

Village of Woodstock  
Board of Trustees Meeting  
September 13, 2022  
6:30 PM  
Town Hall & Zoom  
Agenda

- A. Call to order
- B. Interviews for Village Historic Preservation Commission
  - 1. Wade I Treadway (pp 3-7)
- C. Citizen comments
- D. Additions to & deletions from posted agenda
- E. Manager's report
  - 1. General Report (p 8)
  - 2. Financial Report (pp 9-10)
- F. Police Chief's report
- G. Permits
  - 1. Use of the Green Permit – Zack's Place Turkey Trot (pp 11-15)
  - 2. Parade Permits
    - a. Zack's Place Turkey Trot (pp 16-17)
    - b. Eastern States Cup – Eastern States, WAMBA, Woodstock Inn & Resort (pp 18-22)
    - c. Fundraiser for World Heart Day – Coin Drop – Woodstock Terrace (pp 23-24)
  - 3. Food on the Green Permit – WUHS/Varsity Hockey (pp 25-26)
- H. Old business
  - 1. Public Trust Fund Disbursements (pp 27-28)
  - 2. Ethel Woods Sidewalk Fund Disbursement
  - 3. Village Park Permits (pp 29-63)
- I. New business
  - 1. Sarah Macy's contract (pp 64-67)
- J. Other business
- K. Approval of minutes
  - 1. 8/9/22 joint minutes (pp 68-69)
  - 2. 8/9/22 minutes (pp 70-73)

## L. Adjournment

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

The link to join us by Zoom is:

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

or from [zoom.us](https://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: WADE T. TREADWAY  
Physical address: 1773 RANDALL RD. Mailing address: SOME  
WOODSTOCK, VT 05091  
Telephone: 802-356-2611 Email: WADE@WADETREADWAY.COM

Board/Commission/Committee you are applying for: HISTORIC PRESERVATION COMMISSION IN  
THE VILLAGE OF WOODSTOCK

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](mailto: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: \_\_\_\_\_

PLEASE SEE ATTACHED

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: \_\_\_\_\_

PLEASE SEE ATTACHED

### Previous Volunteer Experience

Summarize your previous volunteer experience: \_\_\_\_\_

PLEASE SEE ATTACHMENT

### 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: 9/6/22

### 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.



### **Reasons for request appointment**

I feel that the establishment of the Historic Preservation Commission is a very timely Ordinance that is necessary to help maintain the integrity of Woodstock Villages' architectural heritage. The last few years have demonstrated an inordinate turnover of properties which can easily lead to changes that alter the character of a community. Proper guidance for owners, new and old, is critical for a better understanding of the patterns of change that effect the appeal and heritage of the Village of Woodstock.

### **Special Skills or Qualifications**

My entire professional career starting in 1975 has been focused on the architectural heritage of New England. This career path has been by way of a restoration contractor/consultant for the last 47 years which has augmented a real estate brokerage, speaking engagements, a public television program and multiple board positions. I have attached my resume for review.

### **Previous Volunteer Experience**

2019-current	Woodstock Development Review Board, Chairman
2016-2018	Advisory Committee, Webb-Deane-Stevens Museum
1990-2002	Woodstock Planning Commission Chairman 1996-1998
1991-2005	Woodstock Historical Society Trustee President 1992-1996, 2000-2004
1988-2005	American Clock and Watch Museum Trustee
1994-2000	Woodstock Endowment Association Director

1773 Randall Road, Woodstock, VT 05091  
802.457.3227 [wade@wadetreadway.com](mailto:wade@wadetreadway.com)

## Wade I. Treadway

### Education

1971-1972	<i>University of Vermont</i>	Burlington, VT
	<i>Art, Architecture and Architectural Drawing</i>	
1968-1971	<i>Colorado State University</i>	Fort Collins, CO
	<i>Sociology</i>	
1965-1968	<i>Tabor Academy</i>	Marion, MA
1963-1965	<i>Eaglebrook School</i>	Deerfield, MA

### Work Experience

1975-current *Wade I Treadway* Danville and Woodstock, VT

#### **Traditional Builder/Designer/Restorationist/Consultant**

Extensive catalog of restoration/preservation and traditional design/build projects covering all of the New England states. Clientele includes many regional museums and historical societies, high profile individuals and private residences.

2017-current *Wade I. Treadway Real Estate LLC* Woodstock, VT

#### **Owner/Broker**

Based in Woodstock, covering the entire state of Vermont with a focus on raising buyers awareness of the value of rural Vermont properties while helping to repopulate Vermont's rural towns.

2010-2017 *Vermont Country Properties/Four Seasons* Woodstock, VT  
*Sotheby's International Realty*

#### **Managing Broker – Woodstock Group**

Established the Woodstock Group to augment the statewide Sotheby's affiliation of *Vermont Country Properties*. The development of a presence in Woodstock and expansion of a statewide base for listings beyond the established offices.

2008-2010 *Vermont Country Real Estate* Woodstock, VT

#### **Marketing Director and Broker**

Developed complete marketing program for a startup real estate brokerage including website, press releases, promotional brochures and descriptive packets for listings. Created, produced and narrated professional videos on communities and listings. Focusing on buyers and sellers in all Vermont.

2005-2007 *Wade I. Treadway Real Estate* Woodstock, VT

#### **Real Estate Broker and Consultant**

Seller and buyer representation with a focus on unique and exceptional properties throughout the state of Vermont. Specializing in helping out of state buyers find properties in communities and towns that meet their individual needs. Consulting on land planning issues, conservation easements, investment real estate purchases and timberland investments.

1998-2005      *Landvest, Inc.*      Woodstock, VT

**Real Estate Broker and Project Manager**

Established and managed the Woodstock office for Boston based *Landvest, Inc.* Specializing in high end residential property and land sales.

1988-1997      *Lottery Hill Farm*      Woodstock, VT

**Property Manager and Personal Assistant**

Contracted and oversaw the total restoration of *Lottery Hill Farm* for Michael J. Fox. Built period residence on property and continued property management and personal assistant work for Michael and his family with additional properties and duties in CT and NYC.

1993-1995      *Broker Scroll Productions*      Woodstock, VT

**Creator, Writer, Co-producer and Narrator**

Developed historic house series for Connecticut Public Television entitled, *America: Open House*. Focusing on historic houses that are open to the public and telling their stories through their collections, architecture and history of ownership.

1972-1974      *American Sportsmans Club*      Denver, CO

**Sales Representative, Sales Trainer and Regional Manager**

Starting with ASC in Denver as a sales representative offering memberships in the club for use throughout the southwest. Moved to Houston, TX and helped open the regional office as sales representative. Was promoted to sales trainer in Houston and eventually opened office in San Antonio as sales trainer and regional manager.

**Interests and Activities**

Avid hiker, climber, mountaineer with experience in New England and peaks in the western United States  
Flyfishing throughout the United States and Canada  
Woodland management practices  
Eighteenth century New England history and architecture

**Professional Affiliations**

2019-current Woodstock Development Review Board  
2016-2018 Advisory Committee, Webb-Deane-Stevens Museum  
1990-2002 Woodstock Planning Commission  
Chairman 1996-1998  
1991-2005 Woodstock Historical Society Trustee  
President 1992-1996, 2000-2004  
1988-2005 American Clock and Watch Museum Trustee  
1994-2000 Woodstock Endowment Association Director  
National Association of Realtors  
2010-current Timber Framers Guild

## Municipal Manager's Report September 13, 2022

1. The first edition of the FY 24 Budget was submitted to the Finance Committee on 8/29.

**This is the schedule for the remainder of the budget process.**

DEPARTMENT HEAD MEETINGS (this are public meetings)

Routine attendees: Finance Committee, Accountant, Manager and Department Head

September 15	Step5a. Finance Committee Q and A 8:00 AM + Fire and EMS 9:00 AM
September 22	Step5b. Town /Village Police and Dispatch 6:00PM
September 29	Step5c. Highway 6:00 PM
October 6	Step5d. Listers and Accounting 9:00 AM
October 13	Step 5e. Sewer 9:00 AM
October 18	Step 5f. Planning and Zoning / Town Clerk 9:00 AM
October 20	Step 5g. Municipal Manager 9:00 AM

### ELECTED OFFICIAL'S MEETINGS

November 1	<b>Step #6.</b> Present the completed Annual Budget to the Selectboard. 10:00 AM
November 8	<b>Step #7.</b> Present the completed Annual Budget to the Trustees. 6:30 PM
November 15	<b>Step #8.</b> Selectboard Meeting Budget Discussion. 6:00 PM
December 13	<b>Step #9.</b> Trustees Meeting Budget Discussion 6:30 PM
December 20	<b>Step #10.</b> Selectboard Meeting Budget Discussion. (if needed) 6:00 PM
January 3	<b>Step #11.</b> Selectboard Meeting Budget Discussion. (if needed) 10:00 AM

2. Tax Bills were mailed out on September 1.
3. An interview panel consisting of the Selectboard and Trustees chairs, the Municipal Manager and the former Public Works Director will start interviews for a new Public Works Director on 9/22. During the PW Director vacancy other staff members and the manager's workload will significantly increase.
4. Casella will be emptying Village owned garbage and recycling containers an additional time beyond their contracted amounts at high volume locations, such as Elm Street and the Village Green. Casella agreed to do this free of charge and as needed until the end of the calendar year. When a new contract is negotiated next year, this should be considered.
5. Advertisements for a temporary full time office assistant have been published. This person is to replace the current Administrative Assistant while she is on maternity leave. The part-time person hired in the Zoning office PPis no longer available to cover this position.
6. The shoes that are currently dangling from the cable over Central Street will be removed when the bucket truck arrives to put up the holiday decorations.

Account	Budget	Actual	% of Budget
REAL ESTATE TAX REVENUE	610,687.60	0.00	0.00%
HIGHWAY REVENUE	0.00	0.00	0.00%
FEES & PERMITS	625.00	100.00	16.00%
SHORT TERM RENTAL ENFORCE	850.00	75.00	8.82%
PLANNING & ZONING	10,100.00	2,646.90	26.21%
POLICE REVENUE	690,410.00	29,235.61	4.23%
INTEREST INCOME	1,500.00	124.69	8.31%
MISCELLANEOUS	49,200.00	12,236.26	24.87%
EAST END	3,400.00	2,550.00	75.00%
IRENE RECOVERY REVENUE	0.00	0.00	0.00%
GRANT REVENUE	18,000.00	4,088.51	22.71%
TRANSFERS IN	0.00	0.00	0.00%
COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
<b>Total Revenues</b>	<b>1,384,772.60</b>	<b>51,056.97</b>	<b>3.69%</b>
SPECIAL ARTICLES			
GRANTS/CONTRIB-TRUST FUND	800.00	0.00	0.00%
GRANTS/CONTRIB-GENL FUND	23,000.00	900.00	3.91%
<b>Total SPECIAL ARTICLES</b>	<b>23,800.00</b>	<b>900.00</b>	<b>3.78%</b>
ADMINISTRATION			
TRUSTEES	84,980.00	1,453.25	1.71%
EXECUTIVE	61,839.75	9,597.83	15.52%
OFFICE ADMINISTRATION	7,750.00	5,118.00	66.04%
AUDITING	13,000.00	1,600.00	12.31%
TREASURER	1,300.00	256.04	19.70%
ACCOUNTING	46,959.50	9,332.54	19.87%
VILLAGE CLERK	400.00	400.00	100.00%
CAPITAL RESERVE	25,000.00	0.00	0.00%
<b>Total ADMINISTRATION</b>	<b>241,229.25</b>	<b>27,757.66</b>	<b>11.51%</b>
HIGHWAY DEPARTMENT			
TRAFFIC CONTROL	0.00	0.00	0.00%
HIGHWAY MAINTENANCE	0.00	0.00	0.00%
SIDEWALK MAINTENANCE	0.00	0.00	0.00%
VILLAGE PARKS	0.00	450.00	100.00%
STREET LIGHTS	0.00	0.00	0.00%
PUBLIC WORKS BUILDING	0.00	0.00	0.00%
HIGHWAY EQUIPMENT MAINT	0.00	0.00	0.00%
CAPITAL RESERVE	0.00	0.00	0.00%
<b>Total HIGHWAY DEPARTMENT</b>	<b>0.00</b>	<b>450.00</b>	<b>100.00%</b>
VILLAGE POLICE DEPT			
POLICE ADMINISTRATION	203,321.50	38,082.48	18.73%
LAW ENFORCEMENT	433,511.00	116,613.19	26.90%



09/08/22

## WOODSTOCK TOWN General Ledger

Page 2 of 2

03:50 pm Current Yr Pd: 2 - Budget Status Report Staff Accountant.TOWNACCTPC2015

## VILLAGE GENERAL FUND

Account	Budget	Actual	% of Budget
POLICE TRAINING	8,274.50	5,547.88	67.05%
POLICE COMMUNICATIONS	76,230.00	1,578.04	2.07%
PARKING METERS	60,500.00	8,669.87	14.33%
POLICE VEHICLE	11,100.00	0.00	0.00%
BUILDING MAINTENANCE	9,250.00	406.08	4.39%
TOWN POLICE SERVICES	127,610.50	20,389.08	15.98%
CAPITAL RESERVE	23,500.00	0.00	0.00%
<b>Total VILLAGE POLICE DEPT</b>	<b>953,297.50</b>	<b>191,286.62</b>	<b>20.07%</b>
SHORT TERM RENTAL ENFORCE	0.00	0.00	0.00%
BOARDS & AGENCIES			
PLANNING & ZONING	113,745.85	10,891.92	9.58%
CAPITAL RESERVE	1,500.00	0.00	0.00%
<b>Total BOARDS &amp; AGENCIES</b>	<b>115,245.85</b>	<b>10,891.92</b>	<b>9.45%</b>
VILLAGE HWY EXPENSE	50,000.00	0.00	0.00%
TRUSTEES' CONTINGENCY	5,000.00	0.00	0.00%
CAPITAL RESERVE SPENDING	0.00	0.00	0.00%
LOSS REPAIR EXPENSES	0.00	0.00	0.00%
IRENE RECOVERY EXPENSE	0.00	0.00	0.00%
GRANT EXPENSE	0.00	8,813.19	100.00%
TRANSFERS OUT	0.00	0.00	0.00%
<b>Total Appropriations</b>	<b>1,388,572.60</b>	<b>240,099.39</b>	<b>17.29%</b>
<b>Total VILLAGE GENERAL FUND</b>	<b>-3,800.00</b>	<b>-189,042.42</b>	
<b>Total All Funds</b>	<b>-3,800.00</b>	<b>-189,042.42</b>	



BY: ..... Village of Woodstock  
Permit for Use of the Village Green

Application date: 08/31/2022  
Event name: Zack's Place Turkey Trot  
Name of non-profit organization: Zack's Place Enrichment Center  
Address: 73 Central Street Suite A  
Woodstock, VT 05091

**Event information:**

Date of event: 11/24/2022 Time of event: 10A  
Hours event will occupy the Green, including setup and cleanup time: 9A-12P  
Anticipated crowd size: 1-100 use for observers of the Turkey Trot  
Will you have booths or stalls? no  
If yes, how many: \_\_\_\_\_  
Equipment to be used on the Green: Banners 1 week prior from 17th of November-24th

Event description. Clearly state the scope and nature of the vent to be held: The Zack's Place Turkey Trot is a 5k walk and run through the Village of Woodstock, starting at 10A-12P

Traffic control plan/arrangements: We have about 30 volunteers with Traffic and Police.

**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: 9/1/22  
Cash/ Check /Online: 2356  
Received by: NW  
Certificate of Insurance received: 9/1/22  
Received by: NW



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

Name: Dail Frates

Title: Executive Director

Phone: 802 457-5868

Mailing address: PO Box 634, Woodstock, VT 05091

Email: execdir@zacksplacevt.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 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](mailto: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: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/31/2022

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).

<b>PRODUCER</b> Hull Maynard Hersey Insurance Services Inc. PO Box 607 540 West Woodstock Road Woodstock VT 05091	<b>CONTACT NAME:</b> Karen Wojtusiak McCumber <b>PHONE (A/C, No, Ext):</b> (802) 457-4143 <b>FAX (A/C, No):</b> (802) 457-4169 <b>E-MAIL ADDRESS:</b> karen@hmvvt.com																					
<b>INSURED</b> Zack's Place Enrichment Center Inc. PO Box 634 Woodstock VT 05091	<table border="1"><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Alliance of Nonprofits for Insurance Risk Retention Group</td><td></td></tr><tr><td>INSURER B:</td><td>Gateway Underwriters Agency</td><td></td></tr><tr><td>INSURER C:</td><td>Frankenmuth Mutual Insurance Co</td><td>13986</td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Alliance of Nonprofits for Insurance Risk Retention Group		INSURER B:	Gateway Underwriters Agency		INSURER C:	Frankenmuth Mutual Insurance Co	13986	INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A:	Alliance of Nonprofits for Insurance Risk Retention Group																					
INSURER B:	Gateway Underwriters Agency																					
INSURER C:	Frankenmuth Mutual Insurance Co	13986																				
INSURER D:																						
INSURER E:																						
INSURER F:																						

## COVERAGES

**CERTIFICATE NUMBER:** Master 2022 - 2023

**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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			2022-31286	09/06/2022	09/06/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Improper Sexual Conduct \$ 1,000,000
	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY			CWA0021113-01	10/20/2022	10/20/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> Y N/A			6640526	10/21/2021	10/21/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Directors & Officers Liability			2022-31286	09/06/2022	09/06/2023	Each Wrongful Act 1,000,000 Annual Aggregate 2,000,000

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

Re: Turkey Trot November 24, 2022

## CERTIFICATE HOLDER

Village 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 

© 1988-2015 ACORD CORPORATION. All rights reserved.



BY: .....

Town/Village of Woodstock

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

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

Event: Zack's Place Turkey Trot  
Parade/event date: November 24, 2022 Start time: 10A  
End time: 12P  
Applicant/organization: Zack's Place Enrichment Center  
Telephone: 802 4575868  
Email: execdir@zacksplacevt.org  
Mailing address: PO Box 634 Woodstock, VT 05091

Contact person: Dail Frates  
Best contact number: 8023690487  
Location of assembly & beginning of event: Woodstock Elementary School

Route of public highways: Map attached

\*Attach map showing route

Traffic control (if any): Police and 30 volunteers

Estimated number of participants: 1000-1500

Authorized representative signature: Dail Frates  
Print: DAIL FRATES

Conditions: Include Certificate of Insurance naming the Town of Woodstock as additional insured in the amount of \$2,000,000.

Please mail or email completed application to:

Town of Woodstock  
Nikki Nourse  
PO Box 488  
Woodstock, VT 05091

[nnourse@townofwoodstock.org](mailto:nnourse@townofwoodstock.org)

#### OFFICE USE ONLY

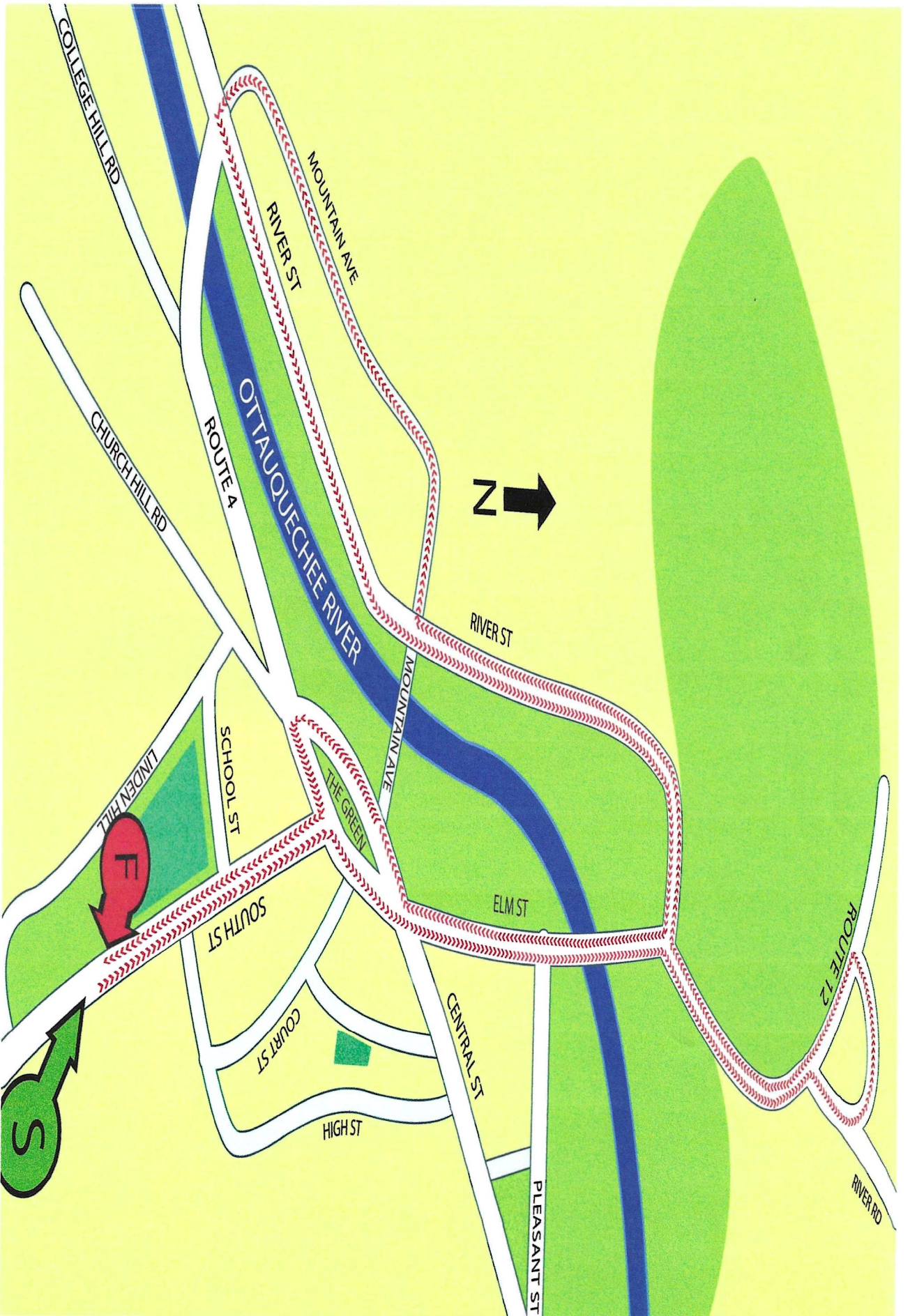
This permit is:

- ☐ Approved  
☐ Denied

Additional conditions: \_\_\_\_\_

Municipal Manager: \_\_\_\_\_  
Date: \_\_\_\_\_





Zack's Place Turkey Trot 5K Course Route 2009  
Woodstock, Vermont





BY: ..... Town/Village of Woodstock  
Application for a permit to hold a parade or event on public streets or highways

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

Event: Eastern States Cup  
Parade/event date: 10/2 Start time: 8am  
End time: 4pm  
Applicant/organization: Eastern States, WAMBA Woodstock Inn, Resort  
Telephone: 802 291 0930  
Email: nurse@townofwoodstock.org  
Mailing address: 14 The Green  
Contact person: NICK MAHOOD  
Best contact number: 802 291 0930  
Location of assembly & beginning of event: Saskadema Co  
Route of public highways: Pomfret Rd, Rt 12, Elm St, Rt 4, Rt 106, Cross St  
Golf Ave

\*Attach map showing route

Traffic control (if any): NONE

Estimated number of participants: \_\_\_\_\_

Authorized representative signature: [Signature]  
Print: NICK MAHOOD

Conditions: Include Certificate of Insurance naming the Town of Woodstock as additional insured in the amount of \$2,000,000.

Please mail or email completed application to:  
Town of Woodstock  
Nikki Nourse  
PO Box 488  
Woodstock, VT 05091  
nnourse@townofwoodstock.org

OFFICE USE ONLY

This permit is:  
☐ Approved  
☐ Denied

Additional conditions: \_\_\_\_\_

Municipal Manager: \_\_\_\_\_  
Date: \_\_\_\_\_



### Eastern States Cup Event at Saskadena 6 (S6) and Mt Peg trails

The Woodstock Inn & Resort and the Woodstock Area Mountain Bike Association will be co-hosting a mountain bike event at S6 and the Mt Peg trails. The competitive part of the event will not take place on any public roads, just on trails at the two venues. The event participants will be using public roads (see attached map) only to ride between the two venues. The event will start at S6 with riders starting individually in a time-trial format, and then the participants will ride either individually or in small groups to Mt Peg and then back to S6.



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/18/2022

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 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**  
Nicholas Hill Group, Inc.  
1586 S 21st St,  
Colorado Springs, CO 80904

**CONTACT NAME**  
Andrea Slate

**PHONE (A/C, No, Ext):**  
719-694-2595

**INSURED**  
Eastern States Cup LLC  
14440 RIALTO AVE,  
BROOKSVILLE, Florida , 34613

**EMAIL ADDRESS**  
andrea@nicholashillgroup.com

**INSURER(S) AFFORDING COVERAGE**

NAIC

**INSURER A : Everest National Insurance Co.**

10120

## 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	ADD INS	SUBR WVD	POLICY NUMBER	POLICY EFF MM/DD/YYYY	POLICY EXP MM/DD/YYYY	LIMITS
A	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$1,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000
	GEN'L AGGREGATE LIMIT APPLIES PER:	<input checked="" type="checkbox"/>		S18UE00040-221	10/01/2022	10/03/2022	MED EXP (Any one person) N/A
	<input checked="" type="checkbox"/> POLICY						PERSONAL & ADV INJURY \$1,000,000
							GENERAL AGGREGATE \$3,000,000
							PRODUCTS - COMP/OP AGG \$1,000,000
							LIQUOR LIABILITY N/A
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY OWNED AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> NON OWNED AUTO						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							HIRED NON-OWNED LIAB N/A
	UMBRELLA LIAB						COMBINED SINGLE LIMIT (Ea accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR						BODILY INJURY (Per person)
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						BODILY INJURY (Per accident)
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						PROPERTY DAMAGE (Per accident)
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY - Y/N	N/A					COMBINED SINGLE LIMIT (Ea accident)
	<input checked="" type="checkbox"/> No						

**DESCRIPTION OF OPERATIONS:** Certificate holder is added as Additional Insured per form ECG 20 600 - Additional Insured - Automatic Status When Required in a Written Agreement with You and/or CG 20 26 - Additional Insured - Designated Person or Organization on a Primary and Noncontributory basis under this General Liability Insurance and shall include a Waiver of Subrogation in favor of the Additional Insured. Host Liquor Liability Included. None

## CERTIFICATE HOLDER

Town of Woodstock  
PO Box 488  
Woodstock, VT, 05091

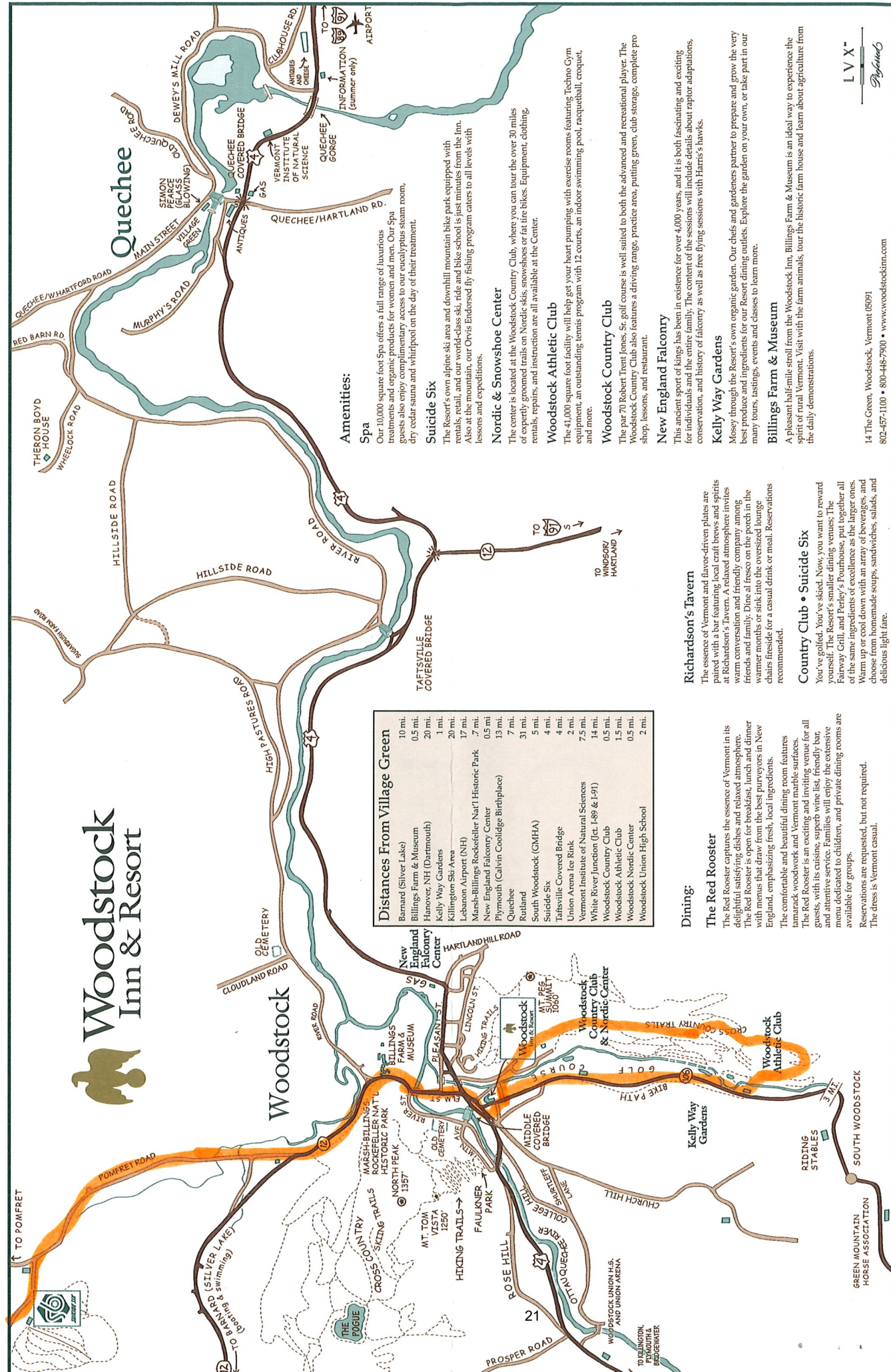
**CANCELLATION:** SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE:

ACORD 25  
(2016/03)

The ACORD name and logo are registered marks of ACORD



# Woodstock Inn & Resort



Distances From Village Green	
Barnard (Silver Lake)	10 mi.
Billings Farm & Museum	0.5 mi.
Hanover, NH (Dartmouth)	20 mi.
Kelly Way Gardens	1 mi.
Killington Ski Area	20 mi.
Lebanon Airport (NH)	17 mi.
Marsh-Billings Rockefeller Nat'l Historic Park	7 mi.
New England Falconry Center	0.5 mi.
Plymouth (Calvin Coolidge Birthplace)	13 mi.
Quechee	7 mi.
Rutland	31 mi.
South Woodstock (GMHA)	5 mi.
Suicide Six	4 mi.
Taftsville Covered Bridge	4 mi.
Union Arena Ice Rink	2 mi.
Vermont Institute of Natural Sciences	7.5 mi.
White River Junction (Jct. I-89 & I-91)	14 mi.
Woodstock Country Club	0.5 mi.
Woodstock Nordic Center	1.5 mi.
Woodstock Union High School	0.5 mi.
	2 mi.

## Dining:

### The Red Rooster

The Red Rooster captures the essence of Vermont in its delightful satisfying dishes and relaxed atmosphere. The Red Rooster is open for breakfast, lunch and dinner with menus that draw from the best purveyors in New England, emphasizing fresh, local ingredients.

The comfortable and beautiful dining room features tamarack woodwork and Vermont marble surfaces. The Red Rooster is an exciting and inviting venue for all guests, with its cuisine, superb wine list, friendly bar, and attentive service. Families will enjoy the extensive menu dedicated to children, and private dining rooms are available for groups.

Reservations are requested, but not required. The dress is Vermont casual.

### Richardson's Tavern

The essence of Vermont and flavor-driven plates are paired with a bar featuring local craft brews and spirits at Richardson's Tavern. A relaxed atmosphere invites warm conversation and friendly company among friends and family. Dine à la carte on the porch in the warmer months or sink into the oversized lounge chairs for a casual drink or meal. Reservations recommended.

### Country Club • Suicide Six

You've golfed. You've skied. Now you want to reward yourself. The Resort's smaller dining venues: The Fairway Grill and Perle's Pourhouse, put together all of the same ingredients of excellence as the larger ones. Warm up or cool down with an array of beverages and choose from homemade soups, sandwiches, salads, and delicious light fare.

## Amenities:

### Spa

Our 10,000 square foot Spa offers a full range of luxurious treatments and organic products for women and men. Our Spa guests also enjoy complimentary access to our eucalyptus steam room, dry cedar sauna and whirlpool on the day of their treatment.

### Suicide Six

The Resort's own alpine ski area and downhill mountain bike park equipped with rentals, retail, and our world-class ski, ride and bike school is just minutes from the Inn. Also at the mountain, our Orvis Endorsed fly fishing program caters to all levels with lessons and expeditions.

### Nordic & Snowshoe Center

The center is located at the Woodstock Country Club, where you can tour the over 30 miles of expertly groomed trails on Nordic skis, snowshoes or fat tire bikes. Equipment, clothing, rentals, repairs, and instruction are all available at the Center.

### Woodstock Athletic Club

The 41,000 square foot facility will help get your heart pumping with exercise rooms featuring Techno Gym equipment, an outstanding tennis program with 12 courts, an indoor swimming pool, racquetball, croquet, and more.

### Woodstock Country Club

The par 70 Robert Trent Jones, Sr. golf course is well suited to both the advanced and recreational player. The Woodstock Country Club also features a driving range, practice area, putting green, club storage, complete pro shop, lessons, and restaurant.

### New England Falconry

This ancient sport of kings has been in existence for over 4,000 years, and it is both fascinating and exciting for individuals and the entire family. The content of the sessions will include details about raptor adaptations, conservation, and history of falconry as well as free flying sessions with Harris's hawks.

### Kelly Way Gardens

Mosey through the Resort's own organic garden. Our chefs and gardeners partner to prepare and grow the very best produce and ingredients for our Resort dining outlets. Explore the garden on your own, or take part in our many tours, tastings, events and classes to learn more.

### Billings Farm & Museum

A pleasant half-mile stroll from the Woodstock Inn, Billings Farm & Museum is an ideal way to experience the spirit of rural Vermont. Visit with the farm animals, tour the historic farm house and learn about agriculture from the daily demonstrations.

14 The Green, Woodstock, Vermont 05091  
802-457-1100 • 800-448-7900 • [www.woodstockinn.com](http://www.woodstockinn.com)

L V X\*

*Byline*

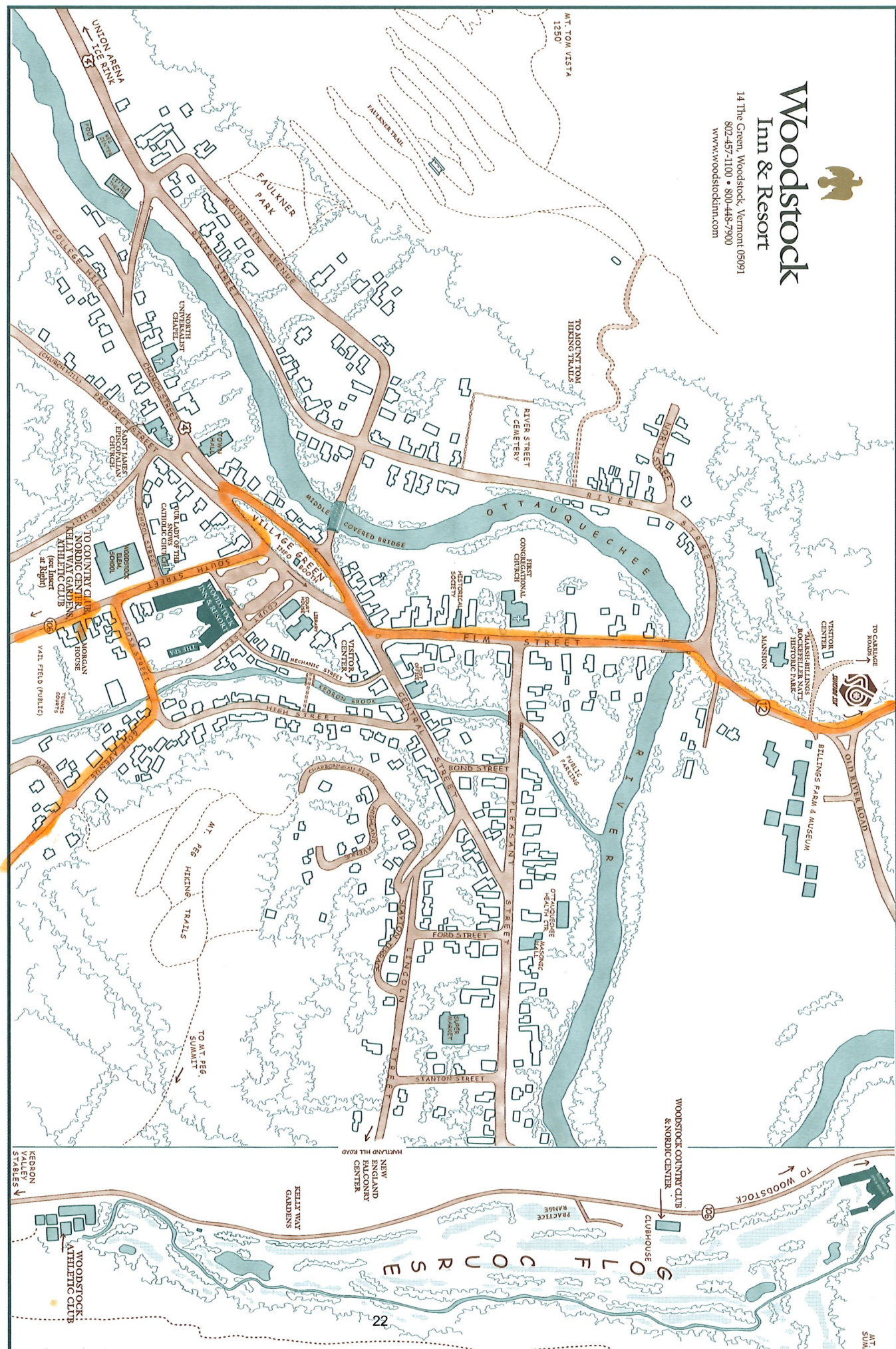




# Woodstock

Inn & Resort

14 The Green, Woodstock, Vermont 05091  
802-457-1100 • 800-448-7900  
www.woodstockinn.com



RECEIVED  
SEP 6 2022

Town/Village of Woodstock

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

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

Event: Fundraiser for World Heart Day/ Coin Drop  
Parade/event date: September 29<sup>th</sup>, 2022 Start time: 2:00pm  
End time: 4:00 pm

Applicant/organization: Woodstock Terrace  
Telephone: 802-291-0386 - 457-2228  
Email: mjohnson@terracecommunities.com  
Mailing address: 456 Woodstock Rd  
Woodstock, VT 05091  
Contact person: Meg Johnson  
Best contact number: 802-291-0386  
Location of assembly & beginning of event: Woodstock Green

Route of public highways: RT 4

\*Attach map showing route

Traffic control (if any): None needed

Estimated number of participants: 7

Authorized representative signature: Meg Johnson  
Print: Meg Johnson

Conditions: Include Certificate of Insurance naming the Town of Woodstock as additional insured in the amount of \$2,000,000.

Please mail or email completed application to:

Town of Woodstock

[nnourse@townofwoodstock.org](mailto:nnourse@townofwoodstock.org)

Nikki Nourse

PO Box 488

Woodstock, VT 05091

OFFICE USE ONLY

This permit is:

- ☐ Approved  
☐ Denied

Additional conditions: \_\_\_\_\_

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_





TERRCOM-04

CSMITH10

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/7/2022

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).

<b>PRODUCER</b> License # 1780862 HUB International New England 275 US Route 1 Cumberland Foreside, ME 04110	<b>CONTACT NAME:</b> Lauren Stiles <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> Lauren.Stiles@hubinternational.com														
<b>INSURED</b>  Terrace Communities Woodstock, LLC 456 Woodstock Road Woodstock, VT 05091	<table border="1"><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Ironshore</td><td>25445J</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Ironshore	25445J	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Ironshore	25445J														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

## 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 checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Retro Date: 12/8/03 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER: Retention Limit: \$0			HC7AAB98RF002	6/1/2022	6/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Included COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ DED RETENTION \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liabill			HC7AAB98RF002	6/1/2022	6/1/2023	Per Claim 1,000,000
A	Professional Liabill			HC7AAB98RF002	6/1/2022	6/1/2023	Aggregate 3,000,000

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

## CERTIFICATE HOLDER

## CANCELLATION

For Record Purposes

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

RECEIVED  
AUG 15 2022

BY: .....

Village of Woodstock  
Permit for Food Tent/Truck on Village Green

Application date: 8-15-2022

Business Name: \_\_\_\_\_

Name of Non-Profit organization: Woodstock Union High School Varsity Hockey

Address: WUHS

**Event information:**

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

☒ Sunday

☒ Monday

Requested dates: All available

Will you have a truck or table? Table/tent

Equipment to be used on the Green: electronic

Describe what you will be selling: hot food, 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: \_\_\_\_\_

*I will request from  
high school*

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: Nicole McKeon

Title: Boys Varsity Parent Rep

Phone: 828-989-19880

Mailing address: P.O. Box 571

Woodstock VT 05091

Email: nmckeon1907@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. 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.

Use of the Green Permit

Page 1 of 5

PO Box 488, Woodstock VT 05091

nnourse@townofwoodstock.org



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: Nicole McKeon, Woodstock Varsity Hockey  
 Date: 8-15-2022

*Woodstock Varsity Hockey will serve hot food, beverages, baked goods - Sundays and Mondays*

*Nicole McKeon  
 nmckeon1907@gmail.com 828-989-9880*

FOR OFFICE USE ONLY

This permit was:  
☐ Approved  
☐ Denied

Additional conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Municipal Manager: \_\_\_\_\_  
 Date: \_\_\_\_\_

**From: Jill Davies**

**To: Village of Woodstock Trustees**

**Date: August 26, 2022**

It is time to make decisions about the annual disbursements for the Village Public Trust Funds for FY 2023. This is a joint decision between myself as Trustee of Public Funds and the Village Trustees,

The second page of this document is the draft report for FY2022 Woodstock Village Public Trust Funds describing each fund and showing the current value of the funds after FY2022 disbursements and market performance.

Based on this information my suggestions are below.

The suggested disbursement amounts below reflect 8% of the current estimated fund values.

**Frank S MacKenzie Fund** Balance: **\$3,755**

FY2023 suggestion: **\$300** disbursement to help pay for the Town 2023 Fireworks.

**Orley A Whitcomb Fund** Balance: **\$70,989**

FY2023 suggestion: **\$5,600** disbursement to pay for East End Park expenses & Village tree work

**Old Fire Station Fund** Balance: **\$24,076**

FY2023 suggestion: **\$2,000** disbursement to pay for the Village tree work

**Ethel Woods Sidewalk Fund** Balance: **\$50,974**

FY2023 suggestion: **\$50,974**, full fund balance, is used to improve the sidewalks . This decision does not require a vote of the village . According to the historic documents the funds can be spent at the discretion of Public Trustee of Funds and Trustees.

I am authorized to write disbursement checks once your decisions are minuted for the Frank MacKenzie, Orley Whitcomb and Ethel Woods fund. The Old Fire Station Fund requires the expenditure to be approved by the Village residents at a regular or special Village Meeting



Jill Davies, Village of Woodstock Trustee of Public Funds

## FY2022 Woodstock Village Public Trust Funds Summary - DRAFT

The Village of Woodstock is the beneficiary of four Public Trust Funds. These Funds are managed by the Trustee of Public Funds and audited each year by the auditors appointed by the municipality.

The Funds were managed by Chris Lloyd until his resignation on August 10, 2021 and then by me as the appointed Trustee of Public Funds. Investment and disbursement decisions are made jointly with the Village Trustees.

Until September, 2022 the Funds were invested in one CD with an annual return of 0.3%. In October 2021 the CD was closed and the monies invested in low-cost Vanguard Index Funds. The Index Funds are the same ones chosen by the Investment Advisory Committee for the Town and Village Endowment Fund. This investment is in accordance with the May 2018, Vermont State Legislature authorization to trustees of public funds to invest public funds in securities and bonds. The invested funds have decreased in value this financial year reflecting the stock market performance.

The Public Trust Funds are described below with an estimated year end value. [These values are unaudited until the audit for FY2022 audit is available.](#)

The **Frank S MacKenzie Fund** was established in December 1921 and January 1922 with an original gift of \$3,000 “for the purpose of continuing the exhibition of fireworks on the Fourth day of July each year...” In April 2022, \$400 was disbursed to help pay for the Town 2022 Fireworks. Balance: [\\$3,755](#)

The **Orley A Whitcomb Fund** was established in April 1936 with an original gift of \$26,585 “to be used for the civic betterment of said Village of Woodstock... I would recommend that the sum of Five Hundred Dollars per year, or more in the discretion of said Trustee, be devoted to the employment of a district nurse, unless provision is otherwise made whereby the community has the services of a district nurse without contribution from this fund.” In April 2022, \$7,000 was disbursed to help pay for the Village tree work caused by the emerald ash borer. Balance: [\\$70,789](#)

The **Old Fire Station Fund** was established in 1982 with an original gift of \$49,947 from the Village Trustees. The use of this fund is to be determined by the Village voters at a duly warned regular or special Village meeting. In May 2022, after the duly warned meeting and vote, \$2,500 was disbursed to help pay for the Village tree work caused by the emerald ash borer. Balance: [\\$24,076](#)

The **Ethel Woods Sidewalk Fund** was established in 1935 with an original gift of \$40,155 “for the care and upkeep of the sidewalks in said Village.” No funds were disbursed in FY2022. Balance: [\\$50,974](#)

Respectfully submitted,  
Jill Davies, Village of Woodstock Trustee of Public Funds

**Village of Woodstock**  
**Permit for Use of the Village Green**

Application date: \_\_\_\_\_  
Event name: \_\_\_\_\_  
Name of organization: \_\_\_\_\_  
Is this a nonprofit? \_\_\_\_\_  
Address of organization: \_\_\_\_\_  
\_\_\_\_\_

**Event information:**

Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_  
Hours event will occupy the Green, including setup and cleanup time: \_\_\_\_\_  
Anticipated crowd size: \_\_\_\_\_  
Describe all equipment and structures to be temporary installed or erected, signs to be posted, and any alterations to be made: \_\_\_\_\_  
\_\_\_\_\_

Describe the nature of the planned organized activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the purpose/benefit of the organized activity? \_\_\_\_\_  
\_\_\_\_\_

Will it be necessary to drive any motor vehicles over the Village Green? \_\_\_\_\_

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: \_\_\_\_\_

**\*\*The Village Trustees will consider this application at their next meeting. They meet the second Tuesday of every month. To be on the agenda, the permit needs to be submitted the Wednesday prior to the meeting. Please be advised, a representative must attend the meeting, or the application will not be considered\*\***

**Please mail or email completed permit to:**

Town of Woodstock

[nnourse@townofwoodstock.org](mailto: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: \_\_\_\_\_



**Village of Woodstock**  
**Permit for Food Tent/Truck on Village Green**

Application date: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Name of Non-Profit organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**Event information:**

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

☐ Sunday

☐ Monday

Requested dates: \_\_\_\_\_

Will you have a truck or table? \_\_\_\_\_

Equipment to be used on the Green: \_\_\_\_\_

Describe what you will be selling: \_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

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. 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: \_\_\_\_\_

Date: \_\_\_\_\_

#### **FOR OFFICE USE ONLY**

This permit was:

- ☐ Approved
- ☐ Denied

Additional conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_

## **The Village Green Banner Requirements**

### **Banner requirements:**

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

### **All banners must be:**

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

## **Recycling Protocol for Events on the Village Green**

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

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

### **Mandatory recycling on the Green best practices:**

- Several weeks prior to the event give each vendor a list of what is recyclable and instruct them to only use recyclable dishware materials. No Styrofoam allowed!
- Post clear signage about accepted materials on or by the recycle bins. If needed, arrange with Sustainable Woodstock (457-2911) to pick up additional signage. Signage is particularly important if you do not have bin monitors.
- Pair all recycling bins with trash receptacles.
- Line recycle totes with plastic liners if they are provided. This allows overflow to be bagged and stored to the side while the bins refill.
- Assign a Recycling Monitor to check the bins and help direct people about recycling to minimize contamination.
- Education 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](http://ablewastemanagementvt.com)
- Casella Waste (802) 295-2660 [casella.com/northeast/index.html](http://casella.com/northeast/index.html)

### **At least 2 weeks prior to your event:**

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

OR

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

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

### **Accepted recyclable materials:**

- Paper
  - White and colored
  - Newspapers/magazines

Use of the Green Permit

Page 4 of 5

- 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](mailto:info@sustainablewoodstock.org)

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.

Chapter 3. General Prohibitions on Use of Village Green

**§9301. General prohibitions**

(a) No person shall drive a motor vehicle on the Village Green, except this provision shall not apply to authorized emergency vehicles engaged in responding to an emergency call or to Village repair or maintenance vehicles, nor shall it apply when the permission of the Village Manager or Board has been given therefor.

(b) No person shall operate a bicycle on the Village Green without reasonable regard for the safety of others.

(c) No person shall camp overnight, set up a tent, shack, or any other temporary shelter on the Village Green, except structures may be erected thereon in connection with a permit issued pursuant to chapter 2 of this title.

(d) No person shall take part in the playing of any games involving thrown or otherwise propelled objects on the Village Green without reasonable regard for the safety of others.

(e) No person shall damage, cut, carve, plant, transplant, or remove any tree or plant or injure the bark or pick the flowers or seeds of any tree or plant, dig up grass or other areas, or in any other way injure the natural beauty or usefulness of any area on the Village Green.

**§9302. [Repealed]**

History:

1996 Amendment. Section was repealed by section 1(LL) of Woodstock Village Ordinance Revision #5, adopted by the Board on January 22, 1996, effective March 22, 1996.

Chapter 4. General Regulations Regarding Public Property and Places**§9401. Defacing public property prohibited**

(a) No person shall deface, injure, move, destruct, interfere with, or remove any public property, including but not limited to, signs, buildings and structures, fences, benches, and trees.

(b) [Repealed]

History:

1996 Amendment. Subsection (b) was repealed by section 1(MM) of Woodstock Village Ordinance Revision #5, adopted by the Board on January 22, 1996, effective March 22, 1996.

Caption was revised accordingly.

**§9402. Possession of open or unsealed containers of alcoholic beverages in certain public places**

(a) No person shall possess an open or unsealed container of alcoholic beverage while on any Village street, highway, sidewalk, park, or the Village Green except during a specific event that has been approved by the Board of Village Trustees which allows possession of an open or unsealed container of alcoholic beverage.

(b) [Repealed]

History:

1996 Amendment. Subsection (b) was repealed by section 1(NN) of Woodstock Village Ordinance Revision #5, adopted by the Board on January 22, 1996, effective March 22, 1996.

2009 Amendment. Subsection (a) was amended to delete the word “knowingly” and to provide exception for Board approved events by Woodstock Village Ordinance Revision #36, adopted by the Board on March 11, 2009, effective May 10, 2009.

Revision # 13 to the 2009 compilation of the Woodstock Village Ordinances added section 9401 which prohibits persons from damaging trees, benches, fences etc. on The Green.

Revision # 13 to the 2009 compilation of the Woodstock Village Ordinances added section 9402 which allows the consumption of alcoholic beverages on The Green during events that have been approved by the Board of Village Trustees.

**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: \_\_\_\_\_

Organization: \_\_\_\_\_

Is this a nonprofit?: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ email: \_\_\_\_\_

For the purpose of (wedding or event): \_\_\_\_\_

Date of event: \_\_\_\_\_

Start time of event: \_\_\_\_\_ Hours of event including set up: \_\_\_\_\_

How many people will be attending? \_\_\_\_\_

On-site liaison: \_\_\_\_\_ Phone: \_\_\_\_\_

Certificate of Insurance received by town:

Date received: \_\_\_\_\_ By: \_\_\_\_\_

Setup/Cleanup Plans: \_\_\_\_\_

Will there be any temporary structures for the event? \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

Will Lighting or generators be used? \_\_\_\_\_

If yes, please describe and see guidelines below: \_\_\_\_\_

Will portable toilets be used? \_\_\_\_\_

If yes, please state amount and location: \_\_\_\_\_

\_\_\_\_\_

Will there be sales or handouts of food, beverages, and/or merchandise? \_\_\_\_\_

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? \_\_\_\_\_

Liquor permit received: \_\_\_\_\_

Approved: \_\_\_\_\_

Please attach site plan including parking plan to this application

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*The Village Trustees will consider this application at their next meeting. They meet the second Tuesday of every month. To be on the agenda, the permit needs to be submitted the Wednesday prior to the meeting. Please be advised, a representative must attend the meeting, or the application will not be considered\*\***

#### **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](https://www.healthvermont.gov/sites/default/files/documents/pdf/ENV_FL_TempFoodStandRequirements2015.pdf).

## **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 10:00 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 70, 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 25 people and lasting more than one hour, portable toilets are required, and must be arranged and paid for by the renter.

### **SANITATION, TRASH & RECYCLING**

- "Carry in & out" is required for all trash and recyclables. Onsite trash receptacles are not intended for events.
- 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 and liability insurance 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: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

## **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.

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)

**OFFICE USE ONLY**

Application fee received:\_\_\_\_\_ cash/check\_\_\_\_\_

Function fee:

Amount:\_\_\_\_\_ Received:\_\_\_\_\_ cash/check:\_\_\_\_\_

Security Deposit:

Amount:\_\_\_\_\_ Received:\_\_\_\_\_ cash/check:\_\_\_\_\_

This permit is:

- ☐ Approved
- ☐ Denied

Additional conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Municipal Manager:\_\_\_\_\_

Date:\_\_\_\_\_

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. Unused portion of the park will remain open to the public.

### 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 sand bags (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](https://www.healthvermont.gov/sites/default/files/documents/pdf/ENV_FL_TempFoodStandRequirements2015.pdf)

## **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 10:00 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 70, 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 25 people and lasting more than one hour, portable toilets are required, and must be arranged and paid for by the renter.

## **SANITATION, TRASH & RECYCLING**

- 
- “Carry in & out” is required for all trash and recyclables. Onsite trash receptacles are not intended for events.
- 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 and liability insurance 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.



**CHECKLIST**

- ☐ Application fee and security deposit paid?
- ☐ Site Plan template completed and submitted? (Clearly indicate which section is being used)
- ☐ Certificate of Insurance submitted?
- ☐ Parking plan required?
- ☐ Portable toilets required?
- ☐ Applicable local, state health and safety permits obtained?
- ☐ I serving alcohol, liquor license and liability insurance obtained ?
- ☐ Name of On-site Liaison with contact information listed?

## **TOWN OF WOODSTOCK SERVICE AGREEMENT WITH VERMONT LEAGUE OF CITIES AND TOWNS**

---

**THIS AGREEMENT** made and entered into as of April 1, 2022 by and between the Vermont League of Cities and Towns, hereinafter referred to as the "**LEAGUE**," and the Town of Woodstock, Vermont, hereinafter referred to as the "**TOWN**".

**WHEREAS** the **TOWN** has determined that there is a need for **Municipal Finance Assistance**; and

**WHEREAS** the **LEAGUE** is prepared to provide professional staff assistance upon the terms and conditions of the mutual covenants, promises and agreements contained herein, the parties agree to the following:

**A. IT IS MUTUALLY AGREED BY THE PARTIES HERETO AS FOLLOWS:**

1. That this agreement shall become effective upon approval by the **TOWN** and the **LEAGUE**.
2. That this agreement may be amended, in writing, by mutual consent of the **TOWN** and the **LEAGUE**.
3. That the **LEAGUE** is an independent contractor and is not to be considered an employee of the **TOWN** for any purpose.
4. The **TOWN** agrees to indemnify, defend, and hold harmless the **LEAGUE** and its employees from and against any and all claims, actions, demands and lawsuits (together "claims") and all resulting costs, liabilities, damages and expenses including reasonable attorneys' fees (together "liabilities") arising out of any act or omission by the **LEAGUE** related to the services performed for the **TOWN**.

**B. THE LEAGUE AGREES TO PROVIDE THE FOLLOWING ASSISTANCE:**

**Municipal Finance Assistance**

1. Provide as needed assistance with systems and process in the finance office. Activities detailed in **Appendix A**. Activities will be coordinated with the finance officer and progress updates will be communicated to the Municipal Manager as part of the three planned on site visits (April, July and September).
2. Provide as needed guidance to other municipal officials on budget and financial management related matters at the direction of the Municipal Manager.
3. Meeting with authorized representatives of the **TOWN** at the direction of the Municipal Manager.

**C. THE TOWN AGREES AS FOLLOWS:**

1. To provide all information necessary to conduct the service process.
2. To pay the **LEAGUE** for services detailed in **Appendix A** an amount not to exceed \$14,150 based on the estimated cost detailed in **Appendix A** and rates listed below.
  - a. \$110.00 per hour for bulk purchase of consultant time.
  - b. \$25.00 per hour for consultant travel time plus mileage at the current IRS rate

- c. Other expenses, such as reasonably priced meals not to exceed the per diem rates established by the US General Services Administration
3. Contract fees and expenses will be billed monthly and shall be paid within 30 Days of receipt of a bill from VLCT.

#### **D. DURATION**

This agreement shall commence on the date approved and shall expire December 31, 2022, unless extended or terminated as set forth below:

1. The parties shall execute a mutually agreed to contract extension prior to any additional service being provided beyond the termination date specified.
2. Either party may terminate this contract by notifying the other no less than 30 days prior to the date of termination.

The provisions hereof are binding on the parties hereto, their successors and assigns.

#### **VERMONT LEAGUE OF CITIES AND TOWNS**

DocuSigned by:  
**BY:** Ted Brady  
B6576DFCC86D423...  
**Executive Director** 4/1/2022

#### **TOWN OF WOODSTOCK**

DocuSigned by:  
**BY:** William Kerbin  
D55311FC41F643A...  
**Municipal Manager** 4/4/2022

## APPENDIX A: SCOPE OF WORK

---

### MUNICIPAL FINANCE ASSISTANCE

Professional staff contracted to provide **Municipal Finance Assistance** will assist with and perform a wide variety of duties associated with the ongoing operations of a municipal finance office. This engagement includes onsite time and remote time. Onsite time is scheduled for: April 27, 28 and 29; July 11, 12 and 13; and September 19, 20 and 21. Each three-day onsite timeframe will include 20-24 hours of professional services time, billed based on actual.

#### Remote tasks:

- Assist with collecting board and management budget goals
- Update fixed asset audit schedule for functionality and ease of use
- Create template for systems
- Update financial policies to assist in budgeting and ongoing financial operations

#### April:

- Create, implement, or hone systems for audit prep and ongoing financial reporting
  - Accrued payroll, VMERS reconciliations
  - Accounting for permanent funds
  - Capital Reserves
  - Reconciliation for major capital projects
- Policy work as it relates to budgeting and financial operations

#### June (Remote):

- Check on systems implemented in April
- Prepare for June 30<sup>th</sup> year end and NEMRC module closing
- Prepare for the launch of budget season
  - CIP roll forward
  - Budget templates roll forward

#### July:

- Review June 30<sup>th</sup> balances
- Close accounts and begin audit preparations as much as possible (some items must wait 60 days after the end of the year before they can be finalized)
- Prepare for the launch of budget season
  - Budget templates
  - Summarize management goals
  - Prepare for Selectboard budget goal setting meeting

## September:

- Finalized audit preparation
  - Anything left that relies on the modified accrual period such as finalizing revenue numbers, grants and other receivables, and unavailable revenue
- Assistance with budget meetings, depending on budget schedule
- Assistance with audit field work, depending on audit schedule

**SCHEDULING**

Scheduling will be coordinated by the parties as needed and may be scheduled/billed in three different ways.

- a. Ad hoc hours – Consultant will respond to questions that arise during the course of business based on availability and in priority order. In some cases, staff and consultant may designate specific time to discuss multiple questions to balance competing demands or other commitments. Consultant will notify staff if she can respond immediately or will need more time to provide information.
- b. Recurring hours – a predetermined block of time. This would be scheduled between the parties for a time frame of one or more hours, to occur on a regular, repeating basis. For example, every Thursday from 10:00 am – 12:00 pm.
- c. Scheduled days – see scope of work for scheduled days.

**ESTIMATED COST**

The following table summarizes the estimated cost for the four blocks of onsite time planned. Only actual expense will be billed. A bulk hour rate of \$110/hour of professional services time, \$25/hour of travel time plus mileage at the standard IRS rate are used to estimate cost. Additionally, per diem rates for meals and lodging established by the US GSA have been used to estimate costs for meals and lodging.

	April (24 hr)	July (24 hr)	Sept (24 hr)	Remote (up to 40 hr)
<b>Prof. Services (\$110/hr)</b>	\$2,640	\$2,640	\$2,640	\$4,400
<b>Travel Time</b>	\$100	\$100	\$100	-
<b>Mileage</b>	\$134	\$134	\$134	-
<b>Meals</b>	\$160	\$160	\$160	-
<b>Lodging</b>	\$196	\$224	\$224	-
<b>Total</b>	<b>\$3,230</b>	<b>\$3,258</b>	<b>\$3,258</b>	<b>\$4,400</b>

Total estimated cost for 40 hours of remote time and three, three-day on-sites: **\$14,150**



**Town & Village of Woodstock  
Select Board & Board of Trustees Joint Meeting  
August 9, 2022  
6:00 pm  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

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

**A. Call to order**

**1. Select Board**

- a. Chair Swanson called the Joint Meeting of August 9, 2022, to order at 6:13 pm.

**2. Trustees**

- a. Chair McIlroy called the Joint Meeting of August 9, 2022, to order at 6:07 pm.

**B. Discussion with Municipal Manager Recruiter**

- 1. Chair McIlroy stated that last week they hired Mr. Cloud to help them with the recruiting for the Municipal Manager position. The purpose of this meeting is to do an introduction. Mr. Cloud is going to question them on what they are looking for.

**C. Executive session to discuss Municipal Manager Search**

**Motion:** by Ms. Cole to enter executive session according to 1 V.S.A. § 313(3) at 6:15 pm.

**Seconded:** by Ms. Ford.

**Discussion:** none.

**Vote:** 4-0-0, passed.

**Motion:** by Mr. Corson to enter executive session according to 1 V.S.A. § 313(3) at 6:15 pm.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

**Vote:** 5-0-0, passed.

The Select Board and Village Trustees exited executive session and resumed the normal meeting at 7:11 pm.

No actions or votes were taken.

**D. Adjournment**

**1. Select Board**

**Motion:** by Mr. Bourgeois to adjourn the meeting at 7:12 pm.

**Seconded:** by Ms. Ford.

**Discussion:** none.

**Vote:** 4-0-0, passed.

**2. Trustees.**

**Motion:** by Mr. Kahn to adjourn the meeting at 7:12 pm.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

**Vote:** 5-0-0, passed.

*Respectfully submitted,*

*Nikki Nourse*

**Village of Woodstock  
Board of Trustees Meeting  
August 9, 2022  
7:15 pm  
Pentangle Theater & Zoom  
Minutes**

**Draft minutes are subject to approval.**

**Present:** Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Bill Corson, Gabe DeLeon, Tom Yennerell, Nikki Nourse, Craig Mowery, Wendy Marrinan, Tess Hunter, Alita Wilson, Dr. Ellyn Bradley, Police Chief Robbie Blish, Philip Neuberg, Fire Chief David Green

**A Call to order**

1. Chair McIlroy called the Trustees Meeting of August 9, 2022, to order at 7:32 pm.

**B Interviews – Village Historic Preservation Commission**

**1. Wendy Wright Marrinan**

- a. Ms. Marrinan stated that she had been following the idea of this commission for both the Village and the Town during the course of the meetings over the last year. She was interested in serving early on. She lives in the Village. She loves the history of the Town and its treasures. Recently she got more involved in Pentangle. She understands the theater and the Town Hall goals and concerns. She is extremely interested in the preservation of Faulkner Park. She is excited to help the Village achieve its goals.

**Motion:** by Mr. Kahn to appoint Ms. Marrinan to the Village Historic Preservation Commission.

**Seconded:** by Mr. Corson.

**Discussion:** none.

**Vote:** 5-0-0, passed.

**2. Dr. Ellyn Isabelle Bradley**

- a. Dr. Bradley stated that it is important to preserve the nature of Woodstock which is incredibly special. She would be happy to work on this commission because the history of this Village makes it interesting.

**Motion:** by Chair McIlroy to appoint Dr. Bradley to the Village Historic Preservation Commission.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

**Vote:** 5-0-0, passed.

**C. Citizen comments – none.**

**D. Additions to & deletions from posted agenda**

1. Addition – 911 House numbers in the Village

**E Manager's report**

**1. General report**

- a. Mr. Yennerell stated that a part time Planning & Zoning Assistant has been hired. This person will average about 25 hours weekly and will assist in the Manager's Office when people are absent.

**2. Financial report**

- a. Mr. Yennerell stated that it is early in the budget. It should be at 8.33%.
- b. Chair McIlroy stated that office administration is at 21.14%

- c. Mr. Yennerell stated that this is most likely an upfront cost. He does not have the details as to exactly what that expenditure is, but he can find out.

**F. Police Chief's report**

- 1. Chief Blish stated that he anticipates Sergeant Swanson to be back in September. They have hired a new full-time officer, Officer Philip Call. Officer Call has over 40 years of law enforcement experience. He most recently retired from the Winsor County Sheriff's Department. He had been there for over 20 years. He wanted to come back to work so they are happy to have him. That still leaves them currently with one more vacancy, but they are hoping to interview a couple of applicants in the next couple of weeks. August 23-25, the Woodstock Police Department will be hosting and participating in a single officer response to active shooter training. This training is going to take place at the Woodstock Elementary School, Court House, and the High School over a three day period.

**G. Old business**

**1. Memorial Policy**

- a. Chair McIlroy stated that they have had a couple of people ask to put up memorials a few months ago. These would be permanent fixtures in the Town with names on them. They decided to table those and have a group take a bigger, broader look at naming rights and putting benches and memorials around the Village. Mr. Neuberg's group has come up with a draft which is very comprehensive.
- b. Mr. Neuberg suggested forming a committee and creating a policy that incorporates the Town as well. They are suggesting having two reps from the VDRB, one rep from the South Woodstock Design Review Board, two reps from the Planning Commission, and possibly one rep each from the History Center, Billings Park Commission, and the Garden Club. Those folks could take a look at this draft and add their input.
- c. Chair McIlroy stated that they will appoint this subcommittee officially at their next meeting.

**H. New business**

**1. Woodstock Masonic Lodge – Haunted House**

- a. They are doing a haunted house for children.
- b. The Village Trustees support this.

**2. Approve FY23 tax rate**

- a. Mr. Yennerell stated that the FY23 tax rate is half a cent more than FY22 tax rate. Last year the tax rate was .199. This year it is going to be .204. It is a \$4.98 increase per assessed value of \$100,000. This is based on the budget and special articles that was voted on during Village Meeting. That totaled up to \$600,288 to be the amount of taxes needing to be raised.
- b. Mr. Kahn stated that this is a very insignificant increase. He hopes the Village residents are pleased with this.

**Motion:** by Mr. Kahn to approve the FY23 Village tax rate of .2040.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

**Vote:** 5-0-0, passed.

**3. Short term rental report**

- a. Chief Green stated that they have 12 permits in the Village. He is working with four others. There is one is he trying to prove that they are renting without permits.

#### **4. Village of Woodstock Public Trustee of Funds – Annual Procedures**

- a. Mr. Yennerell stated that there are four different funds the Trustee of Public Funds is suggesting disbursement be made from. The suggestion is to disburse \$300 from the Frank S Mackenzie Fund, \$5,600 from the Orley A Whitcomb Fund, \$2,000 from the Old Fire Station Fund, and \$51,429 from the Ethel Woods Sidewalk Fund. Those monies would come to the Village.
- b. Mr. Kahn stated that he is concerned with the suggestions on how they spend it. He is also concerned with how they differentiate this from their other funds once they pull those sums out and how they can track it. He thinks the Village needs to vote on the Ethel Woods Sidewalk Fund.
- c. Mr. Yennerell stated that they can make a line item to keep track of those funds.
- d. Mr. Kahn stated that there are fees for writing these disbursement checks and auditor fees, but it does not identify how much those fees are and which funds they would be taken from.
- e. Mr. Yennerell stated that they can table and ask Jill Davies to clarify.
- f. Tabled.

#### **5. Reschedule November meeting**

- a. November 9<sup>th</sup> at 6:30 pm.

#### **6. Discussion of permits for Tribou Park**

- a. Chair McIlroy stated that they have a permitting process for the Village Green and East End Park, but they do not have anything for Tribou. They have events that happen there. Mr. Yennerell has looked into what they would need to do in order to have a permitting process or ordinance for that.
- b. Mr. Yennerell stated that he checked with the Town's attorney, and they said that it is possible to issue permits for these other parks without having policies or ordinances. They did recommend adopting policies, however. They gave them a sample. They may need to take a look at the policies and change them a little bit to fit to Woodstock and then actually adopt them. In the meantime, there is nothing wrong with them issuing event permits for these other locations.
- c. There was citizen concern regarding permitting for Tribou Park as it is generally used for petitioning. They are concerned with the Trustees limiting freedom of speech.
- d. Chair McIlroy stated that this is just a conversation. No changes will be made at this time.

#### **I. Other business**

##### **1. 911 house numbers in the Village**

- a. Mr. Kahn stated that the Village has retained the same house numbers in the system because they are so confined. They are one square mile. Under the State system a house number would change based on how many feet it is from the end of the road. There are so many historic houses and numbers in Woodstock, that when this issue came up originally the Village voted very strongly to retain the current addresses that they have.



- b. Chief Green stated that there are issues with keeping the numbers as is. It is harder to find people in multi-level buildings. E-911 cannot differentiate floors so they have to go to every door and every floor to get to someone. It is especially hard if the call was from someone unable to talk.
- c. Chair McIlroy stated that she feels this is something that they need to make the public more aware of. They will add it to September's agenda.
- d. Chief Green stated that he can have someone from Vermont E-911 present.

**J. Approval of minutes**

**1. 7/12/22 minutes**

**2. 7/29/22 joint minutes**

**Motion:** by Mr. Kahn to approve the 7/12/22 minutes and the 7/29/22 joint minutes as submitted.

**Seconded:** by Mr. DeLeon.

**Discussion:** none.

**Vote:** 5-0-0, passed.

**K. Adjournment**

**Motion:** by Mr. Corson to adjourn the meeting at 9:08 pm.

**Seconded:** by Ms. Blakeman.

**Discussion:** none.

**Vote:** 5-0-0, passed.

*Respectfully submitted,  
Nikki Nourse*