

Town of Woodstock  
Select Board Meeting  
May 16, 2023  
6:00 pm  
Town Hall & Zoom  
Agenda

- A.** Call to order
- B.** Finance Committee Interview – Thomas N Phillips (pp 3-4)
- C.** Additions to & deletions from posted agenda
- D.** Citizen Comments
- E.** Manager's report
  - 1. General report
  - 2. Financial report (pp 5-24)
- F.** Permits
  - 1. Liquor license renewals
    - a. Sante – 1<sup>st</sup> Class, 3<sup>rd</sup> Class, Outside Consumption
    - b. Village Butcher
    - c. Village Inn – 1<sup>st</sup> Class, 3<sup>rd</sup> Class, Outside Consumption
    - d. Woodstock Farmer's Marker
    - e. 4 Mechanic Street LLC – 1<sup>st</sup> Class, 3<sup>rd</sup> Class, Outside Consumption
    - f. Jackson House – 1<sup>st</sup> Class, 3<sup>rd</sup> Class, Outside Consumption
- G.** Old business
  - 1. ARPA expenditures discussion
- H.** New business
  - 1. Town Hall Building Committee update
  - 2. Planning Administrator appointment
  - 3. ORT easement (p 25)
  - 4. Review of EDC decision on housing projects (pp 26-29)
- I.** Other business
- J.** Board of Sewer Commissioners
  - 1. Sewer billing
  - 2. Sewer abatement requests
    - a. Hawkins & Weschler – 15 Maple Street (pp 30-32)
    - b. Doyle – 80 Blankey Cottage Lane (pp 33-34)

3. Sewer permit – Yatim – 41 South Street (pp 36-37)

K. Approval of minutes

1. 5/2/23 joint minutes (pp 38-39)

L. Adjournment

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

The link to join us is

<https://us02web.zoom.us/j/84782406503?pwd=UXAzWnJxaEE0MzJaMlBKeHJPUjB6QT09>

or from [zoom.us](https://zoom.us) you can enter these details to join the meeting

Meeting ID: 847-8240-6503

Password: 247624

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: 847-8240-6503

Password: 247624

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: Thomas N. Phillips

Physical address: 1192 Prosper Rd  
Woodstock, VT 05091

Mailing address: 1192 Prosper Rd  
Woodstock, VT 05091

Telephone: 802-457-2884

Email: tpfuzz56@gmail.com

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

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

- Attend at least 1 meeting of the relevant board/commission/committee before their interview
- Complete this application and return it to Nikki Nourse at [nnourse@townofwoodstock.org](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](http://townofwoodstock.org/wp-content/uploads/2019/02/Conflict-of-Interest-Policy_2017.pdf)
- Contribute to work requested outside of the regular meetings if necessary
- Abide by the rules and responsibilities of each board
- Advise the board chair, the Town Manager, Select Board and/or Trustees immediately of their resignation

**Reasons for request appointment**

Summarize the reasons that you are requesting appointment: I believe I have the skills to help the town. Although I have very little experience in Municiple Finance, I see myself as a consensus builder who has a view of the communities welfare first and foremost. My wife Tracy and I became full time residents of Woodstock in April of '21 after nearly 15 years of part time living. That said Tracy was a '80 graduate of Woodstock Union High School and has been a VT resident starting in the late 60's.

**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: My carreer spanned 39 yrs. on Wall Street. During that period I had a number of rolls which included Portfolio Management, team supervision & finally within the Private Bank on Corporate deliverables. My skills although initially quantitative broadened to improvement of brand. I spent my wall street career at Merrill Lynch.

### Previous Volunteer Experience

Summarize your previous volunteer experience: Currently I'm on the board at The US Biathlon Team and  
the investment committee for the Thompson Senior Center. Locally I served on the Sewer  
Committee for the Town of Woodstock '22. Holderness School Board '11-'20. CRC ( Connecticut River Conservancy )  
advisory board '17-'22, a number of local committees in Fairfield County CT where we called home prior to  
Woodstock.

### 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: April 25, 2023

### 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.



Town  
5/11/2023

Account	Description	Budget	Actual	% of Budget
<b>1-400 TAX REVENUE- ALL</b>				
1-4001-000	Real Estate Taxes	\$ 5,398,766.07	\$ 4,626,647.13	85.70%
1-4002-000	Delinquent Interest	\$ 38,000.00	\$ 62,153.32	163.56%
1-4003-000	Delinquent Penalty	\$ 9,300.00	\$ 105,762.91	1137.24%
1-4004-000	In Lieu of Taxes	\$ 11,836.00	\$ 12,483.56	105.47%
1-4005-000	Land Use/Hold Harmless	\$ 300,000.00	\$ 339,706.00	113.24%
1-4006-000	Rockefeller Endowment	\$ 60,000.00	\$ 69,500.00	115.83%
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Total TAX REVENUE- ALL		\$ 5,817,902.07	\$ 5,216,252.92	89.66%
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<b>1-401 RENTAL INCOME</b>				
1-4015-000	Pentangle Rental	\$ 10,000.00	\$ 9,250.00	92.50%
1-4016-000	Chamber of Commerce Rent	\$ 3,000.00	\$ 3,000.00	100.00%
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Total RENTAL INCOME		\$ 13,000.00	\$ 12,250.00	94.23%
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<b>1-402 FEES &amp; PERMITS</b>				
1-4022-000	Overweight Permits	\$ 500.00	\$ 630.00	126.00%
1-4024-000	Alarm System Registration	\$ 9,000.00	\$ 6,900.00	76.67%
1-4025-000	Fire/Accident Fees	\$ 2,500.00	\$ -	0.00%
1-4027-000	Bldg Safety Enforce Fee	\$ 1,500.00	\$ -	0.00%
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Total FEES & PERMITS		\$ 13,500.00	\$ 7,530.00	55.78%
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<b>1-403 TOWN CLERK FEES</b>				
1-4031-000	Dog Licenses	\$ 2,000.00	\$ 1,562.00	78.10%
1-4032-000	Liquor Licenses	\$ 2,500.00	\$ 2,355.00	94.20%
1-4033-000	Marriage Licenses	\$ 1,000.00	\$ (430.00)	-43.00%
1-4034-000	Recording Fees	\$ 45,000.00	\$ 33,578.00	74.62%
1-4035-000	Use of Records	\$ 1,000.00	\$ 1,024.00	102.40%
1-4036-000	Town Clerk Copies	\$ 10,000.00	\$ 10,312.00	103.12%
1-4037-000	Restoration of Records	\$ 15,000.00	\$ 12,202.00	81.35%
1-4039-000	Town Clerk Miscellaneous	\$ 500.00	\$ 308.30	61.66%
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Total TOWN CLERK FEES		\$ 77,000.00	\$ 60,911.30	79.11%
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<b>1-404 FRONT OFFICE FEES</b>				
1-4046-000	Front Office Copies	\$ 100.00	\$ 5.00	5.00%
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Total FRONT OFFICE FEES		\$ 100.00	\$ 5.00	5.00%
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Account	Description	Budget	Actual	% of Budget
1-405 PLANNING & ZONING				
1-4051-000	Zoning Permits	\$ 14,000.00	\$ 21,678.97	154.85%
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Total PLANNING & ZONING		\$ 14,000.00	\$ 21,678.97	154.85%
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1-406 PARKS				
1-4062-000	ORT	\$ -	\$ 11,100.00	100.00%
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Total PARKS		\$ -	\$ 11,100.00	100.00%
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1-407 INTEREST INCOME				
1-4071-000	General Interest Income	\$ 15,000.00	\$ 32,305.71	215.37%
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Total INTEREST INCOME		\$ 15,000.00	\$ 32,305.71	215.37%
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1-408 AMBULANCE & FIRE DEPT				
1-4081-000	Ambulance Services	\$ 800,000.00	\$ 936,535.83	117.07%
1-4082-000	Ambulance Contract Fees	\$ 120,000.00	\$ 29,560.00	24.63%
1-4083-000	Ambulance Per Capita Fees	\$ -	\$ 166,786.07	100.00%
1-4085-000	Misc. Fire	\$ -	\$ 18,128.69	100.00%
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Total AMBULANCE & FIRE DEPT		\$ 920,000.00	\$ 1,151,010.59	125.11%
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1-409 MISCELLANEOUS				
1-4091-000	Miscellaneous Revenue	\$ 4,600.00	\$ 5,259.75	114.34%
1-4091-002	Bank Recon Items	\$ -	\$ (83.30)	100.00%
1-4091-004	Short Term Rental Town	\$ -	\$ 1,350.00	100.00%
1-4091-005	Sidewalk Rev TOPF	\$ -	\$ 50,974.00	100.00%
1-4092-000	Misc - State of Vermont	\$ -	\$ 6.00	100.00%
1-4093-000	Town Highway State Aid	\$ 135,000.00	\$ 142,628.44	105.65%
1-4093-001	Village Highway State Aid	\$ 46,000.00	\$ 47,881.45	104.09%
1-4094-000	Local Option Tax Revenue	\$ 270,000.00	\$ -	0.00%
1-4095-000	Dispatching/Vill Police	\$ 64,730.00	\$ 64,730.00	100.00%
1-4095-001	Dispatching/Other Towns	\$ 5,000.00	\$ 6,366.50	127.33%
1-4097-027	Loan Proc - Console	\$ -	\$ 168,365.00	100.00%
1-4098-001	Insurance Reimbursement	\$ -	\$ 8,464.67	100.00%
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Total MISCELLANEOUS		\$ 525,330.00	\$ 495,942.51	94.41%
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1-44 GRANT REVENUE				
1-4422-000	Muni Roads GA0241	\$ -	\$ 17,341.74	100.00%
1-4429-001	Cooperative Mngt Append C	\$ -	\$ 205,884.00	100.00%
1-4436-000	SLFRF	\$ -	\$ 145.32	100.00%
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Total GRANT REVENUE		\$ -	\$ 223,371.06	100.00%
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Account	Description	Budget	Actual	% of Budget
1-450 MANDATORY DRAWBACK				
1-4501-000	Abatements	\$ (10,000.00)	\$ -	0.00%
1-4502-000	Ambulance Drawback	\$ (360,000.00)	\$ (422,041.60)	117.23%
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Total MANDATORY DRAWBACK		\$ (370,000.00)	\$ (422,041.60)	114.07%
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1-470 TRANSFERS IN				
1-4701-000	Transfer from Cap Reserve	\$ 463,375.00	\$ -	0.00%
1-4702-000	Transfer from Trustee	\$ 1,500.00	\$ 4,800.00	320.00%
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Total TRANSFERS IN		\$ 464,875.00	\$ 4,800.00	1.03%
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1-489 TOWN FOREST				
1-4897-000	Town Forest Lease	\$ -	\$ 7,500.00	100.00%
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Total TOWN FOREST		\$ -	\$ 7,500.00	100.00%
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Total Revenues		\$ 7,490,707.07	\$ 6,822,616.46	91.08%
less transfers in		\$ 7,025,832.07		
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1-5001 GRANTS/CONTRIB-TRUST FUND				
1-5001-901	Audit Expense	\$ 1,500.00	\$ 1,500.00	100.00%
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Total GRANTS/CONTRIB-TRUST FUND		\$ 1,500.00	\$ 1,500.00	100.00%
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1-5002 GRANTS/CONTRIB-GENL FUND				
1-5002-903	Visiting Nurses	\$ 25,000.00	\$ 25,000.00	100.00%
1-5002-907	Pentangle	\$ 42,000.00	\$ 42,000.00	100.00%
1-5002-908	NormanWilliamsPubLibrary	\$ 51,250.00	\$ 51,250.00	100.00%
1-5002-916	Woodstock Council Aging	\$ 40,400.00	\$ 40,400.00	100.00%
1-5002-917	Windsor County Mentors	\$ 2,500.00	\$ 2,500.00	100.00%
1-5002-918	HealthCare/RehabilService	\$ -	\$ 3,247.00	100.00%
1-5002-919	WISE	\$ 2,500.00	\$ 2,500.00	100.00%
1-5002-921	Spectrum Teen Center	\$ 1,250.00	\$ -	0.00%
1-5002-928	Green Mountain RSVP	\$ 500.00	\$ 500.00	100.00%
1-5002-966	Community Television	\$ 8,000.00	\$ 8,000.00	100.00%
1-5002-967	Senior Solutions	\$ 1,500.00	\$ -	0.00%
1-5002-970	Ottauq Health Foundation	\$ 30,000.00	\$ 30,000.00	100.00%
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Total GRANTS/CONTRIB-GENL FUND		\$ 204,900.00	\$ 205,397.00	100.24%
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1-5003 CULTURE & RECREATION				
1-5003-807	LittleTheaterBondPayment	\$ 11,000.00	\$ -	0.00%
1-5003-808	LittleTheaterBondInterest	\$ 2,000.00	\$ 1,824.50	91.23%
1-5003-916	Woodstock Council Aging	\$ 11,000.00	\$ 11,000.00	100.00%

<b>Account</b>	<b>Description</b>	<b>Budget</b>	<b>Actual</b>	<b>% of Budget</b>
1-5003-921	Parades	\$ 3,000.00	\$ 2,742.00	91.40%
1-5003-922	Town Library Contribution	\$ 154,000.00	\$ 154,000.00	100.00%

Account	Description	Budget	Actual	% of Budget
1-5003-923	Woodstock Rec Center	\$ 231,928.00	\$ 231,928.00	100.00%
1-5003-924	Fireworks	\$ 7,500.00	\$ 7,500.00	100.00%
1-5003-927	Pentangle	\$ 36,000.00	\$ 36,000.00	100.00%
Total CULTURE & RECREATION		\$ 456,428.00	\$ 443,994.50	97.28%
1-5004 HEALTH OFFICER				
1-5004-100	Salaries & Wages	\$ 3,250.00	\$ 3,250.00	100.00%
1-5004-199	Employer Paid Benefits	\$ 490.00	\$ 248.63	50.74%
1-5004-208	Water Testing Supplies	\$ 100.00	\$ -	0.00%
1-5004-601	Travel & Transportation	\$ 100.00	\$ -	0.00%
1-5004-603	Dues Subs & Meetings	\$ 100.00	\$ -	0.00%
Total HEALTH OFFICER		\$ 4,040.00	\$ 3,498.63	86.60%
1-5010 GOVERNMENT BUILDINGS				
1-5010-201	Operating Supplies	\$ 3,000.00	\$ 2,338.45	77.95%
1-5010-305	Other Purchased Services	\$ 6,000.00	\$ 3,970.56	66.18%
1-5010-309	Custodial Services	\$ 14,000.00	\$ 9,170.00	65.50%
1-5010-409	Small Tools & Equipment	\$ 1,000.00	\$ -	0.00%
1-5010-501	Utilities	\$ 34,000.00	\$ 34,620.38	101.82%
1-5010-702	Building Improvements	\$ 5,000.00	\$ -	0.00%
1-5010-703	Bldg Repairs & Mainte	\$ 30,000.00	\$ 12,718.03	42.39%
1-5010-807	Town Hall Loan Repayment	\$ 21,158.00	\$ 20,628.04	97.50%
Total GOVERNMENT BUILDINGS		\$ 114,158.00	\$ 83,445.46	73.10%
1-5011 SELECT BOARD				
1-5011-100	Salaries & Wages	\$ 5,000.00	\$ 5,000.00	100.00%
1-5011-199	Employer Paid Benefits	\$ 400.00	\$ 522.38	130.60%
1-5011-302	Legal Services	\$ 30,000.00	\$ 8,426.76	28.09%
1-5011-313	Community Television	\$ 1,200.00	\$ 1,200.00	100.00%
1-5011-603	Dues Subs & Meetings	\$ 6,000.00	\$ 5,249.67	87.49%
1-5011-612	Printing Town Report	\$ 5,000.00	\$ 2,822.80	56.46%
1-5011-613	Regional Energy Coordinat	\$ 39,000.00	\$ 38,850.00	99.62%
1-5011-700	Police Search	\$ -	\$ 1,350.00	100.00%
Total SELECT BOARD		\$ 86,600.00	\$ 63,421.61	73.24%
1-5012 EXECUTIVE				
1-5012-100	Salaries & Wages	\$ 84,975.00	\$ 64,284.72	75.65%
1-5012-199	Employer Paid Benefits	\$ 39,018.00	\$ 20,475.83	52.48%
1-5012-200	Wellness	\$ 500.00	\$ 399.88	79.98%
1-5012-603	Dues Subs & Meetings	\$ 2,000.00	\$ 1,063.66	53.18%
Total EXECUTIVE		\$ 126,493.00	\$ 86,224.09	68.17%



Account	Description	Budget	Actual	% of Budget
1-5013 OFFICE ADMINISTRATION				
1-5013-201	Operating Supplies	\$ 4,000.00	\$ 4,458.99	111.47%
1-5013-202	Office Supplies	\$ 3,500.00	\$ 2,137.87	61.08%
1-5013-204	Postage	\$ 5,000.00	\$ 2,307.61	46.15%
1-5013-401	Equipment Maintenance	\$ 2,000.00	\$ 1,964.70	98.24%
1-5013-405	Machinery & Equipment	\$ 3,000.00	\$ 3,297.12	109.90%
1-5013-502	Communications	\$ 4,000.00	\$ 14,385.16	359.63%
1-5013-615	Advertising	\$ 3,900.00	\$ 2,618.88	67.15%
1-5013-701	Manager's Search	\$ -	\$ 54,025.02	100.00%
Total OFFICE ADMINISTRATION				
		\$ 25,400.00	\$ 85,195.35	335.41%
1-5014 AUDITING				
1-5014-301	Professional Services	\$ 20,000.00	\$ 16,300.00	81.50%
Total AUDITING				
		\$ 20,000.00	\$ 16,300.00	81.50%
1-5015 TREASURER				
1-5015-100	Salaries & Wages	\$ 12,000.00	\$ 11,497.01	95.81%
1-5015-199	Employer Paid Benefits	\$ 1,000.00	\$ 1,940.19	194.02%
1-5015-603	Dues Subs & Meetings	\$ 100.00	\$ -	0.00%
Total TREASURER				
		\$ 13,100.00	\$ 13,437.20	102.57%
1-5016 ACCOUNTING				
1-5016-100	Salaries & Wages	\$ 91,567.00	\$ 70,126.14	76.58%
1-5016-199	Employer Paid Benefits	\$ 31,447.50	\$ 29,251.16	93.02%
1-5016-210	Software Upgrade	\$ 500.00	\$ -	0.00%
1-5016-301	Professional Services	\$ 2,500.00	\$ 4,958.23	198.33%
1-5016-305	Other Purchased Services	\$ 1,500.00	\$ 66.40	4.43%
1-5016-503	NEMRC Support/License	\$ 2,800.00	\$ 2,750.00	98.21%
Total ACCOUNTING				
		\$ 130,314.50	\$ 107,151.93	82.23%
1-5017 TAX LISTING				
1-5017-100	Salaries & Wages	\$ 85,957.20	\$ 63,769.24	74.19%
1-5017-199	Employer Paid Benefits	\$ 42,133.00	\$ 17,034.28	40.43%
1-5017-201	Operating Supplies	\$ 300.00	\$ 40.92	13.64%
1-5017-301	Professional Services	\$ 400.00	\$ -	0.00%
1-5017-305	Other Purchased Services	\$ 250.00	\$ 238.60	95.44%
1-5017-312	Licensed State Support	\$ 1,160.00	\$ 1,191.52	102.72%
1-5017-401	Equip Repair & Mainte	\$ 1,797.00	\$ 1,016.83	56.58%
1-5017-601	Travel & Transportation	\$ 150.00	\$ 18.23	12.15%
1-5017-603	Dues Subs & Meetings	\$ 50.00	\$ -	0.00%
1-5017-604	Mapping	\$ 2,250.00	\$ -	0.00%

Account	Description	Budget	Actual	% of Budget
1-5017-605	Education	\$ 1,875.00	\$ 228.00	12.16%
Total TAX LISTING		\$ 136,322.20	\$ 83,537.62	61.28%
1-5018 TAX COLLECTING				
1-5018-199	Employer Paid Benefits	\$ -	\$ (12.94)	100.00%
Total TAX COLLECTING		\$ -	\$ (12.94)	100.00%
1-5019 CAPITAL RESERVE				
1-5019-929	Grand List Update	\$ 5,000.00	\$ 5,000.00	100.00%
1-5019-931	Town Hall Improvements	\$ 50,000.00	\$ 50,000.00	100.00%
1-5019-934	Lister's Equipment	\$ 3,000.00	\$ 3,000.00	100.00%
Total CAPITAL RESERVE		\$ 58,000.00	\$ 58,000.00	100.00%
1-502 HIGHWAY DEPARTMENT				
1-5021 TRAFFIC CONTROL				
1-5021-201	Operating Supplies	\$ 3,000.00	\$ 5,195.01	173.17%
1-5021-715	TrafficControlSigns Posts	\$ 4,000.00	\$ 4,326.39	108.16%
Total TRAFFIC CONTROL		\$ 7,000.00	\$ 9,521.40	136.02%
1-5022 HIGHWAY CONST&MAINT				
1-5022-100	Salaries & Wages	\$ 408,240.50	\$ 426,441.25	104.46%
1-5022-101	Overtime	\$ 58,349.50	\$ 46,732.98	80.09%
1-5022-103	Summerhelp Wages	\$ 8,000.00	\$ 2,347.18	29.34%
1-5022-199	Employer Paid Benefits	\$ 245,306.25	\$ 223,938.08	91.29%
1-5022-201	Operating Supplies	\$ 30,000.00	\$ 9,718.89	32.40%
1-5022-202	Office Supplies	\$ 500.00	\$ 165.90	33.18%
1-5022-301	Professional Services	\$ 5,000.00	\$ 776.25	15.53%
1-5022-305	Other Purchased Services	\$ 40,000.00	\$ 59,586.80	148.97%
1-5022-307	Emergency Work	\$ 1,000.00	\$ 550.00	55.00%
1-5022-308	Street Line Painting	\$ 6,000.00	\$ -	0.00%
1-5022-409	Small Tools & Equipment	\$ 3,000.00	\$ 2,714.20	90.47%
1-5022-425	Rentals	\$ 1,500.00	\$ 1,500.00	100.00%
1-5022-502	Communications	\$ 3,100.00	\$ 5,419.51	174.82%
1-5022-507	Rubbish Removal	\$ 17,000.00	\$ 14,493.75	85.26%
1-5022-601	Diesel & Gasoline	\$ 60,000.00	\$ 66,327.03	110.55%
1-5022-707	Spot Gravel	\$ 90,000.00	\$ 47,808.14	53.12%
1-5022-708	Pavement Patch	\$ 3,500.00	\$ 1,166.12	33.32%
1-5022-709	St Mandate-Stormwater Mgt	\$ 15,000.00	\$ 8,484.63	56.56%
1-5022-711	Street Paving	\$ 40,000.00	\$ (14,908.30)	-37.27%
1-5022-712	Road Stabilization	\$ 33,000.00	\$ 18,036.35	54.66%
1-5022-716	Roadside Tree Maintenance	\$ 20,000.00	\$ 7,772.00	38.86%
1-5022-727	Crosswalk Maintenance	\$ 10,000.00	\$ -	0.00%

Account	Description	Budget	Actual	% of Budget
1-5022-801	Salt & Sand	\$ 210,000.00	\$ 206,269.51	98.22%
1-5022-802	Unclassified	\$ -	\$ 13,262.09	100.00%
Total HIGHWAY CONST&MAINT		\$ 1,308,496.25	\$ 1,148,602.36	87.78%
1-5023 C&M-BRIDGES&STORMDRAINS				
1-5023-201	Operating Supplies	\$ 1,000.00	\$ 233.29	23.33%
1-5023-203	Repair & Mainte Supplies	\$ 4,000.00	\$ 944.91	23.62%
1-5023-305	Other Purchased Services	\$ 10,000.00	\$ 718.71	7.19%
1-5023-307	Engineering Services	\$ 10,000.00	\$ -	0.00%
1-5023-409	Small Tools & Equipment	\$ -	\$ 147.03	100.00%
1-5023-716	Culverts & Drains	\$ 32,500.00	\$ 16,221.28	49.91%
1-5023-717	Catch Basins	\$ 5,000.00	\$ 1,790.92	35.82%
1-5023-720	Bridge Rehabilitation	\$ 20,000.00	\$ 665.69	3.33%
Total C&M-BRIDGES&STORMDRAINS		\$ 82,500.00	\$ 20,721.83	25.12%
1-5024 HIGHWAY EQUIPMENT				
1-5024-201	Operating Supplies	\$ 12,000.00	\$ 6,553.09	54.61%
1-5024-203	Repair & Maint Supplies	\$ 65,000.00	\$ 61,704.03	94.93%
1-5024-305	Other Purchased Services	\$ 2,000.00	\$ 1,323.34	66.17%
1-5024-406	Grader Lease/Purchase	\$ 42,550.00	\$ 42,547.46	99.99%
1-5024-407	Backhoe Lease/Purchase	\$ 20,650.00	\$ -	0.00%
1-5024-408	Loader Lease/Purchase	\$ 23,000.00	\$ 22,807.53	99.16%
1-5024-409	Small Tools & Equipment	\$ 1,100.00	\$ 600.00	54.55%
1-5024-410	Ton Truck 2019 F550 BH	\$ 16,250.00	\$ 15,804.28	97.26%
1-5024-414	2022/23 Dump Trk (8)	\$ 37,000.00	\$ -	0.00%
1-5024-424	Pickup Lease/Purchase	\$ 10,000.00	\$ -	0.00%
1-5024-429	2020 Western Star	\$ 42,000.00	\$ 38,177.64	90.90%
1-5024-430	2020 F550 2-1	\$ 10,500.00	\$ 10,248.07	97.60%
1-5024-431	Freighliner 2020 BH	\$ 27,500.00	\$ 27,236.30	99.04%
Total HIGHWAY EQUIPMENT		\$ 309,550.00	\$ 227,001.74	73.33%
1-5025 SIDEWALK MAINTENANCE				
1-5025-727	Sidewalk Maintenance	\$ 25,000.00	\$ 28,000.00	112.00%
1-5025-728	Sidewalk/Curb Constructio	\$ 40,000.00	\$ 12,421.70	31.05%
Total SIDEWALK MAINTENANCE		\$ 65,000.00	\$ 40,421.70	62.19%
1-5026 STREET LIGHTS				
1-5026-505	Street Lights	\$ 40,000.00	\$ 38,869.39	97.17%
Total STREET LIGHTS		\$ 40,000.00	\$ 38,869.39	97.17%
1-5027 PARKS				

Account	Description	Budget	Actual	% of Budget
1-5027-201	Operating Supplies	\$ 7,000.00	\$ 888.27	12.69%
1-5027-210	Dog Waste Bags	\$ 3,000.00	\$ 2,692.17	89.74%
1-5027-401	Fence & Park Maintenance	\$ 500.00	\$ -	0.00%
1-5027-409	Small Tools & Equipment	\$ 250.00	\$ 40.81	16.32%
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Total PARKS		\$ 10,750.00	\$ 3,621.25	33.69%
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1-5028 PUBLIC WORKS BUILDINGS				
1-5028-201	Operating Supplies	\$ -	\$ 79.00	100.00%
1-5028-501	Utilities	\$ 30,000.00	\$ 22,264.77	74.22%
1-5028-703	Bldg Repairs & Mainte	\$ 5,500.00	\$ 5,782.94	105.14%
1-5028-807	Bond Payment	\$ 70,000.00	\$ 70,000.00	100.00%
1-5028-808	Bond Payment - Interest	\$ 15,000.00	\$ 11,690.16	77.93%
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Total PUBLIC WORKS BUILDINGS		\$ 120,500.00	\$ 109,816.87	91.13%
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1-5029 CAPITAL RESERVE				
1-5029-926	Structure repair replacem	\$ 25,000.00	\$ 25,000.00	100.00%
1-5029-932	Equip Dump Truck '19	\$ 20,000.00	\$ 20,000.00	100.00%
1-5029-945	Slopes/Retaining wall	\$ 50,000.00	\$ 50,000.00	100.00%
1-5029-956	Emergency Infrastructure	\$ 10,000.00	\$ 10,000.00	100.00%
1-5029-959	Rt 4 Garage Generator	\$ 2,000.00	\$ 2,000.00	100.00%
1-5029-961	Street Drain Pipe Repair	\$ 5,000.00	\$ 5,000.00	100.00%
1-5029-962	Catch Basin Repair	\$ 5,000.00	\$ 5,000.00	100.00%
1-5029-963	Lower Hwy Garage Roof	\$ 10,000.00	\$ 10,000.00	100.00%
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Total CAPITAL RESERVE		\$ 127,000.00	\$ 127,000.00	100.00%
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Total HIGHWAY DEPARTMENT		\$ 2,070,796.25	\$ 1,725,576.54	83.33%
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1-503 AMBULANCE DEPARTMENT				
1-5030 AMBULANCE OPERATIONS				
1-5030-100	Paramedic/BillingSalWages	\$ 76,384.80	\$ 96,726.51	126.63%
1-5030-102	Chief EM Serv-SalaryWages	\$ 38,625.00	\$ 32,894.76	85.16%
1-5030-103	Firefighter/EMT	\$ 437,665.00	\$ 358,112.44	81.82%
1-5030-197	Firefighter/EMT Benefits	\$ 175,218.75	\$ 185,849.97	106.07%
1-5030-198	Chief EM Serv-Benefits	\$ 23,362.50	\$ 15,099.59	64.63%
1-5030-199	Paramedic/Billing Benefit	\$ 41,527.50	\$ 25,764.47	62.04%
1-5030-201	Operating Supplies	\$ 30,000.00	\$ 27,154.66	90.52%
1-5030-202	Office Supplies	\$ 3,500.00	\$ 4,565.19	130.43%
1-5030-203	Repair & Maint Supplies	\$ 500.00	\$ 44.04	8.81%
1-5030-207	Paramedic Supplies	\$ 4,000.00	\$ 4,929.14	123.23%
1-5030-210	Billing Software	\$ 4,800.00	\$ 528.46	11.01%
1-5030-305	Other Purchased Services	\$ 3,250.00	\$ 2,369.17	72.90%
1-5030-315	Associates Salary	\$ 242,050.00	\$ 157,462.51	65.05%
1-5030-318	Paramedic Intercept	\$ 4,500.00	\$ 3,240.00	72.00%

Account	Description	Budget	Actual	% of Budget
1-5030-319	Contract Services	\$ -	\$ 29,258.43	100.00%
1-5030-402	Equipment Fire	\$ 4,000.00	\$ 4,185.53	104.64%
1-5030-418	Personal Protection Equip	\$ 1,500.00	\$ 3,579.41	238.63%
1-5030-502	Communications	\$ 600.00	\$ 179.95	29.99%
1-5030-603	Dues Subs & Meetings	\$ 800.00	\$ 229.00	28.63%
1-5030-607	Medical Testing	\$ 250.00	\$ -	0.00%
1-5030-810	Uncollectable Accounts	\$ 50,000.00	\$ 53,397.82	106.80%
1-5030-812	3% Tax VT Patient Income	\$ 600.00	\$ -	0.00%
1-5030-816	Medicare & Ins Allowance	\$ 100.00	\$ -	0.00%
Total AMBULANCE OPERATIONS		\$ 1,143,233.55	\$ 1,005,571.05	87.96%
1-5031 AMBULANCE VEHICLE				
1-5031-409	Small Tools & Equipment	\$ 700.00	\$ 528.53	75.50%
1-5031-431	Ambulance 1 Maintenance	\$ 2,500.00	\$ 1,100.17	44.01%
1-5031-432	Ambulance 2 Maintenance	\$ 2,500.00	\$ 141.86	5.67%
1-5031-433	Ambulance 3 Maintenance	\$ 2,500.00	\$ 1,808.13	72.33%
1-5031-502	Communications	\$ 1,000.00	\$ -	0.00%
1-5031-503	Fuel	\$ 4,500.00	\$ 8,097.58	179.95%
1-5031-601	Travel & Transportation	\$ 100.00	\$ -	0.00%
Total AMBULANCE VEHICLE		\$ 13,800.00	\$ 11,676.27	84.61%
1-5032 AMBULANCE TRAINING				
1-5032-105	Training Wages	\$ 3,500.00	\$ 1,248.00	35.66%
1-5032-199	Employer Paid Benefits	\$ 200.00	\$ 50.81	25.41%
1-5032-201	Operating Supplies	\$ 3,000.00	\$ 3,413.28	113.78%
1-5032-301	Professional Services	\$ 900.00	\$ 358.00	39.78%
1-5032-409	Small Tools & Equipment	\$ 100.00	\$ -	0.00%
1-5032-601	Travel & Transportation	\$ 750.00	\$ 281.11	37.48%
1-5032-603	Dues Subs & Meetings	\$ 300.00	\$ 196.00	65.33%
1-5032-605	State EMS Training	\$ 8,500.00	\$ 6,575.35	77.36%
Total AMBULANCE TRAINING		\$ 17,250.00	\$ 12,122.55	70.28%
1-5033 AMBULANCE COMMUNICATIONS				
1-5033-561	Office Phone & Internet	\$ 1,800.00	\$ 1,433.48	79.64%
1-5033-562	Vehicle Cell Phones	\$ 1,750.00	\$ 1,628.21	93.04%
1-5033-563	Pagers	\$ 2,500.00	\$ 2,245.50	89.82%
1-5033-564	Portable Radios	\$ 2,800.00	\$ -	0.00%
1-5033-565	Vehicle Mobile Radios	\$ 500.00	\$ -	0.00%
Total AMBULANCE COMMUNICATIONS		\$ 9,350.00	\$ 5,307.19	56.76%
1-5039 CAPITAL RESERVE				
1-5039-906	Cardiac Monitors	\$ 20,000.00	\$ 20,000.00	100.00%



Account	Description	Budget	Actual	% of Budget
1-5039-907	Stryker Power Stretcher	\$ 5,000.00	\$ 5,000.00	100.00%
1-5039-934	Portable Computer	\$ 2,500.00	\$ 2,500.00	100.00%
1-5039-952	Ambulance 2023	\$ 50,000.00	\$ 50,000.00	100.00%
1-5039-963	Pagers	\$ 2,000.00	\$ 2,000.00	100.00%
1-5039-964	2-Way Radios	\$ 4,000.00	\$ 4,000.00	100.00%
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Total CAPITAL RESERVE		\$ 83,500.00	\$ 83,500.00	100.00%
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Total AMBULANCE DEPARTMENT		\$ 1,267,133.55	\$ 1,118,177.06	88.24%
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1-504 FIRE DEPARTMENT				
1-5040 FIREFIGHTING				
1-5040-100	Salaries&WageFirefighters	\$ 50,000.00	\$ 300.05	0.60%
1-5040-102	Chief EM Serv-SalaryWages	\$ 38,625.00	\$ 32,894.76	85.16%
1-5040-198	Chief EM Serv-Benefits	\$ 23,362.50	\$ 15,226.67	65.18%
1-5040-199	EmplPaidBenefitFirefighte	\$ 5,750.00	\$ 438.60	7.63%
1-5040-201	Operating Supplies	\$ 5,000.00	\$ 4,814.52	96.29%
1-5040-202	Equipment Fire	\$ -	\$ 240.93	100.00%
1-5040-301	Professional Services	\$ 5,000.00	\$ 4,586.37	91.73%
1-5040-425	Hydrant Rental	\$ 26,500.00	\$ 19,710.00	74.38%
1-5040-601	Travel & Transportation	\$ 200.00	\$ -	0.00%
1-5040-603	Dues Subs & Meetings	\$ 1,500.00	\$ 479.89	31.99%
1-5040-605	Education	\$ 3,000.00	\$ 2,545.50	84.85%
1-5040-606	CDL Licensing	\$ 400.00	\$ -	0.00%
1-5040-607	Medical Testing	\$ 650.00	\$ -	0.00%
1-5040-819	Fire Prevention	\$ 1,000.00	\$ -	0.00%
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Total FIREFIGHTING		\$ 160,987.50	\$ 81,237.29	50.46%
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1-5043 FIRE COMMUNICATIONS				
1-5043-311	Alarm Registration Admin	\$ 150.00	\$ -	0.00%
1-5043-401	Equip Repair & Mainte	\$ 2,500.00	\$ 474.40	18.98%
1-5043-405	Machinery & Equipment	\$ 1,000.00	\$ 506.68	50.67%
1-5043-502	Communications	\$ 3,800.00	\$ 4,761.61	125.31%
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Total FIRE COMMUNICATIONS		\$ 7,450.00	\$ 5,742.69	77.08%
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1-5045 FIRE TRUCK & EQUIPMENT				
1-5045-201	Operating Supplies	\$ 2,500.00	\$ 2,288.14	91.53%
1-5045-310	Hose Testing	\$ 2,000.00	\$ 64.76	3.24%
1-5045-401	Repair & Maintenance	\$ 2,500.00	\$ 1,576.88	63.08%
1-5045-431	Engine #1 Maintenance	\$ 1,500.00	\$ 1,892.52	126.17%
1-5045-432	Engine #2 Maintenance	\$ 3,000.00	\$ 1,891.08	63.04%
1-5045-434	Engine #3 Maintenance	\$ 3,000.00	\$ 1,238.90	41.30%
1-5045-435	Rescue Maintenance	\$ 2,500.00	\$ 4,299.85	171.99%
1-5045-436	Car 1 - Lease Purchase	\$ 2,900.00	\$ -	0.00%

Account	Description	Budget	Actual	% of Budget
1-5045-440	Fire Truck Payment	\$ 66,000.00	\$ 65,804.73	99.70%
1-5045-503	Fuel	\$ 1,750.00	\$ 3,611.20	206.35%
Total FIRE TRUCK & EQUIPMENT		\$ 87,650.00	\$ 82,668.06	94.32%
1-5046 FIREFIGHTING EQUIPMENT				
1-5046-201	Operating Supplies	\$ 1,500.00	\$ 2,693.24	179.55%
1-5046-401	Equipment Maintenance	\$ 1,250.00	\$ 390.83	31.27%
1-5046-403	Air Pack Maint & Equip	\$ 3,000.00	\$ 1,009.24	33.64%
1-5046-406	Equipment Purchase	\$ 3,000.00	\$ 2,112.12	70.40%
1-5046-409	Small Tools & Equipment	\$ 400.00	\$ 164.03	41.01%
1-5046-411	Rescue Equipment	\$ 800.00	\$ -	0.00%
1-5046-415	Bunker Gear	\$ 2,500.00	\$ 2,980.79	119.23%
1-5046-416	Hose Adapters	\$ 1,000.00	\$ -	0.00%
Total FIREFIGHTING EQUIPMENT		\$ 13,450.00	\$ 9,350.25	69.52%
1-5047 WOODSTOCK STATION #2				
1-5047-203	Maintenance Supplies	\$ 300.00	\$ 36.90	12.30%
1-5047-504	Propane	\$ 2,700.00	\$ 1,567.87	58.07%
1-5047-506	Electricity	\$ 1,000.00	\$ 223.64	22.36%
1-5047-509	Misc Utilities	\$ 1,000.00	\$ 4,029.52	402.95%
1-5047-703	Bldg Repairs & Mainte	\$ 2,000.00	\$ 1,767.75	88.39%
Total WOODSTOCK STATION #2		\$ 7,000.00	\$ 7,625.68	108.94%
1-5048 EMERGENCY SERVICES BLDG				
1-5048-203	Maintenance Supplies	\$ 2,000.00	\$ 1,640.24	82.01%
1-5048-504	Propane	\$ 2,000.00	\$ 6,391.46	319.57%
1-5048-506	Electricity	\$ 10,000.00	\$ 22,296.31	222.96%
1-5048-509	Misc Utilities	\$ 4,000.00	\$ 4,417.74	110.44%
1-5048-703	Equip Repair & Mainte	\$ 8,000.00	\$ 1,338.95	16.74%
1-5048-705	ESB New Building	\$ -	\$ 564,712.45	100.00%
1-5048-708	ESB Bond Payment	\$ 150,000.00	\$ 150,000.00	100.00%
1-5048-709	ESB Bond Interest	\$ 98,545.50	\$ 98,548.50	100.00%
Total EMERGENCY SERVICES BLDG		\$ 274,545.50	\$ 849,345.65	309.36%
1-5049 CAPITAL RESERVE				
1-5049-930	Pager Replacement	\$ 2,000.00	\$ 2,000.00	100.00%
1-5049-941	Breathing Air Compressor	\$ 2,500.00	\$ 2,500.00	100.00%
1-5049-960	Fire Truck	\$ 10,000.00	\$ 10,000.00	100.00%
1-5049-964	Fire Hose	\$ 1,000.00	\$ 1,776.00	177.60%
1-5049-965	Bunker Gear	\$ 12,500.00	\$ 12,500.00	100.00%
1-5049-967	Air Pack Frames	\$ 15,000.00	\$ 15,000.00	100.00%
1-5049-968	Air Pack Tanks	\$ 2,000.00	\$ 2,000.00	100.00%

Account	Description	Budget	Actual	% of Budget
1-5049-969	Roof Replacement	\$ 2,500.00	\$ 2,500.00	100.00%
1-5049-971	Pave Driveways & Yard	\$ 2,500.00	\$ 2,500.00	100.00%
1-5049-973	Boiler Replacement	\$ 5,000.00	\$ 5,000.00	100.00%
1-5049-976	Fire Ground 2-way Radios	\$ 2,000.00	\$ 2,000.00	100.00%
1-5049-977	Portable Pump	\$ 6,000.00	\$ 6,000.00	100.00%
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Total CAPITAL RESERVE		\$ 63,000.00	\$ 63,776.00	101.23%
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Total FIRE DEPARTMENT		\$ 614,083.00	\$ 1,099,745.62	179.09%
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1-505 COMMUNICATIONS				
1-5050 DISPATCH SERVICES				
1-5050-100	Salaries & Wages	\$ 242,822.50	\$ 210,315.54	86.61%
1-5050-105	Training Wages	\$ 2,000.00	\$ 2,251.20	112.56%
1-5050-106	Military stipend	\$ -	\$ 1,000.00	100.00%
1-5050-107	Residency Stipend	\$ 1,000.00	\$ -	0.00%
1-5050-108	EMT Stipend	\$ 1,200.00	\$ -	0.00%
1-5050-199	Employer Paid Benefits	\$ 104,895.00	\$ 99,831.50	95.17%
1-5050-201	Operating Supplies	\$ 1,000.00	\$ 573.08	57.31%
1-5050-202	Office Supplies	\$ 800.00	\$ 799.11	99.89%
1-5050-203	Repair & Mainte Supplies	\$ 1,600.00	\$ 2,896.97	181.06%
1-5050-401	Repairs & Maintenance	\$ 2,500.00	\$ -	0.00%
1-5050-405	Machinery & Equipment	\$ 900.00	\$ -	0.00%
1-5050-409	Small Tools & Equipment	\$ 800.00	\$ 495.10	61.89%
1-5050-410	Radio lease/purchase	\$ 25,000.00	\$ -	0.00%
1-5050-425	Tower Rental & Lease	\$ 3,200.00	\$ 1,200.00	37.50%
1-5050-426	Tower Maintenance	\$ 1,500.00	\$ -	0.00%
1-5050-502	Communications	\$ 6,000.00	\$ 3,495.48	58.26%
1-5050-601	Travel & Transportation	\$ 400.00	\$ 263.03	65.76%
1-5050-608	Training Fees	\$ 300.00	\$ 30.00	10.00%
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Total DISPATCH SERVICES		\$ 395,917.50	\$ 323,151.01	81.62%
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1-5059 CAPITAL RESERVE				
1-5059-955	Recorder	\$ 1,500.00	\$ 1,500.00	100.00%
1-5059-957	Console Terminal (a)	\$ 5,000.00	\$ 5,000.00	100.00%
1-5059-958	Console Terminal (b)	\$ 2,600.00	\$ 2,600.00	100.00%
1-5059-959	Receiver/Transmitter B	\$ 3,000.00	\$ 3,000.00	100.00%
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Total CAPITAL RESERVE		\$ 12,100.00	\$ 12,100.00	100.00%
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Total COMMUNICATIONS		\$ 408,017.50	\$ 335,251.01	82.17%
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1-506 TOWN CLERK				
1-5060 BOARD OF CIVIL AUTHORITY				
1-5060-205	Printing Supplies	\$ 4,000.00	\$ 1,490.67	37.27%

Account	Description	Budget	Actual	% of Budget
1-5060-317	BCA Wages	\$ 3,000.00	\$ -	0.00%
1-5060-318	Election Wages	\$ 3,000.00	\$ -	0.00%
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Total BOARD OF CIVIL AUTHORITY		\$ 10,000.00	\$ 1,490.67	14.91%
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1-5061 TOWN CLERK				
1-5061-100	Salaries & Wages	\$ 69,595.04	\$ 61,051.32	87.72%
1-5061-106	Asst Town Clerk Wages	\$ 57,919.68	\$ 49,586.78	85.61%
1-5061-199	Employer Paid Benefits	\$ 60,742.50	\$ 57,435.99	94.56%
1-5061-202	Office Supplies	\$ 500.00	\$ 395.66	79.13%
1-5061-305	Other Purchased Services	\$ 500.00	\$ 10.57	2.11%
1-5061-405	Machinery & Equipment	\$ 500.00	\$ -	0.00%
1-5061-406	Copier Lease	\$ 3,000.00	\$ 1,846.75	61.56%
1-5061-603	Dues Subs & Meetings	\$ 1,000.00	\$ 362.05	36.21%
1-5061-613	Record Retention	\$ 2,600.00	\$ -	0.00%
1-5061-614	Restoration of Records	\$ 1,500.00	\$ -	0.00%
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Total TOWN CLERK		\$ 197,857.22	\$ 170,689.12	86.27%
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1-5069 CAPITAL RESERVE				
1-5069-934	Town Clerk Vault	\$ 3,500.00	\$ 3,500.00	100.00%
1-5069-935	Town Clerk Office Equip	\$ 500.00	\$ 500.00	100.00%
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Total CAPITAL RESERVE		\$ 4,000.00	\$ 4,000.00	100.00%
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Total TOWN CLERK		\$ 211,857.22	\$ 176,179.79	83.16%
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1-507 BOARDS & AGENCIES				
1-5070 PLANNING & ZONING				
1-5070-100	Salaries & Wages	\$ 70,549.85	\$ 46,371.07	65.73%
1-5070-199	Employer Paid Benefits	\$ 23,100.00	\$ 22,502.11	97.41%
1-5070-301	Professional Services	\$ 600.00	\$ 2,072.89	345.48%
1-5070-601	Travel & Transportation	\$ 4,000.00	\$ 1,699.31	42.48%
1-5070-603	Dues Subs & Meetings	\$ 5,000.00	\$ 5,751.85	115.04%
1-5070-615	Advertising	\$ 2,000.00	\$ 2,174.63	108.73%
1-5070-812	GIS Mapping	\$ 500.00	\$ -	0.00%
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Total PLANNING & ZONING		\$ 105,749.85	\$ 80,571.86	76.19%
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1-5079 CAPITAL RESERVE				
1-5079-905	Town Plan Consulting	\$ 1,000.00	\$ 1,000.00	100.00%
1-5079-933	Computer Equip Replace	\$ 500.00	\$ 500.00	100.00%
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Total CAPITAL RESERVE		\$ 1,500.00	\$ 1,500.00	100.00%
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Total BOARDS & AGENCIES		\$ 107,249.85	\$ 82,071.86	76.52%

Account	Description	Budget	Actual	% of Budget
<b>1-5082 TOWN CONSTABLE</b>				
1-5082-100	Salaries & Wages	\$ 7,000.00	\$ 3,332.00	47.60%
1-5082-199	Employer Paid Benefits	\$ 550.00	\$ 254.89	46.34%
1-5082-203	Repair & Mainte Supplies	\$ 200.00	\$ -	0.00%
1-5082-305	Other Purchased Services	\$ 50.00	\$ -	0.00%
1-5082-311	Animal Control	\$ 700.00	\$ -	0.00%
1-5082-405	Machinery & Equipment	\$ 600.00	\$ -	0.00%
1-5082-502	Communications	\$ 1,750.00	\$ -	0.00%
<b>Total TOWN CONSTABLE</b>				
		\$ 10,850.00	\$ 3,586.89	33.06%
<b>1-5083 MAINTAINING CEMETERIES</b>				
1-5083-305	Other Purchased Services	\$ 17,500.00	\$ 13,880.00	79.31%
1-5083-401	Repair & Maintenance	\$ 1,000.00	\$ -	0.00%
<b>Total MAINTAINING CEMETERIES</b>				
		\$ 18,500.00	\$ 13,880.00	75.03%
<b>1-5084 WELCOME CENTER</b>				
1-5084-203	Maintenance Supplies	\$ 500.00	\$ -	0.00%
1-5084-309	Custodial Services	\$ 25,000.00	\$ 21,334.97	85.34%
1-5084-504	Propane	\$ 1,300.00	\$ 2,183.86	167.99%
1-5084-506	Electricity	\$ 1,250.00	\$ 2,646.02	211.68%
1-5084-509	Misc Utilities	\$ 1,800.00	\$ 1,280.65	71.15%
1-5084-702	Building Improvements	\$ 5,000.00	\$ -	0.00%
1-5084-703	Bldg Repairs & Mainte	\$ 4,000.00	\$ 4,540.83	113.52%
1-5084-807	Chamber Office Loan Prin.	\$ 4,000.00	\$ 4,379.54	109.49%
1-5084-808	Chamber Office Loan Int.	\$ 1,851.00	\$ 1,471.20	79.48%
1-5084-810	Woodstock Chamber	\$ 35,000.00	\$ 35,000.00	100.00%
<b>Total WELCOME CENTER</b>				
		\$ 79,701.00	\$ 72,837.07	91.39%
<b>Total CAPITAL RESERVE</b>				
		\$ -	\$ -	0.00%
<b>1-5091 INTERGOVERNMENTAL</b>				
1-5091-804	Upper Valley Solid Waste	\$ 33,528.00	\$ 30,050.00	89.63%
<b>Total INTERGOVERNMENTAL</b>				
		\$ 33,528.00	\$ 30,050.00	89.63%
<b>1-5092 SELECT BOARD CONTINGENCY</b>				
1-5092-801	Unclassified	\$ 35,000.00	\$ 953.71	2.72%
1-5092-813	House Numbers	\$ 250.00	\$ 272.14	108.86%
1-5092-814	Econ Develop Reserve Fund	\$ 270,000.00	\$ -	0.00%
1-5092-815	Insurance	\$ 185,000.00	\$ 205,517.10	111.09%
<b>Total SELECT BOARD CONTINGENCY</b>				
		\$ 490,250.00	\$ 206,742.95	42.17%



Account	Description	Budget	Actual	% of Budget
1-5093 CAPITAL RESERVE SB				
1-5093-199	Compens. Unused Sick/Vac	\$ 50,000.00	\$ 50,000.00	100.00%
Total CAPITAL RESERVE SB				
		\$ 50,000.00	\$ 50,000.00	100.00%
1-5097-008 CapExpense-TrkPurchase 23				
		\$ -	\$ 179,365.00	100.00%
1-5097-018 CapExp -Console				
		\$ -	\$ 168,365.00	100.00%
1-5097-019 Cap Outlay				
		\$ -	\$ (175,085.00)	100.00%
1-5099 CAPITAL RESERVE SPENDING				
1-5099-913	TaxMap Update-Reappraisal	\$ -	\$ 2,875.00	100.00%
1-5099-936	Listers' Equip/Education	\$ -	\$ 1,632.50	100.00%
1-5099-938	Road Improvements	\$ -	\$ 1,965.00	100.00%
1-5099-955	Ambulance Equipment	\$ -	\$ 3,278.58	100.00%
1-5099-957	Communications	\$ -	\$ 20,000.00	100.00%
1-5099-962	Fire Dept Equipment	\$ -	\$ 7,845.00	100.00%
1-5099-965	Fire Dept Bunker Gear	\$ -	\$ 22,077.79	100.00%
1-5099-987	Emergency Infrastructure	\$ -	\$ 2,066.11	100.00%
Total CAPITAL RESERVE SPENDING				
		\$ -	\$ 61,739.98	100.00%
1-5303 IRENE RECOVERY EXPENSE				
1-5303-807	IRE Bond Repayment	\$ 44,600.00	\$ 44,600.00	100.00%
1-5303-808	IRE Bond Interest Expense	\$ 15,000.00	\$ 9,477.62	63.18%
Total IRENE RECOVERY EXPENSE				
		\$ 59,600.00	\$ 54,077.62	90.73%
1-5401 GRANT EXPENSE				
1-5401-842	Cooperative Mng Agree	\$ -	\$ 135,000.00	100.00%
Total GRANT EXPENSE				
		\$ -	\$ 135,000.00	100.00%
1-560 COMMUNITY CELEBRATIONS				
1-5601-924	July 4th Celebration	\$ -	\$ 5,500.00	100.00%
Total COMMUNITY CELEBRATIONS				
		\$ -	\$ 5,500.00	100.00%
1-585 BILLINGS PARK				
1-5856-810	Billings Park Expense	\$ -	\$ 1,585.84	100.00%
Total BILLINGS PARK				
		\$ -	\$ 1,585.84	100.00%
Total Appropriations				
		\$ 6,798,822.07	\$ 6,596,737.68	97.03%
Plus Police				
		\$ 433,410.00	\$ 433,410.00	
Sub total				
		\$ 7,232,232.07	\$ -	

Account	Description	Budget	Actual	% of Budget
	Less Special Articles	\$ 7,025,832.07		
Total TOWN GENERAL FUND		\$ 7,025,832.07	\$ 7,030,147.68	
		=====	=====	=====
			\$ (4,315.61)	

Sewer  
5/11/2023

Account	Description	Budget	Actual	% of Budget
<b>3-400 CONSUMPTION FEE REVENUE</b>				
3-4006-000	Sewer Consumption Fees	\$ 1,136,419.10	\$ 1,081,821.66	95.20%
3-4007-000	Delinq Consump - Interest	\$ 7,000.00	\$ 10,829.38	154.71%
3-4008-000	Delinq Consump - Penalty	\$ 5,000.00	\$ 14,837.90	296.76%
		-----	-----	-----
Total CONSUMPTION FEE REVENUE		\$ 1,148,419.10	\$ 1,107,488.94	96.44%
		-----	-----	-----
<b>3-407 INTEREST INCOME</b>				
3-4071-000	General Interest Income	\$ 2,000.00	\$ 4,147.39	207.37%
		-----	-----	-----
Total INTEREST INCOME		\$ 2,000.00	\$ 4,147.39	207.37%
		-----	-----	-----
<b>3-409 MISCELLANEOUS REVENUE</b>				
3-4091-000	Miscellaneous Revenue	\$ -	\$ 2.39	100.00%
		-----	-----	-----
Total MISCELLANEOUS REVENUE		\$ -	\$ 2.39	100.00%
		-----	-----	-----
<b>3-450 ABATEMENTS</b>				
3-4501-000	Abatements	\$ -	\$ (7.22)	100.00%
		-----	-----	-----
Total ABATEMENTS		\$ -	\$ (7.22)	100.00%
		-----	-----	-----
Total Revenues		\$ 1,150,419.10	\$ 1,111,631.50	96.63%
		-----	-----	-----
<b>3-501 ADMINISTRATION</b>				
<b>3-5012 EXECUTIVE</b>				
3-5012-100	Salaries & Wages	\$ 27,964.50	\$ 23,275.26	83.23%
3-5012-199	Employer Paid Benefits	\$ 12,458.25	\$ 8,731.69	70.09%
3-5012-200	Wellness	\$ 20.00	\$ 34.87	174.35%
3-5012-603	Dues Subs Meetings	\$ 500.00	\$ 176.98	35.40%
		-----	-----	-----
Total EXECUTIVE		\$ 40,942.75	\$ 32,218.80	78.69%
		-----	-----	-----
<b>3-5013 OFFICE ADMINISTRATION</b>				
3-5013-202	Office Supplies	\$ 2,000.00	\$ 1,065.61	53.28%
3-5013-204	Postage	\$ 1,800.00	\$ 833.42	46.30%
3-5013-302	Legal Services	\$ -	\$ 275.00	100.00%
3-5013-401	Equipment Maintenance	\$ 500.00	\$ 890.13	178.03%
3-5013-502	Communications	\$ 2,000.00	\$ 4,306.27	215.31%
3-5013-503	NEMRC Support/License	\$ 1,000.00	\$ 1,000.00	100.00%
3-5013-701	Manager's Search	\$ -	\$ 19,026.35	100.00%
		-----	-----	-----

Account	Description	Budget	Actual	% of Budget
Total OFFICE ADMINISTRATION		\$ 7,300.00	\$ 27,396.78	375.30%
3-5014 AUDITING				
3-5014-301	Professional Services	\$ 7,000.00	\$ 3,000.00	42.86%
Total AUDITING		\$ 7,000.00	\$ 3,000.00	42.86%
3-5016 ACCOUNTING				
3-5016-100	Salary & Wages	\$ 35,540.15	\$ 26,674.06	75.05%
3-5016-199	Employer Paid Benefits	\$ 12,849.90	\$ 10,473.24	81.50%
3-5016-301	Professional Services	\$ 1,000.00	\$ 1,808.75	180.88%
3-5016-302	NEMRC Services	\$ 1,000.00	\$ -	0.00%
Total ACCOUNTING		\$ 50,390.05	\$ 38,956.05	77.31%
Total ADMINISTRATION		\$ 105,632.80	\$ 101,571.63	96.16%
3-5021 MAINTAINING SEWER SYSTEMS				
3-5021-100	Salaries & Wages	\$ 31,033.90	\$ 33,836.61	109.03%
3-5021-199	Employer Paid Benefits	\$ 19,278.00	\$ 16,824.81	87.27%
3-5021-201	Operating Supplies	\$ 5,000.00	\$ 8,060.43	161.21%
3-5021-301	Professional Services	\$ 1,000.00	\$ -	0.00%
3-5021-307	Engineering Services	\$ 25,000.00	\$ 28,543.28	114.17%
3-5021-321	Sewer Line Cleaning	\$ 12,000.00	\$ 6,550.00	54.58%
3-5021-401	Repairs & Maintenance	\$ 10,000.00	\$ 11,850.00	118.50%
3-5021-402	Manhole Repair & Mainte	\$ 20,000.00	\$ -	0.00%
3-5021-404	Influent Pump	\$ 26,000.00	\$ -	0.00%
3-5021-405	Machinery & Equipment	\$ 500.00	\$ 7.68	1.54%
3-5021-412	Sewer Line Mainte Equip	\$ 600.00	\$ -	0.00%
3-5021-425	Rentals	\$ 400.00	\$ -	0.00%
3-5021-826	II Improvements	\$ 8,000.00	\$ 14.49	0.18%
Total MAINTAINING SEWER SYSTEMS		\$ 158,811.90	\$ 105,687.30	66.55%
3-5022 CONSTR & MAINT OF PLANTS				
3-5022-100	Salaries & Wages	\$ 186,924.40	\$ 188,061.01	100.61%
3-5022-199	Employer Paid Benefits	\$ 93,450.00	\$ 83,202.10	89.03%
3-5022-201	Operating Supplies	\$ 45,000.00	\$ 28,848.07	64.11%
3-5022-202	Office Supplies	\$ 600.00	\$ 80.15	13.36%
3-5022-203	Repair & Mainte Supplies	\$ 6,000.00	\$ 3,999.24	66.65%
3-5022-301	Professional Services	\$ 5,000.00	\$ 1,774.90	35.50%
3-5022-305	Other Purchased Services	\$ 30,000.00	\$ 20,391.30	67.97%
3-5022-306	Uniforms Protective Gear	\$ 6,000.00	\$ 4,735.97	78.93%
3-5022-307	Engineering Services	\$ 20,000.00	\$ -	0.00%
3-5022-308	Engineering Study Main PI	\$ -	\$ 181,057.32	100.00%
3-5022-310	Laboratory Testing	\$ 15,000.00	\$ 15,629.55	104.20%

Account	Description	Budget	Actual	% of Budget
3-5022-401	Repair & Maintenance	\$ 15,000.00	\$ -	0.00%
3-5022-409	Small Tools & Equipment	\$ 1,000.00	\$ 599.55	59.96%
3-5022-426	Dewatering	\$ 75,000.00	\$ 38,723.20	51.63%
3-5022-501	Utilities	\$ 75,000.00	\$ 77,262.47	103.02%
3-5022-502	Communications	\$ 4,000.00	\$ 4,702.22	117.56%
3-5022-601	Travel & Transportation	\$ 200.00	\$ -	0.00%
3-5022-603	Dues Subs & Meetings	\$ 1,000.00	\$ 401.80	40.18%
3-5022-801	Contingency Account	\$ 10,000.00	\$ -	0.00%
3-5022-809	Taxes Licensing & Regs	\$ 3,000.00	\$ 1,750.00	58.33%
3-5022-815	Insurance & Fidelity Bond	\$ 50,000.00	\$ 27,772.52	55.55%
3-5022-820	S. Wdstk Bond Repayment	\$ 93,500.00	\$ -	0.00%
3-5022-821	S Wdstk Bond Interest	\$ 2,800.00	\$ -	0.00%
Total CONSTR & MAINT OF PLANTS		\$ 738,474.40	\$ 678,991.37	91.95%
3-5023 SEWER VEHICLE				
3-5023-203	Repair & Mainte Supplies	\$ 5,000.00	\$ 3,725.23	74.50%
3-5023-410	Ton Truck Lease	\$ 11,000.00	\$ -	0.00%
3-5023-413	Sludge Truck	\$ 43,000.00	\$ -	0.00%
3-5023-414	Line Flusher Lease/Purcha	\$ 28,000.00	\$ -	0.00%
3-5023-601	Fuel	\$ 5,500.00	\$ 6,806.83	123.76%
Total SEWER VEHICLE		\$ 92,500.00	\$ 10,532.06	11.39%
3-5024 CONSTRUCTION				
Total CONSTRUCTION		\$ -	\$ -	0.00%
3-5025 DEPRECIATION				
Total DEPRECIATION		\$ -	\$ -	0.00%
3-5029 CAPITAL RESERVE				
3-5029-199	Comp. Unused Sick/Vac	\$ 5,000.00	\$ 5,000.00	100.00%
3-5029-945	F-150 Pick-up	\$ 3,000.00	\$ 3,000.00	100.00%
3-5029-975	Repairs & Maintenance	\$ 45,000.00	\$ 45,000.00	100.00%
3-5029-980	Influent Pump	\$ 2,000.00	\$ 2,000.00	100.00%
Total CAPITAL RESERVE		\$ 55,000.00	\$ 55,000.00	100.00%
Total Appropriations		\$ 1,150,419.10	\$ 951,782.36	82.73%
Total SEWER GENERAL FUND		\$ -	\$ 159,849.14	
Total All Funds				
		\$ -	\$ 159,849.14	



**TOWN OF WOODSTOCK, VERMONT  
AND  
GRANT OF EASEMENT**

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

**Let it be known:**

That the undersigned, Town of Woodstock, of Woodstock, Vermont in the County of Windsor and State of Vermont, owner of certain lands and premises identified on Parcel ID # 21.51.08 of the Town of Woodstock tax maps in the Town of Woodstock does grant an Easement for entry on lands of GRANTOR for construction of a five foot ribbon of hardpack to be applied on the grassy berm between the plant and the river. This hardpack will enable wheelchair usage for the trail.

As part of this conveyance, the GRANTEE, (Ottauquechee River Trail) does hereby agree to hold GRANTOR (Town of Woodstock) harmless from all claims of third parties for damages from whatsoever cause incidental to the exercise of the rights and conveyances herein granted.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

In presence of:

\_\_\_\_\_  
Tom Weschler, Ottauquechee River Trail Rep

\_\_\_\_\_  
Witness Signature

Approved:

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

To: Selectboard Members

From: Jon Spector

Date: May 11, 2023

RE: Changes to the EDC Rental Incentive Program

The EDC housing programs have been working as intended – to date we have helped fund the creation of 10 new units of workforce housing in Woodstock by providing incentives to build ADUs, create new rental units or convert short-term rentals to long-term rentals. We expect to be able to support additional units beyond these 10 with the funding that has already been approved.

Based on market feedback the EDC is recommending some modest changes to our program to provide incentives for people to introduce a new long-term rental for workforce housing. The three changes recommended are to:

1. allow 6-month leases for seasonal employees (currently the shortest lease allowed is one year)
2. base our incentive amounts primarily on the number of Woodstock employees being housed (currently the incentives are based on the number of bedrooms rented)
3. allow incentives for rental units in neighboring towns, as long as the housing is provided to employees who work in Woodstock (currently the rental unit must be based in Woodstock)

The following several pages describe the changes in greater detail.

Recalling prior concerns with childcare grants going to organizations outside of Woodstock, we felt it was important to review this recommendation with the Selectboard even though it involves changes to EDC policy rather than a recommendation for funding. Like the childcare decision, we debated this issue and agreed that Woodstock would be the beneficiary since the program only provides incentives to house Woodstock-based employees. Given the lower cost of housing in neighboring towns, we hope this change will increase the number of rental units coming on the market to house members of the local (i.e. Woodstock) workforce.

## Rental Incentive Program - 2023 Enhancements

Our objective is to improve the success rate of the initial 2022 program with changes to the eligible property location, lease length, occupancy criteria and incentive rates.

### 2023 ENHANCEMENTS - To increase participation and address feedback received:

1. **Location:** The property must be located in Woodstock, Barnard, Bridgewater, Pomfret, Reading or Hartland. For a property located in Barnard, Bridgewater, Pomfret, Reading or Hartland a local worker **must work in Woodstock**. Previously we only offered the rental incentive to homes in Woodstock. Many workers rent in surrounding towns and work here.
2. **Lease Length:** Allow 6 month lease period to make the program more attractive to short term rental owners and second home owners. Previously we only offered this for leases of one or two years. This change addresses the need for seasonal, short term rentals requested by employers.
3. **Occupancy:** In an effort to maximize the rental space available, the more **Qualified Tenant** occupants per housing unit, the more grant funds are available. Of the occupants, at least one must be a **Qualified Tenant**. In addition, there is an extra incentive that recognizes the positive economic impact of more residents, \$200 per additional non qualified tenant. Previously we offered more grant funds based on the number of bedrooms. The Additional Non Qualified Tenants is a suggestion to maximize rental space available and addresses economic development with increased residency.

**Incentive Rates:** The number of **Qualified Tenants** and number of Occupants housed will determine the grant amount.

Qualified Tenant Occupancy	Rental Unit*	6 MONTH Lease	1-YEAR Lease	2-YEAR Lease	Per Additional Non Qualified Tenant(s)**
1 Qualified Tenant	Studio, 1, 2 or 3+ Bedroom	\$1,000	\$2,500	\$6,000	\$200
2 Qualified Tenants	Studio, 1, 2 or 3+ Bedroom	\$1,500	\$3,500	\$8,000	\$200
3 Qualified Tenants	2, 3+ Bedroom	\$1,750	\$4,000	\$9,000	\$200
4 or more Qualified Tenants	2, 3+ Bedroom	\$2,000	\$4,500	\$10,000	\$200

\*If an existing Tenant with Landlord approval, subleases a bedroom rental to a Qualified Tenant, they may be eligible for the following grants: 6 months rental \$500, 1 year rental \$1,000 or 2 year rental \$2,000

\*\*If Owner rents to a non qualified tenant in addition to a Qualified Tenant, they are eligible for an additional grant of \$200 per tenant.

### FINANCIAL DIFFERENCES:

**2022 Program** - Maximum amount of grant is \$7000

**2023 Program** - Maximum amount of grant is \$10,000 plus \$200 for each non qualified tenant in addition to the Qualified Tenant



**WOODSTOCK EDC**  
ECONOMIC DEVELOPMENT COMMISSION

## Rental Incentive Program

A limited number of grants of up to **\$10,000** are available if you are willing to rent a unit that is currently a short-term rental, or an unused unit for a long-term rental lease. The number of Occupants and number of Qualified Tenants housed will determine the grant amount. You must agree to rent to a minimum of one local worker for 6 months - 2 years at a maximum monthly rent. Applicants must meet all eligibility requirements.

### Location

The property must be located in Woodstock, Barnard, Bridgewater, Pomfret, Reading or Hartland.

### Payment Timing

EDC will issue 100% of the award payment to Owner after the 1st day of an executed 6 month or one year lease and confirmation of Qualified Tenant(s). For a two-year lease, 50% after initial execution of the lease and 50% at the beginning of the 2nd year lease, both after confirmation of Qualified Tenant(s).

### Occupancy

In an effort to maximize the rental space available, the more Qualified Tenant occupants per housing unit, the more grant funds are available. Of the occupants, at least one must be a Qualified Tenant. In addition, there is an extra incentive that recognizes the positive economic impact of more residents, \$200 per additional non Qualified Tenant.

**Figure A: Incentive Rates**

Qualified Tenant Occupancy	Rental Unit*	6-Month Lease	1-Year Lease	2-Year Lease	Per Additional Non Qualified Tenant**
1 Qualified Tenant	Studio, 1, 2 or 3+ Bedroom	\$1,000	\$2,500	\$6,000	\$200
2 Qualified Tenant	Studio, 1, 2 or 3+ Bedroom	\$1,500	\$3,500	\$8,000	\$200
3 Qualified Tenants	2,3+ Bedroom	\$1,750	\$4,000	\$9,000	\$200
4 + Qualified Tenants	2, 3+ Bedroom	\$2,000	\$4,500	\$10,000	\$200

\*If an existing Tenant with Landlord approval, subleases a **bedroom** rental to a Qualified Tenant, they may be eligible for the following grants: 6 months rental \$500, 1 year rental \$1,000 or 2 year rental \$2,000

\*\*If Owner rents to a non qualified tenant in addition to a Qualified Tenant, they are eligible for an additional grant of \$200 per tenant.

### Contact

#### Woodstock Housing Advisor

[www.woodstock-vermont.com/housing](http://www.woodstock-vermont.com/housing)  
[WoodstockHousingAdvisor@gmail.com](mailto:WoodstockHousingAdvisor@gmail.com)  
802-297-7563

### Sponsored By



## Eligibility Criteria

### General

- The property must be current with mortgage, taxes and insurance
- The property cannot be on the market for sale
- The Owner must sign and follow EDC Full Terms and Conditions
- Owner must provide a copy of the signed lease agreement prior to EDC releasing the award payment
- A Qualified Tenant rental lease must be in place within **3 months** of signed agreement with the EDC or the agreement is void
- Only the current Owner will qualify for any payments. If the Owner sells the property during the agreed term, the grant funds must be repaid to EDC

## Agreement Terms

- Applicants must commit to rent the unit on a **long-term basis at reasonable rental rates** for a long-term basis to **Qualified Tenants**
- **Long-term basis** is defined as a lease term of at least 6 months
- **Reasonable rental rates** are defined as monthly rents not exceeding \$1,000 for a studio unit, \$1,500 for a one-bedroom unit and \$2,500 for a multi-bedroom unit. Utilities are not included
- **Qualified Tenant (Local Worker)** is defined as follows:
  - A Person who claims the address as their primary residency and continuously occupies the Property as their Principal Place of Residence
  - A Person who works, or will work, an average of 25 hours or more per week at a business, organization or public or private entity located in the **Qualified Area**
  - The employer/business must serve the Woodstock Community, hold a valid and current business license, or pay sales taxes, or is otherwise generally recognized as a legitimate business
  - To ensure Qualified Tenants, the Owner must provide proof of employment via pay stub, W2 or equivalent. The document should include their employer's name, address, and telephone number
- **Qualified Area** is determined by the rental location:
  - For a property located in Woodstock, a local worker must work in Woodstock, Barnard, Bridgewater, Pomfret, Reading or Hartland
  - For a property located in Barnard, Bridgewater, Pomfret, Reading or Hartland a local worker must work in Woodstock
- Owner must complete a W-9 tax form to receive grant payments. The Town of Woodstock will send Owner a 1099
- Housing Advisor will conduct lease checks with the Owner every 6 months throughout the rental period requiring proof that the lease is active and in compliance
- Leases must comply with all local, state, and federal fair housing guidelines
- Owner is responsible for tenant selection and background checks. We advise Owner to ensure tenants have a good-standing rental history and provide at least two rental references from the prior 36 months
- All units must have a dedicated kitchen, bedroom area, and bathroom that meet the requirements of federal, state and local law pertaining to rental housing, including, without limitation, relevant provisions of the Vermont Rental Housing Health Code and the Woodstock Zoning Regulations. A building in which people rent accommodations constitutes a "public building" under 20 V.S.A. §2730(a)(1)(D) (<https://legislature.vermont.gov/statutes/section/20/173/02730>) and is subject to the authority of the State of Vermont Division of Fire Safety or its designee
- If Owner does not comply with Agreement Terms, EDC will work with the Owner to rectify the situation. EDC reserves the right to revoke and recover any payments if Owner is non-compliant at any stage. Repayment within 2 months is expected
- Consent requested for the EDC Housing Working Group's use of Owner/Tenant participation in this program on the EDC website, listserv, VT Standard, or other platforms to promote the program

April 26, 2023

Woodstock Select Board  
c/o Nicole Nourse  
Administrative Assistant to the Municipal Manager  
Woodstock Town Hall  
31 The Green  
Woodstock, VT 05091

Dear Woodstock Select Board:

We are writing to request that you forgive the penalty (\$45.92) and interest charge (\$5.74) recently added to the sewer bill for 15 Maple Street A. The bill was in fact paid on April 11, before the deadline, but due to a series of errors and omissions, was not attributed to our account. Also, we contacted the town the day we received the delinquent notice and, after learning the reason our account had not been credited, returned to pay the bill the next day (April 21).

The \$574 sewer bill for 15 Maple Street A was hand-delivered by one of the tenants, Carrie Weschler, to the Woodstock Town Office on April 11. Attached is a copy of the receipt Carrie received for the sewer payment. You'll note that although Carrie indicated that the payment was for 15 Maple Street when she dropped it off, neither the property address nor the correct account number is written on the receipt (24.25.14 instead of the correct account #24.52.14).

Unfortunately, the check did not indicate the 15 Maple Street address, and the account number may have been transposed on the check itself (we do not have a copy to confirm one way or the other). The check also was in the second tenant's name (Scott Barger) and listed his old address and phone number.

How the payment was handled next in the office is unclear, but because the property address and check were not tied together in the office or on the receipt, eventually the check was sent back to the tenant's old address, and the sewer payment, which had been on time, was recorded as delinquent.

Given these facts, we respectfully request that you remove the penalty and interest charge of \$51.66 be removed from our account.

Thank you,

Mary Hawkins and Tom Weschler



# RECEIPT

DATE 4.11.23

No. 782092

\$ 514.00

RECEIVED FROM 24.25.14

DOLLARS

☐ FOR RENT

☒ FOR

FY23 sewer

ACCOUNT

PAYMENT

BAL. DUE

☐ CASH

☒ CHECK

☐ MONEY  
ORDER

☐ CREDIT  
CARD

FROM #222

BY CF

TO



04/26/23  
11:35 am

WOODSTOCK TOWN Utility Billing  
Detailed transactions report : for an individual account  
Transactions for dates / / - / /

Page 1 of 1  
Admin Assist

Account	Name	Service	Description	Date	Charge	Credit	Balance
24.52.14	HAWKINS MARY		Previous balance				0.00
	Location: 15 MAPLE STREET	Sewer	Sewer Usage	02/07/23	574.00		574.00
		Sewer	Penalty	04/17/23	45.92		619.92
		Sewer	Interest	04/17/23	5.74		625.66
		Sewer	CashRcpt	04/21/23		-574.00	51.66
			Account Balance				51.66

Patty Doyle <pattyb.doyle@gmail.com>

Nikki Nourse

Hi. Must I really pay \$50 for being 2 days late with my sewer bill payment. It seems quite harsh. You have an aging population here and I'm one of them! I simply forgot. Is there no grace period? As well, the delinquent notice I received from "Cori" no last name was misleading and poorly written. I'm new to the area (going on 5 years) and I'm new to homeownership so I'm learning. I hope you/the selectman will reconsider the \$50 penalty for being 2 days late. The check was written out in March and then sat on my desk. I'm sorry about that. Please advise. Thanks,

Patty Doyle

Woodstock

05/01/23  
11:25 am

WOODSTOCK TOWN Utility Billing  
Detailed transactions report : for an individual account  
Transactions for dates / / - / /

Page 1 of 1  
Admin Assist

Account	Name	Service	Description	Date	Charge	Credit	Balance
25.51.12	DOYLE PATRICIA B		Previous balance				0.00
	Location: 80 BLANKEY COTTAGE LANE	Sewer	Single Sewer	02/07/23	574.00		574.00
		Sewer	Penalty	04/17/23	45.92		619.92
		Sewer	Interest	04/17/23	5.74		625.66
		Sewer	CashRcpt	04/20/23		-574.00	51.66
			Account Balance				51.66

**Town of Woodstock**  
**Application for Sewer Connection/Repair/Increased Discharge**  
**Residential Application**

To: Board of Sewer Commissioners of the Town of Woodstock

Application is hereby made by the undersigned pursuant to the Town of Woodstock Sewer Ordinance to:

New Connection \_\_\_\_\_ Increase ☒ \_\_\_\_\_ Repair \_\_\_\_\_

Amount of g.p.d. for new connection or increase: 140

At the following location: Map \_\_\_\_\_ Block \_\_\_\_\_ Lot 23.55.24

Applicant name: DAVID YATIM

Phone number: 512.789.6351

Street address: 41 SOUTH ST.  
WOODSTOCK, VT 05091

Email: david.yatim@gmail.com

Description of work to be done: AS PART OF RENOVATION WORK  
ON 41 SOUTH STREET IN WOODSTOCK, WE WANT  
TO ADD TWO (2) 3/4 BATHROOMS (THERE  
CURRENTLY IS ONE FULL BATHROOM)

Current number of bedrooms: ONE

Total bedrooms after work: BETWEEN THREE AND FOUR

Applicant agrees to install low flow plumbing fixtures. Further, applicant agrees to be responsible for repairing or replacing any damage done to Town sewer lines, streets/roads/sidewalks and to see that said repair/connection is done in accordance with the applicable Town Sewer Regulations or as determined by the Municipal Manager. The applicant also agrees to hold the Town and Village harmless from any damage/injury caused by a third party. The applicant agrees to pay the

designated application fee to the Town at the time of the application for this permit and to advise the Director of Public Works in advance of construction to permit scheduling of the repair inspection.

Applicant must obtain easements from all affected landowners if any part of the sewer line passes on lands of another landowner.

See below for fee schedule.

By signing the application, I understand that I also need to obtain a potable water supply and wastewater disposal permit from the State of Vermont.

Contact the State by telephone at (802) 591-0338 or by email at [terry.shearer@vermont.gov](mailto:terry.shearer@vermont.gov)

Additionally, I understand that once the connection is made, I am required to submit an "as built" drawing of the actual connection prepared by the installer to the Town of Woodstock before the permit is issued.

Signature: \_\_\_\_\_

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

Owner name: \_\_\_\_\_

Street address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please mail or email this application to:

Town of Woodstock

Nikki Nourse

PO Box 488

Woodstock, VT 05091

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



OFFICE USE ONLY

Woodstock Connection Fee Schedule:

Development fee: \$1,050 (\$7.50 x gpd reserve capacity)

Received by: NLN Date: 4/19/23

Check #: electronic 23108425930482435

The permit fee will be refunded in full (without interest) if revoked, withdrawn, or not executed within ONE YEAR.

Approved by Manager: \_\_\_\_\_

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

**\*\*This permit is good for ONE YEAR from the date of approval.**

Permit number: \_\_\_\_\_

**Town & Village of Woodstock**  
**Select Board & Board of Trustees Joint Meeting**  
**May 2, 2023**  
**6:30 pm**  
**Town Hall & Zoom**  
**Minutes**

**Draft minutes are subject to approval.**

**Present:** Chair Joe Swanson, Ray Bourgeois, Mary Riley, Susan Ford, Keri Cole, Chair Seton McIlroy, Brenda Blakeman, Bill Corson, Gabe DeLeon, Eric Duffy, Nikki Nourse, Jill Davies, Michael Caduto, Tyler Kimberly, Jon Spector, Zoie Parent, Roger Logan

**A. Call to order**

**1. Select Board**

- a. Vice-Chair Bourgeois called the Joint Meeting of May 2, 2023, to order at 6:31 pm.

**2. Trustees**

- a. Chair McIlroy called the Joint Meeting of May 2, 2023, to order at 6:32 pm.

**B. New business**

**1. EEI loan (Select Board)**

Motion: by Ms. Ford to approve the EEI loan for the 10 year term.

Seconded: by Ms. Riley.

Vote: 4-0-0, passed. (Chair Swanson was not present).

**2. FY22 Village Audit**

- a. Mr. Kimberly stated that things are going in the right direction. Ms. Parent utilized some outside services like Sarah Macy. They proposed a few audit adjustments. They were pretty consistent to last year in terms of what they adjusted this year. In the area of the permanent fund, they tuned up some activity there.

**3. FY22 Town Audit**

- a. Proposed 16 adjustments to the 2<sup>nd</sup> general ledger provided for audit. The 2<sup>nd</sup> general ledger was obtained for audit primarily due to the volume of late adjustments that the auditor was receiving from management for the initial general ledger provided for the audit. There are issues with the Town's bank account reconciliation process. They need to correct any discrepancies in the monthly reconciliation at the time the reconciliation is being done.

**C. Adjournment**

**1. Select Board**

Motion: by Mr. Bourgeois to adjourn the meeting at 7:23 pm.

Seconded: by Ms. Ford.

Vote: 5-0-0, passed.

**2. Trustees**

Motion: by Chair McIlroy to adjourn the meeting at 7:23 pm.

Seconded: by Mr. DeLeon.

Vote: 4-0-0, passed.

*Respectfully submitted,  
Nikki Nourse*