

Village of Woodstock
Board of Trustees Meeting
November 9, 2022
6:30 pm
Town Hall & Zoom
Agenda

- A.** Call to order
- B.** Citizens Comments
- C.** Additions to & Deletions from posted agenda
- D.** Manager's Report
 - 1. General Report (p. 3)
- E.** Police Chief's Report
- F.** Permits
 - 1. Veteran's Day Parade Permit – American Legion Post 24 (pp. 4-6)
 - 2. Memorial Day Parade Permit – American Legion Post 24 (pp. 7-9)
 - 3. East End Park Application – Zete (pp. 10-21)
- G.** Old Business
 - 1. Ordinance adoption for temporary structures in parks (p. 22)
 - 2. Update on tree removal at 26 Pleasant Street
 - 3. 911 presentation (pp.23-29)
- H.** New Business
 - 1. Finance Committee Presentation
 - 2. Investment Advisory Committee report (p. 30)
 - 3. Town Manager Goals & Objectives (pp. 31-33)
- I.** Other Business
 - 1. Executive session
- J.** Approval of minutes
 - 1. 10/11/22 minutes
 - 2. 11/1/22 joint minutes
- K.** Adjournment

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

The link to join us by Zoom is:

<https://us02web.zoom.us/j/85879622419?pwd=Q1NZU1FKaWRPTmZURFppUGxWRU9UUT09>

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

Meeting ID: 858-7962-2419

Password: 412048

You can also download the Zoom app on your smartphone

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

Phone number: 646 558 8656

Meeting ID: 858-7962-2419

Password: 412048

For Help on Joining Use this Link:

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

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

Municipal Manager's Report November 9, 2022

Initially the complete Fiscal Year 24 Budget was scheduled to have been presented to the Trustees during this meeting. However, the Finance Committee did not feel they were ready to do that and instead the budget will be presented on December 13th. Jon Specter, chair of the Finance Committee will make a presentation at this meeting.

During the last few weeks approximately 70 boards were replaced on the Elm Street bridge sidewalks.

Trena Tolliver, one of the Listers has resigned. Her last day was November 4, 2022.

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: American Legion Veterans' Day Parade
Parade/event date: November 11, 2023 Start time: 10:30 AM
End time: Noon
Applicant/organization: American Legion Post 24, Woodstock, VT
Telephone: 802-457-9400
Email: monaloui@gmail.com
Mailing address: 332 Cabot Rd., Woodstock, VT 05091

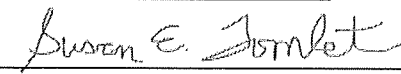
Contact person: Susan Tomlet
Best contact number: 802-457-2960
Location of assembly & beginning of event: Post 24 Building on Central Street

Route of public highways: West along Central St. to WW II Monument near Courthouse. Return to Post Building along same route.

*Attach map showing route

Traffic control (if any): Village Police

Estimated number of participants: 30

Authorized representative signature: 
Print: Susan E. Tomlet

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

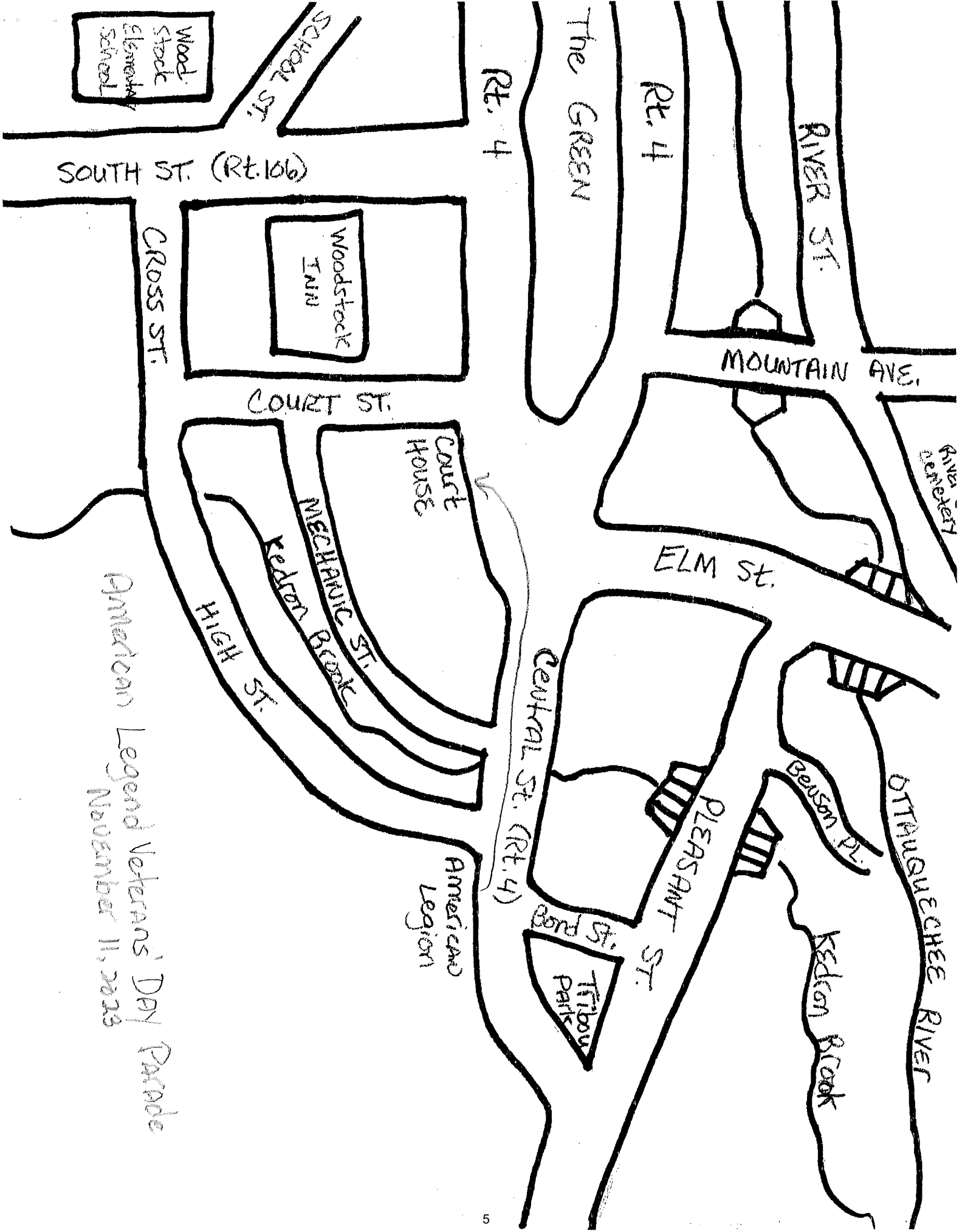
OFFICE USE ONLY

This permit is:

- ☐ Approved
☐ Denied

Additional conditions: _____

Municipal Manager: _____
Date: _____



American Legend Veterans' Day Parade
November 11, 2023



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/02/2022

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

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

PRODUCER The Hilb Group New England, LLC PO Box 606 Keene NH 03431		CONTACT NAME: CL Support Clark Mortenson PHONE (A/C, No, Ext): E-MAIL ADDRESS: clsupport@clark-mortenson.com INSURER(S) AFFORDING COVERAGE INSURER A: Vermont Mutual Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		FAX (A/C, No): NAIC # 26018
INSURED THE AMERICAN LEGION ORA E PAUL POST NO 24 INC PO BOX 365 WOODSTOCK VT 05091-0365				

COVERAGES

CERTIFICATE NUMBER: 22-23 Master COI

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			BP18019953	03/03/2022	03/03/2023	EACH OCCURRENCE \$ 500,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 500,000				
			GENERAL AGGREGATE \$ 1,000,000				
						PRODUCTS - COMP/OP AGG \$ 1,000,000	
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input type="checkbox"/> 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 \$

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

CERTIFICATE HOLDER

CANCELLATION

Town of Woodstock PO Box 488 Woodstock VT 05091	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

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.

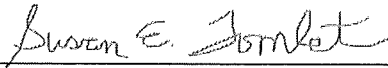
Event: Memorial Day Parade
Parade/event date: May 27, 2023 Start time: 10:30 AM
End time: Noon
Applicant/organization: American Legion Post 24, Woodstock, VT
Telephone: 802-457-9400
Email: monaloui@gmail.com
Mailing address: 332 Cabot Rd., Woodstock, VT 05091

Contact person: Susan Tomlet
Best contact number: 802-457-2960
Location of assembly & beginning of event: Start at School & Cross Streets; go right onto Central St. from South St.; stop at Legion Building Monument; continue on Central St. to stop at Tribou Park; go left onto Pleasant St., stopping at Kedron Brook to throw wreath;
Route of public highways: continue to Elm St., turning left onto Elm; turn right onto Central St., veering over to left side where Central splits at the Green, stopping in front of WW II Memorial (here wagon with Vets would continue to the right of the Green and circle around the west end of the Green to join marchers in front of the Memorial); all will return to where started on South St.

*Attach map showing route

Traffic control (if any): Village Police

Estimated number of participants: 150-200

Authorized representative signature: 
Print: Susan E. Tomlet

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

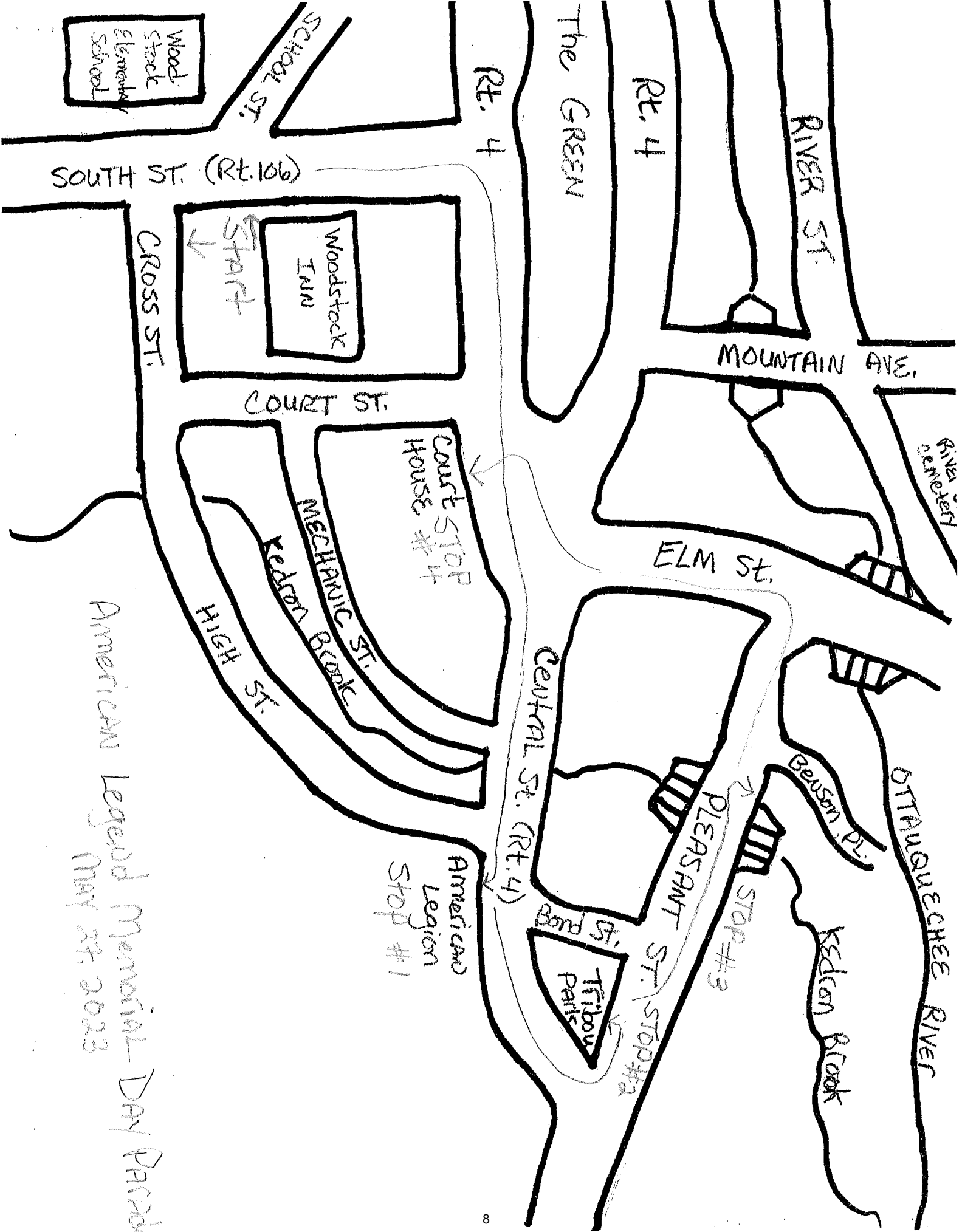
OFFICE USE ONLY

This permit is:

- ☐ Approved
☐ Denied

Additional conditions: _____

Municipal Manager: _____
Date: _____



American Legend Memorial Day Parade
May 27, 2023



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/02/2022

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

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

PRODUCER The Hilb Group New England, LLC PO Box 806 Keene NH 03431		CONTACT NAME: CL Support Clark Mortenson PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: clsupport@clark-mortenson.com	
INSURED THE AMERICAN LEGION ORA E PAUL POST NO 24 INC PO BOX 365 WOODSTOCK VT 05091-0365		INSURER(S) AFFORDING COVERAGE INSURER A: Vermont Mutual Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 26018	

COVERAGES

CERTIFICATE NUMBER: 22-23 Master COI

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			BP18019953	03/03/2022	03/03/2023	EACH OCCURRENCE \$ 500,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 500,000				
			GENERAL AGGREGATE \$ 1,000,000				
						PRODUCTS - COMP/OP AGG \$ 1,000,000	
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

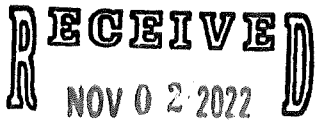
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Town of Woodstock PO Box 488 Woodstock VT 05091	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



Application fee paid CK# 17183

BY:

VILLAGE OF WOODSTOCK
EAST END PARK APPLICATION

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

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

Name: Mary Ann Zetes (mother of the bride)

Organization: _____

Is this a nonprofit?: NO

Mailing Address: 1036 College Ave
Menlo Park, CA 94025

Physical Address: (same) - but we will be staying at the Woodstock Inn
at the time of this event.

Phone number: 650-520-3946 email: maryannzetes@aol.com.

For the purpose of (wedding or event): Wedding Farewell breakfast.
- the day after the wedding.

Date of event: Monday, Sept

Start time of event: 11:00 Hours of event including set up: 10^{AM} - 2^{PM}

How many people will be attending? 50-100

On-site liaison: Mary Ann Zetes.

Phone: 650-520-3946.

Certificate of Insurance received by town:

Date received: _____ By: _____

Setup/Cleanup Plans: Just Donuts + Cider - we will clean up.

Will there be any temporary structures for the event? NO

If yes, please describe: _____

Will Lighting or generators be used? NO

If yes, please describe and see guidelines below: _____

Will portable toilets be used? No

If yes, please state amount and location: _____

Will there be sales or handouts of food, beverages, and/or merchandise? No

If yes, please complete following for each vendor (attach a separate sheet if needed):

Vendor name: _____

Products: _____

Location: _____

Will there be alcohol at the event? No

Liquor permit received: _____ Approved: _____

Please attach site plan including parking plan to this application

Additional Information: _____

****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.

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.

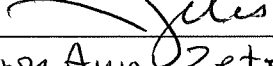
DOGS

- 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: 
Name: Mary Ann Zeter

Date: 10/24/22

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

application fee \$100
Town of Woodstock.
non-refundable.

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

- Refundable.

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:_____

Municipal Manager's Information
November 9, 2022

The temporary park structures ordinance is still being reviewed by an attorney. It will be available before the meeting and emailed to everyone.



State of Vermont
Enhanced 911 Board
6 Baldwin St., 2nd Floor
Montpelier, VT 05633-7960
E911.info@vermont.gov

[phone] 802-828-4911
[fax] 802-828-4109
[TTY] 711
[800 VT] 800-342-4911

October 25, 2022

Ms. Seton McIlroy, Chair
Woodstock Village Trustee
PO Box 488
Woodstock, VT 05091

via e-mail only

Re: Notice of Non-Compliance with Vermont Enhanced 911 Board Addressing Standards

Dear Chairwoman McIlroy,

I am writing to formally notify the Woodstock Village Trustees that one or more addresses in your community are not in compliance with the Vermont Enhanced 911 Board's Addressing Standards. These standards, adopted by the Enhanced 911 Board in accordance with 30 V.S.A. §7056, are designed to provide a uniform, intuitive addressing system which helps emergency responders quickly locate an address in an emergency. Incorrect or inconsistent addressing can lead to confusion and potential delays in emergency response.


Staff members from the Enhanced 911 Board have made repeated recommendations to your appointed E911 coordinator to ensure Woodstock addressing is in compliance with the Board's Addressing Standards, however these recommendations have not been acted upon and the addressing problems remain uncorrected as of the date of this letter. (See attached list of issues and dates of contact.)

This letter serves as official notification to the Village of Woodstock and is intended to ensure the Village is aware of the risk associated with potential delays in emergency response due to confusion caused by non-compliant addressing.

Our office is always eager to work with you on correcting these issues and to help ensure a swift, accurate response for your residents.

Please contact our office within 30 days of receipt of this letter to discuss the Village's plan to remedy the deficiencies.

Thank you.

DocuSigned by:

D14DEC7E9D2546A...
Barbara M. Neal
Executive Director
Vermont Enhanced 911 Board



Municipal Manager

From: David Green
Sent: Friday, November 4, 2022 12:51 PM
To: Municipal Manager
Subject: FW: e911

From: Hermanson, Tyler <Tyler.Hermanson@vermont.gov>
Sent: Wednesday, December 12, 2018 12:47 PM
To: McMullen, Jeremy <Jeremy.McMullen@vermont.gov>
Subject: FW: e911

Tyler Hermanson

GIS Specialist - Vermont Enhanced 9-1-1 Board
100 State St, Montpelier, VT 05620-6501

E: tyler.hermanson@vermont.gov Work: 802-828-4092 | Cell: 802-380-4499 | Fax: 802-828-4109 | **Tue – Fri** : 7-5:30

From: Hermanson, Tyler
Sent: Thursday, October 11, 2018 12:03 PM
To: 'davidgreen@townofwoodstock.org' <davidgreen@townofwoodstock.org>
Subject: RE: e911

Hi Dave,

This won't work, as its not allowed. What will occur is that this will not provide coordinates to 911, as like 15A or any other ½ or non-whole-integer address. Thus our requirements to not have those. This will also not and will never map on any such programs such as Google, or any GPS, as ALL GPS systems, including 911, active 911 or our current 911 software will not map and provide coordinates. This is solely due to not having a whole integer address and by throwing a letter into a numbers only field messes pretty much everything up. I think I recall you stating this has its very own driveway adjacent to the 13 and does not have access to Cemetery Rd? Also, I know that there was another house being built adjacent to 1 River St, which again there would be no address available as the 1 should be at a minimum #8, and then have no number.

By our standards the following would have to be redone as in our standards this is mentioned:

"Enhanced 9-1-1 Board approved addressing increments other than the 5.28' – including grandfathered addressing schemes – must be maintained. If the approved addressing system is no longer sustainable the 5.28' increment must be used. "

Thus, by having no numbers available, that makes this no longer sustainable addressing.

So, if this is to be 13A, we will likely need a liability waver from the village trustees that they will assume any and all liability if an issue were to occur on this entire road because of the addressing. The following people would have to acknowledge this as an issue and sign off. Town Clerk, Town Manager/ Select Board Chair and E911 Coordinator. Based on that and me knowing you rather correct it, I would assume you rather not sign such a document. Before we get to

this point, I think talks with the village trustees need to understand the precedence of the issue and understanding the issues with the lack of the changes in 2013 for the village that has now impacted River St.

Separately, as ammunition for you to fix things in the village, if you ever hear of issues of locating things in the village with the Woodstock responders or the various outside responders, that directly causes a delay in 911 service, we would then have to fix the issue as it would have already caused a delay. Otherwise, such a delay could cause the town taxpayers quite a bit of money if a lawsuit were to occur from a resident that had a delay to 911 directly related to their addressing. So be aware if others have issues finding something in the village and that caused a delay to 911 and then we can fix those spots.

Tyler Hermanson

GIS Specialist - Vermont Enhanced 9-1-1 Board

100 State St, Montpelier, VT 05620-6501

E: tyler.hermanson@vermont.gov Work: 802-828-4092 | Cell: 802-380-4499 | Fax: 802-828-4109 | **Tue – Fri** : 7-5:30

From: davidgreen@townofwoodstock.org <davidgreen@townofwoodstock.org>

Sent: Thursday, October 11, 2018 6:44 AM

To: Hermanson, Tyler <Tyler.Hermanson@vermont.gov>

Subject: RE: e911

Tyler,

The owner of the new building which is behind 13 river street would like the address to be 13A River St.

Respectfully,

David Green

Chief Woodstock Fire/Ems

454 Woodstock Rd.

Woodstock ,Vt 05091

802-457-2337 ext 2004

Working Smoke Alarms can save your life!



CONFIDENTIALITY NOTICE:

The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

From: Hermanson, Tyler <Tyler.Hermanson@vermont.gov>

Sent: Wednesday, September 26, 2018 8:33 AM

To: Chief Green <davidgreen@townofwoodstock.org>

Subject: RE: e911

Municipal Manager

From: David Green
Sent: Friday, November 4, 2022 12:52 PM
To: Municipal Manager
Subject: FW: Village of Woodstock E911

From: Peter Fellows <pfellows@trorc.org>
Sent: Thursday, November 3, 2022 9:39 AM
To: David Green <davidgreen@townofwoodstock.org>; Hermanson, Tyler <Tyler.Hermanson@vermont.gov>
Cc: McMullen, Jeremy <Jeremy.McMullen@vermont.gov>; Municipal Manager <municipalmanager@townofwoodstock.org>
Subject: RE: Village of Woodstock E911

Good news for me. I'm back from a conference and available.

Some stuff from 2008-2010 for the trustees:

The conversion to the new address is being coordinated with the US Postal service and your telecom provider. The USPS is also notifying FedEx and UPS. It is your responsibility to notify all those you correspond with of your new address. Old and new mailing addresses will be held by the post office for 18 months. For the first 12 months after the change, the USPS will deliver to both addresses. After one year, the USPS will return the mail to sender with the new address. After 18 months, the old address will be removed from the National Address File and mail will be returned to sender marked "forwarding order expired".

How?

This system is the national standard adopted by the State of Vermont in the late 1990s.

Woodstock obtained a waiver from implementing the new system when it was adopted statewide. At that time, our emergency responders thought our system was adequate. Unfortunately it has become evident that the new standardized system is better, because the emergency service provider can find the location faster and with less confusion.

This **new** national standardized address system allows dispatchers to know your location because your telephone number is tied to the physical address and the physical address is based on the distance of the house from the intersection. This distance relationship acts as a backup wayfinding tool in the field. In addition, a map of your location is displayed on the computer screen in front of the dispatcher.

Looking for an address detracts from the EMT, police officer or firefighter's ability to concentrate and plan how to treat the patient or problem when they do arrive on the scene.

Why?

Emergency response and municipal liability

Location issues with national databases (GPS, web maps): tourism/wayfinding implications

- No space for new numbers
- Opposite side numbering (odd on right, even on left)
- Different ranges on opposite side of the street
- Conflicting street names

Considerations

- Address change costs for businesses
- Numbers less critical for a standard system, folks can measure with landmarks/odometer, posted numbers currently critical
- Liability incurred by municipality knowingly using a system that could result in longer response times: ***duty of care responsibility...should get legal opinion***
- Integration with national databases: car GPS, web maps, mailing
- Mutual aid support from responders who are not familiar with the community

Options

1. No change
No address change costs, system problems for automated systems/databases (car GPS, web maps), liability
2. Change town not village
Difficult to integrate with town (edge problems)
3. Change parts of village
Where to draw the line, will leave issues for databases
4. Change both town and village
Address change costs, full integration, future proof

House numbering requirements

Using a non-standard system, exterior house numbers are critical and should be required. Over 500 buildings are in the village and numbers are only visible in daylight hours. When it is dark and no streetlight is nearby, they might as well not be on the building.

Enforcement will be expensive in terms of staff time, postage, inspections follow up etc. Enforcement will be unpopular and imperfect. People paint their homes, take down the numbers and never get around to putting them back up.

No enforcement is not an option. Village will have a liability for enforcing the ordinance. IF a person needing medical assistance does not have a house number where it should be AND the Village has not enforced the placement of an address sign on the home, the Village may be held liable for any unfortunate turn of events caused by delays in the ambulance arriving on the scene and the EMT's rendering service, as a result of the homeowner not having numbers in the proper location.

Examples of Issues

- Central Street ranges don't match on both sides

- Pleasant Street extends up Hartland Hill
- Extensions (Highland Ave/Lincoln Street)
- Town/village through roads
- Thomas Ave/Thomas Street
- Linden Hill from Prospect St. 10, 12, 22 and then down to 18 at Dr. Mc Donald's
- South Street, South Road numbering
- High Street 1, 3, 13, 17

When?

Addresses change on October 1, 2010

Road name changes will be effective when the new addresses become effective.

- July 1, 2010 quiet post of new addresses in Town Hall
- October 1, 2010 is the date that the U.S. Postal Service will be notified of the address changes.
- October 1, 2010 date that every property owner is notified by letter or post card of the change of address.
- October 1, 2010 date that road name changes are put in effect.
- October 1, 2011 is the date the US Postal Service will stop delivering mail addressed to your current mailing address
- October 1, 2011 to April 1, 2012 time period that US Postal Service returns mail to sender that was not mailed to your new address.
- April 2, 2012 date that mail not addressed to your new address is neither delivered returned or forwarded.

From: David Green <davidgreen@townofwoodstock.org>

Sent: Thursday, November 3, 2022 9:04 AM

To: Hermanson, Tyler <Tyler.Hermanson@vermont.gov>; Peter Fellows <pfellows@trorc.org>

Cc: McMullen, Jeremy <Jeremy.McMullen@vermont.gov>

Subject: RE: Village of Woodstock E911

Due to elections the trustees have moved the meeting to the next day ,Wednesday the 9th same time , Sorry.

The trustees have E911 on the agenda November 8th starting at 6:30 PM , if any of you are available. Tyler, could you pass this on to Jeremy.

<https://us02web.zoom.us/j/85879622419?pwd=Q1NZU1FKaWRPTmZURFppUGxWRU9UUT09>

Meeting ID: 847 8240 6503

Passcode: 247624

From: Hermanson, Tyler <Tyler.Hermanson@vermont.gov>

Sent: Thursday, October 27, 2022 9:32 AM

To: David Green <davidgreen@townofwoodstock.org>; Peter Fellows <pfellows@trorc.org>

Cc: McMullen, Jeremy <Jeremy.McMullen@vermont.gov>

Subject: RE: Village of Woodstock E911

CC'd

Tyler Hermanson GIS Specialist III
State of Vermont Enhanced 911 Board
6 Baldwin St, Fl 2, Montpelier VT
E: tyler.hermanson@vermont.gov 802-279-4668
Availability :
Email ONLY : Mondays & Wednesdays
Phone and Email : Mondays - Friday : 7am-530pm

From: David Green <davidgreen@townofwoodstock.org>
Sent: Thursday, October 27, 2022 9:24 AM
To: Hermanson, Tyler <Tyler.Hermanson@vermont.gov>; Peter Fellows <pfellows@trorc.org>
Subject: Village of Woodstock E911

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Good morning,

The trustees have E911 on the agenda November 8th starting at 6:30 PM , if any of you are available. Tyler, could you pass this on to Jeremy.

<https://us02web.zoom.us/j/85879622419?pwd=Q1NZU1FKaWRPTmZURFppUGxWRU9UUT09>
Meeting ID: 847 8240 6503
Passcode: 247624

Respectfully,
David Green
Chief Woodstock Fire/Ems
Woodstock Health Officer
454 Woodstock Rd.
Woodstock ,Vt 05091
802-457-2337 ext 2004
Direct Office 802-457-7517
Cell 802-291-0440

Working Smoke Alarms can save your life!

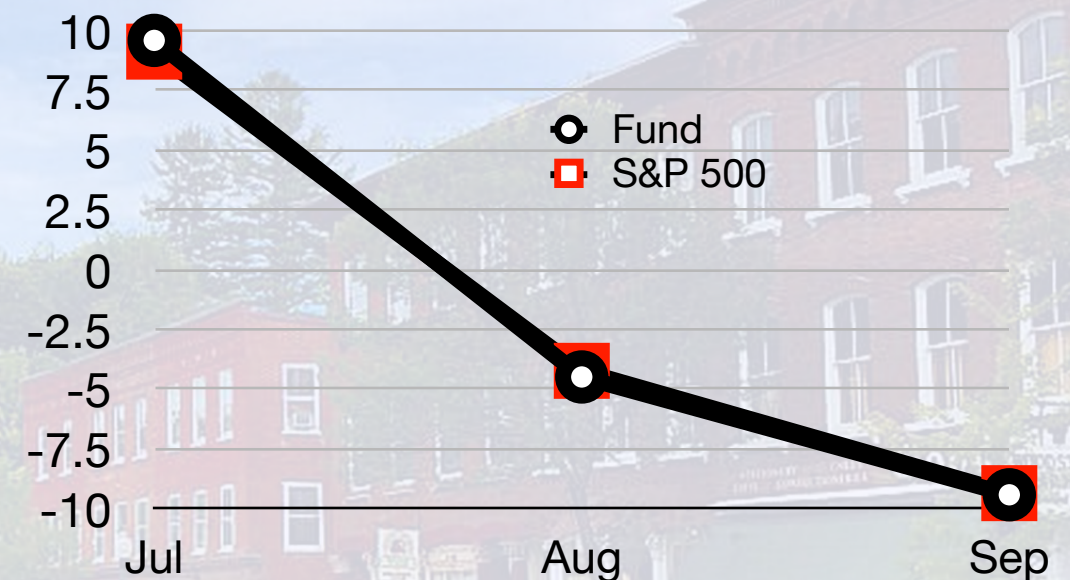


Woodstock Rockefeller Endowment Fund

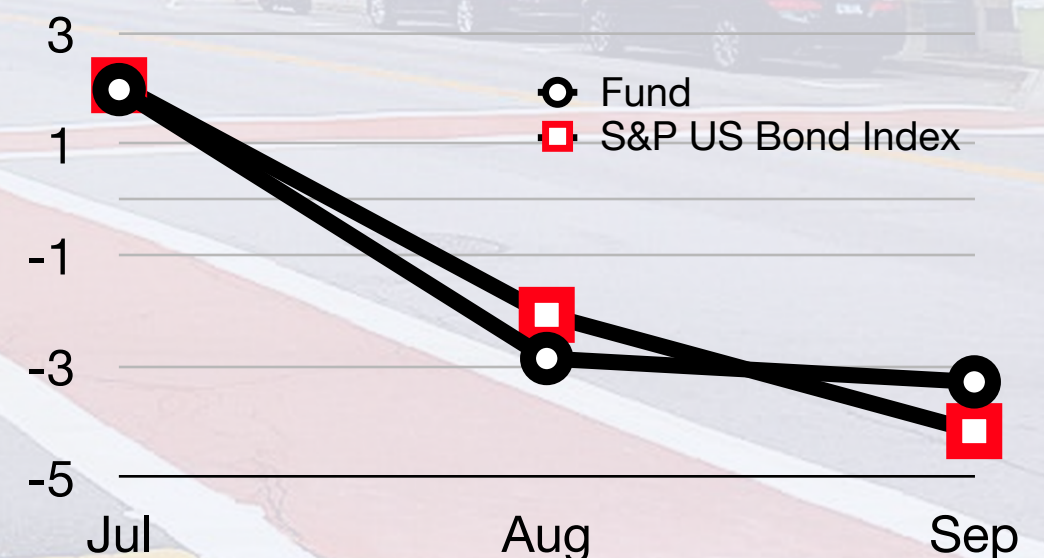
Status Report Ending September 30th, 2022

- Fund total includes \$113,459 allocated to the VCLF
- Asset portion of the fund is allocated at 60% equities, and 40% bonds
- Equities have been within 0.5% difference of the S&P 500 for 2 of the past 3 months, have outperformed 1 of the past 3 months
- Bonds have been within 1% difference of the S&P US Bond Index for 2 of the past 3 months, have outperformed 1 of the past 3 months
- Fund total value as of September 30th 2022: \$1,667,795 (change of -4.5% since June 30th, 2022)

Equities % Change
06/2022 - 10/2022



Bond % Change
06/2022 - 10/2022



Woodstock Municipal Manager
2023 Goals & Objectives

1. Financial

- Identify areas for operating a capital cost avoidance without negatively impacting the overall quality of municipal infrastructure and services.
- Identify and secure grants or other external funding opportunities that further the needs and interests of the town and village.
- Develop a comprehensive annual budget in coordination with department heads, elected boards, Finance Committee August 2023 and January 2024 for approval by voters at Town and Village Meetings in March 2024.
- Compile and regularly update a list of capital item requests as presented by the various departments.
- Complete at least one formal training or information session in municipal finance, capital planning or a related discipline provided by VLCT, VTCMA, ICMA or other appropriate authority.
- In coordination with the Municipality's external auditor and appropriate municipal staff, pursue changes to existing policies and financial management practices that will enhance internal controls and/or otherwise lead to clean annual audits.

2. Human Resources & Personnel

- Organize and facilitate regular (1-4 times per month) of Department Heads and Town Hall staff.
- Ensure the implementation of all of the policies and benefits as laid out in all municipal union contracts and the Woodstock Personnel Policy are enforced.
- Develop a sufficiently detailed performance evaluation protocol and complete annual performance reviews with employees directly supervised by the Municipal Manager.
- With Department Heads, plan for staff retirements that will likely take place over the next three to five years.
- Ensure that all prospective employees, whether full or part-time, are properly vetted prior to their hiring.
- Provide all municipal staff with relevant professional development opportunities at least once a year.
- Set a positive example with respect to professionalism and personal conduct, and help all staff conduct their business with integrity and dedication.
- Make a concerted effort to foster a congenial and supportive work atmosphere for all municipal employees.

3. Community Relations & External Communications

- Attend off hours community events as time allows.
- Develop positive and productive relationships with civic, business, and other groups important to the municipality.
- Conduct the municipality's business in an open and transparent manner; maintain credibility with the general public.
- Provide timely responses to questions and concerns of residents.
- Create a strategic plan to regularly communicate out events, updates and relevant policies to the public.

4. Planning & Zoning

- Provide support to and guidance to the Zoning Director regarding the implementation and revision of the Town Plan.

5. Economic Development

- In coordination with relevant department heads, committees and elected officials, work to provide infrastructure needed to increase and improve the economic development in the Town and Village.

6. Infrastructure & Public Works

- Assist the Director of Public Works in planning and implementing construction and other transportation enhancement in priority locations.
- In coordination with the Director of Public Works, play an active role in writing and securing grants to improve public infrastructure.
- In coordination with the Director of Public Works, manage the process of planning, funding and building an updated Mian wastewater treatment plant.

7. Municipal Government Effectiveness & Efficiencies

- Ensure the elected and appointed municipal boards and committees are provided with adequate staff guidance and support.
- Document and cross-train on regularly occurring procedures and activities to ensure continuity of service.
- Ensure the Town of Woodstock website is regularly updated and reorganized to ensure residents can find relevant information.

8. Service & Support of Town Selectboard & Village Trustees

- Work diligently to ensure the policy directives established by the Town Selectboard and Village Trustees are effectively implemented and easily available to reference.

- Keep Town Selectboard and Village Trustees well informed on matters under its control.
- Help ensure that the Town Selectboard and Village Trustees continues to conduct its official business in a manner that appropriately adheres to the Open Meeting Law and other pertinent state laws and regulations.

9. Relationships with Other Governments & Partner Organizations

- Review, analyze, represent and present the position of the municipality and elected boards relative to implemented and proposed legislation and governmental policies and regulations.
- Stay abreast of and perform research involving pertinent governmental legislation, policies and regulations.
- Engage in regular meetings and develop productive working relationships with Woodstock's State Representative, Senators, State agencies, school district, neighboring communities and relevant organizations such as VLCT and Two Rivers.

10. Personal & Professional Growth

- Attend pertinent professional meetings, seminars and conferences including VLCT Town Fair.

**Village of Woodstock
Board of Trustees Meeting
October 11, 2022
6:30 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Gabe DeLeon, Tom Yennerell, Nikki Nourse, Brittney Poljacik, Police Chief Robbie Blish, Tom McCoy, Bob Williamson, Tess Hunter, Jacquelyn Porter, Don Wheeler, Charlotte Hollingsworth, Zoie Parent

A. Call to order

1. Chair McIlroy called the Trustees Meeting of October 11, 2022, to order at 6:30 pm.

B. Citizen comments

1. Ms. Porter stated that she lives in Woodstock. She discussed an event for the night after Halloween, November 1. Jack-o-lanterns would be brought to the Green for the “last light” the night after Halloween and the following day would be picked up by local farmers who partnered with the event.
 - a. Chair McIlroy stated that there would need to be a coordinator and a permit for the Green.
 - b. Mr. Kahn stated the permit is not the problem, the problem is the coordination with farmers and the removal of the pumpkins.
 - c. Chair McIlroy requested more information and organization of the event.
 - d. Mr. Kahn stated that it could be done with reliable pick-up of the pumpkins.

C. Additions and deletions from posted agenda

1. Additions
 - a. Candy distribution on High Street

D. Manager’s report

1. General report

- a. Mr. Yennerell stated there has been two additional days of trash pick-up around the village on top of Casella’s four days a week. Village employees are picking up trash on Saturdays and Sundays if needed. All trash receptacles the town owns have been deployed around the village. Mr. Yennerell also stated the Woodstock Elementary School parking lot has been re-opened to the public on limited hours, 8am to 8pm on weekends, holidays, and during the summer school closure. Mr. Yennerell announced a temporary full time Town Hall Administrative Assistant began working on October 11, 2022. Mr. Yennerell also discussed the National Park has applied for a grant to improve the trails within the park and the trail leading from the park to Rainbow Playschool on Route 12. If this grant is awarded the funds must pass through the Town. Mr. Yennerell stated interviews for the Public Works Director position are still in progress and the application process has not yet ended. He also added that they have been doing some recruiting for the position as well.

2. Financial report

- a. Mr. Yennerell stated that the target number for this report is 25%. We are at 25% in about all cases except for in Office and Administration due to the recent search efforts for the new Municipal Manager.

E. Police Chief's report

1. Chief Blish stated that paving on Route 4 will begin October 12, 2022. Streets will be closed down for Halloween and additional officers will be on duty. The Emergency Services Building, Police and Fire Department, will have their open house Saturday, October 22, 2022, from 11:45am to 3:00pm. Sergeant Swanson was cleared by the attorney general's office to return to work. September was National Preparedness month. Tips were shared on their website. Meter revenue this past weekend was over \$3,000. In September, \$15,998.74 was brought in through meter revenue in comparison to \$15,642.95 in September 2021. So far this year in 2022 there have only been ten crashes, seven with injury, three without. There is an ordinance prohibiting vehicles from parking on the sidewalk and parking tickets can be issued.

F. Permits

1. Use of the Green permit – Bookstock
 - a. Similar to previous years.

Motion: by Mr. Kahn to approve the use of the Green permit for Bookstock.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 4-0-0, passed.

G. Old business

1. Old Fire Station Fund – to disburse \$2,000 from the Old Fire Station Public Trust Fund to be used for Village tree work
 - a. Approved last month, requires public vote.

Vote: 7-0-0, passed.

2. Temporary Structure Ordinance
 - a. Agreed to the revision of the ordinance.
 - b. Next steps are to discuss with a lawyer.
3. Update on Municipal Manager search
 - a. Contractor put together a group of first tier and second tier resumes out of the 25 resumes that were sent in. Next move is for the committee to meet via zoom and go into an executive session to discuss the candidates and decide on those who will be interviewed. After the interview process the information will be taken to the Select Board and the Trustees and the qualifiers for the second round of interviews will be selected.
 - b. Mr. DeLeon states there are nine viable resumes of candidates to interview.
4. Candy Distribution
 - a. The village and town contributed money to buy candy to distribute to houses on High Street, Gulf Avenue, and Maple Street.
 - b. Potential for collection boxes for candy to be placed in Town Hall, Woodstock Elementary School, and Mac's Market for anyone who would like to donate candy for trick-or-treating.

H. New business

1. GVP measure for Woodstock
 - a. Mr. Williamson spoke to encourage Vermont law makers in Montpelier to repeal the Vermont Firearms Preemption Law, which prohibits local municipalities to set their own safety standards and to regulate firearms if they choose.

Motion: by Chair McIlroy to accept the resolution to encourage the repealing of the Vermont Firearms Preemption Law.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 4-0-0, passed.

2. Sidewalk inventory introduction
 - a. Mr. Kahn suggests two trustees work with citizens in a small committee to study the sidewalk inventory and make recommendations back to the board for considerations.
 - b. Mr. Kahn, Ms. Blakeman, and other members will let the board know of their recommendations in January of 2023.
3. Request to remove tree at 26 Pleasant Street due to defective sewer service pipe
 - a. Mr. McCoy stated he owns 26 Pleasant Street and is dealing with a sewer problem. He was informed the tree is sitting directly on top of the pipe. Mr. McCoy stated he either removes the tree to fix the pipe or replaces the pipe and may end up having to remove the tree.
 - b. Mr. Wheeler suggests that if there is any way to fix or replace the pipe without removing or damaging the tree then that would be best case scenario.
 - c. Mr. McCoy contacted ArborScape and was quoted \$1050.00 for the removal of the tree. Mr. McCoy would propose to pay that fee himself.
 - d. Additional information requested before deciding.
 1. Whether the pipe is leaking sewage into the ground.
 2. Can the pipe be repaired from the inside?

I. Other business – none.

J. Approval of minutes

1. 9/13/22 minutes
2. 9/23/22 special minutes

Motion: by Mr. Kahn to approve the minutes of 9/13/22 and the special minutes of 9/23/22 as submitted.

Seconded: by Chair McIlroy.

Discussion: none.

Vote: 4-0-0, passed.

K. Adjournment

Motion: by Chair McIlroy to adjourn the meeting at 7:40 pm.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 4-0-0, passed.

Respectfully submitted,
Brittney Poljacik

**Town and Village of Woodstock
Select Board & Board of Trustees Joint Meeting
November 1, 2022
7:00 pm
Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Joe Swanson, Ray Bourgeois, Keri Cole, Susan Ford, Mary Riley, Chair Seton McIlroy, Brenda Blakeman, Bill Corson, Gabe DeLeon, Dominic Cloud, Roger Logan, Tom Meyerhoff, Tom Debevoise, Laura Powell, Tom Ayers, Brittney Poljacik

A. Call to order

1. Select Board

- a. Chair Swanson called the Joint Meeting of November 1, 2022, to order at 7:03 pm.

2. Trustees

- a. Chair McIlroy called the Joint Meeting of November 1, 2022, to order at 7:03 pm.

B. Discussion with Municipal Manager Recruiter

- 1. Chair McIlroy stated that they started with about 25 resumes for the Municipal Manager's position and have narrowed it down to about nine. From those nine, there are four candidates they would like to hear more from. Tonight's meeting is to fill in both boards on candidate facts and to ensure all questions are asked moving forward.

C. Executive session to discuss Municipal Manager Search

Motion: by Mr. Cloud finding that the disclosure would compromise, the town, the village or candidate.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Mr. Bourgeois finding that the disclosure would compromise, the town, the village or candidate.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Chair McIlroy to enter executive session at 7:08 pm.

Seconded: by Mr. DeLeon.

Discussion: none.

Vote: 5-0-0, passed.

Motion: by Mr. Bourgeois to enter executive session at 7:08 pm.

Seconded: by Ms. Ford.

Discussion: none.

Vote: 5-0-0, passed.

The Select Board and Village Trustees exited executive session and resumed the normal meeting at 7:56 pm.

No actions or votes were taken.

D. Adjournment

1. Select Board

Motion: by Mr. Bourgeois to adjourn the Joint meeting on November 1st, 2022, at 7:57 pm.

Seconded: by Ms. Cole.

Discussion: none.

Vote: 5-0-0, passed

2. Trustees

Motion: by Chair McIlroy to adjourn the joint meeting on November 1st, 2022, at 7:57 pm.

Seconded: Mr. DeLeon.

Discussion: none.

Vote: 5-0-0, passed.

*Respectfully submitted,
Brittney Poljacik*