted on, so he did not realize it needed to be voted on yearly.
- b. Mr. Kahn stated that the time changed last year. It used to be from July 4th to Labor Day weekend. Last year it was approved for Memorial Day weekend to Labor Day weekend. They could use this as a Union bargaining chip.
- c. Chair Swanson stated that last year they put a note with the Town Manager's cell phone number in case there are emergencies.
- d. Chief Green stated that he is okay with putting his number on the door. It is unpaid leave for the employees.
- e. Mr. Bourgeois stated that employees can use vacation time to cover hours if wanted.
- f. Chair Swanson stated that this is a savings to the Town.
- g. Chief Green stated that they close at 2:00 pm.
- h. Mr. DeLeon stated that he is okay with it.
- i. Chair McIlroy stated that nobody comes in here.
- j. Ms. Cole stated that she thinks that closing at 2:00 pm on Fridays is a great idea.

Motion: by Ms. Cole to approve closing Town Hall on Fridays at 2:00 pm from Memorial Day to Labor Day with a sign as described.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Mr. DeLeon to approve closing Town Hall on Fridays at 2:00 pm from Memorial Day to Labor Day with a sign as described.

Seconded: by Ms. Blakeman.

Discussion: Ms. Blakeman stated that she thinks they should alternate staffing at keep it open until 4:00 pm.

Vote: 2-2-0, failed. (Chair McIlroy for, Mr. DeLeon for, Mr. Kahn against, Ms. Blakeman against)

D. Executive session to discuss personnel

Motion: by Mr. Bourgeois to enter executive session at 6:47 pm.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Mr. Kahn to enter executive session at 6:47 pm.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

The Select Board and Trustees exited executive session at 7:54 pm and resumed the public meeting.

Motion: by Mr. Bourgeois to allow Town Hall to close Friday afternoons at 2:00 pm from June 3, 2022, to September 2, 2022, and the manager will have a notice on the door with their phone number for emergencies.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Chair McIlroy to allow Town Hall to close Friday afternoons at 2:00 pm from June 3, 2022, to September 2, 2022, and the manager will have a notice on the door with their phone number for emergencies.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 4-0-0, passed.

E. Adjournment

1. Select Board

Motion: by Ms. Ford to adjourn the meeting at 7:55 pm.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 4-0-0, passed.

2. Trustees

Motion: by Mr. Kahn to adjourn the meeting at 7:55 pm.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 4-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

**Town & Village of Woodstock
Select Board & Board of Trustees Joint Meeting
June 3, 2022
11:00 am
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, Tom Yennerell

A. Call to order

1. Select Board

a. Chair Swanson called the Joint Meeting of June 3, 2022, to order at 11:00 am.

2. Trustees

a. Chair McIlroy called the Joint Meeting of June 3, 2022, to order at 11:00 am.

B. Citizen comments – none.

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

D. Executive session to discuss personnel

Motion: by Chair McIlroy to enter executive session at 11:01 am.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 5-0-0, passed.

Motion: Mr. Bourgeois to enter executive session at 11:02 am.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Mr. Bourgeois to hire Tom Yennerell as Interim Town Manager under the terms discussed.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 3-0-1, passed. (Mr. Bourgeois for, Ms. Cole for, Ms. Ford for, Chair Swanson abstained)

Motion: by Chair McIlroy to hire Tom Yennerell as Interim Village Manager under the term discussed.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 4-0-0, passed. (Ms. Blakeman not present)

Motion: by Mr. Bourgeois to hire Steven Bauer as Zoning Administrator.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 4-0-0, passed.

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

Seconded: by Mr. Corson.

Discussion: none.

Vote: 3-0-1, passed. (Mr. Kahn for, Mr. Corson for, Mr. DeLeon for, Chair McIlroy abstained)

E. Other business – none.

F. Adjournment

1. Select Board

Motion: by Ms. Ford to adjourn the meeting.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 4-0-0, passed.

2. Trustees

Motion: by Chair McIlroy to adjourn the meeting.

Seconded: by Mr. Kahn.

Discussion: none.

Vote: 4-0-0, passed.

***Respectfully submitted,
Nikki Nourse***