

Village of Woodstock
Board of Trustees
September 12, 2023
6:30 pm
Town Hall & Zoom
Agenda

3ž Call to order

4ž Finance Committee Interview – Renee Hebert /bb %ž&

5ž Citizen comments

6ž Additions to & deletions from posted agenda

7ž Manager's report

#žGeneral report

\$žFinancial report

8ž Police Chief's report

#žGeneral report

9ž Permits

#žUse of the Green Permit – Bookstock Literary Festival – Bookstock
Inc (pp 5-8)

: ž Old business

#žReview of Memorial Ordinance (pp 9-14)

;ž New business

#žParking spots request – 33 Central Street – Rivera (p 15)

\$žFoliage discussion

\$žBathrooms

TžSigns

UžGreeter

%žCreation of subcommittees

&žPolice vehicle purchase discussion

' žHalloween discussion

<ž Other business

=ž Minutes

#ž8/21/23 joint minutes (pp 16-17)

\$ž8/22/23 special minutes (p 18)

>ž Adjournment

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

The link to join us by Zoom is:

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

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

Meeting ID: 858-7962-2419

Password: 412048

You can also download the Zoom app on your smartphone.

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

Name: Renee Hebert

Physical address: 698 W Woodstock Rd, #2
Woodstock, VT 05091

Mailing address: 698 W Woodstock Rd, #2
Woodstock, VT 05091

Telephone: 802-885-2175 x 3, cell 802-369-6090

Email: rhebert@mtb.com

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

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

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

All members appointed will be asked to:

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

Reasons for request appointment

Summarize the reasons that you are requesting appointment: _____

It was brought to my attention there was a need. As a resident of Woodstock

and active part of the community with Rotary and Chamber, I'd like to see how I can help.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: _____

I have been in banking for 9 years and a current Branch Manager. I was a Business Manager
working with budgets, billing, accounting, payroll, fundraising etc for a non for profit business.

Previous Volunteer Experience

Summarize your previous volunteer experience: _____

As mentioned above, I'm active with the Woodstock Chamber and Rotary so active in the community events.

My current employer sponsors many events that we are requested to volunteer at.

I have volunteered at Quechee Hot Air Balloon Craft and Music Festival, Green Up Day Vermont, Vermont Brewers Festival, M&T Bank Vermont City Marathon

just to name a few. I was at one time a volunteer for the Red Cross Disaster Action Team in southern VT

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: Renee Hebert

Date: 9/7/2023

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.

RECEIVED
JUL 10 2023

BY:

Village of Woodstock
Permit for Use of the Village Green

Application date: 7/12/23

Event name: Bookstock Literary Festival

Name of non-profit organization: Bookstock INC.

Address: PO Box 666, Woodstock VT 05091

Event information

Date of event: June 21 - 23 2023 2024 Time of event: 9AM-5 PM

Hours event will occupy the Green, including setup and cleanup time: 12 PM 6/20 - 5 PM 6/23

Anticipated crowd size: 1500

Will you have booths or stalls? YES

If yes, how many? 12 tents

Equipment to be used on the Green: Tents, chairs, tables, sound system. OFF the Green:

porta-potties which in June 2023 were stationed behind the Court House.

Event description. Clearly state the scope and nature of the event to be held: Annual festival, which includes activities on the Green and in about 6 six venues off the Green for author session. Activity on the Green includes live music.

Traffic control plan/arrangements: We do not have an explicit traffic control plan and none has been needed in the past.

Please submit a layout for the event.

An application fee of \$50 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as a certificate holder. Both are required before permit will be approved.

Fee paid: 8/14/23

Cash/Check/Online: 3275

Received by: NW

Certificate of Insurance received: 8/14/23

Received by: NW

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

Name: Peter Rousmaniere

Title: Bookstock board chair

Phone: 802-291-3843

Mailing address: PO Box 666, Woodstock VT 05091

Email: pfr@rousmaniere.com

Restrictions/Conditions:

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking kiosks, or light poles surrounding the Village Green.
4. Traffic signs and parking kiosks surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within 15 feet of the trunk of any tree in the Village Green.
6. No activity shall be conducted on or before 7:00 am or after 10:00 pm without special arrangements.
7. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
 - a. All traffic control arrangements and site layouts shall be reasonable calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made recommendation of the Village Chief of Police.
 - b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Street, Union Street, Court Street, and the Village Square.
 - c. Police Officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
 - a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.

- b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.
- 10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.
- 11. At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.
- 12. Applicant recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
- 13. The \$50 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50 fee. Please send written request within 30 days after the event. Such refund will be made only after the Board of Village Trustees agrees to do so.

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

Applicant signatures: Peter Rousmaniere

Date: 7/12/23

Please call or email completed permit to:

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

nnourse@townofwoodstock.org

FOR OFFICE USE ONLY

This permit was:

Approved

Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

Permit #: _____



BOOKING-01

SDWYER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/4/2023

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 Denis, Ricker & Brown - MTP 2 Pioneer Street Montpelier, VT 05602	CONTACT NAME: Stacey Dwyer	
	PHONE (A/C, No, Ext): (802) 383-1630 FAX (A/C, No): (802) 658-0541	
	E-MAIL ADDRESS: sdwyer@hbinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Alliance of Nonprofits for Insurance	
INSURED Bookstock, Inc. 53 Wayside Rd Woodstock, VT 05091	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X 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 <input type="checkbox"/> OTHER:			2022-71244	12/31/2022	12/31/2023	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ 20,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Directors & Officers			2022-71244-DO	12/31/2022	12/31/2023	Aggregate 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

Woodstock History Center
Jennie Shurtleff
26 Elm St
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

MONUMENTS, MEMORIALS, MARKERS, AND PLAQUES POLICIES & PROCEDURES

VILLAGE OF WOODSTOCK, VERMONT

31 The Green
Woodstock, VT 05091

PURPOSE: The purpose of this policy is to establish procedures for the acceptance, placement, and maintenance of monuments, memorials, markers, and plaques proposed by outside entities or persons for placement on Village property. When properly designed, planned, and displayed, memorials can furnish the public with essential information, as well as an enhanced sense of place and understanding of the community.

As the steward of public lands within the Village, the Board of Village Trustees (“Trustees”) are committed to protecting the parks, open spaces, public buildings, and other public areas of the Village while providing opportunities for appropriately designed monuments, memorials, markers, and plaques that honor an individual, organization or commemorate an event beneficial to the greater good of the immediate and greater community.

NOTE: These policies and procedures are not intended to address proposals of commemorative public artwork. Similarly, these policies and procedures are not intended to address naming requests, which are reviewed and considered under separate Village policies and guidance.

APPLICATION PROCEDURE: Applicants requesting to place a monument, memorial, marker, or plaque on Village property must apply to the Planning & Zoning Department (“Department”). Within thirty (30) calendar days of a determination of a complete application, Department staff will review the application and submit a report as to whether the proposed monument, memorial, marker, or plaque complies with the criteria of this policy to the Trustees.

To be considered for acceptance, the applicant must first demonstrate that the proposed project meets the following criteria:

- (1) **Use of Public Space:** Donors of monuments, memorials, markers, and plaques shall consider the primary uses of public spaces and facilities in their request for a location or suitable site. While appropriate memorials may enrich an area, public parklands, civic spaces, and open spaces are precious commodities. Therefore, monuments, memorials, markers, and plaques should be carefully reviewed to appropriately balance these two public benefits to protect the greater good.
- (2) **Timelessness:** The quality of timelessness shall be considered in the significance of the individual, organization, or event being memorialized. Memorial proposals should represent long-standing values and principles of the greater community and will therefore offer meaning and relevance not only to the present-day citizenry, but also to future generations.

- (3) **Community Significance:** Proposed projects must serve to commemorate or to identify a particularly significant historic event, organization, or person, and should appeal to the broader interests of the community. To assure that the significance of an event or person has withstood the test of time, a project may commemorate only an event one year or older, and only a person one year or more posthumously. In cases of unusual and compelling circumstances, The Trustees may waive this requirement for those individuals with exceptional community significance.
- (4) **Past Honors:** In consideration of any proposed new memorial, it is recognized that some individuals, organizations, or events may have been sufficiently honored in the past, and that additional recognition may be unwarranted or redundant.
- (5) **Maintenance Planning:** Maintenance concerns should be an essential consideration, with adequate financial provision made for the continued future maintenance. In all cases, permanent memorials should be made from durable materials that will stand up over time. Memorials that include moveable parts or technological elements may not be as enduring and will require additional consideration and review.
- (6) **Financial Responsibility:** The donor of a proposed memorial is required to pay for the complete design, fabrication, installation, and maintenance (via an endowment) to ensure adequate quality of care for the memorial. Funding contributions toward the endowment or maintenance fund may be combined with other donations to benefit not only the donated memorial, but also other memorials. Donations made towards larger scale projects will be pooled and the larger project(s) will appropriately recognize both individual and group donations.
- (7) **Ownership:** Improvements made on Village property, including any donated monument, memorial, marker, or plaque, become the property of the Village of Woodstock.
- (8) **Structures Over Six Feet in Height:** The Vermont Fire & Building Safety Code, the current building code adopted by the Village, requires that any structure over six feet in height be designed according to professional engineering practices and will require an engineer's letter as well as a building permit.
- (9) **The Woodstock Village Green:** The Village Green serves as the centerpiece of the Village. Outdoor spaces and amenities throughout the Green are as integral to the overall appearance and feel of this space as are the individual historic buildings facing this public land. This valuable resource deserves special protection. The following standards shall apply to any proposed new memorial within the Village Green:
- (a) Plaques recognizing donors for significant improvements or acknowledging the naming of a significant improvement such as, but not limited to, pocket parks, fountains, gardens, gazebos, overlooks and other significant features may be placed within the Village Green.
 1. Plaques shall be no larger than three (3) square feet and must be made of either cast bronze, cast aluminum (or other suitable metal), carved stone, or tile. Any such acknowledgement shall utilize wording like: "sponsored by...", "underwritten by...", or "a gift from...", and shall not contain any corporate logos. Plaques must be placed

- on or immediately adjacent to the improvement being recognized.
2. Plaques acknowledging the gift of a public bench, drinking fountain, or other similarly small-scale memorials shall be bronze and no larger than ten inches by four inches (10" x 4").
 3. Plaques for trees shall be no larger than 10" x 4".
- (b) Approval of monuments, memorials, markers, and plaques within the Village Green shall be the sole responsibility of the Trustees based upon the advice and recommendations of the Department.

DESIGN & PLACEMENT CRITERIA:

All proposed monuments, memorials, markers, or plaques on Village property shall be judged for appropriateness based upon the following criteria:

- (1) **Design Criteria:** The memorial should be at a level commensurate with the quality, scale, and character of the location or setting.
- (a) The memorial must contribute to the location from a functional and design standpoint.
 - (b) The memorial should be designed by a qualified professional in the field appropriate to the size, scale, and complexity of the proposal.
 - (c) Logos (symbols or trademarks designed for easy and definite recognition) shall not be used in the overall design of the memorial. Logos may not appear on a plaque acknowledging the memorial's donors. An acknowledgment plaque should be incidental to the memorial and not the focus of the memorial.
- (2) **Placement Criteria:** There must be some specific geographic justification for the memorial being in the proposed location. To determine whether placement is appropriate, the Trustees must find that the placement will:
- (a) Complement and enhance existing and proposed circulation and use patterns.
 - (b) Be supported by, and not conflict with, the Town's Master Plan policies, as well as any future public art master plan, applicable neighborhood and the Guidelines for the Treatment of Cultural Landscapes associated with [Secretary of the Interior's Standards for the Treatment of Historic Properties](#).

BASIC APPLICATION REQUIREMENTS: Before deeming an application complete, the Department shall receive the following:

- (1) **Estimated Cost:** The total estimated cost must include the following costs:
- (a) Design;
 - (b) Fabrication;
 - (c) Plaques;
 - (d) Transportation;
 - (e) Installation;
 - (f) Site preparation work;
 - (g) Foundation;
 - (h) Lighting;
 - (i) Electrical; and
 - (j) Permitting.

By applying for review, the applicant or sponsoring party understands that they are responsible for all costs associated with the proposed monuments, memorials, markers, and plaques.

(2) Maintenance: All monuments, memorials, markers, and plaques require:

- (a) Proof of insurance, bond, or endowment fund that shall cover the cost to replace or remove; and
- (b) A maintenance schedule that ensures long-term care that is satisfactory to both the Village and the donor.
- (c) Any party hired or employed by the donor must provide proof of insurance approved by the Village. Examples include general liability, automobile insurance, professional liability insurance, performance insurance bonds, or workman's compensation coverage.

If an adequate level of maintenance is not continued, the Trustees reserve the right to remove or modify the memorial or any portion of the memorial.

(3) Wording on memorial plaques: Individuals and groups may be recognized for their contributions towards a memorial project. All text and design must be approved by the Trustees prior to the fabrication of the plaque.

APPROVAL PROCESS FOR SIMPLE PLAQUES, ADORNED PLAQUES, MARKERS, AND SITE ACCESSORIES AND AMENITIES

(1) Written Proposal: The applicant shall submit a written proposal with as much information as possible as to the design, size, materials, appropriateness of preferred site, map identifying the proposed site, plaque wording, sketches, renderings, a rendering of the plaque or site accessory at the proposed site, and estimated costs to the Department. A maintenance plan must also be submitted prior to final approval.

(2) Proposal Review: Within 30 days of the filing of a complete application, the applicant shall complete the following steps before presentation to the Trustees for approval:

- (a) Prepare any additional submission requests as required by the Department.
- (b) Provide evidence of financing or fund-raising activities.
- (c) Submit proof of insurance requirements, and a written statement of knowledge and intent to post the necessary surety for long-term maintenance.
- (d) Provide site plans, detailed designs, and schematic drawings. (Any engineering, structural, or site impact questions raised by department staff must be addressed before the proposal can be placed on the Trustees' agenda for review.)
- (e) Submit information about the materials, coatings, and patinas to be used.

Once all the requirements listed above have been completed, the proposal will be placed on the next regularly scheduled Trustees meeting agenda. The Trustees will consider all information, including the staff recommendation, written proposal, concepts, and any public testimony in its decision-making process. The Trustees may:

- (1) Approve the placement of the proposed plaque, marker, or site accessory as presented;
- (2) Approve an alternative placement;

- (3) Request additional information on the proposal; or
- (4) Deny the proposal.

Upon approval by the Trustees, the applicant shall enter into a contractual agreement with the Village of Woodstock prior to the commencement of any work. This contractual agreement shall include the above noted provisions for the endowment, upkeep and maintenance of the memorial in exchange for use of the Town real property. No work may begin unless the applicant can provide evidence of funding sufficient to cover all costs associated with the design, construction, and placement of the memorial. The applicant must also provide evidence of funding of a maintenance surety or endowment equal to 10% of the total cost of the memorial.

DEFINITIONS

Simple Memorials and Plaques:

- (1) SIMPLE PLAQUES: are plaques mounted flush with the ground, flush with a wall, or flush with some other existing durable support object (such as an existing exterior wall, post, boulder, or rock outcropping). The size of the plaque should be appropriately designed to suit the limitations and consideration of the setting.
- (2) ADORNED PLAQUES: are those installed within, and as part of, a larger, more intricate setting. These include plaque installations within, and inclusive of, a decorative surround or frame; and plaque installations which include a new durable support object or base (for example, plaques mounted on a raised pedestal, boulder, wall, or other vertical element, where the support object is proposed new, as a component of the overall monument proposal.
- (3) MARKERS: are small scale, conspicuous, stand-alone objects used to distinguish or mark something.
- (4) BASIC SITE ACCESSORIES AND AMENITIES: include landscaping, benches, seating, picnic tables, drinking fountains, sundials, shade structures, mosaics, unique pathways, etc.

Complex and Large-Scale Memorials:

- (5) MEMORIALS: are medium scale and serve as a remembrance of a person or an event.
- (6) MONUMENTS: are large scale and venerated for their enduring significance or association with an especially notable past person or event.
- (7) FOUNTAINS: Range from being simple to large and complex features combining other site accessories, sculptural elements, and landscaping. All fountains require supportive plumbing and electrical systems. Fountains therefore require additional consideration and review because of the infrastructure required, additional maintenance implied, and possible environmental issues. Some monuments or memorials will incorporate a fountain

element as part of the overall design.

- (8) MEMORIAL GARDENS AND PLAZAS: may include one or more of the objects listed above but will also include an overall spatial experience that usually includes elaborate landscaping.

DRAFT FOR APPROVAL

Frank Rivera <frank@fleurishvt.com>

Nikki Nourse

Hello,

My name is Frank and I wanted to reach out to you to see if it would be possible to add an item to the agenda for the Board of Trustees for this September.

My family are the new owners of the building located at 33 Central Street and we are excited to bring in two new business to Woodstock!

I wanted to appeal to the Board to discuss the parking behind the building. Currently, there are three spaces directly behind the building and we would like to see if it might be possible to make the spots private. One of the owners is handicapped and she would need to be able to park close to the building. We would like to have the spots designated to support our daily operations such as deliveries and loading.

I'm more than happy to answer any questions that might be helpful to know prior to the meeting or in order to have this item added to the agenda. My phone number is 802-332-5522

Thank you for your time and enjoy the weekend.

Best,

Frank

Town & Village of Woodstock, VT
Select Board & Board of Trustees Joint Meeting
August 21, 2023
5:30 pm
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.

Present: Chair Ray Bourgeois, Susan Ford, Mary Riley, Keri Cole, Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Bill Corson, Gabe DeLeon, Eric Duffy, Nikki Nourse, Mark Hunter

A. Call to order

1. Select Board

- a. Chair Bourgeois called the Joint Meeting of August 21, 2023, to order at 5:31 pm.

2. Trustees

- a. Chair McIlroy called the Joint Meeting of August 21, 2023, to order at 5:31 pm.

B. Executive session

Motion: by Chair McIlroy to enter executive session to discuss personnel at 5:32 pm.

Seconded: by Mr. DeLeon.

Vote: 5-0-0, passed.

Motion: by Ms. Ford to enter executive session to discuss personnel at 5:32 pm.

Seconded: by Ms. Riley.

Vote: 4-0-0, passed.

The executive session ended and the public meeting resumed at 5:49 pm.

C. Municipal Manager review

1. Mr. Duffy spoke about his first seven months in the role. He expressed his happiness about being a part of the community and thanked both Boards for their support. He acknowledged the challenges of working with two boards but commended everyone for their patience and understanding. Mr. Duffy thanked his staff for their dedication and resilience, and he also expressed his gratitude to the public for their warm welcome.
2. Members of the Boards provided positive feedback about Mr. Duffy's performance. They praised his approach to communication, transparency, and involvement of the community in decision-making. Several members thanked Mr. Duffy for his efforts and encouraged him to take care of himself and avoid burnout. There was a consensus that Mr. Duffy's contribution to the Town and Village exceeded expectations, and his dedication to the role was appreciated.
3. Mr. Duffy expressed his commitment to continuing his efforts and improving in the future. He suggested discussing new goals and objectives, and the possibility of setting them in a later meeting was mentioned.

D. Adjournment

1. Select Board

Motion: by Mr. Bourgeois to adjourn the meeting at 5:58 pm.

Seconded: by Ms. Cole.

Vote: 4-0-0, passed.

2. Trustees

Motion: by Chair McIlroy to adjourn the meeting at 5:59 pm.

Seconded: by Mr. Kahn.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Nourse*

**Village of Woodstock
Board of Trustees Special Meeting
August 22, 2023
9:00 am
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Gabe DeLeon, Eric Duffy, Nikki Nourse, Kathy Avellino, Mary Riley, Jennifer Falvey

A. Call to order

1. Chair McIlroy called the Village Trustees Special Meeting of August 22nd to order at 9:00 am.

B. Additions & deletions from posted agenda – none.

C. FY24 Tax rate

1. Mr. Duffy explained that the tax rate is determined by the total appropriations agreed upon during the last March Village Meeting, minus potential revenue. The remaining amount is then raised through taxes. The tax rate for this year increased by .0082, equivalent to \$8.20 per \$100,000 of property. This increase was aligned with the 5.2% tax increase approved in the previous Village Meeting.
2. The floor was opened for questions and discussion among the Trustees. Chair McIlroy inquired about the process for calculating the tax rate. Mr. Duffy clarified that the tax rate is determined by subtracting potential revenue from the total appropriations, and the resulting amount is divided among property owners.
3. There were no comments or questions from the public.
4. Mr. Duffy informed the Trustees that tax bills would be mailed out in about two weeks. Originally, the goal was to send them out earlier, but due to the absence of Cori Frederick, who handles taxes, the bills will be sent out when she returns from vacation in the first week of September.
5. It was clarified that tax payments are due on the 1st Friday of November. Attendees were informed that questions regarding tax payments should be directed to the Town Hall.
6. Attendees were reminded that a late fee would be applied if not received by 4:30 pm on November 3rd 2023.

Motion: by Chair McIlroy to approve the Village tax rate of .2122.

Seconded: by Mr. DeLeon.

Vote: 4-0-0, passed.

D. Other business – none.

E. Adjournment

Motion: by Chair McIlroy to adjourn the meeting at 9:04 am.

Seconded: by Mr. Kahn.

Vote: 4-0-0, passed.

*Respectfully submitted,
Nikki Nourse*