

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

- A.** Call to order
- B.** Citizen comments
- C.** Additions to & deletions from posted agenda
- D.** Manager's report
 - 1. General Report
 - 2. Financial Report
- E.** Police Chief's report
 - 1. General report
 - 2. Sale of Used Equipment – Invitation to Bid – Parking Meter Equipment
- F.** Permits
 - 1. Food truck & alcohol vendor at Town Hall – Pentangle
- G.** Old business
 - 1. MOU of East End Park
- H.** New business
 - 1. Clarification for the need for public space usage in the Village
 - 2. Emergency communication discussion
 - 3. Smoke free Woodstock
 - 4. Discussion on sidewalk repairs in the Village
 - 5. Discuss FY2023 Public Trust Fund Disbursements
 - 6. Year End Report from The Investment Advisory Group
- I.** Other business
- J.** Approval of minutes
 - 1. 6/16/22 minutes
 - 2. 6/28/22 joint minutes
- K.** Adjournment

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

The link to join us by Zoom is:

<https://us02web.zoom.us/j/85879622419?pwd=Q1NZUIFKaWRPTmZURFppUGxWRU9UUT09>

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

Meeting ID: 858-7962-2419

Password: 412048

You can also download the Zoom app on your smartphone

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

Phone number: 646 558 8656

Meeting ID: 858-7962-2419

Password: 412048

For Help on Joining Use this Link:

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

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

TRUSTEES

FY '22

June 30, 2022

7/1/2021 -6/30/2022

July – June represents a complete fiscal year.

Revenues:

Budget: \$1,346,629.00

Actual: \$1,323,272.52

We have received 98.27% of this year's revenue.

Appropriations:

Budget: \$1,346,629.00

Actual: \$1,288,601.41

We have spent 95.69% of the budgeted appropriations

Highlights in revenue:

- 2-4025-000 -Use of the Green permits were up
- 2-4051-000 Zoning permits look to be down, but these will go up slightly now that Steve is here and they will be entered.
- Overall police revenue was up : Total actual to budget, 102.90%
- 2-4091-000 Misc Revenue: Whitcomb Tree Fund \$7000.00

Highlights in appropriations:

- Appropriations still outstanding:
 - Audit Expense – 400.00
 - Trustee of Public Funds wages – 400.00
 - Village Clerk – 400.00
- 2-5002-928 – this is up but off-set by Whitcomb money in Misc. Revenue
- 2-5013-701 - Manager's search is Tom's wages
- 2-5016 – Accounting landed under budget
- 2-5025-301 – Sunset Farms parking
- 2-5070-301 -Steve Bauer Two Rivers

There are still some more invoices that will need to be entered, one of these is VMERS (retirement) and will increase FY 22 appropriations.

As of today the Village has a surplus of \$34,671.11, but it's like to decrease based on the appropriations (invoices) still to be entered.

End of year report
FY22

Account	Column1	Budget	Actual	Actual % of Budget
2-400 REAL ESTATE TAX REVENUE				
2-4001-000	Real Estate Taxes	\$ 578,654.00	\$ 577,139.70	99.74%
2-4004-000	In Lieu of Taxes	\$ 1,000.00	\$ -	0.00%
2-4005-000	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	\$ -	\$ 650.00	100.00%
2-4026-000	Curb Cuts Permits	\$ 200.00	\$ 325.00	162.50%
Total FEES & PERMITS		\$ 200.00	\$ 975.00	487.50%
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	\$ 8,540.60	85.41%
2-4053-000	Yard Sale Permits	\$ -	\$ 80.00	100.00%
Total PLANNING & ZONING		\$ 10,000.00	\$ 8,620.60	86.21%
2-406 POLICE REVENUE				
2-4061-000	Parking Fines	\$ 23,000.00	\$ 40,590.85	176.48%
2-4062-000	Parking Meter Revenue	\$ 105,000.00	\$ 72,032.69	68.60%
2-4063-000	Police Contracts	\$ 10,000.00	\$ 18,841.50	188.42%
2-4064-000	Misc Police Revenue	\$ -	\$ 8,925.51	100.00%
2-4065-000	Moving Violations - VTTC	\$ 62,000.00	\$ 58,816.72	94.87%
2-4066-000	False Alarms	\$ 2,000.00	\$ 5,950.00	297.50%
2-4067-000	Town Services	\$ 418,475.00	\$ 417,127.03	88.92%
2-4068-000	Courthouse parking	\$ -	\$ 9,270.00	100.00%
2-4069-000	CreditCardsPermitsParking	\$ 55,000.00	\$ 63,512.53	115.48%
Total POLICE REVENUE		\$ 675,475.00	\$ 695,066.83	102.90%
2-407 INTEREST INCOME				
2-4071-000	General Interest Income	\$ 2,000.00	\$ 2,011.58	100.58%
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%

Account	Column1	Budget	Actual	Actual % of Budget
Total MISCELLANEOUS		\$ 47,000.00	\$ 7,230.42	15.38%
2-41 EAST END				
2-4101-000	East End Revenue	\$ 2,000.00	\$ 150.00	7.50%
Total EAST END		\$ 2,000.00	\$ 150.00	7.50%
2-44 GRANT REVENUE				
2-4414-000	DUI Enforcement Grant Rev	\$ 14,000.00	\$ 10,946.49	78.19%
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	\$ 30,485.12	169.36%
2-470 TRANSFERS IN				
2-4702-000	Transfer from Trustee	\$ 800.00	\$ -	0.00%
Total TRANSFERS IN		\$ 800.00	\$ -	0.00%
Total Revenues		\$ 1,346,629.00	\$ 1,323,272.52	98.27%
2-500 SPECIAL ARTICLES				
2-5001 GRANTS/CONTRIB-TRUST FUND				
2-5001-901	Audit Expense	\$ 400.00	\$ -	0.00%
2-5001-902	Trustee Public Funds Wage	\$ 400.00	\$ -	0.00%
Total GRANTS/CONTRIB-TRUST FUND		\$ 800.00	\$ -	0.00%
2-5002 GRANTS/CONTRIB-GENL FUND				
2-5002-928	Tree Fund	\$ 15,000.00	\$ 19,064.00	127.09%
2-5002-931	Seasonal Decorations	\$ 1,000.00	\$ 752.67	75.27%
Total GRANTS/CONTRIB-GENL FUND		\$ 16,000.00	\$ 19,816.67	123.85%
Total SPECIAL ARTICLES		\$ 16,800.00	\$ 19,816.67	117.96%
2-501 ADMINISTRATION				
2-5011 TRUSTEES				
2-5011-302	Legal Fees	\$ 8,000.00	\$ 7,458.59	93.23%
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	\$ 58,671.01	81.49%

Account	Column1	Budget	Actual	Actual % of Budget
Total TRUSTEES		\$ 89,350.00	\$ 67,311.39	75.33%
2-5012 EXECUTIVE				
2-5012-100	Salaries & Wages	\$ 40,250.00	\$ 40,099.59	99.63%
2-5012-199	Employer Paid Benefits	\$ 18,025.00	\$ 10,566.46	58.62%
2-5012-200	Wellness	\$ 750.00	\$ 90.00	12.00%
2-5012-603	Dues Subs & Meetings	\$ 300.00	\$ 706.77	235.59%
2-5012-615	Advertising	\$ -	\$ 174.40	100.00%
Total EXECUTIVE		\$ 59,325.00	\$ 51,637.22	87.04%
2-5013 OFFICE ADMINISTRATION				
2-5013-201	Operating Supplies	\$ 1,200.00	\$ 1,385.06	115.42%
2-5013-202	Office Supplies	\$ 1,500.00	\$ 885.95	59.06%
2-5013-204	Postage	\$ 2,000.00	\$ 1,814.04	90.70%
2-5013-401	Equip Repairs & Mainte	\$ 2,000.00	\$ 860.52	43.03%
2-5013-502	Communications	\$ 9,250.00	\$ 2,129.61	23.02%
2-5013-503	NEMRC Support/License	\$ 1,250.00	\$ 1,250.00	100.00%
2-5013-701	Manager's Search	\$ -	\$ 2,400.00	100.00%
Total OFFICE ADMINISTRATION		\$ 17,200.00	\$ 10,725.18	62.36%
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	\$ 1,160.68	96.72%
2-5015-199	Employer Paid Benefits	\$ 120.00	\$ 90.25	75.21%
Total TREASURER		\$ 1,320.00	\$ 1,250.93	94.77%
2-5016 ACCOUNTING				
2-5016-100	Salaries & Wages	\$ 30,750.00	\$ 27,516.71	89.49%
2-5016-199	Employer Paid Benefits	\$ 13,150.00	\$ 10,938.08	83.18%
2-5016-301	Professional Services	\$ 1,300.00	\$ 2,295.86	176.60%
Total ACCOUNTING		\$ 45,225.00	\$ 40,750.65	90.11%
2-5018 VILLAGE CLERK				
2-5018-316	Village Clerk Wages	\$ 400.00	\$ -	0.00%
Total VILLAGE CLERK		\$ 400.00	\$ -	0.00%
2-5019 CAPITAL RESERVE				
2-5019-932	Office Equipment	\$ 300.00	\$ 300.00	100.00%
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%

Account	Column1	Budget	Actual	Actual % of Budget
Total ADMINISTRATION		\$ 257,120.00	\$ 216,700.37	84.28%
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	\$ 132,475.45	97.51%
2-5030-107	Educ EMT Training&Stipend	\$ 1,750.00	\$ 1,850.00	105.71%
2-5030-199	Employer Paid Benefits	\$ 52,000.00	\$ 66,046.73	127.01%
2-5030-201	Operating Supplies	\$ 1,600.00	\$ 1,642.47	102.65%
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	\$ 1,276.67	85.11%
2-5030-610	Printing & Binding	\$ 100.00	\$ 100.00	100.00%
2-5030-615	Advertising	\$ 300.00	\$ 249.16	83.05%
Total POLICE ADMINISTRATION		\$ 193,564.00	\$ 204,041.76	105.41%
2-5031 LAW ENFORCEMENT				
2-5031-100	Salaries & Wages	\$ 297,250.00	\$ 271,226.94	91.25%
2-5031-104	Contract Services	\$ -	\$ 24,568.80	100.00%
2-5031-107	Local EMT & Educ Stipend	\$ 12,000.00	\$ 10,246.47	85.39%
2-5031-199	Employer Paid Benefits	\$ 94,000.00	\$ 103,122.45	109.70%
2-5031-201	Operating Supplies	\$ 850.00	\$ 915.52	107.71%
2-5031-206	Weapon Mainte & Supplies	\$ 1,500.00	\$ 292.06	19.47%
2-5031-301	Professional Services	\$ 1,000.00	\$ 872.43	87.24%
2-5031-306	Uniform Service	\$ 3,500.00	\$ 3,997.68	114.22%
2-5031-312	Bike Patrol	\$ 100.00	\$ -	0.00%
2-5031-409	Small Tools & Equipment	\$ 3,200.00	\$ 2,794.81	87.34%
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	\$ 418,457.75	101.11%
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	\$ 1,893.48	99.66%
Total POLICE TRAINING		\$ 7,940.00	\$ 8,166.54	102.85%
2-5033 POLICE COMMUNICATIONS				

Account	Column1	Budget	Actual	Actual % of Budget
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	\$ 15,402.23	128.35%
Total POLICE COMMUNICATIONS		\$ 77,130.00	\$ 80,694.48	104.62%

2-5034 PARKING METERS

2-5034-100	Salaries & Wages	\$ 23,325.00	\$ 22,333.25	95.75%
2-5034-199	Employer Paid Benefits	\$ 2,000.00	\$ 1,777.11	88.86%
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	\$ 875.00	87.50%
2-5034-212	CreditCard/Meter Charges	\$ 23,000.00	\$ 13,739.66	59.74%
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	\$ 59,980.53	88.50%

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	\$ 8,702.02	116.03%
Total POLICE VEHICLE		\$ 11,500.00	\$ 12,401.53	107.84%

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	\$ 1,999.92	100.00%
2-5036-506	Electricity	\$ 1,800.00	\$ 1,800.00	100.00%
2-5036-507	Rubbish Removal	\$ 2,200.00	\$ 2,536.39	115.29%
2-5036-508	Water/Sewer	\$ 400.00	\$ 349.11	87.28%
2-5036-703	Building Maintenance	\$ 1,500.00	\$ 212.75	14.18%
Total BUILDING MAINTENANCE		\$ 9,575.00	\$ 9,258.49	96.69%

2-5037 TOWN POLICE SERVICES

2-5037-100	T Salaries & Wages	\$ 79,950.00	\$ 77,725.44	97.22%
2-5037-102	T Training Wages	\$ 1,400.00	\$ 698.95	49.93%
2-5037-107	T Stipend	\$ 2,200.00	\$ 280.00	12.73%
2-5037-198	T Training Paid Benefits	\$ 200.00	\$ -	0.00%
2-5037-199	T Employer Paid Benefits	\$ 25,000.00	\$ 24,460.50	97.84%
2-5037-306	T Uniform Service	\$ 1,300.00	\$ 1,299.97	100.00%
2-5037-401	T Vehicle Repairs & Maint	\$ 2,500.00	\$ 3,997.65	159.91%

Account	Column1	Budget	Actual	Actual % of Budget
2-5037-409	T Small Tools & Equip	\$ 500.00	\$ 248.55	49.71%
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%
2-5037-502	Communications	\$ 300.00	\$ 250.00	83.33%
2-5037-503	T Fuel	\$ 2,750.00	\$ 3,708.02	134.84%
2-5037-603	Dues Subs & Meetings	\$ 150.00	\$ -	0.00%
2-5037-605	T Tuition	\$ 750.00	\$ 812.74	108.37%
Total TOWN POLICE SERVICES		\$ 125,600.00	\$ 114,253.72	90.97%

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	\$ 928,254.80	100.03%
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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

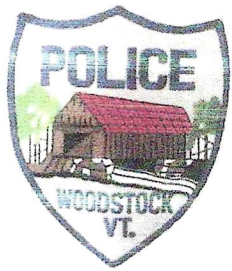
2-5070-100	Salaries & Wages	\$ 68,675.00	\$ 54,592.15	79.49%
2-5070-199	Employer Paid Benefits	\$ 22,000.00	\$ 10,020.22	45.55%
2-5070-301	Professional Services	\$ 500.00	\$ 3,228.08	645.62%
2-5070-406	Equipment Purchase	\$ -	\$ 16.97	100.00%
2-5070-601	Travel & Transportation	\$ 150.00	\$ -	0.00%
2-5070-603	Dues Subs & Meetings	\$ 800.00	\$ 867.47	108.43%
2-5070-615	Advertising	\$ 3,750.00	\$ 1,990.92	53.09%
Total PLANNING & ZONING		\$ 95,875.00	\$ 70,715.81	73.76%

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%

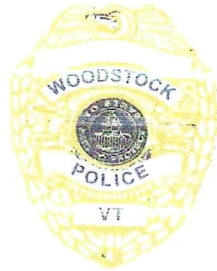
Total BOARDS & AGENCIES	\$ 97,875.00	\$ 72,715.81	74.29%
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Account	Column1	Budget	Actual	Actual % of Budget
2-5091 VILLAGE HWY EXPENSE				
2-5091-804	HWY State Aid to Town	\$ 45,000.00	\$ -	0.00%
Total VILLAGE HWY EXPENSE		\$ 45,000.00	\$ -	0.00%
2-5092 TRUSTEES' CONTINGENCY				
2-5092-801	Unclassified	\$ -	\$ 170.00	100.00%
Total TRUSTEES' CONTINGENCY		\$ -	\$ 170.00	100.00%
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	\$ -	\$ 10,862.09	100.00%
Total GRANT EXPENSE		\$ -	\$ 15,491.09	100.00%
Total Appropriations		\$ 1,346,629.00	\$ 1,288,601.41	95.69%
Total VILLAGE GENERAL FUND		\$ -	\$ (34.87)	
Total All Funds		\$ -	\$ (34.87)	
Total Revenues		\$ 1,346,629.00	\$ 1,323,272.52	98.27%
Total Appropriations		\$ 1,346,629.00	\$ 1,288,601.41	95.69%
			\$ 34,671.11	



Woodstock Police Department

PO Box 212, Woodstock, VT 05091 / 802-457-1420



Sale of Used Equipment Invitation to Bid

The Woodstock Police Department is accepting bids for the purchase of the following used parking meter equipment from its inventory. This bid is for the sale of used mechanical meter heads with internal mechanical mechanisms only and will be sold in one lot at a per unit basis.

Example bid would be: \$20.00 per unit x 205 units = \$4,100.00

205 units as pictured below. Mechanical Units may or may not function. Condition of meter heads may vary. Keys for housing locks not included.

All bids must be received by close of business Monday August 1, 2022. Please send bids to:

Village of Woodstock
31 The Green
Woodstock, VT 05091

Any questions regarding the bid should be directed to Chief Robbie Blish at the Woodstock Police Department. Phone: 802-457-1420, rblish@townofwoodstock.org

Permit for food trucks behind Town Hall

Village of Woodstock

~~Permit for Use of the Village Green~~

Application date: Alita Wilson

Event name: Astral Projections Presents Bonnie Prince Billy

Name of non-profit organization: Pentangle Council on the Arts

Address: 31 The Green

<https://pentanglearts.org/event/bonnie-prince/#content>

Event information:

Date of event: August 13

Time of event: 4:00-10:00 pm

Hours event will occupy the Green, including setup and cleanup time: 1:00 - 10:30

Anticipated crowd size: 150

Will you have booths or stalls? no

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:

Concert event with beer, food and wine garden in rear parking lot

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: 5/6/22

Received by: NUN

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: Alita Wilson

Title: Executive Director

Phone: 18024573981

Mailing address:

31 The Green, Woodstock VT

Email: director@pentanglearts.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. 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: _____

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: _____



PENTA-1

OP ID: LG

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/06/2022

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

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

PRODUCER
WOODSTOCK INSURANCE
59 PLEASANT STREET
WOODSTOCK, VT 05091

802 457-1111

CONTACT

NAME:

PHONE

(A/C, No, Ext):

802 457-1111

FAX

(A/C, No):

802 457-1390

E-MAIL

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: UNION MUTUAL INSURANCE COMPANY

25860

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

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

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

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

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

OFFICE & COMMUNITY THEATRE. COMMUNITY THEATRE & PERFORMING ARTS

CERTIFICATE HOLDER

TOWNOFW

TOWN OF WOODSTOCK
PO BOX 488
WOODSTOCK, VT 05091

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Risa M. Gramling

Astral Projections *presents:*



BONNIE PRINCE BILLY

with special guests Footings and Empath

at the Woodstock Town Hall Theatre

Saturday, August 13

4:00 pm: DJ, Beer Garden and Food begin

6:30 pm: Empath | 7:30 pm: Footings

8:30 pm: Bonnie Prince Billy

PENTANGLE
ARTS
Celebrating 48 Years!

Tickets: \$30
pentanglearts.org | 802.457.3981
31 The Green
Woodstock, VT 05091

**MEMORANDUM OF UNDERSTANDING
AMONG**

Woodstock Community Trust (WCT),
Village of Woodstock (Village),
and Town of Woodstock (Town)

for the Maintenance and Management of the **East End Park** (the “Park”)

A. PURPOSE

The purpose of this MOU is to provide a cooperative framework for managing the East End Park in Woodstock, Vermont, including the final development and ongoing maintenance of the Park.

B. BACKGROUND

The Park is located at 217-03 Maxham Meadow Way, Woodstock, VT 05091. The Park is recognized by all parties as being one of the “key public lands that are critical in the overall seamless visitor experience to the National Park and Village center...” (As cited in Article I of the *Cooperative Management Agreement between the U.S. Department of Interior, National Park Service, Marsh-Billings-Rockefeller NHP and the Town of Woodstock for The Cooperative Management of the Mount Tom and Woodstock Parks*—August 21, 2018).

Development of the Park has improved water quality in the Ottauquechee River, rehabilitated a badly deteriorated parcel of prime riverside land, restored an area seriously damaged by Tropical Storm Irene, protected downstream properties and created a popular recreational facility for Woodstock residents and visitors. The Park is an important component of the Woodstock Trails system, a major gateway to the Village of Woodstock and a venue for a wide variety of programs and events that provides opportunities for recreational and educational/interpretive activities, as well as serving as a catalyst and driver for economic activity in the East End of the Village of Woodstock.

C. PARTIES TO THE AGREEMENT

Woodstock Community Trust (WCT): WCT is a non-profit 501(c)3 organization that empowers teams to carry out local projects to improve the quality of life in our community.

Village of Woodstock (Village): The *Village* is a municipal government entity that is located within the boundaries of the Town of Woodstock. The Village Board of Trustees has five members who are elected at large and who are responsible for determining Village policy.

Town of Woodstock (Town): The *Town* is a municipal government entity that is located within the boundaries of the Town of Woodstock. The Town has five members who are elected at large and who are responsible for determining Town policy.

The Chief Administrative Officer of both the Village and Town is the Municipal Manager, who is appointed by the Trustees and Selectboard, and is responsible to the Trustees and Selectboard for the administration and general supervision of all business affairs and property placed in their charge.

D. ROLES AND RESPONSIBILITIES

1. WCT, led by the project team Friends of East End Park, will jointly develop with the Village and Town a Strategic Plan toward full municipal management under a professional Parks Superintendent. Until an approved Strategic Plan is fully implemented, all parties to this memorandum agree to share responsibility for the maintenance and management of the Park.
2. The Village and Town will conduct regular mowing (without weed-whacking), annual maintenance of the access drive down into the Park, regular trash pick-up and general repair. The Village will also incorporate lawn fertilization and annual tree work in the FY 2022-23 Village budget.
3. The Village and Town will remove public hazards such as fallen trees, and repair infrastructure and vandalism in a timely manner.
4. In addition to the Village and Town's standard liability coverage, WCT will obtain certificates of liability insurance for all contractors working in the Park. Each certificate of insurance will include as additional insured parties: WCT, the Village, and the Town.

The Village, Town, and WCT agree to partner in order to provide sufficient funding to meet the annual Park maintenance and management budget, in collaboration with WCT and the Friends of East End Park. All parties will review this budget together annually.

E. TERMS OF AGREEMENT

The Term of this agreement is one year from the last date of signing. At the end of the term, the parties will review the agreement and reaffirm or amend it for another term. This Agreement may be amended only in writing signed by all parties.

For Woodstock Community Trust:

Jill M. Davies, Chair
Woodstock Community Trust
P.O. Box 802, Woodstock, VT 05091

Date

For the Village of Woodstock:

Jeffrey Kahn, Vice Chair
Village of Woodstock Trustees
31 The Green, Woodstock, VT 05091

Date

For the Town of Woodstock:

Ray Bourgeois, Vice Chair
Town of Woodstock Selectboard
31 The Green, Woodstock, VT 05091

Date

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For Woodstock Community Trust:

Jill M. Davies, Chair

Woodstock Community Trust
P.O. Box 802, Woodstock, VT 05091

Date

For the Village of Woodstock:

Jeffrey Kahn, Vice Chair

Village of Woodstock Trustees
31 The Green, Woodstock, VT 05091

Date

For the Town of Woodstock:

Ray Bourgeois, Vice Chair

Town of Woodstock Selectboard
31 The Green, Woodstock, VT 05091

Date

Title 9
VILLAGE GREEN, PARKS AND PUBLIC PLACES

Be it ordained by the Woodstock Village Board of Trustees that the Woodstock Village Ordinances, Title 9 VILLAGE GREEN, PARKS AND PUBLIC PLACES is hereby amended by deleting all existing language thereof and substituting the following language:

Chapter 1. General Provisions

§9101. Definitions of words and phrases

For the purposes of this title, the following words and phrases shall have the meanings set forth herein unless the context clearly indicates otherwise:

(1) "Authorized emergency vehicles" means the same as provided in Title 8 of these ordinances.

(2) "Bicycle" means the same as provided in Title 8 of these ordinances.

(3) "Motor vehicle" means the same as provided in Title 8 of these ordinances.

(4) "Non-profit organization from Woodstock" means any entity, the income of which is exempt from federal income taxation by reason of its charitable purposes, having a place of business located in the Town of Woodstock, Vermont.

(5) "Organized activities" means fairs, carnivals, auctions, sales, concerts, or any other activity for which admission fees are charged or at which goods or other items are sold or bartered in connection with such activity.

(6) "Village Green" means the public lands situated between North Park Street and South Park Street in the Village.

Chapter 2. Use of the Village Green for Organized Activities**§9201. Permit required for organized activities**

No person shall use the Village Green for **organized activities** without first obtaining a permit from the Board therefore as provided in this chapter.

§9202. Permits limited to non-profit organizations from Woodstock

A permit required by section 9201 of this chapter may only be issued to a non-profit organization from Woodstock.

§9203. Applications for permit

Applications for a permit required under section 9201 of this chapter shall be made to the Board at least 30 days prior to the date upon which the activity applied for is scheduled to occur, which application shall be in such form as shall be prescribed by the Board from time to time, shall contain at a minimum the information required by section 9204 of this chapter, and shall be signed by or on behalf of the non-profit organization by its duly authorized agent. A processing fee of \$50.00 shall accompany all applications. A recycling plan must accompany all applications. The recycling plan shall detail the method of collecting and recycling certain materials generated by the patrons of an event, such collection and recycling of certain materials shall be conducted by sponsors of events, at their sole expense. Such plan, and compliance therewith shall be incorporated into the terms and conditions of any permit issued. Materials to be collected and recycled must include, but not be limited to: glass, plastic and aluminum containers.

The Board may vote to return the \$50.00 application fee paid by a nonprofit organization using the Green for an event, upon its review and approval of a report that details the amount of recyclable materials that were collected during the event and the location where the materials were taken for recycling.

An application shall be deemed completed when delivered to the office of the Village Manager, with all information requested on the form completely answered, together with the fee and any required attachments to the application.

§9204. Minimum contents of application

Applications for a permit required under section 9201 of this chapter shall include, at a minimum, the following information:

- (1) Name and address of the non-profit organization;
- (2) Name, address, and telephone number of the authorized agent signing the application on behalf of the non-profit organization;
- (3) Certification by authorized agent that the entity for which a permit is sought is a non-profit organization from Woodstock as defined in this title;
- (4) Date and times for which applied for activity is scheduled to occur and any alternate date(s) and times being planned in the event of cancellation(s) due to bad weather;
- (5) Description of the nature of the planned organized activity;
- (6) Description of all equipment and structures to be temporarily installed or erected,

signs to be posted, and any alterations to be made in connection with the organized activity;

(7) Statement of the purpose of the organized activity including the benefit to be derived for the non-profit organization;

(8) Description of the portion of the Village Green to be used in connection with the activity;

(9) Description of all arrangements made for traffic control;

(10) Statement as to whether it will be necessary to drive any motor vehicles over the Village Green in connection with the activity; and

(11) Certification by an insurance company licensed to do business in this state that the entity for which a permit is sought is presently insured in a reasonable amount for any liability which might reasonably arise by reason of such activity and that such insurance company will notify the Village Manager in the event such insurance is cancelled for any reason prior to the holding of such activity pursuant to the permit issued hereunder.

§9205. Approval or denial of application; issuance of permit

(a) Upon receipt of a completed application and processing fee (if applicable), the Village Manager or designee shall note the date of receipt on the application and place the consideration of such application on the agenda of the next regular or special meeting of the Board.

(b) Upon consideration of such application and the standards set forth in section 9206 of this chapter where applicable and such other factors as the Board shall deem relevant under the circumstances, the Board shall grant or deny such application, with or without conditions, and if granted shall issue a permit therefor which shall specifically state any conditions. Nothing in this chapter shall be construed to prevent the Board from granting a permit even though the application therefor was submitted less than 30 days prior to the date upon which the activity applied for is scheduled to occur, upon a finding that adequate notice has been or can be given to police and other affected municipal departments and personnel.

§9206. Standards

(a) Although issuance of permits hereunder is limited as provided in section 9202 of this chapter, a permit may be granted to a non-profit organization from Woodstock to carry on organized activities notwithstanding the fact that, in connection with such activities, other persons not qualifying as a non-profit organization from Woodstock may profit therefrom, provided some measurable benefit is derived for the non-profit organization from Woodstock making the application and the use of such non-profit organization from Woodstock as the applicant is not merely a sham to avoid the limitation set forth in section 9202 of this chapter.

(b) The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and also, to the extent reasonably possible, during the setup and cleanup time for such activity.

(c) Any equipment installed or items on display 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 easily 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.

(d) No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking meters, or light poles surrounding the Village Green.

(e) No structures shall be erected or placed within fifteen feet of the trunk of any tree in the Village Green.

(f) Traffic signs and parking meters surrounding the Village Green shall not be obstructed.

(g) All traffic control arrangements and site layouts shall be reasonably calculated to insure 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 and the recommendations of the Village chief of police.

(h) No activity shall be carried on before 8:00 A.M. or after 8:00 P.M.

(i) Applications shall be considered by the Board in the order in which completed applications are submitted to the Village Manager. Permits may be granted to 2 or more non-profit organizations from Woodstock for the same date and/or times provided the granting of such permits shall not cause an overlap in the use of any portion of the Village Green, including dates and/or time permitted for setup and cleanup and alternate dates.

(j) 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.

(k) 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.

(l) 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.

(m) 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 to cover all responsibilities and liabilities of the permittee under the permit or any applicable law.

(n) The Board of Village Trustees has the discretionary authority to grant permits that are not in strict conformance with these standards.

§9207. Violations of permit terms and conditions

No person on whose behalf a permit is issued under this chapter shall violate any term or condition contained in such permit or knowingly permit others to violate any such term or condition. The fact that the alleged violation or any prior violation resulted in the termination of the permit and any rights thereunder shall not constitute a defense to an action brought under this section.

§9208. Variances

Any person may apply to the Board of Village Trustees for a variance from the requirements of this chapter when making application for a permit to use the Village Green for good cause shown, the Board of Trustees may in its sole discretion , either grant or deny the variance. If the variance is granted the Board of Village Trustees may impose reasonable conditions to said variance.

History:

1996 Amendment. Section was generally amended by deleting language relating to penalties, public nuisance, and injunction and substituting language relating to violations of permit terms and conditions by section 25 of Woodstock Village Ordinance Revision #5, adopted by the Board on January 22, 1996, effective March 22, 1996. Revision to allow variance adopted February 9, 2010 and effective April 9, 2010, revised to address recycling on the Green adopted by the Board on January 8, 2013, effective March 9, 2013.

Revision # 10 to the 2009 compilation of the Woodstock Village Ordinances added sub section “h” to section 9206 limiting hours of operation of activities to the hours of 8am to 8 pm.

Revision # 4 to the 2009 compilation of the Woodstock Village Ordinances added section 9208 allowing the Board of Village Trustees the authority to grant variances to the operating rules established by this ordinance.

Village of Woodstock
Board of Trustees Meeting
June 16, 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, Tom Yennerell, Nikki Nourse, Jon Spector, Alita Wilson, Deborah Greene, Jill Davies, John Hiers, Karim Houry, Zoie Parent, Steven Bauer, Peggy Fraser, Mary MacVey, Joe DiNatale, Laura Powell, Brad Lawrence, Ellen LeFever

A. Call to order

1. Chair McIlroy called the Trustees Meeting of June 16, 2022, to order at 6:30 pm.

B. Citizen comments

1. Ms. Fraser stated that she lives at 81 Central Street. She expressed her concern about what happened on Tuesday. As an immediate neighbor of these horrible events, they were not informed in any way of what was going on. Her neighbor who is 94 years old called her because she heard the gun shots. She told her that there was an active shooter and they needed to get inside and stay inside. Her other neighbor who has little children was never contacted. The Town & Village need to reexamine protocols. She felt extremely vulnerable. They listened for gunshots until at least 11:00 pm.
 - a. Mr. Kahn stated that the Police Chief is away on vacation. They are going to meet with him when he gets back and come up with a protocol that is understood by all. He stated he has been here 50 years. Nothing quite like this has happened before. They need to have a process in place.

C. Additions to & deletions from posted agenda

1. Addition – MOU between the Village & East End Park
2. Deletion – Police Chief's Report

D. Planning Commission Interviews

1. Laura Powell

- a. Ms. Powell stated that she just moved to Woodstock in January, but they have been living in the Upper Valley since June of 2021. Her husband was born and raised in Pomfret and went to Woodstock High School. She wants to be able to make a change. This is a lovely community. There is a balance needed between preserving the history and figuring out what is next for the Town and Village and the next generation of people living here.

2. Brad Lawrence

- a. Mr. Lawrence stated that he has lived in Woodstock since 2018. He has three kids. They are here to stay. He wants to get involved in the Town. He wants to have input and do his part to try to keep the Town

running the best way it can. He has been to one meeting. He will make sure to listen to everyone's concerns and make the best choices to move forward. Change is hard for some people. He needs to listen to people's fears. Things cannot stay the same forever. They have to adjust. The Town is growing and developing. The Town is bringing in more visitors than it has the capacity to handle. Currently he is a distributor for air conditioning. He has had the same job for 17 years.

E. Finance Committee Interviews

1. Jon Spector

- a. Mr. Spector stated that he has owned a house in Woodstock for 25 years. He has lived here full-time for eight years. He has some good experience to bring to the Finance Committee. He has an MBA. He has served on two other finance committees. He is currently the chair of the finance committee at Northern Stage in White River Junction. He is familiar with NEMRC. He wants to make it easier for Town staff to do their work. They have an enormous workload that could be helped.

2. Karim Houry

- a. Mr. Houry stated that he has been living in Woodstock for four years. He and his wife Isabel own the Woodstocker Bed & Breakfast. He has an MBA in finance. He has 30 years' experience in financial services. He has finance and process engineering experience. He was on the Cannabis Committee. He was on the Sewer Committee. He was also part of the Woodstock Area Relief Fund during covid. He advocated for alternate sources of revenue and some of them went through. He would like to have reports that show actuals against budget and forecasts. He thinks that it would be extremely helpful for the Village and the Town. He attended many budget meetings for the Village and the Town.

3. Ellen LeFever

- a. Ms. LeFever has a background in finance and worked on budgets for departments.

F. Manager's report

1. General report

- a. Mr. Yennerell stated that he met with staff about our ability to maintain Teagle's Landing and we do have that ability. They are not going to have to hire summer help this year. The guy who did that work last year did it on a part-time basis. He has become a full-time employee in the Sewer Department. Elijah Lemieux feels that this individual will have the time to do this summer work, so they do not have to hire somebody new. That will be good on the budget. It will not impede any of the work he is doing now at the wastewater plant.
- b. Mr. Kahn stated that Ms. Blakeman volunteered to clean up Teagle's Landing the other day. She should be consulted regarding the work that needs to be done there.

2. Financial report

- a. Mr. DeLeon inquired about the need for thermal paper.
 - i. Ms. Parent stated that it is required by the State of Vermont in the Town Clerk's Office for marriage certificates.
- b. Mr. Kahn stated that he is concerned about short-term rentals. They have \$750 which would indicate 10 short term rentals. His concern is that they have far more than that going on.

G. Police Chief's report – deleted

H. Permits

1. Use of the Green permits

- a. Solar Showcase – Sustainable Woodstock
 - i. Mr. Kahn stated that this is not a new event. It was done during the Taste of Woodstock on the Village Green.

Motion: by Chair Kahn to approve the use of the Green permit for Solar Showcase as submitted by Sustainable Woodstock.

Seconded: by Mr. Corson.

Discussion: none.

Vote: 5-0-0, passed.

- b. Casual Breakfast Gathering – tabled.
- c. TEDx Innovator's Showcase – TEDx
 - i. Ms. Greene stated that she is talking with Billings Farm about having the actual talks there. It is in the works. There are tickets to see the different speakers. 2/3 of the speakers will be from Vermont. 1/3 of them will be bigger names coming in to speak. They will focus on community building topics. For example, how to bring communities together and how to respect the history and also be current with the times. The Innovator's Showcase on the Green will be free to the public all weekend long.
 - ii. Mr. Kahn stated that this is during busy foliage season. They may need to coordinate with food vendors on the Green.

Motion: by Chair McIlroy to approve the use of the Green permit for TEDx Innovator's Showcase as submitted pending date and insurance.

Seconded: by Mr. Kahn.

Discussion: Chair McIlroy stated that by the end of the month insurance and finalized date are needed.

Vote: 5-0-0, passed.

2. Food of the Green – Trees & Seeds

- a. Mr. Hiers stated that they have been on the Green in the past. They are looking to provide breakfasts and lunches on Sundays and Mondays when it is needed. Their dates are flexible at this time. They are a nonprofit. They are partnering with the Woodstock High School. They provide service projects in the United States and around the world. This helps finance students at the High School with their trip fundraising.
- b. Ms. Finlayson stated that it was very successful last year.

Motion: by Chair McIlroy to approve the food on the Green permit for Trees & Seeds as submitted pending insurance.

Seconded: by Mr. Kahn.

Discussion: Chair McIlroy stated that they need to provide insurance by the end of the month.

Vote: 5-0-0, passed.

3. East End Park permits

a. Music by the River Series – Pentangle

Motion: by Chair McIlroy to approve the East End Park permit for Music by the River Series as submitted by Pentangle with the function fee of \$1,350, parking fee of \$900, and security deposit of \$300.

Seconded: by Mr. Kahn.

Discussion: none.

Vote: 5-0-0, passed.

b. Sustainable Woodstock – tabled.

I. Old business

1. Maintenance of Teagle's Landing

a. Ms. Blakeman stated that she enjoyed weeding down at Teagle's Landing this past weekend. It was not as bad as it had been described on List Serve. It was rather neat and tidy. It just needed a little bit of maintenance and weeding. She and Mr. Kahn moved the tables around. It is a lovely spot for people to hang out. She would like to look into adopt a park for the community. It is a really wonderful program that tries to get people to work together and improve their parks. It allows people to have ownership and pride in the different parks that they have in their area.

b. Ms. Fraser asked if Woodstock is a smoke free zone?

c. Chair McIlroy stated that the parks are. They can look into if they can make the same rule apply to sidewalks.

d. Ms. Finlayson stated that she could put it on the website if an ordinance is passed.

2. Food for Sundays & Mondays discussion

a. Ms. Finlayson stated that they have four new restaurants that are open Sunday and/or Monday. Sante will be opening June 20th. They will be open for lunch and dinner. Dr. Coburn's is open on Sunday. Woodstock Scoops has grab and go and is open seven days a week.

b. Chair McIlroy stated that she agrees to not allow food trucks, but to allow food vendors on the Green Sundays and Mondays.

3. Discussion of naming policy – tabled

J. Other business

1. MOU with East End Park

a. Mr. Kahn stated that Ms. MacVey and her team created a strategic plan for oversight going forward regarding volunteers, transitional times, and the municipal's part in taking care of the park.

Motion: by Mr. Kahn to take on the proper lawn fertilization of the East End Park beginning with their July 1st fiscal year and that they will work with the Trustee of Public Funds to pay for that necessary fertilization through that funding process.

Seconded: by Chair McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

K. Executive session to discuss appointments

Motion: by Ms. McIlroy to enter executive session at 9:25 pm to discuss appointments.

Seconded: by Mr. Kahn.

Discussion: none.

Vote: 5-0-0, passed.

The Trustees left executive session and resumed the public meeting at 9:28 pm.

L. Approval of minutes

1. 5/10/22 minutes

a. G4 – add s

b. H9 – add s

2. 5/31/22 joint minutes

3. 6/3/22 joint minutes

Motion: by Chair McIlroy to approve the minutes for 5/10/22, 5/31/22, and 6/3/22 with the two corrections noted above.

Seconded: by Mr. Kahn.

Discussion: none.

Vote: 5-0-0, passed.

M. Adjournment

Motion: by Mr. Kahn to adjourn the meeting at 9:32 pm.

Seconded: by Chair McIlroy.

Discussion: none.

Vote: 5-0-0, passed.

Respectfully submitted,
Nikki Nourse

**Town & Village of Woodstock
Select Board & Board of Trustees Joint Meeting
June 28, 2022
6:30 pm
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Char Joe Swanson, Ray Bourgeois, Keri Cole, Susan Ford, Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Bill Corson, Gabe DeLeon, Tom Yennerell, Nikki Nourse, Tess Hunter

A. Call to order

1. Select Board

- a. Chair Swanson called the Joint Meeting of June 28, 2022, to order at 6:30 pm.

2. Trustees

- a. Chair McIlroy called the Joint Meeting of June 28, 2022, to order at 6:30 pm.

B. Citizen comments

- 1. Mr. Kahn stated that he urges the Select Board to consider this summer changing the sewer ordinance.

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

D. Executive session to discuss union contract

Motion: by Mr. Bourgeois to enter executive session to discuss a union contract at 6:32 pm.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Chair McIlroy to enter executive session to discuss a union contact at 6:32 pm.

Seconded: by Mr. Kahn.

Discussion: none.

Vote: 5-0-0, passed.

The Select Board & Village Trustees exited executive session and resumed the public meeting at 6:53 pm.

Motion: by Mr. Bourgeois to approve the International Union of Public Employees Local 804 contract with the amendment of changing appendix B to C.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 4-0-0, passed.

Motion: by Chair McIlroy to approve the International Union of Public Employees Local 804 contract with the amendment of changing appendix B to C.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

E. Adjournment

1. Select Board

Motion: by Ms. Ford to adjourn the meeting at 6:55 pm.

Seconded: by Mr. Bourgeois.

Discussion: none.

Vote: 4-0-0, passed.

2. Trustees

Motion: by Mr. Kahn to adjourn the meeting at 6:55 pm.

Seconded: by Ms. Blakeman.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*